

# ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting

July 18, 2023

## Addition

1. Regular Agenda Item 2.1: Grindstone River Dam Removal Project DRAFT EIS Comments  
Hinckley City Administrator Leaha Jackson will present the request.
2. Regular Agenda Item 7: Land and Zoning Advisory Meeting, Monday, July 24, 2023, 1:00 p.m.

## Revision

1. Regular Agenda Item 4: Commissioner Claim Forms  
Insertion of “Personnel Committee, Pine City” under the June 12, 2023 Purpose and Description of Expenses for Commissioner Josh Mohr.

## Additional Information

1. Regular Agenda Item 3: Second Quarter Budget Report

Updated Chart 5 to the quarterly budget report with two additional proposed adjustments.

Line #	Activity/Program Project	Allocation	Spent as of 6/30/23	Unspent	Proposed Adjustment
23	Sturgeon Lake Stormwater Study	25,000	24,551	55	-55
25	Broadband Consultant	25,000	24,435	565	-565



## COUNTY BOARD AGENDA REQUEST

Date of Meeting: July 18, 2023

☐ Consent Agenda    ☒ Regular Agenda

Item Title: Grindstone River Dam - Hinckley

Department: Administration

Department Head / Sponsor signature

### Background information on Item:

In May 2021, the DNR announced that it would prepare an environmental impact statement (EIS) on the removal of the Grindstone River dam in Hinckley. That EIS is now complete and the public comment period on the EIS is open until 4:30 p.m., Wednesday, July 26<sup>th</sup>.

In 2019, the Pine County Board approved Resolution 2019-21 (attached), which supported the City of Hinckley in its efforts to replace the dam or install a fish ladder as ways to maintain the reservoir.

The EIS evaluated four options:

- (1) Proposed Project-removal of the dam and natural stream/floodplain restoration;
- (2) No action (leave the dam in place);
- (3) Partially engineered restoration – remove dam and some engineering on the resulting channel;
- (4) Fully engineered restoration – remove dam and fully engineer the resulting channel.

The City of Hinckley is requesting county support in its continued opposition to removal of the dam. Hinckley City Administrator Leah Jackson will attend the county board meeting to present the request and answer questions.

## **RESOLUTION #2019-21**

### **A RESOLUTION SUPPORTING THE REPLACEMENT OF THE GRINDSTONE RIVER DAM**

**WHEREAS**, the Grindstone River dam in the City of Hinckley is valued by the community for its historic and recreational significance;

**WHEREAS**, the first dam across the Grindstone River in Hinckley was constructed in 1870 and was instrumental in the economic growth of the City of Hinckley as a logging town;

**WHEREAS**, the hydroelectric dam installed on the site in 1908 provided electricity to the City of Hinckley for the first time;

**WHEREAS**, the existing dam has been providing the residents of Hinckley and Pine County recreational opportunities since its installation in 1931;

**WHEREAS**, the dam provides flood control for the City of Hinckley and areas downstream;

**WHEREAS**, the City of Hinckley applied for, and received, \$232,500 in State Park Road Account Grant funds in 2010 to improve a City street that provides access to a public waterway;

**WHEREAS**, in 2017 the City spent \$50,000 in engineering and construction oversight costs and the County oversaw \$194,486 in construction costs for the improvement of Dunn Ave. North in Hinckley as part of the State Park Road Account Grant funded project;


**WHEREAS**, the improvement of Dunn Ave. North has increased traffic to the Grindstone River dam and reservoir it creates;

**WHEREAS**, the City of Hinckley is opposed to the removal of the dam across Grindstone River without replacement or installation of a structure maintaining the reservoir at current levels; and

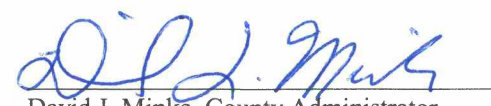
**WHEREAS**, the installation of a fish ladder structure maintains the reservoir and allows for the free passage of fish along the river.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PINE COUNTY** that the Board is in support of the City of Hinckley's efforts to seek replacement of the Grindstone River dam or installation of a fish ladder structure to maintain the recreational features of the reservoir that has served city and county residents for over a century.

**ADOPTED** by the Pine County Board of Commissioners this 16<sup>th</sup> day of April, 2019.

  
Joshua C. Mohr, Chair  
Pine County Board of Commissioners

ATTEST:

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



## COUNTY BOARD AGENDA REQUEST

Date of Meeting: July 18, 2023

☐ Consent Agenda    ☒ Regular Agenda

Item Title: ARPA Spending Update

Department: Administration

\_\_\_\_\_  
Department Head / Sponsor signature

### Background information on Item:

Since the board packet went out, two additional lines of ARPA spending have been identified that can be reduced. Both of these projects have been completed and the excess amounts can be removed from the allocation.

Line 23—Sturgeon Lake Storm Water Study. Amount: \$192

Line 25—Broadband Consultant. Amount: \$565

When combined with the other three proposed adjustments which were included in the packet, this results in \$380 which can be moved into the remaining funds. The total remaining funds would then be \$14,452.

All the proposed adjustments are show on the attached ARPA funds spreadsheet.

### Action Requested:

Consider adjusting the allocations as show on the attached spreadsheet.

**ARPA Funds Spreadsheet**

Initial Allocation		5,745,374				
Interest Earnings (thru 5/31/23)		50,065				
Total Available Funds		5,795,439				
<u>Line #</u>	<u>Activity/Program/Project</u>	<u>allocation</u>	<u>spent as of</u> <u>6/30/23</u>	<u>unspent</u>	<u>adjustments to</u> <u>consider</u>	<u>Adjusted</u> <u>Allocation</u>
1	PCSO Jail Enhancements	870,000	38,945	831,055		
2	Broadband Grant Program	650,000	0	650,000		
3	Economic Dev. Coordinator thru 2026	657,533	229,705	427,828		
4	County-wide Housing Rehab	651,000	432,150	218,850		
5	Transfer to 2023 Operating Budget	621,263	621,263	0		
6	PTCC-Work Fast / PCCI	459,000	459,000	0		
7	Vehicles / Equipment	400,000	400,000	0		
8	Health Insurance Fund Stabilization	300,000	300,000	0		
9	U of M Youth Programming / 4-H Educator	160,000	0	160,000		
10	Election Equipment	150,000	150,000	0		
11	Community Health (Blue Zones)	90,000	0	90,000		
12	Child Care & Foster Care Projects/Grants	80,000	27,998	52,002		
13	Public Health Education and Outreach	90,823	90,823	0		
14	PCSO Medical Bags/AED per Squad	23,150	13,620	9,530		
15	U of M Community Mental Health	75,000	10,166	64,834		
16	PCSO Jail Body Cameras	27,786	30,036	-2,250	2,250	<b>30,036</b> Add to allocation to eliminate deficit
17	Hinckley Trans / Economic Impact Study	65,800	65,800	0		
18	PCSO Radio Amplifier (East Central HS)	22,725	22,725	0		
19	PCSO Medical Dispatch (w/Carlton County)	35,986	14,000	21,986		
20	Sandstone Freight Rail and Trans Study	35,000	0	35,000		
21	PCSO Handheld Radios	24,496	24,551	-55	55	<b>24,551</b> Add to allocation to eliminate deficit
22	Sandstone Town Hall septic	25,000	0	25,000		
23	Sturgeon Lake Stormwater Study	25,000	24,808	192	-192	<b>24,808</b> delete to zero out line-project complete
24	City of Hinckley Infrastructure	25,000	0	25,000		
25	Broadband Consultant	25,000	24,435	565	-565	<b>24,435</b> delete to zero out line-project complete
26	Employee Referral Bonus	15,000	8,500	6,500		
27	County-wide Marketing	25,000	19,218	5,782		
28	PCSO 40 masks w/CBRN filter	19,663	18,495	1,168	-1,168	<b>18,495</b> delete to zero out line-project complete
29	PCSO Workspace Improvements	23,412	23,412	0		
30	Mental Health Mini Grants	18,984	18,984	0		
31	PCSO Training	20,000	4,700	15,300		
32	Jail Covid Response Supplies	15,736	15,736	0		
33	Soo Line Trail Improvements w/NPRSC	15,000	15,000	0		
34	PCSO Squad Camera & Router	13,000	8,712	4,288		
35	HHS Directed Aid (assist families in need)	10,000	6,862	3,138		
36	PCSO Mental Health/Wellness Support	7,175	7,175	0		
37	Probation Supervision Tools	5,450	5,450	0		
38	Food Distribution	2,625	2,625	0		
	Totals	5,780,607	3,134,894	2,645,713	380	
	Remaining Funds	14,832				
	Net of Adjustments	-380				
	Revised Remaining Funds	14,452				



**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, July 18, 2023, 10:00 a.m.**

**North Pine Government Center**

**1602 Hwy. 23 No.**

**Sandstone, Minnesota**

*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. Click [here](#) to request to participate in public forum prior to 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  
July 5, 2023 county board Minutes and Summary for publication
- F) Minutes of Boards, Reports and Correspondence  
Lessard-Sams Outdoor Heritage Council Notification Letter and Project List
- 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 June, 2023 Cash Balance (attached)**

<b>Fund</b>	<b>June 30, 2022</b>	<b>June 30, 2023</b>	<b>Increase/Decrease</b>
General Fund	6,643,532	6,941,790	298,258
Health and Human Services Fund	2,767,009	3,592,419	825,410
Road and Bridge Fund	2,838,553	5,790,414	2,951,861
Opioid Settlement	0	241,148	241,148
COVID Relief	5,059,362	2,646,017	(2,413,345)
Land	1,922,071	1,962,504	40,433
Self Insurance	393,749	418,024	24,275
TOTAL (inc non-major funds)	22,743,276	24,907,901	2,164,625

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

Consider approval of the June 2023 disbursements including the individual listing of claims over \$2,000 and 706 claims under \$2,000 or not needing approval totaling \$10,601,483.94.

**3. Applications**

Consider approval of the following application:

**A. Tax Forfeit Repurchase Application**

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

- i. Resolution 2023-33 authorizing Diane Gilbey to repurchase the property described as Lot 1, Block 5, Townsite of Denham (Parcel ID 37.5017.000) on a contract and placing the ownership in the name of Wesley Gilbey and Diane Gilbey.
- ii. Resolution 2023-34 authorizing Diane Gilbey to repurchase the property described as Lots 1 & 2, Block 12, Townsite of Denham (Parcel ID 37.5075.000) on a contract and placing the ownership in the name of Wesley Gilbey and Diane Gilbey.

4. **Commissioner Claim Forms**

Review and consider approval of commissioners' expense claim forms.

5. **Personnel**

A. Ratify the status change for Corrections Officer, Troy Parker, from part-time to full-time status, effective July 18, 2023. No change in grade or pay.

6. **Training**

Consider approval for the following:

- A. Commissioner Terry Lovgren to attend the AMC District Director Meeting, August 17-18, 2023 in Bemidji. AMC will cover the cost of lodging, meals, mileage and provide a per diem. There is no financial impact to the county.
- B. Ratification for Senior Agent Taylor Gustafson to attend Motivational Interviewing I training at Camp Ripley, July 16-18, 2023. Lodging: \$34/night x2, \$68; Meals: \$10/per meal x6, \$60. Total cost: \$128. Funds are available in the 2023 Probation budget.
- C. Approve Registered Nurse Kelsi Ervin, Public Health Educator Samantha Burch, Social Workers Ashley Gnat, Deanna Williams, Rona Duvall and Brenda Danielson, Community Support Technician Lisa Stoffel, and Case Aide Marady Koland to attend the St. Louis Health and Human Services Conference on October 11-13, 2023 in Duluth. Registration: \$100 per person, \$800 total; Lodging and Meals: \$1,450 total, Travel: \$183. Total Expense: \$2,433. Funds are available in the 2023 Health & Human Services budget.
- D. Approve attendance at the AMC Fall Policy Conference, September 14-15, 2023 (pre-conference meeting on September 13, 2023) for County Administrator David Minke, and any commissioner desiring to attend. Registration: \$275 per attendee, Lodging: \$292 per night including tax; Meals: \$51 per day.

**REGULAR**

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

The Personnel Committee met Monday, July 10, 2023 and made the following recommendations:

A. **IT Department**

- i. Approve updated policy language for Personnel Policy Section 17: Electronic Communications Resources (ECR) Policy.

B. **Health & Human Services**

- i. Acknowledge the retirement of Adult Mental Health Social Worker Sheri Flesland, effective November 17, 2023, 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 Eligibility Worker Melanie Christy, effective June 22, 2023.
- iii. Approve the promotion of Karen Jansen from Case Aide at \$24.80/hour to Eligibility Worker at \$26.16/hour, effective July 24, 2023.
- iv. Approve backfill of the Case Aide position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The Case Aide position is a Grade 5 with a minimum starting wage of \$19.73/hour.
- v. Acknowledge the resignation of Eligibility Worker Scarlet Oquist, effective July 14, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- vi. Approve backfill of the open Office Support Specialist position vacated in June. The position is a Grade 2 with a minimum starting wage of \$16.56/hour.

C. **Sheriff's Office – Dispatch**

- i. Acknowledge the resignation of part-time Dispatcher Jenny McClain effective August 31, 2023, 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 part-time Dispatcher Karla Pankow, effective August 9, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

D. **Sheriff's Office – Jail**

- i. Acknowledge the resignation of Corrections Officer Brandon Janssen, effective July 5, 2023.
- ii. Ratify the termination of part-time probationary Corrections Officer Kayla McKinney, effective June 15, 2023.
- iii. Approve backfill of the part-time and full-time Correction Officer positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

2. **Award Contract #2303**

Award contract #2303 to Northland Constructors of Duluth, Inc., the lowest responsible bidder,

in the amount of \$4,856,203.82, related to:

SAP	058-617-019	On CSAH 17, from CSAH 18 to CR 140 West
SAP	058-618-008	On CSAH 18, from CSAH 61 to the West County Line
CP	058-015-003	On CSAH 15, between Pelkey Creek and Cross Park
CP	058-017-004	On CSAH 17 from BNSF railroad tracks to 0.25 miles north
CP	058-140-002	On CR 140 from TH 48 to TH 48

**3. Second Quarter 2023 Budget Report**

Presentation of second quarter 2023 budget report by County Administrator David Minke.

**4. Cannabis Law Update**

Cannabis Law Update by County Attorney Reese Frederickson.

**5. Commissioner Updates**

East Central Solid Waste Commission

Negotiations

Northeast Minnesota Area Transportation Partnership

Cancelled: Greater Minnesota Parks & Trails

Soil & Water Conservation District

Kettle River Policy Committee

State Community Health Services Advisory Committee (SCHSAC) Executive Committee

Extension Committee

Chemical Health Coalition

Lakes & Pines Full Board

Other

**6. Other**

**7. Upcoming Meetings (Subject to Change)**

A. Pine County Board of Commissioners, Tuesday, July 18, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota

B. Mille Lacs Band of Ojibwe, Wednesday, July 19, 2023, 10:00 a.m. (virtual)

C. Negotiations, Friday, July 21, 2023, 8:00 a.m., Board Room, Courthouse, Pine City, Minnesota

D. Snake River Watershed Management Board & 1W1P, Monday, July 24, 2023, 9:00 a.m., Kanabec County Courthouse, 317 Maple Ave. E, Mora, Minnesota

E. Snake River Policy Committee, Monday, July 24, 2023, 9:30 a.m., Kanabec County Courthouse, 317 Maple Ave. E, Mora, Minnesota

F. Lower St. Croix Watershed Partnership, Monday, July 24, 2023, 4:00 p.m.

G. CANCELLED: Technology Committee, Tuesday, July 25, 2023, 9:00 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota

H. NLX, Wednesday, July 26, 2023, 10 a.m., Board Room, Courthouse, Pine City, Minnesota

I. Housing Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, July 26, 2023, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota

J. Schools-County-PTCC Meeting, Wednesday, July 26, 2023, 6:00 p.m., Hinckley-Finlayson Schools, 201 Main Street, Hinckley, Minnesota

K. Joint RAC/ECB Meeting, Thursday, July 27, 2023, 10:00 a.m., St. Louis County EOC – Pike Lake, 5735 Old Miller Trunk Highway, Duluth, Minnesota

L. Pine County Board of Commissioners, Tuesday, August 1, 2023, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

**8. Labor Negotiations**

This portion of the meeting may be closed pursuant to M.S. §13D.03 to consider strategy for labor negotiations, including negotiation strategies and development, discussion, and review of labor negotiation proposals pursuant to Minnesota Statutes §179A.01 to §179A.25.

**9. County Administrator Annual Performance Review – Closed Session**

This portion of the meeting may be closed pursuant to M.S. §13D.05, Subd. 3, to conduct the annual performance evaluation of County Administrator David Minke.

**10. Adjourn**



**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Wednesday, July 5, 2023 - 10:00 a.m.  
Pine County Courthouse  
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, JJ Waldhalm and Matt Ludwig. Also present were County Administrator David Minke and County Attorney Reese Frederickson.

The meeting was live streamed on YouTube.

The Pledge of Allegiance was said.

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

County Administrator Minke requested the following additions to the consent agenda:

Additions

1. Consent Agenda Item 0: Exempt Permit

Consider approval of the Application for Exempt Permit for Ducks Unlimited White Bear Lake Chapter 032 to conduct lawful gambling on September 9, 2023 at Wings North, 19379 Homestead Road, Pine City (Pokegama Township) and authorize County Auditor-Treasurer to sign application.

2. Regular Agenda Item 0:

Introduction of Extension Administrative Assistant Joanna Gechas.

3. Regular Agenda Item 2.1: Joint Powers Agreement 178605 – Amendment 3

Consider approval of Joint Powers Agreement 178605 – Amendment 3 between the Minnesota Department of Corrections for Work Release Services and Pine County Jail.

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

**Motion** by Commissioner Ludwig to approve the June 13, 2023 Minutes of the Special Meeting-Committee of the Whole Minutes (Strategic Planning) and the June 20, 2023 regular county board meeting and Summary for publication. Second by Commissioner Waldhalm. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Surveyor's Report – June 2023

Pine County Zoning Board Minutes – May 25, 2023

**Motion** by Commissioner Lovgren to acknowledge the Minutes of Boards, Committees and Correspondence. Seconded by Commissioner Mohr. Motion carried 5-0.

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

## **CONSENT AGENDA**

### **0. Exempt Permit**

Approve the Application for Exempt Permit for Ducks Unlimited White Bear Lake Chapter 032 to conduct lawful gambling on September 9, 2023 at Wings North, 19379 Homestead Road, Pine City (Pokegama Township) and authorize County Auditor-Treasurer to sign application.

### **1. Donations**

Accept the following donations:

- A. Two (2) buses, value of \$3,000 each, from 4.0 School Service, to be used at the Benjamin Neel Gun Range for training.
- B. \$500 from the Finlayson Giese Lions designated toward offsetting expenses associated with hosting the 2023 Pine County Operation Community Connect.
- C. \$23,000 from the Grand Casino-Hinckley for third quarter 2023, designated to help offset the expenses in the Sheriff's Office.

### **2. Personnel / Promotion**

- A. Approve the promotion of Highway Mechanic Tom Lindstrom to Maintenance Supervisor, effective July 6, 2023, \$32.35/hour, Grade 11, Step 3.

### **3. New Hire**

Approve the hiring of:

- A. Brandon Janssen, Highway Mechanic, effective July 6, 2023, Grade 7, Step 1, \$22.16/hour.
- B. Troy Parker, part-time Corrections Officer, effective July 6, 2023, Grade 7, Step 3, \$26.00/hour.

### **4. Training**

Approve the following training:

- A. Child Support Officers Yvette Weis and Marcy Moran, and Child Support Office Support Specialist Donna Olsen to attend the MN Family Support and Recovery Council Conference, October 1-4, 2023 in Welch, Minnesota. Registration: \$295/person: \$885 total; Lodging: \$437 total; Mileage: county car will be used. Total cost: \$1,322.
- B. IT Manager Ryan Findell to attend the 2023 Minnesota County IT Leaders Association Annual Conference, September 20-22, 2023, Mankato, Minnesota. Registration included with membership fee; Lodging: \$331; Mileage: approx. \$168. Total approx. \$499.
- C. Any commissioner interested to attend AMC County Government 201 Training for Commissioners, August 3, 2023, 9:00 a.m., Park Event Center, 500 Division St., Waite Park, Minnesota. Registration fee: \$175 per person.
- D. Auditor-Treasurer Kelly Schroeder to attend the Advanced Residential Assessing Course, October 25-26, 2023, St. Cloud, Minnesota. Registration: \$225. No mileage will be paid and lunch is included in the registration fee.
- E. Fiscal Supervisor Michelle Kelash, Accounting Case Aide Angie Boelman, Account Technician Judy Billman to attend the Minnesota County Health & Human Services Accountants Conference, August 28-30, 2023 at Breezy Point, Minnesota. Registration: \$100/each, lodging and meals \$610/each, and mileage is \$142.79. Total cost: \$2,273.

## **REGULAR AGENDA**

### **0. Introduction of Extension Administrative Assistant**

County Administrator David Minke introduced recently hired Extension Administrative Assistant Joanna Gechas to the county board.

### **1. Midwest Medical Examiner's Office Annual Report**

Midwest Medical Examiner Dr. A. Quinn Piper presented the 2022 Medical Examiner's Annual Report.

### **2. Probation Comprehensive Plan Presentation**

Probation Director Terry Fawcett presented the 2023 Comprehensive Plan. Correction fees and funding were discussed.

### **2.1 Joint Powers Agreement 178605 – Amendment 3 – Work Release**

Jail Administrator Rod Williamson requested approval of an amendment to the Joint Powers Agreement with the Minnesota Department of Corrections for Work Release Services, which includes extending services for an additional year, ending June 30, 2024, and increasing the total obligation of the state to a maximum of \$320,000.

**Motion** by Commissioner Ludwig to approve Amendment 3 to the Joint Powers Agreement with the Minnesota Department of Corrections for Work Release Services. Authorize Board Chair and County Administrator to sign. Second by Commissioner Lovgren. Motion carried 5-0.

### **3. 2024 Budget Meetings**

**Motion** by Commissioner Lovgren to schedule 2024 budget meetings as follows:

Budget meeting #1 – August 15, 2023, North Pine Government Center, Sandstone (part of regular board meeting)

Budget meeting #2 – August 22, 2023, 9:00 a.m., Board Room, Courthouse, Pine City

Budget meeting #3 - August 29, 2023, 9:00 a.m., Board Room, Courthouse, Pine City

Second by Commissioner Mohr. Motion carried 5-0. Future budget meetings will be scheduled as necessary.

### **4. Commissioner Updates**

Mille Lacs Band of Ojibwe meeting: Commissioner Lovgren stated discussion took place regarding tribes being able to grow their own marijuana, the need for quality, educated witnesses for ICWA, and funding for a business park in Hinckley.

State Community Health Advisory Committee: Commissioner Lovgren stated the meeting was in St. Paul, and that Community Health Supervisor Sam Lo is on a committee determine how funding is going to be distributed. Lovgren stated all schools must have Naloxone available, and discussion of dedicated tobacco prevention funds.

