

**COUNTY OF ST. LOUIS, MINNESOTA**  
**Service Contract 6079**

**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, **Applicant Name**, located at **Address**, hereinafter referred to as the "Contractor."

**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 Contractor for activities and objectives consistent with the AIS Program regulations established by the State of Minnesota, using the AIS Program funding; and

**WHEREAS**, the Contractor 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 Contractor agrees to perform the services described in this Contract during the period commencing April 1, 2025, and terminating March 31, 2026.

**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 6079 shall collectively constitute the agreement between the County and the Contractor, and shall be referred to as the Contract and the work shall be done in accordance therewith.

**RESPONSIBILITIES OF THE CONTRACTOR**

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

4. Contractor 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. Contractor 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. Contractor shall report the results of their performance of this Service Contract to the County with an update report by September 30, 2025, and final report before Contract termination.
7. As part of Contractor's reporting requirements, they shall complete and provide a metrics report, as part of the update report, as applicable for their project and as referenced herein as **Exhibit B**.
8. Contractor shall provide their own tools, if necessary, and will provide all personnel needed to complete the project and activities under this Service Contract. Contractor 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 Contractor 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 the Contractor a fee not to exceed **Written Dollars and Cents (\$XX,XXX.XX)** for services provided pursuant to this Contract.

## **INVOICES**

12. Contractor 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, 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. Minn. Stat. § 471.425

## **RECORDS AUDITING AND RETENTION**

14. The Contractor'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. The Contractor 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.

## **OWNERSHIP OF DOCUMENTS**

15. All materials prepared or developed by the Contractor or its employees or independent contractors, hereunder, including documents, computer data, correspondence, calculations, maps, sketches, designs, tracings, notes, reports, data, models, and forms specific to St. Louis County shall become the property of the County when prepared, whether delivered to the County or not, and shall, together with any materials furnished by the County, be delivered without cost to the County upon request, or in any event, upon the determination of final performance or termination of this Contract.

## **TAXES**

16. The Contractor 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 the Contractor and shall submit evidence of same to the County when requested.

## **INDEPENDENT CONTRACTOR**

17. That at all times and for all purposes hereunder, the Contractor 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 the Contractor to be an employee of the County, and the Contractor 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;
18. The Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, shall be made from the payments due the Contractor and that it is the Contractor's sole obligation to comply with the applicable provisions of all Federal and State tax laws;
19. The Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein;
20. The Contractor 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**

21. The Contractor 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. The Contractor shall be responsible for the performance of all sub-contractors.

## **NON-DISCLOSURE OF INFORMATION OR DATA**

22. Pursuant to Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), the Contractor agrees to maintain and protect data on individuals received, or to which the Contractor has access, according to the statutory provisions applicable to the data. No private, public, or confidential data developed, maintained or reviewed by the Contractor under this Contract may be released to the public by the Contractor or its employees or representatives.
23. It is further understood that the Contractor shall not, unless otherwise authorized by the County, disclose any information to the media or other third parties relating to the specific details of any documents, discussions, or meetings which may arise during the performance of services under this Contract. All requests for data or information from third parties shall be directed to the County for response.
24. The Contractor is hereby notified that the requirements of Minn. Stat. § 13.05, Subd. 11 may apply to this Contract. The Contractor shall administer and protect any and all government data according to the provisions of the Minnesota Government Data Practices Act, codified at Minnesota Statutes Chapter 13.

## **DISCRIMINATION IN EMPLOYMENT**

25. The Contractor 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. The Contractor 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 the Contractor's performance of the provisions of this Contract.

## **INSURANCE**

26. The following insurance is the minimum amount that must be maintained for the duration of this Contract. A Certificate of Insurance for each policy must be on file with St. Louis County Purchasing Division within 10 days of execution of this Contract and prior to commencement of any work under this Contract. The Contractor shall secure an endorsement to each policy requiring a 10-day notice of cancellation for cancellation based upon non-payment of premiums to all named and additional insureds, and a 30-day notice of cancellation for nonrenewal, or material change to all named and additional insureds.

