

**COUNTY OF ST. LOUIS, MINNESOTA**  
**Service Contract 1000746**

**THIS SERVICE CONTRACT** is made and entered into between the **County of St. Louis**, a body politic and corporate existing under the laws of the State of Minnesota, hereinafter referred to as the "County," and the **City of Duluth**, a municipal corporation located at **411 W 1st Street, Duluth, Minnesota 55802**, hereinafter referred to as the "City."

**WITNESSETH:**

**WHEREAS**, the County has received funding for the Aquatic Invasive Species Prevention Program (AIS Program) from the State of Minnesota; and

**WHEREAS**, the County wishes to purchase the services of the City for activities and objectives consistent with the AIS Program regulations established by the State of Minnesota, using the AIS Program funding; and

**WHEREAS**, the City has the ability and capacity to provide this service; and

**WHEREAS**, there are funds available for the purchase of this service.

**NOW, THEREFORE**, for good and valuable consideration, the parties do hereby agree as follows:

**TERM OF SERVICE**

1. The City agrees to perform the services described in this Contract during the period commencing April 1, 2026, and terminating March 31, 2027.

**CONTRACT DOCUMENTS**

2. It is understood and agreed that the Request for Proposals, any addenda issued by the County, the signed and sealed Proposal Form, signed Purchase Order, any Exhibits and this Service Contract 1000746 shall collectively constitute the agreement between the County and the City, and shall be referred to as the Contract and the work shall be done in accordance therewith.

**RESPONSIBILITIES OF THE CITY**

3. Before commencement of any work in accordance with this Service Contract, City shall confirm with the County that funding is available.

4. City will provide goods and services consistent with its AIS Program application for funding (submitted before the funding deadline), as indicated in Exhibit A attached hereto and incorporated herein.
5. City will be responsible for completion of the project as described in the Scope of Work, as well as any project costs in excess of the AIS Program award.
6. City shall report the results of its performance of this Service Contract to the County with an update report by September 30, 2026, and final report before Contract termination.
7. As part of City's reporting requirements, it shall complete and provide a metrics report as part of the update report, as applicable for its project and as referenced herein as Exhibit B.
8. City shall provide its own tools, if necessary, and will provide all personnel needed to complete the project and activities under this Service Contract. City shall appoint a person responsible for the overall administration of services and communication with the County.

## **PERSONNEL**

9. It is understood and agreed that the City shall provide the services purchased hereunder unless otherwise approved by the County.

## **RESPONSIBILITIES OF THE COUNTY**

10. To be available for meetings and consultations related to the project.

## **COMPENSATION**

11. The County shall pay City a fee not to exceed **Thirty-Six Thousand Dollars and Zero Cents** (\$36,000.00) for services provided pursuant to this Contract.

## **INVOICES**

12. City may only seek payment for eligible expenses incurred by their performance of the work, and only as specifically indicated in Exhibit A.

## **PAYMENT**

13. Invoices shall be paid according to the terms of this Contract. If no terms apply, pursuant to Minn. Stat. § 471.425, payment shall be made thirty-five (35) days from receipt of the commodities or completion of services or receipt of the invoice, whichever is later, unless the County in good faith disputes the obligation.

## **RECORDS AUDITING AND RETENTION**

14. City's books, records, documents, papers, accounting procedures and practices, and other evidence relevant to this Contract are subject to the examination, duplication, transcription and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, Subd. 5. Such evidence is also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. City agrees to maintain such evidence for a period of six (6) years from the date of services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

## **TAXES**

15. City shall pay all applicable sales taxes and be responsible for the payment of any and all payroll taxes and contributions for unemployment compensation insurance and Social Security which are measured by the wages, salaries or other remunerations paid to employees of City and shall submit evidence of same to the County when requested.

## **INDEPENDENT CONTRACTOR**

16. That at all times and for all purposes hereunder, City shall be an independent contractor and is not an employee of the County for any purpose. No statement contained in this Contract shall be construed so as to find City to be an employee of the County, and City shall not be entitled to any of the rights, privileges, or benefits of employees of the County of St. Louis, including, but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.
17. City acknowledges and agrees no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, shall be made from the payments due City, and that it is City's sole obligation to comply with the applicable provisions of all federal and state tax laws.
18. City shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein.
19. City is responsible for hiring sufficient workers to perform the services/duties required by this Contract, withholding their taxes, and paying all other employment tax obligations on their behalf.

## **SUBCONTRACTING AND ASSIGNMENT**

20. City shall neither enter into subcontracts for performance of any of the services contemplated under this Contract, nor assign this Contract without the prior written approval of the County, and subject to such conditions and provisions as the County may deem necessary. City shall be responsible for the performance of all subcontractors.

## **DATA PRACTICES**

21. All data collected, created, received, maintained, or disseminated for any purpose by the Parties because of this Contract is governed by the Minnesota Government Data Practices Act.

## **DISCRIMINATION IN EMPLOYMENT**

22. City agrees to comply with all federal, state and local laws, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, disability or age. City further agrees to comply with all federal, state and local laws or ordinances and all applicable rules, regulations and standards established by any governmental agency having jurisdiction over City's performance of the provisions of this Contract.

## **INSURANCE**

23. It is understood that both parties are self-insured, and each party shall be responsible for its own negligent acts or omissions.

## **INDEMNIFICATION CLAUSE**

24. Each party (the "Indemnifying Party") agrees to defend, indemnify, and hold harmless the other party against any and all claims, liability, loss, damage, or expenses arising under the provisions of this Contract and caused by or resulting from negligent acts or omissions of the Indemnifying Party or those of the Indemnifying Party's employees or agents. Under no circumstances will the Indemnifying Party be required to pay on behalf of itself and the other party any amount in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for all parties may not be added together to determine the maximum amount of liability for either party. The intent of this paragraph is to impose on each party a limited duty to defend and indemnify each other subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.
25. This provision is not intended to create any cause of action in favor of any third party against the City or the County or to enlarge in any way the City's or County's liability, but it is intended solely to provide for indemnification of either party from liability for damages or injuries to third persons or property arising from the Indemnifying Party's or the Indemnifying Party's performance hereunder.

## **MODIFICATIONS/AMENDMENT**

26. Any alterations, variations, modifications, or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing and signed by the authorized representatives of the County and the City. This Contract shall supersede all other oral and written Contracts prior to execution of this document.