Snake River Watershed Management Board & 1W1P: Commissioner Lovgren stated Kanabec County hired attorney John Kolb to talk to the SRWM board as some board members are unsure what the role of the SRWMB is once the 1W1P JPA is implemented. A decision will take place at the July meeting.

East Central Regional Development Commission Annual Meeting: Commissioner Waldhalm stated raises for ECRDC employees was discussed, and elections took place.

Cancelled: NLX

Housing Redevelopment Authority/Economic Development Authority (HRA/EDA):

Commissioner Waldhalm stated a citizen complaint was discussed against the management company. Maintenance and security issues were discussed. Also discussed was how the HRA/EDA could help local governments to clean up a couple of parcels of tax forfeited properties to get them on the market for sale. Property and liability insurance for buildings was increased 17%.

Central Regional EMS: Commissioner Ludwig stated Central Regional EMS received \$164,000 funding for the biennium. An update was given that law enforcement will be required to carry two doses of Naloxone. The new medical director gave a report on drug use, etc. Cost of EMS training was discussed and funding--is there a better way to train first responders and get better services.

Other

1. Commissioner Lovgren gave an update on NACo Technology and Telecommunications Committee that scamming is occurring through text messages and consumers being caught up in enrollment in programs they weren't aware of.
2. Commissioner Lovgren attended the annual opioid meeting with municipalities hosted by Public Health. Good discussion on how to bring this information to the schools.
3. Commissioner Lovgren attended a training by Central Minnesota Jobs & Training Workforce at the 49ers Training Center. Representatives Dotseth and Nelson were present.
4. Commissioner Lovgren dropped in at the Family Resource Center in Hinckley. Good feedback was received from families in attendance.
5. Chair Hallan attended Pine Technical & Community College Summer Academy. Great program.
6. Commissioner Ludwig received a couple of complaints on ambulance availability in the county.

5. **Other**  
None.

6. **Upcoming Meetings**  
Upcoming meetings were reviewed.

7. **Adjourn**  
With no further business, Chair Hallan adjourned the meeting at 11:26 a.m. The next regular meeting of the county board is scheduled for Tuesday, July 18, 2023 at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

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Stephen M. Hallan, Chair  
Pine County Board of Commissions

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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  
Wednesday, July 5, 2023 - 10:00 a.m.  
Pine County Courthouse  
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, JJ Waldhalm and Matt Ludwig. Also present were County Administrator David Minke and County Attorney Reese Frederickson.

The meeting was live streamed on YouTube.

The Pledge of Allegiance was said.

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

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

**Motion** by Commissioner Ludwig to approve the June 13, 2023 Minutes of the Special Meeting-Committee of the Whole Minutes (Strategic Planning) and the June 20, 2023 regular county board meeting and Summary for publication. Second by Commissioner Waldhalm. Motion carried 5-0.

**Motion** by Commissioner Lovgren to acknowledge the Minutes of Boards, Committees and Correspondence. Seconded by Commissioner Mohr. Motion carried 5-0.

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

Approve the Application for Exempt Permit for Ducks Unlimited White Bear Lake Chapter 032 to conduct lawful gambling on September 9, 2023 at Wings North, 19379 Homestead Road, Pine City.

Accept the following donations:

- A. Two (2) buses, value of \$3,000 each, from 4.0 School Service, to be used at the Benjamin Neel Gun Range for training.
- B. \$500 from the Finlayson Giese Lions designated toward offsetting expenses associated with hosting the 2023 Pine County Operation Community Connect.
- C. \$23,000 from the Grand Casino-Hinckley for third quarter 2023, designated to help offset the expenses in the Sheriff's Office.

Approve the promotion of Highway Mechanic Tom Lindstrom to Maintenance Supervisor, effective July 6, 2023, \$32.35/hour, Grade 11, Step 3.

Approve the hiring of:

- A. Brandon Janssen, Highway Mechanic, effective July 6, 2023, Grade 7, Step 1, \$22.16/hour.
- B. Troy Parker, part-time Corrections Officer, effective July 6, 2023, Grade 7, Step 3, \$26.00/hour.

Approve the following training:

- A. Child Support Officers Yvette Weis and Marcy Moran, and Child Support Office Support Specialist Donna Olsen to attend the MN Family Support and Recovery Council Conference. Total cost: \$1,322.
- B. IT Manager Ryan Findell to attend the 2023 Minnesota County IT Leaders Association Annual Conference. Total cost: approx. \$499.
- C. Any commissioner interested to attend AMC County Government 201 Training for Commissioners. Registration fee: \$175 per person.
- D. Auditor-Treasurer Kelly Schroeder to attend the Advanced Residential Assessing Course. Total cost: \$225.
- E. Fiscal Supervisor Michelle Kelash, Accounting Case Aide Angie Boelman, Account Technician Judy Billman to attend the Minnesota County Health & Human Services Accountants Conference. Total cost: \$2,273.

**Motion** by Commissioner Ludwig to approve Amendment 3 to the Joint Powers Agreement with the Minnesota Department of Corrections for Work Release Services. Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Lovgren to schedule 2024 budget meetings as follows:

Budget meeting #1 – August 15, 2023, North Pine Government Center, Sandstone (part of regular board meeting)

Budget meeting #2 – August 22, 2023, 9:00 a.m., Board Room, Courthouse, Pine City

Budget meeting #3 - August 29, 2023, 9:00 a.m., Board Room, Courthouse, Pine City

Second by Commissioner Mohr. Motion carried 5-0.

With no further business, Chair Hallan adjourned the meeting at 11:26 a.m. The next regular meeting of the county board is scheduled for Tuesday, July 18, 2023 at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

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Stephen M. Hallan, Chair  
Pine County 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.**



Lessard-Sams Outdoor Heritage Council  
The State of Minnesota

State Office Building, Room G55    100 Dr. Rev. Martin Luther King Jr. Blvd.    Saint Paul, Minnesota 55155

Dear Counties of Minnesota,

Each spring, the Lessard-Sams Outdoor Heritage Council (LSOHC) solicits habitat conservation project proposals to be considered for funding recommendation to the MN Legislature. This letter is to alert you to proposals that could have projects within your county if they are successful in receiving LSOHC recommendation for funding and ultimate legislative approval by the legislature during the upcoming 2024 session.

In accordance with [MN Statute 97A.056, Subd. 3\(j\)](#), this letter and the attached spreadsheet document are to comply with statutory direction that the LSOHC *"provide counties with a list of project proposals that include potential fee title land acquisitions in the county that is based on that year's funding requests received by the council from nongovernmental organizations."*

The attached spreadsheet document lists project proposals with potential fee-title activity within each county. The spreadsheet also provides the following link, [https://www.lsohc.mn.gov/FY2025/Requests/index\\_list.html](https://www.lsohc.mn.gov/FY2025/Requests/index_list.html), that will bring you to a page on the [LSOHC website](#) where the respective detailed project proposals are listed and hyperlinked. From there you can access the individual project proposal accomplishment plans containing individual project information.

In our effort to provide each county board with additional information beyond fee title acquisition activities, the spreadsheet document also lists project proposals with potential easement acquisition activities as well as restoration and enhancement activities within each county.

With this information in mind, it is important to remember that these project proposals have not yet received a recommendation for funding by the LSOHC, nor recommendation to the Legislature. They are simply "proposals" currently, and this is the beginning of the process through which they are requesting funding. Consequently, I urge you to consider reaching out to the program managers of project proposals that propose activity in your county. The program managers will be able to provide you with detailed information including why, where, and how they hope to accomplish habitat work. Hopefully, increasing communication between county boards and nongovernmental organizations who propose working in your county will provide greater knowledge, transparency, and overall collaboration.

Additionally, the LSOHC invites your County Board's feedback regarding the program proposals seeking Outdoor Heritage Fund (OHF) funding for work in your county. The LSOHC will conduct proposal hearings on August 28-30, 2023. To be of greatest impact we suggest any feedback be submitted prior to the hearings. It is our hope that this opportunity will increase communication and lead to stronger and more widely supported project proposals in the future.

Ultimately, the Council's statutory charge is to provide recommendations to the Legislature for the use of OHF monies to protect, restore, and enhance Minnesota's wildlife habitat resources to the benefit of future generations. With that responsibility in mind, the Council continuously strives to increase communication and promote inclusion of diverse partnerships. Your involvement and feedback can help the Council come to the best decisions.

For further information, please feel free to contact LSOHC staff. Their contact information is available on the LSOHC website: <https://www.lsohc.mn.gov/staff.html>.

Lastly, if your county agencies are interested in the potential of seeking OHF funding for a future project proposal, LSOHC members and staff are always available to discuss your ideas, offer suggestions, and offer our guidance. Annual funding recommendations exceed \$140 million. The opportunity for funding habitat related projects for your county is here. Contact us so we can discuss the potential for your county.

Sincerely,



Mark Wm. Johnson

Executive Director

Lessard-Sams Outdoor Heritage Council



## Lessard-Sams Outdoor Heritage Council ML2024/FY2025 Proposals Received - Project List

Full listing of proposals can be found at: [https://www.isohc.mn.gov/FY2025/Requests/index\\_list.html](https://www.isohc.mn.gov/FY2025/Requests/index_list.html)

County	Activity	Project Name	Proposal Link
Aitkin	Enhance	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohc.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohc.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohc.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohc.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Protect in Fee with PILT	Fisheries Habitat Protection on Strategic North Central Minnesota Lakes - Phase X	<a href="https://www.isohc.mn.gov/FY2025/Requests/HA08.pdf">https://www.isohc.mn.gov/FY2025/Requests/HA08.pdf</a>
		Fisheries Habitat Protection on Strategic North Central Minnesota Lakes - Phase X	<a href="https://www.isohc.mn.gov/FY2025/Requests/HA08.pdf">https://www.isohc.mn.gov/FY2025/Requests/HA08.pdf</a>
	Protect in Easement	Phase X	<a href="https://www.isohc.mn.gov/FY2025/Requests/HA08.pdf">https://www.isohc.mn.gov/FY2025/Requests/HA08.pdf</a>
	Protect in Fee with PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohc.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohc.mn.gov/FY2025/Requests/FA01.pdf</a>
	Protect in Fee w/o PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohc.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohc.mn.gov/FY2025/Requests/FA01.pdf</a>
	Protect in Fee with PILT	Mississippi Headwaters Habitat Corridor Project Phase 8	<a href="https://www.isohc.mn.gov/FY2025/Requests/HA07.pdf">https://www.isohc.mn.gov/FY2025/Requests/HA07.pdf</a>
	Enhance	Young Forest Conservation Phase IV	<a href="https://www.isohc.mn.gov/FY2025/Requests/FRE02.pdf">https://www.isohc.mn.gov/FY2025/Requests/FRE02.pdf</a>
Anoka	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohc.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohc.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohc.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohc.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Enhance	Metro Big Rivers Phase 14	<a href="https://www.isohc.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohc.mn.gov/FY2025/Requests/HA17.pdf</a>
	Protect in Fee with PILT	Metro Big Rivers Phase 14	<a href="https://www.isohc.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohc.mn.gov/FY2025/Requests/HA17.pdf</a>
Becker	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVI	<a href="https://www.isohc.mn.gov/FY2025/Requests/WA04.pdf">https://www.isohc.mn.gov/FY2025/Requests/WA04.pdf</a>
	Enhance	DNR Aquatic Habitat Restoration and Enhancement - Phase 7	<a href="https://www.isohc.mn.gov/FY2025/Requests/HRE02.pdf">https://www.isohc.mn.gov/FY2025/Requests/HRE02.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohc.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohc.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohc.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohc.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohc.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohc.mn.gov/FY2025/Requests/WRE04.pdf</a>
		Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohc.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohc.mn.gov/FY2025/Requests/FA01.pdf</a>
	Protect in Fee with PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohc.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohc.mn.gov/FY2025/Requests/FA01.pdf</a>
	Protect in Fee w/o PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohc.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohc.mn.gov/FY2025/Requests/FA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohc.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohc.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohc.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohc.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Prairie Chicken Habitat Partnership of the Southern Red River Valley - Phase X	<a href="https://www.isohc.mn.gov/FY2025/Requests/PA03.pdf">https://www.isohc.mn.gov/FY2025/Requests/PA03.pdf</a>
		Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohc.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohc.mn.gov/FY2025/Requests/WA02.pdf</a>
Beltrami	Enhance	Young Forest Conservation Phase IV	<a href="https://www.isohc.mn.gov/FY2025/Requests/FRE02.pdf">https://www.isohc.mn.gov/FY2025/Requests/FRE02.pdf</a>
	Protect in Fee w/o PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohc.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohc.mn.gov/FY2025/Requests/FA01.pdf</a>
	Restore	Restoring connectivity, floodplain, and river habitat in the Upper Clearwater River for trout and creek heel splitter mussels	<a href="https://www.isohc.mn.gov/FY2025/Requests/HRE06.pdf">https://www.isohc.mn.gov/FY2025/Requests/HRE06.pdf</a>
Benton	Enhance	Young Forest Conservation Phase IV	<a href="https://www.isohc.mn.gov/FY2025/Requests/FRE02.pdf">https://www.isohc.mn.gov/FY2025/Requests/FRE02.pdf</a>
	Enhance	Minnesota Statewide Trout Habitat Enhancement	<a href="https://www.isohc.mn.gov/FY2025/Requests/HRE03.pdf">https://www.isohc.mn.gov/FY2025/Requests/HRE03.pdf</a>
	Enhance	Minnesota Statewide Trout Habitat Enhancement	<a href="https://www.isohc.mn.gov/FY2025/Requests/HRE03.pdf">https://www.isohc.mn.gov/FY2025/Requests/HRE03.pdf</a>
Big Stone	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohc.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohc.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Restore	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohc.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohc.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohc.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohc.mn.gov/FY2025/Requests/PRE02.pdf</a>

	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee with PILT	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>
	Enhance	Wetland Habitat Protection and Restoration Program - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf</a>
Blue Earth	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
Brown	Protect in Fee with PILT	Accelerating the Wildlife Management Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Restore	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Carlton	Protect in Fee with PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf</a>
	Enhance	Young Forest Conservation Phase IV	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
Carver	Enhance	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
	Restore	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
	Protect in Fee w/o PILT	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
	Protect in Fee with PILT	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
Cass	Enhance	DNR Aquatic Habitat Restoration and Enhancement - Phase 7	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE02.pdf</a>
	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Protect in Fee with PILT	DNR WMA and SNA Acquisition, Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA14.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA14.pdf</a>
	Protect in Fee with PILT	Fisheries Habitat Protection on Strategic North Central Minnesota Lakes - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA08.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA08.pdf</a>
	Protect in Easement	Fisheries Habitat Protection on Strategic North Central Minnesota Lakes - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA08.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA08.pdf</a>
	Protect in Fee with PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf</a>
	Protect in Fee w/o PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf</a>
	Enhance	Minnesota Statewide Trout Habitat Enhancement	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf</a>
	Enhance	Young Forest Conservation Phase IV	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf</a>
Chippewa	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Restore	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Chisago	Enhance	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>

	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Protect in Fee with PILT	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
	Protect in Fee with PILT	St. Croix Watershed Habitat Protection and Restoration Phase 5	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA01.pdf</a>
Clay	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Restore	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee with PILT	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>
Clearwater	Enhance	Minnesota Statewide Trout Habitat Enhancement	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf</a>
	Enhance	Young Forest Conservation Phase IV	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf</a>
Cook	Restore	Little Devil Track River Restoration	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE11.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE11.pdf</a>
	Enhance	Young Forest Conservation Phase IV	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf</a>
Cottonwood	Restore	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Restore	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Restore	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee with PILT	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>
Crow Wing	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Protect in Easement	Fisheries Habitat Protection on Strategic North Central Minnesota Lakes - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA08.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA08.pdf</a>
		Fisheries Habitat Protection on Strategic North Central Minnesota Lakes - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA08.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA08.pdf</a>
	Protect in Fee with PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf</a>
	Protect in Fee w/o PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf</a>
	Protect in Fee w/o PILT	Mississippi Headwaters Habitat Corridor Project Phase 8	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA07.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA07.pdf</a>
	Protect in Fee with PILT	Mississippi Headwaters Habitat Corridor Project Phase 8	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA07.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA07.pdf</a>
Dakota	Enhance	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
Dodge	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Protect in Fee with PILT	Southeast Minnesota Protection and Restoration Phase 12	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf</a>
Douglas	Restore	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>

	Restore	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Restore	Wetland Habitat Protection and Restoration Program - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf</a>
	Enhance	Wetland Habitat Protection and Restoration Program - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf</a>
Faribault	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Protect in Fee with PILT	DNR WMA and SNA Acquisition, Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA14.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA14.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
Fillmore	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Restore	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Enhance	Minnesota Statewide Trout Habitat Enhancement	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf</a>
	Enhance	Resilient Habitat for Heritage Brook Trout - Phase 2	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA11.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA11.pdf</a>
	Enhance	Southeast Minnesota Protection and Restoration Phase 12	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf</a>
	Protect in Fee with PILT	Southeast Minnesota Protection and Restoration Phase 12	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf</a>
Freeborn	Restore	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Restore	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>
	Protect in Fee with PILT	Shell Rock River Watershed Habitat Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA04.pdf</a>
	Restore	Shell Rock River Watershed Habitat Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA04.pdf</a>
	Enhance	Shell Rock River Watershed Habitat Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA04.pdf</a>
	Protect in Fee with PILT	Shell Rock River Watershed Habitat Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA04.pdf</a>
Goodhue		Cannon River Watershed Habitat Protection and Restoration Program - Phase 13	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf</a>
	Protect in Fee with PILT	Cannon River Watershed Habitat Protection and Restoration Program - Phase 13	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf</a>
	Restore	Cannon River Watershed Habitat Protection and Restoration Program - Phase 13	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf</a>
	Enhance	Cannon River Watershed Habitat Protection and Restoration Program - Phase 13	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf</a>
	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Restore	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Floodplain and Upland Forest Enhancement - Mississippi River, Phase 5	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE03.pdf</a>
	Enhance	Minnesota Statewide Trout Habitat Enhancement	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf</a>
Grant	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>

	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Enhance	Wetland Habitat Protection and Restoration Program - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf</a>
Hennepin	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Restore	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
	Enhance	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
	Restore	Owámniyomni Native Landscape & River Restoration (St. Anthony Falls)	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE09.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE09.pdf</a>
Houston	Enhance	Floodplain and Upland Forest Enhancement - Mississippi River, Phase 5	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE03.pdf</a>
	Enhance	Minnesota Statewide Trout Habitat Enhancement	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf</a>
	Enhance	Resilient Habitat for Heritage Brook Trout - Phase 2	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA11.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA11.pdf</a>
	Protect in Fee with PILT	Southeast Minnesota Protection and Restoration Phase 12	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf</a>
	Enhance	Southeast Minnesota Protection and Restoration Phase 12	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf</a>
	Restore	Southeast Minnesota Protection and Restoration Phase 12	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf</a>
	Protect in Easement	Trout Stream Restoration in the Root River Watershed	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA06.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA06.pdf</a>
Hubbard	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Protect in Fee with PILT	DNR WMA and SNA Acquisition, Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA14.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA14.pdf</a>
	Protect in Fee with PILT	Fisheries Habitat Protection on Strategic North Central Minnesota Lakes - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA08.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA08.pdf</a>
	Protect in Easement	Fisheries Habitat Protection on Strategic North Central Minnesota Lakes - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA08.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA08.pdf</a>
	Protect in Fee with PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf</a>
	Protect in Fee w/o PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf</a>
	Protect in Fee with PILT	Mississippi Headwaters Habitat Corridor Project Phase 8	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA07.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA07.pdf</a>
	Protect in Easement	Protecting Minnesota's Lakes of Outstanding Biological Significance - Phase 3	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA03.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA03.pdf</a>
Isanti	Protect in Fee w/o PILT	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
Itasca	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Protect in Fee with PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf</a>
	Protect in Fee with PILT	Mississippi Headwaters Habitat Corridor Project Phase 8	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA07.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA07.pdf</a>
	Enhance	Young Forest Conservation Phase IV	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf</a>
Jackson	Restore	Accelerating Habitat Conservation in Southwest Minnesota - Phase 3	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA15.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA15.pdf</a>
	Protect in Fee with PILT	Accelerating the Wildlife Management Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>

	Protect in Fee with PILT	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>
Kanabec	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
Kandiyohi	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf</a>
	Protect in Fee with PILT	Accelerating the Wildlife Management Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf</a>
	Enhance	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Restore	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Restore	Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Restore	Shakopee Creek: Headwaters Restored, Species and Land Protected	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA09.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA09.pdf</a>
	Protect in Fee with PILT	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>
	Enhance	Wetland Habitat Protection and Restoration Program - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf</a>
Kittson	Enhance	DNR Aquatic Habitat Restoration and Enhancement - Phase 7	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE02.pdf</a>
	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Koochiching	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Protect in Fee with PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf</a>
	Protect in Fee w/o PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf</a>
Lac qui Parle	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	
	Enhance	Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Lake	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	Knife River Habitat Rehabilitation-PH VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE04.pdf</a>
	Enhance	Minnesota Statewide Trout Habitat Enhancement	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf</a>
Lake of the Woods	Enhance	Young Forest Conservation Phase IV	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf</a>
		Cannon River Watershed Habitat Protection and Restoration Program - Phase 13	
Le Sueur	Protect in Fee with PILT	Phase 13	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf</a>
		Cannon River Watershed Habitat Protection and Restoration Program - Phase 13	
	Enhance	Phase 13	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf</a>
	Enhance	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>

	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
Lincoln	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Restore	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Lyon	Protect in Fee with PILT	Accelerating the Wildlife Management Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf</a>
	Enhance	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee with PILT	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>
Mahnomon	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf</a>
	Protect in Fee with PILT	Accelerating the Wildlife Management Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf</a>
	Restore	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Restore	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
		Prairie Chicken Habitat Partnership of the Southern Red River Valley - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA03.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA03.pdf</a>
	Protect in Fee w/o PILT	X	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA03.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA03.pdf</a>
		Prairie Chicken Habitat Partnership of the Southern Red River Valley - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA03.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA03.pdf</a>
	Protect in Fee with PILT	X	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA03.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA03.pdf</a>
Marshall	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Enhance	Nelson Slough - East Park WMA	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE02.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>

	Protect in Easement	Red River Basin Riparian Habitat Program - Phase I	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA10.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA10.pdf</a>
Martin	Enhance	Accelerating Habitat Conservation in Southwest Minnesota - Phase 3	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA15.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA15.pdf</a>
	Enhance	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Restore	Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee with PILT	Martin County WMA Acquisition Phase 8	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA04.pdf</a>
McLeod	Protect in Fee with PILT	Accelerating the Wildlife Management Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf</a>
	Protect in Fee with PILT	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>
Meeker	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf</a>
	Protect in Fee with PILT	Accelerating the Wildlife Management Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf</a>
	Other	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Restore	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Restore	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Restore	Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
Mille Lacs	Enhance	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	
Morrison	Enhance	Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
Mower	Protect in Fee with PILT	Accelerating the Wildlife Management Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
Murray	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	
	Restore	Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	
	Enhance	Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Nicollet	Protect in Fee with PILT	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>
	Enhance	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>



