

ORIGINAL

Tuesday, March 16, 2021

County Board Room, Upper Level of the Historic Courthouse

Cmsr Dave Oslin: 1960 Big Bass Cove, Lake Havasu City, AZ 86404

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**9:00 AM**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVE THE AGENDA (ADDITIONS AND DELETIONS)

**9:01 AM**

4. CONSENT AGENDA

- 4.1. Approve 3/2/2021 County Board Meeting Minutes
- 4.2. Review of Auditor's Warrants
- 4.3. Consider Extending Mille Lacs and Crow Wing County Plowing Agreement
- 4.4. Consider PWD Resolution No. 2021-3-16-21-10, Accept 2020 CSAH Mill and Overlay Projects
- 4.5. Consider PWD Resolution No. 2021-3-16-21-9, Spring Load Restrictions
- 4.6. Consider Kennel License for Jay and Susan Kenady
- 4.7. Consider Resolution 03-26-2021-01, Establishing Findings of Fact; Denial of Conditional Use Permit by Stephan Davy
- 4.8. Information Only: Building Inspection Program Customer Service Survey
- 4.9. Information Only: Department of Labor and Industry (DOLI) Annual Report for Building Inspection Program
- 4.10. Information Only: February 2021 Jail Housing Report

**9:05 AM**

5. PUBLIC HEARING

- 5.1. Mille Lacs County Sheriff's Office Drone Public Hearing

**9:15 AM**

6. REGULAR AGENDA

- 6.1 Consider the Jail Plumbing and Floor Repair
- 6.2 Consider 2021 Quality Power Solutions Maintenance Agreement and Battery Replacement Proposal
- 6.3 Consider Resolution No. 03-16-2021-02, Planning Boundary Establishment for 1W1P Programs for the Mississippi River Sartell and Mississippi River St. Cloud Watersheds
- 6.4 Consider Resolution No. 03-16-2021-03, Support a Mississippi River St. Cloud Major Watershed One Watershed, One Plan Project
- 6.5 Consider Highway 169 Letter of Support
- 6.6 Approve Agreement for Executive Recruitment Services

**9:30 AM**

7. COMMITTEE REPORTS

**10:00 AM**

8. ADJOURN

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**Work Session (Conference Room A):**

*(County Administrator Report as time allows)*

1. COVID-19 Public Health Report – (Kay Winterfeldt, Community Health Services Supervisor)
  2. Minnesota Counties Intergovernmental Trust (MCIT) Presentation – (Sonya Guggemos, MCIT Senior Staff Counsel)
  3. County Jail Staffing Report – (Bradley Hunt, Jail Administrator)
  4. Public Works Report – (Neal Knopik, County Engineer)
  5. Environmental Resources Report – (Chris Berg, Environmental Resources Director)
  6. Mille Lacs County Commissioners Open Discussion
-

**Board Agenda Request Form**  
Board of County Commissioners

**Requested Meeting Date:** 03/16/2021

*(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)*

|                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title of Item for Consideration:</b><br>Approve 3/2/2021 County Board Meeting Minutes                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Consent Agenda</b><br><input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Information Only<br><input type="checkbox"/> Schedule Public Hearing*<br><i>*provide sample notice that will run in paper</i>                                                                                                                                                                      | <b>Regular Agenda – Estimate Time Needed:</b> _____ minutes<br><input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Direction Requested <input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Presentation of Information<br><i>*provide copy of hearing notice that was published</i> |
| <b>Submitted by:</b><br>Holly Wilson                                                                                                                                                                                                                                                                                                                                                                         | <b>Department:</b><br>ASO                                                                                                                                                                                                                                                                                                                                               |
| <b>Who will attend the meeting and be able to respond to questions? Give name and title:</b><br>Holly Wilson, Assistant County Administrator                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Summary of Issue</b> <i>(include previous Board or Committee actions and/or minutes, as well as applicable dates):</i><br>Approval of the County Board meeting minutes is required.                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Alternatives/Options/Comments:</b>                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Recommended Action/Motion:</b><br>Approve the County Board meeting minutes.                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Financial Impact:</b><br>Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, including tax and shipping? \$ _____<br>Are funds available in the budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please explain:</i> _____                                                                        |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Additional Information Attached:</b><br><input type="checkbox"/> Contract/Agreement<br><i>Approved by County Attorney's Office:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please explain:</i> _____<br><input checked="" type="checkbox"/> Minutes of Relevant Meeting(s)<br><input checked="" type="checkbox"/> Background Information (such as price quotes, etc.) Minutes |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Board action:</b> <i>(for use by Recording Secretary)</i><br><input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled: _____                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                         |

Vice Chairperson Reynolds called the meeting to order at 9:00 a.m., with the following members present: Commissioners Reynolds, Tellinghuisen, and Peterson. Commissioner Oslin attended via teleconference from 1960 Big Bass Cove, Lake Havasu City, AZ 86404. Commissioner Wilhelm attended via teleconference from 15025 Williston Lane, Minnetonka, MN 55346. The Pledge of Allegiance was recited.

Assistant County Administrator Holly Wilson introduced four (4) supplemental documents and four (4) add-on agenda request items to the County Board:

- 5.1 Presentation of Information: David Coudron of Advantenon – Supplemental Document
- 5.2 Consider Mille Lacs County Pandemic Economic Relief Grant Application – Supplemental Document
- 5.8 Consider Resolution No. 03-02-2021-03, Regarding Trespass Notice of Maynard Schwartz
- 5.9 Consider Application for Criminal Justice System COVID-19 Response
- 5.10 Consider Rum River One Watershed, One Plan (1W1P) Draft Joint Powers Agreement
- 5.11 Consider Installation of Water Cooler in North Law Enforcement Facility
- Work Session #3 Association of Minnesota Counties Presentation – Supplemental Documents
- Work Session #6 Mille Lacs County Commissioners Open Discussion – Supplemental Documents

Cmsr Tellinghuisen motioned to accept the agenda as amended; Cmsr Peterson seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

#### CONSENT AGENDA

A motion was made by Cmsr Tellinghuisen seconded by Cmsr Peterson, to approve the following consent agenda items:

- Approve 2/16/2021 County Board Meeting Minutes
- Review of Auditor's Warrants
- Approve Payment to Counsel for Legal Services
- Approve Payment to Counsel for Legal Services
- Approve Payment to Counsel for Legal Services
- Approve Payment to Counsel for Legal Services
- Approve Payment to Counsel for Legal Services
- Approve Commissioners' Mileage and Per Diems - February 2021
- Consider Data Confidentiality/Security Agreement
- Consider Taser Upgrade
- Consider Rescheduling Public Hearing for Drone Program
- Information Only: Planning Commission Meeting Minutes of February 8, 2021

Assistant County Administrator Wilson requested that consent agenda item 4.10, Consider Extending MnDOT CSAH 8 Partnership Agreement #1003117A02, be removed from the consent agenda and considered at a future County Board Meeting. Cmsr Wilhelm requested that consent agenda item 4.11, Consider PWD Resolution No. 2021-3-2-21-8, Accept CSAH 4 Shoulder Widening, Base and Bituminous, be pulled for discussion. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

#### CONSIDER PWD RESOLUTION NO. 2021-3-2-21-8, ACCEPT CSAH 4 SHOULDER WIDENING, BASE, AND BITUMINOUS

County Engineer Neal Knopik presented the request to adopt PWD Resolution No. 2021-3-2-21-8. Discussion occurred among the Commissioners concerning liquidated assets and the completion of the project. Cmsr Wilhelm motioned to adopt PWD Resolution No. 2021-3-2-21-8, Accept CSAH 4 Shoulder Widening, Base, and Bituminous; Cmsr Oslin seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

*Board of County Commissioners*

*Mille Lacs County, Minnesota*

*ACCEPTANCE OF SP 048-604-019*

*CSAH 4 SHOULDER WIDENING, BASE AND BITUMINOUS*

*PWD Resolution No. 2021-3-2-21-8*

*WHEREAS, SP 048-604-019, Contract No. 201806, CSAH 4 Shoulder Widening, Base and Bituminous Project by WMD Scepaniak Inc., 572 4th Street, Holdingford, Minnesota, 56340; located on CSAH 4*

*from CSAH 12 to CSAH 2; original contract cost was \$3,401,439.48 and the final contract cost is \$3,335,149.67; and the County Board being fully advised,  
NOW THEREFORE, BE IT RESOLVED, that we do hereby accept said completed project for Mille Lacs County and authorize final payment.*

PRESENTATION OF INFORMATION: DAVID COUDRON OF ADVANTENON

Economic Development Manager Mike Wimmer welcomed David Coudron of Advantenon. Coudron discussed the outcome of the Mille Lacs County broadband project. Coudron discussed the use of LTE wireless network and the continuous amount of interest from residents in additional broadband internet options in Mille Lacs County. The Commissioners thanked Mr. Coudron for the presentation.