## **TERMINATION**

27. If the City fails to perform any of the provisions of this Contract or so fails to administer the work as to endanger the performance of the Contract, this shall constitute a default. Unless the City's default is excused by the County, the County may upon written notice immediately terminate this Contract in its entirety.

28. This Contract may be terminated without cause by the County upon thirty (30) days advance written notice to the City.
29. The County's failure to insist upon strict performance of any provision or to exercise any right under this Contract shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Contract.
30. The City shall be paid for actual work done to the date of termination. All documents completed by the City through the date of termination shall become the property of the County.
31. This Service Contract is contingent upon the County's receipt of sufficient funding from the State of Minnesota. In the event the County does not receive the anticipated grant of funds, this Service Contract may be terminated immediately, without payment to the City.

## **NOTICES/COMMUNICATIONS**

32. All notices and demands pursuant to this Contract shall be directed in writing to:

- 32.1. **City of Duluth – Parks & Recreation**

Allison Brooks – Project Coordinator  
411 West First Street, Ground Floor, Duluth, MN 55802  
(218) 730-4304 | [abrooks@duluthmn.gov](mailto:abrooks@duluthmn.gov)

*with a copy remitted to:*

Terri Lehr – City Attorney  
411 West First Street, Room 440, Duluth, MN 55802  
(218) 730-5490 | [tlehr@duluthmn.gov](mailto:tlehr@duluthmn.gov)

- 32.2. **St. Louis County – Planning & Zoning**

Ryan Logan – Director  
201 s. 3<sup>rd</sup> Ave. W, Virginia, MN 55792  
(218) 471-7622 | [loganr@stlouiscountymn.gov](mailto:loganr@stlouiscountymn.gov)

## **OTHER CONDITIONS**

33. **Compliance with Laws/Standards**

City shall abide by all federal, state or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or the facilities, programs and staff for which City is responsible.

34. **Licenses**

City shall procure, at its own expense, all licenses, permits or other rights required for the provision of services contemplated by this Contract. City shall inform the County of any changes in the above within five (5) days of occurrence.

35. **Minnesota Law to Govern**

This Contract shall be governed by and construed in accordance with the substantive and procedural laws in the State of Minnesota without giving effect to the principles of conflict of laws. All proceedings related to this Contract shall be venued in the State of Minnesota District Court for the Sixth Judicial District in Duluth, Minnesota.

**DEBARMENT**

36. By entering into this Contract, City certifies that the firm, association, corporation, or any person in a controlling capacity is not currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any government agency; does not have a proposed debarment pending; and has not been indicted, convicted, or has a civil judgment rendered against any person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud, or official misconduct within the past three years.

**LIMITATION OF LIABILITY**

37. Neither party shall be liable for any special, consequential, or punitive damages resulting from or relating to any breach of the Contract under any circumstances.

**WAIVER**

38. Any waiver by either party of any provision of this Contract shall not imply a subsequent waiver of that or any other provision.

**SEVERABILITY**

39. The provisions of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Contract unless the part or parts which are void, invalid, or otherwise unenforceable shall substantially impair the value of the entire Contract with respect to either party.

**ORDER OF PRECEDENCE**

40. In all instances where any language in any attachment or Exhibit attached hereto is inconsistent with this Service Contract 1000746 (all sections and the recitals), this Service Contract 1000746 (all sections and the recitals) shall govern and control.

**FINAL CONTRACT**

41. This Contract is the final expression of the Contract of the parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings, or contracts. There are no representations, warranties, or stipulations either oral or written not herein contained.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

**IN WITNESS WHEREOF**, the parties hereto have executed this Contract on the day and year indicated below.

**City of Duluth**

By: \_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Signature

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

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

Attest: \_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Signature

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

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

Countersigned:

\_\_\_\_\_  
Signature

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

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

Approved as to from:

\_\_\_\_\_  
Signature

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

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

**County of St. Louis**

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

**Brad Gustafson**  
Director of Economic & Community  
Development

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

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

**Michael A. Jugovich**  
Chair of the Board

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

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

**Nancy Nilsen**  
Auditor

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

**APPROVED AS TO FORM & EXECUTION:**

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

**Thomas Stanley**  
Assistant County Attorney

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

County Contract Number: 1000746

**CERTIFICATE OF COMPLIANCE WITH MINNESOTA  
WORKERS' COMPENSATION LAW (MINN. STAT. § 176.182)**

We are required by law to obtain the information requested below. If the information is not provided, we will not enter into any contract with Contractor for the doing of any public work. If the information is not reported or is falsely reported, it may result in the assessment of a \$2,000 penalty payable to the Minnesota Commissioner of Labor and Industry, all as provided in Minn. Stat. § 176.182.

If Contractor has workers' compensation insurance coverage, complete this section:

Name of insurance company (not agency): \_\_\_\_\_

Policy number: \_\_\_\_\_

Dates of Coverage: \_\_\_\_\_

**OR**

If the Minnesota Commissioner of Commerce has permitted Contractor to be self-insured with respect to workers' compensation liability, check here (        ) and send a copy of the permit to the County contact listed in your contract with the County.

**OR**

If Contractor does not have workers' compensation insurance coverage and the Minnesota Commissioner of Commerce has not permitted Contractor to be self-insured with respect to workers' compensation liability, check one of the following:

(        ) Contractor is the State or a municipal subdivision of the State;

(        ) Contractor has no employees; or

(        ) Contractor has no employees covered by workers' compensation.

The person signing this certificate on behalf of Contractor certifies that the information provided above is true and correct.

**Contractor:**

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

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

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

I understand that St Louis County will provide the FINAL Executed Contract/Agreement once ALL parties have signed and ALL required documents have been provided to St Louis County.

**Contractor:**

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

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

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



# Aquatic Invasive Species (AIS) Prevention Program

St. Louis County, Minnesota

**About:** The Aquatic Invasive Species (AIS) Prevention Program provides funds to organizations to carry out activities related to prevent the introduction or limit the spread of aquatic invasive species (AIS) in St. Louis County. For more information, see our website at:

<http://www.stlouiscountymn.gov/ais>

NOTE: St. Louis County AIS Prevention Program will be available provided state funding is appropriated for the program.