Nobles	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee with PILT	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>
	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf</a>
	Protect in Fee with PILT	Accelerating the Wildlife Management Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
Norman	Restore		<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
Olmsted	Protect in Easement	Lower Wild Rice River Corridor Habitat Restoration - Phase IV	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA13.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA13.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Red River Basin Riparian Habitat Program - Phase I	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA10.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA10.pdf</a>
	Restore	DNR Aquatic Habitat Restoration and Enhancement - Phase 7	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE02.pdf</a>
Otter Tail	Restore	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Restore	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Minnesota Statewide Trout Habitat Enhancement	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf</a>
Pennington	Restore	Silver Lake Dam Fish Passage Modification	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE10.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE10.pdf</a>
	Restore	Southeast Minnesota Protection and Restoration Phase 12	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA12.pdf</a>
	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
Pine	Restore	Lake Alice - Fergus Falls	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE05.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE05.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Restore		<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Pine	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
		Prairie Chicken Habitat Partnership of the Southern Red River Valley - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA03.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA03.pdf</a>
	Protect in Fee w/o PILT	X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf</a>
	Enhance	Wetland Habitat Protection and Restoration Program - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf</a>
	Restore	Wetland Habitat Protection and Restoration Program - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf</a>
Pine	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Pine	Protect in Fee with PILT	St. Croix Watershed Habitat Protection and Restoration Phase 5	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA01.pdf</a>
	Protect in Fee w/o PILT	St. Croix Watershed Habitat Protection and Restoration Phase 5	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA01.pdf</a>

	Enhance	Young Forest Conservation Phase IV	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf</a>
Pipestone	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Polk	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Protect in Fee with PILT	DNR WMA and SNA Acquisition, Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA14.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA14.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Pope	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Enhance	Wetland Habitat Protection and Restoration Program - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf</a>
	Enhance	Wetland Habitat Protection and Restoration Program - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf</a>
Ramsey	Restore	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
	Enhance	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
Red Lake	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Protect in Fee with PILT	DNR WMA and SNA Acquisition, Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA14.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA14.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Redwood	Restore	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Protect in Fee with PILT	DNR WMA and SNA Acquisition, Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA14.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA14.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee with PILT	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>
Renville	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Rice	Protect in Fee with PILT	Cannon River Watershed Habitat Protection and Restoration Program - Phase 13	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf</a>
	Enhance	Cannon River Watershed Habitat Protection and Restoration Program - Phase 13	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf</a>
	Enhance	Cannon River Watershed Habitat Protection and Restoration Program - Phase 13	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf</a>

Rock	Enhance	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Other	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Protect in Fee with PILT	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>
	Restore	Accelerating Habitat Conservation in Southwest Minnesota - Phase 3	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA15.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA15.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
Roseau	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Restore	DNR Aquatic Habitat Restoration and Enhancement - Phase 7	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE02.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Scott	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Enhance	Roseau Lake Rehabilitation: Phase II	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE07.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE07.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
Sherburne	Enhance	Anoka Sand Plain Habitat Conservation - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE01.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Enhance	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
Sibley	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf</a>
	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
	Protect in Fee with PILT	Metro Big Rivers Phase 14	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA17.pdf</a>
	Protect in Fee with PILT	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>
St. Louis	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	Knife River Habitat Rehabilitation-PH VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE04.pdf</a>
	Protect in Fee w/o PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FA01.pdf</a>
	Enhance	Minnesota Statewide Trout Habitat Enhancement	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE03.pdf</a>
		Protecting Minnesota's Lakes of Outstanding Biological Significance - Phase 3	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA03.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA03.pdf</a>
	Protect in Easement		
	Enhance	St. Louis River Restoration Initiative – Phase 11	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE05.pdf</a>
	Restore	St. Louis River Restoration Initiative – Phase 11	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE05.pdf</a>
	Enhance	Young Forest Conservation Phase IV	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE02.pdf</a>
Stearns	Enhance	Anoka Sand Plain Habitat Conservation - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE01.pdf</a>
	Enhance	Highbanks Ravine Bat Hibernaculum	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE08.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE08.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Restore	Sauk River Watershed Habitat Protection & Restoration, Phase 5	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA16.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA16.pdf</a>

	Enhance	Sauk River Watershed Habitat Protection & Restoration, Phase 5	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA16.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA16.pdf</a>
	Protect in Fee with PILT	Sauk River Watershed Habitat Protection & Restoration, Phase 5	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA16.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA16.pdf</a>
	Protect in Fee w/o PILT	Sauk River Watershed Habitat Protection & Restoration, Phase 5	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA16.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA16.pdf</a>
Steele		Cannon River Watershed Habitat Protection and Restoration Program - Phase 13	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf</a>
	Protect in Fee with PILT	Cannon River Watershed Habitat Protection and Restoration Program - Phase 13	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf</a>
	Protect in Fee w/o PILT	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA05.pdf</a>
	Restore	Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
Stevens	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Restore	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Enhance	Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Swift	Enhance	Wetland Habitat Protection and Restoration Program - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf</a>
	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVI	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA04.pdf</a>
	Enhance	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Restore	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Enhance	Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Todd	Enhance	Wetland Habitat Protection and Restoration Program - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf</a>
	Enhance	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Enhance	Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Restore	Sauk River Watershed Habitat Protection & Restoration, Phase 5	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA16.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA16.pdf</a>
Traverse	Enhance	Wetland Habitat Protection and Restoration Program - Phase 9	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE03.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Enhance	Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
Wabasha	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/FRE01.pdf</a>

	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.lsohc.mn.gov/FY2025/Requests/PRE01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Floodplain and Upland Forest Enhancement - Mississippi River, Phase 5	<a href="https://www.lsohc.mn.gov/FY2025/Requests/FRE03.pdf">https://www.lsohc.mn.gov/FY2025/Requests/FRE03.pdf</a>
	Enhance	Resilient Habitat for Heritage Brook Trout - Phase 2	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA11.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA11.pdf</a>
	Protect in Fee with PILT	Southeast Minnesota Protection and Restoration Phase 12	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA12.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA12.pdf</a>
	Enhance	Southeast Minnesota Protection and Restoration Phase 12	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA12.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA12.pdf</a>
	Restore	Southeast Minnesota Protection and Restoration Phase 12	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA12.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA12.pdf</a>
Wadena	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.lsohc.mn.gov/FY2025/Requests/FRE01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Protect in Fee with PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.lsohc.mn.gov/FY2025/Requests/FA01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/FA01.pdf</a>
	Protect in Fee w/o PILT	Minnesota Heritage Forest - Transition to Public Ownership Program	<a href="https://www.lsohc.mn.gov/FY2025/Requests/FA01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/FA01.pdf</a>
Waseca	Enhance	Cannon River Watershed Habitat Protection and Restoration Program - Phase 13	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA05.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA05.pdf</a>
		Cannon River Watershed Habitat Protection and Restoration Program - Phase 13	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA05.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA05.pdf</a>
	Protect in Fee with PILT	Phase 13	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA05.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA05.pdf</a>
	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.lsohc.mn.gov/FY2025/Requests/FRE01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/FRE01.pdf</a>
Washington	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.lsohc.mn.gov/FY2025/Requests/PRE01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Other	DNR Core Functions in Partner-led OHF Land Acquisitions	<a href="https://www.lsohc.mn.gov/FY2025/Requests/Q3.pdf">https://www.lsohc.mn.gov/FY2025/Requests/Q3.pdf</a>
	Restore	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.lsohc.mn.gov/FY2025/Requests/FRE01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.lsohc.mn.gov/FY2025/Requests/PRE01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.lsohc.mn.gov/FY2025/Requests/PRE02.pdf">https://www.lsohc.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.lsohc.mn.gov/FY2025/Requests/WRE04.pdf">https://www.lsohc.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Enhance	Metro Big Rivers Phase 14	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA17.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA17.pdf</a>
	Restore	Metro Big Rivers Phase 14	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA17.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA17.pdf</a>
	Protect in Fee with PILT	Metro Big Rivers Phase 14	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA17.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA17.pdf</a>
			<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA17.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA17.pdf</a>
Watonwan	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.lsohc.mn.gov/FY2025/Requests/PRE02.pdf">https://www.lsohc.mn.gov/FY2025/Requests/PRE02.pdf</a>
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative - Phase X	<a href="https://www.lsohc.mn.gov/FY2025/Requests/WRE04.pdf">https://www.lsohc.mn.gov/FY2025/Requests/WRE04.pdf</a>
Wilkin	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVI	<a href="https://www.lsohc.mn.gov/FY2025/Requests/WA04.pdf">https://www.lsohc.mn.gov/FY2025/Requests/WA04.pdf</a>
	Restore	DNR Aquatic Habitat Restoration and Enhancement - Phase 7	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HRE02.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HRE02.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.lsohc.mn.gov/FY2025/Requests/PRE01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.lsohc.mn.gov/FY2025/Requests/PA01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.lsohc.mn.gov/FY2025/Requests/PA01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Red River Basin Riparian Habitat Program - Phase I	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA10.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA10.pdf</a>
Winona	Restore	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.lsohc.mn.gov/FY2025/Requests/FRE01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	DNR Forest Enhancement and Restoration-Phase 4	<a href="https://www.lsohc.mn.gov/FY2025/Requests/FRE01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/FRE01.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.lsohc.mn.gov/FY2025/Requests/PRE01.pdf">https://www.lsohc.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Floodplain and Upland Forest Enhancement - Mississippi River, Phase 5	<a href="https://www.lsohc.mn.gov/FY2025/Requests/FRE03.pdf">https://www.lsohc.mn.gov/FY2025/Requests/FRE03.pdf</a>
	Enhance	Minnesota Statewide Trout Habitat Enhancement	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HRE03.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HRE03.pdf</a>
	Enhance	Resilient Habitat for Heritage Brook Trout - Phase 2	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA11.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA11.pdf</a>
	Enhance	Southeast Minnesota Protection and Restoration Phase 12	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA12.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA12.pdf</a>
	Protect in Fee with PILT	Southeast Minnesota Protection and Restoration Phase 12	<a href="https://www.lsohc.mn.gov/FY2025/Requests/HA12.pdf">https://www.lsohc.mn.gov/FY2025/Requests/HA12.pdf</a>

	Protect in Easement	Trout Stream Restoration in the Root River Watershed	<a href="https://www.isohe.mn.gov/FY2025/Requests/HA06.pdf">https://www.isohe.mn.gov/FY2025/Requests/HA06.pdf</a>
Wright	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
Yellow Medicine	Enhance	DNR Accelerated Shallow Lakes and Wetland Enhancements - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE01.pdf</a>
	Restore	DNR Aquatic Habitat Restoration and Enhancement - Phase 7	<a href="https://www.isohe.mn.gov/FY2025/Requests/HRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/HRE02.pdf</a>
	Enhance	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Restore	DNR Grassland Enhancement - Phase 16	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE01.pdf</a>
	Enhance	Enhanced Public Land - Grasslands - Phase VII	<a href="https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf">https://www.isohe.mn.gov/FY2025/Requests/PRE02.pdf</a>
		Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative -	
	Enhance	Phase X	<a href="https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf">https://www.isohe.mn.gov/FY2025/Requests/WRE04.pdf</a>
	Protect in Fee w/o PILT	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Easement	Northern Tallgrass Prairie National Wildlife Refuge, Phase XIV	<a href="https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf">https://www.isohe.mn.gov/FY2025/Requests/PA01.pdf</a>
	Protect in Fee with PILT	Shallow Lake & Wetland Protection & Restoration Program - Phase XIII	<a href="https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf">https://www.isohe.mn.gov/FY2025/Requests/WA02.pdf</a>



## AGENDA REQUEST FORM

Date of Meeting: July 18, 2023

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

Agenda Item: June 2023 Cash Balance

Department: Auditor-Treasurer

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

### Background information on Item:

June 2023 Cash Balance Report

### Action Requested:

None- informational purposes only.

### Financial Impact:

N/A

## TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	YEAR-TO-YEAR COMPARISON		
	June 2022 BALANCE	June 2023 BALANCE	DIFFERENCE
1 - GENERAL	6,643,531.60	6,941,789.98	298,258.38
12 - H&HS	2,767,009.11	3,592,418.74	825,409.63
13 - ROAD & BRIDGE	2,838,552.87	5,790,414.05	2,951,861.18
17 - OPIOID SETTLEMENT	0.00	241,148.30	241,148.30
19 - COVID RELIEF	5,059,362.14	2,646,017.26	(2,413,344.88)
22 - LAND	1,922,071.02	1,962,503.71	40,432.69
60 - SELF INSURANCE	393,748.97	418,023.80	24,274.83
TOTAL (incl non-major funds)	\$22,743,275.65	\$24,907,900.54	\$2,164,624.89

The increase in the H&HS fund is due to grants & reimbursements and prudent spending.

The increase in the Road & Bridge fund is project related.

The decrease in COVID Relief Fund is due to the spending of funds over the last year and no additional funds received.

FUND	MONTH-TO-MONTH COMPARISON		
	May 2023 BALANCE	June 2023 BALANCE	DIFFERENCE
1 - GENERAL	874,297.32	6,941,789.98	6,067,492.66
12 - H&HS	1,979,657.56	3,592,418.74	1,612,761.18
13 - ROAD & BRIDGE	2,957,990.88	5,790,414.05	2,832,423.17
17 - OPIOID SETTLEMENT	241,148.30	241,148.30	0.00
19 - COVID RELIEF	3,093,145.25	2,646,017.26	(447,127.99)
22 - LAND	2,705,720.69	1,962,503.71	(743,216.98)
60 - SELF INSURANCE	276,168.03	418,023.80	141,855.77
TOTAL (incl non-major funds)	\$35,736,790.47	\$24,907,900.54	-\$10,828,889.93

The overall increases in the General, H&HS, and Road & Bridge funds are directly related to the 1st half property tax settlement.

The land fund saw an overall decrease due to the settlement of 2022 revenues to taxing jurisdictions.

The self-insurance fund is seeing a gradual rebound from the high claims of 2022.

The total fund decrease including non-major funds is due to the settlement of property taxes to the taxing jurisdictions of \$10,045,598.05.



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



**TREASURER'S CASH TRIAL BALANCE**

As of 06/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>1</b> General Revenue Fund				
	7,114,548.75			
Receipts		649,748.18	3,093,968.21	
Disbursements		681,834.55-	4,338,480.01-	
Payroll		1,709,436.91-	7,656,115.38-	
Journal Entries		267,643.38	938,928.32	
Settlement		7,541,372.56	7,788,940.09	
<b>Fund Total . . . . .</b>		<b>6,067,492.66</b>	<b>172,758.77-</b>	<b>6,941,789.98</b>
<b>12</b> Health & Human Services	<b>420</b>			
	2,498,667.45			
Receipts		62,337.03	1,007,546.64	
Disbursements		88,765.02-	513,175.65-	
Payroll		279,387.50-	1,290,646.74-	
Journal Entries		711,691.37	845,440.40	
<b>Dept Total . . . . .</b>		<b>405,875.88</b>	<b>49,164.65</b>	<b>2,547,832.10</b>
<b>12</b> Health & Human Services	<b>430</b>			
	601,215.04-			
Receipts		206,450.46	1,619,349.16	
Disbursements		12,950.05-	161,148.86-	
SSIS		193,983.19-	1,091,828.28-	
Payroll		424,840.45-	1,975,765.87-	
Journal Entries		1,638,769.29	1,890,987.88	
<b>Dept Total . . . . .</b>		<b>1,213,446.06</b>	<b>281,594.03</b>	<b>319,621.01-</b>
<b>12</b> Health & Human Services	<b>440</b>			
	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>			
	1,195,301.71			
Receipts		62,029.65	709,562.37	
Disbursements		11,692.84-	121,091.19-	
Payroll		156,666.46-	709,914.18-	
Journal Entries		128,440.96	144,041.95	

**HHS Total:  
\$3,592,418.74**

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



**TREASURER'S CASH TRIAL BALANCE**

As of 06/2023

Page 3

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>Dept Total . . . . .</b>		<b>22,111.31</b>	<b>22,598.95</b>	<b>1,217,900.66</b>
<b>Fund Total . . . . .</b>	<b>3,092,754.12</b>	<b>1,641,433.25</b>	<b>353,357.63</b>	<b>3,446,111.75</b>
 <b>13</b> Road & Bridge Fund				
	1,475,062.66			
Receipts		3,486,644.64	7,685,595.29	
Disbursements		1,960,877.67-	3,601,307.02-	
Payroll		283,995.42-	1,391,187.49-	
Journal Entries		399,193.00	394,586.67	
Settlement		1,191,458.62	1,227,663.94	
<b>Fund Total . . . . .</b>		<b>2,832,423.17</b>	<b>4,315,351.39</b>	<b>5,790,414.05</b>
 <b>14</b> Ditch Maintenance (Sr) Fund				
	32,422.85			
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>32,422.85</b>
 <b>17</b> Opioid Settlement Funds				
	246,251.99			
Receipts		0.00	8,442.21	
Disbursements		1,300.70-	2,865.47-	
Journal Entries		10,260.29-	22,241.42-	
<b>Fund Total . . . . .</b>		<b>11,560.99-</b>	<b>16,664.68-</b>	<b>229,587.31</b>
 <b>19</b> COVID-19 Relief Fund				
	4,124,476.48			
Receipts		0.00	10,729.00	
Disbursements		35,825.30-	414,788.44-	
Payroll		12,982.79-	59,539.09-	
Journal Entries		398,319.90-	1,014,860.69-	
<b>Fund Total . . . . .</b>		<b>447,127.99-</b>	<b>1,478,459.22-</b>	<b>2,646,017.26</b>
 <b>22</b> Land Management Fund				

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**TREASURER'S CASH TRIAL BALANCE**

As of 06/2023



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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	2,802,077.68			
Receipts		26,591.36	138,910.90	
Disbursements		597.88-	44,958.73-	
Payroll		20,077.24-	94,170.71-	
Journal Entries		749,133.22-	839,355.43-	
<b>Fund Total . . . . .</b>		<b>743,216.98-</b>	<b>839,573.97-</b>	<b>1,962,503.71</b>
<b>24</b> SSTS Upgrades	196,769.72			
Receipts		96.00	226,446.00	
Disbursements		50,459.16-	134,501.16-	
Settlement		73,164.49	73,164.49	
<b>Fund Total . . . . .</b>		<b>22,801.33</b>	<b>165,109.33</b>	<b>361,879.05</b>
<b>29</b> Children's Collab (H&Hs) Agency Fund	<b>440</b>	Childrens Collaborative (H&HS)		
	218,863.02			
Receipts		0.00	76,223.00	
Disbursements		41,246.44-	176,323.54-	
Journal Entries		137.77	776.61	
<b>Dept Total . . . . .</b>		<b>41,108.67-</b>	<b>99,323.93-</b>	<b>119,539.09</b>
<b>Fund Total . . . . .</b>	<b>218,863.02</b>	<b>41,108.67-</b>	<b>99,323.93-</b>	<b>119,539.09</b>
<b>31</b> GO Capital Improvement-Capital Projects	50,002.07-			
Receipts		0.00	50,002.07	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>50,002.07</b>	<b>0.00</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	225,396.61			

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**TREASURER'S CASH TRIAL BALANCE**

As of 06/2023



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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		10,000.00	10,000.00	
Disbursements		0.00	18,379.96-	
Settlement		14,570.66	15,040.49	
<b>Fund Total . . . . .</b>		<b>24,570.66</b>	<b>6,660.53</b>	<b>232,057.14</b>
<b>39</b> 2015A G.O. Jail Bonds				
	1,569,069.96			
Disbursements		0.00	964,750.00-	
Settlement		683,040.18	703,788.71	
<b>Fund Total . . . . .</b>		<b>683,040.18</b>	<b>260,961.29-</b>	<b>1,308,108.67</b>
<b>40</b> 2020A G.O. Refunding Courthouse Bonds				
	1,394,661.00			
Disbursements		0.00	879,570.00-	
Journal Entries		19,341.00	19,341.00	
Settlement		583,021.33	600,782.08	
<b>Fund Total . . . . .</b>		<b>602,362.33</b>	<b>259,446.92-</b>	<b>1,135,214.08</b>
<b>41</b> 2017A G.O. CIP Bonds				
	133,749.33			
Disbursements		0.00	282,656.25-	
Settlement		199,621.98	205,541.95	
<b>Fund Total . . . . .</b>		<b>199,621.98</b>	<b>77,114.30-</b>	<b>56,635.03</b>
<b>43</b> Equipment Fund				
	52,103.83			
Settlement		14,580.73	15,063.11	
<b>Fund Total . . . . .</b>		<b>14,580.73</b>	<b>15,063.11</b>	<b>67,166.94</b>
<b>44</b> Election Equipment				
	58,255.02			
Receipts		0.00	815.26	
Disbursements		7,425.00-	9,085.50-	
Journal Entries		6.56	77.08-	

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

**TREASURER'S CASH TRIAL BALANCE**

As of 06/2023



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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Settlement		25,222.45	26,792.27	
<b>Fund Total . . . .</b>		<b>17,804.01</b>	<b>18,444.95</b>	<b>76,699.97</b>
<b>60</b> County Self Insurance				
	271,214.61			
Receipts		335,266.36	2,022,417.23	
Disbursements		194,308.92-	1,880,998.02-	
Journal Entries		898.33	5,389.98	
<b>Fund Total . . . .</b>		<b>141,855.77</b>	<b>146,809.19</b>	<b>418,023.80</b>
<b>76</b> Group Health Ins Fund 5/1/95 (Gen)				
	569,429.51-			
Receipts		95,679.39	647,170.71	
Disbursements		103,686.20-	771,497.67-	
Journal Entries		6,504.10	39,024.60	
<b>Fund Total . . . .</b>		<b>1,502.71-</b>	<b>85,302.36-</b>	<b>654,731.87-</b>
<b>80</b> County Collections Agency Fund				
	23,734.82			
Receipts		9,531.34	573,286.82	
Disbursements		9,019.00-	572,015.79-	
<b>Fund Total . . . .</b>		<b>512.34</b>	<b>1,271.03</b>	<b>25,005.85</b>
<b>82</b> Taxes And Penalties Agency Fund				
	903,772.45			
Receipts		465,879.67	26,165,855.65	
Disbursements		10,045,598.05-	13,833,112.91-	
Journal Entries		1,939,536.22-	2,008,435.38-	
Settlement		10,326,053.00-	10,656,777.13-	
<b>Fund Total . . . .</b>		<b>21,845,307.60-</b>	<b>332,469.77-</b>	<b>571,302.68</b>
<b>84</b> East Central Drug Task Force Agency Fund				
	110,427.93			

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

**TREASURER'S CASH TRIAL BALANCE**

As of 06/2023



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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		0.00	91,099.82	
Disbursements		0.00	90,245.72-	
Journal Entries		0.00	951.80-	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>97.70-</b>	<b>110,330.23</b>
<b>89</b> H & Hs Collections Agency Fund	<b>801</b>	Non-Departmental		
	34,637.17			
Receipts		95,665.01	530,883.59	
Disbursements		7,857.25-	146,006.74-	
Journal Entries		75,371.16-	392,746.12-	
<b>Dept Total . . . . .</b>		<b>12,436.60</b>	<b>7,869.27-</b>	<b>26,767.90</b>
<b>Fund Total . . . . .</b>	<b>34,637.17</b>	<b>12,436.60</b>	<b>7,869.27-</b>	<b>26,767.90</b>
All Funds .....	23,465,873.49			
Receipts		5,505,919.09	44,668,303.93	
Disbursements		13,253,444.03-	28,956,958.63-	
SSIS		193,983.19-	1,091,828.28-	
Payroll		2,887,386.77-	13,177,339.46-	
Journal Entries		4.97	150.51-	
<b>Total .....</b>		<b>10,828,889.93-</b>	<b>1,442,027.05</b>	24,907,900.54



## AGENDA REQUEST FORM

Date of Meeting: July 18, 2023

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

Agenda Item: June 2023 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 June 2023 (\$13,447,427.22) by fund. There were 816 total claims, 110 claims that were over \$2,000 to be approved and are individually detailed on the separate listing, and 706 claims under \$2,000 or not needing approval totaling \$10,601,483.94 (of this total \$10,045,598.05 were property tax settlements to taxing jurisdictions and property tax refunds of overpayments which do not need approval).