CONSIDER MILLE LACS COUNTY PANDEMIC ECONOMIC RELIEF GRANT APPLICATIONS

Economic Development Manager Michael Wimmer presented the Pandemic Economic Relief Grant Applications received. Wimmer proceeded by presenting each small business or non-profit group in consideration of approval. Cmsr Wilhelm motioned to approve the Mille Lacs County Pandemic Economic Relief Grant Applications for Muggs of Mille Lacs, Rodeway Inn, D & L Express Café, Longsiding Grill & Bar, Pizza Central, Marcia Grant Travel, K-Bob Café, Pizza Pub, Northern Lights Ballroom, Wahkon Inn, Moonshine Grill & Bar, Anchor 13 Tattoo, Radiance Salon & Spa, C & C Consulting, Princeton Fitness, and New Freedom, Inc.; Cmsr Oslin seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

Cmsr Peterson motioned to approve the Mille Lacs County Pandemic Economic Relief Grant Application for Reynolds Balloons; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Oslin, Tellinghuisen, and Peterson voted aye. Cmsr Reynolds abstained. Motion carried.

Cmsr Wilhelm motioned to approve the Mille Lacs County Pandemic Economic Relief Grant Applications for Naomi's Pet Grooming, Allstar Childcare Center, Brookview Winery, and Thompson Lake Country Drug; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

Cmsr Wilhelm motioned to approve the Mille Lacs County Pandemic Economic Relief Grant Application distribution of \$10,000 to the Princeton VFW and the Milaca Legion; Cmsr Peterson seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

Cmsr Tellinghuisen motioned to approve the Mille Lacs County Pandemic Economic Relief Grant Applications for the Milaca Legion, T-Nails, and Madre Loca, contingent on sending the proper documentation to the Secretary of State; Cmsr Wilhelm seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

CONSIDER PENALTY AND INTEREST ABATEMENT FOR ALLSTAR CHILDCARE

Auditor-Treasurer Eric Bartusch introduced the request to consider a penalty and interest abatement for Allstar Childcare in Milaca, Minnesota. Bartusch stated that all property taxes have been paid in full as of the previous week. Cmsr Tellinghuisen motioned to approve the Penalty and Interest Abatement for Allstar Childcare; Cmsr Peterson seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

CONDUCT PUBLIC HEARING FOR KENNEL LICENSE APPLICATION, SUSAN & JAY KENADY

Land Services Director Michele McPherson presented the request to open the public hearing concerning a kennel license application in Page Township. Cmsr Peterson motioned to open the public hearing concerning a kennel license application for Susan and Jay Kenady at 9:43 a.m.; Cmsr Wilhelm seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

Jay Kenady  
22589 160<sup>th</sup> Avenue  
Milaca, Minnesota 56353

Jay Kenady of Milaca stated that he was open to receiving any questions concerning the proposed kennel license. No questions were received.

Tuesday, March 2, 2021

Cmsr Wilhelm motioned to close the public hearing at 9:45 a.m.; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

Cmsr Tellinghuisen motioned to approve the kennel license. McPherson stated that the approval for the kennel license would be brought to the Board at the next Board Meeting; an approval was not necessary at this time. Motion failed.

CONSIDER CONDITIONAL USE PERMIT BY STEPHAN DAVY FOR HOME OCCUPATION

Land Services Director McPherson introduced the request for the Conditional Use Home Occupation Permit. McPherson stated that the permit request is not on the same location as his residence, therefore, a conditional use permit is necessary; however, the owner resides within the vicinity. McPherson noted that numerous letters had been received from neighbors; these letters were included in the 2/8/21 Planning Commission Meeting minutes presented in the County Board's consent agenda. McPherson stated that the Planning Commission recommends approving the permit with the conditions stated. Extensive discussion occurred among the Commissioners; references were made to sections 505.4, 505.6, 505.7, and 505.9 of the Development Ordinance. Cmsr Peterson motioned to deny the Conditional Use Permit by Stephan Davy and to direct staff to prepare findings of fact associated with 505.4, 505.6, 505.7, and 505.9 of the Development Ordinance for the March 16, 2021 County Board Meeting; Cmsr Oslin seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

CONSIDER RESOLUTION NO. 03-02-2021-01, APPOINT THE ENVIRONMENTAL RESOURCES DIRECTOR/LAND COMMISSIONER AS DRAINAGE INSPECTOR

Assistant County Administrator Wilson presented the resolution to appoint the Environmental Resources Director/Land Commissioner as the Drainage Inspector. Cmsr Wilhelm motioned to adopt Resolution No. 03-02-2021-02, Appoint the Environmental Resources Director/Land Commissioner as the Drainage Inspector; Cmsr Oslin seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

*Board of County Commissioners*

*Mille Lacs County, Minnesota*

*Resolution No: 03-02-2021-01*

*Appoint Environmental Resources Director/Land Commissioner as Drainage Inspector*

*WHEREAS, the Mille Lacs County Board of County Commissioners acts as the Drainage Authority in accordance with Minnesota Statutes Chapter 103E for all 103E drainage systems established within the borders of Mille Lacs County; and*

*WHEREAS, as the Drainage Authority, under Minnesota Statute 103E.065, shall appoint a competent person to serve as the Drainage Inspector; and*

*WHEREAS, the previous Drainage Inspector, Dillon Hayes, has resigned his position with Mille Lacs County; and*

*WHEREAS, the Environmental Resources Director/Land Commissioner was hired on February 8, 2021, and thereupon assigned the duties of Drainage Inspector; and*

*NOW, THEREFORE, BE IT RESOLVED that the Mille Lacs County Board of Commissioners hereby appoints the Environmental Resources Director/Land Commissioner as the Mille Lacs County Drainage Inspector for a term that shall expire on December 31, 2024, with compensation to be provided according to Mille Lacs County personnel policies.*

CONSIDER RESOLUTION NO. 03-02-2021-02, APPOINT A COUNTY RECORDER PURSUANT TO MINNESOTA STATUTE 375A.01

Assistant County Administrator Wilson presented the Resolution 03-02-2021-02, Appoint a County Recorder. Wilson stated that the current Recorder's resignation has a final day of Friday, March 5, 2021. Discussion occurred among the Commissioners. Cmsr Peterson motioned to adopt Resolution No. 03-02-2021-02, Appoint a County Recorder Pursuant to Minnesota Statute 375A.01; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

*Board of County Commissioners*

*Mille Lacs County, Minnesota*

*APPOINTMENT OF COUNTY RECORDER*

*Resolution No. 03-02-2021-02*

*WHEREAS, Minnesota Statute 375A.01 provides for the Mille Lacs County Board of Commissioners of the State of Minnesota to fill the office of County Recorder by appointment; and*

WHEREAS, on February 16, 2021, the Mille Lacs County Board of Commissioners accepted the resignation of Michele McPherson as Land Services Director/County Recorder effective on March 5, 2021; and

WHEREAS, the Deputy Recorders have not been cross-trained in all duties of the County County Recorder; and

WHEREAS, the Assistant County Administrator has determined the Deputy Recorders are unable to perform all the duties of the County Recorder.

