

**m** DEPARTMENT OF  
NATURAL RESOURCES  
**DIVISION OF ENFORCEMENT**



July 18, 2023

Minnesota County Sheriffs:

The Minnesota Department of Natural Resources (DNR) invites all county sheriff agencies to participate in the Snowmobile Safety Enforcement (SSE) Grant Program, during the current biennium, July 1, 2023 through June 30, 2025. The 2023 Minnesota Legislature allocated \$315,000 for each fiscal year, 2024 and 2025.

You will find a "Preliminary 2024-2025 Allocation Totals" spreadsheet attached. If your county intends on participating for the next two years, please complete the "Fund Allocation Application" and return it no later than **August 18, 2023**.

The details of receiving reimbursements will be indicated in the contract, and on the DNR website. All expenses over the amount of your grant will be the sole responsibility of your county.

Snowmobile Safety Enforcement Grant Program information and forms are available at the following website: <https://www.dnr.state.mn.us/grants/enforcement/index.html>. CAPT Adam Block can be reached at [adam.block@state.mn.us](mailto:adam.block@state.mn.us) or (651) 259-5057 if you have any questions.

Thanks in advance for your on-going efforts to assist DNR in protecting Minnesota's resources, and providing service to our citizens.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rodmen Smith", with a long horizontal flourish extending to the right.

COL Rodmen Smith, Director  
Division of Enforcement

Enclosures

<b>COUNTY</b>	<b>AMOUNT</b>
AITKIN .....	\$6,070.00
ANOKA .....	\$10,716.00
BECKER .....	\$5,152.00
BELTRAMI .....	\$7,002.00
BENTON .....	\$2,914.00
BIG STONE .....	\$902.00
BLUE EARTH.....	\$2,583.00
BROWN .....	\$2,199.00
CARLTON .....	\$4,733.00
CARVER.....	\$4,196.00
CASS .....	\$5,247.00
CHIPPEWA .....	\$1,210.00
CHISAGO .....	\$6,412.00
CLAY .....	\$3,155.00
CLEARWATER .....	\$1,814.00
COOK .....	\$2,002.00
COTTONWOOD .....	\$3,102.00
CROW WING .....	\$11,914.00
DAKOTA .....	\$8,620.00
DODGE.....	\$1,364.00
DOUGLAS .....	\$4,856.00
FARIBAULT.....	\$1,365.00
FILLMORE .....	\$2,572.00
FREEBORN .....	\$1,814.00

<b>COUNTY</b>	<b>AMOUNT</b>
GOODHUE.....	\$3,953.00
GRANT .....	\$1,312.00
HENNEPIN.....	\$6,752.00
HOUSTON .....	\$2,283.00
HUBBARD .....	\$4,104.00
ISANTI .....	\$4,177.00
ITASCA.....	\$8,040.00
JACKSON .....	\$1,103.00
KANABEC.....	\$1,978.00
KANDIYOHI .....	\$2,950.00
KITTSOON.....	\$2,375.00
KOOCHICHING .....	\$9,875.00
LAC QI PARLE.....	\$1,001.00
LAKE .....	\$2,925.00
LAKE OF THE WOODS.....	\$2,898.00
LESUEUR .....	\$2,980.00
LINCOLN.....	\$835.00
LYON.....	\$1,608.00
MCLEOD .....	\$2,354.00
MAHNOMEN .....	\$2,027.00
MARSHALL .....	\$3,570.00
MARTIN .....	\$1,490.00
MEEKER.....	\$2,124.00
MILLE LACS.....	\$4,242.00

<b>COUNTY</b>	<b>AMOUNT</b>
MORRISON.....	\$5,453.00
MOWER .....	\$2,112.00
MURRAY .....	\$942.00
NICOLLET .....	\$1,213.00
NOBLES.....	\$1,354.00
NORMAN.....	\$958.00
OLMSTED.....	\$2,993.00
OTTER TAIL.....	\$7,076.00
PENNINGTON .....	\$2,576.00
PINE .....	\$3,931.00
PIPESTONE .....	\$1,049.00
POLK.....	\$5,254.00
POPE.....	\$1,477.00
RAMSEY.....	\$3,425.00
RED LAKE .....	\$1,460.00
REDWOOD .....	\$2,652.00
RENVILLE.....	\$1,965.00
RICE .....	\$2,853.00
ROCK .....	\$960.00
ROSEAU .....	\$4,187.00
ST. LOUIS.....	\$20,341.00
SCOTT.....	\$5,673.00
SHERBURNE.....	\$7,457.00
SIBLEY .....	\$1,633.00

