

# ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting

June 21, 2022

## **Add to Agenda**

### **Regular Agenda Item 5A: Resolution Designating Medsurety LLC and Matrix Trust as Health Reimbursement Arrangement Trustee**

Consider approval of Resolution 2022-35 designating Medsurety LLC and Matrix Trust as Health Reimbursement Arrangement Trustee and authorize Board Chair and Acting County Administrator to sign.

## **Additional Information**

**Consent Agenda Item #11A/Name Provided:** Consider approval of the hiring/lateral transfer of Jacqueline Ness from Clerk III in the Auditor's Office to Clerk III in the Assessor's Office, \$19.02 per hour, Grade 4, Step 2 (no change in grade or wage). The original agenda requested stated the final candidate name would be provided prior to the county board meeting.



## AGENDA REQUEST FORM

Date of Meeting: June 21, 2022

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

Agenda Item: Clerk III

Department: Assessor

Lorri L. Houtsma

Department Head signature

### Background information on Item:

On June 15, 2022, interviews were conducted with five (5) candidates for the Clerk III position resulting from the board approved backfill of this position in the Assessor's office. The interview panel consisted of County Assessor/Recorder Lorri Houtsma, Deputy Assessor Troy Stewart and Human Resources Generalist Jessica Blesener.

Jacqueline Ness proved to be the most qualified candidate through this process, and she has accepted an offer contingent upon board approval and background check. Jackie currently holds the position of Clerk III in the Auditor's office.

This position is a full-time (37.5 hours/week), non-exempt AFSME Courthouse union position.

### Action Requested:

Consider hiring of Jacqueline Ness from Clerk III (Grade 4, Step 2 - \$19.02 per hour) in the Auditor's office to a Clerk III (Grade 4, Step 2 - \$19.02 per hour) in the Assessor's office effective July 5, 2022. This is a lateral transfer.

### Financial Impact:

The Clerk III position is within the 2022 budget.

**Resolution 2022-35**  
**of the**  
**Pine County Board of Commissioners**

**A Resolution Designating Medsurety LLC and Matrix Trust as  
Health Reimbursement Arrangement Trustee**

**WHEREAS**, Pine County changed its vendor for its Health Reimbursement Arrangement (HRA) effective July 1, 2022 from Further/HealthEquity to MEDSURETY LLC;

**WHEREAS**, MG Trust/MATRIX, was the previous Trustee of Pine County HRA Trust administered by Further/HealthEquity; and

**WHEREAS**, Educator Benefits Consultants Health Reimbursement Arrangement with MATRIX as the successor Trustee of Pine County HRA Trust administered by Medsurety;

**NOW, THEREFORE, BE IT RESOLVED** That Pine County hereby designates MEDSURETY LLC as the administrator and Educator Benefits Consultants Health Reimbursement Arrangement with MATRIX as the successor Trustee of the Pine County HRA Trust effective July 1, 2022 and removes MG Trust/MATRIX under the Minnesota Healthcare Consortium as the designated Trustee.

Approved this 21<sup>st</sup> day of June, 2022.

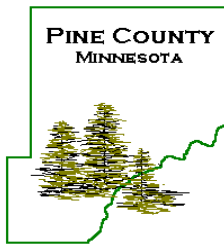
Attest:

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Stephen M. Hallan, Chair  
County Board of Commissioners

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David J. Minke, Administrator  
Clerk to Board of Commissioners



**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, June 21, 2022, 10:00 a.m.**  
**North Pine Government Center**  
**1602 Hwy. 23 No.**  
**Sandstone, Minnesota**

**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](http://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 June 7, 2022 County Board Meeting and Summary for publication.  
Approve Minutes of June 13, 2022 Board of Appeal & Equalization Meeting
- F) Minutes of Boards, Reports and Correspondence  
None
- 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 May, 2022 Cash Balance (attached)**

<b>Fund</b>	<b>May 31, 2021</b>	<b>May 31, 2022</b>	<b>Increase/Decrease</b>
General Fund	1,219,186	1,026,010	(193,176)
Health and Human Services Fund	1,074,192	1,421,799	347,606
Road and Bridge Fund	3,261,877	2,067,953	(1,193,925)
COVID Relief	2,872,569	2,273,453	(599,115)
Land	2,649,354	2,550,088	(99,265)



Self Insurance	602,861	321,504	(281,357)
TOTAL (inc non-major funds)	33,450,509	32,154,695	(1,295,814)

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

Consider approval of the disbursements paid in May 2022 (\$5,196,846.74) by fund. There were 550 total claims, 92 claims that were over \$2,000 to be approved and are individually detailed on the separate listing, and 458 claims under \$2,000 or not needing approval totaling \$3,857,874.37. (3,335,227.39 of this were payments from the Taxes Fund to the School Districts).

3. **Applications**

Consider approval of the following:

A. **Repurchase Application**

- i. Consider Resolutions 2022-34 authorizing Stearns Bank, mortgagee to repurchase on behalf of Gail S. Mattson, prior owner, to repurchase Pine County parcels 42.0109.000 (315 10<sup>th</sup> St NW, Pine City) in full. The title of the property will be in place of Ms. Mattson's ownership.

B. **Temporary Liquor Licenses**

- i. Acknowledge applications for Temporary 3.2 Percent Malt Liquor Licenses and authorize County Auditor-Treasurer Schroeder to sign 3.2 licenses and sign the liquor license application.

4. **Donations**

- A. Consider accepting the donations for the Veterans Outreach Program: \$100 from Mary Pogozdski, \$500 from the Sandstone Area Veterans Memorial, and \$300 from the Sandstone American Legion.
- B. Consider accepting the \$15,000 donation for the Sheriff's Office K9 Program from the Sturgeon Lake Area Lions.

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

Review and consider approval of Commissioners' Expense Claim Forms.

6. **Contracts**

Consider approval of the 2022 State Boat and Water Safety Grant in the amount of \$5,630. This grant will be used for enforcement hours and annual maintenance. The grant period is January 1, 2022 – June 30, 2023 and does not require matching funds. Authorize Board Chair and County Administrator to sign.

7. **Windemere Township Law Enforcement Agreement**

Consider approval of Windemere Township Law Enforcement agreement to allow the Sheriff's Office to provide ordinance enforcement on a case to case basis. Authorize Board Chair and Pine County Sheriff to sign.

8. **2022 Motorola Solutions Service Agreement**

Acknowledge the 2022 Motorola Solutions Service Agreement which covers maintenance, support, and other services for the Sheriff's Office radio system. The service agreement period if for September 01, 2022 – August 31, 2023.

9. **Establish and Appoint Ballot Board**

Consider Resolution 2022-33 establishing Ballot Board for the purposes of accepting or rejecting returned absentee, mail, or Military and Overseas Citizens ballots and tabulating the ballots on

election day.

**10. Personnel (Promotion/Transfer)**

- A. Consider approval of the promotion of Corrections Officer Samantha Miller to Jail Sergeant, effective June 22, 2022, \$32.58 per hour, Grade 10, Step 7.

**11. New Hire**

- A. Consider approval of the hiring of a Clerk III position in the Assessor's Office, effective July 5, 2022, \$18.24 per hour, Grade 4, Step 1. Interviews will be performed June 15, 2022. The name of the final candidate will be provided prior to the county board meeting.
- B. Consider approval of the hiring of Eligibility Worker Nikki Boese effective June 27, 2022, Grade 6, Step 1, \$20.49 per hour.

**12. Training**

Consider approval of the following training requests:

- A. Fiscal Supervisor Michelle Kelash and Case Aide Angela Boelman to attend the Minnesota County Health & Human Services Accountants Conference, August 24-26, 2022, in Alexandria, MN. Cost per person: Registration/\$100, Lodging & meals/\$548.05. Mileage \$186.25. Total Cost of \$1,482.35. Funds are available within the 2022 HHS Budget.
- B. Health Educator, Hailey Freedlund to attend the Statewide Health Improvement Partnership (SHIP) Annual Conference, July 18-20, in Eagan. All costs associated with attending are covered by the Statewide Health Improvement Partnership (SHIP) program, no financial impact.

**REGULAR**

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

The Personnel Committee met June 13, 2022. The Personnel Committee made the following recommendation:

- A. Health & Human Services
  - i. Acknowledge the resignation of Social Worker Nicholas Loudon, effective May 25, 2022, and approved backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- B. Sheriff's Office
  - i. Acknowledge the resignation of part-time, probationary Dispatcher Coltin Brown, effective May 18, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer
  - ii. Acknowledge the resignation of full-time Corrections Officer Andrew Degerstrom-Hanley, effective June 18, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- C. Auditor/Treasurer
  - i. Modify the current Appraiser job description to reflect the current supervisor as County Assessor and to update the licensing and continuing education requirements with no change to the grade.
- D. Probation
  - i. Acknowledge the resignation of Probation Case Aide Justine Ward, effective June 13, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- E. Public Works

- i. Acknowledge the resignation of Highway Maintenance Worker Adam Johnsen, effective May 12, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

Other items are for information only.

2. **Introduction of 4-H Educator and SNAP-Ed Educator**

Introduction of Sarah Odendahl, 4-H Educator and Kristin Riley, SNAP-Ed Educator.

3. **Schedule Special Meeting – Pine County Education Collaborative Leadership Network**

Schedule next meeting: July 27, 2022, 6:00 p.m., Pine Technical & Community College

4. **MN DOT and NE MN Area Transportation Partnership Presentation**

MN DOT and NE MN Area Transportation Partnership Presentation

5. **Lower St. Croix 1W1P Annual Work Plan**

Consider approval of the Lower St. Croix Watershed 2022-2023 Annual Work Plan

6. **Commissioner Updates**

Pine County TAC Meeting (Arrowhead Transit)

Soil & Water Conservation District

Law Library

Central Minnesota Jobs and Training Services

East Central Solid Waste Commission

East Central Regional Library Trustees Board

Board of Equalization

NACo Telecommunications and Technology Committee

State Community Health Services Advisory Committee (SCHSAC)

Other

7. **Other**

8. **Upcoming Meetings (Subject to Change)—Contact the Organization Hosting the Meeting to Confirm Meeting Details**

- a. Pine County Board of Commissioners, Tuesday, June 21, 2022, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- b. NLX, Wednesday, June 22, 2022, 10:00 a.m.
- c. Pine County Housing & Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, June 22, 2022, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- d. Northeast Minnesota Emergency Communications Board/Radio Advisory Committee, Thursday, June 23, 2022, 10:00 a.m., St. Louis County EOC – Pike Lake, 5735 Old Miller Trunk Highway, Duluth, Minnesota
- e. Extension 4-H Open House, Monday, June 27, 2022, 5:00 p.m., Hinckley Community Center (city hall), Hinckley, Minnesota
- f. Snake River Watershed Management Board & Snake River 1W1P Policy, Monday, June 27, 2022, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota - CANCELED
- g. East Central Regional Development Annual Meeting, Monday, June 27, 2022, 5:30 p.m., 100 Park Street South, Mora, Minnesota.
- h. Special Meeting-Committee of the Whole (Nemadji Research), Tuesday, June 28, 2022, 10:00 a.m., Bruno, Minnesota
- i. Transportation Committee, Wednesday, June 29, 2022, 1:00 p.m.

- j. Pine County Board of Commissioners, Tuesday, July 5, 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, June 7, 2022 - 10:00 a.m.  
Pine County Board Room, 635 Northridge Drive NW  
Pine City, Minnesota**

Chair Hallan called the meeting to order at 10:00 a.m. Present were Commissioners Josh Mohr, Terry Lovgren, J.J. Waldhalm and Matt Ludwig. Also present was County Administrator David Minke and County Attorney Reese Frederickson.

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: Agenda Item E) Approve Minutes:** Approve Minutes of June 3, 2022 Emergency Meeting

**Additional Request to Consent Agenda Item 2A/2B:** In addition to acceptance of the two donations from AKC Reunite and McDonough K-9 for the purchase of a canine from Mark McDonough, approve the Board Chair to sign the relating K-9 contract with McDonough K-9.

**Addition: Add to Other (Regular Agenda Item 10)**

10A. Update of Severe Weather Event of May 30, 2022 (storm damage/recovery)

**Additional Information: Regular Agenda Item #1/Facility Committee Report:** 3-page document to clarify the original bids and revised bids/quotes

**Motion** by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Lovgren to approve the Minutes of the April 19, 2022 County Board Meeting and Summary for publication, and Minutes of the June 3, 2022 Emergency Meeting. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Surveyor's Monthly Report – May, 2022

Pine County Zoning Board Minutes – April 28, 2022

**Motion** by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Lovgren to approve the amended Consent Agenda. Second by Commissioner Mohr. Motion carried 5-0.

**CONSENT AGENDA**

1. **Applications**

Approve the following and allow County Auditor-Treasurer to sign applications:

A. Exempt Permit

- i. Moose Lake Fire District Firefighters Relief Association to conduct Minnesota lawful gambling on September 16, 2022, at Moose Lake Golf Club, 35311 Parkview Dr., Sturgeon Lake, MN (Windemere Township)
- ii. 19201 Woodland Acres to conduct Minnesota lawful gambling on August 14, 2022 at Sokol Camp, 19201 Woodland Acres, Pine City, MN (Chengwatana Township).

B. Temporary Liquor License

Jack Pine Riders ABATE of MN for an event held July 8-10, 2022 in Finlayson Township. Pending approval from Sheriff and State.

C. Solid Waste Hauler Collection and Transportation License

2022 Solid Waste Hauler Collection and Transportation License for O'Brien Transport Inc. and authorize Board Chair to sign.

2. Donations

Approve the following:

- A. \$7,500 donation from AKC Reunite-Adopt a K-9 Cop Grant designated to the Pine County Sheriff's Office K-9 Program.
- B. \$10,000 donation from Mark McDonough/McDonough K-9 towards the purchase of one of McDonough K-9 canines.
- C. K-9 Contract between Mark McDonough and Pine County for the purchase and training of a K-9 dog. The cost of the dog, \$17,500, is covered by the donations received from AKC Reunite-Adopt a K-9 Cop Grant and Mark McDonough/McDonough K-9. Authorize Board Chair to sign the contract.

3. Contracts/Agreements

- A. Approve Pine County Health & Human Services to terminate its Special Needs Basic Care contract with UCare and authorize the Board Chair to submit a termination notice to UCARE. The contract requires a 125-day written notice, which means the contract would officially end on October 10, 2022.

4. Personnel / Promotion

Approve the following:

- A. Promotion of internal candidate Jill Koch to Social Worker, effective June 8, 2022, Grade 10, Step 1, \$25.88 per hour.
- B. Lateral transfer of Highway Maintenance Worker Wesley Miller to Sign Maintenance Worker, effective June 8, 2022. Grade 6, Step 3, \$22.26 per hour. No change in grade or pay.

5. New Hire

Authorize the hiring of the following:

- A. Social Worker Kailey Jackson effective June 8, 2022, Grade 10, Step 1, \$25.88 per hour.

6. Training

Approve the following training:

- A. Social Worker Mary Heffner to attend the National Protective Services Conference, August 28, 2022 – September 1, 2022, in Grand Rapids, Michigan. Registration \$550; Meals \$148; Lodging \$524; Travel \$633. Total cost: \$1,855.

- B. Social Services Supervisor Patrick Meacham to attend the Minnesota County Supervisor's Conference, September 11-14, 2022, Breezy Point, Minnesota. Registration \$75; Lodging \$645; Travel \$150. Total cost \$870.

## **REGULAR AGENDA**

1. **Facilities Committee Report**

Commissioner Ludwig provided an overview of the June 1, 2022 Facilities Committee meeting including grass mowing at Benjamin Neel gun range, project updates, and the bids/construction of a Willow River Household Hazardous (HHW) Waste building. The Facilities Committee made the recommendation to reject all bids for the construction of the Willow River HHW building and delay the project due to the excessive costs of the current construction environment.

The county board discussed the bids received, costs, funding, and construction and material availability for the Willow River HHS building project. Options discussed included moving forward with construction spending \$23,000 of building funds dollars, rejecting bids and rebidding later, or rejecting bids and not build a permanent structure.

**Motion** by Commissioner Waldhalm to reject all bids for the Willow River Household Hazardous Waste (HHW) Building and delay the project due to the excessive costs of the current construction environment. The motion died for a lack of a second.

**Motion** by Commissioner Mohr to approve the bids for concrete and carpentry, and approve the quotes for the other trades (plumbing, HVAC, and electrical), authorize the county administrator to sign necessary contracts and move forward with construction of the Willow River Household Hazardous Waste Building. Second by Commissioner Ludwig. Motion carried 4-1 with Commissioner Waldhalm opposing. Funding to come from the 2020A G.O. Refunding Courthouse Bonds, State of Minnesota Grant, and county building fund.

2. **Legislative Update by State Representative Nathan Nelson**

State Representative Nathan Nelson provided an overview of the 2022 legislative session which adjourned May 23, 2022. Rep. Nelson stated the Agriculture and Mental Health Supplemental Bills passed, however the bonding bill did not.

3. **Performance Management Program Participation**

County Auditor-Treasurer Kelly Schroeder stated the county's participation in the Local Results and Innovation Performance Management Program highlights the results of many county programs and by participating, the county is eligible to receive approximately \$.014 per resident (approx. \$4,075).

**Motion** by Commissioner Lovgren to approve Resolution 2022-30 to continue participating in the Council on Local Results and Innovation Performance Measurement Program. Second by Commissioner Mohr. Motion carried 5-0.

4. **Probation Comprehensive Plan Presentation**

Probation Director Terry Fawcett presented the 2022 Comprehensive Plan.

5. **Contract Awards**

County Engineer Mark LeBrun stated bids were opened for the following contracts:

A. Contract #2201 / Bids opened May 23, 2022

SAP 058-625-017 Located on CSAH 25, 0.5 miles East of CSAH 24 over the Tamarack River

SAP 058-661-026 Located on CSAH 61, 0.2 miles South of CSAH 41 over the Willow River

B. Contract #2202 / Bid opened June 6, 2022

SAP 058-603-011 On CSAH 3, from CSAH 2 to CSAH 8; 4.5 miles

SAP 058-628-014 On CSAH 28, from CSAH 61 to the West County Line. 9.5 miles

SAP 058-632-019 On CSAH 32 from CSAH 33 to CSAH 22; 7.0 miles

SAP 058-635-009 On CSAH 35 from CSAH 28 to TH 18; 3.5 miles

CP 058-011-001 On CSAH 11 from CSAH 61 to West County Line; 9.0 miles

C. Contract #2203 / Bids opened June 1, 2022

CP 058-140-001 Located on CR 140, 0.2 miles north of TH 48 over the Grindstone River.

**Motion** by Commissioner Ludwig to award contracts as follows:

Contract #2201: Landwehr Construction, Inc. in the amount of \$2,328,363.23

Contract #2202: Knife River in the amount of \$9,711,868.75

Contract #2203: S & R Reinforcing, Inc. in the amount of \$1,029,387.95

Second by Commissioner Lovgren. Motion carried 5-0.

6. **Local Bridge Replacement Program Grant Agreement #1048612**

County Engineer Mark LeBrun stated grant funds are available in the amount of \$713,269.73 for construction of Bridge No. 58J14

**Motion** by Commissioner Mohr to approve the Local Bridge Replacement Program Grant Agreement with the State of Minnesota for grant funds in the amount of \$713,269.73. Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Lovgren to approve Resolution 2022-31 For Agreement to State Transportation Fund Local Bridge Replacement Program Grant Terms and Conditions. Second by Commissioner Mohr. Motion carried 5-0.

7. **Broadband Award**

Economic Development Coordinator Lezlie Sauter explained the broadband CDBG-CV Program and ReConnect Program and stated Hometown Fiber conducted an analysis of internet service providers with service in the project area and SCI Broadband was in the best position to expand its fiber service to the premises throughout the target area.

**Community Development Block Grant-Coronavirus (CDBG-CV) Program**

**Motion** by Commissioner Lovgren to approve Resolution 2022-28 authorizing County Administrator Minke to enter into a service agreement with SCI Broadband to construct the project according to the requirements in Grant Contract Agreement No. CARE-21-0-FY21 and such other relevant laws and rules as required. Second by Commissioner Mohr. Motion carried 5-0.

**Community Project Program of the Federal FY 22 Federal ReConnect Program**

**Motion** by Commissioner Lovgren to approve Resolution 2022-29 authorizing County Administrator Minke to enter into a service agreement with SCI Broadband to construct the project according to the requirements to be promulgated by the United States Department of Agriculture Rural Development and such other relevant laws and rules as required. Second by Commissioner Mohr. Motion carried 5-0.



8. **Solid Waste Ordinance Discussion**

Land and Resources Manager Caleb Anderson reviewed that the county board appointed an Ad Hoc Committee to review the Solid Waste Ordinance (established in 1993) and consider options for updating. The committee met twice and the current draft has been reviewed by the county attorney. After review and discussion of the proposed revisions, Commissioner Waldhalm indicated additional items for discussion. Chair Hallan requested Commissioner Waldhalm provide a written list for review.

**Change in Order of Agenda: Move Item 10A (Severe Weather Event Update) to #9 and move #9 (Commissioner Update) to #10.**

9. **Severe Weather Event Update / May 30, 2022**

Sheriff's Office Supervisor Denise Anderson, County Engineer Mark LeBrun and County Recorder/Assessor Lorri Houtsma provided an update on departments' involvements relating to the May 30, 2022 Severe Weather Event. Houtsma stated 72 properties have been damaged; with the Assessor's Office still in the information gathering stage. Drone video of the damage was shared.

10. **Commissioner Updates**

Arrowhead Counties Association: Commissioner Ludwig unable to attend.

Tribal Economy Summit: Chair Hallan stated great meeting. The county is appreciative of the partnership with the Mille Lacs Band.

Snake River Watershed Management Board & Snake River 1W1P Policy: Commissioner Lovgren stated there was a contentious discussion of the membership.

Technology Committee: cancelled

NLX Meeting: Commissioner Lovgren stated NLX did not receive funding through the state legislature, however NLX continues to move forward.

Housing & Redevelopment Authority/Economic Development Authority: Commissioner Ludwig stated a presentation was given by One Roof Community Housing in Duluth. It was stated that the two HRA/EDA properties are debt free.

Assessors Recognition: Commissioner Lovgren stated appreciation to the County Assessor's Office

TEP meeting-Sturgeon Lake: Commissioner Waldhalm stated the Restoration Order for property located in Sturgeon Lake was reaffirmed.

AMC District 1 Spring Meeting: Chair Hallan stated it will be interesting to follow Cook County with properties being purchased and used for vacation rentals. The conversion of dwellings from owner-occupied or long-term rental is decreasing the amount of housing available for residents.

East Central Regional Juvenile Center Advisory Committee: Probation Director Terry Fawcett attended. Freeborn County has joined the Joint Powers. Trend of non-member bed usage up significantly. Bed usage is high.

Meeting with Congressman Stauber: Federal broadband funding discussed.

Other

Commissioner Lovgren participated in two meetings -- mental health, and Opioid Settlement.

Commissioner Ludwig attended the Kettle River 1W1P kick-off event at Osprey Wilds.

11. **Other**

None.

12. **Upcoming Meetings**

Upcoming meetings were reviewed.

13. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 1:20 p.m. The next regular meeting of the county board is scheduled for Tuesday, June 21, 2022 at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

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Stephen M. Hallan, Chair  
Board of Commissioners

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

**SUMMARY  
OF  
MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, June 7, 2022 - 10:00 a.m.  
Pine County Board Room, 635 Northridge Drive NW  
Pine City, Minnesota**

Chair Hallan called the meeting to order at 10:00 a.m. Present were Commissioners Josh Mohr, Terry Lovgren, J.J. Waldhalm and Matt Ludwig. Also present was County Administrator David Minke and County Attorney Reese Frederickson.

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. Motion carried 5-0.

**Motion** by Commissioner Lovgren to approve the Minutes of the April 19, 2022 County Board Meeting and Summary for publication, and Minutes of the June 3, 2022 Emergency Meeting. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Surveyor's Monthly Report – May, 2022

Pine County Zoning Board Minutes – April 28, 2022

**Motion** by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Lovgren to approve the amended Consent Agenda. Second by Commissioner Mohr. Motion carried 5-0.

Approve the following and allow County Auditor-Treasurer to sign applications:

A. Exempt Permit

- i. Moose Lake Fire District Firefighters Relief Association to conduct Minnesota lawful gambling on September 16, 2022, at Moose Lake Golf Club, 35311 Parkview Dr., Sturgeon Lake, MN
- ii. 19201 Woodland Acres to conduct Minnesota lawful gambling on August 14, 2022 at Sokol Camp, 19201 Woodland Acres, Pine City, MN

B. Temporary Liquor License

Jack Pine Riders ABATE of MN for an event held July 8-10, 2022 in Finlayson Township. Pending approval from Sheriff and State.

C. Solid Waste Hauler Collection and Transportation License

2022 Solid Waste Hauler Collection and Transportation License for O'Brien Transport Inc.

Approve the following:

- A. \$7,500 donation from AKC Reunite-Adopt a K-9 Cop Grant designated to the Pine County Sheriff's Office K-9 Program.
- B. \$10,000 donation from Mark McDonough/McDonough K-9 towards the purchase of one of McDonough K-9 canines.
- C. K-9 Contract between Mark McDonough and Pine County for the purchase and training of a K-9 dog. The cost of the dog, \$17,500, is covered by the donations received from AKC Reunite-Adopt a K-9 Cop Grant and Mark McDonough/McDonough K-9.

Approve Pine County Health & Human Services to terminate its Special Needs Basic Care contract with UCare and authorize the Board Chair to submit a termination notice to UCARE . The contract requires a 125-day written notice, which means the contract would officially end on October 10, 2022.

Approve the following:

- A. Promotion of internal candidate Jill Koch to Social Worker, effective June 8, 2022, Grade 10, Step 1, \$25.88 per hour.
- B. Lateral transfer of Highway Maintenance Worker Wesley Miller to Sign Maintenance Worker, effective June 8, 2022. Grade 6, Step 3, \$22.26 per hour. No change in grade or pay.

Authorize the hiring of Social Worker Kailey Jackson effective June 8, 2022, Grade 10, Step 1, \$25.88 per hour.

Approve the following training:

- A. Social Worker Mary Heffner to attend the National Protective Services Conference. Total cost: \$1,855.
- B. Social Services Supervisor Patrick Meacham to attend the Minnesota County Supervisor's Conference. Total cost \$870.

**Motion** by Commissioner Waldhalm to reject all bids for the Willow River Household Hazardous Waste (HHW) Building and delay the project due to the excessive costs of the current construction environment. The motion died for a lack of a second.

**Motion** by Commissioner Mohr to approve the bids for concrete and carpentry, and approve the quotes for the other trades (plumbing, HVAC, and electrical), authorize the county administrator to sign necessary contracts and move forward with construction of the Willow River Household Hazardous Waste Building. Second by Commissioner Ludwig. Motion carried 4-1 with Commissioner Waldhalm opposing. Funding to come from the 2020A G.O. Refunding Courthouse Bonds, State of Minnesota Grant, and county building fund.

**Motion** by Commissioner Lovgren to approve Resolution 2022-30 to continue participating in the Council on Local Results and Innovation Performance Measurement Program. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Ludwig to award contracts as follows:

Contract #2201: Landwehr Construction, Inc. in the amount of \$2,328,363.23

Contract #2202: Knife River in the amount of \$9,711,868.75

Contract #2203: S & R Reinforcing, Inc. in the amount of \$1,029,387.95

Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Mohr to approve the Local Bridge Replacement Program Grant Agreement with the State of Minnesota for grant funds in the amount of \$713,269.73. Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Lovgren to approve Resolution 2022-31 For Agreement to State Transportation Fund Local Bridge Replacement Program Grant Terms and Conditions. Second by Commissioner Mohr. Motion carried 5-0.

#### **Community Development Block Grant-Coronavirus (CDBG-CV) Program**

**Motion** by Commissioner Lovgren to approve Resolution 2022-28 authorizing County Administrator Minke to enter into a service agreement with SCI Broadband to construct the project according to the requirements in Grant Contract Agreement No. CARE-21-0-FY21 and such other relevant laws and rules as required. Second by Commissioner Mohr. Motion carried 5-0.

#### **Community Project Program of the Federal FY 22 Federal ReConnect Program**

**Motion** by Commissioner Lovgren to approve Resolution 2022-29 authorizing County Administrator Minke to enter into a service agreement with SCI Broadband to construct the project according to the requirements to be promulgated by the United States Department of Agriculture Rural Development and such other relevant laws and rules as required. Second by Commissioner Mohr. Motion carried 5-0.

With no further business, Chair Hallan adjourned the meeting at 1:20 p.m. The next regular meeting of the county board is scheduled for Tuesday, June 21, 2022 at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

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Stephen M. Hallan, Chair  
Board of Commissioners

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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](http://www.co.pine.mn.us)). Copies may also be requested from the administrator's office.**



## ***MINUTES*** **PINE COUNTY BOARD OF APPEAL & EQUALIZATION**

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

**Monday, June 13, 2022, 6:00 p.m.**  
**Pine County Courthouse – Pine City, Minnesota**

Chair Hallan called the meeting to order at 6:00.

Members present were Commissioners Steve Hallan, Terry Lovgren, and Matt Ludwig, and Josh Mohr. Also, present were County Auditor Treasurer Kelly Schroeder, County Assessor-Recorder Lorri Houtsma, and Deputy Assessor Troy Stewart. Commissioner Waldhalm was absent.

County Auditor-Treasurer Schroeder administered the Board of Equalization Oath

County Assessor-Recorder Houtsma reviewed the purpose of the meeting and reviewed the values for the 2022 assessment.

The meeting then moved into the individual property owner's appeals:

County Assessor Recorder Houtsma gave a brief overview of the Rothenbacher (08.0412.001) property.

Peter Schmittiel agent for Robert & Margo Rothenbacher noted there is a proposed 89% increase between 2022 and 2023 valuation. Peter noted that there are some properties on the southern part of the lake that sold at high values and additionally on his road, but he also cited several properties which have sold for lower than the proposed valuation.

County Assessor Recorder Houtsma gave a brief overview of the Grisim (28.5231.000) property.

Commissioner Lovgren arrived at 6:18PM.

James Grisim noted the Pokegama Township Board lowered his valuation since the lot next door to his sold in March 2022 for \$130,000 and felt that his land valuation should be comparable to that recent sale. He noted in this north bay portion of the lake a lot of people can't have docks due to muck, weeds, and algae and shared a picture of his shoreline as of June 13, 2022. He noted that at the Pokegama meeting the County Assessor representative said that if his property value was decreased, then all similar property's values would need to be adjusted and he does not feel that is how it should be looked at since he is the one appealing his valuation. He asks that the County Board honor the Townships recommended value of \$256,500.