NOW THEREFORE, BE IT RESOLVED, that the Mille Lacs County Board of Commissioners appoints Warren Delles as the Temporary County Recorder effective March 6, 2021 until such time as a permanent County Recorder is determined.

CONSIDER RESOLUTION NO. 03-02-2021-03, REGARDING TRESPASS NOTICE OF MAYNARD SCHWARTZ

Assistant County Administrator Wilson reviewed the proposed trespass notice. Wilson stated that Maynard Schwartz has come into various County buildings and made threatening statements to multiple staff. Wilson noted that Mr. Schwartz may make an appointment for County services if needed. Cmsr Oslin motioned to adopt Resolution No. 03-02-2021-03, Trespass Notice of Maynard Schwartz; Cmsr Peterson seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

*Board of County Commissioners  
MILLE LACS COUNTY, MINNESOTA  
Resolution No. 03-02-2021-03*

*REGARDING TRESPASS NOTICE OF MAYNARD SCHWARTZ*

WHEREAS, Assistant County Administrator Holly Wilson has briefed the Board regarding the repeated harassing behavior exhibited by Maynard Raymond Schwartz (DOB: 9/3/1945) on Mille Lacs County property.

WHEREAS, Maynard Schwartz's behavior has escalated over time, including incidents in multiple county buildings involving a number of different county employees and employees of the judicial branch. Several incidents have been documented where individuals working on county property have expressed that they are uncomfortable and feel threatened by the presence and conduct of Maynard Schwartz.

*BE IT RESOLVED:*

1. Maynard Raymond Schwartz (DOB: 9/3/1945) is being told to leave the premises of all Mille Lacs County buildings including the Historic Courthouse (635 2nd Street SE), the Justice Center (225 6th Ave SE), Community and Veterans Services (525 2nd Street SE), and the Sheriff's Office (640 3rd Street SE).
2. All services to which Maynard Schwartz may be entitled to may be arranged by telephone as follows:
  - a. Historic Courthouse (Admin/Auditor/Land Services)—(320) 983-8218
  - b. Community and Veterans Services—(320) 983-8208
  - c. Sheriff's Office—(320) 983-8250
  - d. Attorney's Office—(320) 983-8305
  - e. Corrections/Probation—(320) 983-8202
  - f. District Court—(320) 983-8313
3. Maynard Schwartz has current charges requiring court appearances at the Mille Lacs County Justice Center. If Maynard Schwartz has a court hearing or appointment requiring his attendance, he may freely enter the Justice Center or other county building for so long as is necessary for his hearing and no longer. The time necessary for his hearing shall be determined by courthouse security in their sole discretion.
4. If Maynard Schwartz seeks a voluntary appointment on county property, that should be arranged in advance via telephone as follows:
  - a. Historic Courthouse (Admin/Auditor/Land Services)—(320) 983-8218
  - b. Community and Veterans Services—(320) 983-8208
  - c. Sheriff's Office—(320) 983-8250
  - d. Attorney's Office—(320) 983-8305
  - e. Corrections/Probation—(320) 983-8202
  - f. District Court—(320) 983-8313
5. If Maynard Schwartz is present on county property identified above and his presence is not required for a court hearing or appointment requiring his attendance and he has not arranged for an appointment as stated above, he is to be promptly removed from all Mille Lacs County property identified above.

CONSIDER APPLICATION FOR CRIMINAL JUSTICE SYSTEM COVID-19 RESPONSE GRANT  
Jail Administrator Bradley Hunt presented the request to apply for Criminal Justice System COVID-19 Response Grant. Hunt reviewed how the proposed grant funds would be used to improve programs within the jail. Discussion occurred among the Commissioners concerning the grant and the use of funds. Cmsr Wilhelm motioned to approve the Application for Criminal Justice System COVID-19 Response Grant; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

CONSIDER RUM RIVER ONE WATERSHED, ONE PLAN (1W1P) DRAFT JOINT POWERS AGREEMENT

SWCD Director Susan Shaw presented the Rum River One Watershed, One Plan (1W1P) draft Joint Powers Agreement. Shaw stated that the agreement will be finalized in June 2021, following State approval. Shaw stated that the current request is to approve the draft presented as acceptable. Shaw reviewed each step associated with the agreement development process. Discussion occurred among the Commissioners. Cmsr Wilhelm motioned to approve the Rum River One Watershed, One Plan Draft Joint Powers Agreement; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, and Tellinghuisen voted aye. Cmsr Peterson voted nay. Motion carried.

CONSIDER INSTALLATION OF WATER COOLER IN THE NORTH LAW ENFORCEMENT FACILITY

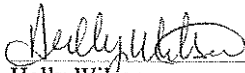
HR Manager Karly Feters presented the proposed SHIP Grant funded installation of a water cooler in the North Law Enforcement Facility. Feters stated that a 10% in-kind match is required with this grant. Cmsr Peterson motioned to approve the Installation of Water Cooler in the North Law Enforcement Facility; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

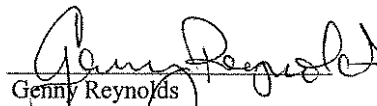
COMMITTEE REPORTS

Cmsr Wilhelm reviewed the Thursday, February 25, 2021 Mille Lacs County Fair Board meeting. Cmsr Wilhelm stated that at this time, the County Fair Board is preparing to host the 2021 County fair.

Cmsr Peterson motioned to adjourn the meeting 11:02 a.m.; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

ATTEST:

  
Holly Wilson  
Assistant County Administrator

  
Genny Reynolds  
County Board Vice Chairperson

**Board Agenda Request Form**  
Board of County Commissioners

**Requested Meeting Date:** 03/16/2021

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

|                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title of Item for Consideration:</b><br>Review of Auditor's Warrants                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Consent Agenda</b><br><input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Information Only<br><input type="checkbox"/> Schedule Public Hearing*<br><i>*provide sample notice that will run in paper</i>                                                                                                                                                          | <b>Regular Agenda – Estimate Time Needed:</b> _____ minutes<br><input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Direction Requested <input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Presentation of Information<br><i>*provide copy of hearing notice that was published</i> |
| <b>Submitted by:</b><br>Holly Wilson                                                                                                                                                                                                                                                                                                                                                             | <b>Department:</b><br>ASO                                                                                                                                                                                                                                                                                                                                               |
| <b>Who will attend the meeting and be able to respond to questions? Give name and title:</b><br>Holly Wilson, Assistant County Administrator                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Summary of Issue</b> (include previous Board or Committee actions and/or minutes, as well as applicable dates):<br>The County Board has authorized the County Auditor-Treasurer and the County Administrator to approve claims for payment according to guidelines adopted by the Board. Claims paid in such a manner are summarized and presented to the Board for review.                   |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Alternatives/Options/Comments:</b>                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Recommended Action/Motion:</b><br>Review of Auditor's Warrants.                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Financial Impact:</b><br>Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, including tax and shipping? \$ _____<br>Are funds available in the budget? <input type="checkbox"/> Yes <input type="checkbox"/> No   If no, please explain: _____                                                                 |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Additional Information Attached:</b><br><input type="checkbox"/> Contract/Agreement<br>Approved by County Attorney's Office: <input type="checkbox"/> Yes <input type="checkbox"/> No   If no, please explain: _____<br><input type="checkbox"/> Minutes of Relevant Meeting(s)<br><input checked="" type="checkbox"/> Background Information (such as price quotes, etc.) Auditor's Warrants |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Board action: (for use by Recording Secretary)</b><br><input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled: _____                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                         |