### Action Requested:

Consider approving June 2023 disbursements including the individual listing of claims over \$2,000, and 706 claims under \$2,000 or not needing approval totaling of \$10,601,483.94.

### Financial Impact:

N/A

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



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**DISBURSEMENTS JOURNAL REPORT** G/L Months: 06/2023 - 06/2023

**RECAP BY FUND**

FUND	AMOUNT	NAME
1	681,834.55	GENERAL REVENUE FUND
12	307,391.10	HEALTH & HUMAN SERVICES
13	1,960,877.67	ROAD & BRIDGE FUND
17	1,300.70	OPIOID SETTLEMENT FUNDS
19	35,825.30	COVID-19 RELIEF FUND
22	597.88	LAND MANAGEMENT FUND
24	50,459.16	SSTS UPGRADES
29	41,246.44	CHILDREN'S COLLAB (H&HS) AGENCY FUND
44	7,425.00	ELECTION EQUIPMENT
60	194,308.92	COUNTY SELF INSURANCE
76	103,686.20	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	9,019.00	COUNTY COLLECTIONS AGENCY FUND
82	10,045,598.05	TAXES AND PENALTIES AGENCY FUND
89	7,857.25	H & HS COLLECTIONS AGENCY FUND
	13,447,427.22	Total Disbursements

**RECAP BY TYPE**

TYPE	AMOUNT	NAME
1	13,150,443.50	AUD
2	297,136.72	COM
3	153.00 -	MVC
	13,447,427.22	Total Disbursements



<b>Fund</b>	<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
General	6/2/2023	American Solutions For Business	14,678.43
General	6/2/2023	Aml Cleaning Service, Inc	8,000.00
General	6/2/2023	East Central Energy Of Braham	15,643.66
General	6/2/2023	East Central Reg Juvenile Center	8,973.00
General	6/2/2023	Information Systems Corp-ISC	3,205.00
General	6/2/2023	MICROTRACE LLC	3,000.00
General	6/2/2023	SCHNEIDER GEOSPATIAL LLC	3,078.00
General	6/2/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	4,846.05
General	6/2/2023	TRIMIN SYSTEMS INC	23,318.00
General	6/9/2023	ALADTEC INC	3,690.00
General	6/9/2023	AMAZON CAPITAL SERVICES	4,779.59
General	6/9/2023	East Central Solid Waste Comm	5,535.34
General	6/9/2023	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE	5,669.52
General	6/9/2023	EVERGREEN RECYCLING LLC	3,977.99
General	6/9/2023	MICROTRACE LLC	3,000.00
General	6/9/2023	MINNESOTA POWER	3,994.12
General	6/9/2023	NORTHSTAR MEDIA INC	1,678.50
General	6/9/2023	Q-MEDIA PROPERTIES LLC	3,000.00
General	6/9/2023	Ron's Roll-Off Service	2,800.00
General	6/9/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	9,589.37
General	6/9/2023	TYLER TECHNOLOGIES INC	76,982.00
General	6/9/2023	ZIEGLER INC	49,500.00
General	6/16/2023	CLOQUET RIVERSIDE RECYCLING, INC	10,162.50
General	6/16/2023	Government Management Group	5,250.00
General	6/16/2023	MINNESOTA ENERGY RESOURCES CORP	9,875.15
General	6/16/2023	OWENS COMPANIES INC	3,297.00
General	6/16/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	5,888.22
General	6/23/2023	4.0 SCHOOL SERVICES OF EAST CENTRAL	2,809.92
General	6/23/2023	ACCURATE CONTROLS INC	11,217.21
General	6/23/2023	Advanced Correctional Healthcare, Inc	30,808.18
General	6/23/2023	GREGORY WALDHAM UTILITY	2,378.50
General	6/23/2023	HOUSTON ENGINEERING INC	2,086.50
General	6/23/2023	Pine City Water And Sewer	2,055.99
General	6/23/2023	PIX4D INC	2,211.00
General	6/23/2023	RIDGEWAY & ASSOCIATES	2,238.00
General	6/23/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	9,564.77
General	6/23/2023	Veolia Environmental Services	6,007.31
General	6/30/2023	Aspen Mills	2,608.46
General	6/30/2023	KRONOS SAASHR INC	2,659.31
General	6/30/2023	Mn Counties Intergovernmental Trust	2,905.00
General	6/30/2023	NOW MICRO INC	15,535.00
General	6/30/2023	OFFICE OF MN.IT SERVICES	5,153.75
General	6/30/2023	PROFESSIONAL DEVELOPMENT ACADEMY LLC	5,000.00
General	6/30/2023	Verizon Wireless	10,905.75
HHS	6/9/2023	Family Pathways - North Branch	3,870.00
HHS	6/9/2023	North Homes Inc	34,686.40

<b>Fund</b>	<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
HHS	6/9/2023	Pitney Bowes Global Financial Serv	2,408.94
HHS	6/16/2023	Family Alternatives	8,180.28
HHS	6/16/2023	Nexus-Kindred Family Healing	8,636.91
HHS	6/16/2023	North Homes Inc	8,968.52
HHS	6/16/2023	Solid Oak Financial Services, LLC	3,905.00
HHS	6/16/2023	Tech Know Systems, Inc.	3,959.00
HHS	6/16/2023	Village Ranch Residential Facility	5,212.32
HHS	6/23/2023	Central Mn Jobs & Training Services	32,836.12
HHS	6/23/2023	Family Pathways - North Branch	3,322.50
HHS	6/23/2023	Mille Lacs Band Family Services	2,369.58
HHS	6/23/2023	Minnesota Hoarding	6,220.00
HHS	6/23/2023	Sue's Bus Service Inc	10,046.40
R&B	6/2/2023	Auto Value-Hinckley	2,977.12
R&B	6/2/2023	C & T CONTRACTING	9,650.00
R&B	6/2/2023	CONTECH ENGINEERED SOLUTIONS LLC	94,171.52
R&B	6/2/2023	Eide Auto Center Inc	44,629.09
R&B	6/2/2023	MPJ ENTERPRISES LLC	29,200.00
R&B	6/2/2023	Pump & Meter Service Inc	7,964.33
R&B	6/2/2023	Rabe Excavating, LLC	2,170.00
R&B	6/2/2023	WALDOCH	3,600.00
R&B	6/2/2023	WETLAND CREDIT AGENCY LLC	29,143.21
R&B	6/9/2023	ADVANCED LAWN CARE & LANDSCAPING	4,157.50
R&B	6/9/2023	ANDERSON & KOCH FORD INC	41,405.41
R&B	6/9/2023	Beaudry Oil & Propane	60,778.53
R&B	6/9/2023	Cavallin Inc	4,621.33
R&B	6/9/2023	Chamberlain Oil Co.,Inc	2,121.64
R&B	6/9/2023	CONTECH ENGINEERED SOLUTIONS LLC	22,636.94
R&B	6/9/2023	Knife River Corp	271,092.58
R&B	6/9/2023	Mn Depart Of Transportation	927,820.05
R&B	6/9/2023	MPJ ENTERPRISES LLC	2,240.00
R&B	6/9/2023	Nuss Truck Group Inc	27,457.10
R&B	6/9/2023	STAN'S EQUIPMENT CENTER	10,719.00
R&B	6/16/2023	ADVANCED LAWN CARE & LANDSCAPING	3,800.00
R&B	6/16/2023	C & T CONTRACTING	8,800.00
R&B	6/16/2023	CITY OF PINE CITY	7,232.33
R&B	6/16/2023	Eide Auto Center Inc	105,706.86
R&B	6/16/2023	Northbound Collision Center	6,600.53
R&B	6/16/2023	SEH INC	6,705.32
R&B	6/23/2023	Askov Deep Rock	10,925.75
R&B	6/23/2023	FEDERATED CO-OPS INC	23,528.86
R&B	6/23/2023	PREMIER ASPHALT	12,000.00
R&B	6/23/2023	Rydberg & Sons, Inc.	43,939.51
R&B	6/23/2023	SNYDER/MARCIA	3,312.17
R&B	6/23/2023	WOLF CREEK	3,717.50
R&B	6/30/2023	Askov Deep Rock	5,097.84
R&B	6/30/2023	C & T CONTRACTING	4,800.00

<b>Fund</b>	<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
R&B	6/30/2023	MPJ ENTERPRISES LLC	3,657.50
R&B	6/30/2023	Rydberg & Sons, Inc.	74,638.00
R&B	6/30/2023	WIEDEMANN/JAMES & BARBARA	2,069.92
COVID Relief	6/2/2023	Lakes & Pines Comm Act Council	24,782.50
COVID Relief	6/23/2023	CivicBrand	6,250.00
Septic Fixup	6/23/2023	MINNESOTA POLLUTION CONTROL AGENCY	50,459.16
Elections	6/2/2023	MN COUNTIES COMPUTER COOP	7,425.00
Self Insurance	6/9/2023	BlueCross BlueShield of Minnesot	65,180.88
Self Insurance	6/16/2023	BlueCross BlueShield of Minnesota	24,269.19
Self Insurance	6/23/2023	BlueCross BlueShield of Minnesota	57,808.34
Self Insurance	6/30/2023	BlueCross BlueShield of Minnesota	47,050.51
Group Insurance	6/9/2023	Mn Life Insurance Company	4,612.35
Group Insurance	6/9/2023	TEAMSTERS JOINT COUNCIL 32	4,428.00
Group Insurance	6/23/2023	BLUE CROSS & BLUE SHIELD OF MINNESOTA	5,663.50
Group Insurance	6/23/2023	MADISON NATIONAL LIFE INS CO INC	4,355.40
Group Insurance	6/23/2023	MEDICAREBLUE RX	6,494.50
Group Insurance	6/30/2023	GUARDIAN	9,919.45
Group Insurance	6/30/2023	TEAMSTERS JOINT COUNCIL 32	57,979.00



## AGENDA REQUEST FORM

Date of Meeting: July 18, 2023

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

Agenda Item: Tax Forfeit Repurchase Application

Department: Auditor-Treasurer

  
Department Head signature

### Background information on Item:

The Pine County Auditor's office has a Repurchase Application from Diane Gilbey, one of the owners at the time of forfeiture on Pine County Parcels 37.5017.000 (Lot 1, Block 5, Townsite of Denham) and 37.5075.000 (Lots 1 & 2, Block 12, Townsite of Denham). This is the first repurchase application and the request is to repurchase the property on a contract. The property forfeited for non-payment of property tax in 2023 due to divorces proceedings (or lack thereof).

It is recommended the Board approve the request.

### Action Requested:

Consider Resolution 2023-33 authorizing Diane Gilbey, one of the former owners, to repurchase the property described as Lot 1, Block 5, Townsite of Denham (Parcel ID 37.5017.000) in on a contract. While only one owner is making the repurchase application, County Attorney Fredrickson has advised that the property shall be placed back in the ownership of both Wesley & Diane Gilbey, the owners at the time of forfeiture.

Consider Resolution 2023-34 authorizing Diane Gilbey, one of the former owners, to repurchase the property described as Lots 1 & 2, Block 12, Townsite of Denham (Parcel ID 37.5075.000) in on a contract. While only one owner is making the repurchase application, County Attorney Fredrickson has advised that the property shall be placed back in the ownership of both Wesley & Diane Gilbey, the owners at the time of forfeiture.

### Financial Impact:

N/A

## **RESOLUTION 2023-33**

**WHEREAS**, Diane Gilbey, one of the owners at the time of foreclosure, has filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Lot One (1), Block Five (5), Townsite of Denham  
Parcel 37.5017.000

**WHEREAS**, said applicant has submitted the required application for repurchase said property on a 10-year contract to the Pine County Auditor;

**WHEREAS**, this Board is of the opinion that said application should be granted to remedy an undue hardship or injustice caused by for forfeiture and it is in the interest of the public to do so;

**NOW THEREFORE BE IT RESOLVED**, that the application of Diane Gilbey, one of the owners at the time of foreclosure, for the repurchase on a 10-year contract of the above described parcel of tax forfeited land be and the same is hereby granted. The County Auditor is hereby authorized and directed to permit such repurchase in the names of Wesley and Diane Gilbey, according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Dated this 18<sup>th</sup> day of July, 2023.

Attest:

---

Stephen M. Hallan  
Chair, Board of County Commissioners  
Pine County, Minnesota

---

David J. Minke  
Pine County Administrator

## **RESOLUTION 2023-34**

**WHEREAS**, Diane Gilbey, one of the owners at the time of foreclosure, has filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Lots One and Two (1 & 2), Block Twelve (12), Townsite of Denham  
Parcel 37.5075.000

**WHEREAS**, said applicant has submitted the required application for repurchase said property on a 10-year contract to the Pine County Auditor;

**WHEREAS**, this Board is of the opinion that said application should be granted to remedy an undue hardship or injustice caused by for forfeiture and it is in the interest of the public to do so;

**NOW THEREFORE BE IT RESOLVED**, that the application of Diane Gilbey, one of the owners at the time of foreclosure, for the repurchase on a 10-year contract of the above described parcel of tax forfeited land be and the same is hereby granted. The County Auditor is hereby authorized and directed to permit such repurchase in the names of Wesley and Diane Gilbey, according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Dated this 18<sup>th</sup> day of July, 2023.

Attest:

---

Stephen M. Hallan  
Chair, Board of County Commissioners  
Pine County, Minnesota

---

David J. Minke  
Pine County Administrator

## PINE COUNTY EXPENSE CLAIM FORM

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

**STEPHEN HALLAN**

**MONTH: June 2023**

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

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
6/6/2023	\$100					County Board Meeting - Pine City	01-005-6111
6/20/2023	\$100					County Board Meeting - Sandstone	
6/1/2023	\$100					AMC district 1	
6/12/2023	\$100					HHS committee	
6/13/2023	\$100					Strategic planning	

6-Jan

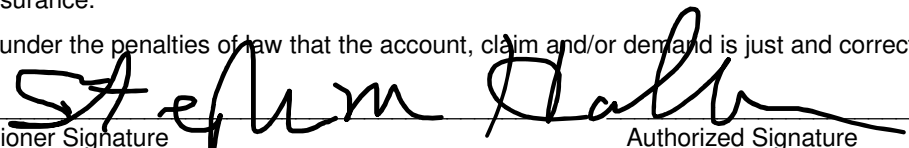
### MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
6/6/2023				\$0.655	\$0.00	County Board Meeting - Pine City	01-005-6334
6/20/2023			52	\$0.655	\$34.06	County Board Meeting - Sandstone	
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
			<b>TOTAL</b>		<b>\$34.06</b>		

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

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

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



Commissioner Signature

Authorized Signature

# PINE COUNTY EXPENSE CLAIM FORM

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

EMPLOYEES NAME: Joshua Mohr

MONTH June 2023

Date	Per Diem	Meals	Lodging	Tuition and or books	Other	Purpose and description of expense	Account #
6/2/2023	\$100					Extension secretary interviews, Pine City	
6/6/2023	\$100					Board Meeting, Pine City	
6/8/2023	\$100					Law library, virtually	
6/12/2023	\$100						
	\$100						
	\$100						

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
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0					0	\$ -	
			0					0	\$ -	
			0					0	\$ -	
TOTAL									\$ -	

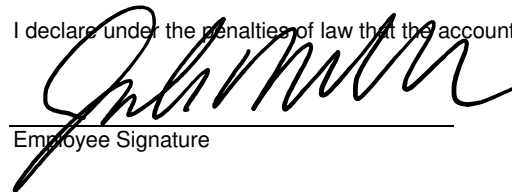
01-005-000-0000-6334

rate

0.585

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

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

  
Employee Signature

Authorized Signature

Department Head Signature



## PINE COUNTY EXPENSE CLAIM FORM

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

**TERRY LOVGREN**

**MONTH: June 2023**

**Page 1 of 2**

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

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
06.01.23	\$100					District 1 meeting - Aitkin	01-005-6111
06.02.23	\$100					Childcare	01-005-6111
06.06.23	\$100					County Board	01-005-6111
06.08.23	\$100					ICWA x 2	01-005-6111
06.09.23	\$100					CMJT	01-005-6111
06.12.23	\$100					Library	01-005-6111
06.13.23	\$100					COW	01-005-6111
06.15.23	\$100					Lets Talk (Chem Health)	01-005-6111
06.16.23	\$100					JDAI	01-005-6111
06.20.23	\$100					County Board	01-005-6111
06.21.23	\$100					T&T, MLBO & Echo	01-005-6111

	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
06.06.23			28.7	\$0.655	\$18.80	County Board - Pine City	01-005-6334
06.09.23			172	\$0.655	\$112.66	CMJT	01-005-6334
06.13.23			28.7	\$0.655	\$18.80	COW Pine City	01-005-6334
06.20.23			25.7	\$0.655	\$16.83	County Board - Sandstone	01-005-6334
06.23.23			29.6	\$0.655	\$19.39	CMJT - 49rs Training Center	01-005-6334
06.26.23			46.8	\$0.655	\$30.65	Snake River	01-005-6334
							01-005-6334
							01-005-6334
							01-005-6334
			331.5		\$217.13		

**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: June 2023 Page 2 of 2**

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

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
6.22.23	\$100					SCHSAC St Paul	01-005-6111
6.23.23	\$100					CMJT - 49rs Training Center	01-005-6111
6.26.23	\$100					Snake River	01-005-6111
6.27.23	\$100					ICWA	01-005-6111
6.28.23	\$100					FTC - T&T	
6.29.23	\$100					Municipalities and Opioid	

### MILEAGE EXPENSES

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

**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: June 2023**

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

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
6/6/2023	\$100					County Board Meeting - Pine City	01-005-6111
6/20/2023	\$100					County Board Meeting - Sandstone	
6/13/2023	\$100					Strategic Planning-Pine City	
<del>6-1-2023</del>	<del>100</del>					<del>DISTRICT 1 AMC MEETING - AITKIN</del>	
<del>6-7-2023</del>	<del>100</del>					<del>FACILITIES COMMITTEE - PINE CITY</del>	
<del>6-8-2023</del>	<del>100</del>					<del>KETTLE RIVER/UPPER ST. CROIX JWIP - SANDSTONE</del>	
<del>6-12-2023</del>	<del>100</del>					<del>PERSONNEL COMMITTEE - PINE CITY</del>	
<del>6-13-2023</del>	<del>100</del>					<del>STRATEGIC PLANNING SPECIAL MEETING- PINE CITY</del>	
<del>6-28-2023</del>	<del>100</del>					<del>PINECO HRA/EDA MEETING - SANDSTONE</del>	
<del>6-30-2023</del>	<del>100</del>					<del>CENTRAL MN EMS BOARD MEETING - VIRTUAL</del>	

## MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
6/6/2023			44	\$0.655	\$28.82	County Board Meeting - Pine City	01-005-6334
6/20/2023				\$0.655		County Board Meeting - Sandstone	
6/13/2023			44	\$0.655	\$28.82	Strategic Planning-Pine City	
<del>6-1-2023</del>			136	\$0.655	89.00	AMC DISTRICT 1 MEETING- AITKIN	
<del>6-7-2023</del>			44	\$0.655	28.82	FACILITIES COMMITTEE - PINE CITY	
<del>6-12-2023</del>			44	\$0.655	28.82	PERSONNEL COMMITTEE - PINE CITY	
<del>6-12-2023</del>			44	\$0.655	28.82	BOARD OF EQUALIZATION + APPEAL - PINE CITY	
<del>6-13-2023</del>			44	\$0.655	28.82	STRATEGIC PLANNING MEETING- PINE CITY	
				\$0.655			
				TOTAL:	261.92		

**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.

Mark W. Juday  
Commissioner Signature

Authorized Signature




## 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:**



## COUNTY BOARD AGENDA REQUEST

Date of Meeting: July 18, 2023

☒ Consent Agenda    ☐ Regular Agenda

Item Title: AMC District Director Meeting

Department: Administrator

A handwritten signature in black ink, which appears to read "Dan L. Mink". The signature is written in a cursive, flowing style.

---

Department Head / Sponsor signature

### Background information on Item:

Commissioner Lovgren has been elected to represent District 1 on the AMC Board of Directors. An annual Board Strategic Planning Retreat is scheduled for August 17-18, 2023 at the Hampton Inn, in Bemidji.

### Action Requested:

Authorize Commissioner Lovgren to attend the AMC Board of Directors/Annual Board Strategic Planning Treat, August 17-18, 2023, in Bemidji. There will be no cost to the county as the Association of Minnesota Counties will cover the cost of the hotel, meals, mileage, and will pay a per diem.

### Financial Impact:

No financial impact to the county.



## AGENDA REQUEST FORM

Date of Meeting: July 18<sup>th</sup>, 2023



County Board



Consent Agenda



Regular Agenda

5 mins

☐

10 mins

☐

15 mins

☐

Other

☐

Personnel Committee



Other \_\_\_\_\_

Agenda Item:

Training for Senior Agent Taylor Gustafson

Department:

Probation

Department Head signature

### Background information on Item:

Senior Agent Taylor Gustafson is scheduled to attend Motivational Interviewing I July 16-18 as part of the DOC's Statewide Training Academy at Camp Ripley. This is a required course for probation agents.

### Action Requested:

Consider ratification of training approval for Senior Agent Taylor Gustafson to attend Motivational Interviewing I training at Camp Ripley July 16-18, 2023 and authorize lodging and meals. Probation has funds available in their 2023 training/lodging budget.

### Financial Impact:

Lodging is \$34 per night x two nights= \$68.00  
Meals are \$10 per meal x 6 meals=\$60.00

Total= \$128.00



## COUNTY BOARD AGENDA REQUEST

Date of Meeting: July 18, 2023

☒ Consent Agenda    ☐ Regular Agenda

Item Title: Authorize attendance at conference

Department: HHS

Rebecca Foss

Department Head / Sponsor signature

### Background information on Item:

The following have requested to attend the St. Louis Health and Human Services Conference from October 11 – 13 in Duluth: Registered Nurse Kelsi Ervin, Public Health Educator Samantha Burch, Social Workers Ashley Gnat, Deanna Williams, Rona Duvall and Brenda Danielson, Community Support Technician Lisa Stoffel, and Case Aide Marady Koland.

