



Please send to: peggy.stitzinger@state.mn.us
Questions? (651) 355-0160

Payment Request Form

Snowmobile Safety Enforcement Grant

Contract or Purchase Order # County Grant Recipient: Project Name:

CHECK below, period for which funds are being requested:

Address for Payment:

From 07/01/2021 to 06/30/2022

From 07/01/2022 to 06/30/2023

Amount of Request: \$

I certify that I am the individual authorized to request funds and that all costs reported are in accordance with the grant agreement.

COUNTY COMMENTS (if any):

Cassie Koch

Signature

Date

Print Name, Title

Phone Number:

MN Department of Natural Resource Use Only:

I certify that the goods and/or materials covered by this claim have been inspected and received or the services have been performed and are in accordance with the grant agreement and payment therefor is recommended.

FY:

Vendor Number (9):

DEPT: **R29**

Invoice # (20):

Payment approved in the amount of \$

P.O. #

LINE #

OBJECT #

By

PAYMENT AMOUNT:

Date

Transaction Date/No

DEPT AUTH. Signature



COMPLETION REPORT INSTRUCTIONS

SNOWMOBILE SAFETY ENFORCEMENT GRANT PROGRAM

Program Years 2022-2023

The Completion Report Form must be completed and returned to DNR Enforcement before any current SNOWMOBILE SAFETY ENFORCEMENT (SSE) Safety Enforcement Grant Program payments will be made, and before and future participant applications will be considered.

ON-GOING REPORTING REQUIREMENTS REMINDER FOR 2022-2023

The 2021 Minnesota Legislature included language in the funding appropriation that requires counties to post the accomplishments of its Sheriff's Offices in the program on its website, also reporting it to the state, by June 30th of each year the county participates. The existing Completion Report content will be sufficient information for this reporting requirement.

A. OPERATIONS REPORT

This portion should be completed by the Applicant Law Enforcement Agency Program Administrator.

i. Personnel

Include only those hours worked by officers and other personnel involved in snowmobile safety enforcement activities. Be sure you have written/paper documentation for these hours, and provide at least one copy of a completed form as an example, if not hours for all personnel charged against this grant program.

ii. Snowmobile Enforcement

The number of snowmobile vehicle related complaints reported to your Agency. The number of arrests and contacts in each category should be listed (only those warnings and citations issued by Agency Officers working snowmobile safety enforcement duties should be included-do not include those warnings and citations issued by conservation officers).

iii. Snowmobile Accidents

List the number of fatal and non-fatal snowmobile accidents reported to your Agency.

iv. Cooperative Activities

Provide a short narrative of the accomplishments of your agency in each of these areas.

B. FISCAL REPORT

This portion must be completed by the county agency administrator and should include only those funds expended or encumbered during the period of the grant (e.g., July 1, 2019 – June 30, 2020).

These classifications (personnel, supplies and expenses, and equipment) are equivalent to the categories on the Proposed Budget you submitted with the signed copies of your Grant Agreement. Refer to the form entitled Allowable Expenses for guidance when completing this report. Only expenses related to snowmobile safety training and/or enforcement activities are to be included.

Be sure to have documentation of all expenditures, including copies of Officer Logs, invoices, county purchase orders, integrated payment system summaries and any other applicable proofs of expenses incurred that are related to this grant. Please separate county and state fund amounts. Please total across and down. The agency administrator MUST sign and return the Completion Report Form.

Upon completion, return one copy of the Completion Report to:

peggy.stitzinger@state.mn.us

PARTICIPANT COMPLETION REPORT
SNOWMOBILE SAFETY ENFORCEMENT GRANT PROGRAM
Years 2022-2023

AGENCY:

DATE:

OPERATIONS REPORT

1. Personnel

Snowmobile Safety Enforcement Hours Worked by Agency Officers:

2. Snowmobile Safety Enforcement

a. Public Complaints (Snowmobile Related Only):

b. Arrests/Summons (Snowmobile Related Only):

c. Warnings (oral and written, Snowmobile Related Only):

d. Number of Alcohol Related Arrests (DWI, Reckless, & Careless):

e. Number of Illegal Operation Arrests (Speed & Operate on Roadway):

3. Snowmobile Accidents

a. Number of non-fatal Snowmobile accidents reported to your agency:

b. Number of fatal Snowmobile accidents reported to your agency:

4. Cooperative Activities

a. Include a narrative on the Snowmobile Training and Education Projects/Efforts that your Agency accomplished or participated in during this fiscal year.

b. Include a narrative on your agency participation in DNR Snowmobile Safety Enforcement activities during the past fiscal year. This includes participation in training classes, and collaboration with local Conservation Officers.