MLKAREN  
2/25/21 10:40AM  
1 County Revenue Fund

# \*\*\*\* Mille Lacs County \*\*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 2

| Vendor Name |                      | Rpt                                       |  | Amount    | Warrant Description               |  | Invoice #     |                                   | Account/Formula Description | 1099 |
|-------------|----------------------|-------------------------------------------|--|-----------|-----------------------------------|--|---------------|-----------------------------------|-----------------------------|------|
| No.         | Account/Formula      | ACCT                                      |  |           | Service Dates                     |  | Paid On Bnf # | On Behalf of Name                 |                             |      |
| 1           | 3302                 | Centerpoint Energy Minnegasco             |  |           |                                   |  |               |                                   |                             |      |
| 2           | 01-110-000-0000-6251 |                                           |  | 4,621.59  | ACCT# 5827449-9                   |  |               | Utility Services                  |                             | N    |
| 3           | 01-110-000-0000-6251 |                                           |  | 1,086.72  | ACCT# 5830488-2                   |  |               | Utility Services                  |                             | N    |
| 4           | 01-110-000-0000-6251 |                                           |  | 3,379.32  | ACCT# 5822578-0                   |  |               | Utility Services                  |                             | N    |
| 5           | 01-205-000-0000-6251 |                                           |  | 175.22    | ACCT# 6028296-9                   |  |               | Utility Services                  |                             | N    |
|             | 01-205-000-0000-6251 |                                           |  | 655.18    | ACCT# 7369862-3                   |  |               | Utility Services                  |                             | N    |
|             | 3302                 | Centerpoint Energy Minnegasco             |  | 9,918.03  |                                   |  |               | 5 Transactions                    |                             |      |
| 6           | 76986                | Isle Deputy Register                      |  |           |                                   |  |               |                                   |                             |      |
| 7           | 01-201-000-0000-6243 |                                           |  | 25.00     | ICR# 20000762                     |  |               | Registration Fees                 |                             | N    |
| 8           | 01-201-000-0000-6243 |                                           |  | 25.00     | ICR#18004328                      |  |               | Registration Fees                 |                             | N    |
|             | 01-201-000-0000-6243 |                                           |  | 25.00     | ICR#20005433                      |  |               | Registration Fees                 |                             | N    |
|             | 76986                | Isle Deputy Register                      |  | 75.00     |                                   |  |               | 3 Transactions                    |                             |      |
| 11          | 13056                | Mille Lacs Cty Auditor Treasurer          |  |           |                                   |  |               |                                   |                             |      |
|             | 01-060-000-0000-6841 |                                           |  | 14.85     | FLS- STATE DEED TAX 17- 020- 1106 |  |               | Reimb Collections- Forf Land Sale |                             | N    |
|             | 13056                | Mille Lacs Cty Auditor Treasurer          |  | 14.85     |                                   |  |               | 1 Transactions                    |                             |      |
| 10          | 2927                 | Mille Lacs Cty Land Service Office        |  |           |                                   |  |               |                                   |                             |      |
|             | 01-060-000-0000-6841 |                                           |  | 46.00     | FLS- REC FEE 17- 020- 1106        |  |               | Reimb Collections- Forf Land Sale |                             | N    |
|             | 2927                 | Mille Lacs Cty Land Service Office        |  | 46.00     |                                   |  |               | 1 Transactions                    |                             |      |
| 9           | 13106                | Mille Lacs Drift Skippers Snowmobile Club |  |           |                                   |  |               |                                   |                             |      |
|             | 01-510-000-0000-6850 |                                           |  | 9,450.80  | TRAIL MAINT                       |  |               | Snowmobile/Atv Trail Payments     |                             | N    |
|             | 13106                | Mille Lacs Drift Skippers Snowmobile Club |  | 9,450.80  |                                   |  |               | 1 Transactions                    |                             |      |
| 16          | 18091                | Rum River Sno Riders                      |  |           |                                   |  |               |                                   |                             |      |
|             | 01-510-000-0000-6850 |                                           |  | 8,989.17  | TRAIL MAINT                       |  |               | Snowmobile/Atv Trail Payments     |                             | N    |
|             | 18091                | Rum River Sno Riders                      |  | 8,989.17  |                                   |  |               | 1 Transactions                    |                             |      |
|             | 1 Fund Total:        |                                           |  | 28,493.85 | County Revenue Fund               |  |               | 6 Vendors                         | 12 Transactions             |      |

MLKAREN  
2/25/21

10:40AM

11 Community and Veterans :

# \*\*\*\* Mille Lacs County \*\*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 3

| Vendor Name    |                                     | Rpt  |  | Amount | Warrant Description<br>Service Dates | Invoice #     |                   | Account/Formula Descripti | 1099 |
|----------------|-------------------------------------|------|--|--------|--------------------------------------|---------------|-------------------|---------------------------|------|
| No.            | Account/Formula                     | Accr |  |        |                                      | Paid On Bhf # | On Behalf of Name |                           |      |
| 12             | 139 Mn Child Support Payment Center |      |  |        |                                      |               |                   |                           |      |
| 13             | 11- 420- 640- 0000- 6835            |      |  | 200.00 |                                      |               |                   | Reimb Collections         | N    |
|                | 11- 420- 640- 0000- 6835            |      |  | 100.00 |                                      |               |                   | Reimb Collections         | N    |
|                | 139 Mn Child Support Payment Center |      |  | 300.00 | 2 Transactions                       |               |                   |                           |      |
| 11 Fund Total: |                                     |      |  | 300.00 | Community and Veterans Servi         | 1 Vendors     |                   | 2 Transactions            |      |

MLKAREN

2/25/21 10:40AM

77 County Agency Fund

# \*\*\*\* Mille Lacs County \*\*\*\*

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4



| Vendor Name    |                      | Rpt | Amount     | Warrant Description |                 | Invoice #     |  | Account/Formula Descripti |   |
|----------------|----------------------|-----|------------|---------------------|-----------------|---------------|--|---------------------------|---|
| No.            | Account/Formula      |     |            | Service Dates       |                 | Paid On Bhf # |  | On Behalf of Name         |   |
| 15             | 77-905-000-0000-6805 |     | 1,727.80   | 2020 MEDICAL ADJUST |                 |               |  | 2020 Medical Insurance    | N |
| 14             | 77-906-000-0000-6805 |     | 220,770.66 | MARCH PREMIUMS      |                 |               |  | 2021 Medical Insurance    | N |
| 77340          | MN PEIP              |     | 222,498.46 |                     | 2 Transactions  |               |  |                           |   |
| 77 Fund Total: |                      |     | 222,498.46 | County Agency Fund  | 1 Vendors       |               |  | 2 Transactions            |   |
| Final Total:   |                      |     | 251,292.31 | 8 Vendors           | 16 Transactions |               |  |                           |   |

MLKAREN  
2/25/21

10:40AM

# \*\*\* Mille Lacs County \*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 5

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                   |              |
|---------------|-------------|---------------|-------------------------------|--------------|
|               | 1           | 28,493.85     | County Revenue Fund           |              |
|               | 11          | 300.00        | Community and Veterans Servit |              |
|               | 77          | 222,498.46    | County Agency Fund            |              |
|               | All Funds   | 251,292.31    | Total                         | Approved by, |
|               |             |               |                               | .....        |
|               |             |               |                               | .....        |
|               |             |               |                               | .....        |