### Action Requested:

Authorize Kelsi Ervin, Samantha Burch, Ashley Gnat, Deanna Williams, Rona Duvall, Brenda Danielson, Lisa Stoffel and Marady Koland to attend the St. Louis Health and Human Services Conference on October 11 – 13 in Duluth.

### Financial Impact:

Registration: \$100 per person, \$800 total

Lodging and Meals: \$1,450 total

Travel: \$182.66

Total expenses: \$2,432.66

There are funds in the HHS budget to cover the expenses associated with attendance at the conference.



# AGENDA REQUEST FORM

Date of Meeting: July 18, 2023



County Board



Consent Agenda



Regular Agenda

5 mins.\_\_\_\_ 10 mins.\_\_\_\_ 15 mins.\_\_\_\_ Other\_\_\_\_

Agenda Item: AMC Fall Policy Conference

Department: Administration

Department Head signature

## Background information on Item:

### AMC Fall Policy Conference

The meeting is at the Arrowwood Resort & Conference Center, Alexandria, Minnesota on September 14-15, 2023 (pre-conference events September 13, 2023). Registration: \$275 per attendee, Lodging: \$292 per night including tax; Meals: \$51 per day.

## Action Requested:

Approve attendance at the AMC Fall Policy Conference, September 14-15, 2023 (pre-conference meeting on September 13, 2023) for County Administrator David Minke, and any commissioner desiring to attend.

## Financial Impact



## PINE COUNTY PERSONNEL COMMITTEE

July 10, 2023 – 9:00 a.m.

Board Room, Pine City Courthouse  
Pine City, Minnesota

Members present: Commissioner Matt Ludwig and Commissioner Josh Mohr.

Others present: County Administrator David Minke, County Attorney Reese Frederickson, Health & Human Services Director Becky Foss, County Sheriff Jeff Nelson, IT Manager Ryan Findell, Jail Administrator Rodney Williamson, Sheriff Office Supervisor Denise Anderson, Human Resources Manager Jackie Koivisto, Human Resources Generalist Jen Frederickson

1. Commissioner Ludwig called the meeting to order at 9:00 a.m.
2. **Motion** by Commissioner Ludwig to approve the Minutes of the June 12, 2023, Personnel Committee meeting. Second by Commissioner Mohr. Motion carried 2-0.
3. **Motion** by Commissioner Mohr to approve the July 10, 2023, Personnel Committee agenda with the following additions:
  - 6B: Acknowledge the resignation of part-time Dispatcher Karla Pankow.Second by Commissioner Ludwig. Motion carried 2-0.
4. IT Department

The committee reviewed the updated policy language for Personal Policy Section 17: Electronic Communications Resources (ECR) Policy and made recommendation for the updated version that aligns policy with county practices. The updated policy does not require any changes to current practices.
5. Health & Human Services
  - a. Health & Human Services Director Becky Foss announced the retirement of Adult Mental Health Social Worker Sheri Flesland, effective November 17, 2023, and requested approval to backfill 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 \$26.40/hour and is contained in the 2023 Health & Human Services budget. Sheri has worked for Pine County for over 35 years.

**Motion** by Commissioner Ludwig to acknowledge the retirement Of Adult Mental Health Social Worker Sheri Flesland, effective November 17, 2023, 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 10 with a minimum starting wage of \$26.40/hour and is contained in the 2023 Health & Human Services budget. Second by Commissioner Mohr. Motion carried 2-0.
  - b. Health & Human Services Director Becky Foss announced the resignation of Eligibility Worker Melanie Christy, effective June 22, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is Grade 6 with a minimum starting wage of \$20.90/hour and is contained in the 2023 Health & Human Services budget.

- c. Health & Human Services Director Becky Foss announced the promotion of Karen Jansen from Case Aide, Grade 5, at \$24.80/hour to Eligibility Worker, Grade 6, at \$26.16/hour, effective July 24, 2023, and requested approval to backfill the Case Aide position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The Case Aide position is Grade 5 with a minimum starting wage of \$19.73/hour and is contained in the 2023 Health & Human Services budget.

Motion by Commissioner Mohr to:

- Acknowledge the resignation of Eligibility Worker Melanie Christy, effective June 22, 2023.
- Acknowledge the promotion of Karen Jansen from Case Aide at \$24.80/hour to Eligibility Worker at \$26.16/hour, effective July 24, 2023.
- Approve backfill of the Case Aide position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The Case Aide position is a Grade 5 with a minimum starting wage of \$19.73/hour and is contained the 2023 Health & Human Services budget.

Second by Commissioner Ludwig. Motion carried 2-0.

- d. Health & Human Services Director Becky Foss announced the resignation of Eligibility Worker Scarlet Oquist, effective July 14, 2023, and requested approval to backfill the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 6 with a minimum starting wage of \$20.90/hour and is contained in the 2023 Health & Human Services budget.

**Motion** by Commissioner Ludwig to acknowledge the resignation of Eligibility Worker Scarlet Oquist, effective July 14, 2023, 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 6 with a minimum starting wage of \$20.90/hour and is contained in the 2023 Health & Human Services budget. Second by Commissioner Mohr. Motion carried 2-0.

- e. Health & Human Services Director Becky Foss requested approval to backfill the open Office Support Specialist position vacated in June. The position is a Grade 2 with a minimum starting wage of \$16.56/hour and is contained in the 2023 Health and Human Services budget.

**Motion** by Commissioner Mohr to approve backfill of the open Office Support Specialist position vacated in June. The position is a Grade 2 with a minimum starting wage of \$16.56/hour and is contained in the 2023 Health and Human Services budget. Second by Commissioner Ludwig. Motion carried 2-0.

6. Sheriff's Office - Dispatch

- a. Sheriff Office Supervisor Denise Anderson announced the resignation of part-time Dispatcher Jenny McClain, effective August 31, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is Grade 7 with a minimum starting wage of \$24.11/hour and is contained in the 2023 Dispatch budget.

**Motion** by Commissioner Ludwig to acknowledge the resignation of part-time Dispatcher Jenny McClain effective August 31, 2023, 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 \$24.11/hour and is contained in the 2023 Dispatch budget. Second by Commissioner Mohr. Motion carried 2-0.

- b. Sheriff Office Supervisor Denise Anderson announced the resignation of part-time Dispatcher Karla Pankow, effective August 9, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is Grade 7 with a minimum starting wage of \$24.11/hour and is contained in the 2023 Dispatch budget.

**Motion** by Commissioner Mohr to acknowledge the resignation of part-time Dispatcher Karla Pankow, effective August 9, 2023, 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 \$24.11/hour and is contained in the 2023 Dispatch budget. Second by Commissioner Ludwig. Motion carried 2-0.

7. Sheriff's Office - Jail

- a. Jail Administrator Rodney Williamson announced the resignation of Corrections Officer Brandon Janssen, effective July 5, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is Grade 7 with a minimum starting wage of \$24.11/hour and is contained in the 2023 Jail budget.
- b. Jail Administrator Rodney Williamson announced the termination of part-time probationary Corrections Officer Kayla McKinney, effective June 15, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is Grade 7 with a minimum starting wage of \$24.11/hour and is contained in the 2023 Jail budget.

Motion by Commissioner Ludwig to:

- Acknowledge the resignation of Corrections Officer Brandon Janssen, effective July 5, 2023.
- Ratify the termination of part-time probationary Corrections Officer Kayla McKinney, effective June 15, 2023.
- Approve backfill of the part-time and full-time Correction Officer positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The positions are a Grade 7 with a minimum starting wage of \$24.11/hour and are contained the 2023 Corrections budget.

Second by Commissioner Mohr. Motion carried 2-0.

8. Recruitment Update for June

Human Resources Manager Jackie Koivisto presented the following update for June:

**Open positions**

# of positions	Title	Department
1	Eligibility Worker	Health & Human Services
2	Office Support Specialists	Health & Human Services
7	FT Corrections Officer	Corrections
6	PT Corrections Officer	Corrections
1	Deputy Sheriff (offer to be extended)	Sheriff's Office
1	Maintenance Mechanic	Highway
<b>18</b>	<b>TOTAL</b>	

**New Hires**

# of positions	Title	Department
3	Correction Officers	Corrections
1	PT Assistant County Veterans Services Officer	Veterans Services
1	Property Appraiser	Assessor
1	Administrative Assistant	Extension
1	Social Worker	Health & Human Svcs
<b>7</b>	<b>TOTAL</b>	

**Separations**

# of positions	Title	Department
1	Office Support Specialist	Health & Human Svcs
1	Eligibility Worker	Health & Human Svcs
1	Zoning & Solid Waste Technician	Zoning & Solid Waste
1	PT Probationary Corrections Officer	Probation
<b>4</b>	<b>TOTAL</b>	

**Separations**

Exit interviews completed: 3

9. Administrators' annual performance review

The committee discussed the performance of County Administrator David Minke in preparation for his annual review by the county board. It was the consensus of the committee to recommend an annual salary of \$155,000. This amount is an increase of \$1,034 from his current salary and will place him at the top of the scale. The full review will be conducted at the July 18 County Board meeting.

10. With no further business, the meeting was adjourned at 9:35 a.m.



### **Section 17: Electronics Communications Resources (ECR Policy)**

#### **17.1. PURPOSE**

- 17.1.1 Pine County provides employees with access to and use of a variety of electronic communications resources (ECR). The County seeks to maximize the benefits of modern technology by striking an appropriate balance between the efficient use of ECR and the protection of county assets and interests.
- 17.1.2. These resources are provided to employees to allow them to be more efficient and to have access to information that is necessary for them to carry out their responsibilities. Employees are required to use these resources in a manner consistent with their position and work responsibilities with the County.
- 17.1.3. Inappropriate use of the County's ECR and any violation of this electronic communications policy may lead to discipline, up to and including termination of employment.

#### **17.2. APPLICABILITY**

This policy applies to anyone accessing or using County ECRs including, (regular, seasonal, part-time, full-time, temporary), contractors, volunteers, interns, employees of other local or state units of government working within Pine County, elected officials, and other individuals who have been granted access to and use of the County's electronic communications.

#### **17.3. DEFINITIONS**

- 17.3.1. **Electronic Communication Resources (ECR):** All equipment and software that retain, transmit, copy, modify, analyze or process information in any form. Electronic communication resources include, but are not limited to, the County's telephone system, voice mail system, e-mail system, mainframe computers/~~mini computers~~ (AS400), servers, desktop and laptop computers, iPads, (MDT) mobile data terminals, GIS equipment, ~~(PDA) Personal Digital Assistants~~, electronic access cards, printers, databases, data storage media, cellular phones, ~~paggers~~, Internet access, Internet browsers, computer applications, operating systems or similar devices.
- 17.3.2. **Electronic data system:** Means any and all information or data that are received, sent, stored, created, processed, transferred, or communicated in any way by or through any County ECR including, but not limited to, computer files, e-mail, voice mail, and Internet access.
- 17.3.3. **Internet:** ~~Is a global system that links computer networks all over the world, connecting users through service networks such as e-mail and the world wide web that can be accessed through ECRs.~~ A global computer network providing a variety



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of information and communication facilities, consisting of interconnected networks using standardized communication protocols.

17.3.4. **Government data:** Is defined by Minnesota Statutes section 13.02, subdivision 7. “Government data” means all data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

17.3.5. **IT Department:** The name of Pine County’s information and technology department.

### 17.4. USE

17.4.1. **Access and assignment:** All individuals requiring access to any ECR and electronic data system needs the approval of the applicable department head. Department heads must specifically authorize such access in writing to the IT Department.

~~Individual departments may have a number of ECR available for check out by employees for County business. Each department shall have a procedure for the signing out, care and use of ECR by employees. It is the responsibility of the department head or supervisor to ensure ECR are not abused, and the usage is monitored to keep from exceeding the number of pooled minutes and/or data plans allocated to the ECR.~~

17.4.2. **Business use:** The County’s ECR and electronic data systems are County property and intended for County business. These resources are not to be used for employee personal gain or to support or advocate for non-county related business or purposes. All use of County ECR is subject to management access and may be monitored, pursuant to this policy. System integrity will be defined to meet this Policy and to safeguard the County’s hardware, software, and information.

17.4.3. **Limited personal use:** The County’s ECR are provided to support County Business and, accordingly, are intended to be used primarily for business related purposes. Unless prohibited by County Policy or by the applicable department head, employees may engage in occasional personal use of the County’s ECR. Individual department heads may determine when an employee’s personal use becomes excessive or otherwise violates this policy. The County reserves the rights to reduce or eliminate any personal use by an employee on a case-by-case basis or take disciplinary action.

All personal use must be limited such that it:

17.4.3.1. Is done on the employee’s personal time, and not the County time.

17.4.3.2. Does not interfere with County business or the use of its computer systems.



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- 17.4.3.3. Does not interfere with the employee's job performance or activities.
- 17.4.3.4. Does not interfere with the job performance or activities of any other employee.
- 17.4.3.5. Is not for personal financial gain or other promotional activities.
- 17.4.3.6. Does not damage any of the County's computer systems.
- 17.4.3.7. Does not result in any expense, financial loss, or obligation for the County.
- 17.4.3.8. Does not result in the consumption of County resources.
- 17.4.3.9. Does not violate any rule set forth in this policy.
- 17.4.3.10. Does not violate any federal, state, or local law.

Such use and any messages or data created or accessed will be treated no differently from other messages or data.

17.4.4. **Unacceptable use:** Unacceptable uses of the County's ECR resources include, but are not limited to, the following:

- 17.4.4.1. Threatening or fraudulent messages. No person may use any ECR system to intentionally threaten or offend another person or to send a fraudulent message.
- 17.4.4.2. Harassment and discrimination. No person may use any ECR system to harass or discriminate against another person on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age. All County policies on harassment and discrimination apply to conduct performed using any County computer system
- 17.4.4.3. Pornographic, obscene, vulgar, lewd, and sexually explicit material. No person may use any ECR system to seek out, access, upload, download, store, transmit, display or distribute pornographic, obscene, vulgar, lewd, or sexually explicit language or material. With approval from a department head and the IT Department, employees may access prohibited sites for job related purposes.
- 17.4.4.4. Harm to reputation. No person may use any ECR system to defame another or in a manner that harms the reputation of the County.
- 17.4.4.5. Disruption. No person may use an ECR system in a manner that damages, disrupts, or interferes with any County operation, service, equipment, or the job performance of an employee. Such disruptions or interference includes, but is not limited to, receiving or the distribution of unsolicited or personal advertising, or the transmission of unauthorized programs or data.



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- 17.4.4.6. Vandalism. No person may use any ECR system to directly or indirectly vandalize, damage, or disable the personal, real, or intellectual property of another person or organization, or to make unauthorized modification to the property of another (including information or equipment owned by the County). i.e.: This rule prohibits “spamming”, “hacking” or the propagation of a “worm” or “virus” or “ransomware” into any computer system.
- 17.4.4.7. Unauthorized interception or access. No users may use or override another person’s password or codes or take any other action to intercept or access another person’s materials, electronic information, or files (including e-mail) ~~without the prior permission of that person.~~
- 17.4.4.8. Copyright infringement. No person may use any ECR system to violate any copyright law or otherwise use the intellectual property of another person or entity without proper authorization. The unauthorized duplication of computer software constitutes copyright infringement and is strictly prohibited by the policy. Many software companies will allow a single copy of the software to be made for backup or archival purposes. Before making such a copy employees must verify with the IT Department, that such action is permitted under the terms and conditions of the software license agreement.
- 17.4.4.9. Commercial use and private causes. No person may use any ECR system for private commercial use, for personal financial gain, to promote any private cause (including but not limited to political or religious causes), or to enter into any contractual relationship without obtaining prior written permission from the County Administrator or Department Head. A copy of this written approval should be sent to the IT Department for tracking and security purposes. Similarly, no person may use any County computer in a manner that could reasonably result in any expense, financial loss, or obligation for the County. The County hereby disclaims any liability for any unauthorized financial obligation incurred by unacceptable use of its computer system in violation of this rule.
- 17.4.4.10. Gambling. No person may use any ECR system to gamble or engage in a game of chance for money or other valuable consideration.
- 17.4.4.11. Disguising identity. No person may disguise or attempt to disguise their identity while using any ECR system. For example, individuals may not disguise their identity while using an ECR system to send or receive information via e-mail or the Internet. With approval from a Supervisor and/or Department Head, employees may disguise their identity for investigative purposes within the scope of their job description.





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- 17.4.4.12. Violating the law. No person may use any ECR system in a manner that violates any local, state, or federal law.
- 17.4.4.13. Conduct unbecoming. No person may use any ECR system to engage in conduct that is otherwise unbecoming of a County employee.
- 17.4.4.14. Downloading files (*saving program or data files from an external source to a ECR*) Files that do not serve a business purpose are not to be downloaded from the Internet or other external source or installed on county-owned equipment without express consent by the employee's Supervisor and/or Department Head and knowledge of the IT Department. The ~~possibility of~~ downloading or installing a file with ransomware, spyware, malware or a computer virus is greatcan cause harm to the County and care must be taken to not contaminate any computers in the County.
- 17.4.4.15. Uploading files (*transferring program files from a local ECR to another ECR*) Files are not to be uploaded to the Internet without express consent by the employee's Supervisor and/or Department Head and knowledge of IT Department.
- 17.4.4.16. Viewing / downloading of non-business streaming media. The accessing, viewing, downloading, or any other method of retrieving streaming media is prohibited. This includes, but is not limited to, streaming audio and/or video, on-line radio, entertainment sites, sports or pornographic sites.
- 17.4.4.17. Games. The playing of any computerized games regardless of source is prohibited.
- 17.4.4.18. Accessing any e-mail other than county authorized Outlook and State of Minnesota e-mail ~~(i.e. MAXIS/PRISM users)~~. Employees are prohibited from retrieving e-mails via other systems such as web-based e-mail on network connected devices (i.e. yahoo, msn, Gmail, etc.).
- 17.4.4.19. Access involving ~~Internet Chat Relay,~~ Chat Rooms and Instant Messaging. The use and/or accessing of chat room and instant messaging is prohibited unless authorized by the employee's individual department head or supervisor and IT Department.
- 17.4.4.20. Non-employee access. Allowing anyone other than County employees access to information technology tools unless authorized by the department head and IT manager.
- 17.4.4.21. Unauthorized removal of county equipment / data. No County equipment and/or Data shall be removed from county facilities without specific authorization of the department head or supervisor.



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17.4.4.22. Unauthorized use of non-county equipment. No non-county owned equipment shall be used and/or operated in whole or in part for the production of county data without the approval of the department head and IT Department.

17.4.4.23. Internet of Things (IoT) Devices. Internet of things devices (Amazon Echo, Google Home, Apple Homepod, etc.) are not allow on the County network or in County buildings.

17.4.4.243. Cell phones. County owned cellular telephones are for County business. Employees may make telephone calls and use cellular data for personal use. Any use that compromises the security of County data or creates a cost back to the County is prohibited ~~Employees may make personal telephone calls, they are to be limited to cell phone plan. Employees shall not be required to reimburse the cost to make emergency or 911 calls.~~

17.4.5. **No expectation of privacy:** Employees who use any County ECR and access any electronic data system have no expectation of privacy in any information that is backed up, stored, processed, or transferred by any County ECR, including but not limited to e-mail and information on Internet access, regardless of whether it is for personal or work purposes. Like any other data stored on County's ECR, data created from an employee's personal use is subject to periodic inspection and monitoring. By engaging in use of any County computer system, employees and other users consent to such inspection and monitoring.

17.4.6. **Policy modifications:** Although elected officials and department heads may adopt policies that are more restrictive than this policy, this policy establishes the minimum standards for use of any County system and any information sent, received, stored, or processed by a County system. In the event of a conflict between this policy and another policy, this policy controls.

17.4.7. **Acknowledgement of policy:** Each individual department head and elected official shall provide a copy of this policy to every employee in his or her department and any other individual granted access to ECR and electronic data systems. Every individual shall sign the required document to acknowledge review of this policy. The signed agreement is to be filed with the Administrator's Office.

### 17.5. SYSTEM INTEGRITY

All employees and ECR users of county equipment must protect the ECR system and electronic data systems through the observation of system integrity. Deactivating security features is prohibited.

17.5.1. **Password security:** All employees are required to create secure passwords. They are to take reasonable precautions to protect the security of their passwords.



Employees may not share passwords or user names, or use another person's password or user name when using County ECR unless there is a significant business interest that has been identified and approved by the individual's Supervisor or Department Head.

If an individual department head or designee directs an employee to provide his or her passwords or access codes, the employee must immediately provide the current passwords and access codes.

Some of these computers will be used by the public and will be set up to use User ID's and Passwords designed to limit authority. At no time shall any employee's User ID and Password be shared with any member of the public. To assure that data is secure, it may also be necessary to use other control measures, such as keyboard and/or screen-saver/lock screen passwords. Since these measures disable the equipment, these types of passwords should only be used with the Department Head's signed approval and be given to the user's direct supervisor and kept in a secure location.

17.5.2. **Software installation and use:** Employees may not install any software on a County owned ECR. The IT Department reserves the right to remove unauthorized software at any time and without prior notice.

17.5.3. **Scanning for viruses:** Every employee must scan every computer file he or she receives from an outside or external data source including, but not limited to, USB flash drives, external hard drives, CDs, memory cards. Application executables (i.e. .EXE, .VBS, ~~.CMD~~, etc.) or data files from all outside sources, including the Internet, must be scanned by the County's anti-virus software before first use. Executables received through e-mail, will be blocked and a written request needs to be made to IT Department authorizing installation.

17.5.4. **Logging off:** All users are to log off the system at the end of the day. The workstation will also lock after a determined length of time.

## 17.6. REMOTE ACCESS

The purpose of remote access is for employees to effectively and efficiently perform their job duties away from their worksite and to meet department needs when responding to emergency situations which prevent employee access to worksites.

County employees shall access the County's technological systems from remote locations only as approved by their supervisors. Access shall be via a secure gateway connection to the county information network with multifactor authentication. All other ECR policies governing information security, software licensing and data privacy apply.

County employees that need to access county data outside of the internal secure network will need to sign and agree to the Pine County Telework Agreement.

17.6.1. **Types of remote access:**



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- 17.6.1.1. County Wireless Network Access on a County ECR: A county employee is accessing county network files through county wireless network while at a county building.
- 17.6.1.2. Internet Access on a County ECR off-site in the field: A county employee is using an air card or non-county wireless to access Internet and web-based work applications.
- 17.6.1.3. Working on county files on a Non-County ECR: A county employee works on electronic work files out of the office as required for field work per job description or a project of a limited time frame and scope. They may have taken the file home via a CD, jump drive, or sent via e-mail.
- 17.6.1.4. Access of county web e-mail from a Non-County ECR: A county employee checks their e-mail online from home or other location.
- 17.6.1.5. Access of county network files via Internet through VPN (Key Fob) regardless of whether it is a personal or county owned ECR: A county employee could access all files on county servers from off-site.