The board requested further information on each case from County Assessor-Recorder Houtsma. Houtsma reviewed specifics regarding the County's valuation of each case. Houtsma noted that the other sales Mr. Schmittiel cited all occurred prior to or after the sales study period for the 2022 assessment. For Mr. Grisim's property it was noted that Mr. Grisim's purchase of his property was one of the sales that influenced the increase in valuations on Pokegama Lake. Houtsma also noted the sale the Township Board changed Mr. Grisim valuation based on was also after the sales study period for the 2022 assessment. Deputy Assessor Stewart explained the further reasoning behind the need to change all the similar property's as Mr. Grisim, as the meeting is about equalization of values, thus if only one property of many is change, it is creating an inequity.

The Board discussed each case and considered comments by County Assessor-Recorder Houtsma and made the following decisions:

Ludwig made a motion to make no change to Rothenbacher value as appealed by Mr. Schmittiel and Mohr seconded the motion. Motion Passed 4-0.

Lovgren made a motion to made a motion to raise his value to \$303,400 to Grisim value and Mohr seconded the motion. Motion Passed 4-0.

County Assessor-Recorder Houtsma reviewed the County Assessor recommendations.

Commissioner Lovgren made a motion to accept the Assessor's recommendations. Commissioner Mohr seconded the motion. Motion passed 4-0.

Chair Hallan adjourned the meeting at 7:22 pm.

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Stephen M. Hallan  
Chair, County Board of Commissioners

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Kelly M. Schroeder, Auditor-Treasurer  
Clerk, Board of Appeal & Equalization



## AGENDA REQUEST FORM

Date of Meeting: June 21, 2022

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

Agenda Item: May 2022 Cash Balance

Department: Auditor-Treasurer

  
\_\_\_\_\_  
Department Head signature

### Background information on Item:

May 2022 Cash Balance Report

### Action Requested:

None- informational purposes only.

### Financial Impact:

N/A



# **TREASURER'S CASH TRIAL BALANCE COMPARISON**

## **YEAR-TO-YEAR COMPARISON**

<b>FUND</b>	<b>May 2021 BALANCE</b>	<b>May 2022 BALANCE</b>	<b>DIFFERENCE</b>
1 - GENERAL	1,219,186.08	1,026,010.48	(193,175.60)
12 - H&HS	1,074,192.22	1,421,798.50	347,606.28
13 - ROAD & BRIDGE	3,261,877.49	2,067,952.73	(1,193,924.76)
19 - COVID RELIEF	2,872,568.64	2,273,453.20	(599,115.44)
22 - LAND	2,649,353.65	2,550,088.48	(99,265.17)
60 - SELF INSURANCE	602,860.94	321,503.72	(281,357.22)
<b>TOTAL (incl non-major funds)</b>	<b>\$33,450,509.21</b>	<b>\$32,154,694.89</b>	<b>(1,295,814.32)</b>

The significant decrease in Road & Bridge is not concerned as the Road & Bridge balance is directly related to project revenues.

The overall decrease in the self-insurance fund is due some very high weekly claims in February, March and April. Claim activity has leveled off.

## **MONTH-TO-MONTH COMPARISON**

<b>FUND</b>	<b>April 2022 BALANCE</b>	<b>May 2022 BALANCE</b>	<b>DIFFERENCE</b>
1 - GENERAL	2,010,411.96	1,026,010.48	(984,401.48)
12 - H&HS	1,495,308.86	1,421,798.50	(73,510.36)
13 - ROAD & BRIDGE	2,290,931.76	2,067,952.73	(222,979.03)
19 - COVID RELIEF	2,341,124.45	2,273,453.20	(67,671.25)
22 - LAND	2,473,969.02	2,550,088.48	76,119.46
60 - SELF INSURANCE	307,868.79	321,503.72	13,634.93
<b>TOTAL (incl non-major funds)</b>	<b>\$18,370,073.49</b>	<b>\$32,154,694.89</b>	<b>13,784,621.40</b>

While all individual funds have overall decreases from April to May, the overall fund balance increased due to the collection of property taxes. In June, these collections will be settled to the individual funds.

\*\*\*\*\* Pine County \*\*\*\*\*



TREASURER'S CASH TRIAL BALANCE

As of 05/2022

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>1</b> General Revenue Fund				
	7,845,482.87			
Receipts		548,513.80	2,226,897.55	
Disbursements		425,305.76-	3,543,229.56-	
Payroll		1,100,391.22-	5,756,279.29-	
Journal Entries		7,218.30-	44,619.53-	
Settlement		0.00	297,758.44	
<b>Fund Total . . . . .</b>		<b>984,401.48-</b>	<b>6,819,472.39-</b>	<b>1,026,010.48</b>
<b>12</b> Health & Human Services	<b>420</b>	H&HS-Income Maintenance		
	2,405,483.31			
Receipts		281,385.10	917,903.52	
Disbursements		109,599.73-	431,199.87-	
Payroll		190,178.71-	996,053.87-	
Journal Entries		51,622.74	173,821.38	
<b>Dept Total . . . . .</b>		<b>33,229.40</b>	<b>335,528.84-</b>	<b>2,069,954.47</b>
<b>12</b> Health & Human Services	<b>430</b>	H&HS-Social Services		
	1,221,288.88-			
Receipts		414,424.77	1,559,801.66	
Disbursements		50,949.25-	151,411.77-	
SSIS		274,142.59-	1,013,282.79-	
Payroll		301,637.97-	1,453,694.99-	
Journal Entries		66,050.81	151,744.44	
<b>Dept Total . . . . .</b>		<b>146,254.23-</b>	<b>906,843.45-</b>	<b>2,128,132.33-</b>
<b>12</b> Health & Human Services	<b>440</b>	Childrens Collaborative (H&HS)		
	0.00			
<b>Dept Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>12</b> Health & Human Services	<b>481</b>	Public Health (H&HS)		
	1,219,529.84			
Receipts		194,130.53	545,195.86	
Disbursements		28,164.62-	102,335.17-	
Payroll		104,421.47-	531,492.80-	
Journal Entries		6,994.47	62,754.83	

HHS TOTAL:  
\$1,421,798.50

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\*\*\*\*\* **Pine County** \*\*\*\*\*

**TREASURER'S CASH TRIAL BALANCE**

As of 05/2022



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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>Dept Total . . . . .</b>		<b>68,538.91</b>	<b>25,877.28-</b>	<b>1,193,652.56</b>
<b>12</b> Health & Human Services	<b>801</b>	Non-Departmental		
	0.00			
<b>Dept Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Total . . . . .</b>	<b>2,403,724.27</b>	<b>44,485.92-</b>	<b>1,268,249.57-</b>	<b>1,135,474.70</b>
<b>13</b> Road & Bridge Fund				
	1,177,956.59			
Receipts		286,637.16	3,931,404.81	
Disbursements		310,072.50-	2,133,902.45-	
Payroll		198,736.69-	1,047,188.15-	
Journal Entries		807.00-	94,803.50	
Settlement		0.00	44,878.43	
<b>Fund Total . . . . .</b>		<b>222,979.03-</b>	<b>889,996.14</b>	<b>2,067,952.73</b>
<b>14</b> Ditch Maintenance (Sr) Fund				
	32,311.18			
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>32,311.18</b>
<b>19</b> COVID-19 Relief Fund				
	2,550,242.21			
Receipts		783.00	79,266.00	
Disbursements		53,173.54-	278,964.79-	
Payroll		8,929.36-	44,576.79-	
Journal Entries		6,351.35-	32,513.43-	
<b>Fund Total . . . . .</b>		<b>67,671.25-</b>	<b>276,789.01-</b>	<b>2,273,453.20</b>
<b>22</b> Land Management Fund				
	2,414,449.02			
Receipts		91,134.24	312,262.64	
Disbursements		1,629.68-	13,268.65-	
Payroll		13,385.10-	73,350.99-	

\*\*\*\*\* **Pine County** \*\*\*\*\*

**TREASURER'S CASH TRIAL BALANCE**

As of 05/2022



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries		0.00	90,003.54-	
<b>Fund Total . . . .</b>		<b>76,119.46</b>	<b>135,639.46</b>	<b>2,550,088.48</b>
 <b>24</b> SSTS Upgrades				
	310,627.35			
Receipts		384.00	85,291.73	
Disbursements		50,459.16-	103,405.16-	
<b>Fund Total . . . .</b>		<b>50,075.16-</b>	<b>18,113.43-</b>	<b>292,513.92</b>
 <b>29</b> Children's Collab (H&Hs) Agency Fund	<b>440</b>			
	286,481.20			
Receipts		29,736.00	60,792.00	
Disbursements		36,694.00-	104,682.41-	
Journal Entries		68.61	179.75	
<b>Dept Total . . . . .</b>		<b>6,889.39-</b>	<b>43,710.66-</b>	<b>242,770.54</b>
<b>Fund Total . . . .</b>	<b>286,481.20</b>	<b>6,889.39-</b>	<b>43,710.66-</b>	<b>242,770.54</b>
 <b>31</b> GO Capital Improvement-Capital Projects				
	522,397.29-			
Receipts		0.00	522,399.00	
Disbursements		7,354.17-	216,503.26-	
<b>Fund Total . . . .</b>		<b>7,354.17-</b>	<b>305,895.74</b>	<b>216,501.55-</b>
 <b>37</b> County Railroad Authority				
	5,055.07			
<b>Fund Total . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>5,055.07</b>
 <b>38</b> Building Fund				
	326,686.38			
Receipts		1,500.00	3,096.78	
Disbursements		6,720.00-	6,720.00-	
Settlement		0.00	630.46	

\*\*\*\*\* Pine County \*\*\*\*\*



TREASURER'S CASH TRIAL BALANCE

As of 05/2022

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>Fund Total . . . .</b>		<b>5,220.00-</b>	<b>2,992.76-</b>	<b>323,693.62</b>
<b>39</b> 2015A G.O. Jail Bonds				
	1,498,069.87			
Disbursements		0.00	953,250.00-	
Settlement		0.00	26,663.76	
<b>Fund Total . . . .</b>		<b>0.00</b>	<b>926,586.24-</b>	<b>571,483.63</b>
<b>40</b> 2020A G.O. Refunding Courthouse Bonds				
	1,281,774.89			
Disbursements		0.00	815,220.00-	
Settlement		0.00	22,700.05	
<b>Fund Total . . . .</b>		<b>0.00</b>	<b>792,519.95-</b>	<b>489,254.94</b>
<b>41</b> 2017A G.O. CIP Bonds				
	117,947.88			
Disbursements		0.00	281,181.25-	
Settlement		0.00	7,668.74	
<b>Fund Total . . . .</b>		<b>0.00</b>	<b>273,512.51-</b>	<b>155,564.63-</b>
<b>43</b> Equipment Fund				
	23,196.88			
Settlement		0.00	655.77	
<b>Fund Total . . . .</b>		<b>0.00</b>	<b>655.77</b>	<b>23,852.65</b>
<b>44</b> Election Equipment				
	68,596.83			
Receipts		156,957.04	157,514.56	
Disbursements		507.35-	174,560.93-	
Journal Entries		0.00	114.13-	
Settlement		0.00	1,688.30	
<b>Fund Total . . . .</b>		<b>156,449.69</b>	<b>15,472.20-</b>	<b>53,124.63</b>

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\*\*\*\*\* **Pine County** \*\*\*\*\*

**TREASURER'S CASH TRIAL BALANCE**

As of 05/2022



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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>60</b> United Health Care Self Insurance 1/1/21				
	554,149.87			
Receipts		294,098.24	1,490,939.21	
Disbursements		281,289.58-	1,727,711.71-	
Journal Entries		826.27	4,126.35	
<b>Fund Total . . . . .</b>		<b>13,634.93</b>	<b>232,646.15-</b>	<b>321,503.72</b>
<b>76</b> Group Health Ins Fund 5/1/95 (Gen)				
	567,946.78-			
Receipts		91,591.26	557,924.22	
Disbursements		143,911.56-	660,861.51-	
Journal Entries		6,487.30	33,840.00	
<b>Fund Total . . . . .</b>		<b>45,833.00-</b>	<b>69,097.29-</b>	<b>637,044.07-</b>
<b>80</b> County Collections Agency Fund				
	24,455.46			
Receipts		9,829.69	780,026.05	
Disbursements		8,317.50-	784,185.79-	
<b>Fund Total . . . . .</b>		<b>1,512.19</b>	<b>4,159.74-</b>	<b>20,295.72</b>
<b>82</b> Taxes And Penalties Agency Fund				
	1,084,081.10			
Receipts		18,324,075.88	24,857,912.30	
Disbursements		3,338,186.30-	3,872,979.17-	
Journal Entries		0.00	90,429.75-	
Settlement		0.00	402,643.95-	
<b>Fund Total . . . . .</b>		<b>14,985,889.58</b>	<b>20,491,859.43</b>	<b>21,575,940.53</b>
<b>84</b> East Central Drug Task Force Agency Fund				
	100,048.11			
Receipts		43,828.65	126,137.22	
Disbursements		35,768.65-	110,713.19-	
<b>Fund Total . . . . .</b>		<b>8,060.00</b>	<b>15,424.03</b>	<b>115,472.14</b>

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\*\*\*\*\* **Pine County** \*\*\*\*\*

**TREASURER'S CASH TRIAL BALANCE**

As of 05/2022



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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>89</b> H & Hs Collections Agency Fund	<b>801</b>	Non-Departmental		
	56,002.51			
Receipts		130,139.30	341,285.64	
Disbursements		34,600.80-	89,437.19-	
Journal Entries		117,673.55-	264,297.70-	
<b>Dept Total . . . . .</b>		<b>22,135.05-</b>	<b>12,449.25-</b>	<b>43,553.26</b>
<b>Fund Total . . . . .</b>	<b>56,002.51</b>	<b>22,135.05-</b>	<b>12,449.25-</b>	<b>43,553.26</b>
All Funds .....	21,070,995.47			
Receipts		20,899,148.66	38,556,050.75	
Disbursements		4,922,704.15-	16,555,723.83-	
SSIS		274,142.59-	1,013,282.79-	
Payroll		1,917,680.52-	9,902,636.88-	
Journal Entries		0.00	707.83-	
<b>Total .....</b>		<b>13,784,621.40</b>	<b>11,083,699.42</b>	32,154,694.89



## AGENDA REQUEST FORM

Date of Meeting: June 21, 2022

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

Agenda Item: May 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 May 2022 (\$5,196,846.74) by fund. There were 550 total claims, 92 claims that were over \$2,000 to be approved and are individually detailed on the separate listing, and 458 claims under \$2,000 or not needing approval totaling \$3,857,874.37 (\$3,335,277.39 of this were payments from the Taxes Fund to the School Districts).

### Action Requested:

Consider approving May 2022 disbursements including the individual listing of claims over \$2,000, and 458 claims under \$2,000 or not needing approval totaling of \$3,857,874.37.

### Financial Impact:

N/A



**DISBURSEMENTS JOURNAL REPORT** G/L Months: 05/2022 - 05/2022

**RECAP BY FUND**

FUND	AMOUNT	NAME
1	425,305.76	GENERAL REVENUE FUND
12	462,856.19	HEALTH & HUMAN SERVICES
13	310,072.50	ROAD & BRIDGE FUND
19	53,173.54	COVID-19 RELIEF FUND
22	1,629.68	LAND MANAGEMENT FUND
24	50,459.16	SSTS UPGRADES
29	36,694.00	CHILDREN'S COLLAB (H&HS) AGENCY FUND
31	7,354.17	GO CAPITAL IMPROVEMENT-CAPITAL PROJEC
38	6,720.00	BUILDING FUND
44	507.35	ELECTION EQUIPMENT
60	281,289.58	UNITED HEALTH CARE SELF INSURANCE 1/1/21
76	143,911.56	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	8,317.50	COUNTY COLLECTIONS AGENCY FUND
82	3,338,186.30	TAXES AND PENALTIES AGENCY FUND
84	35,768.65	EAST CENTRAL DRUG TASK FORCE AGENCY F
89	34,600.80	H & HS COLLECTIONS AGENCY FUND
	5,196,846.74	Total Disbursements

**RECAP BY TYPE**

TYPE	AMOUNT	NAME
1	4,715,003.11	AUD
2	482,048.55	COM
3	204.92 -	MVC
	5,196,846.74	Total Disbursements

<b>FUND</b>	<b>DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
General	5/6/2022	Initiative Foundation	7,450.00
General	5/13/2022	AMAZON CAPITAL SERVICES	2,185.63
General	5/6/2022	Aml Cleaning Service, Inc	4,000.00
General	5/6/2022	East Central Energy Of Braham	14,804.06
General	5/6/2022	EVERGREEN RECYCLING LLC	2,029.44
General	5/6/2022	Government Management Group	5,000.00
General	5/6/2022	NORTHSTAR MEDIA INC	3,168.33
General	5/6/2022	SUNSET LAW ENFORCEMENT	8,957.00
General	5/13/2022	American Solutions For Business	14,959.35
General	5/13/2022	Aspen Mills	8,201.79
General	5/13/2022	CLOQUET RIVERSIDE RECYCLING, INC	13,909.53
General	5/13/2022	COMPUTER INTEGRATION TECHNOLOGIES	12,000.00
General	5/13/2022	KNOWBE4 INC	5,466.00
General	5/13/2022	LEWIS BRISBOIS BISGAARD & SMITH LLP	6,392.00
General	5/13/2022	MEND CORRECTIONAL CARE PLLC	27,856.71
General	5/13/2022	OWENS COMPANIES INC	2,208.38
General	5/13/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	20,647.97
General	5/20/2022	MATTHEW BENDER & CO INC	2,082.93
General	5/20/2022	MINNESOTA ENERGY RESOURCES CORP	15,595.03
General	5/20/2022	MN COUNTIES COMPUTER COOP	16,124.15
General	5/20/2022	OFFICE OF MN.IT SERVICES	5,294.08
General	5/20/2022	PTS OF AMERICA LLC	5,288.00
General	5/20/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	11,513.39
General	5/20/2022	Verizon Wireless	10,823.82
General	5/27/2022	East Central Solid Waste Comm	3,401.59
General	5/27/2022	POKEGAMA LAKE ASSOCIATION	16,000.00
HHS	5/6/2022	Dhs Maps Mmis Cd Maxis 998	13,493.21
HHS	5/6/2022	Minnesota UI Fund	2,374.98
HHS	5/6/2022	Pine County Sheriff FPI Contract	8,580.99
HHS	5/6/2022	Changing Gaits Inc	2,745.00
HHS	5/6/2022	Kanabec Co Family Serv Dept	2,701.44
HHS	5/6/2022	Mille Lacs Band Family Services	14,613.31
HHS	5/6/2022	Nexus-Gerard Family Healing LLC	12,400.00
HHS	5/6/2022	North Homes Inc	21,850.97
HHS	5/6/2022	Northwoods Children Home	11,566.41
HHS	5/6/2022	Phase Inc (Pc Dac) Dac	2,263.71
HHS	5/13/2022	Solid Oak Financial Services, LLC	4,250.00
HHS	5/13/2022	Therapeutic Serv Ag Too Inc	8,577.23
HHS	5/20/2022	Sue's Bus Service Inc	5,202.60
HHS	5/20/2022	Central Mn Jobs & Training Services	24,508.39
HHS	5/20/2022	East Central Reg Juvenile Center	8,669.00
HHS	5/20/2022	Lighthouse Child & Family Services, LLC	6,544.31
HHS	5/20/2022	Mille Lacs Band Family Services	13,119.45
HHS	5/20/2022	Nexus-Mille Lacs Family Healing	14,388.00
HHS	5/20/2022	Northwoods Children Home	22,759.71
HHS	5/20/2022	Phase Inc (Pc Dac) Dac	1,940.09

FUND	DATE	VENDOR	AMOUNT
HHS	5/20/2022	Prairie Lakes Youth Programs	8,651.75
HHS	5/27/2022	Dhs Maps Mmis Cd Maxis 998	24,454.78
HHS	5/27/2022	Brett Paige Construction LLC	7,932.50
HHS	5/27/2022	DHS State Operated Services	7,044.00
HHS	5/27/2022	Family Pathways - North Branch	3,970.00
HHS	5/27/2022	Nexus-Gerard Family Healing LLC	8,000.00
HHS	5/27/2022	Nexus-Kindred Family Healing	3,818.10
HHS	5/27/2022	Project Lifesaver Inc	4,300.00
R&B	5/13/2022	LHB INC	6,611.00
R&B	5/6/2022	Auto Value-Hinckley	3,725.04
R&B	5/6/2022	BROCK WHITE COMPANY LLC	12,478.00
R&B	5/6/2022	DOOLEYS PETROLEUM INC	29,877.13
R&B	5/13/2022	Advanced Graphix Inc.	2,942.24
R&B	5/13/2022	Askov Deep Rock	3,936.81
R&B	5/13/2022	DOOLEYS PETROLEUM INC	31,379.72
R&B	5/13/2022	Emergency Automotive Technologies, Inc	8,039.30
R&B	5/13/2022	ERICKSON ENGINEERING CO LLC	5,648.00
R&B	5/13/2022	Nuss Truck Group Inc	2,383.62
R&B	5/20/2022	Askov Deep Rock	2,610.29
R&B	5/20/2022	Chamberlain Oil Co.,Inc	3,553.15
R&B	5/20/2022	EKLUNDS AG SERVICES INC	2,480.00
R&B	5/20/2022	Hibbing Community College	2,100.00
R&B	5/20/2022	MIDWEST CONTRACTING LLC	55,483.21
R&B	5/20/2022	MIDWEST CONTRACTING LLC	93,607.10
R&B	5/20/2022	SEH INC	4,925.01
R&B	5/20/2022	Slims Texaco Service	2,002.96
R&B	5/27/2022	ENVIRONMENTAL TROUBLESHOOTERS INC	4,331.00
R&B	5/27/2022	SWATMOD LLC	2,065.76
R&B	5/27/2022	Ziegler Inc.	8,633.17
ARPA	5/6/2022	LHB INC	2,852.64
ARPA	5/13/2022	Starwire Technologies, LLC	45,427.00
ARPA	5/27/2022	BETHLEHAM LUTHERAN CHURCH	2,429.55
Septic Fix-Up	5/6/2022	MINNESOTA POLLUTION CONTROL AGENCY	50,459.16
CIP	5/20/2022	LSS	6,000.00
Building	5/13/2022	BAUER CONSTRUCTION	6,720.00
Self-Insurance	5/6/2022	UNITEDHEALTH GROUP - VOID	21,638.93
Self-Insurance	5/13/2022	UNITEDHEALTH GROUP - VOID	116,179.44
Self-Insurance	5/20/2022	UNITEDHEALTH GROUP - VOID	71,406.68
Self-Insurance	5/27/2022	UNITEDHEALTH GROUP - VOID	72,064.53
Group Insurance	5/6/2022	FURTHER	3,668.54
Group Insurance	5/6/2022	Mn Life Insurance Company	4,532.35
Group Insurance	5/6/2022	TEAMSTERS JOINT COUNCIL 32	55,620.00
Group Insurance	5/20/2022	MADISON NATIONAL LIFE INS CO INC	4,080.93
Group Insurance	5/27/2022	BLUE CROSS & BLUE SHIELD OF MINNESOTA	5,040.50
Group Insurance	5/27/2022	MEDICAREBLUE RX	5,975.50
Group Insurance	5/27/2022	TEAMSTERS JOINT COUNCIL 32	59,985.00



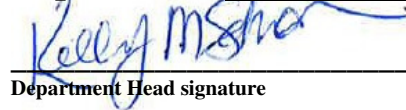
## AGENDA REQUEST FORM

Date of Meeting: June 21, 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:

Repurchase Application: Stearns Bank mortgagee at the time of forfeiture on behalf of owner Gail S. Mattson, owner at the time of forfeiture to repurchase the parcel at 315 10<sup>th</sup> St NW, Pine City (PID 42.0109.000) in full. The property forfeited for non-payment of property taxes in 2022. Ms. Mattson has had some health concerns which have made it difficult to keep up.

Temporary 3.2 Percent Malt Liquor License: 19201 Woodland Acres for an event held on August 14-15, 2022 at Skol Camp, 19201 Woodland Acres, Pine City, MN (Chengwatana Township).

Temporary 3.2 Percent Malt Liquor License: Sophie Stark for an event held on July 23, 2022 at Osprey Wilds Environmental Learning Center, 54165 Audubon Dr, Sandstone, MN (Dell Grove Township).

Temporary Liquor License: Rock Creek Lions for an event held on September 2-5, 2022 at Heidelberger's, 3923 State Hwy 70, Pine City MN (Royalton Township).

*All licenses are pending Sheriff's office background checks and temporary liquor license (not 3.2), is pending state approval.*

### Action Requested:

Consider Resolutions 2022-34 authorizing Stearns Bank, mortgagee to repurchase on behalf of Gail S. Mattson, prior owner, to repurchase Pine County Parcels 42.0109.000 (315 10<sup>th</sup> St NW, Pine City) in full. The title to the property will be place in Ms. Mattson's ownership.

Acknowledge applications for Temporary 3.2 Percent Malt Liquor Licenses and authorize County Auditor-Treasurer Schroeder to sign 3.2 licenses and sign the liquor license application.



## AGENDA REQUEST FORM

Date of Meeting: 06/21/2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other \_\_\_\_\_

Agenda Item: Acceptance of donations

Department: VSO

Rebecca Foss

Department Head signature

### Background information on Item:

The following donations were received to be used for the Veteran's Outreach Program:

\$100 from Mary Pogozdski

\$500 from the Sandstone Area Veterans Memorial

\$300 from the Sandstone American Legion

### Action Requested:

Consider accepting the donations for the Veterans Outreach Program: \$100 from Mary Pogozdski, \$500 from the Sandstone Area Veterans Memorial, and \$300 from the Sandstone American Legion.

### Financial Impact:

The donations will be used for the veteran's outreach program.



## AGENDA REQUEST FORM

Date of Meeting: June 21st, 2022



County Board



Consent Agenda



Regular Agenda

5 mins



10 mins



15 mins



Other



Personnel Committee



Other \_\_\_\_\_

Agenda Item: Donation for Pine County Sheriff's Office K9 Program

Department: Pine County Sheriff's Office

Department Head signature

### Background information on Item:

The Pine County Sheriff's Office K9 Program received a donation of \$15,000 from the Sturgeon Lake Area Lions.

### Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge and accept the donations into the Pine County Sheriff's Office K9 Program fund.

### Financial Impact:

This donation will help offset expenditures for the K9 Program.

## 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: May 2022**

**Vendor#: 2136 Employee#: 2**

	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
5/3/2022	\$100					County Board Meeting - Pine City	01-005-6111
5/17/2022	\$100					County Board Meeting - Sandstone	01-005-6111
5/2/2022	\$100					MLBO / courts	
5/4/2022	\$100					HHS committee	
5/5/2022	\$100					CMCOA / ON ZOOM	
5/9/2022	\$100					Personnel committee	
5/10/2022	\$100					Road tour /COW	
5/12/2022	\$100					Blue soon meeting	
5/16/2022	\$100					Lakes and Pines	
5/23/2022	\$100					MLBO tribal economy summit	
5/24/2022	\$100					Hinckley scholarships/ pine tech	
5/26/2022	\$100					ECB board on zoom/ emergency communications	

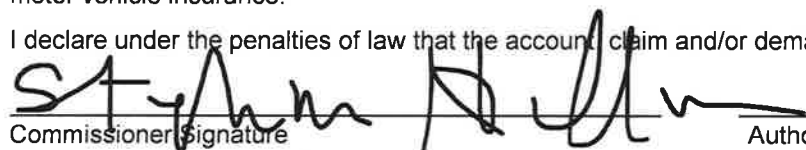
### MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
5/3/2022				\$0.585		County Board Meeting - Pine City	01-005-6334
5/17/2022			52	\$0.585	\$30.42	County Board Meeting - Sandstone	01-005-6334
5/12/2022			26	\$0.585	15.21	Blue zoom meeting / Hinckley	01-005-6334
5/16/2022			46	\$0.585	26.91	Lakes and Pines	01-005-6334
5/23/2022			124	.585	72.54	MLBO tribal economy summit	

**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

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: May 2022**

**Page 1**

**Vendor#: 30301 Employee#: 155**

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
5.2.22	\$100					AMC Leadership & MLBO	01-005-6111
5.3.22	\$100					County Board	01-005-6111
5.4.22	\$100					Public Outreach - Snake River Watershed	01-005-6111
5.6.22	\$100					GPS & AMC Leadership	01-005-6111
5.9.22	\$100					Leadership, Library & Chemical Coalition	01-005-6111
5.10.22	\$100					Road Tour	01-005-6111
5.11.22	\$100					T&T	01-005-6111
5.12.22	\$100					SCHSAC & Blue Zone	01-005-6111
5.13.22	\$100					AMC Leadership	01-005-6111
5.16.22	\$100					AMC Leadership & Mental Health	01-005-6111
5.17.22	\$100					County Board	01-005-6111

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
5.2.22			28.7	\$0.585	\$16.79	MLBO	01-005-6334
5.3.22			28.7	\$0.585	\$16.79	Board - Pine City	01-005-6334
5.4.22			28.7	\$0.585	\$16.79	SRW Open House Pine City	01-005-6334
5.10.22			28.7	\$0.585	\$16.79	COW - Road Tour	01-005-6334
5.17.22			25.7	\$0.585	\$15.03	County Board - Sandstone	01-005-6334
5.19.22			25.7	\$0.585	\$15.03	EMS Graduation - Sandstone	01-005-6334
5.23.22			44.9	\$0.585	\$26.27	SRW	01-005-6334
				\$0.585	\$0.00		
					\$123.49		

**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: May 2022 Page 2**

**Vendor#: 30301 Employee#: 155**

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
5.19.22	\$100					County Board - Sandstone	01-005-6111
5.20.22	\$100					EMS Graduation	01-005-6111
5.23.22	\$100					Leadership	01-005-6111
5.24.22	\$100					SRW	01-005-6111
5.25.22	\$100					Scholarships - HFHS	01-005-6111
5.27.22	\$100					Leadership	01-005-6111

### 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

# 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: May 2022**

**Vendor#: 31317 Employee#: 5**

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
5/3/2022	\$100					County Board Meeting - Pine City	01-005-6111
5/10/2022	\$100					Committee of the Whole - Road Tour	01-005-6111
5/17/2022	\$100					County Board Meeting - Sandstone	01-005-6111
<del>5-4-2022</del>	<del>100</del>					<del>HHS - COMMITTEE</del>	
<del>5-25-2022</del>	<del>100</del>					<del>HRA/EDA MEETING</del>	
<del>5-26-2022</del>	<del>100</del>					<del>ZONING BOARD MEETING - SANDSTONE</del>	

## MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
5/3/2022			44	\$0.585	\$25.74	County Board Meeting - Pine City	01-005-6334
5/10/2022			44	\$0.585	\$25.74	Committee of the Whole - Road Tour, Pine City	01-005-6334
5/17/2022				\$0.585		County Board Meeting - Sandstone	01-005-6334
<del>5-4-2022</del>			<del>44</del>		<del>25.74</del>	<del>HHS COMMITTEE</del>	
				TOTAL	\$77.22		

**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.

Mar 22 Ludwig

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 May 2022

Date	Per Diem	Meals	Lodging	Tuition and or books	Other	Purpose and description of expense	Account #
5/17/2022	\$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

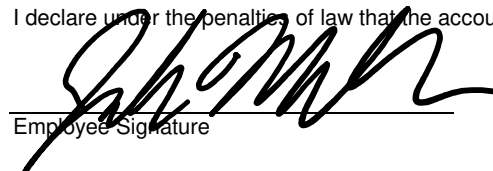
Date	Begin Odometer	End Odometer	Total Miles	Home Odometer	1st Stop Odometer	Last Stop Odometer	Home Odometer	Total Miles	Amount Paid	Destination and purpose of expense
5/17/2022			30						\$ 17.55	Board Meeting, Sandstone
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
TOTAL									\$ 17.55	

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



## AGENDA REQUEST FORM

Date of Meeting: June 21st, 2022



County Board



Consent Agenda



Regular Agenda

5 mins



10 mins



15 mins



Other



Personnel Committee



Other \_\_\_\_\_

Agenda Item: 2022 State Boat and Water Safety Grant

Department: Pine County Sheriff's Office

Department Head signature

### Background information on Item:

The State Boat and Water Safety Grant will be used for enforcement hours and annual maintenance.