# \*\*\*\* Mille Lacs County \*\*\*\*



Page 2

MLKAREN  
2/26/21 2:32PM  
1 County Revenue Fund

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor Name | Account/Formula                   | Amount    | Warrant Description     | Invoice #     | Account/Formula Description    |
|-------------|-----------------------------------|-----------|-------------------------|---------------|--------------------------------|
| No.         | Account/Formula                   |           | Service Dates           | Paid On Bnf # | On Behalf of Name              |
| 27          | 1863 Blue Moon Saloon             | 10,000.00 | PANDEMIC ECONOMIC GRANT |               | Federal COVID Stimulus Expense |
|             | 1863 Blue Moon Saloon             | 10,000.00 | 1 Transactions          |               |                                |
| 26          | 78211 CEDARWOOD FAMILY RESTAURANT | 10,000.00 | PANDEMIC ECONOMIC GRANT |               | Federal COVID Stimulus Expense |
|             | 78211 CEDARWOOD FAMILY RESTAURANT | 10,000.00 | 1 Transactions          |               |                                |
| 25          | 78274 CHICO'S PLACE OF ONAMIA INC | 10,000.00 | PANDEMIC ECONOMIC GRANT |               | Federal COVID Stimulus Expense |
|             | 78274 CHICO'S PLACE OF ONAMIA INC | 10,000.00 | 1 Transactions          |               |                                |
| 17          | 78239 CLEAR LAKE FITNESS LLC      | 10,000.00 | PANDEMIC ECONOMIC GRANT |               | Federal COVID Stimulus Expense |
|             | 78239 CLEAR LAKE FITNESS LLC      | 10,000.00 | 1 Transactions          |               |                                |
| 24          | 78275 COFFEE CORNER               | 10,000.00 | PANDEMIC ECONOMIC GRANT |               | Federal COVID Stimulus Expense |
|             | 78275 COFFEE CORNER               | 10,000.00 | 1 Transactions          |               |                                |
| 23          | 78276 DA BOATHOUSE IN DA BAY      | 10,000.00 | PANDEMIC ECONOMIC GRANT |               | Federal COVID Stimulus Expense |
|             | 78276 DA BOATHOUSE IN DA BAY      | 10,000.00 | 1 Transactions          |               |                                |
| 22          | 78277 DADDIO'S DRIVE IN           | 10,000.00 | PANDEMIC ECONOMIC GRANT |               | Federal COVID Stimulus Expense |
|             | 78277 DADDIO'S DRIVE IN           | 10,000.00 | 1 Transactions          |               |                                |
| 15          | 78232 DARI VI CAFE                | 10,000.00 | PANDEMIC RELIEF GRANT   |               | Federal COVID Stimulus Expense |
|             | 78232 DARI VI CAFE                | 10,000.00 | 1 Transactions          |               |                                |
| 999999993   | DULUTH LAWN & SPORTS              | 13,015.56 | 2021 SKI DOO SNOWMOBILE |               | Equip.Furniture,Fixtures       |
| 1           | 999999993                         | 13,015.56 | 1 Transactions          |               |                                |
| 2           | 20918 Federated Coops Inc         | 149.34    | OVERPAYMENT 23-013-2900 |               | Reimb collections-Taxes        |
|             | 20918 Federated Coops Inc         | 149.34    | 1 Transactions          |               |                                |

4.2

MLKAREN

2/26/21 2:32PM

1 County Revenue Fund

## \*\*\*\* Mille Lacs County \*\*\*\*

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor Name |                                                            | Rpt<br>Acct | Amount    | Warrant Description<br>Service Dates |                | Invoice #<br>Paid On Bnf # |  | Account/Formula Description<br>On Behalf of Name |   |
|-------------|------------------------------------------------------------|-------------|-----------|--------------------------------------|----------------|----------------------------|--|--------------------------------------------------|---|
| No.         | Account/Formula                                            |             |           |                                      |                |                            |  |                                                  |   |
| 28          | 76952 Go Green Builders LLC<br>01-703-000-0000-6849        |             | 10,000.00 | PANDEMIC ECONOMIC GRANT              | 1 Transactions |                            |  | Federal COVID Stimulus Expense                   | G |
|             | 76952 Go Green Builders LLC                                |             | 10,000.00 |                                      |                |                            |  |                                                  |   |
| 21          | 78244 HOWLING DOG PUB<br>01-703-000-0000-6849              |             | 10,000.00 | PANDEMIC ECONOMIC GRANT              | 1 Transactions |                            |  | Federal COVID Stimulus Expense                   | G |
|             | 78244 HOWLING DOG PUB                                      |             | 10,000.00 |                                      |                |                            |  |                                                  |   |
| 3           | 76986 Isle Deputy Register<br>01-206-000-0000-6803         |             | 8.50      | 2021 SKI DOO REGISTRATION            | 1 Transactions |                            |  | Miscellaneous Expense                            | N |
|             | 76986 Isle Deputy Register                                 |             | 8.50      |                                      |                |                            |  |                                                  |   |
| 20          | 78278 JIGGERS GRILL & BAR<br>01-703-000-0000-6849          |             | 10,000.00 | PANDEMIC ECONOMIC GRANT              | 1 Transactions |                            |  | Federal COVID Stimulus Expense                   | G |
|             | 78278 JIGGERS GRILL & BAR                                  |             | 10,000.00 |                                      |                |                            |  |                                                  |   |
| 4           | 11014 Kephart/Sandra<br>01-060-000-0000-6838               |             | 26.35     | REIMB PASSPORT POSTAGE               | 1 Transactions |                            |  | Reimb collections- Taxes                         | N |
|             | 11014 Kephart/Sandra                                       |             | 26.35     |                                      |                |                            |  |                                                  |   |
| 19          | 78279 MILLE LACS HUNTING LODGE LLC<br>01-703-000-0000-6849 |             | 10,000.00 | PANDEMIC ECONOMIC GRANT              | 1 Transactions |                            |  | Federal COVID Stimulus Expense                   | G |
|             | 78279 MILLE LACS HUNTING LODGE LLC                         |             | 10,000.00 |                                      |                |                            |  |                                                  |   |
| 8           | 14113 Ncpers Life<br>01-060-000-0000-6835                  |             | 48.00     | MARCH 2021 DEPEND PREMIUMS           | 1 Transactions |                            |  | Reimb Collections- P/R & Misc                    | N |
|             | 14113 Ncpers Life                                          |             | 48.00     |                                      |                |                            |  |                                                  |   |
| 18          | 78280 PRINCETON LANES<br>01-703-000-0000-6849              |             | 10,000.00 | PANDEMIC ECONOMIC GRANT              | 1 Transactions |                            |  | Federal COVID Stimulus Expense                   | G |
|             | 78280 PRINCETON LANES                                      |             | 10,000.00 |                                      |                |                            |  |                                                  |   |
| 16          | 78281 WAKIKI TAN<br>01-703-000-0000-6849                   |             | 4,000.00  | PANDEMIC RELIEF GRANT                | 1 Transactions |                            |  | Federal COVID Stimulus Expense                   | G |
|             | 78281 WAKIKI TAN                                           |             | 4,000.00  |                                      |                |                            |  |                                                  |   |
| 14          | 77818 WEX Bank<br>01-201-000-0000-6261                     |             | 10.00     | PAPER DELIVERY SERVICE               |                |                            |  | Professional Services                            | N |
| 9           | 01-201-000-0000-6563                                       |             | 10,417.97 | DEPUTY GAS                           |                |                            |  | Gasoline                                         | N |
| 10          | 01-201-000-0000-6565                                       |             | 44.00     | DEPUTY MAINT                         |                |                            |  | Repair & Maintenance- Auto                       | N |

4.2

MLKAREN

2/26/21

2:32PM

1 County Revenue Fund

# \*\*\* Mille Lacs County \*\*\*

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

| Vendor Name<br>No. Account/Formula | Rpt<br>ACCT | Amount    | Warrant Description<br>Service Dates | Invoice #<br>Paid On Bhf # | Account/Formula Descripti<br>On Behalf of Name | 1099 |
|------------------------------------|-------------|-----------|--------------------------------------|----------------------------|------------------------------------------------|------|
|                                    |             |           |                                      |                            |                                                |      |
| 11 01- 202- 000- 0000- 6563        |             | 456.84    | CRT SEC GAS                          |                            | Gasoline                                       | N    |
| 12 01- 205- 000- 0000- 6563        |             | 457.45    | B&W GAS                              |                            | Gasoline                                       | N    |
| 13 01- 251- 000- 0000- 6563        |             | 135.55    | HUNT- GAS                            |                            | Gasoline                                       | N    |
| 77818 WEX Bank                     |             | 11,521.81 |                                      |                            |                                                |      |