Organization/Applicant Name City of Duluth		Daytime # 218-730-4312		Date 11/20/2025
Type of Organization <input checked="" type="checkbox"/> Government <input type="checkbox"/> Non-profit <input type="checkbox"/> Other				
Address 411 West 1 <sup>st</sup> Street		City Duluth	State MN	ZIP 55802
Email cknettel@duluthmn.gov				
Contact Person <i>If applicable</i> <b>Cliff Knettel</b>		Contact Person # <b>218-730-4312</b>		
Mailing Address <i>If different than above</i>		City	State	ZIP
Email Address <i>If different than above</i>				

## PROJECT INFORMATION

Project Title				
Name(s) of affected water bodies <i>If applicable</i> St. Louis River, Lake Superior			Water body ID(s) <i>If applicable</i>	
Site Address <i>If applicable</i> 440 South 88 <sup>th</sup> Avenue West			City Duluth	State MN ZIP 55808

## PROJECT TYPE – See St. Louis County AIS Prevention Plan Action Categories (pages 5-15)

- Assess county resources and risk of AIS introduction and spread Check all that apply
- Increase resources for countywide education and enforcement
- Increase public awareness and participation in prevention
- Increase available resources and leverage partnerships
- Broaden knowledge of and participation in early detection and rapid response activities
- Manage existing populations of AIS
- Address specific pathways for AIS introduction

## FUNDING REQUEST

Amount of (\$) of AIS Grant Program Request Minimum \$10,000	<b>\$ 46,000</b>
Amount of (\$) of Organizational Resources	<b>\$ 0</b>
Amount (\$) From Other Sources Name and Level of Commitment	<b>\$ 0</b>
	\$
	\$
<b>Total Project Cost (\$)</b>	<b>\$ 46,000</b>

**See Instructions for providing details in this section.**

**APPLICATION NARRATIVE** (Please *briefly* explain the following. Additional sheets may be attached if necessary.)

**1. Please describe the problem, issue, or concerns you intend to address.**

Aquatic invasive species (AIS) threaten the health of aquatic ecosystems by outcompeting and displacing native species. Lake Superior is identified by the MN DNR as an infested water for AIS including Eurasian ruffe, viral hemorrhagic septicemia, white perch, spiny waterflea, round goby, New Zealand mudsnail, zebra mussels, Eurasian watermilfoil, and faucet snail. Additionally, the St. Louis River has populations of purple loosestrife and Phragmites. Many of these species are considered key AIS species of concern due to their threat to natural, cultural, and recreational resources in St. Louis County.

The St. Louis River Area of Concern has prompted an array of remediation and restoration management actions to address legacy pollution with the overarching goal being the restoration of healthy aquatic habitat. Collaboration between multiple governmental, industry, and nonprofit partners has successfully supported extensive sediment remediation, habitat improvement, and AIS management. The success of decades of investments into the health of the St. Louis River are at risk unless measures are taken to address AIS.

A CD3 Station was first installed at Munger Landing in 2018 with support from Wildlife Forever and the St. Louis County AIS Prevention Grant Program. The station was relocated to Boy Scout Landing during the Munger Landing sediment remediation and habitat restoration project where it continues to be used successfully. The timing of a new CD3 Station at Munger Landing is ideal because the City of Duluth will be using a combination of federal, state, and local funding to implement trailhead improvements at Munger Landing including a new vault toilet, amenities to support paddlecraft water access, and additional parking. Installing a new CD3 Station at Munger Landing will support further proliferation and spread of AIS throughout the St. Louis River and to other water bodies.

**2. What is being proposed to address the problem, issue or concern?**

The City of Duluth proposes installing a CD3 Wayside Solar Station and AIS prevention signage at the public boat launch at Munger Landing to provide the tools needed to clean, drain, and dry their watercraft and trailers, which are primary sources of AIS spread. The CD3 Station provides tools to support AIS spread prevention and educational information will support awareness for the community.

CD3 systems, when combined with signage, have been shown to reduce AIS violation rates by 70%. Research studies by the University of MN, University of WI, and Three Rivers Park District have shown the effectiveness of CD3 systems to remove water from live wells and bilges to be as effective at removing AIS as a trained inspector. These systems are easy to use thereby improving public awareness and participation in prevention of AIS spread.

The CD3 Wayside Solar Station is a self-serve system that includes resources for boaters to clean, drain, and dry their recreational watercraft and equipment, which are high-risk pathways for the introduction and spread of AIS in St. Louis County. The CD3 Station features a marine brush, wet-dry vacuum, reach tool, plug wrench (to remove boat plugs), blower, and marine LED lights to support visibility in low-light conditions. The planned site improvements at Munger Landing are likely to increase use of the Landing, presenting a great opportunity to broaden knowledge of and participation in AIS spread prevention.

**3. How does this work support the St. Louis County Aquatic Invasive Species Prevention Plan?**

This project supports multiple actions identified in the St. Louis County AIS Prevention Plan. The CD3 system includes a "Clean Drain Dry" educational wrap that matches existing regional and county messaging about AIS prevention. In addition to AIS prevention messaging that will increase public awareness and participation in prevention, this project also supports local outreach by increasing available resources, prioritizes prevention efforts for infested waterbodies, supports management of existing populations to help prevent further spread, and addresses specific pathways for AIS introduction and spread with a permanent watercraft decontamination unit.

Because decontamination of watercraft is a key tool in preventing AIS spread, it will be beneficial to ensure that boats leaving Munger Landing are properly cleaned, drained, and dry. Likewise, it is important to prioritize the placement of decontamination tools at infested locations to prevent the introduction of these species to other waterbodies.

**4. What are the proposed outputs and outcomes and how will they be measured?**

This project will lead to an increase in compliance of boaters with the “clean, drain, dry,” guidance, and will lead to a decline in the spread of AIS. We will be collecting baseline data on use of the unit. We will report on the unit’s first year of use. The CD3’s IoT platform monitors the usage of the unit and quantifies this use over time. Watercraft inspectors who are already on-site inspecting boats will also collect information on how the CD3 is being adopted during the grant period. We define success by the public’s use of the CD3 System and the increase in adoption of its use over time.