### ~~17.6.2. Remote access policy:~~

~~17.6.2.1. To access county systems, an employee must have a stable operating system on their personal ECR with automatic updates.~~

~~17.6.2.2. All ECR used to access the county network remotely shall have protective software installed. These include applicable anti-virus, firewall, and spyware programs that are updated weekly. The IT Department will provide information regarding appropriate software to meet these requirements and training in its operation upon request.~~

~~17.6.2.3. Employees shall remove county non-public data from an ECR upon completion of the task which the data was needed.~~

~~17.6.2.4. ECR's used remotely shall not be left unattended and shall be protected from access by unauthorized individuals. Data must be reasonably secured from view, theft, and the environment.~~

~~17.6.2.5. Non-public data shall not be removed from the worksite or copied and stored on any ECR, thumb drive, CD or similar device unless authorized by the employee's Department Head/Supervisor to meet a specific county business need.~~

~~17.6.2.6. Additional software or programs may not be loaded on a county ECR used remotely or the host PC ("sync device") without prior written authorization of the Department Head or Supervisor and the IT Department.~~

~~17.6.2.7. Software loaded on personally owned ECR must not impede the functionality of any synchronizing software or host device.~~

~~17.6.2.8. Software for the purpose of synchronizing will be selected by the IT Department.~~

~~17.6.2.9. No county financial transactions should occur remotely.~~



### 17.7. ~~E-MAIL ACCESS~~

The email system is not an appropriate form of storage and important documents and sensitive information must be backed up outside of the email system. Electronic communication that is simple correspondence and not an official record or transaction of County business should be deleted as soon as possible and should not be retained by employees. Email will only be kept for 3 years in the employee's inbox. After 3 years, the emails will be deleted. Circumstances such as litigation holds may require email to be retained longer than the 3-year period.

Messages are subject to the Minnesota Government Data Practices Act and are disclosable to the subject of the data and to others pursuant to the provisions of that Statute. Messages that are subject to special controls, such as attorney-client communications, should be clearly marked as such and handled accordingly.

In the event an employee is terminated or resigns the Department Head/Supervisor will retain control of the employee mailbox for 1 month or otherwise determined by the IT Manager, after the employee has left employment. After 1 month, the mailbox will be deleted from the email system permanently. The County reserves the right, as is reasonably necessary, to search, review, audit, intercept or access any employee's use of ECR. All work products created through the use of electronic communications resources are the property of Pine County. Any materials developed, composed, sent or received using County equipment or resources will remain the property of Pine County.

The use of the County's electronic resources is not private. Internet access and messages sent are subject to logging, monitoring, interception, and forwarding, which is beyond the control of the person using the resources. Although logs and e-mail messages may appear to the user to have been deleted, the message or the data that it contained may nevertheless continue to exist in the network in which the resources are connected. Stored logs, e-mail messages and other computerized data are discoverable documents, which may be exchanged in litigation. The content of logs or e-mail messages may subject the sender to civil liability, discipline, and criminal sanctions.

Users should be aware that even though they have a confidential password to access e-mail, this does not suggest that the e-mail is the property right of the employee. Management retains the right to, and shall maintain the ability to, access any employee's password, protected e-mail or other electronic data on devices. An employee assigned a computer access account is responsible for all usage of that resource. Users should not share their password with anyone other than their supervisor and must take all reasonable precautions for password protection and maintenance.

The County may limit the size of a User's mailbox depending on available resources. Department Heads will receive up to 1GB mailbox, while other County employees will receive 200MB or other sizes specified by the IT Supervisor. E-mail will also be stored no longer than one year from sent/received date. The e-mail system is not an appropriate form of storage and important documents, and sensitive information must be backed up outside of the e-mail system. Electronic communication that is simple correspondence and not an official record or transaction of County business should be deleted as soon as possible and should not be retained by employees for



~~more than three months. In the event a User is terminated or resigns the Department Head/Supervisor will retain control of the Users mailbox for 6 months or otherwise determined by the IT Supervisor, after the Users has left employment. After six months the mailbox will be deleted from the E-mail system permanently.~~

### 17.8. **DATA PRIVACY PRACTICES AND RETENTION**

ECR may be used within the scope of employee's duties to retain data on clients of the County. Employees are advised that such data, its retention, use and disclosure, are subject to individual department policy, Federal and State laws including the Minnesota Data Practices Act law.

The contents of all electronic system data generated by County ECR and sent by, between and/or to individuals covered by this policy may be disclosed within or outside the County without the permission of the individual at any time for any purpose deemed necessary by the County, subject to any limitations imposed by law including but not limited to the Minnesota Government Data Practices Act. Under the Minnesota Government Data Practices Act the public has broad access to government records. Government records include data in the possession of the government "regardless of its physical form, storage media or conditions of use." Electronic data is subject to data practices requests.

Employees are required to retain documents found in their email. Please follow Minnesota Statutes section 13.02, subdivision 7.

### 17.9. **PROTECTION OF DATA AND EQUIPMENT**

- 17.9.1. All employees must exercise care in addressing e-mail messages to ensure that they are sent to the proper addressee.
- 17.9.2. The County e-mail system is meant to be a temporary medium for transmission of data. All government data that is required to be maintained pursuant to law shall be maintained separate from the County's e-mail system. All employees must transfer such data to a different medium.
- 17.9.3. Employees are to report any inappropriate e-mail, files, images, or such received to their Supervisor and the IT Department immediately.
- 17.9.4. Employees aware of the damage, stolen or misplacement of any county owned ECR, thumb drive, or CD, shall report it immediately to their supervisor and IT.
- 17.9.5. Electronic communication that constitutes an official record of County business must be kept in accordance with all records retention requirements and should be copied to appropriate network files for storage.
- 17.9.6. If you are unsure whether an electronic communication or other document is a government record for purpose of records retention laws, or is considered protected or private under data practices, check with your supervisor.

### 17.10 **STORING AND TRANSFERRING DOCUMENTS**



Electronic documents, including e-mails, electronic communication and business- related materials created on an employee's home or personal computer should be stored on the County's network in accordance with County records retention policies and the Minnesota Data Practices Act.

### 17.11. MONITORING

The use of the County's electronic resources is not private. Internet access and messages sent are subject to tracking, logging, monitoring, interception, and forwarding, which is beyond the control of the person using the resources. Although logs and e-mail messages may appear to the user to have been deleted, the message or the data that it contained may nevertheless continue to exist in the network in which the resources are connected. Stored logs, e-mail messages and other computerized data are discoverable documents, which may be exchanged in litigation. The content of logs or e-mail messages may subject the sender to civil liability, discipline, and criminal sanctions.

The County reserves the right, as is reasonably necessary, to search, review, audit, intercept or access any employee's use of electronic communications resources. All work products created through the use of electronic communications resources are the property of Pine County. Any materials developed, composed, sent or received using County equipment or resources will remain the property of Pine County.

Supervisors may review the usage of the County's Network and the County's access to the Internet and Online services by employees they supervise to determine whether there have been any breaches of security, violations of County policy, or other violation of duty on the part of employees.

If the IT department becomes suspicious of an employee's inappropriate use of the ECR policy, they must notify and involve the appropriate Department Head/Supervisor and Human Resources before conducting an investigation.

Supervisors may request access to an employee's e-mail through the IT Department, for employees that are on leave of absence, paid time off or otherwise absent or at any other time that the Supervisor deems necessary for the County's business purposes. A written request should be sent to IT for tracking and security purposes

### 17.12. SEPARATION OF EMPLOYMENT

Employees who resign, are terminated, laid off, suspended or otherwise cease (permanently or temporarily) their employment with Pine County have no right to the contents of their e-mail messages, network drives, and local computer files and shall not be allowed access to the network system.

### 17.13 PURCHASING AND SETUP





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Purchasing of ECR hardware and software shall be processed through the IT Department for review. Purchasing will be based on need and appropriateness, procurement of quotations, and ~~processing central County administration for approval by the County Board, County Administrator, or Purchasing Agent; budget.~~ With all such purchases subject to the County purchasing policy.

All computer-related equipment will be setup by the IT Department staff. They will be configured by IT Department and all necessary software will be loaded up prior to installation in the department. All resident games and other non-essential software will be removed prior to distribution and installation.

Only software purchased by, licensed to, or authorized by the County can be installed on County computers. The use of this software must be in compliance with the license agreement and cannot be copied to multiple computers unless so permitted by the license agreement. The IT Department will track County purchased or licensed applications to assure County compliance.

### 17.14 ~~COUNTY OWNED CELLULAR TELEPHONE~~ TELEPHONE AND MOBILE USE

~~It is expected that personal calls during work time will be kept to a minimum or limited to break times. If a personal call must be placed, it is expected that these calls will be brief and not occur with any frequency. County telephone and mobile phone bills will be monitored. The Department Heads will determine which positions require a mobile phone and whether the needs are best served through the allocation of a County purchased mobile phone. County-owned cellular telephones are for County business. Employees may make personal telephone calls, but they are to be limited by cell phone plan. Employees shall not be required to reimburse the cost to make emergency or 911 calls.~~

~~If an employee is issued a County owned mobile phone, the mobile phone remains the property of the County and will be surrendered upon request. Changes to existing service plans or purchase of new equipment or services are to be performed by an authorized administrator as defined above.~~

~~Department Heads will be responsible for determining and enforcing the mobile phone plan required for business purposes for each employee. Employees will be responsible for using the County owned mobile phone according to the service plan that has been assigned to them. If the employee incurs charges for unauthorized or personal use, the Department Head will be responsible for monitoring reimbursement.~~

~~If a County owned mobile phone or related equipment is damaged, lost, or stolen due to employee negligence, the employee is responsible for the full cost of replacement of the phone or related equipment.~~

~~If a County owned mobile phone or related equipment is lost or stolen, the employee must immediately notify their Department Head who then must immediately notify the County IT Manager.~~





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Employees will adhere to all driving laws related to mobile phone usage. They will be held responsible for damages in the event of a vehicle accident involving a County vehicle if they are misusing a mobile phones while driving. Texting while driving is strictly prohibited. Mobile phone use while driving is to be handled with caution and hands-free devices should be used.

County issued mobile phones and related equipment must be returned to the County upon separation of employment. If the mobile phone and related equipment is not returned to the County, the cost of the phone and related equipment will be deducted from the employee's final paycheck.

~~Cell phones are County property and must adhere to~~All County cell phones and mobile devices will require the following:

- 17.14.1. Cell phones are required to have a lock screen pass~~codeword~~.
- 17.14.2. Cell phones are subject to device management including remote wiping of the device if the device is lost or stolen.
- 17.14.3. No applications are to be installed that compromise Pine County's data security including Pine County E-mail System.
- 17.14.4. Users are not allowed to backup County data to personal online storage.

### 17.15 **PINE COUNTY ~~BUSINESSE-MAIL~~ ON PERSONAL DEVICES**

County business on non-county ~~phones-devices~~ is discouraged and will be handled on a case-by-case basis. ~~E-mail for personal devices:~~

- 17.15.1. ~~When accessing the County email through these means, it is the employee's responsibility to ensure confidentiality and security. Access to the County's exchange e-mail is allowed on County owned cell phones only.~~
- 17.15.2. ~~The IT department will discontinue access to County email if an employee has the County's email on their personal device, if there has been misuse or has been subject to discipline or dismissal. Personal cell phones may access e-mail through the OWA located at "mail.co.pine.mn.us/owa"~~
- 17.15.3. ~~No applications are to be installed that compromise Pine County's data security including the Pine County E-mail System.~~
- 17.14.8. ~~When accessing County e-mail through these means, it is the employee's responsibility to ensure confidentiality and security.~~

### 17.16. **AUDITING**

The County reserves the right, as is reasonably necessary, to search, review, audit, intercept or access any employee's use of ECR. All work products created through the use of electronic communications resources are the property of Pine County. Any materials developed, composed, sent or received using County equipment or resources will remain the property of Pine County.



The use of the County's ECR is not private. Internet access and messages sent are subject to logging, monitoring, interception, and forwarding, which is beyond the control of the person using the resources. Although logs and email messages may appear to the user to have been deleted, the message or the data that it contained may nevertheless continue to exist in the network in which the resources are connected. Stored logs, email messages and other computerized data are discoverable documents, which may be exchanged in litigation. The content of logs or email messages may subject the sender to civil liability, discipline, and criminal sanctions.

Users should be aware that even though they have a confidential password to access email, this does not suggest that the email is the property right of the employee. Management retains the right to, and shall maintain the ability-to, access any employee's password, protected email or other electronic data on devices. An employee assigned a computer access account is responsible for all usage of that resource. Users should not share their password with anyone and must take all reasonable precautions for password protection and maintenance.

### **17.17 SOCIAL MEDIA POLICY**

**17.17.1. Purpose:** Social media can be a useful tool to enhance Pine County's ability to provide information to the public. Pine County wishes to be represented consistently and appropriately through the use of this technology. The purpose of this policy is to define social media and establish procedures for creating and managing a social media presence. The County's official website shall remain the County's primary online medium for communicating with the public.

**17.17.2. Definition of Social Media Websites:** Social media websites focus on creating and fostering online social communities and connecting users from varying locations and interest areas. Social media websites can offer many different ways for users to interact, such as instant messaging, blogging, commenting, online forum participation, status updating ("microblogging"), link sharing, video conferencing, and photo/video sharing. Some examples of popular social networks are Facebook, Twitter, Google+, YouTube and LinkedIn.

**17.17.3. Using Social Media for County Business:** All official Pine County presences on social media sites or services are considered an extension of the County's information networks and are governed by the "Acceptable Use" contained in the Pine County ECR Policy. Use of social media sites or services must clearly meet a business need and be authorized by the Technology Committee.

Information which is distributed via social networking must be professional, accurate, consistent, timely, and meet the informational needs of the department it is representing.

All social media content associated with or originating from a specific County department must be approved by the Department Head or his/her designee (webmaster) prior to such content being posted on any social media site.

Departments that use social media are responsible for complying with applicable federal, state and county laws, regulations and policies. This includes adherence to established laws and



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policies regarding copyright, records retention, Minnesota Data Practices Act, First Amendment, privacy laws and information security policies established by Pine County.

Wherever possible, links to more information should direct users back to the County's official website for more information, forms, documents or online services necessary to conduct business with Pine County.

Employees representing Pine County government via social media outlets must conduct themselves at all times as representatives of Pine County. Employees who fail to conduct themselves in an appropriate manner shall be subject to disciplinary action.

Any published social media by Pine County must be maintained. Questions posed by the public shall be answered within 24 hours if possible.

Pine County social networking content and comments containing any of the following forms of content shall not be allowed for posting:

- 17.17.3.1      Comments not topically related to the particular site or blog article being commented upon
- 17.17.3.2      Profane language or content
- 17.17.3.3      Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- 17.17.3.4      Sexual content or links to sexual content
- 17.17.3.5      Personal attacks of any kind
- 17.17.3.6      SPAM or Solicitations of commerce
- 17.17.3.7      Promotion of political organizations
- 17.17.3.8      Conduct or encouragement of illegal activity
- 17.17.3.9      Information that may tend to compromise the safety or security of the public or public systems
- 17.17.3.10     Content that violates a legal ownership interest of any other party
- 17.17.3.11     Disclosure of data that is in violation of state and federal public records and data practices laws.

17.17.4.1      The employee(s) responsible for the social media site must routinely monitor the site to ensure adherence to the Social Media Policy for appropriate use, message and branding consistent with the goals of Pine County.



17.17.5.1 Violation of these standards may result in the removal of department pages from social media outlets. The Administration department retains the authority to remove information.

### 17.18 SECURITY AWARENESS TRAINING

Pine County employees must complete security awareness training course within the first 30 days of employment. Additional security awareness training may be required (i.e. phishing training). Failure to complete the training or failure of phishing tests may result in removal of network access.

### 17.169 PENALTIES

Any employee in violation of this policy may be disciplined in accordance with the Pine County Personnel Rules and Policies, labor agreements, and/or other applicable rules or laws. Violations may be grounds for dismissal. In addition, violations of this policy may be referred for criminal prosecution, if appropriate.

### 17.2017 IMPLEMENTATION

IT Department and Department heads are responsible for the implementation and adherence of this policy within their department.



### **Section 17: Electronics Communications Resources (ECR Policy)**

#### **17.1. PURPOSE**

- 17.1.1 Pine County provides employees with access to and use of a variety of electronic communications resources (ECR). The County seeks to maximize the benefits of modern technology by striking an appropriate balance between the efficient use of ECR and the protection of county assets and interests.
- 17.1.2. These resources are provided to employees to allow them to be more efficient and to have access to information that is necessary for them to carry out their responsibilities. Employees are required to use these resources in a manner consistent with their position and work responsibilities with the County.
- 17.1.3. Inappropriate use of the County's ECR and any violation of this electronic communications policy may lead to discipline, up to and including termination of employment.

#### **17.2. APPLICABILITY**

This policy applies to anyone accessing or using County ECRs including, (regular, seasonal, part-time, full-time, temporary), contractors, volunteers, interns, employees of other local or state units of government working within Pine County, elected officials, and other individuals who have been granted access to and use of the County's electronic communications.

#### **17.3. DEFINITIONS**

- 17.3.1. **Electronic Communication Resources (ECR):** All equipment and software that retain, transmit, copy, modify, analyze or process information in any form. Electronic communication resources include, but are not limited to, the County's telephone system, voice mail system, e-mail system, mainframe computers (AS400), servers, desktop and laptop computers, iPads, (MDT) mobile data terminals, GIS equipment, electronic access cards, printers, databases, data storage media, cell phones, Internet access, Internet browsers, computer applications, operating systems or similar devices.
- 17.3.2. **Electronic data system:** Means any and all information or data that are received, sent, stored, created, processed, transferred, or communicated in any way by or through any County ECR including, but not limited to, computer files, e-mail, voice mail, and Internet access.
- 17.3.3. **Internet:** A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.



17.3.4. **Government data:** Is defined by Minnesota Statutes section 13.02, subdivision 7. “Government data” means all data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

17.3.5. **IT Department:** The name of Pine County’s information and technology department.

### 17.4. **USE**

17.4.1. **Access and assignment:** All individuals requiring access to any ECR and electronic data system needs the approval of the applicable department head. Department heads must specifically authorize such access in writing to the IT Department.

17.4.2. **Business use:** The County’s ECR and electronic data systems are County property and intended for County business. These resources are not to be used for employee personal gain or to support or advocate for non-county related business or purposes. All use of County ECR is subject to management access and may be monitored, pursuant to this policy. System integrity will be defined to meet this Policy and to safeguard the County’s hardware, software, and information.

17.4.3. **Limited personal use:** The County’s ECR are provided to support County Business and, accordingly, are intended to be used primarily for business related purposes. Unless prohibited by County Policy or by the applicable department head, employees may engage in occasional personal use of the County’s ECR. Individual department heads may determine when an employee’s personal use becomes excessive or otherwise violates this policy. The County reserves the rights to reduce or eliminate any personal use by an employee on a case-by-case basis or take disciplinary action.

All personal use must be limited such that it:

- 17.4.3.1. Is done on the employee’s personal time, and not the County time.
- 17.4.3.2. Does not interfere with County business or the use of its computer systems.
- 17.4.3.3. Does not interfere with the employee’s job performance or activities.
- 17.4.3.4. Does not interfere with the job performance or activities of any other employee.
- 17.4.3.5. Is not for personal financial gain or other promotional activities.
- 17.4.3.6. Does not damage any of the County’s computer systems.



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- 17.4.3.7. Does not result in any expense, financial loss, or obligation for the County.
- 17.4.3.8. Does not result in the consumption of County resources.
- 17.4.3.9. Does not violate any rule set forth in this policy.
- 17.4.3.10. Does not violate any federal, state, or local law.

Such use and any messages or data created or accessed will be treated no differently from other messages or data.

17.4.4. **Unacceptable use:** Unacceptable uses of the County's ECR resources include, but are not limited to, the following:

- 17.4.4.1. Threatening or fraudulent messages. No person may use any ECR system to intentionally threaten or offend another person or to send a fraudulent message.
- 17.4.4.2. Harassment and discrimination. No person may use any ECR system to harass or discriminate against another person on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age. All County policies on harassment and discrimination apply to conduct performed using any County computer system
- 17.4.4.3. Pornographic, obscene, vulgar, lewd, and sexually explicit material. No person may use any ECR system to seek out, access, upload, download, store, transmit, display or distribute pornographic, obscene, vulgar, lewd, or sexually explicit language or material. With approval from a department head and the IT Department, employees may access prohibited sites for job related purposes.
- 17.4.4.4. Harm to reputation. No person may use any ECR system to defame another or in a manner that harms the reputation of the County.
- 17.4.4.5. Disruption. No person may use an ECR system in a manner that damages, disrupts, or interferes with any County operation, service, equipment, or the job performance of an employee. Such disruptions or interference includes, but is not limited to, receiving or the distribution of unsolicited or personal advertising, or the transmission of unauthorized programs or data.
- 17.4.4.6. Vandalism. No person may use any ECR system to directly or indirectly vandalize, damage, or disable the personal, real, or intellectual property of another person or organization, or to make unauthorized modification to the property of another (including information or equipment owned by the County). i.e.: This rule prohibits "spamming", "hacking" or the propagation of a "worm" or "virus" or "ransomware" into any computer system.



## Policies and Procedures

- 17.4.4.7. Unauthorized interception or access. No users may use or override another person's password or codes or take any other action to intercept or access another person's materials, electronic information, or files (including e-mail).
- 17.4.4.8. Copyright infringement. No person may use any ECR system to violate any copyright law or otherwise use the intellectual property of another person or entity without proper authorization. The unauthorized duplication of computer software constitutes copyright infringement and is strictly prohibited by the policy. Many software companies will allow a single copy of the software to be made for backup or archival purposes. Before making such a copy employees must verify with the IT Department, that such action is permitted under the terms and conditions of the software license agreement.
- 17.4.4.9. Commercial use and private causes. No person may use any ECR system for private commercial use, for personal financial gain, to promote any private cause (including but not limited to political or religious causes), or to enter into any contractual relationship without obtaining prior written permission from the County Administrator or Department Head. A copy of this written approval should be sent to the IT Department for tracking and security purposes. Similarly, no person may use any County computer in a manner that could reasonably result in any expense, financial loss, or obligation for the County. The County hereby disclaims any liability for any unauthorized financial obligation incurred by unacceptable use of its computer system in violation of this rule.
- 17.4.4.10. Gambling. No person may use any ECR system to gamble or engage in a game of chance for money or other valuable consideration.
- 17.4.4.11. Disguising identity. No person may disguise or attempt to disguise their identity while using any ECR system. For example, individuals may not disguise their identity while using an ECR system to send or receive information via e-mail or the Internet. With approval from a Supervisor and/or Department Head, employees may disguise their identity for investigative purposes within the scope of their job description.
- 17.4.4.12. Violating the law. No person may use any ECR system in a manner that violates any local, state, or federal law.
- 17.4.4.13. Conduct unbecoming. No person may use any ECR system to engage in conduct that is otherwise unbecoming of a County employee.