The grant period is for January 1, 2022 - June 30, 2023.

### Action Requested:

The Pine County Sheriff's Office respectfully asks for the approval and signing of the 2022-23 State Boat and Water Safety Grant.

### Financial Impact:

The grant amount is \$5,630 and does not require matching funds.



**2022 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT CONTRACT AGREEMENT**

**ENCUMBRANCE WORKSHEET**

**Contract#**

212966

**PO#**

3-210281

**State Accounting Information:**

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2022	Source Type State	Vendor Number 0000197310-001
Total Amount \$5630	Project ID R29G70CGBLA19	Billing Location R297000221	UEI EBKNTEMJPLD6	

**Accounting Distribution:**

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A4CG002
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Grant Begin Date January 1, 2022	Grant End Date June 30, 2023
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**Grantee Name and Address:**

Pine County Sheriff's Office  
635 Northbridge Drive NW, Suite 100  
Pine City, MN 55063

**Payment Address:**

(where DNR sends the check)  
Pine Co. Treasurer  
635 Northridge Dr. NW #230  
Pine City, MN 55063

**2022 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Pine County Sheriff's Office, 635 Northbridge Drive NW, Suite 100, Pine City, MN 55063, (EBKNTEMJPLD6) ("Grantee"). The payment address for this grant contract agreement is Pine Co. Treasurer, 635 Northridge Dr. NW #230, Pine City, MN 55063.

**Recitals**

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

**Grant Contract Agreement**

**1 Term of Grant Contract Agreement**

- 1.1 **Effective date:** January 1, 2022 or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for 2022 grant expenditures incurred back to effective date. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State and Single Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

**2 Grantee's Duties**

The Grantee, who is not a state employee, will:

Provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract.

The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

The grantee will comply with required grants management policies and procedures set forth through Minnesota Statutes Section 16B.97, subdivision 4 (a)(1), and 2CFR 200.

**Reporting Requirements:** The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

**3 Time**

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

**4 Consideration and Payment**

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract agreement as follows:
  - (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Five thousand six hundred thirty dollars (\$5,630).
  - (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Five thousand six hundred thirty dollars (\$5,630).
  - (c) **Match:** *Grant funds cannot be used by the Grantee as match or for reimbursement for any other grant or program without written authorization from the State's Authorized Representative.*

#### 4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Submit one invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first in a form prescribed by the State within the dates previously noted in "Term of Grant Contract Agreement" in this contract.

#### 4.3 **Contracting and Bidding Requirements**

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- (b) The grantee must not contract with vendors who are suspended or debarred in MN:  
<http://www.mnd.admin.state.mn.us/debarredreport.asp>
- (c) The grantee agrees if it subcontracts any portion of the project to another entity, the agreement with the subcontractor will contain all applicable provisions of the agreement with the state. The grantee also agrees to comply with 2 CFR 200.318-3321 and 2 CFR 200.323-326.

### 5 **Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

### 6 **Authorized Representative**

The State's Authorized Representative is Adam Block, Boating Law Administrator, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, adam.block@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Jeff Nelson, Pine County Sheriff's Office, 635 Northbridge Drive NW, Suite 100, Pine City, MN 55063. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

### 7 **Assignment, Amendments, Waiver, and Grant Contract Agreement Complete**

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

### 8 **Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

### 9 **Audits (State and Single)**

Under Minn. Stat. §16B.98, subd. 8, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant contract 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 grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

If the grantee expends \$750,000 or more of Federal awards in a fiscal year, they must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit and Administrative Awards Requirements for Federal Awards. This is \$750,000 in total Federal awards received from all sources. The grantee will forward a copy of the audit report to both the State's Authorized Representative and the State Auditor.



- 10 Government Data Practices and Intellectual Property**
- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.
- 11 Workers' Compensation**
- The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.
- 12 Publicity and Endorsement**
- 12.1 **Publicity.** Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.
- 12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.
- 13 Governing Law, Jurisdiction, and Venue**
- Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 14 Termination**
- 14.1 **Termination by the State.** The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:
- (a) It does not obtain funding from the Minnesota Legislature.
  - (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15 Data Disclosure**
- Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.
- 16 American Disabilities Act**
- The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.



17

**Non-Discrimination Requirements**

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

18

**Invasive Species Prevention**

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area.

The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

- 19.1 The prospective lower tier participant certifies, by submission of this grant contract agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract agreement.

20

**Whistleblower Protection Rights**

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

- (a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).
- (b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.
- (c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- A. State Boat Grant Contract Agreement
- B. Exhibit A
- C. Exhibit B
- D. Conflict of Interest Disclosure

**1. STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15.

Signed: Tara Rose

Digitally signed by Tara Rose  
Date: 2022.05.02 11:39:58 -05'00'

**3. STATE AGENCY: NATURAL RESOURCES**

By: \_\_\_\_\_  
(With delegated authority)

SWIFT Contract # 212966

Purchase Order # 3-210281

**2. GRANTEE:**

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

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

Title: \_\_\_\_\_

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

**Distribution:**

1. DNR - OMBS
2. Grantee
3. State's Authorized Representative

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

Title: \_\_\_\_\_

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



## AGENDA REQUEST FORM

Date of Meeting: 06-21-22



**County Board**



**Consent Agenda**



**Regular Agenda**

5 mins. ☐

10 mins. ☐

15 mins. ☐

Other ☐



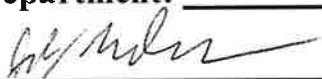
**Personnel Committee**



**Other** \_\_\_\_\_

**Agenda Item:** Windemere Township Law Enforcement agreement

**Department:** Sheriff

  
\_\_\_\_\_  
Department Head signature

### Background information on Item:

Windemere Township is requesting help with ordinance enforcement. This contract would allow the Sheriff's Office to provide ordinance enforcement on a case to case basis.

### Action Requested:

Approve and sign the agreement.

### Financial Impact:

Would allow for billing of time spent on enforcement.

2022-2023  
PINE COUNTY  
AND  
WINDEMERE TOWNSHIP  
AGREEMENT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by the Pine County Sheriff, hereinafter referred to as the “Sheriff” and approved by the County of Pine, a Minnesota political subdivision, hereinafter referred to as the “County Board” and the Windemere Township, hereinafter referred to as the “Township”.

**WITNESSETH**

WHEREAS, the Sheriff is agreeable to providing additional law enforcement services within the Township boundaries, beyond that which is customarily and regularly provided to the Township, and the County Board approves the allocation of additional law enforcement services to the Township; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes § 471.59 and § 436.05.

NOW THEREFORE, pursuant to the terms of the aforesaid Statutes it is agreed as follows:

1. **Services to be provided.** The Sheriff and County Board agree to provide law enforcement services for the Township, within the corporate limits of the Township, from January 1<sup>st</sup>, 2022 through December 31<sup>st</sup>, 2023. The law enforcement services shall be provided to the Township on an “as needed” basis and said services shall only be provided upon the request of the Township Board via the Township Board Zoning Supervisor. The County Sheriff’s Office may, at the discretion of the Sheriff, investigate all violations of state law and Township ordinance violations within the Township except for ordinance violations that the Township Zoning Administrator is investigating and has not requested a criminal investigation. The law enforcement services provided by the County Sheriff’s Office to the Township shall be comparable to the level and delivery of services provided elsewhere in the County by its Sheriff’s Office.
2. **Administrative Responsibility.** All decisions concerning the implementation and performance of law enforcement service, including the disciplining of deputies, shall remain with the Sheriff’s Office. If the County Sheriff is unable to comply with the

Township's request concerning the assignment of a deputy, he shall explain the reasons to the Township Board.

3. **Township's Responsibilities.** In order to provide satisfactory law enforcement services to the Township, the County Sheriff's Office shall have the full and complete cooperation from the Township and its officials, agents and employees.
4. **Information to be provided to the Township.** The County Sheriff's Office shall supply the Township Board a summary of the deputies' activities for all law enforcement services that were requested by the Township and provided by the County Sheriff's Office to the Township during the past month with the billing statement. This information must contain sufficient detail so that the Township can understand the nature of the investigations or calls the deputies performed each month.
5. **Dispute Resolution.** The Township Board Zoning Supervisor shall act as liaison between the Township and the Sheriff with respect to this Agreement. The Township and the Sheriff should attempt to resolve all problems related to the law enforcement services on the basis of mutual interest and understanding. If the Township has concerns about a particular investigation or performance of the deputy, the Township Board Zoning Supervisor shall report the concerns directly to the Chief Deputy. If the Township Board Zoning Supervisor does not receive a satisfactory response from the Chief Deputy, the Township Board Zoning Supervisor shall report the concerns to the County Sheriff. In either event, the Township Board Zoning Supervisor shall report the Chief Deputy or Sheriff's responses to the Township's questions or concerns to the Township Board. The Chief Deputy or Sheriff shall attend Township Board meetings, as requested for the purpose of addressing any concerns or questions of the Township Board.
6. **Payment.** The Township has requested and the County Sheriff's Office has agreed to provide law enforcement services, as outlined above in paragraph 1, to the Township during the term of this Agreement. In consideration for the law enforcement services being provided by the County Sheriff's Office to the Township, the County Sheriff's Office shall bill the Township an hourly basis for services provided. The hourly rate for the law enforcement services shall be billed in half hour increments. The County Sheriff's Office will submit its itemized billing statement and summary of activity within 30 days of providing requested services to the Township for payment. Payment shall be made to the County and is due 30 days from the date of statement.
7. **Terms of this Agreement; Renewal.** The term of this Agreement shall be from January 1<sup>st</sup>, 2022 through December 31<sup>st</sup>, 2023 and shall automatically renew for additional one-year terms. The County Sheriff's Office shall notify the Township by August 1<sup>st</sup> of each year the hourly rate for the law enforcement services for the

following year. The Township Board Zoning Supervisor shall be designated by the Township Board to meet with the County Sheriff to discuss any concerns or changes needed to the Agreement for the next term. The Sheriff or Chief Deputy shall attend a regular Township Board meeting in August (July or September if a time conflict exists) of each year if a conflict of the terms of the agreement exists. Any changes or modifications with respect to this agreement shall be agreed to by the parties no later than September 15th of each year. If either party chooses to terminate this Agreement, it may do so for any reason so long as 60 days written notice is provided to the other party.

8. **Employees of the County.** All County Sheriff's Office employees performing services for the Township pursuant to this Agreement are employees of the County, therefore, all obligations with regard to wages, workers compensation, PERA, withholding tax, insurance and similar benefits shall be the obligation of the County. The Township shall not be required to assume any liability of employment for any County employee, including but not limited to, for injuries or sickness arising out of their employment hereunder. The County agrees to hold harmless, indemnify, and defend the Township from any such claims.
9. **Indemnification.** The County, its officials and employees shall not be deemed to assume any liability for the intentional or negligent acts or omissions of the Township, or any official, agent, or employee thereof, and the Township agrees to hold harmless, indemnify, and defend the County, its officials and employees from any and all claims for damages arising out of this Agreement. The Township shall hold harmless, indemnify and defend the County, its officials and employees from any and all claims for damages resulting from the County's enforcement of any ordinance of the Township pursuant to this Agreement except for any claim arising as a result of intentional or negligent acts or omissions of the County.

The Township, its officials and employees, shall not be deemed to assume any liability for the intentional or negligent acts or omissions of the County or liability incurred as a result of the actions of the County under this Agreement, or any official, agent, or employee thereof, and the County agrees to hold harmless, indemnify and defend the Township, its officials and employees from any and all claims for damages or otherwise arising out of this Agreement.
10. **Fine and Forfeiture Revenues.** All fines collected by the courts, the County or the Township for violations that occurred in the Township shall be disbursed according to the State Statute. All proceeds recovered from the sale of forfeited property from a violation that occurred in the Township shall be disbursed to the Sheriff's Office.

11. **Hourly rates:**  
2022-\$59.50/hour

2023-\$61.29/hour

**IN WITNESS THEREOF**, the Township, by motion of its governing body, caused this Agreement to be signed by the Windemere Township Board Chair and the Windemere Township Clerk, and the Sheriff of Pine County, and the Pine County Board of Commissioners, has caused these presents to be subscribed by the County on the day and year first above written.

County of Pine

By: \_\_\_\_\_  
Pine County Sheriff

By: \_\_\_\_\_  
Chairman of the Pine County Board  
Of Commissioners

By: \_\_\_\_\_  
Windemere Township Board Chair

By: \_\_\_\_\_  
Windemere Township Clerk



## AGENDA REQUEST FORM

Date of Meeting: June 21, 2022



County Board



Consent Agenda



Regular Agenda

5 mins.



10 mins.



15 mins.



Other



Personnel Committee



Other \_\_\_\_\_

Agenda Item: 2022 Motorola Solutions Service Agreement

Department: Pine County Sheriff's Office

Department Head signature

### Background information on Item:

The Motorola Solutions Annual service agreement is due. The agreement covers maintenance, support, and other services for our radio system.

The service agreement period is for September 1, 2022 - August 31, 2023.

### Action Requested:

The Pine County Sheriff's Office respectfully asks the board to acknowledge the service agreement.

### Financial Impact:

The Motorola Service Agreement for \$67,077.49 is budgeted for 2022.





## SERVICE AGREEMENT

500 W Monroe Street  
Chicago, IL. 60661  
(888) 325-9336

Quote Number : QUOTE-1744912  
Contract Number: USC000241138  
Contract Modifier: R03-MAY-22 08:16:28

Company Name: PINE COUNTY SHERIFF

Attn:

Billing Address: 635 NORTHRIDGE DR NW

City, State, Zip: PINE CITY , MN, 55063

Customer Contact: Jeff Nelson

Phone: 320-629-8380

Required P.O. :

Customer # : 1036529222

Bill to Tag # :

Contract Start Date : 01-Sep-2022

Contract End Date : 31-Aug-2023

Anniversary Day : Aug 31st

Payment Cycle : ANNUALLY

PO # :

Qty	Service Name	Service Description	Extended Amt	
	SVC02SVC0201A	ASTRO SUA II UO IMPLEMENTATION SERVICES	\$0.00	
	SVC02SVC0344A	RELEASE IMPLEMENTATION TRAINING	\$0.00	
	SVC02SVC0343A	RELEASE IMPACT TRAINING	\$0.00	
	SVC01SVC1103C	ASTRO NETWORK MONITORING	\$1,565.97	
	LSV01S01107A	ASTRO SYSTEM ESSENTIAL PLUS PACKAGE	\$13,106.47	
	SVC04SVC0169A	SYSTEM UPGRADE AGREEMENT II	\$0.00	
	SVC02SVC0433A	ASTRO SUA II FIELD IMPLEMENTATN SVC	\$0.00	
	SVC02SVC0660A	SMARTNET/CONVENTIONAL ONSITE INFRA RESPONSE	\$43,417.20	
	SVC01SVC1405C	NETWORK PREVENTATIVE MAINTENANCE-LEGACY	\$4,435.20	
	SVC02SVC0659A	SMARTNET/CONVENTIONAL DISPATCH	\$4,552.65	
		Subtotal - Recurring Services	\$5,589.79	\$67,077.49
		Subtotal - One-Time Event Services	\$0.00	\$0.00
		Total	\$5,589.79	\$67,077.49
		THIS SERVICE AMOUNT IS SUBJECT TO STATE AND LOCAL TAXING JURISDICTIONS WHERE APPLICABLE, TO BE VERIFIED BY MOTOROLA		

### SPECIAL INSTRUCTIONS:

Pine County is part of the ARMER system. Special Taxation Terms apply. Customer receives TS, SUA, and SUS services under the pricing, terms, and conditions of the Minnesota State Support Contract, D.O.A. Contract No. 104183 (Formerly Contract No. 16494), Release No. S-914(5) (R12# USC000007373).

**I received Statements of Work that describe the services provided on this Agreement. Motorola's Service Terms and Conditions, a copy of which is attached to this Service Agreement, is incorporated herein by this reference.**



## SERVICE AGREEMENT

500 W Monroe Street  
Chicago, IL. 60661  
(888) 325-9336

Quote Number : QUOTE-1744912  
Contract Number: USC000241138  
Contract Modifier: R03-MAY-22 08:16:28

Highlighted cybersecurity services added when applicable:

### SECURITY PATCHING

Remote Security Update Service

☒ Does Not Apply

☐ Opt Out - I have received a briefing on this service and choose not to subscribe.

Security Update Service

☐ Does Not Apply

☐ Opt Out - I have received a briefing on this service and choose not to subscribe.

### THREAT DETECTION

Managed Detection & Response

☒ Does Not Apply

☐ Opt Out - I have received a briefing on this service and choose not to subscribe.

Jeff Nelson Sheriff 06-13-22  
AUTHORIZED CUSTOMER SIGNATURE TITLE DATE

Jeff Nelson  
CUSTOMER (PRINT NAME)

Jeff Larson CSM 6/13/22  
MOTOROLA REPRESENTATIVE(SIGNATURE) TITLE DATE

Jeff Larson 630-819-9267  
MOTOROLA REPRESENTATIVE(PRINT NAME) PHONE

Company Name : PINE COUNTY SHERIFF  
Contract Number : USC000241138  
Contract Modifier : R03-MAY-22 08:16:28  
Contract Start Date : 01-Sep-2022  
Contract End Date : 31-Aug-2023



# SERVICE AGREEMENT

500 W Monroe Street  
Chicago, IL. 60661  
(888) 325-9336

Quote Number : QUOTE-1744912  
Contract Number: USC000241138  
Contract Modifier: R03-MAY-22 08:16:28

## Service Terms and Conditions

Motorola Solutions Inc. ("Motorola") and the customer named in this Agreement ("Customer") hereby agree as follows:

### Section 1. APPLICABILITY

These Maintenance Service Terms and Conditions apply to service contracts whereby Motorola will provide to Customer either (1) maintenance, support, or other services under a Motorola Service Agreement, or (2) installation services under a Motorola Installation Agreement.

### Section 2. DEFINITIONS AND INTERPRETATION

2.1 "Agreement" means these Maintenance Service Terms and Conditions; the cover page for the Service Agreement or the Installation Agreement, as applicable; and any other attachments, all of which are incorporated herein by this reference. In interpreting this Agreement and resolving any ambiguities, these Maintenance Service Terms and Conditions take precedence over any cover page, and the cover page takes precedence over any attachments, unless the cover page or attachment states otherwise.

2.2 "Equipment" means the equipment that is specified in the attachments or is subsequently added to this Agreement.

2.3 "Services" means those installation, maintenance, support, training, and other services described in this Agreement.

### Section 3. ACCEPTANCE

Customer accepts these Maintenance Service Terms and Conditions and agrees to pay the prices set forth in the Agreement. This Agreement becomes binding only when accepted in writing by Motorola. The term of this Agreement begins on the "Start Date" indicated in this Agreement.

### Section 4. SCOPE OF SERVICES

4.1 Motorola will provide the Services described in this Agreement or in a more detailed statement of work or other document attached to this Agreement. At Customer's request, Motorola may also provide additional services at Motorola's then-applicable rates for the services.

4.2 If Motorola is providing Services for Equipment, Motorola parts or parts of equal quality will be used; the Equipment will be serviced at levels set forth in the manufacturer's product manuals; and routine service procedures that are prescribed by Motorola will be followed.

4.3 If Customer purchases from Motorola additional equipment that becomes part of the same system as the initial Equipment, the additional equipment may be added to this Agreement and will be billed at the applicable rates after the warranty for that additional equipment expires.

4.4 All Equipment must be in good working order on the Start Date or when additional equipment is added to the Agreement. Upon reasonable request by Motorola, Customer will provide a complete serial and model number list of the Equipment. Customer must promptly notify Motorola in writing when any Equipment is lost, damaged, stolen or taken out of service. Customer's obligation to pay Service fees for this Equipment will terminate at the end of the month in which Motorola receives the written notice.

4.5 Customer must specifically identify any Equipment that is labeled intrinsically safe for use in hazardous environments.

4.6 If Equipment cannot, in Motorola's reasonable opinion, be properly or economically serviced for any reason, Motorola may modify the scope of Services related to that Equipment; remove that Equipment from the Agreement; or increase the price to Service that Equipment.

4.7 Customer must promptly notify Motorola of any Equipment failure. Motorola will respond to Customer's notification in a manner consistent with the level of Service purchased as indicated in this.

### Section 5. EXCLUDED SERVICES

5.1 Service excludes the repair or replacement of Equipment that has become defective or damaged from use in other than the normal, customary, intended, and authorized manner; use not in compliance with applicable industry standards; excessive wear and tear; or accident, liquids, power surges, neglect, acts of God or other force majeure events.

5.2 Unless specifically included in this Agreement, Service excludes items that are consumed in the normal operation of the Equipment, such as batteries or magnetic tapes.; upgrading or reprogramming Equipment; accessories, belt clips, battery chargers, custom or special products, modified units, or software; and repair or maintenance of any transmission line, antenna, microwave equipment, tower or tower lighting, duplexer, combiner, or multicoupler. Motorola has no obligations for any transmission medium, such as telephone lines, computer networks, the internet or the worldwide web, or for Equipment malfunction caused by the transmission medium.

## Section 6. TIME AND PLACE OF SERVICE

Service will be provided at the location specified in this Agreement. When Motorola performs service at Customer's location, Customer will provide Motorola, at no charge, a non-hazardous work environment with adequate shelter, heat, light, and power and with full and free access to the Equipment. Waivers of liability from Motorola or its subcontractors will not be imposed as a site access requirement. Customer will provide all information pertaining to the hardware and software elements of any system with which the Equipment is interfacing so that Motorola may perform its Services. Unless otherwise stated in this Agreement, the hours of Service will be 8:30 a.m. to 4:30 p.m., local time, excluding weekends and holidays. Unless otherwise stated in this Agreement, the price for the Services exclude any charges or expenses associated with helicopter or other unusual access requirements; if these charges or expenses are reasonably incurred by Motorola in rendering the Services, Customer agrees to reimburse Motorola for those charges and expenses.

## Section 7. CUSTOMER CONTACT

Customer will provide Motorola with designated points of contact (list of names and phone numbers) that will be available twenty-four (24) hours per day, seven (7) days per week, and an escalation procedure to enable Customer's personnel to maintain contact, as needed, with Motorola.

## Section 8. INVOICING AND PAYMENT

8.1 Customer affirms that a purchase order or notice to proceed is not required for the duration of this service contract and will appropriate funds each year through the contract end date. Unless alternative payment terms are stated in this Agreement, Motorola will invoice Customer in advance for each payment period. All other charges will be billed monthly, and Customer must pay each invoice in U.S. dollars within twenty (20) days of the invoice date.

8.2 Customer will reimburse Motorola for all property taxes, sales and use taxes, excise taxes, and other taxes or assessments that are levied as a result of Services rendered under this Agreement (except income, profit, and franchise taxes of Motorola) by any governmental entity. The Customer will pay all invoices as received from Motorola. At the time of execution of this Agreement, the Customer will provide all necessary reference information to include on invoices for payment in accordance with this Agreement.

8.3 For multi-year service agreements, at the end of the first year of the Agreement and each year thereafter, a CPI percentage change calculation shall be performed using the U.S. Department of Labor, Consumer Price Index, all Items, Unadjusted Urban Areas (CPI-U). Should the annual inflation rate increase greater than 3% during the previous year, Motorola shall have the right to increase all future maintenance prices by the CPI increase amount exceeding 3%. All items, not seasonally adjusted shall be used as the measure of CPI for this price adjustment. Measurement will take place once the annual average for the new year has been posted by the Bureau of Labor Statistics. For purposes of illustration, if in year 5 the CPI reported an increase of 8%, Motorola may increase the Year 6 price by 5% (8%-3% base).

## Section 9. WARRANTY

Motorola warrants that its Services under this Agreement will be free of defects in materials and workmanship for a period of ninety (90) days from the date the performance of the Services are completed. In the event of a breach of this warranty, Customer's sole remedy is to require Motorola to re-perform the non-conforming Service or to refund, on a pro-rata basis, the fees paid for the non-conforming Service. MOTOROLA DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

## Section 10. DEFAULT/TERMINATION

10.1 If either party defaults in the performance of this Agreement, the other party will give to the non-performing party a written and detailed notice of the default. The non-performing party will have thirty (30) days thereafter to provide a written plan to cure the default that is acceptable to the other party and begin implementing the cure plan immediately after plan approval. If the non-performing party fails to provide or implement the cure plan, then the injured party, in addition to any other rights available to it under law, may immediately terminate this Agreement effective upon giving a written notice of termination to the defaulting party.

10.2 Any termination of this Agreement will not relieve either party of obligations previously incurred pursuant to this Agreement, including payments which may be due and owing at the time of termination. All sums owed by Customer to Motorola will become due and payable immediately upon termination of this Agreement. Upon the effective date of termination, Motorola will have no further obligation to provide Services.

10.3 If the Customer terminates this Agreement before the end of the Term, for any reason other than Motorola default, then the Customer will pay to Motorola an early termination fee equal to the discount applied to the last three (3) years of Service payments for the original Term.

## Section 11. LIMITATION OF LIABILITY

Except for personal injury or death, Motorola's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the price of twelve (12) months of Service provided under this Agreement.



## SERVICE AGREEMENT

500 W Monroe Street  
Chicago, IL. 60661  
(888) 325-9336

Quote Number : QUOTE-1744912  
Contract Number: USC000241138  
Contract Modifier: R03-MAY-22 08:16:28

ALTHOUGH THE PARTIES ACKNOWLEDGE THE POSSIBILITY OF SUCH LOSSES OR DAMAGES, THEY AGREE THAT MOTOROLA WILL NOT BE LIABLE FOR ANY COMMERCIAL LOSS; INCONVENIENCE; LOSS OF USE, TIME, DATA, GOOD WILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED TO OR ARISING FROM THIS AGREEMENT OR THE PERFORMANCE OF SERVICES BY MOTOROLA PURSUANT TO THIS AGREEMENT. No action for contract breach or otherwise relating to the transactions contemplated by this Agreement may be brought more than one (1) year after the accrual of the cause of action, except for money due upon an open account. This limitation of liability will survive the expiration or termination of this Agreement and applies notwithstanding any contrary provision.

### Section 12. EXCLUSIVE TERMS AND CONDITIONS

12.1 This Agreement supersedes all prior and concurrent agreements and understandings between the parties, whether written or oral, related to the Services, and there are no agreements or representations concerning the subject matter of this Agreement except for those expressed herein. The Agreement may not be amended or modified except by a written agreement signed by authorized representatives of both parties.

12.2 Customer agrees to reference this Agreement on any purchase order issued in furtherance of this Agreement, however, an omission of the reference to this Agreement will not affect its applicability. In no event will either party be bound by any terms contained in a Customer purchase order, acknowledgement, or other writings unless: the purchase order, acknowledgement, or other writing specifically refers to this Agreement; clearly indicate the intention of both parties to override and modify this Agreement; and the purchase order, acknowledgement, or other writing is signed by authorized representatives of both parties.

### Section 13. PROPRIETARY INFORMATION; CONFIDENTIALITY; INTELLECTUAL PROPERTY RIGHTS

13.1 Any information or data in the form of specifications, drawings, reprints, technical information or otherwise furnished to Customer under this Agreement will remain Motorola's property, will be deemed proprietary, will be kept confidential, and will be promptly returned at Motorola's request. Customer may not disclose, without Motorola's written permission or as required by law, any confidential information or data to any person, or use confidential information or data for any purpose other than performing its obligations under this Agreement. The obligations set forth in this Section survive the expiration or termination of this Agreement.

13.2 Unless otherwise agreed in writing, no commercial or technical information disclosed in any manner or at any time by Customer to Motorola will be deemed secret or confidential. Motorola will have no obligation to provide Customer with access to its confidential and proprietary information, including cost and pricing data.

13.3 This Agreement does not grant directly or by implication, estoppel, or otherwise, any ownership right or license under any Motorola patent, copyright, trade secret, or other intellectual property, including any intellectual property created as a result of or related to the Equipment sold or Services performed under this Agreement.

### Section 14. FCC LICENSES AND OTHER AUTHORIZATIONS

Customer is solely responsible for obtaining licenses or other authorizations required by the Federal Communications Commission or any other federal, state, or local government agency and for complying with all rules and regulations required by governmental agencies. Neither Motorola nor any of its employees is an agent or representative of Customer in any governmental matters.

### Section 15. COVENANT NOT TO EMPLOY

During the term of this Agreement and continuing for a period of two (2) years thereafter, Customer will not hire, engage on contract, solicit the employment of, or recommend employment to any third party of any employee of Motorola or its subcontractors without the prior written authorization of Motorola. This provision applies only to those employees of Motorola or its subcontractors who are responsible for rendering services under this Agreement. If this provision is found to be overly broad under applicable law, it will be modified as necessary to conform to applicable law.

### Section 16. MATERIALS, TOOLS AND EQUIPMENT

All tools, equipment, dies, gauges, models, drawings or other materials paid for or furnished by Motorola for the purpose of this Agreement will be and remain the sole property of Motorola. Customer will safeguard all such property while it is in Customer's custody or control, be liable for any loss or damage to this property, and return it to Motorola upon request. This property will be held by Customer for Motorola's use without charge and may be removed from Customer's premises by Motorola at any time without restriction.

### Section 17. GENERAL TERMS

17.1 If any court renders any portion of this Agreement unenforceable, the remaining terms will continue in full force and effect.