27. The County reserves the right to rescind any contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against the Contractor. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. All subcontractors shall provide evidence of the same coverage.

27.1. **General Liability Insurance**

\$500,000 when the claim is one for death by wrongful act or omission and \$500,000 to any claimant in any other case.

\$1,500,000 for any number of claims arising out of a single occurrence.

No Less Than \$2,000,000 Aggregate coverage.

Policy shall include at least premises, operations, completed operations, independent contractors and subcontractors, and contractual liability and environmental liability.

**St. Louis County shall be named as an Additional Insured on a primary and non-contributory basis.**

27.2. **Business Automobile Liability Insurance**

\$500,000 for claims for wrongful death and each claimant.

\$1,500,000 each occurrence.

Must cover owned, non-owned and hired vehicles.

27.3. **Workers' Compensation**

Per statutory requirements. Certificate of Compliance must be executed and filed with St. Louis County.

## **INDEMNIFICATION CLAUSE**

28. To the fullest extent permitted by law the Contractor shall indemnify and hold harmless the County and its officers, employees, and agents from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work/services under this Contract, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Contract.

29. The Contractor agrees, that in order to protect itself and the County under the indemnity provisions set forth herein, it shall at all times during the term of this Contract keep in force policies of insurances indicated in paragraph entitled "**INSURANCE**".
30. This provision is not intended to create any cause of action in favor of any third party against the Contractor or the County or to enlarge in any way the Contractor's liability, but it is intended solely to provide for indemnification of the County from liability for damages or injuries to third persons or property arising from the Contractor's or the Contractor's agents' performance hereunder.

## **MODIFICATIONS/AMENDMENT**

31. 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 Contractor. This Contract shall supersede all other oral and written Contracts prior to execution of this document.

## **TERMINATION**

32. If the Contractor 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 Contractor's default is excused by the County, the County may upon written notice immediately terminate this Contract in its entirety.
33. This Contract may be terminated without cause by the County upon thirty (30) days advance written notice to the Contractor.
34. 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.
35. The Contractor shall be paid for actual work done to the date of termination. All documents completed by the Contractor through the date of termination shall become the property of the County.
36. 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 Contractor

## NOTICES/COMMUNICATIONS

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

37.1. **Applicant**

Name – Title

Address

Phone | Email Address

37.2. **St. Louis County – Planning & Zoning**

LaShawn Rush – Planner

320 W 2<sup>nd</sup> Street, STE 301, Duluth, MN 55802

(218) 725-5039 | [rushl@stlouiscountymn.gov](mailto:rushl@stlouiscountymn.gov)

## OTHER CONDITIONS

38. **Compliance with Laws/Standards**

The Contractor 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 the Contractor is responsible.

39. **Licenses**

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

40. **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

41. By entering into this Contract, the Contractor 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

42. 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**

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

## **SEVERABILITY**

44. 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**

45. In all instances where any language in any attachment or Exhibit attached hereto is inconsistent with this Service Contract 6079 (all sections and the recitals), this Service Contract 6079 (all sections and the recitals) shall govern and control.

## **FINAL CONTRACT**

46. 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.

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

**Applicant**

**County of St. Louis**

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

\_\_\_\_\_  
Signature

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

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

Email: \_\_\_\_\_

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

**Ryan Logan**  
Planning & Zoning Director

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

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

**Keith Nelson**  
Chair, County Board

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

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

**Nancy Nilsen**  
Auditor

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

**APPROVED AS TO FORM & EXECUTION:**

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

**Kristen Swanson**  
Assistant County Attorney

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

**County Contract Number: 2025-0XXX**

[Instruction Page – Delete When Complete]

## Metrics Template 2025: 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 and share 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. While providing information in this template is not required by Statute 477A.19 (AIS Prevention Aid), more participation makes the dataset more robust and beneficial for everyone.

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. Individual county metric reports will be posted with permission on a file-sharing site for all counties to access.
  - **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!** There were 53 counties that submitted in 2023 – let's keep trending higher! Don't be left out.
  - Metrics summaries from past years can be found on the [AIS Prevention Aid webpage](#).