**5. What is the timeframe for the project?**

May 2026: install CD3 station,  
May – October, 2026: collect data on CD3 station use, maintain CD3 station  
October - November, 2026: winterize CD3 station, write report, and publish results

**6. Describe partnerships with other agencies for the proposed project. Provide detail on matching funds involving the level of commitment.**

The City of Duluth will be the primary entity and will be responsible for purchasing and installing the CD3 Station, measuring success of the project, and providing ongoing maintenance of the Station through Park Maintenance. Munger Landing is a City-owned facility that we operate in conjunction with the MN Department of Natural Resources. These facilities were planned and constructed jointly between both governmental units. We also have a partnership with the St. Louis River Alliance who provide programming and advocacy for the Estuary, National Water trail and the trailhead facilities, which this also serves as. That advocacy includes monitoring and reporting of these facility conditions.

The proposed CD3 Station will complement the City of Duluth’s planned improvements at Munger Landing, which will be implemented in 2026-2027. The site improvements at Munger Landing leverages partnerships with the MN Department of Natural Resources, National Park Service, and other funders to expand parking facilities, provide a new vault toilet and picnic pavilion, and create new paddlecraft amenities to expand recreational access to the St. Louis River (see Attachment A: Munger Landing Design). Concurrently, the City of Duluth has received state and federal support to expand outreach and recreational programming along the St. Louis River. These programs are implemented by Duluth Parks & Recreation staff and through a partnership with the St. Louis River Alliance. Programs are intended to increase awareness of the St. Louis River Estuary National Water Trail and reconnect communities with recreational opportunities along and in the River. Incorporating AIS prevention messaging and tools at Munger Landing will effectively complement these initiatives and reach more community members.

**7. Describe the applicant's organizational capacity to conduct AIS work and accept state grant funds.**

Duluth has the necessary technical experience to successfully administer state and federally funded projects. The City of Duluth has administered millions of federal and state grant dollars to support planning, design, and construction projects. The Duluth Finance Department employs a professional staff, practices financial integrity, and implements continuous improvement efforts that streamline operations and reduce costs. Sound financial practices and other improvements led to an increase in the City's bond rating in 2013.

Cliff Knettel will serve as project manager overseeing implementation of this project, as well as the larger Munger Landing site improvements. Allison Brooks will support grant administration and project coordination, and Abbie Hopper will oversee ongoing maintenance. Additional implementation support will include administrative capacity from Alyssa Arntsen, Operations and Budget Analyst, for accounting and preparation of reimbursement requests, as well as the City's Finance Department, which will support procurement and payments. These staff have extensive experience managing state and federal grants and will dutifully support the successful implementation of the proposed project.

**ORGANIZATIONAL STRUCTURE**

**Please list members of the project team and describe their roles.**

Member Name	Role
Cliff Knettel	Assistant Manager of Parks & Recreation, overseeing implementation
Allison Brooks	Project Coordinator, supporting contracting and implementation
Alyssa Arntsen	Budget & Operations Analyst, financial documentation
Abbie Hopper	Manager of Park Maintenance, overseeing ongoing maintenance

**ATTACHMENTS**

**Required attachments for ALL applicants.**

1. A resolution by the governing body authorizing the applicants to apply for and receive funds.
2. One copy of most recent financial statements. (Non-government agencies)
3. Other relevant information (letters of support, etc.)
4. I have reviewed the sample contract. The applicant is able to comply with the requirements in the St. Louis County draft contract.  
 Yes       No (state reasons if answer is no)

**AGREEMENT**

Authorized Applicant Name: <i>Cliff Knettel</i>	Title Assistant Manager, Parks and Recreation	Date: 11/21/2025
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# BUDGET WORKSHEET

## Estimated source and use of funds

Use of Funds	Source of Funds					
Line Item Activities	AIS Request	Applicant Funds	Other Funds* (Name)	Other Funds* (Name)	Other Funds* (Name)	Total
CD3 Solar Wayside Station	\$46,000	0	0	0	0	\$46,000
City of Duluth Labor to install (In-kind)		\$2,000				\$2,000
CD3 Software Analysis, maintenance cost, grant administration		\$1,500				\$1,500

\* Indicate if other funds are committed



Legislation Details (With Text)

<b>File #:</b>	25-0900R	<b>Name:</b>	
<b>Type:</b>	Resolution	<b>Status:</b>	Agenda Ready
<b>File created:</b>	11/14/2025	<b>In control:</b>	Recreation, Libraries and Authorities
<b>On agenda:</b>	11/24/2025	<b>Final action:</b>	
<b>Enactment date:</b>		<b>Enactment #:</b>	
<b>Title:</b>	RESOLUTION AUTHORIZING APPLICATION TO ST. LOUIS COUNTY FOR AN AQUATIC INVASIVE SPECIES PREVENTION PROGRAM GRANT OF UP TO \$46,000 FOR A CD3 SYSTEM AT MUNGER LANDING.		

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Cover Memo\_Apply - CD3

Date	Ver.	Action By	Action	Result
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RESOLUTION AUTHORIZING APPLICATION TO ST. LOUIS COUNTY FOR AN AQUATIC INVASIVE SPECIES PREVENTION PROGRAM GRANT OF UP TO \$46,000 FOR A CD3 SYSTEM AT MUNGER LANDING.

**CITY PROPOSAL:**

BE IT RESOLVED, that the proper City officials are hereby authorized to submit an application to St. Louis County for an Aquatic Invasive Species Prevention Program grant of up to \$46,000 for a CD3 System at Munger Landing, which will provide tools for boaters to clean, drain, and dry their watercraft and trailers to reduce the spread of aquatic invasive species.

FURTHER RESOLVED, that no match is required to apply for these funds and the City of Duluth has the financial, technical, and managerial capacity to ensure proper administration of these funds and maintenance of the project.

FURTHER RESOLVED, the City of Duluth names the fiscal agent for this project as Josh Bailey, Interim Finance Director, 411 West First Street, Duluth, MN 55802.

**STATEMENT OF PURPOSE:** This resolution authorizes application to the St. Louis County Aquatic Invasive Species Prevention Program for a grant of up to \$46,000. These funds would support the purchase of a CD3 System for placement at Munger Landing, which will provide tools for boaters to clean, drain, and dry their watercraft and trailers to reduce the spread of aquatic invasive species. There is no match required and there is no requirement for replacement at the end of the CD3 System’s useful life.