17.2 This Agreement and the rights and duties of the parties will be interpreted in accordance with the laws of the State in which the Services are performed.

17.3 Failure to exercise any right will not operate as a waiver of that right, power, or privilege.





500 W Monroe Street  
Chicago, IL. 60661  
(888) 325-9336

## SERVICE AGREEMENT

Quote Number : QUOTE-1744912  
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17.4 Neither party is liable for delays or lack of performance resulting from any causes that are beyond that party's reasonable control, such as strikes, material shortages, or acts of God.

17.5 Motorola may subcontract any of the work, but subcontracting will not relieve Motorola of its duties under this Agreement.

17.6 Except as provided herein, neither Party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party, which consent will not be unreasonably withheld. Any attempted assignment, delegation, or transfer without the necessary consent will be void. Notwithstanding the foregoing, Motorola may assign this Agreement to any of its affiliates or its right to receive payment without the prior consent of Customer. In addition, in the event Motorola separates one or more of its businesses (each a "Separated Business"), whether by way of a sale, establishment of a joint venture, spin-off or otherwise (each a "Separation Event"), Motorola may, without the prior written consent of the other Party and at no additional cost to Motorola, assign this Agreement such that it will continue to benefit the Separated Business and its affiliates (and Motorola and its affiliates, to the extent applicable) following the Separation Event.

17.7 THIS AGREEMENT WILL RENEW, FOR AN ADDITIONAL ONE (1) YEAR TERM, ON EVERY ANNIVERSARY OF THE START DATE UNLESS EITHER THE COVER PAGE SPECIFICALLY STATES A TERMINATION DATE OR ONE PARTY NOTIFIES THE OTHER IN WRITING OF ITS INTENTION TO DISCONTINUE THE AGREEMENT NOT LESS THAN THIRTY (30) DAYS OF THAT ANNIVERSARY DATE. At the anniversary date, Motorola may adjust the price of the Services to reflect its current rates.

17.8 If Motorola provides Services after the termination or expiration of this Agreement, the terms and conditions in effect at the time of the termination or expiration will apply to those Services and Customer agrees to pay for those services on a time and materials basis at Motorola's then effective hourly rates.

17.9 This Agreement may be executed in one or more counterparts, all of which shall be considered part of the Agreement. The parties may execute this Agreement in writing, or by electronic signature, and any such electronic signature shall have the same legal effect as a handwritten signature for the purposes of validity, enforceability and admissibility. In addition, an electronic signature, a true and correct facsimile copy or computer image of this Agreement shall be treated as and shall have the same effect as an original signed copy of this document.

Revised Oct 09, 2021



# ASTRO 25 ESSENTIAL PLUS SERVICES STATEMENT OF WORK

V2.1

JUNE 2021

The information furnished with this Statement of Work (SOW) is proprietary information of Motorola Solutions, Inc. (Motorola Solutions). Such information is submitted with the restriction that it is to be used only for evaluation or performance of the SOW, and is not to be disclosed publicly or in any manner to anyone other than those required to evaluate or perform the SOW, without the express written permission of Motorola Solutions.

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# ASTRO 25 ESSENTIAL PLUS SERVICES STATEMENT OF WORK

## 1.1 OVERVIEW

Motorola Solutions' ASTRO® 25 Essential Plus Services ("Essential Plus Services") provide an integrated and comprehensive sustainment program for fixed end network infrastructure equipment located at the network core, RF sites, and dispatch sites. Essential Plus Services do not include maintenance for mobile devices, portable devices, or network backhaul equipment.

Essential Plus Services consist of the following elements:

- Remote Technical Support.
- Network Hardware Repair.
- Security Update Service.
- On-site Infrastructure Response.
- Annual Preventive Maintenance.

Each of these elements is summarized below and expanded upon in Section 1.3. In the event of a conflict between the descriptions below and an individual subsection of Section 1.3, the individual subsection prevails.

This Statement of Work ("SOW"), including all of its subsections and attachments is an integral part of the applicable agreement ("Agreement") between Motorola Solutions, Inc. ("Motorola Solutions") and the customer ("Customer").

In order to receive the services as defined within this SOW, the Customer is required to keep the system within a standard support period as described in Motorola Solutions' [Software Support Policy \("SwSP"\)](#).

### **Remote Technical Support – Per State Contract 185536, S914 USC000007373**

Motorola Solutions will provide telephone consultation with specialists skilled at diagnosing and swiftly resolving infrastructure operational technical issues that require a high level of ASTRO 25 network experience and troubleshooting capabilities.

### **Network Hardware Repair**

Motorola Solutions will repair Motorola Solutions-manufactured infrastructure equipment and select third-party manufactured infrastructure equipment supplied by Motorola Solutions. Motorola Solutions coordinates the equipment repair logistics process.

### **Security Update Service – Per State Contract 185536, S914 USC000007373**

Motorola Solutions will pre-test third-party security updates to verify they are compatible with the ASTRO 25 network. Once tested, Motorola Solutions posts the updates to a secured



extranet website, along with any recommended configuration changes, warnings, or workarounds.

### **On-site Infrastructure Response**

When needed to resolve equipment malfunctions, Motorola Solutions will dispatch qualified local technicians to the Customer's location to diagnose and restore the communications network. Technicians will perform diagnostics on impacted hardware and replace defective components. The service technician's response time will be based on pre-defined incident priority levels.

### **Annual Preventive Maintenance**

Qualified field service technicians will perform regularly scheduled operational testing and alignment of infrastructure and network components to verify those components comply with the original manufacturer's specifications.

## **1.2 MOTOROLA SOLUTIONS SERVICE DELIVERY ECOSYSTEM**

Essential Plus Services are delivered through a tailored combination of local field service personnel, centralized teams equipped with a sophisticated service delivery platform, product repair depots, and MyView Portal. These service entities will collaborate to swiftly analyze issues, accurately diagnose root causes, and promptly resolve issues to restore the Customer's network to normal operations.

### **1.2.1 Centralized Managed Support Operations**

The cornerstone of Motorola Solutions' support process is the Centralized Managed Support Operations ("CMSO") organization, which includes the Service Desk and technical support teams. The CMSO is staffed 24x7x365 by experienced personnel, including service desk specialists, security analysts, and operations managers.

The Service Desk provides a single point of contact for all service related items, including communications between the Customer, Motorola Solutions, and third-party subcontractors. The Service Desk processes service requests, service incidents, change requests, and dispatching, and communicates with stakeholders in accordance with pre-defined response times.

All incoming transactions through the Service Desk are recorded, tracked, and updated through the Motorola Solutions Customer Relationship Management ("CRM") system. The Service Desk also documents Customer inquiries, requests, concerns, and related tickets.

The CMSO coordinates with the field service organization that will serve the Customer locally.

### **1.2.2 Field Service**

Motorola Solutions authorized and qualified field service technicians perform on-site infrastructure response, field repair, and preventive maintenance tasks. These technicians are integrated with the Service Desk and with technical support teams and product engineering as required to resolve repair and maintenance requests.



### 1.2.3 Customer Support Manager

A Motorola Solutions Customer Support Manager ("CSM") will be the Customer's key point of contact for defining and administering services. The CSM's initial responsibility is to create the Customer Support Plan ("CSP") in collaboration with the Customer.

The CSP functions as an operating document that personalizes the services described in this document. The CSP contains Customer-specific information, such as site names, site access directions, key contact persons, incident handling instructions, and escalation paths for special issues. The CSP also defines the division of responsibilities between the Customer and Motorola Solutions so response protocols are pre-defined and well understood when the need arises.

The CSP governs how the services will be performed and will be automatically integrated into this Statement of Work by this reference. The CSM and Customer will review and amend the CSP on a mutually agreed cadence so the CSP remains current and effective in governing the Essential Plus Services.

### 1.2.4 Repair Depot

The Motorola Solutions Repair Depot provides the Customer with a central repair location, eliminating the need to send network equipment to multiple vendor locations for repair. All products sent to the Depot are tracked throughout the repair process, from inbound shipment to return, through a case management system that enables Customer representatives to see repair status.

### 1.2.5 MyView Portal

Supplementing the CSM and the Service Desk as the Customer points of contact, MyView Portal is a web-based platform that provides network maintenance and operations information. The portal is accessed from a desktop, laptop, tablet, or smartphone web browser. The information available includes:

- Remote Technical Support: Manage incidents and view self-service reports. Observe incident details by incident priority level, and track the progress of issue resolution.
- Network Hardware Repair: Track return material authorizations ("RMA") shipped to Motorola Solutions' repair depot and eliminate the need to call for status updates. In certain countries, customers will also have the ability to create new RMA requests online.
- Security Update Service: View available security updates. Access available security update downloads.
- On-site Infrastructure Response: Manage incidents and view self-service reports. Observe incident details by incident priority level, and track the progress of issue resolution.
- Annual Preventive Maintenance: View incident status and details of each annual change request for preventive maintenance, including completed checklist information for the incident.
- Orders and Contract Information: View available information regarding orders, service contracts, and service coverage details.

The data presented in MyView Portal is provided to support the services described in the following sections, which define the terms of any service delivery commitments associated with this data.



## 1.3 ESSENTIAL PLUS SERVICES DETAILED DESCRIPTION

Due to the interdependence between deliverables within the detailed sections, any changes to or any cancellation of any individual section may require a scope review and price revision.

### 1.3.1 Remote Technical Support – Per State Contract 185536, S914 USC000007373

Motorola Solutions' Remote Technical Support service provides telephone consultation for technical issues that require a high level of ASTRO 25 network knowledge and troubleshooting capabilities. Remote Technical Support is delivered through the Motorola Solutions Centralized Managed Support Operations ("CMSO") organization by a staff of technical support specialists skilled in diagnosis and swift resolution of infrastructure performance and operational issues.

Motorola Solutions applies leading industry standards in recording, monitoring, escalating, and reporting for technical support calls from its contracted customers to provide the support needed to maintain mission-critical systems.

#### 1.3.1.1 Description of Service

The CMSO organization's primary goal is Customer Issue Resolution ("CIR"), providing incident restoration and service request fulfillment for Motorola Solutions' currently supported infrastructure. This team of highly skilled, knowledgeable, and experienced specialists is an integral part of the support and technical issue resolution process. The CMSO supports the Customer remotely using a variety of tools, including fault diagnostics tools, simulation networks, and fault database search engines.

Calls requiring incidents or service requests will be logged in Motorola Solutions' Customer Relationship Management ("CRM") system, and Motorola Solutions will track the progress of each incident from initial capture to resolution. This helps ensure that technical issues are prioritized, updated, tracked, and escalated as necessary, until resolution. Motorola Solutions will advise and inform Customer of incident resolution progress and tasks that require further investigation and assistance from the Customer's technical resources.

The CMSO Operations Center classifies and responds to each technical support request in accordance with Section 1.4: Priority Level Definitions and Response Times.

This service requires the Customer to provide a suitably trained technical resource that delivers maintenance and support to the Customer's system, and who is familiar with the operation of that system. Motorola Solutions provides technical consultants to support the local resource in the timely closure of infrastructure, performance, and operational issues.

#### 1.3.1.2 Scope

The CMSO Service Desk is available via telephone 24 hours per day, 7 days per week, and 365 days per year to receive and log requests for technical support. Remote Technical Support service is provided in accordance with Section 1.4: Priority Level Definitions and Response Times.





### 1.3.1.3 Inclusions

Remote Technical Support service will be delivered for Motorola Solutions-provided infrastructure, including integrated third-party products.

### 1.3.1.4 Motorola Solutions Responsibilities

- Maintain availability of the Motorola Solutions CMSO Service Desk via telephone (800-MSI-HELP) 24 hours per day, 7 days per week, and 365 days per year to receive, log, and classify Customer requests for support.
- Respond to incidents and technical service requests in accordance with Section 1.4: Priority Level Definitions and Response Times.
- Provide caller a plan of action outlining additional requirements, activities, or information required to achieve restoral/fulfillment.
- Maintain communication with the Customer in the field as needed until resolution of the incident.
- Coordinate technical resolutions with agreed upon third-party vendors, as needed.
- Escalate support issues to additional Motorola Solutions technical resources, as applicable.
- Determine, in its sole discretion, when an incident requires more than the Remote Technical Support services described in this SOW and notify the Customer of an alternative course of action.

### 1.3.1.5 Limitations and Exclusions

The following activities are outside the scope of the Remote Technical Support service:

- Customer training.
- Remote Technical Support for network transport equipment or third-party products not sold by Motorola Solutions.
- Any maintenance and/or remediation required as a result of a virus or unwanted cyber intrusion.

### 1.3.1.6 Customer Responsibilities

- Prior to contract start date, provide Motorola Solutions with pre-defined information necessary to complete Customer Support Plan ("CSP").
- Submit timely changes in any information supplied in the CSP to the Customer Support Manager ("CSM").
- Contact the CMSO Service Desk to engage the Remote Technical Support service when needed, providing the necessary information for proper entitlement services. This information includes, but is not limited to, the name of contact, name of Customer, system ID number, site(s) in question, and a brief description of the problem that contains pertinent information for initial issue classification.
- Maintain suitably trained technical resources familiar with the operation of the Customer's system to provide field maintenance and technical maintenance services for the system.
- Supply suitably skilled and trained on-site presence when requested.
- Validate issue resolution in a timely manner prior to close of the incident.
- Acknowledge that incidents will be addressed in accordance with Section 1.4: Priority Level Definitions and Response Times.



- Cooperate with Motorola Solutions, and perform all acts that are reasonable or necessary to enable Motorola Solutions to provide Remote Technical Support.
- In the event that Motorola Solutions agrees in writing to provide supplemental Remote Technical Support to third-party elements provided by the Customer, the Customer agrees to obtain all third-party consents or licenses required to enable Motorola Solutions to provide the service.



## 1.3.2 Network Hardware Repair with Advanced Replacement

Motorola Solutions will provide hardware repair for Motorola Solutions and select third-party infrastructure equipment supplied by Motorola Solutions. A Motorola Solutions authorized repair depot manages and performs the repair of Motorola Solutions supplied equipment, and coordinates equipment repair logistics.

### 1.3.2.1 Description of Service

Infrastructure components are repaired at Motorola Solutions-authorized Infrastructure Depot Operations ("IDO"). At Motorola Solutions' discretion, select third-party infrastructure may be sent to the original equipment manufacturer or third-party vendor for repair.

Network Hardware Repair is also known as Infrastructure Repair.

### 1.3.2.2 Scope

Repair authorizations are obtained by contacting the Centralized Managed Support Operations ("CMSO") organization Service Desk, which is available 24 hours a day, 7 days a week. Repair authorizations can also be obtained by contacting the Customer Support Manager ("CSM").

### 1.3.2.3 Inclusions

This service is available on Motorola Solutions-provided infrastructure components, including integrated third-party products. Motorola Solutions will make a commercially reasonable effort to repair Motorola Solutions manufactured infrastructure products after product cancellation. The post-cancellation support period of the product will be noted in the product's end-of-life ("EOL") notification.

### 1.3.2.4 Motorola Solutions Responsibilities

- Provide the Customer access to the CMSO Service Desk, operational 24 hours a day and 7 days per week, to request repair service.
- Provide repair return authorization numbers when requested by the Customer.
- Receive malfunctioning infrastructure components from the Customer and document its arrival, repair, and return.
- Conduct the following services for Motorola Solutions infrastructure:
  - Perform an operational check on infrastructure components to determine the nature of the problem.
  - Replace malfunctioning components.
  - Verify that Motorola Solutions infrastructure components are returned to applicable Motorola Solutions factory specifications.
  - Perform a box unit test on serviced infrastructure components.
  - Perform a system test on select infrastructure components.
- Conduct the following services for select third-party infrastructure:
  - When applicable, perform pre-diagnostic and repair services to confirm infrastructure component malfunctions and prevent sending infrastructure components with No Trouble Found ("NTF") to third-party vendor for repair.
  - When applicable, ship malfunctioning infrastructure components to the original equipment manufacturer or third-party vendor for repair service.





- Track infrastructure components sent to the original equipment manufacturer or third-party vendor for service.
- When applicable, perform a post-test after repair by original equipment manufacturer or third-party vendor to confirm malfunctioning infrastructure components have been repaired and function properly in a Motorola Solutions system configuration.
- Reprogram repaired infrastructure components to original operating parameters based on software and firmware provided by the Customer, as required in Section 1.3.2.6. If the Customer's software version and configuration are not provided, shipping will be delayed. If the repair depot determines that infrastructure components are malfunctioning due to a software defect, the repair depot reserves the right to reload these components with a different but equivalent software version.
- Properly package repaired infrastructure components.
- Ship repaired infrastructure components to Customer-specified address during normal operating hours of Monday through Friday from 7:00 a.m. to 7:00 p.m. Central Standard Time ("CST"), excluding holidays. Infrastructure component will be sent using two-day air shipping unless the Customer requests otherwise. Motorola Solutions will pay for shipping unless the Customer requests shipments outside of the above mentioned standard business hours or carrier programs, such as next flight out ("NFO"). In such cases, the Customer will be responsible for paying shipping and handling charges.

### 1.3.2.5 Limitations and Exclusions

Motorola Solutions may return infrastructure equipment that is no longer supported by Motorola Solutions, the original equipment manufacturer, or a third-party vendor without repairing or replacing it. The following items are excluded from this service:

- All Motorola Solutions infrastructure components over the post-cancellation support period.
- All third-party infrastructure components over the post-cancellation support period.
- All broadband infrastructure components over the post-cancellation support period.
- Physically damaged infrastructure components.
- Third-party equipment not shipped by Motorola Solutions.
- Consumable items including, but not limited to, batteries, connectors, cables, toner or ink cartridges, tower lighting, laptop computers, monitors, keyboards, and mouse.
- Video retrieval from digital in-car video equipment.
- RF infrastructure and backhaul components, including but not limited to, antennas, transmission lines, antenna dehydrators, microwave, line boosters, amplifiers (such as tower top amplifiers and bi-directional amplifiers), logging recorders, data talker wireless transmitters, short haul modems, combiners, multicouplers, duplexers, shelters, shelter HVAC, generators, UPS's, and test equipment.
- Racks, furniture, and cabinets.
- Non-standard configurations, customer-modified infrastructure, and certain third party infrastructure.
- Firmware or software upgrades.

### 1.3.2.6 Customer Responsibilities

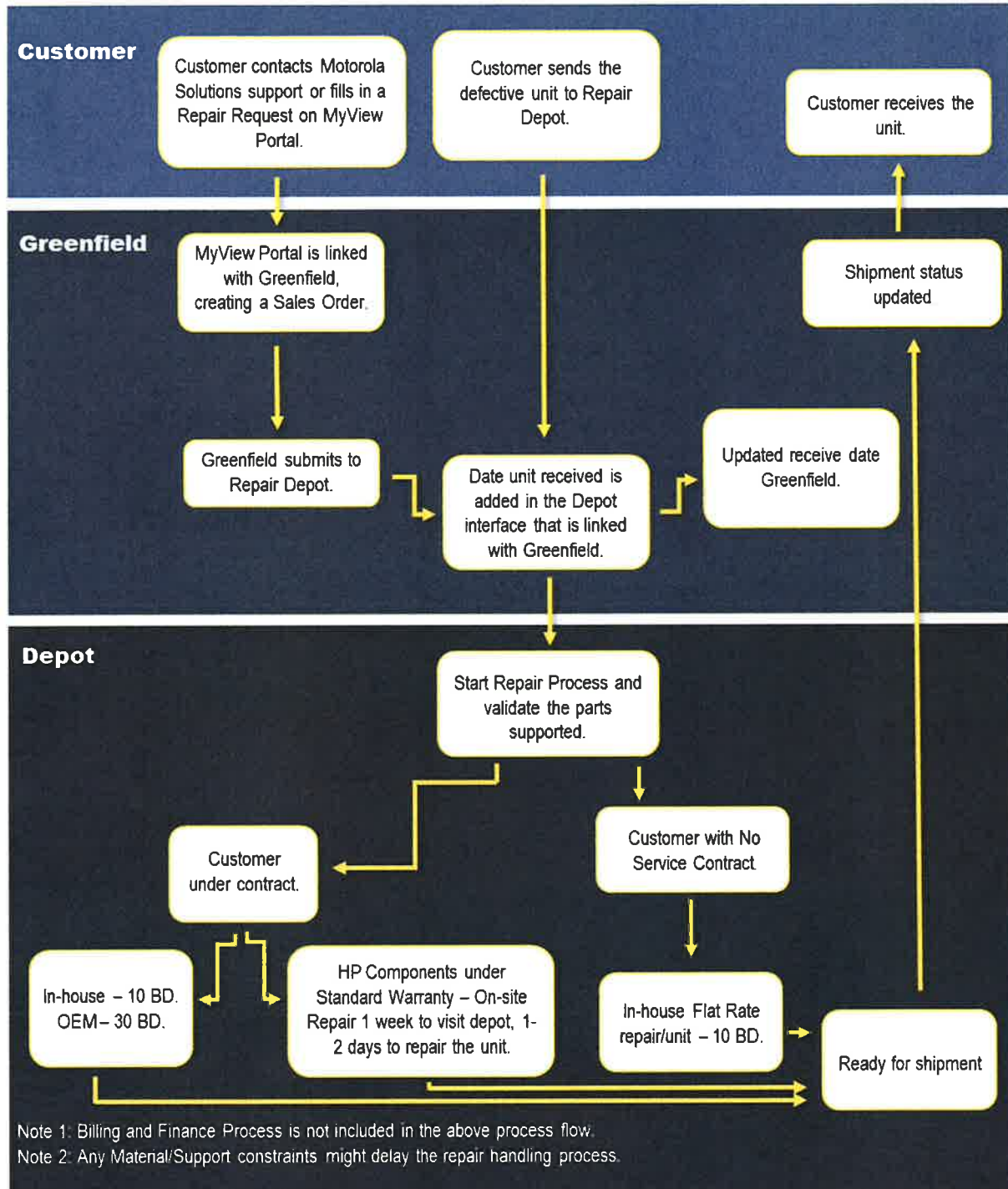
- Contact or instruct servicer to contact the Motorola Solutions CMSO organization, and request a return authorization number prior to shipping malfunctioning infrastructure components.



- Provide model description, model number, serial number, type of system, software and firmware version, symptom of problem, and address of site location for spare infrastructure components.
- Indicate if Motorola Solutions or third-party infrastructure components being sent in for service were subjected to physical damage or lightning damage.
- Follow Motorola Solutions instructions regarding including or removing firmware and software applications on infrastructure components being sent in for service.
- In the event that the Customer requires repair of equipment that is not contracted under this service at the time of request, the Customer acknowledges that charges may apply to cover shipping, labor, and parts. Motorola Solutions and the Customer will collaborate to agree on payment vehicle that most efficiently facilitates the work, commensurate with the level of urgency that is needed to complete the repair.
- Properly package and ship the malfunctioning component, at the Customer's expense. The Customer is responsible for properly packaging the malfunctioning infrastructure component to ensure it is not damaged in-transit and arrives in repairable condition.
  - Clearly print the return authorization number on the outside of the packaging.
- Maintain versions and configurations for software, applications, and firmware to be installed on repaired equipment.
- Provide Motorola Solutions with proper software and firmware information to reprogram equipment after repair, unless current software has caused this malfunction.
- Cooperate with Motorola Solutions and perform reasonable or necessary acts to enable Motorola Solutions to provide hardware repair services to the Customer.
- At the Customer's cost, obtain all third-party consents or licenses required to enable Motorola Solutions to provide the service.



### 1.3.2.7 Repair Process



**Figure 1-1: Repair Decision Process**



### 1.3.2.8 Advanced Replacement

As an addition to Hardware Repair service, Advanced Replacement is a repair exchange service for Motorola Solutions and select third-party infrastructure components supplied by Motorola Solutions. When available, Motorola Solutions will provide the Customer with advanced replacement units or Field Replacement Units ("FRU") in exchange for the Customer's malfunctioning equipment. A Motorola Solutions-authorized repair depot will evaluate and repair malfunctioning equipment, and add that equipment to the depot's FRU inventory after completing repairs.

Customers who prefer to maintain their own FRU inventory may request a "Loaner" FRU while their unit is being repaired. Refer to Figure 1-2 for details on the unit loan process.

#### 1.3.2.8.1 Added Motorola Solutions Responsibilities for Advanced Replacement

- Use commercially reasonable efforts to maintain FRU inventory on supported platforms.
- Provide new or reconditioned FRU's to the Customer upon request, subject to availability. The FRU will be an equipment type and version similar to the Customer's malfunctioning component, and will contain equivalent boards and chips.
- Load firmware and software for equipment that requires programming. The Customer's software version information must be provided for the replacement FRU to be programmed accordingly. If the Customer's software version and configuration are not provided, shipping will be delayed.
- Package and ship FRU from the FRU inventory to Customer-specified address.
  - Motorola Solutions will ship FRU as soon as possible, depending on stock availability and requested configuration. FRU will be shipped during normal operating hours of Monday through Friday from 7:00 a.m. to 7:00 p.m. CST, excluding holidays. Motorola Solutions will pay for the shipping to the Customer, unless the Customer requests shipments outside of standard business hours or carrier programs, such as weekend or next flight out ("NFO") shipment. In such cases, the Customer will be responsible for paying shipping and handling charges.
  - When sending FRU to the Customer, provide a return air bill in order for the Customer to send the Customer's malfunctioning component. The Customer's malfunctioning component will become property of the Motorola Solutions repair depot or select third party replacing it, and the Customer will own the FRU.
  - For loaner equipment, Motorola Solutions will ship repaired infrastructure components to Customer-specified address during normal operating hours, Monday through Friday from 7:00 a.m. to 7:00 p.m. CST, excluding holidays. FRU will be sent using two-day air shipping unless the Customer requests otherwise. Motorola Solutions will pay for shipping unless the Customer requests shipments outside of the above mentioned standard business hours or carrier programs, such as NFO. In such cases, the Customer will be responsible for paying shipping and handling charges.
  - When sending a loaner FRU to the Customer, Motorola Solutions will pay for outbound shipping charges. Inbound shipping to Motorola Solutions for repair will be the Customer's responsibility. Motorola Solutions will repair and return the Customer's component, and provide a return air bill for the Customer to return the loaner FRU. Refer to Figure 1-2 for the loaner process, and Table 1-1 for shipping charge details.
- Provide repair return authorization ("RA") number upon Customer request to replace infrastructure components that are not classified as an advanced replacement or loaner FRU.





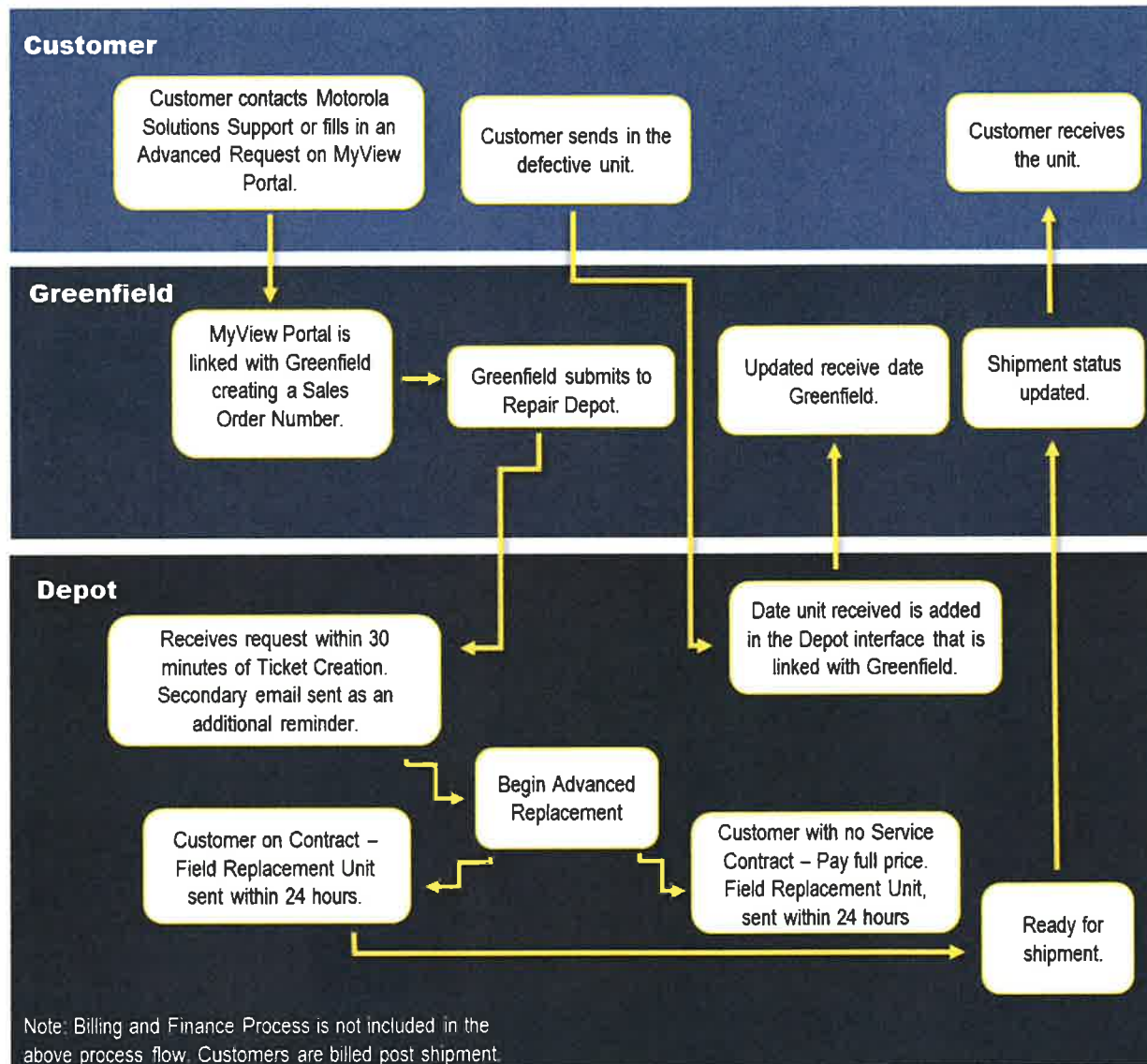
- Provide a repair RA number so that returned components can be repaired and returned to FRU stock.
- Receive malfunctioning components from the Customer, carry out repairs and testing, and return it to the FRU stock

#### 1.3.2.8.2 Added Customer Responsibilities for Advanced Replacement

- Pay for Advanced Replacement or Loaner FRU shipping from Motorola Solutions repair depot if the Customer requested shipping outside of standard business hours or carrier programs set forth in Section 1.3.2.8.1. See Table 1-1 for shipping charge details.
- Properly package and ship the malfunctioning component using the pre-paid air-bill that arrived with the FRU. The Customer is responsible for properly packaging the malfunctioning infrastructure component to ensure that it is not damaged in transit and arrives in repairable condition. The Customer will be subject to a replacement fee for malfunctioning components returned improperly.
- Within five business days of receipt of the advanced replacement FRU from Motorola Solutions' FRU inventory, properly package the Customer's malfunctioning FRU and ship the malfunctioning Infrastructure to Motorola Solutions' repair depot for evaluation and repair. The Customer must send the return air bill back to the repair depot in order to facilitate proper tracking of the returned infrastructure. The Customer will be subject to a full replacement fee for FRU's not returned within five business days.
- At the Customer's expense and risk of loss, the Customer may send a malfunctioning Motorola Solutions or third-party infrastructure component for repairs before a replacement has been sent. In such cases, the malfunctioning component should be properly packaged and shipped to Motorola Solutions.
- Clearly print the return authorization number on the outside of the packaging.