A completed template might look something like this:

Program Summary	
Category	Metric
AIS Prevention Aid Used	\$154,158 AIS Prevention Aid used in 2023
People Dedicated to AIS Work	1,000 staff with 100% of their time dedicated to AIS work. 1 total trained level 1 watercraft inspector 95% of funds spent on staff wages in 2023. 20 volunteers conducted AIS work. 65 volunteer hours served.
Partnerships	Local organizations engaged and/or actively conducting aid-funded AIS work: 15 state associations 80 businesses 5 local governments and 1 tribal government. Yes, Cook County has an AIS Advisory Committee
Communities Engaged	20 events were held about AIS or that included AIS topics. 2,200 residents and visitors directly engaged in AIS during events. 255 children and 2 teachers taught about AIS. \$38,202 of aid spent on advertisements (billboards, TV, radio, online, print) 4,683 YouTube video views 1,000 total WiFi radio segments, 64 posters in print media
Watercraft Inspected	\$64,742 spent on watercraft inspection. 1,422 inspections performed. 1,028 hours of inspections were performed. 20 waterbodies covered by inspectors. 23 water bodies were covered by inspectors. 99.8% of watercraft were recorded as arriving with drain plug out. 100% of watercraft recorded as arriving free of aquatic plants.
Law Enforcement	Law enforcement was unable to participate in AIS watercraft inspections in 2023 due to staff shortages.
Monitoring Conducted	10 lakes had zooplankton tows conducted for spiny water flea detection. 8 lakes were monitored for rusty crayfish. 1 new detection of spiny water flea in Sea Gull Lake (connected watershed to Saginaw Lake - infested with SWF in 2013) 8 volunteers trained and/or active as AIS Detectors

Cook County AIS Prevention Aid Program  
Snapshot of 2023 Accomplishments

## Program Spending Summary

Budget Category	AIS Prevention Aid Spent in 2023	Description
Watercraft Inspection	\$ 62,742	Wages & mileage for 4 watercraft inspectors
Services / Administration	\$ 44,768	AIS Supervisor wages & SWCD services
Advertising / Marketing	\$ 18,197	Online & Print, Billboards, T-shirt
Outreach / Education	\$ 4,586	Materials for outreach opportunities
Supplies / Equipment	\$ 3,396	Materials for monitoring

**2023 Cook SWCD AIS Spending**

Category	Percentage
Watercraft Inspection Program	41%
Services / Administration	29%
Advertising / Marketing	25%
Supplies / Equipment	3%
Education / Outreach	2%

## 2023 Highlights

### Success Stories

A monthly pop-up aquatic and terrestrial outreach booth at Fisherman's Daughter during lunch hours

- Wearing invasive species costumes and dancing made passersby curious and more likely to be charmed into AIS conversation.
- Standing away from the booth made people more comfortable browsing the materials. It was more relaxing to engage people after they walked away from the table.

We filmed a local [2023 video](#) to use a device's location and target our advertising in Cook County on YouTube and other streaming software. The video features local celebrities: A county commissioner, the previous mayor, a fishing and trapping guide, and a musician.

- 4.4k views during the targeted ad time frame of one week in each summer month: June, July, August, and September (four weeks of total paid advertising time).

Rusty Cray? It's a beer event at Voyageur Brewing Company.

- A video of the event is [here](#).
- The event was well received by the Brewery and customers.
- Next year's brew is anticipated to be Twisted Tasty.

Cook County SWCD AIS Metrics 2023

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Success Stories continued	
	Visits to all five public schools were made in May 2023 with aquatic and terrestrial invasive programs. Biology middle school students dissected rusty crayfish and then did a taste test experiment.
	Multi-County Collaborations Partnered with WI DNR in Douglas County, WI to release <i>Goleusioleis comanensis</i> beetles on a purple loosestrife patch near Little John Lake on the Arrowhead Trail.
	Collaborated with the Natural Resources Research Institute, 1824 Treaty Authority, and Lake SWCD to conduct the first of a two-year effective rusty crayfish removal to protect wild rice project.
	The project objectives are: 1. Determine the most effective trap and bait type for rusty crayfish removal. 2. Measure rusty crayfish migration rates using a mark and recapture method. 3. First year observations: Standard traps work the best. Standard traps work even better when 3 are roped together. 4. Smart and hostings are preferred bait over meow mix seafood pate.
	Photos of AIS Activities Fun at Fisherman's Pond

[Instructions (delete purple text when complete):



These numbers should reflect activities accomplished in calendar year 2025 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!]