FISCAL REPORT

GROUP 1: PERSONNEL

Personnel	Number of Officers	Agency Funds	State Funds	Total Cost
Full-Time				
Part-Time				
Sub-Total				

GROUP 2: SUPPLIES AND EXPENSES

Itemized Expenses (Itemized)	Agency Funds	State Funds	Total Costs
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Sub-Total



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Activity List

AC02 Activity Detail w/Comment (by Account) for
 SHSNOW, PS - SHRF Snowmobile
 Accounts Excluded: None
 7/1/2021 thru 6/3/2022 (Post Date)

Activity	Account Category	Account Category Description	Transaction Description	Acct Unit	Acct	Account Description	Trans Date	Post Date	Trans Amt	Units	Resource/Vendor	Sys	Date Worked	Comment
SHSNOW	SO166	Field Activity	Expense accrual	100425	50020	Overtime	12/11/2021	12/24/2021	206.51	4.00	Kes, Maxwell R.	PR	12/11/2021	SWI
SHSNOW	SO166	Field Activity	Expense accrual	100425	50020	Overtime	01/08/2022	01/21/2022	520.42	8.00	Edwinson, Jacob M.	PR	01/08/2022	
SHSNOW	SO166	Field Activity	Expense accrual	100410	50020	Overtime	01/22/2022	02/04/2022	492.10	6.00	Kvasnicka, John P.	PR	01/22/2022	SWI SHIFT
SHSNOW	SO166	Field Activity	Expense accrual	100425	50020	Overtime	01/29/2022	02/04/2022	681.17	8.00	Emerson, Marshall T.	PR	01/29/2022	SWI SHIFT
SHSNOW	SO166	Field Activity	Expense accrual	100425	50020	Overtime	02/05/2022	02/18/2022	480.38	8.00	Strack, Jeffrey A.	PR	02/05/2022	SNOWMOBILE SHIFT
SHSNOW	SO166	Field Activity	Expense accrual	100425	50020	Overtime	02/05/2022	02/18/2022	585.51	9.00	Edwinson, Jacob M.	PR	02/05/2022	SWI SHIFT
SHSNOW	SO166	Field Activity	Expense accrual	100420	50020	Overtime	02/12/2022	02/18/2022	540.51	8.00	Rozeboom, Keith A.	PR	02/12/2022	SHSNOW GRANT
SHSNOW	SO166	Field Activity	Expense accrual	100425	50020	Overtime	02/19/2022	03/04/2022	453.90	7.00	Edwinson, Jacob M.	PR	02/19/2022	
SHSNOW	SO166	Field Activity	Expense accrual	100425	50020	Overtime	02/19/2022	03/04/2022	598.33	10.00	Strack, Jeffrey A.	PR	02/19/2022	POLAR PLUNGE GRANT SHIFT
SHSNOW	SO166	Field Activity	Expense accrual	100425	50020	Overtime	02/26/2022	03/04/2022	26.52	0.50	Kes, Maxwell R.	PR	02/26/2022	GRANT
SHSNOW	SO166	Field Activity	Expense accrual	100425	50020	Overtime	02/26/2022	03/04/2022	680.09	8.00	Emerson, Marshall T.	PR	02/26/2022	
					Total for 50020				5,265.44	76.50				
SHSNOW	SO166	Field Activity	Expense accrual	100425	50025	Shift Differential	01/08/2022	01/21/2022	10.00	8.00	Edwinson, Jacob M.	PR	01/08/2022	
SHSNOW	SO166	Field Activity	Expense accrual	100410	50025	Shift Differential	01/22/2022	02/04/2022	07.50	6.00	Kvasnicka, John P.	PR	01/22/2022	
SHSNOW	SO166	Field Activity	Expense accrual	100425	50025	Shift Differential	01/29/2022	02/04/2022	10.00	8.00	Emerson, Marshall T.	PR	01/29/2022	
SHSNOW	SO166	Field Activity	Expense accrual	100425	50025	Shift Differential	02/05/2022	02/18/2022	10.00	8.00	Strack, Jeffrey A.	PR	02/05/2022	
SHSNOW	SO166	Field Activity	Expense accrual	100425	50025	Shift Differential	02/05/2022	02/18/2022	11.25	9.00	Edwinson, Jacob M.	PR	02/05/2022	SWI SHIFT
SHSNOW	SO166	Field Activity	Expense accrual	100420	50025	Shift Differential	02/12/2022	02/18/2022	10.00	8.00	Rozeboom, Keith A.	PR	02/12/2022	