6 Transactions

1 Fund Total:

158,769.56

County Revenue Fund

20 Vendors

25 Transactions

MLKAREN

2/26/21 2:32PM

11 Community and Veterans :

# \*\*\* Mille Lacs County \*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor | Name                            | Rpt  |
|--------|---------------------------------|------|
| No.    | Account/Formula                 | Acct |
| 139    | Mn Child Support Payment Center |      |
| 5      | 11-420-640-0000-6835            |      |
| 6      | 11-420-640-0000-6835            |      |
| 7      | 11-420-640-0000-6835            |      |
| 139    | Mn Child Support Payment Center |      |

11 Fund Total:

Final Total:

| Amount     |
|------------|
| 50.00      |
| 60.00      |
| 400.00     |
| 510.00     |
| 510.00     |
| 159,279.56 |

Warrant Description  
Service Dates

Invoice #

Paid On Bhf #

Account/Formula Descripti

On Behalf of Name

Reimb Collections  
Reimb Collections  
Reimb Collections

N  
N  
N

3 Transactions

Community and Veterans Servi  
I Vendors  
3 Transactions

21 Vendors  
28 Transactions



MLKAREN  
2/26/21

2:32PM

# \*\*\*\* Mille Lacs County \*\*\*\*

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 6

### Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                   |
|-------------|---------------|-------------------------------|
| 1           | 158,769.56    | County Revenue Fund           |
| 11          | 510.00        | Community and Veterans Servit |
| All Funds   | 159,279.56    | Total                         |

Approved by,

.....  
.....  
.....

| Vendor Name              | No.       | Account/Formula      | Amount          | Warrant Description        | Service Dates  | Invoice #        | Account/Formula Description | 1099 |
|--------------------------|-----------|----------------------|-----------------|----------------------------|----------------|------------------|-----------------------------|------|
| BAKER/TROY & BECKY       | 999999993 | 01-060-000-0000-6838 | 15.05           | REFUND PID 09-964-0680     | 1 Transactions | Paid On Bnf #    | On Behalf of Name           |      |
| BAKER/TROY & BECKY       | 999999993 | 01-060-000-0000-6838 | 15.05           |                            |                |                  | Reimb collections- Taxes    | N    |
| EBENHOH/JOSEPH & KARI JO | 999999993 | 01-060-000-0000-6838 | 16.33           | REFUND PID 20-400-0095     | 1 Transactions |                  | Reimb collections- Taxes    | N    |
| EBENHOH/JOSEPH & KARI JO | 999999993 | 01-060-000-0000-6838 | 16.33           |                            |                |                  |                             |      |
| SCI Broadband            | 76652     | 01-201-000-0000-6203 | 136.95          | SO PHONE/INTERNET- WAHKON  | 1 Transactions |                  | Phone                       | N    |
| SCI Broadband            | 76652     | 01-201-000-0000-6203 | 136.95          |                            |                |                  |                             |      |
| SHAUN ANDERSON           | 999999993 | 01-060-000-0000-6838 | 12.06           | OVERPAY PID 09-033-0200    | 1 Transactions |                  | Reimb collections- Taxes    | N    |
| SHAUN ANDERSON           | 999999993 | 01-060-000-0000-6838 | 12.06           |                            |                |                  |                             |      |
| WEX Bank                 | 77818     | 01-060-000-0000-6563 | 571.56          | FUEL FOR FLEET CARS        |                |                  | Gasoline                    | N    |
| WEX Bank                 | 77818     | 01-110-000-0000-6563 | 23.90           | MAINT GAS CARD             |                |                  | Gasoline                    | N    |
| WEX Bank                 | 77818     | 01-110-000-0000-6563 | 200.26          | VEHICLE 1408               |                |                  | Gasoline                    | N    |
| WEX Bank                 | 77818     | 01-617-000-0000-6563 | 25.75           | ER TRUCK 22                |                |                  | Gasoline                    | N    |
| WEX Bank                 | 77818     | 01-617-000-0000-6563 | 55.75           | ER TRUCK 1413              | 5 Transactions |                  | Gasoline                    | N    |
| WEX Bank                 | 77818     | 01-617-000-0000-6563 | 877.22          |                            |                |                  |                             |      |
| <b>1 Fund Total:</b>     |           |                      | <b>1,057.61</b> | <b>County Revenue Fund</b> |                | <b>5 Vendors</b> | <b>9 Transactions</b>       |      |

MLMATHA

3/4/21 11:07AM

10 Public Works Department

# \*\*\*\* Mille Lacs County \*\*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor Name |                 | Rpt  |        | Invoice #     |               | Account/Formula Descripti |      |
|-------------|-----------------|------|--------|---------------|---------------|---------------------------|------|
| No.         | Account/Formula | Acct | Amount | Service Dates | Paid On Bhf # | On Behalf of Name         | 1099 |

|    |                      |                      |           |                                |  |               |   |
|----|----------------------|----------------------|-----------|--------------------------------|--|---------------|---|
| 4  | 13053 Milaca/City Of | 10-340-000-0000-6255 | 67.56     | WATER/SEWER- MILACA            |  | Water & Sewer | N |
| 5  | 13053 Milaca/City Of | 10-340-000-0000-6255 | 26.56     | WATER/SEWER- MILACA TESTING LA |  | Water & Sewer | N |
|    |                      |                      | 94.12     | 2 Transactions                 |  |               |   |
| 12 | 76652 SCI Broadband  | 10-340-000-0000-6203 | 136.95    | PW PHONE/INTERNET- WAHCON      |  | Phone         | N |
|    | 76652 SCI Broadband  |                      | 136.95    | 1 Transactions                 |  |               |   |
| 21 | 77818 WEX Bank       | 10-340-000-0000-6563 | 3,580.95  | GASOLINE FOR PW                |  | Gasoline      | N |
| 22 | 77818 WEX Bank       | 10-340-000-0000-6570 | 9,626.74  | DIESEL FOR PW                  |  | Diesel        | N |
|    |                      |                      | 13,207.69 | 2 Transactions                 |  |               |   |

10 Fund Total:

13,438.76 Public Works Department

3 Vendors

5 Transactions

# \*\*\*\* Mille Lacs County \*\*\*\*



MLMATHA

3/4/21 11:07AM

11 Community and Veterans :

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

| Vendor Name    |                                 | Warrant Description |                             | Invoice #     |                   | Account/Formula Descripti |   |
|----------------|---------------------------------|---------------------|-----------------------------|---------------|-------------------|---------------------------|---|
| No.            | Account/Formula                 | Amount              | Service Dates               | Paid On Bhf # | On Behalf of Name |                           |   |
| 139            | Mn Child Support Payment Center |                     |                             |               |                   |                           |   |
| 6              | 11-420-640-0000-6835            | 100.00              |                             |               | Reimb Collections |                           | N |
| 7              | 11-420-640-0000-6835            | 50.00               |                             |               | Reimb Collections |                           | N |
| 8              | 11-420-640-0000-6835            | 60.00               |                             |               | Reimb Collections |                           | N |
| 9              | 11-420-640-0000-6835            | 514.00              |                             |               | Reimb Collections |                           | N |
| 10             | 11-420-640-0000-6835            | 800.00              |                             |               | Reimb Collections |                           | N |
| 11             | 11-420-640-0000-6835            | 60.00               |                             |               | Reimb Collections |                           | N |
| 139            | Mn Child Support Payment Center | 1,584.00            | 6 Transactions              |               |                   |                           |   |
| 11 Fund Total: |                                 | 1,584.00            | Community and Veterans Serv | 1 Vendors     | 6 Transactions    |                           |   |

MILMATHEA

3/4/21 11:07AM

81 Taxes & Penalties Fund

# \*\*\*\* Mille Lacs County \*\*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name

No. Account/Formula

Accr

Rpt

Warrant Description

Service Dates

Invoice #

Account/Formula Descripti

Paid On Bhf # On Behalf of Name

999999993 ALLSTAR CHILDCARE CENTER, INC

1 81-831-000-0000-5005

2 81-831-000-0000-5005

999999993 ALLSTAR CHILDCARE CENTER, INC

81 Fund Total:

Final Total:

Amount

1,566.53

118.57

1,685.10

1,685.10

17,765.47

2020 TAX PENALTY ABATEMENT

2020 TAX INTEREST ABATEMENT

2 Transactions

Taxes & Penalties Fund

10 Vendors

22 Transactions

1 Vendors

2 Transactions

Penalties & Interest

Penalties & Interest

N

N



MLMATHEA  
3/4/21

11:07AM

# \*\*\* Mille Lacs County \*\*\*

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



### Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                 |              |
|-------------|---------------|-----------------------------|--------------|
| 1           | 1,057.61      | County Revenue Fund         |              |
| 10          | 13,438.76     | Public Works Department     |              |
| 11          | 1,584.00      | Community and Veterans Serv |              |
| 81          | 1,685.10      | Taxes & Penalties Fund      |              |
| All Funds   | 17,765.47     | Total                       | Approved by, |
|             |               |                             |              |
|             |               |                             |              |
|             |               |                             |              |

# \*\*\*\* Mille Lacs County \*\*\*\*



MLMATHEA

2/17/21 1:01PM

1 County Revenue Fund

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

| Vendor Name |                                       | Accr | Rpt | Amount      | Warrant Description               | Service Dates  | Invoice #     | Account/Formula Descripti           | 1099 |
|-------------|---------------------------------------|------|-----|-------------|-----------------------------------|----------------|---------------|-------------------------------------|------|
| No.         | Account/Formula                       |      |     |             |                                   |                | Paid On Bhf # | On Behalf of Name                   |      |
| 2007        | Advanced Graphix Inc                  |      |     |             |                                   |                |               |                                     |      |
| 1           | 01-201-000-0000-6402                  |      |     | 171.00      | SUPPLIES SO & NORTH END LEC       |                |               | Supplies                            | N    |
| 2           | 01-251-000-0000-6301                  |      |     | 57.25       | SIGNAGE FOR BOOKING               |                |               | Repair & Maintenance- Bldg & Equipm | N    |
| 2007        | Advanced Graphix Inc                  |      |     | 228.25 ✓    |                                   | 2 Transactions |               |                                     |      |
| 945         | American Solutions For Business Inc   |      |     |             |                                   |                |               |                                     |      |
| 3           | 01-041-000-0000-6402                  | P    |     | 4,815.70    | TNT FINAL MAILING INVOICE         |                |               | Office Supplies                     | N    |
| 945         | American Solutions For Business Inc   |      |     | 4,815.70    |                                   | 1 Transactions |               |                                     |      |
| 1103        | Anderson Bros Garage Inc              |      |     |             |                                   |                |               |                                     |      |
| 4           | 01-201-000-0000-6261                  |      |     | 175.00      | TOW ICR 19-6463                   |                |               | Professional Services               | N    |
| 5           | 01-201-000-0000-6261                  |      |     | 180.00      | MISC TOWS FOR SO                  |                |               | Professional Services               | N    |
| 6           | 01-201-000-0000-6565                  |      |     | 18.00       | VEH MAINT SQ 37                   |                |               | Repair & Maintenance- Auto          | N    |
| 1103        | Anderson Bros Garage Inc              |      |     | 373.00 ✓    |                                   | 3 Transactions |               |                                     |      |
| 1073        | Anderson/Joan Stanoch                 |      |     |             |                                   |                |               |                                     |      |
| 288         | 01-091-000-0000-6261                  |      |     | 140.00      | 48- CR- 20- 1149 10.15.20 CONTEST |                |               | Professional Services               | Y    |
| 1073        | Anderson/Joan Stanoch                 |      |     | 140.00      |                                   | 1 Transactions |               |                                     |      |
| 1715        | Anoka Cty Medical Examiner            |      |     |             |                                   |                |               |                                     |      |
| 7           | 01-240-000-0000-6261                  |      |     | 15,977.00   | 1ST QTR 2021                      |                |               | Professional Services               | N    |
| 1715        | Anoka Cty Medical Examiner            |      |     | 15,977.00 ✓ |                                   | 1 Transactions |               |                                     |      |
| 77982       | APG of Southern Minnesota, LLC        |      |     |             |                                   |                |               |                                     |      |
| 8           | 01-003-000-0000-6244                  |      |     | 97.16       | CO BOARD MTG                      |                |               | Publishing- Legal Notices & Want Ac | N    |
| 10          | 01-003-000-0000-6244                  |      |     | 40.20       | SUMMARY BUDGET STATEMENT          |                |               | Publishing- Legal Notices & Want Ac | N    |
| 9           | 01-107-000-0000-6244                  |      |     | 48.59       | LSO ORDINANCE                     |                |               | Publishing- Legal Notices & Want Ac | N    |
| 11          | 01-107-000-0000-6244                  |      |     | 70.35       | PH SMOLINSKI                      |                |               | Publishing- Legal Notices & Want Ac | N    |
| 77982       | APG of Southern Minnesota, LLC        |      |     | 256.30 ✓    |                                   | 4 Transactions |               |                                     |      |
| 1968        | Assoc Of Mn Counties - (Registration) |      |     |             |                                   |                |               |                                     |      |
| 12          | 01-003-000-0000-6241                  |      |     | 2,500.00    | 2021 MN RURAL COUNTIES DUES       |                |               | Dues                                | N    |
| 1968        | Assoc Of Mn Counties - (Registration) |      |     | 2,500.00 ✓  |                                   | 1 Transactions |               |                                     |      |
| 1181        | Auto Body Technicians (A.B.T.)        |      |     |             |                                   |                |               |                                     |      |
| 13          | 01-201-000-0000-6565                  |      |     | 3,412.38    | SQ 28 REPAIR                      |                |               | Repair & Maintenance- Auto          | Y    |
| 1181        | Auto Body Technicians (A.B.T.)        |      |     | 3,412.38 ✓  |                                   | 1 Transactions |               |                                     |      |
| 14003       | Auto Value - Milaca                   |      |     |             |                                   |                |               |                                     |      |
| 16          | 01-060-000-0000-6565                  |      |     | 235.98      | BATTERIES FOR 31 & 32             |                |               | Repair & Maintenance- Auto          | N    |