## County's AIS Prevention Aid Program: A Snapshot of Accomplishments in 2025

### 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
 <b>AIS Prevention Aid Used</b>	<p>\$ <input type="text"/> AIS Prevention Aid <b>used</b> this calendar year</p> <p>\$ <input type="text"/> AIS Prevention Aid <b>received</b> this calendar year</p> <p>\$ <input type="text"/> AIS Prevention Aid <b>saved</b> for <input type="text"/> (describe what the funds are saved for here) <input type="text"/></p> <p>(Examples: contingency, rollover, large purchase, response, etc.)</p>
 <b>People Dedicated to AIS Work</b>	<p><input type="text"/> full-time staff with <input type="text"/> % of their time dedicated to AIS work (Staff that work 40 hours a week; provide average % if more than 1 staff person or list out separately. Do not include inspectors, they are counted below.)</p> <p><input type="text"/> part-time and seasonal staff with <input type="text"/> % of their time dedicated to AIS work (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. Do not include inspectors here. They are counted below.)</p> <p><input type="text"/> total authorized watercraft inspectors, including: <input type="text"/> trained as <b>Level 1</b> and <input type="text"/> trained as <b>Level 2</b></p> <p>\$ <input type="text"/> total spent on staff wages, including: \$ <input type="text"/> in AIS Prevention Aid \$ <input type="text"/> in other funds leveraged from <input type="text"/> (list organizations if applicable) <input type="text"/></p> <p>(Leveraged funds are additional funds (local, state, federal) provided by organizations that directly support <b>staff</b> who work on aid-funded activities.)</p> <p><input type="text"/> volunteers conducted AIS work supporting aid-funded activities</p> <p><input type="text"/> volunteer hours served supporting aid-funded activities (If applicable, add "@ \$ <input type="text"/>/hr they contributed a total of \$ <input type="text"/>")</p>

Category	Metrics
 <b>Partnerships Created and Maintained</b>	<p>Local organizations engaged and/or actively conducting aid-funded activities:</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"/> (list organizations if applicable)</p> <p>County AIS Task Force or Committee established in <input type="text"/> (insert year or N/A)</p>
 <b>Funds Distributed, Contributed and Leveraged</b>	<p>\$ <input type="text"/> of AIS Prevention Aid awarded as grants to other organizations</p> <p><input type="text"/> organizations awarded grants</p> <p>\$ <input type="text"/> in funds contributed by other organizations that directly supported <b>all</b> aid-funded activities in the county (aka leveraged funds) (e.g., matching for: grants, watercraft inspections, invasive aquatic plant management, education, etc.)</p> <p><input type="text"/> organizations contributing additional funds</p>
 <b>Communities Engaged</b>	<p><input type="text"/> events held about AIS or that included AIS topics</p> <p><input type="text"/> residents and visitors directly contacted/engaged about AIS during events</p> <p><input type="text"/> children/students and <input type="text"/> teachers taught about AIS</p> <p><input type="text"/> commitments gathered</p> <p>\$ <input type="text"/> of aid spent on advertisements (billboards, TV, radio, newspaper, social media, etc.)</p> <p><input type="text"/> (describe social media and/or advertising reach here) <input type="text"/> (Examples: number of ads, posts, followers, shares, impressions, etc.)</p>
 <b>Watercraft Inspected</b>	<p>\$ <input type="text"/> spent on watercraft inspection (If applicable, add "decontamination") including:</p> <p>\$ <input type="text"/> in AIS Prevention Aid</p> <p>\$ <input type="text"/> in other funds leveraged from <input type="text"/> (list organizations if applicable)</p> <p>(Leveraged funds are additional funds (local, state, federal) provided by organizations that directly support aid-funded inspection activities.)</p> <p><input type="text"/> inspections performed</p> <p><input type="text"/> hours of inspections performed</p> <p><input type="text"/> accesses covered by inspectors</p> <p><input type="text"/> water bodies covered by inspectors</p> <p><input type="text"/> % of watercraft recorded as arriving with drain plugs out</p> <p><input type="text"/> % of watercraft recorded as arriving free of aquatic plants</p> <p><input type="text"/> decontamination units (hot water, high pressure) operated by Level 2 inspectors</p> <p><input type="text"/> decontaminations performed</p> <p><input type="text"/> boaters engaged by AIS Volunteers/Ambassadors at water accesses</p> <p><input type="text"/> water bodies with cleaning tool stations maintained at <input type="text"/> water accesses (If applicable: <input type="text"/> total tool uses)</p>