In 2018, the City accepted a CD3 station from Wildlife Forever for use at Munger Landing (as authorized by resolution 18-0576R). During the Munger Landing remediation project completed by the U.S. Environmental Protection Agency in partnership with the Minnesota Pollution Control Agency and Wisconsin Department of Natural Resources, the boat launch at Munger Landing was closed to the public and the CD3 station was relocated to Boy Scout Landing. The CD3 Station remains in use at Boy Scout Landing and has been demonstrated to have low annual maintenance costs.

Through an array of federal and state grants, the Munger Landing site will be improved to serve as a trailhead for the St. Louis River Estuary National Water Trail and Waabizheshikana: The Marten Trail. Munger Landing also operates as a public boat landing for motorized watercraft through a cooperative agreement with the Minnesota Department of Natural Resources (as authorized by resolution 24-0804R). The St. Louis River Estuary has been deemed a high priority location by St. Louis County and the MN DNR for AIS prevention programs. Installing a new CD3 Station at Munger Landing through this grant will support slowing the spread of aquatic invasive species which damage natural resources and hinder public recreation opportunities.



LANDSCAPE ARCHITECTURE

**+ ASSOCIATES**

WWW.SASLANDARCH.COM

219 WEST FIRST STREET, SUITE 350  
 DULUTH, MN 55802  
 (P) 218.391.1335  
 MAIL@SASLANDARCH.COM

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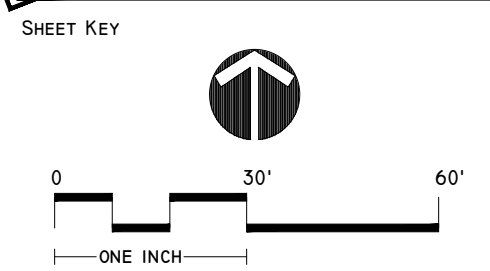
ISSUE RECORD/REVISION

PURPOSE	DATE

# MARTEN TRAIL MUNGER LANDINGS IMPROVEMENTS

CITY OF DULUTH, MINNESOTA

**DRAFT**  
 90% CD SET



SHEET TITLE  
**EXISTING CONDITIONS  
 & REMOVALS**

DATE:	12/9/2024
DRAWN BY:	LWS
CHECKED BY:	LWS
PROJECT NUMBER	22201
SHEET NUMBER	L-1



LANDSCAPE ARCHITECTURE

**+ ASSOCIATES**

WWW.SASLANDARCH.COM

219 WEST FIRST STREET, SUITE 350  
DULUTH, MN 55802  
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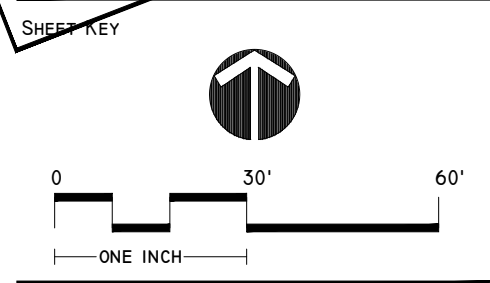
ISSUE RECORD/REVISION