### 1.3.2.8.3 Replacement Process for Advanced Replacement



**Figure 1-2: Advanced Replacement or Loaner Decision Process**



**Table 1-1: Shipping Charges and Default Mail Service:**

Service	Advanced Replacement Charges Responsibility
Advanced Replacements (Normal Business Hours) Shipped FedEx Overnight or equivalent	Motorola Solutions
Loaner Shipping Outbound to Customer	
Loaner Repair and Return Shipping Outbound to Customer	
Advanced Replacements (Next Flight Out or Other)	Customer
Exchanges or Loaners Shipped Outbound to Customer by Non-Motorola Carrier*	
Loaner Repair Shipping Inbound to Motorola Solutions	
Loaner Installation Labor	

\*Motorola Solutions shipping carrier – FedEx



### 1.3.3 Security Update Service – Per State Contract 185536, S914 USC000007373

Motorola Solutions' ASTRO 25 Security Update Service ("SUS") provides pretested security updates, minimizing cyber risk and software conflicts. These security updates contain operating system security patches and antivirus definitions that have been validated for compatibility with ASTRO 25 systems. Security update delivery is determined by the options included as part of this service. Section 1.3.3.3: Inclusions indicates if options are included as part of this service.

#### 1.3.3.1 Description of Service

Motorola Solutions uses a dedicated information assurance lab to test and validate security updates. Motorola Solutions deploys and tests security updates in the lab to check for and prevent potential service degradation.

Motorola Solutions releases tested, compatible security updates for download and installation. Once security updates are verified by the SUS team, Motorola Solutions uploads them to a secure website and sends a release notification email to the Customer contact to inform them that the security update release is available. If there are any recommended configuration changes, warnings, or workarounds, the SUS team will provide documentation with the security updates on the secure website.

With the base service, the Customer will be responsible for downloading security updates, installing them on applicable components, and rebooting updated components. Additional options are available for Motorola Solutions to deploy security updates, reboot servers and workstations, or both.

#### 1.3.3.2 Scope

SUS includes pretested security updates for the software listed in Table 1-2. This table also describes the release cadence for security updates.

**Table 1-2: Update Cadence**

Software	Update Release Cadence
Antivirus Definition Files	Weekly
Microsoft Windows	Monthly
Microsoft Windows SQL Server	Quarterly
Microsoft Windows third party (Adobe Reader)	Monthly
Red Hat Linux (RHEL)	Quarterly
VMWare ESXi Hypervisor	Quarterly
PostgreSQL (From ASTRO 25 7.14 and newer major releases)	Quarterly
McAfee Patch(es)	Quarterly
Dot Hill DAS Firmware	Quarterly
HP SPP Firmware	Quarterly
QNAP Firmware	Quarterly





### 1.3.3.3 Inclusions

Supported ASTRO 25 core types and security update delivery methods are included in Table 1-3. This table indicates if Motorola Solutions will provide any SUS optional services to the Customer. SUS supports the current Motorola Solutions ASTRO 25 system release and aligns with the established [Software Support Policy \(SwSP\)](#).

Motorola Solutions reserves the right to determine which releases are supported as business conditions dictate. Additional charges may apply in the event of supporting older releases. Contact Motorola Solutions' assigned Customer Support Manager ("CSM") for the latest supported releases.

**Table 1-3: SUS Packages**

Service	ASTRO 25 Core Type	Included
Security Update Service Customer Self-installed	L Core M Core Simplified Core	X

Responsibilities for downloading and installing security updates and rebooting applicable hardware are detailed in Section 1.3.3.7: Installation and Reboot Responsibilities.

### 1.3.3.4 Motorola Solutions Responsibilities

- On the release schedule in Section 1.3.3.2: Scope, review relevant and appropriate security updates released by Original Equipment Manufacturer ("OEM") vendors.
- Release tested and verified security updates to Motorola Solutions' secure website.
- Publish documentation for installation, recommended configuration changes, any identified issue(s), and remediation instructions for each security update release.
- Include printable labels the Customer may use if downloading security updates to a disk.
- Send notifications by email when security updates are available to download from the secure website.

### 1.3.3.5 Limitations and Exclusions

- Systems with non-standard configurations that have not been certified by Motorola Solutions' Systems Integration and Test ("SIT") team are specifically excluded from this service, unless otherwise agreed in writing by Motorola Solutions.
- Interim or unplanned releases outside the supported release cadence.
- Service does not include pretested intrusion detection system ("IDS") signature updates for IDS solutions. However, select vendor IDS signature updates are made available via the secure website. The available vendors may change pursuant to Motorola Solutions' business decisions. The Customer is responsible for complying with all IDS licensing requirements and fees, if any.
- This service does not include releases for Motorola Solutions products that are not ASTRO 25 L, M, and Simplified Core radio network infrastructure equipment. The following are examples of excluded products: WAVE PTX™, Critical Connect, and VESTA® solutions.
- K Core ASTRO 25 systems are excluded.
- Motorola Solutions product updates are not included in these services.



- Shared network infrastructure firmware, such as transport and firewall firmware, are not included in these services.

### 1.3.3.6 Customer Responsibilities

- Provide Motorola Solutions with predefined information necessary to complete a Customer Support Plan (“CSP”) prior to the Agreement start date.
- Provide timely updates on changes of information supplied in the CSP to Motorola Solutions’ assigned CSM.
- Update Motorola Solutions with any changes in contact information, specifically for authorized users of Motorola Solutions’ secure website.
- Provide means for accessing Motorola Solutions’ secure website to collect the pretested files.
- Implement recommended remediation(s) on the Customer’s system, as determined necessary by the Customer.
- Adhere closely to the Motorola Solutions Centralized Managed Support Operations (“CMSO”) troubleshooting guidelines provided upon system acquisition. Failure to follow CMSO guidelines may cause the Customer and Motorola Solutions unnecessary or overly burdensome remediation efforts. In such cases, Motorola Solutions reserves the right to charge an additional fee for the remediation effort.
- Upgrade system to a supported system release when needed to continue service. Contact Motorola Solutions’ assigned CSM for the latest supported releases.
- Comply with the terms of applicable license agreements between the Customer and non-Motorola Solutions software copyright owners.

### 1.3.3.7 Installation and Reboot Responsibilities

Installation and Reboot responsibilities are determined by the specific SUS package being purchased. Table 1-4 contains the breakdown of responsibilities. Section 1.3.3.3: Inclusions indicates which services are included.

Microsoft Windows servers and workstations often need to be rebooted before security updates take full effect and mitigate vulnerabilities.

**Table 1-4: Installation and Reboot Responsibilities Matrix**

SUS Package	Motorola Solutions Responsibilities	Customer Responsibilities
Security Update Service Customer Self-installed		<ul style="list-style-type: none"> <li>- Deploy pretested files to the Customer’s system as instructed in the “Read Me” text provided on Motorola Solutions’ secure website.</li> <li>- When a security update requires a reboot, reboot servers and workstations after security updates are installed.</li> </ul>

### 1.3.3.8 Disclaimer

This service tests OEM security updates. Delivering security updates for specific software depends on OEM support for that software. If an OEM removes support (end-of-life) from



deployed software, Motorola Solutions will work with the OEM to reduce the impact, but may remove support for the affected software from this service without notice.

OEMs determine security update schedules, supportability, or release availability without consultation from Motorola Solutions. Motorola Solutions will obtain and test security updates when they are made available, and incorporate those security updates into the next appropriate release.

Motorola Solutions disclaims any warranty with respect to pretested database security updates, hypervisor patches, operating system software patches, intrusion detection sensor signature files, or other third-party files, express or implied. Further, Motorola Solutions disclaims any warranty concerning non-Motorola Solutions software and does not guarantee Customers' systems will be error-free or immune to security breaches as a result of these services.



## 1.3.4 On-site Infrastructure Response

Motorola Solutions' On-site Infrastructure Response service provides incident management and escalation for on-site technical service requests. The service is delivered by Motorola Solutions' Centralized Managed Support Operations ("CMSO") organization in cooperation with a local service provider.

On-site Infrastructure Response may also be referred to as On-site Support.

### 1.3.4.1 Description of Service

The Motorola Solutions CMSO Service Desk will receive the Customer's request for on-site service.

The CMSO Dispatch Operations team is responsible for opening incidents, dispatching on-site resources, monitoring issue resolution, and escalating as needed to ensure strict compliance to committed response times.

The dispatched field service technician will travel to the Customer's location to restore the system in accordance with Section 1.4: Priority Level Definitions and Response Times.

Motorola Solutions will manage incidents as described in this SOW. The CMSO Service Desk will maintain contact with the field service technician until incident closure.

### 1.3.4.2 Scope

On-site Infrastructure Response is available 24 hours a day, 7 days a week in accordance with Section 1.4: Priority Level Definitions and Response Times. Customer's Response Time Classification is designated in the Customer Support Plan.

### 1.3.4.3 Inclusions

On-site Infrastructure Response is provided for Motorola Solutions-provided infrastructure.

### 1.3.4.4 Motorola Solutions Responsibilities

- Receive service requests.
- Create an incident when service requests are received. Gather information to characterize the issue, determine a plan of action, and assign and track the incident to resolution.
- Dispatch a field service technician, as required by Motorola Solutions' standard procedures, and provide necessary incident information.
- Provide the required personnel access to relevant Customer information, as needed.
- Motorola Solutions field service technician will perform the following on-site:
  - Run diagnostics on the infrastructure component.
  - Replace defective infrastructure component, as supplied by the Customer.
  - Provide materials, tools, documentation, physical planning manuals, diagnostic and test equipment, and any other material required to perform the maintenance service.
  - If a third-party vendor is needed to restore the system, the vendor can be accompanied onto the Customer's premises.
  - If required by the Customer's repair verification in the Customer Support Plan ("CSP"), verify with the Customer that restoration is complete or system is functional.



If verification by the Customer cannot be completed within 20 minutes of restoration, the incident will be closed and the field service technician will be released.

- Escalate the incident to the appropriate party upon expiration of a response time.
- Close the incident upon receiving notification from the Customer or Motorola Solutions field service technician, indicating the incident is resolved.
- Notify the Customer of incident status, as defined in the CSP and Service Configuration Portal ("SCP"):
  - Open and closed.
  - Open, assigned to the Motorola Solutions field service technician, arrival of the field service technician on-site, delayed, or closed.
- Provide incident activity reports to the Customer, if requested.

#### 1.3.4.5 Customer Responsibilities

- Contact Motorola Solutions, as necessary, to request service.
- Prior to start date, provide Motorola Solutions with the following pre-defined Customer information and preferences necessary to complete CSP:
  - Incident notification preferences and procedure.
  - Repair verification preference and procedure.
  - Database and escalation procedure forms.
- Submit timely changes in any information supplied in the CSP to the Customer Support Manager ("CSM").
- Provide the following information when initiating a service request:
  - Assigned system ID number.
  - Problem description and site location.
  - Other pertinent information requested by Motorola Solutions to open an incident.
- Provide field service technician with access to equipment.
- Supply infrastructure spare or FRU, as applicable, in order for Motorola Solutions to restore the system.
- Maintain and store software needed to restore the system in an easily accessible location.
- Maintain and store proper system backups in an easily accessible location.
- If required by repair verification preference provided by the Customer, verify with the CMSO Service Desk and dispatch that restoration is complete or system is functional.
- Cooperate with Motorola Solutions and perform reasonable or necessary acts to enable Motorola Solutions to provide these services.
- In the event that Motorola Solutions agrees in writing to provide supplemental On-site Infrastructure Response to Customer-provided third-party elements, the Customer agrees to obtain and provide applicable third-party consents or licenses to enable Motorola Solutions to provide the service.





## 1.3.5 Annual Preventive Maintenance

Motorola Solutions personnel will perform a series of maintenance tasks to keep network equipment functioning correctly.

### 1.3.5.1 Description of Service

Annual Preventative Maintenance provides annual operational tests on the Customer's infrastructure equipment to monitor its conformance to specifications.

### 1.3.5.2 Scope

Annual Preventive Maintenance will be performed during standard business hours, unless otherwise agreed to in writing. After the service starts, if the system or Customer requirements dictate that the service must occur outside of standard business hours, an additional quotation will be provided. The Customer is responsible for any charges associated with unusual access requirements or expenses.

### 1.3.5.3 Inclusions

Annual Preventive Maintenance service will be delivered for Motorola Solutions-provided infrastructure, including integrated third-party products, per the level of service marked in Table 1-5.

**Table 1-5: Preventive Maintenance Level**

Service Level	Included
Level 1 Preventive Maintenance	X
Level 2 Preventive Maintenance	

### 1.3.5.4 Motorola Solutions Responsibilities

- Notify the Customer of any planned system downtime needed to perform this service.
- Maintain communication with the Customer as needed until completion of the Annual Preventive Maintenance.
- Determine, in its sole discretion, when an incident requires more than the Annual Preventive Maintenance services described in this SOW, and notify the Customer of an alternative course of action.
- Provide the Customer with a report in MyView Portal, or as otherwise agreed in the Customer Support Plan ("CSP"), comparing system performance with expected parameters, along with any recommended actions. Time allotment for report completion is to be mutually agreed.
- Provide trained and qualified personnel with proper security clearance required to complete Annual Preventive Maintenance services.
- Field service technician will perform the following on-site:
  - Perform the tasks defined in Section 1.3.5.7: Preventive Maintenance Tasks.
  - Provide diagnostic and test equipment necessary to perform the Preventive Maintenance service.
  - As applicable, use the Method of Procedure ("MOP") defined for each task.



### 1.3.5.5 Limitations and Exclusions

The following activities are outside the scope of the Annual Preventive Maintenance service.

- Preventive maintenance for third-party equipment not sold by Motorola Solutions as part of the original system.
- Network transport link performance verification.
- Verification or assessment of Information Assurance.
- Any maintenance and/or remediation required as a result of a virus or unwanted cyber intrusion.
- Tower climbs, tower mapping analysis, or tower structure analysis.

### 1.3.5.6 Customer Responsibilities

- Provide preferred schedule for Annual Preventative Maintenance to Motorola Solutions.
- Authorize and acknowledge any scheduled system downtime.
- Maintain periodic backup of databases, software applications, and firmware.
- Establish and maintain a suitable environment (heat, light, and power) for the equipment location as described in equipment specifications, and provide Motorola Solutions full, free, and safe access to the equipment so that Motorola Solutions may provide services. All sites shall be accessible by standard service vehicles.
- Submit timely changes in any information supplied in the CSP to the Customer Support Manager ("CSM").
- Provide site escorts, if required, in a timely manner.
- Provide Motorola Solutions with requirements necessary for access to secure facilities.
- In the event that Motorola Solutions agrees in writing to provide supplemental Annual Preventive Maintenance to third-party elements provided by Customer, the Customer agrees to obtain any third-party consents or licenses required to enable Motorola Solutions field service technician to access the sites to provide the service.

### 1.3.5.7 Preventive Maintenance Tasks

The Preventive Maintenance service includes the tasks listed in this section. Tasks will be performed based on the level of service noted in Section 1.3.5.3: Inclusions.

DISPATCH SITE CHECKLIST – LEVEL 1	
General	
Inspect all Cables	Inspect all cables and connections to external interfaces are secure.
Mouse and Keyboard	Verify operation of mouse and keyboard.
Configuration File	Verify each operator position has access to required configuration files.
Console Operator Position Time	Verify console operator position time is consistent across all operator positions.
Screensaver	Verify screensaver set as Customer prefers.
Screen Performance	Verify screen operational and is not suffering from dead pixels or image burn-in that prevent user operation.
Touchscreen	Verify touchscreen operation, if present.
Cabling/Lights/Fans	Visual inspection of all equipment cabling, lights, and fans



DISPATCH SITE CHECKLIST – LEVEL 1	
Filters/Fans/Dust	Clean all equipment filters and fans and remove dust.
Monitor and Hard Drive	Confirm monitor and hard drive do not "sleep".
DVD/CD	Verify and clean DVD or CD drive.
Time Synchronization	Verify console time is synchronized with NTP server
Anti-Virus	Verify anti-virus is enabled and that definition files have been updated within two weeks of current date.
<b>Headset Unplugged Testing</b>	
Speakers	Test all speakers for audio quality, volume, static, drop-outs, and excess hiss when turned up.
Channel Audio in Speaker	Verify selected channel audio in select speaker only.
Footswitch Pedals	Verify both footswitch pedals operational.
Radio On-Air Light	Verify radio on-air light comes on with TX (if applicable).
<b>Headset Plugged In Testing</b>	
Radio TX and RX	Verify radio TX/RX from both headset jacks. Verify levels OK. Check volume controls for noise, static, or drop-outs.
Speaker Mute	Verify speaker mutes when muted.
Telephone Operation	Verify telephone operational through both headset jacks. Check volume controls for noise, static, or drop-outs.
Audio Switches	Verify audio switches to speaker when phone off-hook if interfaced to phones.
Radio Takeover in Headset	Verify radio-takeover in headset mic when phone is off-hook, with mic switching to radio and muting phone during push-to-talk.
<b>Other Tests</b>	
Phone Status Light	Verify phone status light comes on when phone is off-hook (if applicable).
Desk Microphone Operation	Confirm desk mic operation (if applicable).
Radio Instant Recall Recorder ("IRR") Operation	Verify radio IRR operational on Motorola Solutions dispatch (if applicable).
Telephone IRR Operation	Verify telephone IRR operational on Motorola Solutions dispatch, if on radio computer.
Recording	Verify operator position being recorded on long term logging recorder, if included in service agreement
<b>Computer Performance Testing</b>	
Computer Reboot	Reboot operator position computer.
Computer Operational	Confirm client computer is fully operational (if applicable).





DISPATCH SITE CHECKLIST – LEVEL 1	
Audio Testing	
Conventional Resources	Confirm all conventional resources are functional, with adequate audio levels and quality.
Secure Mode	Confirm any secure talkgroups are operational in secure mode.
Trunked Resources	Confirm all trunked resources on screen are functioning by placing a call in both directions, at the Customer's discretion, and at a single operator position
Backup Resources	Confirm backup resources are operational.
Logging Equipment Tests	
Recording - AIS Test	Verify audio logging of trunked calls.
Recording	With Customer assistance, test operator position logging on recorder.
System Alarms	Review alarm system on all logging equipment for errors.
Capture Diagnostics	Perform recommended diagnostic tests based on equipment, and capture available diagnostic logs.
Verify System software Physical media	Perform audit of software media on site. Verify that versions, KC numbers, and types match what is deployed to Customer server.
Playback Station (Motorola Solutions Provided)	
Capture Diagnostics	Perform recommended diagnostic tests based on equipment, and capture available diagnostic logs.
Recall Audio	Verify that radio and telephone audio can be recalled.



## 1.4 PRIORITY LEVEL DEFINITIONS AND RESPONSE TIMES

Table 1-6 describes the criteria Motorola Solutions uses to prioritize incidents and service requests, and lists the response times for those priority levels.

**Table 1-6: Priority Level Definitions and Response Times**

Incident Priority	Incident Definition	Initial Response Time	On-site Response Time
<b>Critical P1</b>	<p><b>Core:</b> Core server or core link failure. No redundant server or link available.</p> <p><b>Sites/Subsites:</b> Primary site down. Two RF sites or more than 10% of RF sites down, whichever is greater.</p> <p><b>Consoles:</b> More than 40% of a site's console positions down.</p> <p><b>Conventional Channels:</b> Conventional Channel Gateways (CCGW) down without redundant gateways available.</p> <p><b>Security Features:</b> Security is non-functional or degraded.</p>	<p>Response provided 24/7 until service restoration.</p> <p>Technical resource will acknowledge incident and respond within 1 hour of CMSO logging incident.</p>	<p>Response provided 24/7 until service restoration.</p> <p>Field service technician arrival on-site within 4 hours of receiving dispatch notification.</p>
<b>High P2</b>	<p><b>Core:</b> Core server or link failures. Redundant server or link available.</p> <p><b>Consoles:</b> Between 20% and 40% of a site's console positions down.</p> <p><b>Sites/Subsites:</b> One RF site or up to 10% of RF sites down, whichever is greater.</p> <p><b>Conventional Channels:</b> Up to 50% of CCGWs down. Redundant gateways available.</p> <p><b>Network Elements:</b> Site router, site switch, or GPS server down. No redundant networking element available.</p>	<p>Response provided 24/7 until service restoration.</p> <p>Technical resource will acknowledge incident and respond within 4 hours of CMSO logging incident.</p>	<p>Response provided 24/7 until service restoration.</p> <p>Field service technician arrival on-site within 4 hours of receiving dispatch notification.</p>
<b>Medium P3</b>	<p><b>Consoles:</b> Up to 20% of a site's console positions down.</p> <p><b>Conventional Channels:</b> Single channel down. Redundant gateway available.</p> <p><b>Network Elements:</b> Site router/switch or GPS server down. Redundant networking element available.</p>	<p>Response provided during normal business hours until service restoration.</p> <p>Technical resource will acknowledge incident and respond within 1 Business Day of CMSO logging incident.</p>	<p>Response provided during normal business hours until service restoration.</p> <p>Field service technician arrival on-site within 8 hours of receiving dispatch notification.</p>
<b>Low P4</b>	<p><b>Service Requests:</b> Minor events and warnings in the system. Preventative and planned maintenance activities (scheduled work).</p>	<p>Response provided during normal business hours.</p> <p>Motorola Solutions will acknowledge and respond within 1 Business Day.</p>	Not applicable.



## Statement of Work

### Local Radio Support w/ Pick Up & Delivery

#### 1.0 Description of Service

Local Radio Support provides an operational check of Equipment. An operational check is an analysis of the Equipment to identify external or internal defects. If the Equipment has an external defect, or can be Restored without opening the radio case, the Equipment will be Restored and returned to Customer. If the Equipment has an internal defect, or is not serviceable without opening the radio case, then the Equipment will require additional service provided by the Servicer and not described in this Statement of Work.

Local Radio Support includes service on standard palm microphones and single mobile control heads, provided that they are required for normal operation of the two-way mobile and are included at the point of manufacture.

Local Radio Support excludes repairs to: optional accessories; iDEN accessories; iDEN mobile microphones; non-standard mobile microphones, mobile external speakers; optional or additional control heads, single and multiple unit portable chargers; batteries, mobile antennas; mobile power & antenna cables and power supplies.

Equipment will be picked up from and delivered to the Customer's location, within a designated radius of the Servicer facility. Schedule pickups will be mutually agreed upon and outlined in the Customer Support Plan.

The following services are excluded from Local Radio Support service unless they are purchased for an additional fee. The services are Subscriber Preventative Maintenance, Portable Remote Speaker Microphones, Portable Antenna Replacements and Mobile Remote Control Heads.

Service is only included on Equipment specifically named in the applicable Agreement to which this Statement of Work is attached. The terms and conditions of this SOW are an integral part of Motorola's Service Terms and Conditions or other applicable agreement to which it is attached and made a part thereof by this reference.

#### 2.0 Motorola has the following responsibilities:

- 2.1 Use reasonable efforts to pickup and deliver Equipment per the mutually agreed upon Customer location, days of week, and preferred time. If a pick up/delivery cannot occur according to the preferred schedule, Customer will be contacted prior to the scheduled pick up/delivery, to arrange a mutually agreeable alternative date and/or time for pick up/delivery.
- 2.2 Perform an operational check on Equipment to determine the nature of the problem.
- 2.3 Remove/reinstall mobile or data Equipment from/to vehicle as needed for servicing.
- 2.4 Service to be performed at the Servicer facility during Standard Business Days.
- 2.5 Generate service receipt and leave with Customer.

#### 3.0 Customer has the following responsibilities:

- 3.1 Designate mutually agreeable location for service pickup and delivery, days of week, and preferred time.
- 3.2 Provide Servicer a description of problem along with unit needing service.
- 3.3 Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the Local Radio Support with Pick-up & Delivery service to Customer.

Local Radio Support with Pick Up & Delivery

*Approved by Motorola Contracts & Compliance 04-03-2004*



## AGENDA REQUEST FORM

Date of Meeting: June 21, 2022

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

Agenda Item: Establish & Appoint Ballot Board

Department: Auditor-Treasurer



Department Head signature

### Background information on Item:

Minnesota Statute 203B.121 Subd. 1 requires the county to establish a ballot board to process regular absentee and mail ballots and Minnesota Statute 203B.23 Subd. 2 requires the county to establish a ballot board to process Military and Overseas Citizens ballots. The ballot boards reviews these ballots and determines if the statutory requirements to accept the ballots are met.

### Action Requested:

Consider Resolution 2022-33 establishing Ballot Board for the purposes of accepting or rejecting returned absentee, mail, or Military and Overseas Citizens ballots and tabulating the ballots on election day.

### Financial Impact:

None.

**Pine County Resolution Establishing and Appointing  
the Ballot Board  
Resolution No. 2022-33**

**WHEREAS**, pursuant to M.S. 203B.121 as amended in 2010, the governing body of any county must, by ordinance or resolution, establish a ballot board to take possession of all return envelopes of regular absentee and mail ballots delivered to them in accordance with section 203B.08;

**WHEREAS**, pursuant to M.S. 203B.23 as amended in 2010, the governing body of any county must, by ordinance or resolution, establish a ballot board to take possession of all return envelopes of military and overseas citizen ballots delivered to them in accordance with section 203B.23;

**WHEREAS**, the Board shall consist of a sufficient number of election judges appointed as provided in sections [204B.19](#) to [204B.22](#).

**WHEREAS**, the board may include deputy county auditors who have received training in the processing and counting of absentee ballots;

**NOW, THEREFORE BE IT RESOLVED**, the Pine County Board of Commissioners hereby authorizes and establishes a Ballot Board for the purpose of accepting or rejecting returned absentee, mail, and military and overseas citizen ballots and appoints the follow citizen to act as members of said board:

**Election Judge**

Douglas Blechinger  
Dean Carroll  
Katelyn Jacobs  
Marilyn Juhl  
Sharon King  
Mary Jo Mettler  
Jean Holman Tracy  
Darnelle Van Hale

**Deputy Auditor**

Melissa Berg  
Alison Hughes  
Pamela Lawrence  
Jacqueline Ness

**PASSED AND APPROVED** this 21<sup>st</sup> day of June, 2022 by the Pine County Board of Commissioners.

---

Stephen M. Hallan, Chair  
Pine County Board of Commissioners

**ATTEST:**

---

David J. Minke  
Pine County Administrator



## AGENDA REQUEST FORM

Date of Meeting: June 21, 2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other \_\_\_\_\_

Agenda Item: Promotion of FT Corrections Officer to FT Jail Sergeant

Department: Pine County Sheriff's Office - Jail

Department Head signature

### Background information on Item:

Acknowledge the promotion of FT Corrections Officer, Samantha Miller to FT Jail Sergeant, effective June 22, 2022. The promotion will result in a change from Grade 7, step 7 @ \$27.37 to Grade 10 step 7 @ \$32.58.

### Action Requested:

Acknowledge the promotion of FT Corrections Officer, Samantha Miller to FT Jail Sergeant, effective June 22, 2022.

### Financial Impact:

None. Position is accounted for in the 2022 budget and staffing plan.



## AGENDA REQUEST FORM

Date of Meeting: June 21, 2022

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

Agenda Item: Clerk III

Department: Assessor

Lorri L. Houtsma

Department Head signature

### Background information on Item:

On June 15, 2022, interviews were conducted with five (5) candidates for the Clerk III position resulting from the board approved backfill of this position in the Assessor's office. The interview panel consisted of County Assessor/Recorder Lorri Houtsma, Deputy Assessor Troy Stewart and Human Resources Generalist Jessica Blesener.

Once this position is offered and accepted (pending a successful background check), the name of this candidate will be provided to the Board prior to the County Board meeting on June 21, 2022.

This position is a full-time (37.5 hours/week), non-exempt AFSME Courthouse union position.

### Action Requested:

Consider the hiring of this Clerk III position in the Assessor's office (Grade 4, Step 1 - \$18.24 per hour) effective July 5, 2022.

### Financial Impact:

The Clerk III position is within the 2022 budget.



## AGENDA REQUEST FORM

Date of Meeting: 06/21/2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other \_\_\_\_\_

Agenda Item: Approve Hire

Department: HHS

Rebecca Foss

Department Head signature

### Background information on Item:

Pine County Health and Human Services recently held interviews for an eligibility worker position left vacant by an internal promotion. The position was offered to and accepted by Nikki Boese, contingent on board approval. If approved, her employment would begin on June 27, 2022 (Grade 6, Step 1- \$20.49/hour).

### Action Requested:

Approve hiring Nikki Boese as an Eligibility Worker effective June 27, 2022 (Grade 6, Step 1- \$20.49/hour).

### Financial Impact:

The position is in the 2022 HHS budget.





## AGENDA REQUEST FORM

Date of Meeting: June 21, 2022

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

Agenda Item: MCHHSA Conference

Department: Auditor-Treasurer

  
Department Head signature

### Background information on Item:

The Minnesota County Health & Human Services Accountants (MCHHSA) conference is scheduled for August 24-26, 2022 at Arrowwood Resort & Conference Center in Alexandria, MN. The conference includes topics such as SSIS Service Arrangements, Title IV-E training, CCAP, and Collections.

### Action Requested:

Consider Michelle Kelash, Fiscal Supervisor and Angela Boelman, Case Aide to attend the MCHHS conference August 24-26, 2022 at Arrowwood Resort & Conference Center in Alexandria, MN

### Financial Impact:

The registration cost to attend the conference is \$100 each, lodging & meals \$548.05 each, and mileage of \$186.25 (together) for a total cost of \$1,482.35. The costs to attend are within the 2022 HHS Budget.



## AGENDA REQUEST FORM

Date of Meeting: \_\_\_\_\_

- ☐ **County Board**  
☐ Consent Agenda  
☐ Regular Agenda      5 mins.\_\_\_\_ 10 mins.\_\_\_\_ 15 mins.\_\_\_\_ Other\_\_\_\_
- ☐ **Personnel Committee**
- ☐ **Other** \_\_\_\_\_

**Agenda Item:** \_\_\_\_\_

**Department:** \_\_\_\_\_

  
\_\_\_\_\_  
Department Head signature

**Background information on Item:**

**Action Requested:**

**Financial Impact:**

## **PINE COUNTY PERSONNEL COMMITTEE**

**June 13, 2022 – 9:00 a.m.**

**Board Room, Pine City Courthouse  
Pine City, Minnesota**

Members present: Commissioner Matt Ludwig and Commissioner Josh Mohr.