## Policies and Procedures

- 17.4.4.14. Downloading files (*saving program or data files from an external source to a ECR*) Files that do not serve a business purpose are not to be downloaded from the Internet or other external source or installed on county-owned equipment without express consent by the employee's Supervisor and/or Department Head and knowledge of the IT Department. The downloading or installing a file with ransomware, spyware, malware or a computer virus can cause harm to the County and care must be taken to not contaminate any computers in the County.
- 17.4.4.15. Uploading files (*transferring program files from a local ECR to another ECR*) Files are not to be uploaded to the Internet without express consent by the employee's Supervisor and/or Department Head and knowledge of IT Department.
- 17.4.4.16. Viewing / downloading of non-business streaming media. The accessing, viewing, downloading, or any other method of retrieving streaming media is prohibited. This includes, but is not limited to, streaming audio and/or video, on-line radio, entertainment sites, sports or pornographic sites.
- 17.4.4.17. Games. The playing of any computerized games regardless of source is prohibited.
- 17.4.4.18. Accessing any e-mail other than county authorized Outlook and State of Minnesota e-mail. Employees are prohibited from retrieving e-mails via other systems such as web-based e-mail on network connected devices (i.e. yahoo, msn, Gmail, etc.).
- 17.4.4.19. Access involving Chat Rooms and Instant Messaging. The use and/or accessing of chat room and instant messaging is prohibited unless authorized by the employee's individual department head or supervisor and IT Department.
- 17.4.4.20. Non-employee access. Allowing anyone other than County employees access to information technology tools unless authorized by the department head and IT manager.
- 17.4.4.21. Unauthorized removal of county equipment / data. No County equipment and/or Data shall be removed from county facilities without specific authorization of the department head or supervisor.
- 17.4.4.22. Unauthorized use of non-county equipment. No non-county owned equipment shall be used and/or operated in whole or in part for the production of county data without the approval of the department head and IT Department.
- 17.4.4.23. Internet of Things (IoT) Devices. Internet of things devices (Amazon Echo, Google Home, Apple Homepod, etc.) are not allow on the County network or in County buildings.



17.4.4.24. **Cell phones.** County owned cellular telephones are for County business. Employees may make telephone calls and use cellular data for personal use. Any use that compromises the security of County data or creates a cost back to the County is prohibited

17.4.5. **No expectation of privacy:** Employees who use any County ECR and access any electronic data system have no expectation of privacy in any information that is backed up, stored, processed, or transferred by any County ECR, including but not limited to e-mail and information on Internet access, regardless of whether it is for personal or work purposes. Like any other data stored on County's ECR, data created from an employee's personal use is subject to periodic inspection and monitoring. By engaging in use of any County computer system, employees and other users consent to such inspection and monitoring.

17.4.6. **Policy modifications:** Although elected officials and department heads may adopt policies that are more restrictive than this policy, this policy establishes the minimum standards for use of any County system and any information sent, received, stored, or processed by a County system. In the event of a conflict between this policy and another policy, this policy controls.

17.4.7. **Acknowledgement of policy:** Each individual department head and elected official shall provide a copy of this policy to every employee in his or her department and any other individual granted access to ECR and electronic data systems. Every individual shall sign the required document to acknowledge review of this policy. The signed agreement is to be filed with the Administrator's Office.

### 17.5. SYSTEM INTEGRITY

All employees and ECR users of county equipment must protect the ECR system and electronic data systems through the observation of system integrity. Deactivating security features is prohibited.

17.5.1. **Password security:** All employees are required to create secure passwords. They are to take reasonable precautions to protect the security of their passwords. Employees may not share passwords or user names, or use another person's password or user name when using County ECR unless there is a significant business interest that has been identified and approved by the individual's Supervisor or Department Head.

If an individual department head or designee directs an employee to provide his or her passwords or access codes, the employee must immediately provide the current passwords and access codes.

Some of these computers will be used by the public and will be set up to use User ID's and Passwords designed to limit authority. At no time shall any employee's User ID and Password be shared with any member of the public. To assure that



data is secure, it may also be necessary to use other control measures, such as lock screen passwords. Since these measures disable the equipment, these types of passwords should only be used with the Department Head's signed approval and be given to the user's direct supervisor and kept in a secure location.

- 17.5.2. **Software installation and use:** Employees may not install any software on a County owned ECR. The IT Department reserves the right to remove unauthorized software at any time and without prior notice.
- 17.5.3. **Scanning for viruses:** Every employee must scan every computer file he or she receives from an outside or external data source including, but not limited to, USB flash drives, external hard drives, CDs, memory cards. Application executables (i.e. .EXE, .VBS etc.) or data files from all outside sources, including the Internet, must be scanned by the County's anti-virus software before first use. Executables received through e-mail, will be blocked and a written request needs to be made to IT Department authorizing installation.
- 17.5.4. **Logging off:** All users are to log off the system at the end of the day. The workstation will also lock after a determined length of time.

### 17.6. REMOTE ACCESS

The purpose of remote access is for employees to effectively and efficiently perform their job duties away from their worksite and to meet department needs when responding to emergency situations which prevent employee access to worksites.

County employees shall access the County's technological systems from remote locations only as approved by their supervisors. Access shall be via a secure gateway connection to the county information network with multifactor authentication. All other ECR policies governing information security, software licensing and data privacy apply.

County employees that need to access county data outside of the internal secure network will need to sign and agree to the Pine County Telework Agreement.

- 17.6.1. **Types of remote access:**
  - 17.6.1.1. County Wireless Network Access on a County ECR: A county employee is accessing county network files through county wireless network while at a county building.
  - 17.6.1.2. Internet Access on a County ECR off-site in the field: A county employee is using an air card or non-county wireless to access Internet and web-based work applications.
  - 17.6.1.3. Working on county files on a Non-County ECR: A county employee works on electronic work files out of the office as required for field work per job description or a project of a limited time frame and



scope. They may have taken the file home via a CD, jump drive, or sent via e-mail.

- 17.6.1.4. Access of county web e-mail from a Non-County ECR: A county employee checks their e-mail online from home or other location.
- 17.6.1.5. Access of county network files via Internet through VPN regardless of whether it is a personal or county owned ECR: A county employee could access all files on county servers from off-site.

### 17.7. E-MAIL

The email system is not an appropriate form of storage and important documents and sensitive information must be backed up outside of the email system. Electronic communication that is simple correspondence and not an official record or transaction of County business should be deleted as soon as possible and should not be retained by employees. Email will only be kept for 3 years in the employee's inbox. After 3 years, the emails will be deleted. Circumstances such as litigation holds may require email to be retained longer than the 3-year period.

Messages are subject to the Minnesota Government Data Practices Act and are disclosable to the subject of the data and to others pursuant to the provisions of that Statute. Messages that are subject to special controls, such as attorney-client communications, should be clearly marked as such and handled accordingly.

In the event an employee is terminated or resigns the Department Head/Supervisor will retain control of the employee mailbox for 1 month or otherwise determined by the IT Manager, after the employee has left employment. After 1 month, the mailbox will be deleted from the email system permanently.

### 17.8. DATA PRACTICES AND RETENTION

ECR may be used within the scope of employee's duties to retain data on clients of the County. Employees are advised that such data, its retention, use and disclosure, are subject to individual department policy, Federal and State laws including the Minnesota Data Practices Act law.

The contents of all electronic system data generated by County ECR and sent by, between and/or to individuals covered by this policy may be disclosed within or outside the County without the permission of the individual at any time for any purpose deemed necessary by the County, subject to any limitations imposed by law including but not limited to the Minnesota Government Data Practices Act. Under the Minnesota Government Data Practices Act the public has broad access to government records. Government records include data in the possession of the government "regardless of its physical form, storage media or conditions of use." Electronic data is subject to data practices requests.

Employees are required to retain documents found in their email. Please follow Minnesota Statutes section 13.02, subdivision 7.

### 17.9. PROTECTION OF DATA AND EQUIPMENT



- 17.9.1. All employees must exercise care in addressing e-mail messages to ensure that they are sent to the proper addressee.
- 17.9.2. The County e-mail system is meant to be a temporary medium for transmission of data. All government data that is required to be maintained pursuant to law shall be maintained separate from the County's e-mail system. All employees must transfer such data to a different medium.
- 17.9.3. Employees are to report any inappropriate e-mail, files, images, or such received to their Supervisor and the IT Department immediately.
- 17.9.4. Employees aware of the damage, stolen or misplacement of any county owned ECR, thumb drive, or CD, shall report it immediately to their supervisor and IT.
- 17.9.5. Electronic communication that constitutes an official record of County business must be kept in accordance with all records retention requirements and should be copied to appropriate network files for storage.
- 17.9.6. If you are unsure whether an electronic communication or other document is a government record for purpose of records retention laws, or is considered protected or private under data practices, check with your supervisor.

### 17.10 **STORING AND TRANSFERRING DOCUMENTS**

Electronic documents, including e-mails, electronic communication and business- related materials created on an employee's home or personal computer should be stored on the County's network in accordance with County records retention policies and the Minnesota Data Practices Act.

### 17.11. **MONITORING**

The use of the County's electronic resources is not private. Internet access and messages sent are subject to tracking, logging, monitoring, interception, and forwarding, which is beyond the control of the person using the resources. Although logs and e-mail messages may appear to the user to have been deleted, the message or the data that it contained may nevertheless continue to exist in the network in which the resources are connected. Stored logs, e-mail messages and other computerized data are discoverable documents, which may be exchanged in litigation. The content of logs or e-mail messages may subject the sender to civil liability, discipline, and criminal sanctions.

The County reserves the right, as is reasonably necessary, to search, review, audit, intercept or access any employee's use of electronic communications resources. All work products created through the use of electronic communications resources are the property of Pine County. Any materials developed, composed, sent or received using County equipment or resources will remain the property of Pine County.



Supervisors may review the usage of the County's Network and the County's access to the Internet and Online services by employees they supervise to determine whether there have been any breaches of security, violations of County policy, or other violation of duty on the part of employees.

If the IT department becomes suspicious of an employee's inappropriate use of the ECR policy, they must notify and involve the appropriate Department Head/Supervisor and Human Resources before conducting an investigation.

Supervisors may request access to an employee's e-mail through the IT Department, for employees that are on leave of absence, paid time off or otherwise absent or at any other time that the Supervisor deems necessary for the County's business purposes. A written request should be sent to IT for tracking and security purposes

### 17.12. SEPARATION OF EMPLOYMENT

Employees who resign, are terminated, laid off, suspended or otherwise cease (permanently or temporarily) their employment with Pine County have no right to the contents of their e-mail messages, network drives, and local computer files and shall not be allowed access to the network system.

### 17.13 PURCHASING AND SETUP

Purchasing of ECR hardware and software shall be processed through the IT Department for review. Purchasing will be based on need and appropriateness, procurement of quotations, and budget. With all such purchases subject to the County purchasing policy.

All computer-related equipment will be setup by the IT Department staff. They will be configured by IT Department and all necessary software will be loaded up prior to installation in the department. All resident games and other non-essential software will be removed prior to distribution and installation.

Only software purchased by, licensed to, or authorized by the County can be installed on County computers. The use of this software must be in compliance with the license agreement and cannot be copied to multiple computers unless so permitted by the license agreement. The IT Department will track County purchased or licensed applications to assure County compliance.

### 17.14 TELEPHONE AND MOBILE USE

It is expected that personal calls during work time will be kept to a minimum or limited to break times. If a personal call must be placed, it is expected that these calls will be brief and not occur with any frequency. County telephone and mobile phone bills will be monitored. The Department Heads will determine which positions require a mobile phone and whether the needs are best served through the allocation of a County purchased mobile phone.



If an employee is issued a County owned mobile phone, the mobile phone remains the property of the County and will be surrendered upon request. Changes to existing service plans or purchase of new equipment or services are to be performed by an authorized administrator as defined above.

Department Heads will be responsible for determining and enforcing the mobile phone plan required for business purposes for each employee. Employees will be responsible for using the County owned mobile phone according to the service plan that has been assigned to them. If the employee incurs charges for unauthorized or personal use, the Department Head will be responsible for monitoring reimbursement.

If a County owned mobile phone or related equipment is damaged, lost, or stolen due to employee negligence, the employee is responsible for the full cost of replacement of the phone or related equipment.

If a County owned mobile phone or related equipment is lost or stolen, the employee must immediately notify their Department Head who then must immediately notify the County IT Manager.

Employees will adhere to all driving laws related to mobile phone usage. They will be held responsible for damages in the event of a vehicle accident involving a County vehicle if they are misusing a mobile phones while driving. Texting while driving is strictly prohibited. Mobile phone use while driving is to be handled with caution and hands-free devices should be used.

County issued mobile phones and related equipment must be returned to the County upon separation of employment. If the mobile phone and related equipment is not returned to the County, the cost of the phone and related equipment will be deducted from the employee's final paycheck.

All County cell phones and mobile devices will require the following:

- 17.14.1. Cell phones are required to have a lock screen passcode.
- 17.14.2. Cell phones are subject to device management including remote wiping of the device if the device is lost or stolen.
- 17.14.3. No applications are to be installed that compromise Pine County's data security including Pine County E-mail System.
- 17.14.4. Users are not allowed to backup County data to personal online storage.

### 17.15 PINE COUNTY BUSINESS ON PERSONAL DEVICES

County business on non-county devices is discouraged and will be handled on a case-by-case basis.

- 17.15.1. When accessing the County email through these means, it is the employee's responsibility to ensure confidentiality and security .





- 17.15.2. The IT department will discontinue access to County email if an employee has the County's email on their personal device, if there has been misuse or has been subject to discipline or dismissal.

### 17.16. AUDITING

The County reserves the right, as is reasonably necessary, to search, review, audit, intercept or access any employee's use of ECR. All work products created through the use of electronic communications resources are the property of Pine County. Any materials developed, composed, sent or received using County equipment or resources will remain the property of Pine County.

The use of the County's ECR is not private. Internet access and messages sent are subject to logging, monitoring, interception, and forwarding, which is beyond the control of the person using the resources. Although logs and email messages may appear to the user to have been deleted, the message or the data that it contained may nevertheless continue to exist in the network in which the resources are connected. Stored logs, email messages and other computerized data are discoverable documents, which may be exchanged in litigation. The content of logs or email messages may subject the sender to civil liability, discipline, and criminal sanctions.

Users should be aware that even though they have a confidential password to access email, this does not suggest that the email is the property right of the employee. Management retains the right to, and shall maintain the ability-to, access any employee's password, protected email or other electronic data on devices. An employee assigned a computer access account is responsible for all usage of that resource. Users should not share their password with anyone and must take all reasonable precautions for password protection and maintenance.

### 17.17. SOCIAL MEDIA POLICY

- 17.17.1. **Purpose:** Social media can be a useful tool to enhance Pine County's ability to provide information to the public. Pine County wishes to be represented consistently and appropriately through the use of this technology. The purpose of this policy is to define social media and establish procedures for creating and managing a social media presence. The County's official website shall remain the County's primary online medium for communicating with the public.

- 17.17.2. **Definition of Social Media Websites:** Social media websites focus on creating and fostering online social communities and connecting users from varying locations and interest areas. Social media websites can offer many different ways for users to interact, such as instant messaging, blogging, commenting, online forum participation, status updating ("microblogging"), link sharing, video conferencing, and photo/video sharing. Some examples of popular social networks are Facebook, Twitter, Google+, YouTube and LinkedIn.

- 17.17.3. **Using Social Media for County Business:** All official Pine County presences on social media sites or services are considered an extension of the County's information networks and are governed by the "Acceptable Use" contained in the Pine County ECR Policy. Use of social media sites or services must clearly meet a business need and be authorized by the Technology Committee.





## Policies and Procedures

Information which is distributed via social networking must be professional, accurate, consistent, timely, and meet the informational needs of the department it is representing.

All social media content associated with or originating from a specific County department must be approved by the Department Head or his/her designee (webmaster) prior to such content being posted on any social media site.

Departments that use social media are responsible for complying with applicable federal, state and county laws, regulations and policies. This includes adherence to established laws and policies regarding copyright, records retention, Minnesota Data Practices Act, First Amendment, privacy laws and information security policies established by Pine County.

Wherever possible, links to more information should direct users back to the County's official website for more information, forms, documents or online services necessary to conduct business with Pine County.

Employees representing Pine County government via social media outlets must conduct themselves at all times as representatives of Pine County. Employees who fail to conduct themselves in an appropriate manner shall be subject to disciplinary action.

Any published social media by Pine County must be maintained. Questions posed by the public shall be answered within 24 hours if possible.

Pine County social networking content and comments containing any of the following forms of content shall not be allowed for posting:

- 17.17.3.1 Comments not topically related to the particular site or blog article being commented upon
- 17.17.3.2 Profane language or content
- 17.17.3.3 Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- 17.17.3.4 Sexual content or links to sexual content
- 17.17.3.5 Personal attacks of any kind
- 17.17.3.6 SPAM or Solicitations of commerce
- 17.17.3.7 Promotion of political organizations
- 17.17.3.8 Conduct or encouragement of illegal activity
- 17.17.3.9 Information that may tend to compromise the safety or security of the public or public systems
- 17.17.3.10 Content that violates a legal ownership interest of any other party



17.17.3.11 Disclosure of data that is in violation of state and federal public records and data practices laws.

17.17.4.1 The employee(s) responsible for the social media site must routinely monitor the site to ensure adherence to the Social Media Policy for appropriate use, message and branding consistent with the goals of Pine County.

17.17.5.1 Violation of these standards may result in the removal of department pages from social media outlets. The Administration department retains the authority to remove information.

### 17.18 SECURITY AWARENESS TRAINING

Pine County employees must complete security awareness training course within the first 30 days of employment. Additional security awareness training may be required (i.e. phishing training). Failure to complete the training or failure of phishing tests may result in removal of network access.

### 17.19 PENALTIES

Any employee in violation of this policy may be disciplined in accordance with the Pine County Personnel Rules and Policies, labor agreements, and/or other applicable rules or laws. Violations may be grounds for dismissal. In addition, violations of this policy may be referred for criminal prosecution, if appropriate.

### 17.20 IMPLEMENTATION

IT Department and Department heads are responsible for the implementation and adherence of this policy within their department.



## COUNTY BOARD AGENDA REQUEST

Date of Meeting: July 18, 2023

☐ Consent Agenda   ☒ Regular Agenda

Item Title: Award Contract #2303

Department: Pine County Public Works

  
Department Head / Sponsor signature

### Background information on Item:

#### Contract #2303

SAP 058-617-019	On CSAH 17, from CSAH 18 to CR 140 West
SAP 058-618-008	On CSAH 18, from CSAH 61 to the West County Line
CP 058-015-003	On CSAH 15, between Pelkey Creek and Cross Park
CP 058-017-004	On CSAH 17 from BNSF railroad tracks to 0.25 miles north
CP 058-140-002	On CR 140 from TH 48 to TH 48

### Action Requested:

Award contract #2303 to Northland Constructors of Duluth, Inc. in the amount of \$4,856,203.82

### Financial Impact:

Project funded in 2023 Budget

**Pine County  
Public Works Department  
405 Airport Road NE  
Pine City, MN 55063**

**(320)216-4200  
(320)629-6736fax**

# Memo

**To:** Pine County Board of Commissioners  
David J. Minke, County Administrator

**From:** Mark A. LeBrun, Public Works Director/County Engineer *MA*

**Date:** 7/11/2023

**Re:** Bid Opening - Contract #2303

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Bids for bituminous resurfacing were opened on Tuesday, July 11<sup>th</sup>. The engineer's estimate was \$4,598,553.90 and the following 3 bids were received:

Northland Constructors of Duluth, Inc.	\$4,856,203.82	5.6% over
Knife River	\$5,153,909.62	12.0% over
Duininck, Inc.	\$5,829,660.73	26.8% over

I recommend awarding to low bidder Northland Constructors of Duluth, Inc.



# PINE COUNTY

## Administrator's Office

635 Northridge Drive NW  
Suite 200  
Pine City, MN 55063  
1-800-450-7463 Ext. 1620  
Fax: 320-591-1628

### Commissioners

Steve Hallan – Dist. 1  
Josh Mohr – Dist. 2  
Terry Lovgren – Dist. 3  
J.J. Waldhalm – Dist. 4  
Matt Ludwig – Dist. 5

### County Administrator

David J. Minke

TO: Pine County Commissioners  
FROM: David Minke, County Administrator  
DATE: July 13, 2023  
SUBJECT: Second Quarter 2023 Budget Report

At the end of June, the county's budget is sound for six months, or 50% into the year.

**Chart 1** shows revenue and expenditure as a percentage of the budget for the county by the three major funds (General, Health & Human Services, and Road & Bridge) and the total of all funds. As of June 30, all funds are at or below 51% spent. Total county spending through the end of June was \$26,134,008 or 48% of the budget. Total revenues were \$35,048,094 or 64% of the budget. This number overstates the actual revenue due to accounting requirements. The unspent ARPA funds show as a revenue in the 2023 budget.

**Chart 2** compares the 2021, 2022, and 2023 revenue in the General Fund by budget department. Only the departments that receive significant program revenue are included. As is evident by the three-year history, revenue can vary greatly year to year. The variation is generally due to the timing of payments. Assessor revenue is at 0% for 2022 and 2023 due to the timing of the assessor contract payments.

### **Charts 3A & 3B**

Chart 3A shows the expenditures of the larger departments in the General Fund through the end of June. All budget departments are below 50% except for IT, Recorder, Sheriff (operations), and Solid Waste/Recycling. IT is at 54% due to the purchase of computer equipment during the first half of the year. Recorder is at 142% due to planned spending of compliance and technology fund money on the Tax and CAMA computer system replacement. Sheriff spending is at 53% due primarily to higher than budgeted vehicle insurance costs and supplies and equipment costs. Court Security is well underspent because the limited court activity has decreased the need for bailiff support.

Chart 3B uses the same column format to show first quarter 2023 expenditures (red bars) and adds a line showing the four-year (2020-2023) average. The graph shows that most areas are spending ahead of the historical rate. From the perspective of making budget, it is more comfortable for spending to be below the trend line. However, the current spending is still on track to make budget.

**Chart 4** shows the Health and Human Services revenues and expenditures by major division and the fund total. All divisions are below 50% on expenditures, and revenues are where expected at the end of the second quarter.

### **Chart 5 American Rescue Plan Act (ARPA) Funding**

Pine County was authorized \$5,745,374 in the American Rescue Plan Act. The county received the first half payment in May 2021 and the second half payment in June 2022. Nearly all of the ARPA funds have been allocated by the county board with a total of \$3,134,894 spent as of June 30. In addition to the initial allocation, interest of \$50,065 has accrued and must be used following the same guidelines as the initial ARPA funds. The total of unallocated funds is \$14,832.

Attached is Chart 5 showing the status of the ARPA spending by indicating the total allocation, the amount spent through June 30<sup>th</sup>, and the amount remaining by activity, along with the unallocated remaining funds.

Two of the activities overspent the initial allocation and show as deficits in the “unspent” column.

Line 16 PCSO Jail body Cameras. The cameras were originally allocated \$75,000. As the project developed, it was determined that upgrading the stationary security cameras was a better and less expensive option than adding body worn cameras. The allocation was then reduced. The project is now complete and the actual costs was \$2,250 more than the adjusted allocation, creating a deficit of \$2,250.

Line 21 PCSO Handheld Radios. The radios have been purchased and were \$55 over the estimate, creating a deficit of \$55.

Line 28 PCSO masks w/CBRN filter. The masks have been purchased and were \$1,168 below the estimate resulting in an excess in this activity.