<b>COUNTY</b>	<b>AMOUNT</b>
STEARNS .....	\$11,765.00
STEELE.....	\$2,616.00
STEVENS .....	\$1,929.00
SWIFT .....	\$1,391.00
TODD .....	\$3,837.00
TRAVERSE .....	\$325.00
WABASHA.....	\$2,773.00
WADENA.....	\$2,028.00
WASECA .....	\$1,479.00
WASHINGTON .....	\$6,862.00
WATONWAN.....	\$1,313.00
WILKIN.....	\$554.00
WINONA .....	\$2,268.00
WRIGHT .....	\$9,052.00
YELLOW MEDICINE.....	\$1,564.00
<b>TOTAL.....</b>	<b>\$317,620.00</b>

## ALLOWABLE EXPENDITURES SNOWMOBILE SAFETY ENFORCEMENT GRANT PROGRAM: 2024-2025

Use these guidelines when considering whether a specific expense is eligible for reimbursement.

### General:

These funds are to be used only for enforcement activities above and beyond current levels of local law enforcement activities as stated in 2023 Laws of Minnesota Legislature.

All of the expenditures listed below must be directly related to the Snowmobile Safety Enforcement Program, and the work done by counties in ONLY this program area. When personnel or equipment costs are split between general law enforcement duties and snowmobile enforcement work, the percentage paid out of the snowmobile safety enforcement account may not exceed the percentage of time the individual or equipment is actually used for snowmobile safety enforcement.

Local Law Enforcement Agencies are urged to contact the Department of Natural Resources, Snowmobile Safety Enforcement Grant Administrator for a determination prior to any questionable expenditure. **All expenditures are subject to state audit. Be sure to keep accurate documentation and records of all expenditures.**

### Personnel:

Salary costs for certification of staff to conduct the DNR youth training safety programs for snowmobiles, and the actual training conducted for the youth program.

Salary costs for attendance by county or local staff in a POST-approved training session conducted by DNR Enforcement Officers on snowmobile rules and enforcement techniques.

Salary costs for officers enforcing the snowmobile laws, rules, regulations and local ordinances.

Records or logs of time spent on the program are necessary to support these expenses and should be retained for not less than three years. If officer hours are a part of your reimbursement, please send **one** (1) example officer log for the time period for which reimbursement is being requested.

Staff salary and course fees for staff training and proficiency in proper riding techniques for safe use and operation of a snowmobile. This is a discretionary activity, based on local priority rather than state requirements.

### Supplies and Expenses:

This includes personal riding equipment, fuel, oil, lubricants, repairs, rental/lease costs, travel costs, training expenses and expendable supplies.

### Equipment:

This includes Snowmobiles, safety sleds, trailers, and other necessary items specifically related to this program. Equipment that is being used for general duties may be either charged to the snowmobile safety enforcement account according to percentage of use or by the cost per mile/hour of operation. Mileage logs showing dates, odometer readings and assignment are necessary to support all vehicle use and should be retained for not less than three years. If additional vehicles are needed, leases should be considered. Requests for equipment purchases are of low priority and should be limited to essential requests only. If you do purchase a snowmobile, and it is \$5,000 or more in total cost, please submit a copy of the purchase invoice.

**All of the expenses incurred during the grant time period should be condensed into an Integrated Payment System Report, which you should be able to obtain from your county auditor or treasurer.**

\*\*\*Other proposed expenditures which do not fit into one of these categories must have prior approval by the Department of Natural Resources, Snowmobile Enforcement Grant Administrator. Please contact CAPT Adam Block: (651) 259-5057.



**MINNESOTA SNOWMOBILE SAFETY  
ENFORCEMENT GRANT Program**

**Allocation Application  
Fiscal Years: 2024 & 2025**

**Sheriff Office Application**

Please complete the four-page application to indicate your County's intent to participate.