Others present: Health and Human Services Director / Acting County Administrator Becky Foss, Human Resources Manager Jackie Koivisto, Probation Director Terry Fawcett, Sheriff Office Supervisor Denise Anderson, Human Resources Generalist Jen Frederickson.

1. Commissioner Ludwig called the meeting to order at 9:00 a.m.
2. **Motion** by Commissioner Mohr to approve the Minutes of the May 9, 2022, Personnel Committee meeting. Second by Commissioner Ludwig. Motion carried 2-0.
3. **Motion** by Commissioner Mohr to approve the June 13, 2022, agenda with the addition of agenda item #6 Sheriff's Office – Corrections resignation. Second by Commissioner Ludwig. Motion carried 2-0.
4. Health and Human Services
  - a. Health and Human Services Director Becky Foss announced the resignation of Social Worker Nicholas Loudon, effective May 25, 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 10 with a minimum starting wage of \$25.88/hour and is contained in the 2022 Health and Human Services budget.  
  
**Motion** by Commissioner Ludwig to acknowledge the resignation of Social Worker Nicholas Loudon, effective May 25, 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 10 with a minimum starting wage of \$25.88/hour and is contained in the 2022 Human Services budget. Second by Commissioner Mohr. Motion carried 2-0.
5. Sheriff's Office - Dispatch
  - a. Sheriff Office Supervisor Denise Anderson announced the resignation of part-time, probationary Dispatcher Coltin Brown, effective May 18, 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 7 with a minimum starting wage of \$21.77/hour and is contained in the 2022 Dispatch budget.  
  
**Motion** by Commissioner Mohr to acknowledge the resignation of part-time, probationary Dispatcher Coltin Brown, effective May 18, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$21.77/hour and is contained in the 2022 Dispatch budget. Second by Commissioner Ludwig. Motion carried 2-0.
6. Sheriff's Office - Corrections
  - a. Human Resources Manager Jackie Koivisto announced the resignation of full-time Corrections Officer Andrew Degerstrom-Hanley, effective June 18, 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 7 with a minimum starting wage of \$21.77/hour and is contained in the 2022 Corrections budget.

**Motion** by Commissioner Ludwig to acknowledge the resignation of full-time Corrections Officer Andrew Degerstrom-Hanley, effective June 18, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$21.77/hour and is contained in the 2022 Corrections budget. Second by Commissioner Mohr. Motion carried 2-0.

7. Auditor – Treasurer

- a. Human Resources Manager Jackie Koivisto requested modifications to the current Appraiser job description to reflect the current supervisor as County Assessor and to update the licensing and continuing education requirements. There is no change to the position's grade.

**Motion** by Commissioner Mohr to modify the current Appraiser job description to reflect the current supervisor as County Assessor and to update the licensing and continuing education requirements with no change to the grade. Second by Commissioner Ludwig. Motion carried 2-0.

8. Probation

- a. Probation Director Terry Fawcett announced the resignation of Probation Case Aide Justine Ward, effective June 13, 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 4 with a minimum starting wage of \$18.24/hour and is contained in the 2022 Probation budget.

**Motion** by Commissioner Mohr to acknowledge the resignation of Probation Case Aide Justine Ward, effective June 13, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 4 with a minimum starting wage of \$18.24/hour and is contained in the 2022 Probation budget. Second by Commissioner Ludwig. Motion carried 2-0.

9. Highway

- a. Human Resources Manager Jackie Koivisto announced the resignation of Highway Maintenance Worker Adam Johnsen, effective May 12, 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 7 with a minimum starting wage of \$20.49/hour and is contained in the 2022 Highway budget.

**Motion** by Commissioner Ludwig to acknowledge the resignation of Highway Maintenance Worker Adam Johnsen, effective May 12, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$20.49/hour and is contained in the 2022 Highway budget. Second by Commissioner Mohr. Motion carried 2-0.

10. Insurance Update

The next Insurance Committee meeting is scheduled for June 30, 2022.

11. With no further business, the meeting was adjourned at 9:20 a.m.



## AGENDA REQUEST FORM

Date of Meeting: \_\_\_\_\_



**County Board**

☐ Consent Agenda

☒ Regular Agenda

5 mins.



10 mins.



15 mins.



Other



**Personnel Committee**



**Other** \_\_\_\_\_

**Agenda Item:** Introduction of Pine County 4-H and SNAP-Ed Extension Educators

**Department:** University of Minnesota Extension

Susanne Hinrichs  
Department Head signature

### Background information on Item:

Introduction of University of Minnesota Extension Educators:

Sarah Odendahl, Extension educator, Pine County 4-H Youth Development  
Kristin Riley, SNAP-Ed educator

### Action Requested:

No action needed.

### Financial Impact:



## AGENDA REQUEST FORM

Date of Meeting: June 21, 2022



**County Board**

☐ Consent Agenda

☒ Regular Agenda

5 mins. ☐

10 mins. ☐

15 mins. ☒

Other ☐



**Personnel Committee**



**Other** \_\_\_\_\_

**Agenda Item:** MN DOT and NE MN Area Transportation Partnership Presentation

**Department:** Pine County Public Works

  
Department Head signature

### Background information on Item:

MN Department of Transportation and Northeast MN Area Transportation Partnership Presentation

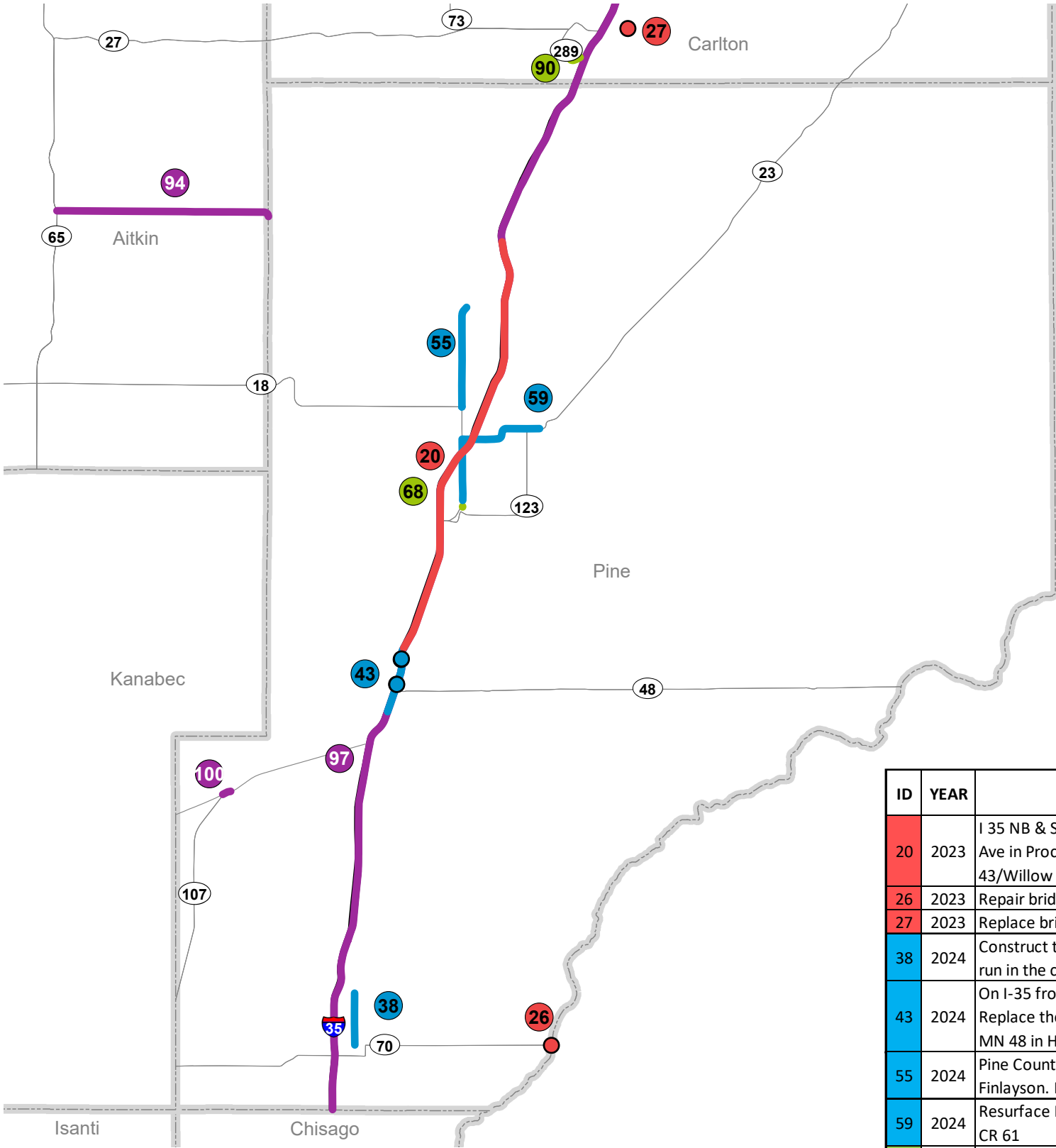
### Action Requested:

No Action

### Financial Impact:

No Impact

Pine County - ATIP Project Locations 2023-2026



ATIP Projects by Year

Bridge

- 2023
- 2024
- 2025
- 2026

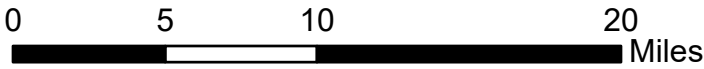
Pavement

- 2023
- 2024
- 2025
- 2026

Trunk Highway System

- Interstate Trunk Highway
- U.S. Trunk Highway
- Minnesota Trunk Highway

ID	YEAR	Project Description	Who	Agency	STIP Total	Project Total
20	2023	I 35 NB & SB in Mahtowa from 0.3 miles South County Highway 4 to 0.1 mi N Boundary Ave in Proctor & from 2.1miles North Hwy48/Hinckley to 0.25 miles s. County Rd 43/Willow River. Clear Zone Maintenance.	S	MNDOT	\$375,000	\$375,000
26	2023	Repair bridge over St Croix River on Highway 70	S	MNDOT	\$475,000	\$475,000
27	2023	Replace bridge 89981 on CSAH 13 over PORTAGE RIVER	L	CARLTON COUNTY	\$1,000,000	\$1,000,000
38	2024	Construct the trail between the Pine City High School and the Rock Creek City Center and run in the county's highway right-of-way along County Road 61.	L	PINE COUNTY	\$1,000,000	\$1,000,000
43	2024	On I-35 from south of the junction of MN 48 to just north of the junction of MN 48. Replace the pavement and four bridges on I-35 from one mile south to 2.2 miles north of MN 48 in Hinckley.	S	MNDOT	\$15,000,000	\$25,400,000
55	2024	Pine County CSAH 61, From State Highway 18 to Kettle River, 4.90 miles North from Finlayson. Mill and Overlay	L	PINE COUNTY	\$340,000	\$1,570,000
59	2024	Resurface Hwy 23 from Sandstone to Askov and intersection lighting at Jct of Hwy 18 and CR 61	S	MNDOT	\$4,300,000	\$4,300,000
68	2025	BNSF RR, install gates, flashing lights and constant warning circuitry at County Rd 64, Oak St, Sandstone in Pine County	A	MNDOT	\$350,000	\$350,000
90	2025	State Highway 73 Trail Phase II, From John Riley Memorial dr. to Round-about at State Highway 73 and County Rd 10 in the City of Moose Lake	L	CARLTON COUNTY	\$375,000	\$375,000
94	2026	Aitkin Co Rd 2 from State Highway 65 to Pine Co. Line. Pavement resurfacing.	L	AITKIN	\$2,000,000	\$2,000,000
97	2026	I-35 NB&SB various locations from Pine/Chisago County. Line to 0.5 miles South Boundary Ave in Proctor. 6" ground in wet reflective pavement markings.	S	MNDOT	\$1,358,000	\$1,358,000
100	2026	MN 23/MN 107 Intersection Re-alignment with Lt Turn Lane	S	MNDOT	\$1,000,000	\$1,000,000





## Northeast Minnesota Area Transportation Partnership

A full partnership in the planning, identification, prioritization, expenditure and effectiveness measurement on the use of federal transportation funds in Northeast Minnesota.



DISTRICT ONE ASSETS			
Miles of roadway	1,554	Class one rest areas	9
Transit systems	5	Navigable river miles	17
Number of signals	81	2019 Population	354,719
Number of signs	35,722	Area (24% of MN)	19,466 mi <sup>2</sup>
Airports	20	Border crossings	2
Counties	8	Bridges (state owned)	560
Cities over 5,000	8		

### Role of Area Transportation Partnerships (ATPs)

The Area Transportation Partnerships (ATPs) were created by the Minnesota Department of Transportation (MnDOT) in the early 1990s to emphasize greater public involvement, enhance regional planning and increase cooperation development of Minnesota's State Transportation Improvement Program (STIP). In addition, the ATP provides management guidance for program administration throughout the year and recommends area program policy. There are eight ATPs throughout Minnesota that are closely aligned with the eight MnDOT districts.

Each year, every ATP develops an Area Transportation Improvement Program (ATIP). The ATIP lists the state, regional and local transportation priorities the area encompassed by ATP boundaries. The Northeast Minnesota ATP includes all of MnDOT District 1 and areas of Districts 2 and 3 in Koochiching, Itasca and Aitkin counties. The regional priorities listed in the ATIP are then recommended for inclusion in year four of Minnesota's STIP.

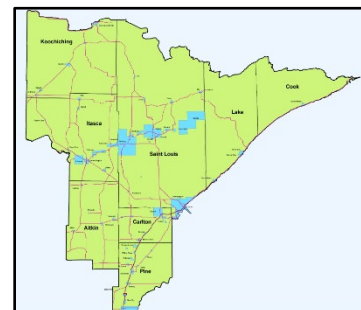
When developing the ATIP, the ATP considers the transportation priorities of the region's Regional Development Commissions (RDCs), Metropolitan Planning Organizations (MPOs) and MnDOT District Offices.

#### Counties:

Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, Pine and St. Louis.

#### Tribal Governments:

Bois Forte Band, Fond du Lac Band, Grand Portage Band and Mille Lacs Band of Ojibwe.







## ATP Board Membership

ATP Membership consists of the following voting members, which possess broad, multi-modal and multi-jurisdictional perspectives. Representation includes MnDOT, Regional Development Commissions, Metropolitan Planning Organizations, city, county, and tribal governments, plus area public transit providers and others with planning, engineering, elected office, modal experts and federal and state agency expertise. The ATP approves the regional ATIP and recommends it for inclusion in the statewide STIP.

### ATP Voting Members

Agency		Appointer
Elected Officials	8	County boards in the 8 county region
Tribal Elected Official	1	Regional solicitation (Bois Forte, Fond du Lac, Grand Portage Band, Mille Lacs Band)
Air	1	Northern Aero Alliance
Rail	1	Lake and St. Louis Rail Counties Rail Authority (Itasca County Rail Authority as alternate agency)
Sea	1	Duluth Seaway Port Authority
Surface, State	3	MnDOT District One Administration
Surface, Counties	8	County boards in each of the eight-county region
Surface, Local	8	City Councils with populations over 5,000 in the eight-county region
Surface, Tribal	4	Tribal Nations with a majority of the primary sector in the eight-county region
Surface, Forest Service	1	USDA Forest Service Office
Trails/Waterways	1	Minnesota Department of Natural Resources Northeast Region Office
Transit (Urban)	1	Duluth Transit Authority
Transit (Rural)	1	Rural transit providers in the ATP
Metropolitan Area Transportation	1	Duluth-Superior Metropolitan Interstate Council

### ATP Advisory Members (Non-voting)

Agency		Appointer
Community Health Boards	3	Community Health Boards in the eight-county region
Economic Development Authority	1	Iron Range Economic Alliance, Duluth Area Chamber of Commerce, and APEX
Regional Development Commission	1	Arrowhead Regional Development Commission





## Funding

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### State Transportation Investment Plan (STIP)

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The STIP is a comprehensive four-year schedule of state and local transportation projects eligible for federal highway and transit funding. The STIP must list all transportation projects that seek federal funding under Title 23 (highway) of the U.S. Code and Title 49 (transit) under the U.S. Code and all regionally significant projects requiring action by the federal transportation authorities.

MnDOT updates the STIP annually. MnDOT also prepares guidance to assist each region's ATP members when producing its annual Draft ATIP.

State agencies, State Aid eligible counties and cities with a population greater than 5,000 and tribal governments may apply directly for federal funding. Cities under 5,000 population, townships and quasi-government/non-profit agencies may be eligible for some federal programs but will require sponsorship of their application and project by a qualifying State Aid county or city.

### Eligible Projects

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Projects eligible for federal funding consideration include these project types:

- **Roadways:** New alignment, expansion, reconstruction, reclamation, recondition and resurfacing
- **Bridges:** Replacement and rehabilitation
- **Safety:** Improvements designed to reduce the number and severity of crashes
- **Transportation Alternatives:** Bike trails/paths, sidewalks, pedestrian facilities, Scenic Byway corridor enhancements, Safe Routes to School improvements, etc.
- **Transit Capital:** Replacement and refurbishment of public transit buses





## Funding Sources and Program Categories Used in the ATIP

MnDOT has established several investment programs for the ATPs and MnDOT District Offices to help support statewide planning goals and objectives.

The individual programs are tailored to attain declared national and state transportation system performance targets, while ensuring sufficient investment in local transportation needs.

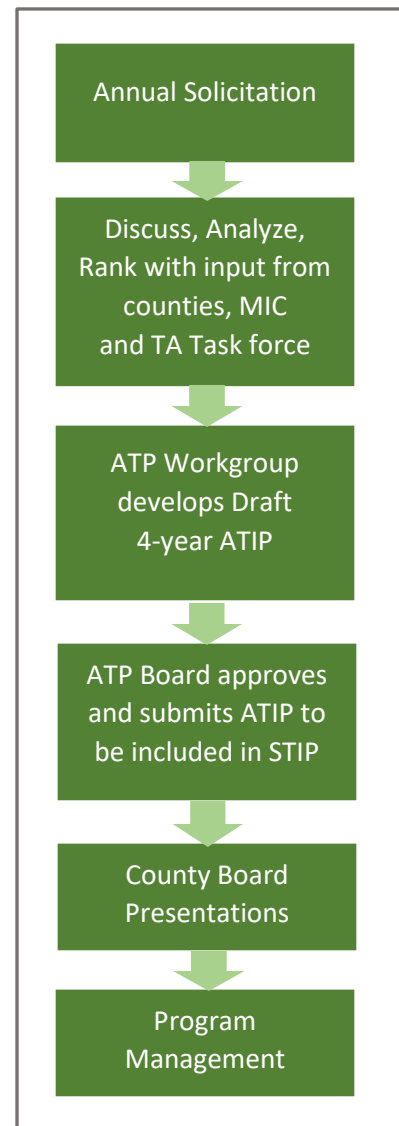
Each investment program has its own unique focus and set of criteria. Generally speaking, programs intended to invest in local road systems are administered by the ATPs, while programs that are intended for improvements on the State Trunk Highway System are administered by MnDOT.

Program	Source	Applicant	System Type
<b>Statewide Performance Program</b>	Federal National Highway Performance Program (NHPP)  State Trunk Highway matching funds	<b>MnDOT</b> <i>District Office</i>	Principal Arterial roadways and bridges
<b>District Risk Management Program</b>	Federal Surface Transportation Program (STP)  State Trunk Highway funds	<b>MnDOT</b> <i>District Office</i>	Principal and Non-Principal Arterial roadways
<b>ATP Managed Program</b>	Federal STP Funds	<b>Local</b> <i>City, county, and tribal governments and public transit providers</i>	Any Federal aid eligible route or public transit system
<b>Transportation Alternatives (TA) Program</b>	Federal TA Program funds	<b>Local</b> <i>City, county, and tribal governments and select non-profits</i>	Active transportation enhancements, Safe Routes to School, and Scenic Byways
<b>Highway Safety Improvement Program (HSIP)</b>	Federal HSIP funds	<b>MnDOT</b> <i>District Office</i>  <b>Local</b> <i>City, County, and Tribal governments</i>	Any Federal Aid eligible route



## ATP Process

2021-2022 ATIP Development Process for 2026 Projects	
September	<ul style="list-style-type: none"><li>TA Program solicitation begins. Information is published on <a href="http://www.nemnntp.org">www.nemnntp.org</a>.</li></ul>
October	<ul style="list-style-type: none"><li>TA Program workshop for applicants</li><li>TA Program LOI due October 29, 2021</li></ul>
November	<ul style="list-style-type: none"><li>ATP project applications are sent out to eligible applicants. Counties collaborate to support equitable funding for rural projects. The MIC decides the projects in the Duluth MPO area.</li></ul>
January	<ul style="list-style-type: none"><li>ATP and TA Program applications due January 14, 2022</li></ul>
February	<ul style="list-style-type: none"><li>TA Program applications are scored by TA Program Task Force</li><li>ATP project submissions are reviewed by ATP</li><li>MIC reviews recommended ATIP and TA Program projects for Duluth area MPO projects</li></ul>
March	<ul style="list-style-type: none"><li>The ATP Workgroup creates the draft ATIP</li></ul>
April	<ul style="list-style-type: none"><li>ATP Board meeting on April 13, 2022</li><li>County Board presentations</li><li>ATP Board reviews and approves the draft ATIP</li></ul>
May	<ul style="list-style-type: none"><li>County Board presentations</li><li>Public comment period</li></ul>
June	<ul style="list-style-type: none"><li>County Board presentations</li><li>Public comment period</li><li>Final STIP sent to St. Paul</li></ul>
July/August	<ul style="list-style-type: none"><li>STIP approval by Commissioner of Transportation</li></ul>
September/October	<ul style="list-style-type: none"><li>STIP approved by Federal Transportation Authorities</li></ul>





## Northeast Minnesota ATP - FY 2026 Investments

Program and Funding Source	MnDOT: D1 State and Federal Funds	Local: Duluth MPO Federal Funds	Local: Rural Federal Funds
Performance Program – Bridge and Pavement	\$58,000,000	N/A	N/A
ATP Managed Program	N/A	\$2,960,000	\$4,440,000
Highway Safety Improvement Program Funds: Federal HSIP	\$1,400,000	\$1,700,000	
Transportation Alternatives Program Funds: Federal TA Program	N/A	\$900,000	
	<b>District 1 total: \$59,400,000</b>		<b>\$10,000,000</b>
	<i>Federal Funds</i>	<i>State Funds</i>	
	<b>\$27,000,000</b>	<b>\$32,400,000</b>	

## Resources and Contacts

### Websites:

Northeast Minnesota ATP  
[www.nemnntp.org](http://www.nemnntp.org)

MnDOT District 1  
[www.dot.state.mn.us/d1/](http://www.dot.state.mn.us/d1/)

Arrowhead Regional  
Development Commission  
[www.ardc.org](http://www.ardc.org)

### Contacts:

**Bryan Anderson**  
MnDOT D1 Planning Director  
218-725-2794  
[bryan.anderson@state.mn.us](mailto:bryan.anderson@state.mn.us)

**Ron Chicka**  
Metropolitan Interstate Council (MIC)  
Director  
218-529-7506  
[rchicka@ardc.org](mailto:rchicka@ardc.org)

**Andy Hubley**  
Arrowhead Regional Development  
Commission Director  
218-529-7512  
[ahubley@ardc.org](mailto:ahubley@ardc.org)



# 2022 District 1 Construction Program

## Carryover Projects

- 1 Hwy 1/53/73 (SP 3101-37)**  
**Location:** On Hwy 1 from Hwy 65 to Hwy 53 and on Hwy 73 from Hwy 1 to Hwy 53 and one mile north of Cook at the County Road 115/ Ashawa Road north junction Hwy 1 in Itasca and St. Louis counties  
**Description:** Culvert work  
**Date:** May to June  
**Cost:** \$50,000  
**Impact:** Lane closures  
**Website:**  
[mndot.gov/d1/projects/hwy1resurfacing](https://mndot.gov/d1/projects/hwy1resurfacing)
- 2 Hwy 23 (SP 6910-106, 6910-107)**  
**Location:** Hwy 23 and 134th Street in Fond du Lac in Duluth  
**Description:** New road connection from Hwy 23 to 4th Street in Fond du Lac; Cemetery restoration  
**Date:** May 2021 to Nov 2022  
**Cost:** \$1,824,000  
**Impact:** Lane closures  
**Website:**  
[mndot.gov/d1/projects/hwy23roadconnection](https://mndot.gov/d1/projects/hwy23roadconnection)
- 3 I-35, I-535, Hwy 53 (SP 6982-322)**  
**Location:** In Duluth  
**Description:** Replace bridges and reconstruct the I-35, I-535, Hwy 53 interchange  
**Date:** Fall 2020 to 2024  
**Cost:** \$275.8 million  
**Impact:** Closures, detours  
**Website:**  
[mndot.gov/d1/projects/twin-ports-interchange](https://mndot.gov/d1/projects/twin-ports-interchange)

- 4 Hwy 53 (SP 3608-48)**  
**Location:** On Hwy 53 from Crescent Dr to 3rd Street and on Hwy 11 from the east junction of Hwy 53 in International Falls in Koochiching County  
**Description:** Manhole cover repairs, turf, and final striping  
**Date:** July 2020 to June 2022  
**Cost:** \$50,000  
**Impact:** Lane closures  
**Website:**  
[mndot.gov/d1/projects/hwy-53-international-falls](https://mndot.gov/d1/projects/hwy-53-international-falls)
- 5 Hwy 61 (SP 3805-79)**  
**Location:** Silver Creek Bridge near Two Harbors in Lake County  
**Description:** Bridge replacement  
**Date:** May to Oct 2022, May to Oct 2023  
**Cost:** \$4 million  
**Impact:** Bypass, lane closures  
**Website:**  
[mndot.gov/d1/projects/hwy61-bridges](https://mndot.gov/d1/projects/hwy61-bridges)
- 6 Hwy 123 (SP 5802-24)**  
**Location:** In Sandstone in Pine County  
**Description:** Pavement resurface and ADA improvement  
**Date:** May to July 2022  
**Cost:** \$1,676,500  
**Impact:** Lane closures, detour  
**Website:**  
[mndot.gov/d1/projects/hwy123-sandstone](https://mndot.gov/d1/projects/hwy123-sandstone)
- Districtwide (SP 8821-333)**  
**Location:** Hwy 200  
**Description:** Bituminous chip seal  
**Date:** June 2022  
**Cost:** \$200,000  
**Impact:** Lane closures

**Total Carryover Projects: 8**

## New Projects

- 7 Hwy 1 (SP 3101-38)**  
**Location:** East of Effie from Deer Lake to east junction of Hwy 65 in Itasca County  
**Description:** Bituminous reclaim and resurfacing  
**Date:** July to Nov  
**Cost:** \$6.3 million  
**Impact:** Lane closures with signals and flaggers  
**Website:**  
[mndot.gov/d1/projects/hwy-1-reclamation](https://mndot.gov/d1/projects/hwy-1-reclamation)
- 8 Hwy 6 (SP 1104-26)**  
**Location:** In Remer from the west to east junctions of Hwy 200 in Cass County  
**Description:** Urban reconstruction  
**Date:** June to Sept  
**Cost:** \$2.1 million  
**Impact:** Lane closures, local detour  
**Website:**  
[mndot.gov/d1/projects/remer](https://mndot.gov/d1/projects/remer)
- 9 Hwy 33 (SP 0905-57)**  
**Location:** At Gillette Rd in Cloquet in Carlton County  
**Description:** RCI construction  
**Date:** Aug to Oct  
**Cost:** \$1 million  
**Impact:** Lane closures  
**Website:**  
[mndot.gov/d1/projects/hwy33](https://mndot.gov/d1/projects/hwy33)

# 2022 District 1 Construction Program

## 10 I-35 (SP 0980-158)

**Location:** Near Barnum in Carlton County

**Description:** Concrete pavement resurface

**Date:** June to Oct

**Cost:** \$9.5 million

**Impact:** Ramp detour; northbound closure, traffic directed to southbound

**Website:**

[mndot.gov/d1/projects/i35-barnum](https://mndot.gov/d1/projects/i35-barnum)

## 11 I-35 (SP 6982-345)

**Location:** From Cloquet to Duluth in Carlton and St. Louis Counties

**Description:** Fiber optic cable installation

**Date:** May to Sept

**Cost:** \$600,000

**Impact:** Shoulder closures

## 12 Hwy 37 (SP 6947-55)

**Location:** Intersection with Cty Rd 7 in St. Louis County

**Description:** Roundabout construction

**Date:** June to Oct

**Cost:** \$3.1 million

**Impact:** Staged construction with lane shifts, Cty Rd 7 detour

**Website:** [mndot.gov/d1/projects/th-37/](https://mndot.gov/d1/projects/th-37/)

## 13 Hwy 53 (SP 6919-18)

**Location:** At Komatsu (P&H Rd) in Virginia in St. Louis County

**Description:** Intersection improvement

**Date:** June to Oct

**Cost:** \$464,000

**Impact:** Lane closures, P&H Rd detour

**Website:**

[mndot.gov/d1/projects/hwy53-intersection](https://mndot.gov/d1/projects/hwy53-intersection)

## Hwy 53 (SP 8821-353)

**Location:** From Duluth to International Falls in St. Louis and Koochiching Counties

**Description:** Sign replacement

**Date:** Sept to Nov 2022, May to Aug 2023

**Cost:** \$3.6 million

**Impact:** Shoulder closures

## 15 Hwy 53 (SP 3608-55)

**Location:** On Hwy 53 from Crescent Drive to 7th Street in International Falls in Koochiching County

**Description:** Landscaping

**Date:** May to July

**Cost:** \$280,000

**Impact:** Shoulder closures

**Website:**

[mndot.gov/d1/projects/hwy-53-international-falls](https://mndot.gov/d1/projects/hwy-53-international-falls)

## 16 Hwy 61 (SP 3805-99)

**Location:** Stewart River Bridge near Two Harbors in Lake County

**Description:** Bridge construction, bridge rehabilitation

**Date:** May to Oct 2022, May to Oct 2023

**Cost:** \$3 million

**Impact:** Lane closures

**Website:**

[mndot.gov/d1/projects/hwy61-bridges](https://mndot.gov/d1/projects/hwy61-bridges)