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SHSNOW	SO166	Field Activity	Expense accrual	100425	50025	Shift Differential	02/26/2022	03/04/2022	10.00	8.00	Emerson, Marshall T.	PR	02/26/2022	
									Total for 50025	68.75	55.00			
SHSNOW	SO148	Educational Class	SNOWMOBILE EXAM	100425	50215	Training/Conference	01/13/2022	02/23/2022	26.79	0.00	SNOWMOBILECOURS E.COM	PP		
									Total for 50215	26.79	0.00			
SHSNOW	SO312	Purchases	SNOWMOBILE SUPPLIES AND REG ST	100425	60350	General Program Expenses	02/02/2022	03/23/2022	109.77	0.00	LEO S SOUTH	PP		
									Total for 60350	109.77	0.00			
SHSNOW	SO312	Purchases	SC3413 - 2012 TRITON 8X10 ALU	100425	60615	Fleet Parts/Repair Supplies	08/02/2021	07/31/2021	73.10	0.00		GL		
									Total for 60615	73.10	0.00			
SHSNOW	SO312	Purchases	SNOWMOBILE FUEL	100400	60625	Fleet Fuel	01/08/2022	02/23/2022	26.62	0.00	KWIK TRIP 44100004416	PP		
SHSNOW	SO312	Purchases	SNOWMOBILE FUEL	100400	60625	Fleet Fuel	01/29/2022	03/23/2022	33.48	0.00	KWIK TRIP 92600009266	PP		
SHSNOW	SO312	Purchases	SNOWMOBILE FUEL	100400	60625	Fleet Fuel	02/05/2022	03/23/2022	29.31	0.00	KWIK TRIP 66300006635	PP		
SHSNOW	SO312	Purchases	SNOWMOBILE FUEL	100400	60625	Fleet Fuel	02/12/2022	03/23/2022	32.69	0.00	KWIK TRIP 28100002816	PP		
									Total for 60625	122.10	0.00			
SHSNOW	SO312	Purchases	SC3413 - 2012 TRITON 8X10 ALU	100425	60630	Fleet Other	08/02/2021	07/31/2021	187.88	0.00		GL		
SHSNOW	SO312	Purchases	SC3413 - 2012 TRITON 8X10 ALU	100425	60630	Fleet Other	03/01/2022	02/28/2022	41.48	0.00		GL		
									Total for 60630	229.36	0.00			
SHSNOW	SO312	Purchases	HELMET COMMUNICATIONS	100425	61225	Technology Equipment < \$5,000	02/08/2022	03/23/2022	449.99	0.00	LEO S SOUTH	PP		
									Total for 61225	449.99	0.00			



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			Activity Total			SHSNOW			6,345.30	131.50				
						Report Total			6,345.30	131.50				

SCOTT COUNTY SHERIFF'S OFFICE

2021-2022 GRANT SNOWMOBILE ACTIVITY LOG

NAME/S: Emerson/Kes

DATE: 02- 26-2022

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TOTAL SHIFT HOURS ___Emerson 8_Kes .50_____ HOURS ON TRAILS ___ 6_____

Total number of Snowmobiles/ATV's contacted _____10_____

SNOWMOBILE CALLS FOR SERVICE (PUBLIC COMPLAINTS) _____ 0 _____

ARRESTS/CITATIONS _____ 6 _____

WARNINGS _____ 3 _____

SWI/CARELESS/RECKLESS WITH ALCOHOL _____

ILLIGAL OPERATION (SPEED AND ON ROADWAY) _____

ACCIDENTS (PROPERTY DAMAGE AND INJURY) _____

ACCIDENTS (FATAL) _____

COMMENTS

6 Citations for metro trespass, 1 warning for reg, 1 warning for metro trespass, 1 assist. 1 warning for tow bar

SNOWMOBILE(S) USED DURING SHIFT

X Polaris Switchback X YAMAHA NYTRO

MECHANICAL PROBLEMS/DAMAGES

PLEASE COMPLETE FORM AND RETURN TO THE REC DEPUTY!