PURPOSE	DATE

# MARTEN TRAIL MUNGER LANDING IMPROVEMENTS

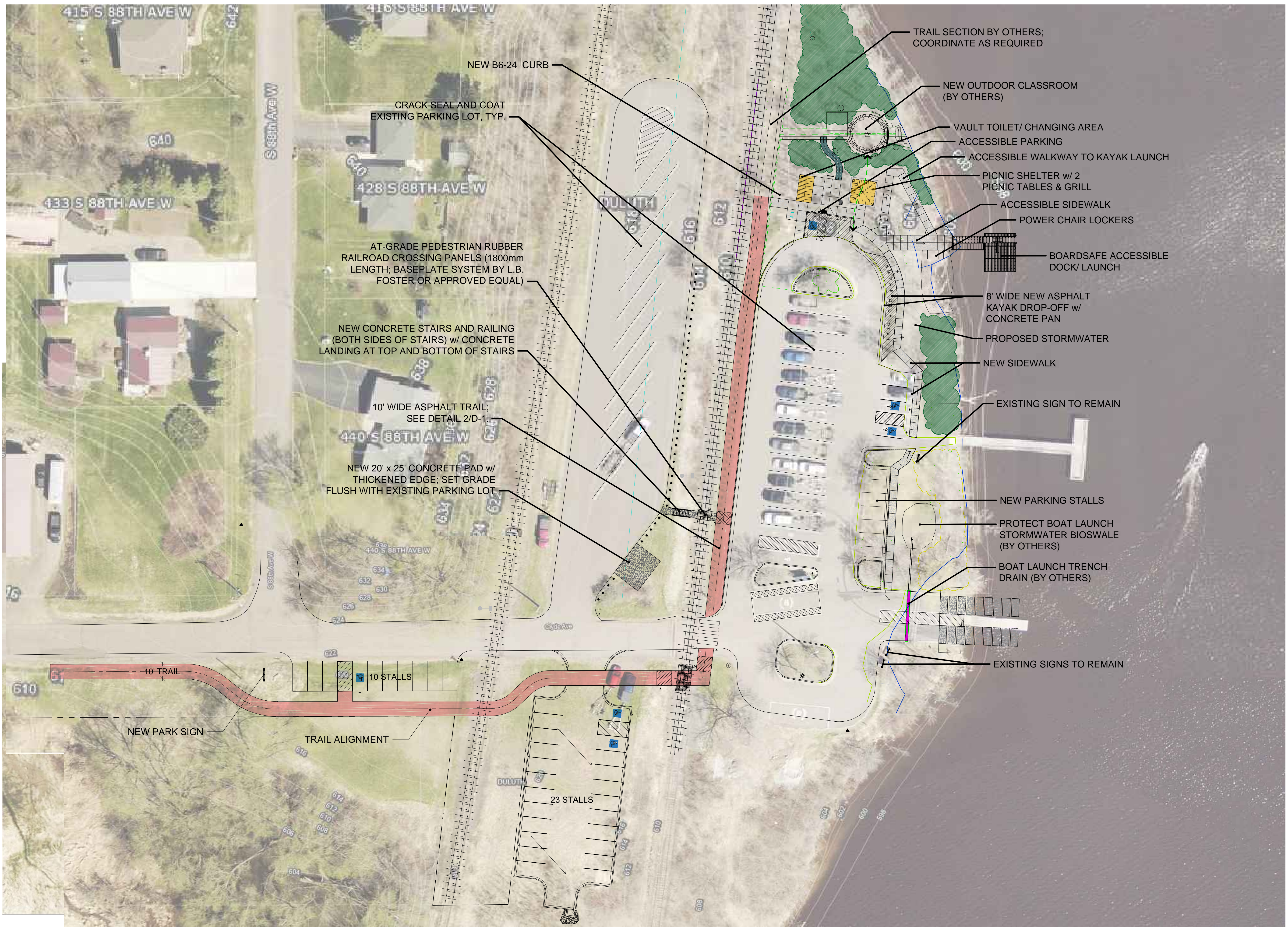
CITY OF DULUTH, MINNESOTA

**DRAFT**  
90% CD SET



SHEET TITLE  
**SITE PLAN**

DATE:	12/9/2024
DRAWN BY:	LWS
CHECKED BY:	LWS
PROJECT NUMBER:	22201
SHEET NUMBER:	L-2



Doc: 01\_2024\_461.mxd  
C:\Users\lrcampbell\OneDrive\Documents\lrcampbell\61000114 - Munger Landing - 12-3-24.dwg

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# Metrics Template 2026: Making a Difference with AIS Prevention Aid

The following **template list of metrics** provides a standardized way for local governments and their partners to voluntarily track their Aquatic Invasive Species (AIS) Prevention Aid accomplishments\*. This tool helps track measurable achievements and success stories to show local residents, stakeholder groups, boards and elected officials the impact of your AIS program in your communities.

\*Providing information in this template is not required by Statute 477A.19 (AIS Prevention Aid).

The following categories and metrics highlight common AIS prevention and management activities. Fill in what is applicable to your program this calendar year. This template is not all-inclusive and there are no required fields. Fill in as many metrics as you see fit. You may also include additional metrics that were tracked by your program.

**When you are done filing out this template, delete the following: this first page, non-applicable metrics and purple instruction text.** Then you will have a clean report ready for sharing!

Ideally, once complete, you can:

- Share with your community to showcase your program’s hard work.
- Share with the Minnesota Department of Natural Resources, so that data from all counties can be compiled and shared annually, to showcase the statewide impact of these local AIS prevention programs.
  - **Each of the 83 counties receiving aid is an important piece to the puzzle – we need all the pieces to get a complete picture. Please consider contributing to this statewide effort!**
  - Metrics summaries from past years can be found on the [AIS Prevention Aid webpage](#).

A completed template might look something like this:

### Dakota County's AIS Prevention Aid Program: A Snapshot of Accomplishments in 2021

**Program Summary**  
The Dakota County Council, through its AIS Prevention Aid, provides resources to help prevent the spread of aquatic invasive species including prevention, early detection, rapid response, outreach and education, and a grant program.

Category	Metrics
<b>AIS Prevention Aid Used</b>	\$108,321 AIS Prevention Aid used in calendar year 2021 \$4,000 (amount) awarded for a continuing fund
<b>People Doing AIS Work</b>	31 AIS prevention staff (10% of total full-time employees in County) 15 Level 1 Waterscraft Inspectors (100% of contracted companies) 2 Level 2 Waterscraft Inspectors (100% of contracted companies) 20 AIS staff used for 100% of all outreach 4 new AIS Detector volunteers, 10 Dakota Trail Volunteers, and 183 Wet and Field Evaluation Program volunteers who have been credited AIS ID training and education
<b>Partnerships</b>	Local organizations engaged and/or actively conducting AIS related AIS work: 2 AIS associations 2 local governments Our county has an AIS Task Force or Committee: Yes
<b>Funds Distributed, Contributed and Leveraged</b>	\$108,321 in grant award (all local organizations) 2 organizations received grants \$28,110.00 in funds contributed by other organizations to directly support AIS related work 2 organizations contributing in-kind services
<b>Communities Engaged</b>	3 events with about 450 of our AIS Prevention Aid recipients, staff and the public at program meetings, 10 events with 100+ attendees, Dakota County AIS Program Open House (150 attendees), Waterscraft Safety and Compliance Training on County and/or trailer Facebook, Instagram, Twitter, and YouTube (total by year: 8500) (total posts done by year: 200) (total posts on Dakota County AIS social media (Facebook and Instagram))
<b>Waterscraft Inspected</b>	\$42,790.85 spent on waterscraft inspection and decontamination 3221 waterscraft inspected 2488 Hours of inspection performed 41 vessels inspected by inspectors 4 new AIS boats covered by inspectors 0.8% of waterscraft received a warning with a slight out 100% of boats inspected by the inspector by Level 1 inspectors 100% of boats inspected and trained For more information on 2021 waterscraft inspections, please see the attached report. \$14,000 provided to local law enforcement officers to enforce AIS law 10 local law enforcement officers conducting AIS work 226 out-of-state calls by local law enforcement 100% of boats inspected @chrisboon and @writemingsboat
<b>Law Enforcement Supported</b>	

Category	Metrics
<b>Monitoring Conducted</b>	2 Great Lakes Area Boats Inspected for AIS (Boats Inspected) 1 Early Detection Station on 1 water body 1 Extra Inspectors on 1 water body 10 aquatic sites now monitored in Great Lakes Area 2 new detections in the county 1 person not captured in the University of Minnesota Extension and Minnesota AIS Research Center's "Boat a Trail" survey 1 list of sources contributed: <a href="#">Eurasian Water Minkfish</a> , <a href="#">Curl Leaf Pinfish</a> , <a href="#">Bullheads</a> , <a href="#">Bottlenose Snails</a>
<b>Invasive Aquatic Plant Management (IAPM)</b>	\$18,110.00 spent on IAPM 2 water bodies with AIS-funded IAPM activities 11 projects funded on controlling public AIS \$1,000.00 in other funds leveraged for IAPM work 1 Lake Sibley Invasive Plant Association coordinates with Dakota County on IAPM activities 1 Lake Sibley Invasive Plant Association and the City of Appleton have received grants from the Minnesota DNR for IAPM projects. List of sources collected: <a href="#">Eurasian Water Minkfish</a> , <a href="#">Curl Leaf Pinfish</a> , <a href="#">Bullheads</a> , <a href="#">Bottlenose Snails</a>

**Program Spending Summary**

Budget Category	County AIS Prevention Aid Spent in 2021	Local Grants AIS Prevention Aid Awarded in 2021	Description
Public Outreach and Education	\$8,110.00	\$3,930	Reimbursement for residents traveling to a detector boat training. Funding for 12 boat trailer covers. Funding for 10 boat trailer covers. Funding for 10 boat trailer covers.
Waterscraft Inspection	\$27,231.00	\$20,460.76	Costs associated with the inspection program including the cost of the grant program. We had 3221 inspections at 4 public access in Dakota County in 2021.
Decontamination	\$12,455	N/A	Additional Invasive AIS Decontamination hours through the County Statewide Department.
Monitoring	\$6	\$40,350.00	Monitoring boat conducted as part of the AIS grant program on several boats.
Non-Inspector Response	N/A	N/A	Money is provided to help pay for 6 out-of-state inspectors responses in 2021.
Training for Public Boat Management	N/A	\$18,110.00	Funds to support staff and other law enforcement program as eligible projects.