**Deadline: August 18, 2023**

**Submit Here: [Peggy.Stitzinger@state.mn.us](mailto:Peggy.Stitzinger@state.mn.us)**

**APPLICATION INFORMATION:**

County Law Enforcement Name:

Contact Person:

Street Address:

City, State ZIP:

Phone Number:

Fax Number:

Email Address:

**Sheriff's Office Application**

Please complete the above application to indicate your Agency's intent to participate in the SNOWMOBILE SAFETY ENFORCEMENT GRANT PROGRAM. The Department of Natural Resources (DNR) will use agency statistics to compile information for the following categories shown below. If you fill this out by hand, be sure to write LEGIBLY.

- A. COUNTY Participation - completed application received by DNR Enforcement.
- B. Snowmobile Registration & Use - DNR License Center figures will be used.
- C. Census Data – the 2010 U.S. census figures are being used.
- D. Public trail miles data, from MN DNR Parks and Trails.
- E. Snowmobile Safety Training/Education - DNR is asking for 2017 Completion Report narrative to track education of county staff in a POST-approved training class. The application must reflect a County's willingness to participate in youth/adult Snowmobile training and education activities.
- F. List activities your COUNTY would be willing to participate in on the back of this form, or on another sheet of paper.

**Signature - Local Law Enforcement Administrator**

**Date:**

**MINNESOTA SNOWMOBILE SAFETY  
ENFORCEMENT GRANT PROGRAM**  
(07/01/2023-06/30/2024)

COUNTY:

DATE:

**GROUP 1:**

PERSONNEL	NUMBER OF OFFICERS	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
FULL TIME:				
PART TIME:				
SUB-TOTAL:				

**GROUP 2:**

EXPENSES and SUPPLIES	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
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**GROUP 3: EQUIPMENT**

COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
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**GROUP 4: GRAND TOTAL**

COUNTY FUNDS	*STATE FUNDS	TOTAL COSTS
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\* Must equal the amount listed in the "Snowmobile Safety Enforcement Preliminary Allocation Amount."

Keep one copy of this form for your COUNTY files.

*"This is to certify that the State Funds requested will be used only for the purposes set forth in Laws of Minnesota Legislature 2023, and the information contained in this form is correct to the best of my knowledge."*

*Signature*

*Date*

**Please return this form with the signed Application.**



MINNESOTA SNOWMOBILE SAFETY  
ENFORCEMENT GRANT PROGRAM  
(07/01/2024-06/30/2025)

COUNTY:

DATE:

**GROUP 1:**

PERSONNEL	NUMBER OF OFFICERS	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
FULL TIME:				
PART TIME:				
SUB-TOTAL:				

**GROUP 2:**

EXPENSES and SUPPLIES	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
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**GROUP 3: EQUIPMENT**

COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
--------------	-------------	-------------

**GROUP 4: GRAND TOTAL**

COUNTY FUNDS	*STATE FUNDS	TOTAL COSTS
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\* Must equal the amount listed in the "Snowmobile Safety Enforcement Preliminary Allocation Amount."

Keep one copy of this form for your COUNTY files.

*"This is to certify that the State Funds requested will be used only for the purposes set forth in Laws of Minnesota Legislature 2023, and the information contained in this form is correct to the best of my knowledge."*

*Signature*

*Date*

**Please return this form with the signed Application.**

**STATEMENT OF UNDERSTANDING AND AGREEMENT  
SNOWMOBILE SAFETY ENFORCEMENT GRANT PROGRAM  
PROGRAM YEARS: 2024 – 2025**

The Snowmobile Safety Enforcement Grants to Local Law Enforcement Agencies is authorized by Laws of Minnesota Legislature 2023, which reads in part as follows:

\$315,000 the first year and \$315,000 the second year are from the snowmobile trails and enforcement account in the natural resources fund for grants to county law enforcement agencies for snowmobile safety enforcement activities.

By signing below you are affirming you understand that grant funds are to be expended for snowmobile law enforcement activities above and beyond the current levels of snowmobile law enforcement activities that your COUNTY is currently providing and will only be used as such.

Local Law Enforcement Administrator

Date


**Please return this form with the signed Application.**