

FS Agreement No. 19-LE-11090900-015  
Cooperator Agreement No. \_\_\_\_\_**EXHIBIT A****COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &  
FINANCIAL PLAN  
Between The  
CITY OF DULUTH  
And the  
USDA, FOREST SERVICE  
LAW ENFORCEMENT AND INVESTIGATIONS****2019 ANNUAL OPERATING AND FINANCIAL PLAN**

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the City of Duluth, Minnesota, Lake Superior Drug and Violent Crimes Task Force, hereinafter referred to as "Cooperator," and the USDA, Forest Service, Law Enforcement & Investigations, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #19-LE-11090900-015 executed on May 1, 2019. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning December 1, 2018 and ending September 30, 2019.

Current 2019 Year Obligation: \$1,750.00

**FY2019 Total Annual Operating Plan: \$1,750.00**

**I. GENERAL:**

- A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

**Principal Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Name: Jeff Kazel, Lieutenant Address: 2030 N. Arlington Ave City, State, Zip: Duluth, MN 55811 Telephone: 218-730-5491 FAX: 218-725-2092 Email: jkazel@duluthmn.gov	Name: Richard Jaworski Address: 2030 N. Arlington Ave City, State, Zip: Duluth, MN 55811 Telephone: 218-730-5422 FAX: 218-730-5910 Email: rjaworski@duluthmn.gov

**Principal U.S. Forest Service Contacts:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Name: Keith McAuliffe, SA, USFS Address: 8901 Grand Ave Place City, State, Zip: Duluth, MN 55808 Telephone: 218-626-4386 FAX: 218-626-4394 Email: Keith.McAuliffe@usda.gov	Name: Brenda Frenzel Address: 200 Ash Avenue NW City, State, Zip: Cass Lake, MN 56633 Telephone: 218-335-8692 FAX: 218-335-8641 Email: Brenda.Frenzel@usda.gov

**II. EQUIPMENT:**

*See Cooperative Law Enforcement Agreement Provisions IV-K, IV-L, and IV-M for additional information.*

Equipment purchases for technical investigative services will be determined by the Cooperator, and will be used to purchase new, upgrade existing and service current equipment.

Estimated useful life of equipment to be purchased is 5 – 7 years.

Total reimbursement for this category shall not exceed the amount of: \$1,750.00

**III. SPECIAL ENFORCEMENT SITUATIONS:**

- A. Special Enforcement Situations include but are not limited to: Drug Enforcement, analytical and technical investigative support services, and certain group gatherings for special events.
- B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify the Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.

Drug Enforcement: This will be handled on a case by case basis. Reimbursement for technical and analytical investigative support services will not exceed the officers, or other police department personnel, scheduled hourly or overtime rate. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.

**IV. BILLING FREQUENCY:**

*See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.*

- A. The Cooperator shall furnish the Forest Service with itemized statements on the 5th of each month, for which reimbursable expenditures occurred. The statements shall be in sufficient detail to allow the Forest Service to tie these expenditures back to the reimbursable expenses and rate schedule contained in 1-B of this operating plan. The Cooperator shall certify these statements as being current and proper.
- B. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Patrol Activities		
Training		
Equipment	\$1,750.00	
Special Enforcement Situations		
<b>Total</b>	<b>\$1,750.00</b>	

- C. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-D.*
- D. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement.



In witness whereof, the parties hereto have executed this Annual Operating Plan as of the last date written below.

KEITH MCAULIFFE, Special Agent  
U.S. Forest Service, Law Enforcement &  
Investigations

Date

EMILY LARSON, Mayor  
City of Duluth, Minnesota

Date

GUNNAR JOHNSON, City Attorney  
Duluth, Minnesota

Date

CHELSEA J. HELMER, City Clerk  
Duluth, Minnesota

Date

JOSH BAILEY, City Auditor  
Duluth, Minnesota

Date

MARY V. KING  
Special Agent in Charge, Region 9

Date

The authority and format of this agreement have been reviewed and approved for signature.

*Brenda K. Frenzel*  
BRENDA K. FRENZEL

U.S. Forest Service Grants Management Specialist

*5/3/19*  
Date



This agreement meets the criteria to be excepted  
from pre-approval review according to OGC memo dated April 18, 2019.

MELANY GLOSSA, Deputy Regional Forester  
Eastern Region

Date

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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