**Success Stories**  
Local Sibley AIS Prevention

During the 2021 AIS Watercraft Inspection season, inspectors found 146 AIS violations. Most notably, inspectors called out on two separate occasions to boat owners either going to access Lake Sibley with a boat attached to their waterscraft, preventing potential aquatic animal introductions within the lake.

**Reports and Products**  
2021 AIS Prevention Aid Report  
2021-2025 Dakota County AIS Invasive Species Plan

**Photo(s) of AIS Activities**

Below are photos of the new AIS Display. This was created in 2020 and brought to events in 2021.

[Instructions (delete purple text when complete):




These numbers should reflect activities accomplished in calendar year 2023 using AIS Prevention Aid.






1. Fill in your county name.
2. Provide an overview of your program.
3. Fill in applicable metrics below by double-clicking and entering numbers to replace the grey highlighted areas.
  - o Add metrics and categories as desired.
4. Delete the metrics and categories that are not applicable to your program, or write "N/A" or "0."
  - o The "watercraft inspected" category could be replaced or supplemented by including your Watercraft Inspection End of Season Report as an appendix to this document.
5. Provide an overview of your program spending.
6. Describe your plans for next year.
7. Share stories and photos of success, accomplishments, and impacts because those stories can be just as powerful as numbers, if not more so!]



## AIS Prevention Aid Program: A Snapshot of Accomplishments in 2026

### Program Summary

[Instructions (delete when complete): Provide a short description about your county's AIS program here, such as program oversight, funds, priorities, goals, strategies, capacity (staff/time dedicated to AIS work), partners, etc.]

Category	Metrics
	<p><b>AIS Prevention Aid Used</b></p> <p>\$ <input type="text"/> AIS Prevention Aid used this calendar year</p> <p>\$ <input type="text"/> saved in a contingency fund</p>
	<p><b>People Dedicated to AIS Work</b></p> <p><input type="text"/> full-time staff with <input type="text"/> % of their time dedicated to AIS work <i>(Staff that work 40 hours a week; provide average % if more than 1 staff person or list out separately.)</i></p> <p><input type="text"/> part-time and seasonal staff with <input type="text"/> % of their time dedicated to AIS work <i>(Staff <b>other than inspectors</b> that work less than 40 hours a week or seasonally; provide average % if more than 1 staff person or list out separately.)</i></p> <p><input type="text"/> total watercraft inspectors, including:</p> <p style="padding-left: 20px;"><input type="text"/> trained as <b>Level 1</b> and <input type="text"/> trained as <b>Level 2</b></p> <p>\$ <input type="text"/> spent on staff wages, including:</p> <p style="padding-left: 20px;">\$ <input type="text"/> in AIS Prevention Aid</p> <p style="padding-left: 20px;">\$ <input type="text"/> in other funds leveraged from <input type="text"/> <i>[list organizations if applicable]</i> <input type="text"/></p> <p><input type="text"/> volunteers conducted AIS work</p> <p><input type="text"/> volunteer hours served <i>(If applicable, add "@ \$ <input type="text"/> /hr they contributed \$ <input type="text"/>")</i></p>
	<p><b>Partnerships Created and Maintained</b></p> <p>Local organizations engaged and/or actively conducting aid-funded AIS work:</p> <p><input type="text"/> lake associations</p> <p><input type="text"/> conservation nonprofits and/or outdoor groups (e.g., angling, hunting, paddling, sailing, etc.)</p> <p><input type="text"/> schools and/or youth organizations</p> <p><input type="text"/> businesses</p> <p><input type="text"/> local governments</p> <p><input type="text"/> tribal governments</p> <p><input type="text"/> other groups such as <input type="text"/> <i>(list organizations if applicable)</i> <input type="text"/></p> <p>Our county has an AIS Task Force or Committee: <i>(Select: Yes or No)</i></p>

Category	Metrics
	<b>Funds Distributed, Contributed and Leveraged</b>
	<p>\$ ___ of AIS Prevention Aid awarded as grants to other organizations            ___ organizations awarded grants            \$ ___ in funds contributed by other organizations that directly support aid-funded work (e.g., matching for: grants, watercraft inspections, invasive aquatic plant management, education, etc.)            ___ organizations contributing additional funds            \$ ___ in other funds leveraged from ___ (list organizations if applicable) ___</p>
	<b>Communities Engaged</b>
	<p>___ events held about AIS or that included AIS topics            ___ residents and visitors directly contacted/engaged about AIS during events            ___ children and ___ teachers taught about AIS            ___ commitments gathered            \$ ___ of aid spent on advertisements (billboards, TV, radio, newspaper, social media, etc.)            Describe social media and/or advertising reach ___ (e.g., number of ads, posts, followers, shares, impressions, etc.) ___</p>
	<b>Watercraft Inspected</b>
	<p>\$ ___ spent on watercraft inspection (If applicable, add "decontamination") including:            \$ ___ in AIS Prevention Aid            \$ ___ in other funds leveraged from ___ (list organizations if applicable) ___            ___ inspections performed            ___ hours of inspections performed            ___ accesses covered by inspectors            ___ water bodies covered by inspectors            ___ % of watercraft recorded as arriving with drain plugs out            ___ % of watercraft recorded as arriving free of aquatic plants            ___ decontamination units (hot water, high pressure) operated by Level 2 inspectors            ___ decontaminations performed            ___ boaters engaged by AIS Volunteers/Ambassadors at water accesses            ___ water bodies with cleaning tool stations maintained at ___ water accesses (If applicable: ___ total tool uses)  <i>This category can be replaced or supplemented by your Watercraft Inspection End of Season Report.</i></p>
	<b>Law Enforcement Supported</b>
	<p>\$ ___ in aid provided to local law enforcement officers to enforce AIS laws            ___ local law enforcement officers trained this year on AIS laws            ___ local law enforcement officers conducted AIS work            ___ boaters contacted by local law enforcement</p>
	<b>Monitoring Conducted</b>
	<p>___ total lakes and rivers surveyed for AIS. Surveys included:            ___ early detection searches on ___ water bodies            ___ zebra mussel settling plates deployed on ___ water bodies            ___ veliger tows taken on ___ water bodies            ___ aquatic plant surveys conducted on ___ water bodies            ___ invasive common carp surveys conducted on ___ water bodies            ___ new detections in the county (new AIS discovered in a water body)            ___ volunteers trained and/or active as AIS Detectors            ___ people participated in the University of Minnesota Extension and Minnesota AIS Research Center's "Starry Trek" event            List of species targeted for monitoring or surveys: ___ (list species if applicable) ___</p>