## 17 Hwy 65 (SP 3609-42)

**Location:** From east junction Hwy 1 to .5 mi S of Cty Rd 8 in Itasca and Koochiching Counties

**Description:** Pavement resurface, culvert work, guardrails, tree clearing

**Date:** June to Dec

**Cost:** \$11.1 million

**Impact:** Detour, lane closures

**Website:**

[mndot.gov/d1/projects/hwy65-itasca](https://mndot.gov/d1/projects/hwy65-itasca)

## 18 Hwy 73 (SP 6929-21)

**Location:** Culvert 0.5 mi S of Beauty Mountain Rd and Hwy 73 bridge at Cty Hwy 16 in St. Louis County

**Description:** Culvert and bridge replacement

**Date:** Culvert: Aug to Nov 2022, bridge: May to Oct 2023

**Cost:** \$1 million

**Impact:** Detour

**Website:**

[mndot.gov/d1/projects/hwy73bridge](https://mndot.gov/d1/projects/hwy73bridge)

## 19 Hwy 135 (SP 6912-80)

**Location:** From intersection of Cty Rd 715 to just east of the intersection of Cty Rd 4 in Biwabik in St. Louis County

**Description:** Landscaping

**Date:** Sept to Oct

**Cost:** \$475,000

**Impact:** Shoulder closures

**Website:**

[mndot.gov/d1/projects/hwy135biwabik](https://mndot.gov/d1/projects/hwy135biwabik)



# 2022 District 1 Construction Program

## 20 Hwy 194 (SP 6932-14)

**Location:** At intersection with Midway Rd in Hermantown in St. Louis County

**Description:** Roundabout construction, Bituminous Mill and Overlay

**Date:** June to Aug

**Cost:** \$4 million

**Impact:** Detour, lane closures

**Website:**

[mndot.gov/d1/projects/hwy-194](https://mndot.gov/d1/projects/hwy-194)

## 21 Hwy 194/53 (SP 6932-113)

**Location:** At intersection of Hwy 194 and Hwy 53 in Hermantown in St. Louis County

**Description:** RCI construction

**Date:** May to Sept

**Cost:** \$2.5 million

**Impact:** Detour, lane closures

**Website:**

[mndot.gov/d1/projects/hwy-194](https://mndot.gov/d1/projects/hwy-194)

## 22 Hwy 210/73 (SP 0915-32)

**Location:** In Cromwell in Carlton County

**Description:** Urban reconstruction

**Date:** May to Oct

**Cost:** \$3,713,000

**Impact:** Detour, lane closures, temporary signal

**Website:**

[mndot.gov/d1/projects/hwy210cromwell](https://mndot.gov/d1/projects/hwy210cromwell)

## 23 I-535 Blatnik Bridge (SP 6981-27)

**Location:** Blatnik Bridge in Duluth in St. Louis County

**Description:** Bridge maintenance

**Date:** May to late Sept

**Cost:** \$6.3 million

**Impact:** Lane closures

**Website:**

[mndot.gov/d1/projects/blatnik-maintenance](https://mndot.gov/d1/projects/blatnik-maintenance)

## Districtwide (SP 8821-334)

**Location:** Districtwide

**Description:** Crack repair

**Date:** May to July

**Cost:** \$1,322,938

**Impact:** Lane closures

## Districtwide (SP 8821-332)

**Location:** Districtwide

**Description:** Traffic camera installation

**Date:** Sept to Nov

**Cost:** \$405,000

**Impact:** Lane closures

## Districtwide (SP 8821-324)

**Location:** Hwys 45, 33, 210

**Description:** Chip seal

**Date:** May to July

**Cost:** \$2 million

**Impact:** Lane closures

## Districtwide (SP 8821-347)

**Location:** Districtwide

**Description:** Lighting replacement

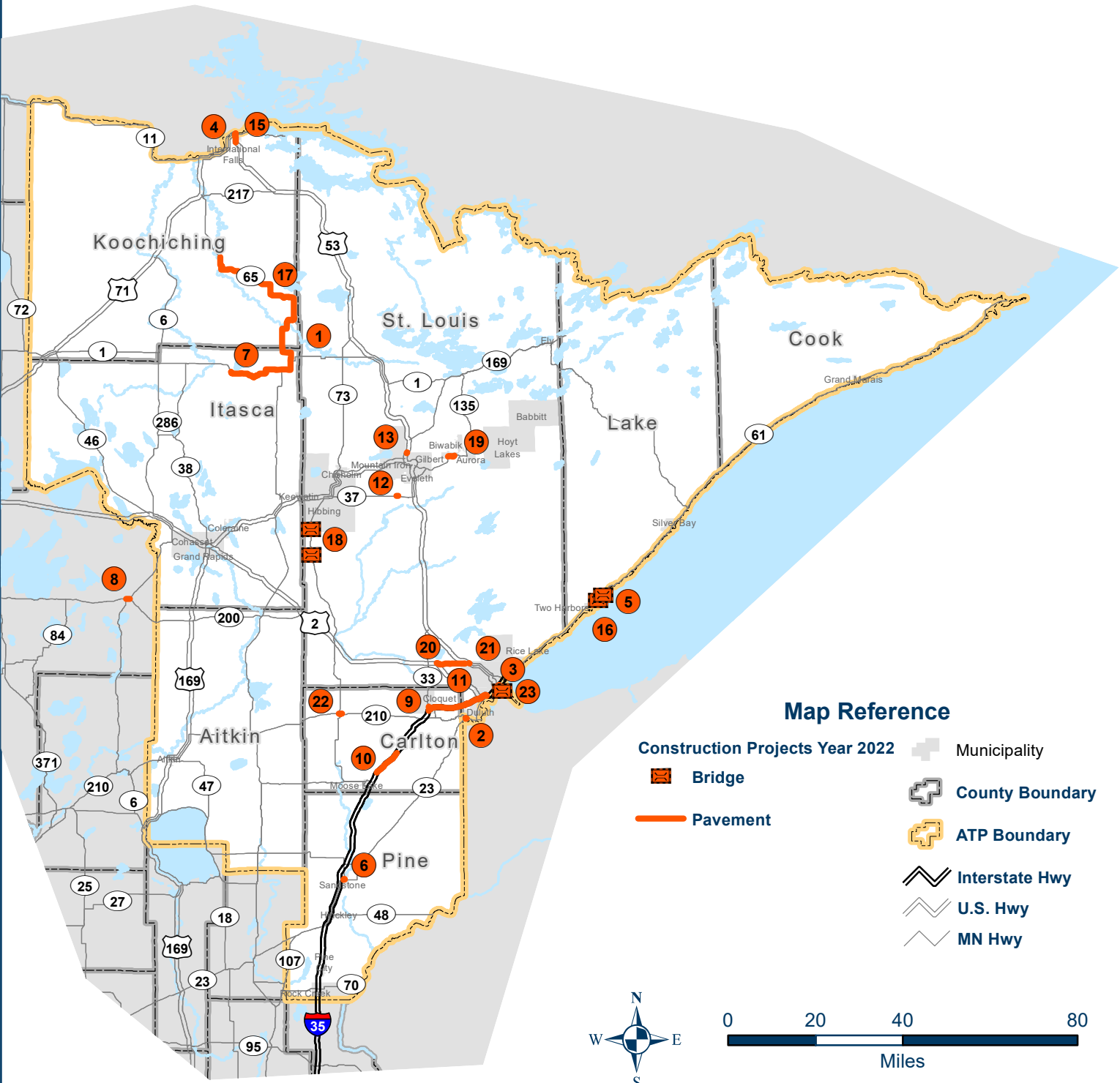
**Date:** May to July

**Cost:** \$457,000

**Impact:** Lane closures

**Total New Projects: 21**





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Updated: 1/25/2022

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## FY 2026 Transportation Alternatives Program Project Recommendations

The Transportation Alternatives (TA) Task Force met on February 17, 2022, to review applicant projects for the TA Program in northeast Minnesota. With \$900,000 available for distribution under this program, the TA Task Force recommends the Northeast Minnesota Area Transportation Partnership (NEMANTP) to program the following projects in the listed funding amounts into the FY 2026 ATIP.

- **Campus Connector Segment 5**, City of Duluth, \$384,091
- **Multimodal Trail Center**, City of Silver Bay, \$515,909

## FY 2023 ARDC Transportation Planning Workplan

- Community Transportation Plans
  - Cloquet
  - Aitkin
  - Fond du Lac
- Regional Scenic Byway Development
  - Skyline Parkway Corridor Management Plan
  - Edge of the Wilderness Corridor Management Plan
  - North Shore Scenic Drive Council projects
  - Mille Lacs Scenic Byway general assistance
  - Superior National Forest Byway – Silver Bay Trailhead
  - Avenue of Pines Trail and Trailhead
- Assist with Paved Trail Development
  - Gitchi-Gami Trail Association
  - Ely Multi-Modal Trailhead (Mesabi Trail)
  - Nashwauk Multi-Modal Trailhead (Mesabi Trail)
- Other Activities as Identified



## AGENDA REQUEST FORM

Date of Meeting: June 21, 2022

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

Agenda Item: Lower St. Croix 1W1P Annual Work Plan

Department: Planning & Zoning

Caleb Anderson  
Department Head signature

### Background information on Item:

The Lower St. Croix Comprehensive Watershed Management Plan Joint Powers Agreement, of which Pine County is a signatory, states that *"The governing bodies of the Parties shall approve the annual work plan for its implementation."*

On 04/25/2022, the Lower St. Croix Watershed Policy Committee approved the 2022-2023 annual work plan. The partnership now seeks local board approvals.

Funding opportunities for Pine County within the annual work plan include shoreline restoration projects on Rock Lake and agricultural best management practices in the Rock Lake/Rock Creek subwatershed.

### Action Requested:

Consider approval of the Lower St. Croix Watershed 2022-2023 Annual Work Plan.

### Financial Impact:

No expenses or financial obligations will be incurred by the County as a result of the annual work plan approval.

Lower St. Croix Partnership Annual Plan of Work (based on LSC CWMP Table 5-1)

Projects highlighted in green are funded by Watershed Based Implementation Fund grant. Projects in white are funded by other sources.

Projects highlighted in green are funded by Watershed Based Implementation Fund grant. Projects in white are funded by other sources.					From CWMP		2-year ouputs and costs divided by 2							2021 Yearend Progress Reporting				
#	Activity	Priority Location	Measurable Output	Implementation Actions	Years 1-2 Outputs	Years 1-2 Estimated Cost	Fiscal Year 1 (Jul '21-Jun '22) Outputs	Fiscal Year 1 (Jul '21-Jun '22) Estimated Cost	Fiscal Year 2 (Jul '22-Jun '23) Outputs	Fiscal Year 2 (Jul '22-Jun '23) Estimated Cost	Fiscal Agent/ Responsible Party	Funding Sources	WD, WMO, SWCD, County, LID, or Multiple	Year 1 (2021) Description of Outputs Accomplished	Year 1 (2021) Dollars Spent	Year 1 (2021) Phosphorus Removal		
Part A. Implementation Actions for Agricultural Lands																		
1	*GW Quality (Table 3-1 GW1A, 2B)	Basin Wide Priority - Agricultural lands where: 1) DWSMA vulnerability is moderate, high, or very high; or 2) Pollution sensitivity to wells is high or very high; or 3) Pollution sensitivity to near surface materials is karst or high; or 4) Well testing show ≥ 5 mg/L nitrate See Figure 5-1	Install BMPs on 2,200 acres that improve soil health and/or reduce nitrogen and pesticide pollution to groundwater		300 ac	[see Table 5-1 Impl. Actions]	150 ac		150 ac		Chisago SWCD	FY21 WBIF (Activity 4), other  Partner local funds, state/federal grants	WD	CLFLWD: 30 acres of cropland conversion to perennial (34 lb/yr P reduction to Bone Lake)	\$59,000	\$5,000	34 lb/yr phosphorus	
												Multiple	CMSCWD/WCD/Land Trust 14.0 acres cropland to prairie and savanah 19.4 lb/y P reduction to Silver Creek.	\$54,000		19.4 lb/yr phosphorus		
												County	Washington County: 18 acres cropland to prairie at St. Croix Bluffs Regional Park					
2	*Rivers & Streams + St. Croix River WQ (Table 3-1 R&S 1A; STC 1B, C)	Regionally Significant Rivers and Streams: - All streams and tributaries in Sunrise River Watershed (whole watershed regardless of direct drainage) - Direct drainage areas to St. Croix River through Rock, Rush, Goose, Lawrence, and Browns Creeks and Trout Brook and other small streams shown in Figure 5-2 See Table 5-2 for streams and total phosphorus reduction goals; see Figure 5-2	Reduce total phosphorus by 3,300 lbs/year (install approximately 220 BMPs @ estimated 15 lbs/BMP) and reduce TSS, bacteria, and nitrogen as secondary benefit		450 lbs TP (approx. 30 BMPs)	[see Table 5-1 Impl. Actions]	225 lbs TP (approx 15 BMPs)		225 lbs TP (approx 15 BMPs)		Chisago SWCD for WBIF projects, see specific entity for non-WBIF projects	FY21 WBIF (Activity 2, 4),  Partner local funds, state/federal grants	SWCD	ISWCD: Cover Crops (N. Branch Sunrise River (140 acres)= 6.6 lbs/yr.	\$897,712		6.6 lb/yr phosphorus	
												SWCD	CSWCD: Direct Drainage 12 structural BMPs = 836 lbs/yr. Cover Crops (Sunrise River and Direct Drainage) 157 acres, 7.5 lbs/yr.,			7.5 lb/yr phosphorus		
												SWCD	WCD: buffer restoration (St. Croix direct drainage, Marine); St. Croix River shoreline stabilization = 37.4lb/yr P + 88,000 lb TSS			37.4 lb/yr phosphorus		
												Multiple	ACD & SRWMO: Martin Lake Shores Stormwater Pond Enhancement Project 1.09lb/yr P + 436lb/yr TSS.			1.09 lb/yr phosphorus		
												Multiple	ACD & SRWMO: Arvold Martin Lakeshore stabilization 2.8lb/yr TP + 5,625lb/yr TSS;			2.8 lb/yr phosphorus		
												Multiple	ACD & SRWMO: Ferden Martin Lakeshore stabilization 0.48lb/yr TP + 600lb/yr TSS.			0.48 lb/yr phosphorus		
												WD	CLFLWD: Bone Lake Southeast/Meadowbrook Wetland Restoration (Sunrise River watershed) = 35 lb/yr P.			35 lb/yr phosphorus		
												County	Washington County: 18 acres cropland to prairie at St. Croix Bluffs Regional Park = 21lb/yr TP to St. Croix River			21 lb/yr phosphorus		
												WD	CMSCWD: Marine on St. Croix Town Center Stormwater Retrofits. St. Croix River 16.7 lbs./yr TP and 15,010 lbs/yr TSS			16.7 lb/yr phosphorus		
												LID	CLLID: The CLLID provides match funds to encourage environmentally sound land use practices for urban and agricultural areas to protect water quality within the Chisago Lakes Chain of Lakes Watershed					
												WD	BCWD: Brown's Creek Diversion Tributary restoration benefits Brown's Creek, McKusick Lake, and the St. Croix. Installed 22 rock vanes along 5200 linear feet of stream. Reduced TP 52 lbs/year, TSS 48 tons/year. All funding from BCWD local levy. \$87,600			52 lb/yr phosphorus		
												SWCD	PSWCD: Partnership effort with NRCS to install WASCBs and a grassed waterway on two separte properties. EQIP paid for a portion of the installation. Pine SWCD secured funding through Wild Rivers Conservancy to cover the rest. 222.48lbs/yr P, 184lbs/yr TSS		48 lb/yr phosphorus			
3	*Lake WQ from ag (Table 3-1 LK1A, 2A)	Regionally Significant Lakes for Agricultural BMPs See Table 5-3 for lakes and total phosphorus reduction goals; see Figure 5-3 for map	Install conservation BMPs, near sensitive lakes or in direct lake catchments to reduce TP by 1,275 lbs (estimated 15 lbs/BMP) and reduce TSS, bacteria, N as secondary benefit		150 lbs TP (approx.300 ac and/or 10 BMPs)	[see Table 5-1 Impl. Actions]	75 lbs TP (approx 150 ac and/or 5 BMPs)		75 lbs TP (approx 150 ac and/or 5 BMPs)		Chisago SWCD for WBIF projects, see specific entity for non-WBIF projects	FY21 WBIF (Activity 2, 4),  Partner local funds, state/federal grants	SWCD	CSWCD: Rush Lake: 1 structural BMP: 2.6 lbs/yr	\$142,599		2.6 lb/yr phosphorus	
												WD	SWWD: McQuade Ravine Stabilization. 295 tons/yr TSS, 251 lbs/yr phosphorus. \$93,407 in LSC WBIFs, \$43,807 match provided. Reduce loading to St. Croix River and Lake St. Croix	\$137,214		251 lb/yr phosphorus		
												SWCD	Pine SWCD: Rock Lake: Cattle exclusion and buffer strip 3.5 lbs/yr. \$4,578 in LSC WBIFs, \$807 match provided	\$5,385		3.5 lb/yr phosphorus		
4	GW Quantity (Table 3-1 GW2A)	All agricultural irrigators; highest priority given to highest consumers [For context : Active water use permits from MPARS database 2018: 100 agricultural irrigators; 157 Water Supply Wells; 37 Non-crop irrigators. Total = 294. 100 of those used >1MG in 2018.]	Install or retrofit smart technology on 40 irrigation systems [For context: Active water use permits from MPARS database 2018: 100 agricultural irrigators; 157 Water Supply Wells; 37 Non-crop irrigators. Total = 294. 100 of those used >1MG in 2018.]			[see Table 5-1 Impl. Actions]					SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
5	River & Stream Flows (Table 3-1 R&S 3A)	Basin wide	Identify and map 100% of private ditches as part of developing Conservation Plans		Maps created during all applicable landowner interactions	[see Table 5-1 Impl. Actions]	Maps created during all applicable landowner interactions		Maps created during all applicable landowner interactions		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
6	Drainage impacts on wetlands (Table 3-1 WTL 1B)	All public and private ditches	Review 100% of drainage projects for possible impacts to wetland quality		All active and proposed projects reviewed	[see Table 5-1 Impl. Actions]	All active and proposed projects reviewed		All active and proposed projects reviewed		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	County	Chisago County: As a result of the new buffer requirements, 2021 also saw a busy ditch inspection year. The Wetland Specialist continues to oversee the maintenance of County public and private ditch and drainage system for functionality and adherence to the drainage code and the WCA drainage standards.  Chisago County: 2021 saw a further increase to Wetland Conservation Act (WCA) applications, particularly in the arena of wetland delineation reviews. The Wetland Specialist saw to 12 alleged wetland violations, five actual violations and resolved one restoration orders in 2021. The wetland specialist evaluated several pond applications which all required site visits and subsequent wetland permits. The wetland specialist issues and monitors the shoreland grade and fill permits, in 2020 there were 11 applications of which three were denied. The position is also responsible for commenting on the DNR public water permits if necessary, of which there were several related grade and fill permits.	\$27,700	\$27,700		

Projects highlighted in green are funded by Watershed Based Implementation Fund grant. Projects in white are funded by other sources.

					From CWMP		2-year ouputs and costs divided by 2							2021 Yearend Progress Reporting				
#	Activity	Priority Location	Measurable Output	Implementation Actions	Years 1-2 Outputs	Years 1-2 Estimated Cost	Fiscal Year 1 (Jul '21-Jun '22) Outputs	Fiscal Year 1 (Jul '21-Jun '22) Estimated Cost	Fiscal Year 2 (Jul '22-Jun '23) Outputs	Fiscal Year 2 (Jul '22-Jun '23) Estimated Cost	Fiscal Agent/ Responsible Party	Funding Sources	WD, WMO, SWCD, County, LID, or Multiple	Year 1 (2021) Description of Outputs Accomplished	Year 1 (2021) Dollars Spent		Year 1 (2021) Phosphorus Removal	
7	Drainage impact on rivers & streams (Table 3-1 R&S 1C)	Judicial and public ditches	Maintain or improve downstream water quality following ditch maintenance		No negative change in downstream water quality	[see Table 5-1 Impl. Actions]	No negative change in downstream water quality		No negative change in downstream water quality		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
8	GW quality from contaminants (Table 3-1 GW1B)	Priority areas: Where pollution sensitivity to near surface materials is high, or in karst areas, or where bedrock is at or near the surface; see Figure 1-3 for map Secondary priority: Basin wide	Upgrade 100 non-conforming or non-compliant SSTS to properly functioning, compliant systems. [For context: Estimated 4,202 SSTS basin wide failing to protect GW. Source: SSTS Annual Report 2018 (MPCA, Aug 2019) Number of SSTS per county * % of county in LSC * estimated 15% of SSTS failing to protect groundwater statewide]								SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	SWCD	ACD: 1 SSTS replaced. 7lbs/yr TP, 20lb/yr N	\$405,584	\$10,724	7	lb/yr phosphorus
													County	Chisago County: Completed 268 compliance inspections, of which 232 were compliant and 36 were noncompliant. 67 new septic and 78 replacements were installed.		\$18,600		
													County	Washington County: Completed 509 compliance inspections, of which 338 were compliant, and 171 were noncompliant. 106 new septic and 198 replacements were installed. 5 grants were issued for the STSS Program. 14 STSS loans were also issued.		\$376,260		
9	Lake impacts from SSTS (Table 3-1 LK 1C)	Basin wide: Shorelands adjacent to nutrient impaired lakes Chisago Co: Countywide	Basin wide: Decrease non-compliant and non-conforming SSTS in shorelands adjacent to nutrient impaired lakes Chisago Co: Decrease non-compliant and non-conforming SSTS in all areas by 50% and in shorelands adjacent to nutrient impaired lakes by 80%		20 systems	[see Table 5-1 Impl. Actions]	10 systems		10 systems		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	County	Chisago County: Completed 268 compliance inspections, of which 232 were compliant and 36 were noncompliant. 67 new septic and 78 replacements were installed.	\$394,860	\$18,600		
													County	Washington County: Completed 509 compliance inspections, of which 338 were compliant, and 171 were noncompliant. 106 new septic and 198 replacements were installed. 5 grants were issued for the STSS Program. 14 STSS loans were also issued.		\$376,260		
10	GW quality from contaminants (Table 3-1 GW1B)	Basin wide	Properly seal or floodproof 100% of known or discovered abandoned wells or wells at risk of flooding		100% of known and discovered abandoned wells are sealed	[see Table 5-1 Impl. Actions]	100% of known and discovered abandoned wells are		100% of known and discovered abandoned wells are		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants		Washington: 13 wells have been sealed.	\$6,755	\$6,755		
SUBTOTAL: Part A. Implementation Actions for Agricultural Lands (Part A does not assign dollar amounts to numbered line items)						\$2,072,800		\$1,036,400		\$1,036,400					\$1,934,210		546.07	lb/yr phosphorus
Part B. Implementation for Developed and Developing Lands																		
11	*GW recharge & infiltration (Table 3-1 GW 2B) + Lake & stream WQ (Table 3-1 LK1B, R&S 1A)	Basin wide [Estimated 40 communities in basin without MIDS or similar standards]	Implement Minimal Impact Design Standards or more restrictive in 20 communities; including climate resiliency provisions or standards			[see Table 5-1 Impl. Actions]					Chisago SWCD for WBIF projects, see specific entity for non-WBIF projects	FY21 WBIF (Activity 3) Partner local funds, state/federal grants	Multiple	This effort was delayed until 2023 in order to on board the new educator. Additional Notes: -VBWD adopted MIDS in 2013. -MSCWMO adopted MIDS in 2014 and worked with all 10 communities to update local ordinances. -BCWD adopted a version of MIDS for a portion of the watershed. -CLFLWD have rules more restrictive than MIDS in place (overlaps 5 communities). - CMSCWD have rules more restrictive (and more complicated) than MIDS in place (overlaps 4 communities); but community ordinances still do not align with Watershed District rules, causing confusion and frustration for single family residential applicants.				
12	*GW recharge & stream flow (Table 3-1 GW 2B, R&S 3A)	In critical groundwater recharge areas as identified in existing or future maps or studies	Retrofit 20 existing developments with infiltration, recharge and reuse projects		4 projects	[see Table 5-1 Impl. Actions]	2 projects		2 projects		Chisago SWCD for WBIF projects, see specific entity for non-WBIF projects	FY21 WBIF (Activity 5) Partner local funds, state/federal			\$360,100	See line 15 \$360,100 Clean Water grant		
13	St. Croix River flows (Table 3-1 STC 3A)	Direct catchments to the St. Croix River and Lake St. Croix	Evaluate and update small storm volume control and large storm rate control ordinances in 4 communities			[see Table 5-1 Impl. Actions]					SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
14	*St. Croix River + Rivers & streams WQ (Table 3-1 STC 1B; R&S 1A)	Regionally Significant Rivers and Streams: - All streams and tributaries in Sunrise River Watershed (whole watershed regardless of direct drainage) - Direct drainage areas to St. Croix River through Rock, Rush, Goose, Lawrence, and Browns Creeks and Trout Brook and other small streams shown in Figure 5-2 See Table 5-2 for streams and total phosphorus reduction goals; See Figure 5-2	Reduce TP by 100 lbs. (approximately 100 BMPs) and reduce TSS, bacteria, and nitrogen as secondary benefit [Assume 1 lb/BMP; typical reduction for raingarden or similar BMP]		20 lbs TP (approx. 20 BMPs)	[see Table 5-1 Impl. Actions]	10 lbs TP (approx. 10 BMPs)		10 lbs TP (approx. 10 BMPs)		Chisago SWCD for WBIF projects, see specific entity for non-WBIF projects	FY21 WBIF (Activity 5) Partner local funds, state/federal grants	SWCD	WCD: bluff stabilization St. Croix River - Lake St. Croix Beach = 34lb TP + 12,000 lb TSS; 2x urban native plantings in Stillwater = 0.3lb TP + 40lb TSS	\$752,555	\$350,000	0.3	lb/yr phosphorus
													Multiple	ACD & SRWMO: See projects reported for activity 2 - the BMPs are in lakes that flow into the Sunrise River and unclear if it should be reported at a lake or stream benefit, or both?				
													WD	BCWD Oak Glen reuse project = 78lb/yr TP to Brown's Creek and St. Croix River		\$2,555	78	lb/yr phosphorus
													WD	CMSCWD: Marine on St. Croix Town Center Stormwater Retrofits. St. Croix River 16.7 lbs./yr TP and 15,010 lbs/yr TSS. CMSCWD = \$400,000 319 grant and local funding		\$400,000	16.7	lb/yr phosphorus
15	*Lake WQ (Table 3-1 LK 1B)	Regionally Significant Lakes for Urban BMPs See Table 5-3 for lakes and total phosphorus reduction goals; See Figure 5-3	Reduce TP by 100 lbs. (approximately 100 BMPs) and reduce TSS, bacteria, and nitrogen as secondary benefit [Assume 1 lb/BMP; typical reduction for raingarden or similar BMP]		20 lbs TP (approx. 20 BMPs)	[see Table 5-1 Impl. Actions]	10 lbs TP (approx. 10 BMPs)		10 lbs TP (approx. 10 BMPs)		Chisago SWCD for WBIF projects, see specific entity for non-WBIF projects	FY21 WBIF (Activity 5) Partner local funds, state/federal grants	LID	CLLID: Please see note under #2	\$338,000	\$85000 \$253000		
16	St. Croix River chlorides (Table 3-1 STC 1D)	Basin wide	75% of all cities have staff certified in MPCA's Level 1 and Level 2 Smart Salting Training		Total of 15% of cities	[see Table 5-1 Impl. Actions]	Total of 7.5% of cities		Total of 7.5% of cities		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants		Cities with certified staff include: Stillwater, Cottage Grove, Woodbury, Forest Lake, Linwood Township, East Bethel, Columbus, Ham Lake	\$1,000	\$1,000		
17	GW quantity (Table 3-1 GW 2A)	All irrigators; highest priority given to highest consumers and communities with highest residential usage	Install or retrofit smart technology on 40 irrigation systems			[see Table 5-1 Impl. Actions]					SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants		Cities in Washington County report distributing a total of 3887 SMART irrigation controllers to community residents				