The county board should consider:

1. Increase the allocation of Line 16 (PCSO Jail Body Cameras) by \$2,250 to eliminate the deficit. The revised allocation would be \$30,036.
2. Increase the allocation of Line 21 (PCSO Handheld Radios) by \$55 to eliminate the deficit. The revised allocation would be \$24,551.
3. Reduce the allocation of Line 28 (PCSO masks w/CBRN filter) by \$1,168 to eliminate the surplus.

The net impact of the above would be an increase in the total amount allocated by \$1,137 and a reduction in the Remaining Funds of that same amount, which would leave \$13,695.

### **Local Option Sales Tax for Transportation**

Sales tax collections through April 30<sup>th</sup> are \$533,311. This amount is \$36,786 or 7.4% more than the amount collected during the same period in 2022.

Chart 1  
Expenditure and Revenue by Major Fund and County Total as of June 30, 2023

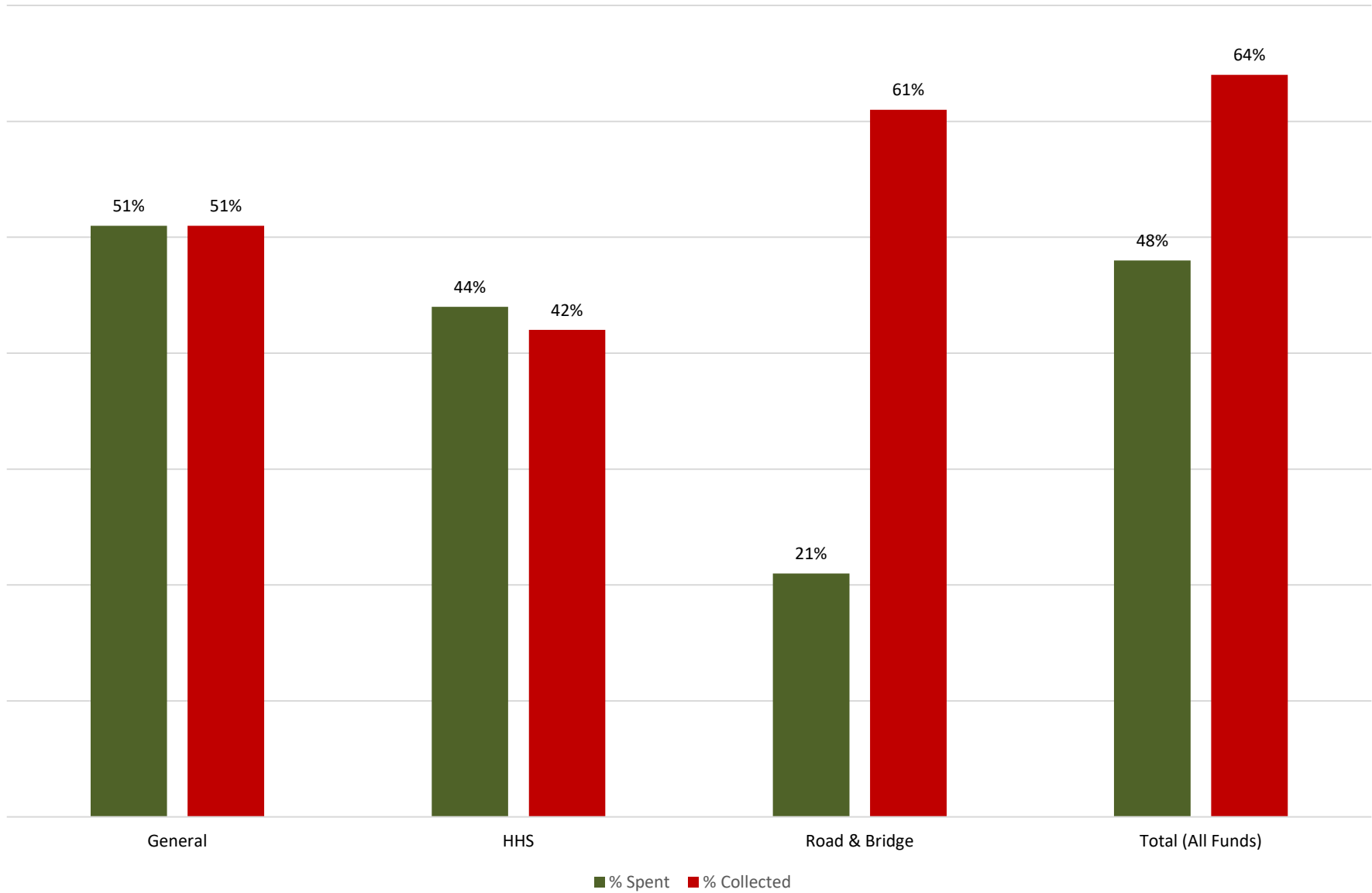


Chart 2  
General Fund Revenue by Department Through June 30 -- 2021, 2022, 2023

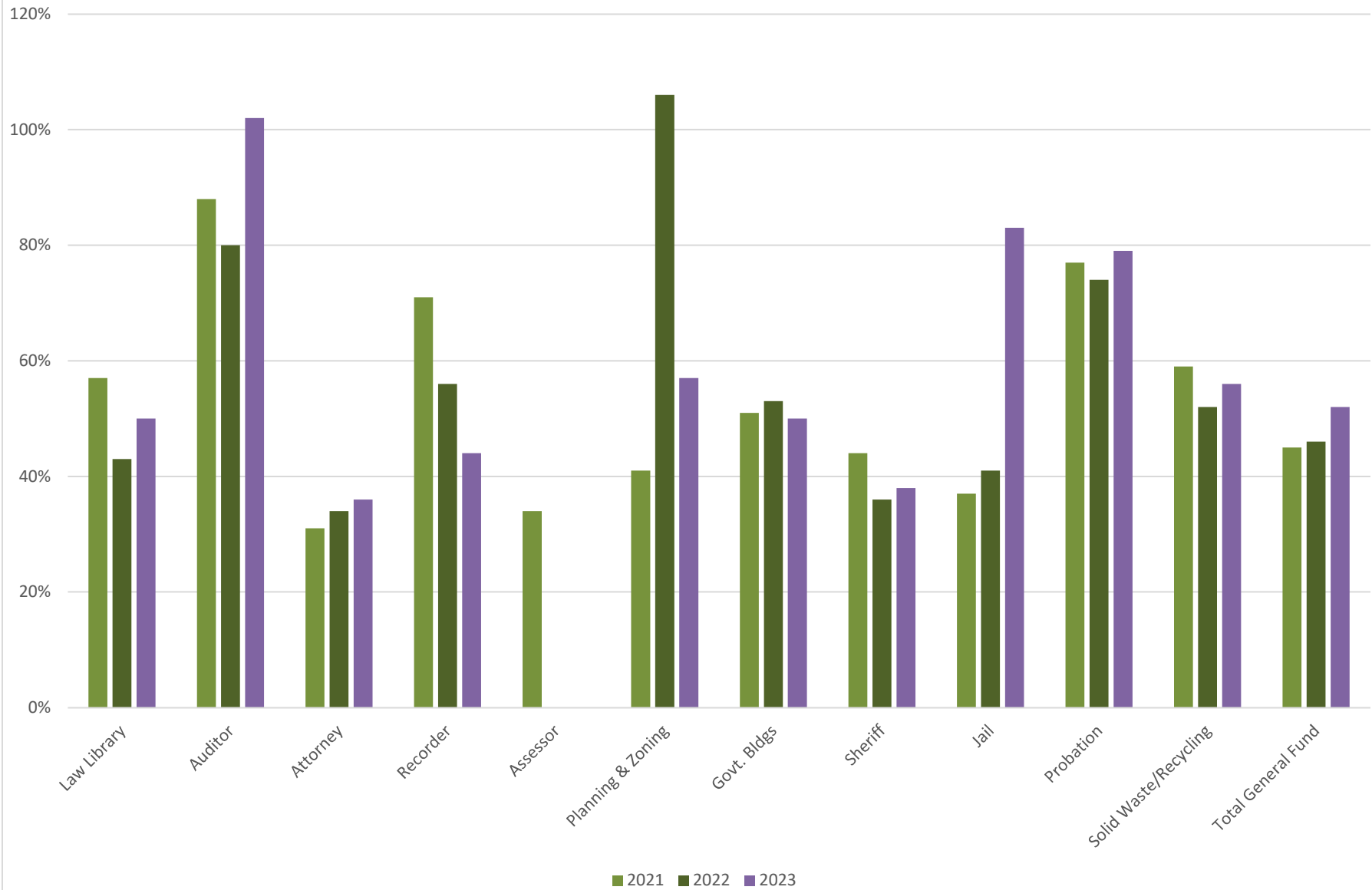




Chart 3A  
General Fund Expenditures as Percent by Department June 30, 2023

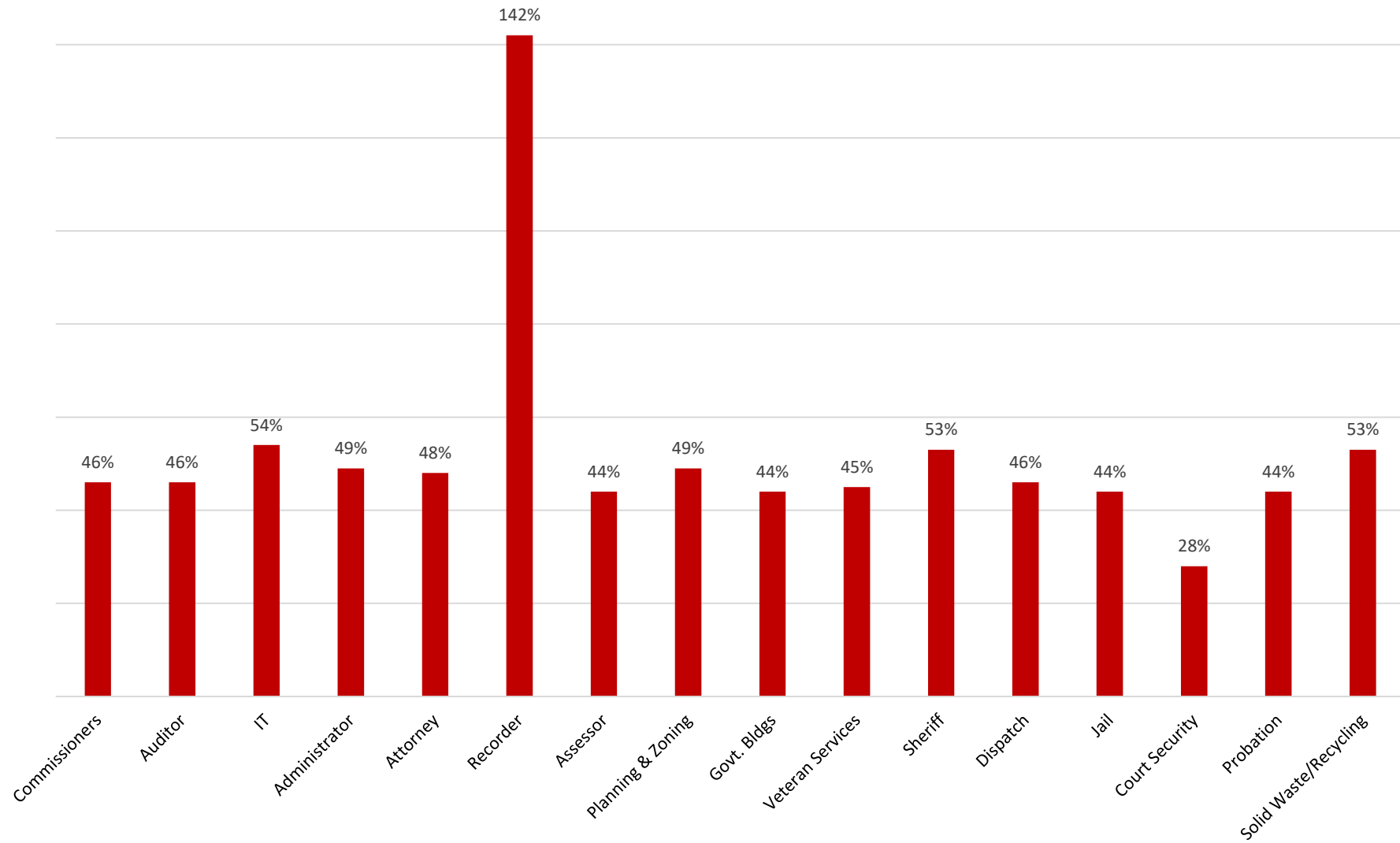


Chart 3B  
General Fund Expenditures as Percent by Department June 30, 2023  
Compared to 4-year Average

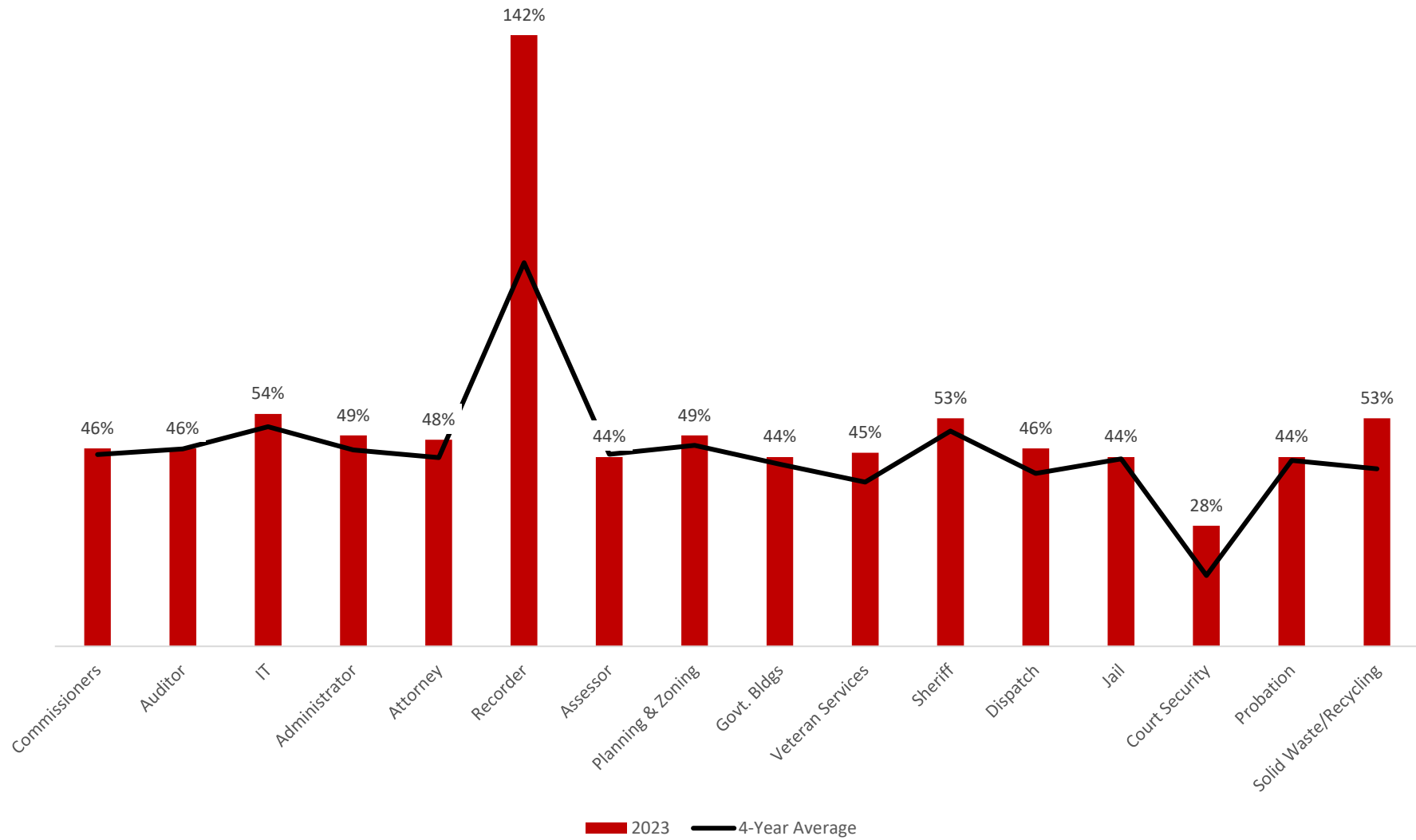
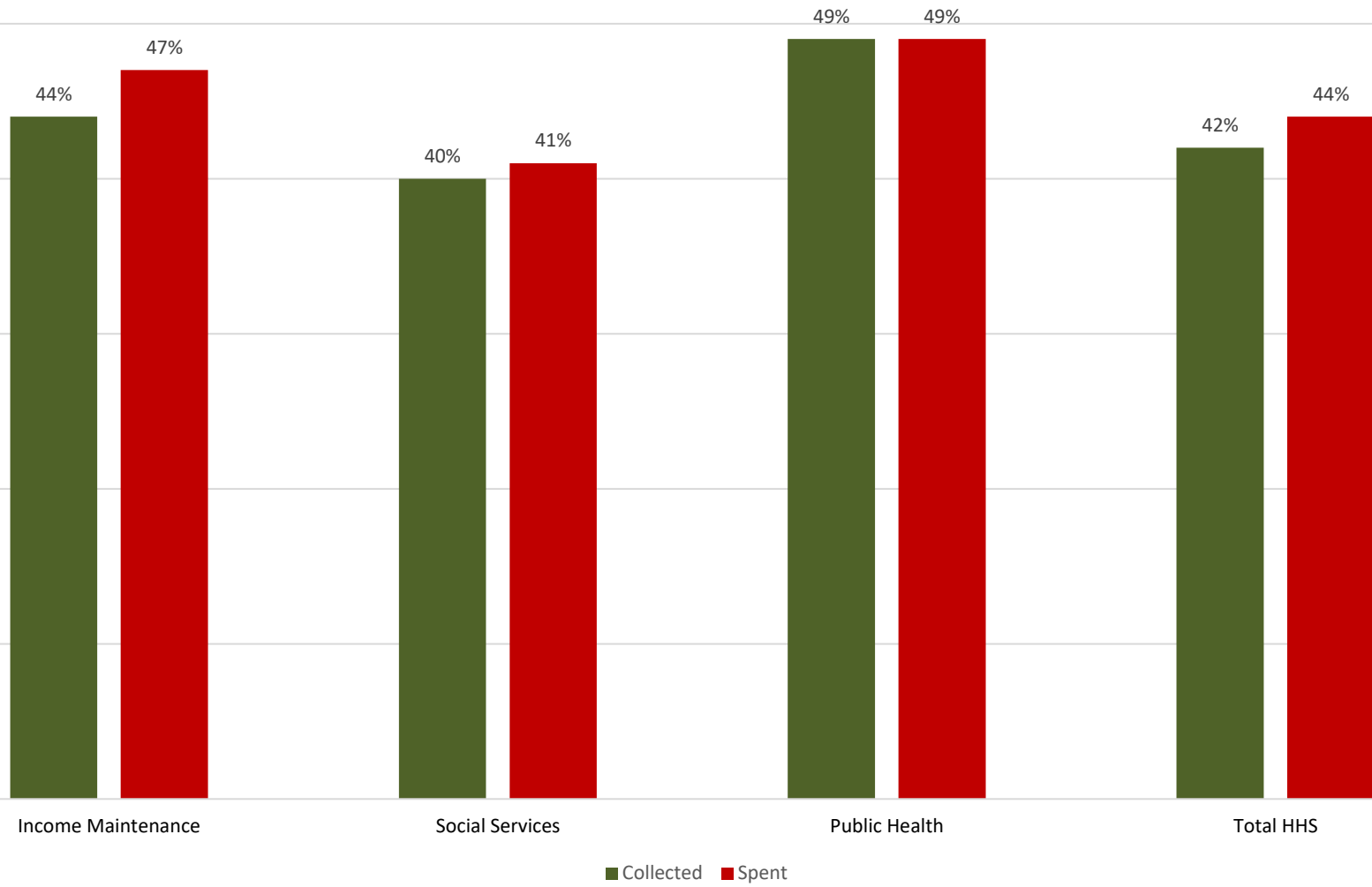


Chart 4  
HHS Revenue and Expenditures as Percent through June 30, 2023



## Chart 5

### ARPA Funds Spreadsheet

Initial Allocation				5,745,374	
Interest Earnings (thru 5/31/23)				50,065	
Total Available Funds				5,795,439	
Line #	Activity/Program/Project	allocation	spent as of 6/30/23	unspent	Proposed Adjustments
1	PCSO Jail Enhancements	870,000	38,945	831,055	
2	Broadband Grant Program	650,000	0	650,000	
3	Economic Dev. Coordinator thru 2026	657,533	229,705	427,828	
4	County-wide Housing Rehab	651,000	432,150	218,850	
5	Transfer to 2023 Operating Budget	621,263	621,263	0	
6	PTCC-Work Fast / PCCI	459,000	459,000	0	
7	Vehicles / Equipment	400,000	400,000	0	
8	Health Insurance Fund Stabilization	300,000	300,000	0	
9	U of M Youth Programming / 4-H Educator	160,000	0	160,000	
10	Election Equipment	150,000	150,000	0	
11	Community Health (Blue Zones)	90,000	0	90,000	
12	Child Care & Foster Care Projects/Grants	80,000	27,998	52,002	
13	Public Health Education and Outreach	90,823	90,823	0	
14	PCSO Medical Bags/AED per Squad	23,150	13,620	9,530	
15	U of M Community Mental Health	75,000	10,166	64,834	
16	PCSO Jail Body Cameras	27,786	30,036	-2,250	2,250
17	Hinckley Trans / Economic Impact Study	65,800	65,800	0	
18	PCSO Radio Amplifier (East Central HS)	22,725	22,725	0	
19	PCSO Medical Dispatch (w/Carlton County)	35,986	14,000	21,986	
20	Sandstone Freight Rail and Trans Study	35,000	0	35,000	
21	PCSO Handheld Radios	24,496	24,551	-55	55
22	Sandstone Town Hall septic	25,000	0	25,000	
23	Sturgeon Lake Stormwater Study	25,000	24,808	192	
24	City of Hinckley Infrastructure	25,000	0	25,000	
25	Broadband Consultant	25,000	24,435	565	
26	Employee Referral Bonus	15,000	8,500	6,500	
27	County-wide Marketing	25,000	19,218	5,782	
28	PCSO masks w/CBRN filter	19,663	18,495	1,168	-1,168
29	PCSO Workspace Improvements	23,412	23,412	0	
30	Mental Health Mini Grants	18,984	18,984	0	
31	PCSO Training	20,000	4,700	15,300	
32	Jail Covid Response Supplies	15,736	15,736	0	
33	Soo Line Trail Improvements w/NPRSC	15,000	15,000	0	
34	PCSO Squad Camera & Router	13,000	8,712	4,288	
35	HHS Directed Aid (assist families in need)	10,000	6,862	3,138	
36	PCSO Mental Health/Wellness Support	7,175	7,175	0	
37	Probation Supervision Tools	5,450	5,450	0	
38	Food Distribution	2,625	2,625	0	
	Totals	5,780,607	3,134,894	2,645,713	1,137
	Remaining Funds	14,832			

Highlighting indicates lines that have had expenditures during the 2nd quarter