Category	Metrics
 <p><b>New Infestation Response Planned</b></p>	<p>_____ coordinated response(s) to a new AIS population(s) <i>(Response can be control, inspection, education, monitoring, etc.)</i></p> <p>Our county: <i>(Select all that apply):</i> (1) Does not have a response plan, (2) Follows the state plan, and/or (3) Has a response plan developed in __ (year) __</p> <p>_____ sites controlled/managed</p>
 <p><b>AIS Controlled</b></p>	<p>\$_____ spent on in-lake/river control of AIS, including:</p> <p>    \$_____ in AIS Prevention Aid</p> <p>    \$_____ in other funds leveraged from _____ organizations</p> <p>_____ groups involved or conducting aid-funded control activities</p> <p>_____ total water bodies / sites with aid-funded control activities, including:</p> <p>    _____ water bodies with invasive aquatic plant management</p> <p>    _____ water bodies with invasive common carp management <i>(If applicable, include number/pounds of carp removed)</i></p> <p>    _____ sites with purple loosestrife management where _____ biocontrol beetles were released</p> <p>    _____ sites with non-native Phragmites management covered _____ acres</p> <p>    _____ water bodies / sites with _____ <i>(list additional species if applicable)</i> _____ management</p> <p>List of species controlled: _____ <i>(list species if applicable)</i> _____</p>

### Program Spending Summary

[Instructions (delete when complete): In the table below, list the estimated dollar amount of AIS Prevention Aid funds going to specific activity categories this year, or delete this section. Provide a description for each category. Include any staff wages as part of each applicable budget category or create a new category if staff time is not tracked by category. If your county had a local grant program, separate aid funds spent by the county in the second column and aid funds awarded/spent by other local organizations in the third column. In most cases, the sum of columns two and three should equal the total amount of aid funds spent this year.]

Budget Category	<i>(if applicable)</i> AIS Prevention Spent by Local Grantees in 2026	<i>(if applicable)</i> In-Kind Funds Contributed in 2026	Description
Public Outreach and Education	\$	\$	
Watercraft Inspection	\$	\$	
Enforcement	\$	\$	
Monitoring	\$	\$	
New Infestation Response	\$	\$	
AIS Control <i>(insert additional categories as needed)</i>	\$	\$	
Totals	\$	\$	

## Plans for 2027

[**Instructions (delete when complete):** Briefly describe how your program may change and what will remain the same for next year (2025). Are there metrics, performance measures, or goals you wish to maintain or improve upon? Are there new AIS pathways (e.g., live bait, water garden and aquarium pets or plants, biological supply, seafood, docks/lifts, etc.) or audiences you plan to reach?]

## 2026 Highlights

[**Instructions (delete when complete):** Programs are more than just numbers. The following sections provide a space for you to highlight and celebrate initiatives your program and your partners have accomplished through the aid in more detail. Fill in, add or delete sections as you see fit.]

### Success Stories

- [**Instructions:** Insert a story or two of success here. Example: a watercraft inspector prevented a boat covered in zebra mussels from launching into an uninfested lake; a stakeholder was trained to identify AIS and then detected a new infestation. Consider reporting efforts that reflect greatest accomplishments or impacts.]

### Engaging Diverse Audiences

- [**Instructions:** Over the past 20 years, Minnesota's diversity has increased in the Twin Cities Metro Area and many communities across the state. Our state has made a commitment to make outdoor recreation welcoming, and accessible, and by recruiting a more diverse workforce regardless of color, creed, religion, gender orientation and age. As more diverse audiences recreate on waters across the state, natural resource professionals will need to adapt efforts to ensure programs are more inclusive of diverse audiences.]
  - Has your program created new resources to reach diverse audiences (e.g. fact sheets in other languages)? Yes or No
  - If no, do you plan to in the future? Please describe.

### Multi-County Collaborations

- [**Instructions:** Highlight any initiatives that involve multiple counties and list those counties involved. Again, consider reporting efforts that reflect greatest accomplishments or impacts.]

### Reports and Products

- [**Instructions:** Insert a list of reports (rapid response, lake assessments, research, surveys, etc.) and/or products (brochures, fliers, giveaways, etc.) created using AIS Prevention Aid. Consider reporting about a particular product or effort that would serve as models elsewhere. Beyond the mentioned reports and products, the DNR and researchers are especially interested in the following:
  - List of inspection hours by access and water body (name and DOW number). Reminder: Include this in your Watercraft Inspection End of Season Report too.
  - List of water bodies monitored for AIS, the survey method(s) used, an estimate of total survey effort (e.g. number of settling plates, tows, rake tosses, water samples, hours spent, distance/areas searched, etc.) and species searched for.
  - List of water bodies where monitoring/early detection activities were funded.
  - List of water bodies where invasive aquatic plant management activities were funded.
  - List of water bodies where invasive carp control was implemented and the control method(s) used.]

### Photo(s) of AIS Activities

- [**Instructions:** Insert photo(s) and caption(s) of AIS activities here. Photo tips, be sure to always: Obtain permission from people before taking their photograph; Obtain permission from the photographer before using their photo anywhere; Provide photographer credit for every photo used.]