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#	Activity	Priority Location	Measurable Output	Implementation Actions	From CWMP		2-year ouputs and costs divided by 2							2021 Yearend Progress Reporting				
					Years 1-2 Outputs	Years 1-2 Estimated Cost	Fiscal Year 1 (Jul '21-Jun '22) Outputs	Fiscal Year 1 (Jul '21-Jun '22) Estimated Cost	Fiscal Year 2 (Jul '22-Jun '23) Outputs	Fiscal Year 2 (Jul '22-Jun '23) Estimated Cost	Fiscal Agent/ Responsible Party	Funding Sources	WD, WMO, SWCD, County, LID, or Multiple	Year 1 (2021) Description of Outputs Accomplished	Year 1 (2021) Dollars Spent		Year 1 (2021) Phosphorus Removal	
18	GW contaminants (Table 3-1 GW 1B)	Basin wide - all currently unlicensed facilities and generators	License 100% of hazardous waste generators		Figures depend on number of generators identified	[see Table 5-1 Impl. Actions]	Figures depend on number of generators identified		Figures depend on number of generators identified		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	County	Chisago County: MPCA licenses all hazardous waste generators located in the county.				
19	GW contaminants (Table 3-1 GW 1B)	Priority areas: Where pollution sensitivity to near surface materials is high, or in karst areas, or where bedrock is at or near the surface Secondary priority: Basin wide	Upgrade non-conforming or non-compliant SSTS to properly functioning, compliant systems. [See Line 8 of this table for context.]		[Covered under Table 5-1, Part A #8]	[see Table 5-1 Impl. Actions]	[Covered under Table 5-1, Part A #8]		[Covered under Table 5-1, Part A #8]		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	Multiple	ACD: see line 8 Chisago County: Please see # 8.				
20	Lake impacts from SSTS (Table 3-1 LK 1C)	Basin wide: Shorelands adjacent to nutrient impaired lakes Chisago Co: Countywide	Basin wide: Decrease non-compliant and non- conforming SSTS in shorelands adjacent to nutrient impaired lakes Chisago Co: Decrease non-compliant and non- conforming SSTS in all areas by 50% and in shorelands adjacent to nutrient impaired lakes by 80% [See Line 10 of this table for context.]		[Covered under Table 5-1, Part A #9]	[see Table 5-1 Impl. Actions]	[Covered under Table 5-1, Part A #9]		[Covered under Table 5-1, Part A #9]		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	County	Washington & Chisago County: Please see # 9.				
21	Lake shorelines (Table 3-1 LK 2B & UP 2A)	Regionally Significant Lakes for Protection and Sustainable Development: Table 5-3 and Figure 5-3	Install 100 shoreline restoration projects [100% of lakeshore owners with altered shorelines are provided information on restoration programs]		20 projects	[see Table 5-1 Impl. Actions]	10 projects		10 projects		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	SWCD	CSWCD: 5 shoreline restorations	\$30,000			
													Multiple	ACD/SRWMO: 4 shoreline restos				
													WD	CMSCWD: 100' bioreningeered shoreline restoration on Big Marine Lake				
													LID	CLLID: Provides match to provide technical and educational information to interested landowners and local units of government to implement urban and shoreland BMPs.				
													LID	CLLID: Provides match to develop and implement a cost share program to assist landowners to implement urban and shoreland BMPs.				
22	*Protect wetlands (Table 3-1 WTL 1A)	Basin wide during land use change or alteration, development or redevelopment	Increase by 5 the number of LGUs with adopted wetland protections including buffer requirements and setbacks for permanent structures		1 LGU	[see Table 5-1 Impl. Actions]			1 LGU		Chisago SWCD for WBIF projects, see specific entity for non-WBIF projects	FY21 WBIF (Activity 3)  Partner local funds, state/federal grants	Multiple	ACD/SRWMO: Columbus updated wetland protections in ordinances.				
23	Maintain & restore habitat (Table 3-1 UP 1F)	Land with priority habitats and corridor connections	10% of land in new developments is dedicated to wildlife habitat [significant new areas of land conversion from vacant or rural land to residential, commercial/industrial, institutional, or transportation]		10% of land in new dev.	[see Table 5-1 Impl. Actions]	10% of land in new dev.		10% of land in new dev.		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
24	Sensitive lake protection (Table 3-1 LK 2A)	Regionally Significant Lakes for Protection and Sustainable Development: Table 5-3 and Figure 5-3	Implement sustainable development and land preservation programs in lakesheds of priority lakes through 10 easements or acquisitions		2 easements or acquisitions	[see Table 5-1 Impl. Actions]	1 easement or acquisition		1 easement or acquisition		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
25	Landlocked basin impact on River (Table 3-1 STC 1B, 3A, 4C)	Eutrophic natural landlocked basins to be discharged to St. Croix River	Perform analysis and implement measures to meet state standards for nutrients on 3 waterbodies		2 basins	[see Table 5-1 Impl. Actions]	1 basin		1 basin		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	WD	VBWD performed anlyses on Goose Lake in city of Lake Elmo in 2021.	\$37,000	\$37,000		
SUBTOTAL: Part B. Implementation for Developed and Developing Lands (Part B does not assign dollar amounts to numbered line items)						\$2,041,600		\$1,020,800		\$1,020,800					\$1,518,655		95	lb/yr phosphorus
Part C. Implementation for Ecosystem Services																		
26	Rivers & Streams ecosystems & flow (Table 3-1 R&S 2A, 3A, STC 1B)	St. Croix River and Lake St. Croix direct drainage tributaries	Reduce TP loading and TSS loading by 425 lbs and 1,085 tons, respectively. Implement 5 stream restoration projects to restore and improve stream corridors, instream habitat, and riparian area stability [Average TP reduction/restoration = 85 lbs; Average TSS reduction/restoration = 217 tons]		1 stream resto project	[see Table 5-1 Impl. Actions]			1 stream resto project		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	WD	CMSCWD: Marine on St. Croix Town Center Stormwater Retrofits. St. Croix River 16.7 lbs./yr TP and 15,010 lbs/yr TSS	\$400,000	CMSCWD = \$400,000 319 grant and local funding	16.7	lb/yr phosphorus
27	Trout populations (Table 3-1 R&S 1B)	Trout streams (Brown's Creek, Valley Creek, Lawrence Creek, Trout Brook, Willow Brooke, Mill Stream, Falls Creek, Gilbertsons's Creek)	Trout populations maintained through stream restorations, BMP installations, and enforcement of development standards			[see Table 5-1 Impl. Actions]					SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	WD	VBWD: Yes. BCWD: Oak Glen stormwater reuse project (see above) CMSCWD: Yes- I think. We do not actually measure trout populations.				
28	*Wetland quantity (Table 3-1 WTL 2A, 2B)	1. In highest priority catchments (red, yellow and green areas) within BWSR's Compensation Planning Framework priority catchments in the Lower St. Croix River Watershed (Figure 5-5) 2. In locations where studies or mapping tools find that restoration will have significant positive impact on natural resources.	Create or restore 1,000 acres of historic wetlands lost to land use changes		200 acres created or restored	[see Table 5-1 Impl. Actions]	100 acres created or restored		100 acres created or restored		Chisago SWCD for WBIF projects, see specific entity for non-WBIF projects	FY21 WBIF (Activity 6)  Partner local funds, state/federal grants	WD	CLFLWD: Restored 6 acres of wetlands - Bone Lake Southeast/Meadowbrook Wetland Restoration (cost included in line #2)				
29	Wetland loss (Table 3-1 WTL 2A, 1B)	Judicial and public ditches	Mitigate loss of wetland acres resulting from ditch maintenance activities		No net wetland loss	[see Table 5-1 Impl. Actions]	No net wetland loss		No net wetland loss		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						



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#	Activity	Priority Location	Measurable Output	Implementation Actions	From CWMP		2-year ouputs and costs divided by 2							2021 Yearend Progress Reporting				
					Years 1-2 Outputs	Years 1-2 Estimated Cost	Fiscal Year 1 (Jul '21-Jun '22) Outputs	Fiscal Year 1 (Jul '21-Jun '22) Estimated Cost	Fiscal Year 2 (Jul '22-Jun '23) Outputs	Fiscal Year 2 (Jul '22-Jun '23) Estimated Cost	Fiscal Agent/ Responsible Party	Funding Sources	WD, WMO, SWCD, County, LID, or Multiple	Year 1 (2021) Description of Outputs Accomplished	Year 1 (2021) Dollars Spent		Year 1 (2021) Phosphorus Removal	
30	Wetland quantity (Table 3-1 WTL 2B)	Basin wide	Create and maintain 2 new BWSR and USACE approved wetland banks within the basin		1 new wetland bank	[see Table 5-1 Impl. Actions]			1 new wetland bank		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
31	AIS in Lakes & St. Croix River (Table 3-1 LK 2C; STC 2A)	High traffic boat launches on St. Croix River and Lake St. Croix	Increase watercraft inspection hours by 25%		Increase hours by 5%	[see Table 5-1 Impl. Actions]	Increase hours by 2.5%		Increase hours by 2.5%		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	County	- Chisago County: St. Croix River = 35 increase in total watercraft inspection and decontamination hours from 2020 - 2021 in Chisago County (127.5 total hours in 2020 to 162.5 total hours in 2021 - a 27.4% increase). Countywide = 1,306.75 increase in total watercraft inspection and decontamination hours from 2020 - 2021 in Chisago and Northern Washington Counties (3,694.50 total hours in 2020 to 5,001.25 total hours in 2021 - a 35.4% increase).	\$237,326	\$76,000		
													County	Washington County - 657 increase in hours of Level 1 inspection hours for the entire program. Note that CLFLWD performs their own inspection program and is not reflected in this total. Also note that hours are spent outside the LSC basin. (2020 3,381 hours total - 2021 hours total 4,038 - 16% increase).		\$113,615		
													WD	CLFLWD partners with Chisago County to implement a watercraft inspection program and also hires its own inspectors to perform even more inspection hours. CLFLWD-hired inspection hours (Bone/Comfort/Forest - all three accesses): 2020 = 2,911 hours; 2021 = 2,107 hours (28% decrease due to hiring difficulties, but still met CLFLWD goals overall)		\$47,711		
32	AIS (Table 3-1 LK 2C; STC 2A; R&S 2B)	Within 15 miles of all public boat launches on zebra mussel infested lakes and rivers	Provide AIS decontamination station		2 new decon stations	[see Table 5-1 Impl. Actions]	1 new decon station		1 new decon station		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	Multiple	CLFLWD: Partnered with Chisago County to provide rotating mobile decontamination station at Forest 1, Forest 3, Comfort and Bone accesses. Chisago County: Completed 64 decontaminations at 10 public water accesses located in Chisago and Northern Washington Counties (Bone, Chisago/South Lindstrom, Comfort, N/S Center, Forest E/W, Green, and E/W Rush Lakes).	\$16,000	\$16,000		
33	AIS signs (Table 3-1 LK 2C; STC 2A; R&S 2B)	Basin wide	Install AIS informational signage at 20 boat launches and marinas		4 new launches w/ signage	[see Table 5-1 Impl. Actions]	2 new launches w/ signage		2 new launches w/ signage		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	Multiple	CLFLWD: Installed bait disposal signage at 5 accesses (Forest 1-3, Bone, Comfort). Last general AIS signage upgrade was in 2019. Chisago County: Received 6 bait disposal bins from CLFLWD and installed at Chisago/South Lindstrom, N/S Center, Green, and E/W Rush Lakes public water accesses.	\$4,000	\$4,000		
34	AIS in Lakes (Table 3-1 LK 2C)	Lakes in Chisago Co. and Isanti Co. with public access	Develop 1 comprehensive AIS rapid response plan for lakes		1 comprehensive AIS rapid response plan developed	[see Table 5-1 Impl. Actions]			1 comp. AIS rapid response plan developed		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
35	Phragmites (Table 3-1 WTL 1C)	In order of priority 1. Chisago Lakes LID 2. Carlos Avery WMA 3. Elsewhere in Chisago Co and Isanti Co 4. Headwaters of North Branch & West Branch Sunrise River	Reduce the size and number of invasive phragmites locations as reported on EddMaps by 50% or 45 infestation areas. Stabilize and eradicate those small infestations less than 1,000 – 2,000 sq. ft. through rapid response plans, where available		Reduce by 9 infestations	[see Table 5-1 Impl. Actions]	Reduce by 4 infestations		Reduce by 5 infestations		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	Multiple	CLLID partnered with area lake associations and the University of Minnesota to control invasive phragmites along lakeshores and in roadside right-of-ways. 68 locations were treated in 2021. The CLLID provided funding to local lake associations to treat for aquatic invasive plants including curlyleaf pondweed, Eurasian water milfoil and invasive phragmites. Control efforts will continue in 2022. Chisago County: Partnered with Wild Rivers Conservancy to conduct roadside surveys in N/S Chisago Lake, Franconia and Lent Townships and Harris to identify and map invasive phragmites populations. Partnered with U of M to treat 40 locations along roadsides and private property in Chisago County.	\$19,000	17000 \$2,000		
36	Lake levels (Table 3-1 LK 3A)	Chisago Co. Lakes = Chisago Lakes Chain of Lakes (Chisago, South Lindstrom, North Lindstrom, Green, Little Green, North Center, South Center), Fish, Horseshoe, Little Horseshoe, Sunrise	Develop resiliency plans or responses, such as a Slow-No-Wake Ordinance or Channel and Weir Operations and Maintenance Plans, to address vulnerable properties		Review and modify existing plans	[see Table 5-1 Impl. Actions]	Review and modify existing plans		Review and modify existing plans		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	Multiple	Chisago County: Staff and volunteers monitor 4 lake level gauges to determine implementation of countywide Slow-No-Wake Ordinance. (Fish, Horseshoe, Goose and Rush Lakes, along with 15 gauges located in the CLLID).  CLLID reviewed the 2016 Channel & Weir Operation & Maintenance Plan. No changes will be made to the plan. An appendix will be added to the plan summarizing a review of the operational procedures for the Lofton weir. The plan will be submitted to the DNR for renewal in 2022.				
37	Internal loading (Table 3-1 LK 1D)	In lakes where internal loading is estimated to be a significant contributor to degraded water quality and where not addressing the internal loading would result in sustained degradation (See Internal Loading Lakes Table 5-4)	Address source of internal loading 3 in lakes			[see Table 5-1 Impl. Actions]					SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	WD	82-135 Echo Lake in VBWD is being de-listed.				
38	*Shoreland (Table 3-1 UP 1A, R&S 2A, LK 2B)	Basin wide	Increase the number of LGUs (including counties) by 2 that adopt innovative shoreland standards			[see Table 5-1 Impl. Actions]					Chisago SWCD	FY21 WBIF (Activity 3)	Multiple	Hired Shared Services Educator. 2021 WBIF expenditures on Educator: \$39,449	\$39,449	\$39,449		
39	Resilient lands (Table 3-1 UP 1C, 1D)	Private lands in priority corridors and critical habitat areas and large-scale developments with land-use change	Increase in the number of diverse landscape designs and plantings resilient to climate change		4 designs	[see Table 5-1 Impl. Actions]	2 designs		2 designs		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
40	Land protection (Table 3-1 UP 1B; R&S 2A; LK 2A)	First priority: Areas near already protected lands (public or private), tributaries near impaired waters, areas where known endangered species are present and identified biologically significant natural areas as identified by MLCCS mapping Second priority: Basin wide	At least 1,000 acres protected through acquisition and easements.		200 acres protected	[see Table 5-1 Impl. Actions]	100 acres protected		100 acres protected		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	WD	VBWD: 4.1 acres purchased and kept in permanent conservation easement in 2021	\$324,800			
													State	DNR: 60 acres added to William O'Brien State Park				
													County	Washington County: 53 acre conservation easement on Silver Creek near Fairy Falls (NPS) in CMSCWD				
													County	Chisago County: 40 acres purchased and added to Checkerboard County Park. Closing date is April 15, 2022. Purchased through DNR Natural and Scenic grant (\$44,800 total cost).				

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					From CWMP		2-year ouputs and costs divided by 2							2021 Yearend Progress Reporting					
#	Activity	Priority Location	Measurable Output	Implementation Actions	Years 1-2 Outputs	Years 1-2 Estimated Cost	Fiscal Year 1 (Jul '21-Jun '22) Outputs	Fiscal Year 1 (Jul '21-Jun '22) Estimated Cost	Fiscal Year 2 (Jul '22-Jun '23) Outputs	Fiscal Year 2 (Jul '22-Jun '23) Estimated Cost	Fiscal Agent/ Responsible Party	Funding Sources	WD, WMO, SWCD, County, LID, or Multiple	Year 1 (2021) Description of Outputs Accomplished		Year 1 (2021) Dollars Spent		Year 1 (2021) Phosphorus Removal	
41	Land protection (Table 3-1 UP 1C, LK 1B)	First priority: Areas where upland habitat is fractured and shoreline areas where there is high to moderate development or land under future development pressure Second priority: Basin wide	Create 20 new Landscape Stewardship Plans		4 new plans	[see Table 5-1 Impl. Actions]	2 new plans		2 new plans		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	County	Washington County: 53 acre conservation easement on Silver Creek near Fairy Falls (NPS) in CMSCWD					
42	Habitat improve (Table 3-1 UP 2C)	Basin wide based on prioritized mapping including MLCSS maps and other critical habitat mapping	1,000 new acres managed for better habitat, or as recommended in Landscape Stewardship Plans		200 new acres managed	[see Table 5-1 Impl. Actions]	100 new acres managed		100 new acres managed		SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	County	Washington County: 14 acre prairie and savannah restoration on Silver Creek near Fairy Falls (NPS) in CMSCWD Washington County: 166 acres prairie and oak savanna restoration in Lake Elmo Park Reserve		\$473,000	\$43,000 CMSCWD, WCD, Land Trust funds  \$430K – Outdoor Heritage grant at all WashCo Parks		
43	Protected lands (Table 3-1 UP 2B)	Areas located along bluffland or adjacent to publicly owned forest land such as state parks and trails	Increase acres under private Forest Management Plans or Woodland Stewardship Plans by 20% [23 plans over 10 years]		4 new plans developed	[see Table 5-1 Impl. Actions]					SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	SWCD	PSWCD: 2 Woodland Stewardship Plans written in Rock Creek Watershed. Total acreage under both plans are 254 acres.					
SUBTOTAL: Part C. Implementation for Ecosystem Services (Part C does not assign dollar amounts to numbered line items)						\$1,907,000		\$953,500		\$953,500						\$1,513,575		16.7	lb/yr phosphorus
Part D. Implementation for Prioritization and Analysis: Issues, Goals, Actions, Measurable Outputs, and Priority Locations																			
44	*STC 1A	Basin wide	Evaluate the water quality metrics, set reporting standards, report on goal progress for the St. Croix River	Identify, appoint, and empower entity or person to lead/evaluate the water quality metrics, set reporting standards, report on goal progress.		\$50,000		\$25,000		\$25,000	Chisago SWCD for WBIF projects, see specific entity for non-WBIF projects	FY21 WBIF (Activity 10)  Partner local funds, state/federal grants							
45	GW 3A	Order of Priority: 1) Surrounding known contamination sites where data are lacking 2) DWSMAs 3) Townships without nitrate testing 4) Basin wide	Pollution sources (including mines), areas around chemical contamination sites, vulnerable areas, and surface water-GW interactions are studied and mapped	Work with State agencies and Metropolitan Council to study and map pollution sources (including mines), areas around chemical contamination sites, vulnerable areas, and surface water-GW interactions		\$0		\$0		\$0	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants							
46	GW 3A	Basin wide	100% of recharge areas and groundwatersheds of GW dependent natural resources are mapped	Support agencies such as DNR and Met Council in mapping recharge areas and groundwatersheds of GW dependent natural resources		\$0		\$0		\$0	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants							
47	GW 3A	Basin wide where needed	Complete at least one county groundwater plan	Build on existing GRAPS to develop groundwater plans that lay out technical framework, issues, policies and implementation actions for the protection and conservation of groundwater resources.		\$0		\$0		\$0	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants							
48	GW 3A	Maintain basin wide; expand in Isanti and Pine Co. 1) DWSMAs 2) Groundwatersheds of GW-dependent natural resources	Maintain existing or increase number of new observation wells	Work with MnDNR to maintain and expand observation well program		\$83,730		\$41,865		\$41,865	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	LID	CLLID - 4 ground water monitoring wells are located in the CLLID. These wells are monitored to ensure that substantial drawdown of the aquaifers does not occur which may affect drinking water wells.					
49	*LK 1D	Regionally Significant Lakes for Internal Loading Analyses Table 5-4	Calculate internal loading of phosphorus	Calculate internal loading of phosphorus on 15 lakes @ \$25,000 each		\$75,000		\$37,500		\$37,500	Chisago SWCD for WBIF projects, see specific entity for non-WBIF projects	FY21 WBIF (Activity 7)	WD	CLFLWD: Began planning for 2022 Forest Lake Internal Load Analysis. Study approved for WBIF grant funding (\$16,500 in WBIF grant, \$19,830 proposed match). None spent in 2021. Study to occur in 2022.		\$0	\$0		
50	LK 4A	Anoka Co. Lakes = Pet, Rice, South Coon, Skunk, Tamarack Chisago Co. Lakes = Sunrise, Little Horseshoe Isanti Co. Lakes = Hoffman, Horseleg, Horseshoe, Upper and Lower birch, East and West Twin, Tamarack (30- 0001-00), Long (30-0002-00,) Big Pine (30-0015-00), Grass (30-0017-00), Splittstoesser (30-00041-00)	Baseline data such as transparency, total phosphorus and chlorophyll- a are collected	Develop monitoring plan and collect data using available means such as volunteers, Met Council's CAMP, MPCA's citizen monitoring program, MPCA's Intensive watershed monitoring program, SWCDs, counties, parks departments, lake associations, etc. Anoka Co annual costs (5 lakes * \$2,100/lake) = \$10,500 Chisago Co annual costs (2 lakes) = \$1,200 Isanti Co annual costs (12 lakes) = \$1,430/lake = \$17,160		\$57,720		\$28,860		\$28,860	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	SWCD	ISWCD: Data collected on Hoffman, Horseleg, Horseshoe, Upper and Lower Birch, East and West Twin Lakes. (Funding Source: Oxford Twp)		\$28,130	\$8,300		
													WMO	SRWMO: In 2021 did 2 rounds of outreach at Pet, Rice, South Coon, Skunk and Tamarack Lakes but secured volunteers at none.			\$907		



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#	Activity	Priority Location	Measurable Output	Implementation Actions	Years 1-2 Outputs	Years 1-2 Estimated Cost	Fiscal Year 1 (Jul '21-Jun '22) Outputs	Fiscal Year 1 (Jul '21-Jun '22) Estimated Cost	Fiscal Year 2 (Jul '22-Jun '23) Outputs	Fiscal Year 2 (Jul '22-Jun '23) Estimated Cost	Fiscal Agent/ Responsible Party	Funding Sources	WD, WMO, SWCD, County, LID, or Multiple	Year 1 (2021) Description of Outputs Accomplished	Year 1 (2021) Dollars Spent		Year 1 (2021) Phosphorus Removal			
													County	Chisago County: Data collected on Little Horseshoe Lake and at 8 additional sites located in northern Chisago County. See #50 CLLID - for water quality monitoring procedures and summary report process.		\$2,423				
													LID	CLLID - Conducted monthly (May-September) water quality monitoring at 23 lake sites. Monitoring included secchi disk readings, chlorophyll a, ammonia nitrogen and total phosphorus levels. This included a summary report which provided trophic state index values for each lake monitored. The long term water quality monitoring program provided data to support delisting North & South Center Lakes from the impaired waters list for nutrients.		\$16,500				
51	LK 4A STC 2B, 4C	Basin wide	Participate in studies and/or stay informed of latest science to assess the impact of a changing climate on lakes and the St. Croix River	Use latest climate science to implement adaptive management	Included in existing work			\$0		\$0	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	SWCD	ACD: Completed SWCD comp plan in which climate change is a consideration in implementation.	\$20,000					
													Multiple	CMSCWD, BCWD, CLFLWD, MSCWMO hosted a floodplain resiliency planning work session for Wash Co., LGUs, and state entities to identify best approaches for evaluating floodplain resiliency. Final report is guiding floodplain resiliency modeling and planning efforts in 2022/2023.			\$20,000			
52	LK 4A	Chisago Chain of Lakes	100% of lakes prone to anthropogenic water level variation are identified	Manage the channel and weir system with an approved operation and maintenance plan.		\$72,000		\$36,000		\$36,000	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	LID	The CLLID has an approved Channel & Weir Operation and Maintenance plan. The channel & weir system controls water levels during high water conditions. The CLLID conducts inspections and maintenance of the system as needed. The system is well maintained and functioning properly.	\$31,000	\$31,000				
53	LK 4A	Basin wide	100% of lakes prone to direct anthropogenic water level variation are identified	Participate in DNR lake level monitoring program to routinely collect lake level data		\$26,000		\$13,000		\$13,000	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	LID	The CLLID monitors 15 lake level gauges weekly during open water season. Lake levels, observed from the gauges, help determine when to open and close the weirs during high water conditions. In 2021, the Lake Ellen weir, which controls water levels on Green, Little Green and Lake Ellen, was opened from April through October.	\$4,800	\$3,600				
													County	Chisago County: Staff and volunteers monitor 4 lake level gauges to determine implementation of countywide Slow-No-Wake Ordinance. (along with 15 gauges located in the CLLID).			\$1,200			
54	*LK 1A, 1B, 4A	Subwatersheds of Regionally Significant Lakes Table 5-3 and Figure 5-3	20 subwatershed project targeting analyses are completed (estimated \$10,000-\$50,000/SWA or \$30,000 ave)	Conduct analyses to identify and prioritize water quality improvement projects within a priority subwatershed. Methods and analyses can include site or field scale subwatershed analyses, diagnostic monitoring, spatial analysis and	5 SWAs	\$150,000		\$75,000		\$75,000	Chisago SWCD	FY21 WBIF (Activity 8)	SWCD	CSWCD: Goose Lake.	\$8,000	\$8,000				
													WD	CLFLWD: Began drafting sequential diagnostic monitoring protocols. Other targeting-related protocols are in-progress as well by other partners, but have not incurred expenditures in 2021.	\$3,000	\$3,000				

Projects highlighted in green are funded by Watershed Based Implementation Fund grant. Projects in white are funded by other sources.

					From CWMP		2-year ouputs and costs divided by 2							2021 Yearend Progress Reporting				
#	Activity	Priority Location	Measurable Output	Implementation Actions	Years 1-2 Outputs	Years 1-2 Estimated Cost	Fiscal Year 1 (Jul '21-Jun '22) Outputs	Fiscal Year 1 (Jul '21-Jun '22) Estimated Cost	Fiscal Year 2 (Jul '22-Jun '23) Outputs	Fiscal Year 2 (Jul '22-Jun '23) Estimated Cost	Fiscal Agent/ Responsible Party	Funding Sources	WD, WMO, SWCD, County, LID, or Multiple	Year 1 (2021) Description of Outputs Accomplished	Year 1 (2021) Dollars Spent		Year 1 (2021) Phosphorus Removal	
55	*R&S 1A, STC 4B	Regionally Significant Rivers and Streams: - Streams and tributaries in Sunrise R. Watershed - Direct drainage areas to St. Croix River through Rock, Rush, Goose, and Browns Creeks and Trout Brook and other small streams as shown in Table 5-2 and Figure 5-2.	20 subwatershed project targeting analyses are completed (estimated \$10,000 - \$50,000/SWA or \$30,000 ave)	mapping, modeling, cost benefit analyses, or other data-driven targeting activities. See <a href="#">Section VII.B.</a> for further description.	5 SWAs	\$150,000		\$75,000		\$75,000	Chisago SWCD	FY21 WBIF (Activity 8)	SWCD	CSWCD: Direct Drainage and City of NB	\$9,000	\$9,000		
56	STC 4A, 4C	Tributaries to the St. Croix	Coordinated hydrologic, chemical, and biological monitoring of the St. Croix River and its tributaries; nutrient loading data of major tributaries to the St. Croix River is evaluated.	Operate up to 10 new monitoring stations that lack data (quality and quantity) to evaluate progress toward achieving the TMDL and to identify priority subwatersheds. @ \$10,000/year/station		\$100,000		\$50,000		\$50,000	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
57	STC 3A	Land use authorities in the St. Croix Riverway.	Evaluate the floodplain and zoning ordinances for consistency and effectiveness in protecting the floodplain function and preventing flood damages. Include impacts of variances in the evaluation.	Work with land use authorities along St. Croix River and MnDNR Area Hydrologists to evaluate floodplain and zoning ordinances and update where appropriate.		\$50,000		\$25,000		\$25,000	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
58	*STC 4B & UP 2A	Intermittent and perennial tributaries and watercourses flowing directly to St. Croix River	Inventory and prioritize active erosion sites.	Identify, evaluate, and rank active gullies directly discharging into the St. Croix or its tributaries (LIDAR to identify gully locations; RUSLE & BWSR pollution reduction calculator to determine pollution reduction numbers)		\$50,000		\$25,000		\$25,000	Chisago SWCD	FY21 WBIF (Activity 8)						
59	*STC 2B, 4C UP 1A	Basin wide	Map priority restoration and protection areas for acquisition, easements, and voluntary stewardship	Complete level 4/5 MLCCS basin wide. Expand the Washington County Natural Resource Framework and use their methodology in Anoka, Chisago, Isanti, and Pine Counties. (MLCCS = \$1,000/sq mi * 640 sq miles)		\$240,000		\$120,000		\$120,000	Chisago SWCD	FY21 WBIF (Activity 8)						
60	UP 1E	First priority: Public lands or near public lands; areas may be further prioritized thru cooperative weed mgmt area Second priority: Basin wide	Map and target "eradicate and control list" invasive species populations for each county Contact 50% of landowners for species on restricted list	Implement a cooperative weed management area (including MNDOT when possible) and promote associated implementation strategies.		\$0		\$0		\$0	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants	Multiple	Chisago County and Chisago Lakes Lake Improvement District: Please see #35.				
61	WTL 3E	Pine County	Complete soil survey	Complete soil survey as developed by NRCS, USDA & shown in Soil Survey Geographic (SSURGO) Database	To be completed by NRCS			\$0		\$0	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
62	*WTL 3D	Wetlands upstream of nutrient impaired streams and lakes	Monitor 10 identified wetlands for nutrient and volume contribution to impaired lakes and streams	Use subwatershed analyses or monitoring/modeling data to identify degraded wetlands with the potential of contributing high nutrient loads to downstream resources.		\$150,000		\$75,000		\$75,000	Chisago SWCD	FY21 WBIF (Activity 8)						
63	*WTL 3D	Basin wide	Identify 5 degraded wetlands with best restoration potential in each HUC 10	Use existing Restorable Wetland Prioritization Tool to focus effort	To be completed in conjunction with existing activities			\$0		\$0	Chisago SWCD	FY21 WBIF (Activity 8)						
64	WTL 3E & 1D	1st priority: Public ditches in Isanti Co. 2nd priority: Basin wide	Obtain Nutrient Loading Data in basins/wetlands near Ditch outlets to identify areas for ditch improvements to filter runoff	Collect water quality data near ditch outlets of 25 ditches (estimated \$2,000 per ditch)		\$10,000		\$5,000		\$5,000	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
65	WTL 3A, 3B, 3C	1 <sup>st</sup> Priority: Isanti County 2 <sup>nd</sup> Priority: Basin wide	Create wetland inventory based on MLCCS, and function and value assessment and/or floristic quality assessment	Increase by 5 the number of LGUs with policies requiring wetland function and value assessments with project proposals such as developments or ditch work.		\$20,000		\$10,000		\$10,000	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
66	WTL 3B	Pine County and Isanti County	An inventory and map of all areas of wetland loss and historic wetlands is locally verified	Verify recently completed inventory and map % of areas of wetland loss and historic wetlands		\$12,000		\$6,000		\$6,000	SWCD/WMO/WD /CLLID	Partner local funds, state/federal grants						
SUBTOTAL: Part D. Implementation for Prioritization and Analysis: Issues, Goals, Actions, Measurable Outputs, and Priority Locations						\$1,296,450		\$648,225		\$648,225					\$103,930			
TOTAL: Table 5-1 Parts A, B, C, D						\$7,317,850		\$3,658,925		\$3,658,925					\$5,070,370		657.77	lb/yr phosphorus

**Activity Abbreviations**  
GW = Groundwater  
R&S = Rivers & Streams  
LK = Lakes  
WTL = Wetlands

UP = Upland Habitat  
STC = St. Croix River & Lake St. Croix  
AIS = Aquatic Invasive Species  
SSTS = Subsurface Sewage Treatment Systems

WQ = Water Quality

Projects funded by FY21 WBIF grant are highlighted in green  
\*LSC Implementation Plan activities related to FY21 WBIF grant work plan have an asterisk

WBIF 2021 Administrative Costs = \$24,219  
\*\$164,653 of total spend came from WBIF, and the remainder were local funds or other grant sources

EVALUATION OF PARTNERSHIP GOVERNANCE STRUCURE: During January and April 2022 the Policy Committee evaluated the adequacy and effectiveness of the partnership’s governance structure. They recommend continuing with the joint powers collaboration model. Some operating procedure changes were recommended by the Steering Committee to increase efficiency, including: accepting funding requests approximately three times per year rather than continuously, reducing the use of subcommittees to review proposals and instead have proposals directly reviewed by the full Steering Committee, and seeking Policy Committee recommendations on all requests over \$50,000. The Policy Committee favored these changes and the Steering Committee will make them. The governance structure will be reviewed annually.