Category	Metrics
 <b>Law Enforcement Supported</b>	\$ _____ 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 _____ AIS warnings and citations written by local law enforcement
 <b>Monitoring Conducted</b>	_____ 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 _____ <i>[list additional survey method(s) and species if applicable]</i> _____ conducted on _____ water bodies _____ new detections in the county ( <i>new AIS discovered in a water body</i> ) _____ 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: _____ <i>(list species if applicable)</i> _____
 <b>New Infestation Response Planned</b>	_____ coordinated response(s) to a new AIS population(s) ( <i>Response can be control, inspection, education, monitoring, etc.</i> ) _____ sites controlled/managed _____ <i>(describe your county's response plans here)</i> _____ ( <i>Examples: A response plan developed in 20XX, follows the state's response plan, county does not have a response plan, etc.</i> )
 <b>AIS Controlled</b>	\$ _____ spent on in-lake/river control of AIS, including: \$ _____ in AIS Prevention Aid \$ _____ in other funds leveraged from _____ organizations. <i>(Leveraged funds are additional funds (local, state, federal) provided by organizations that directly support aid-funded control/treatment activities.)</i> _____ groups involved or conducting aid-funded control activities _____ total water bodies/sites with aid-funded control activities, including: _____ water bodies with invasive aquatic plant management _____ water bodies with invasive common carp management ( <i>if applicable, include number/pounds of carp removed</i> ) _____ sites with purple loosestrife management where _____ biocontrol beetles were released _____ sites with non-native Phragmites management covered _____ acres _____ water bodies/sites with _____ <i>(list additional species if applicable)</i> _____ management List of species controlled: _____ <i>(list species if applicable)</i> _____

Category Metrics

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, dollar amounts below should match the dollar amounts provided in the summary table above.** For example, the sum of columns two and three should equal the total amount of aid funds spent this year.

Budget Category	AIS Prevention Aid Spent by the County in 2024	(if applicable) AIS Prevention Spent by Local Grantees in 2024	(if applicable) In-Kind Funds Contributed in 2024	Description
Public Outreach and Education	\$	\$	\$	
Watercraft Inspection	\$	\$	\$	
Enforcement	\$	\$	\$	
Monitoring	\$	\$	\$	
New Infestation Response	\$	\$	\$	
AIS Control	\$	\$	\$	
(insert additional categories as needed)	\$	\$	\$	
Totals	\$	\$	\$	

Plans for 2026

[Instructions (delete when complete): Briefly describe how your program may change and what will remain the same for next year (2026). 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?]

2025 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 success story or two 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: Diversity, equity, accessibility, and inclusion are core values of the State of Minnesota. How does your AIS programming consider aspects including race, ethnicity, nationality, religion, socioeconomic status, education, marital status, language, age, gender, sexual orientation, mental or physical ability, life experience, ideas, knowledge, learning styles, etc.? Provide examples of what has been done or ideas you may pursue.]

## 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 parents/guardians before taking a minor's photograph; Obtain permission from the photographer before using their photo anywhere; Provide photographer credit for every photo used. Finally, follow any additional photo policies as directed by your organization.]