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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| Vendor Name | No.   | Account/Formula                   | Rpt | Acct | Warrant Description |                              | Invoice # | Account/Formula Description |                                     |
|-------------|-------|-----------------------------------|-----|------|---------------------|------------------------------|-----------|-----------------------------|-------------------------------------|
|             |       |                                   |     |      | Amount              | Service Dates                |           | Paid On Bnf #               | On Behalf of Name                   |
| 15          | 14003 | 01-201-000-0000-6565              |     |      | 20.98               | SQ 16 RESERVES/REPAIR        |           |                             | Repair & Maintenance- Auto          |
| 14          |       | 01-251-000-0000-6565              |     |      | 95.76               | SQ 44 REPAIR                 |           |                             | Repair & Maintenance- Auto          |
|             |       | Auto Value - Milaca               |     |      | 352.72              |                              |           |                             |                                     |
|             |       |                                   |     |      |                     |                              |           |                             | 3 Transactions                      |
| 17          | 77046 | Axon Enterprise Inc               |     |      | 486.96              |                              |           |                             |                                     |
|             |       | 01-201-000-0000-6285              |     |      | 486.96              | TRAINING PRODUCTS            |           |                             | Training Expense                    |
|             |       | Axon Enterprise Inc               |     |      |                     |                              |           |                             | 1 Transactions                      |
| 18          | 2203  | Benton Trophy & Awards Inc        |     |      | 148.49              |                              |           |                             |                                     |
|             |       | 01-201-000-0000-6402              |     |      | 148.49              | PLAQUE                       |           |                             | Supplies                            |
|             |       | Benton Trophy & Awards Inc        |     |      |                     |                              |           |                             | 1 Transactions                      |
| 20          | 5892  | Billings Service Inc              |     |      | 15.00               |                              |           |                             |                                     |
|             |       | 01-201-000-0000-6563              |     |      |                     | FUEL OLD DODGE               |           |                             | Gasoline                            |
| 19          |       | 01-201-000-0000-6565              |     |      | 2,586.85            | VEH MAINT 7,13,25,42,2       |           |                             | Repair & Maintenance- Auto          |
|             |       | Billings Service Inc              |     |      | 2,601.85            |                              |           |                             |                                     |
|             |       |                                   |     |      |                     |                              |           |                             | 2 Transactions                      |
| 21          | 75133 | Birnbaum/Amy                      |     |      | 90.00               |                              |           |                             |                                     |
|             |       | 01-107-000-0000-6333              |     |      |                     | PER DIEM                     |           |                             | Mileage & Per Diem- Non-Employee    |
| 22          |       | 01-107-000-0000-6333              |     |      | 54.32               | MILEAGE                      |           |                             | Mileage & Per Diem- Non-Employee    |
|             |       | Birnbaum/Amy                      |     |      | 144.32              |                              |           |                             |                                     |
|             |       |                                   |     |      |                     |                              |           |                             | 2 Transactions                      |
| 23          | 78256 | BLUELINE COATINGS LLC             |     |      | 711.00              |                              |           |                             |                                     |
|             |       | 01-110-000-0000-6261              |     |      |                     | HCH CEILING PROF INSPECT     |           |                             | Professional Services               |
|             |       | BLUELINE COATINGS LLC             |     |      | 711.00              |                              |           |                             |                                     |
|             |       |                                   |     |      |                     |                              |           |                             | 1 Transactions                      |
| 24          | 76941 | Boettcher/Linda                   |     |      | 45.00               |                              |           |                             |                                     |
|             |       | 01-003-000-0000-6333              |     |      | 45.00               | PER DIEM                     |           |                             | Mileage & Per Diem- Non-Employee    |
|             |       | Boettcher/Linda                   |     |      |                     |                              |           |                             |                                     |
|             |       |                                   |     |      |                     |                              |           |                             | 1 Transactions                      |
| 25          | 77913 | CENTRAL MN CONFLICT & PRO SE SERV |     |      | 850.00              |                              |           |                             |                                     |
|             |       | 01-025-000-0000-6333              |     |      |                     | LAW LIBRARY SERV DEC 2020    |           |                             | Mileage & Per Diem- Non-Employee    |
| 26          |       | 01-025-000-0000-6333              |     |      | 2,150.00            | LAW LIBRARY SERV JAN 2021    |           |                             | Mileage & Per Diem- Non-Employee    |
|             |       | CENTRAL MN CONFLICT & PRO SE SERV |     |      | 3,000.00            |                              |           |                             |                                     |
|             |       |                                   |     |      |                     |                              |           |                             | 2 Transactions                      |
| 27          | 77526 | Century Fence                     |     |      | 3,549.50            |                              |           |                             |                                     |
|             |       | 01-110-000-0000-6301              |     |      |                     | REPLACE ENTRANCE GATE TO NMF |           |                             | Repair & Maintenance- Bldg & Equipn |
|             |       | Century Fence                     |     |      | 3,549.50            |                              |           |                             |                                     |
|             |       |                                   |     |      |                     |                              |           |                             | 1 Transactions                      |
| 46426       |       | Childrens Hospitals & Clinics     |     |      |                     |                              |           |                             |                                     |

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## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor Name |                 | Account/Formula                    | Acct | Rpt | Warrant Description | Service Dates                  | Invoice #     | Account/Formula Descripti           | 1099 |
|-------------|-----------------|------------------------------------|------|-----|---------------------|--------------------------------|---------------|-------------------------------------|------|
| No.         | Account/Formula |                                    |      |     | Amount              |                                | Paid On Bhf # | On Behalf of Name                   |      |
| 28          | 46426           | 01-201-000-0000-6261               | P    |     | 600.00              | ABUSE EXAMS ICR 20-10860       |               | Professional Services               | Y    |
|             |                 | Childrens Hospitals & Clinics      |      |     | 600.00 ✓            | 1 Transactions                 |               |                                     |      |
| 29          | 76663           | 01-251-000-0000-6301               |      |     | 536.62              | REPAIR DRYER PD 35             |               | Repair & Maintenance- Bldg & Equipn | N    |
|             | 76663           | Clayton Appliance Repair Inc       |      |     | 536.62 ✓            | 1 Transactions                 |               |                                     |      |
| 30          | 2595            | Comdata                            |      |     | 1,913.86            | DEPUTY GAS                     |               | Gasoline                            | N    |
| 31          |                 | 01-201-000-0000-6563               |      |     | 87.70               | DEPUTY MAINT                   |               | Repair & Maintenance- Auto          | N    |
| 32          |                 | 01-202-000-0000-6563               |      |     | 79.64               | COURT SEC GAS                  |               | Gasoline                            | N    |
| 33          |                 | 01-205-000-0000-6563               |      |     | 92.29               | B&W GAS                        |               | Gasoline                            | N    |
| 35          |                 | 01-251-000-0000-6563               |      |     | 57.71               | JAIL GAS                       |               | Gasoline                            | N    |
| 34          |                 | 01-251-000-0000-6565               |      |     | 9.00                | JAIL VEH MAINT                 |               | Repair & Maintenance- Auto          | N    |
|             | 2595            | Comdata                            |      |     | 2,240.20 ✓          | 6 Transactions                 |               |                                     |      |
| 36          | 76709           | Corporate Mechanical Inc           |      |     | 1,258.04            | REPLACE ACTUATOR SWITCH TROUBL |               | Repair & Maintenance- Bldg & Equipn | N    |
|             | 76709           | 01-110-000-0000-6301               |      |     | 1,258.04 ✓          | 1 Transactions                 |               |                                     |      |
|             |                 | Corporate Mechanical Inc           |      |     |                     |                                |               |                                     |      |
| 37          | 77559           | Counties Providing Technology      |      |     | 5,441.00            | DP SERV FEB                    |               | Data Processing                     | N    |
| 38          |                 | 01-065-000-0000-6268               |      |     | 1,250.00            | IBOX USAGE FEB                 |               | Lease Agreements                    | N    |
|             | 77559           | Counties Providing Technology      |      |     | 6,691.00 ✓          | 2 Transactions                 |               |                                     |      |
| 39          | 75816           | CovertTrack Group Inc              |      |     | 600.00              | SUBSCRIPTION RENEWALS          |               | Subscriptions                       | N    |
|             | 75816           | 01-201-000-0000-6242               |      |     | 600.00 ✓            | 1 Transactions                 |               |                                     |      |
|             |                 | CovertTrack Group Inc              |      |     |                     |                                |               |                                     |      |
| 40          | 2596            | Creative Product Sourcing Inc-Dare |      |     | 598.52              | DARE SUPPLIES                  |               | Miscellaneous Expense               | N    |
|             | 2596            | 01-211-000-0000-6803               |      |     | 598.52 ✓            | 1 Transactions                 |               |                                     |      |
|             |                 | Creative Product Sourcing Inc-Dare |      |     |                     |                                |               |                                     |      |
| 289         | 3059            | Crow Wing Cty Sheriff              |      |     | 75.00               | 48- CR- 20- 1549 SUBPEONA      |               | Professional Services               | N    |
|             | 3059            | 01-091-000-0000-6261               |      |     | 75.00 ✓             | 1 Transactions                 |               |                                     |      |
|             |                 | Crow Wing Cty Sheriff              |      |     |                     |                                |               |                                     |      |
| 41          | 1106            | Dacotah Paper Co                   |      |     | 490.51              | CLEANING SUPPLIES              |               | Supplies                            | N    |
|             |                 | 01-110-000-0000-6402               |      |     |                     |                                |               |                                     |      |

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| Vendor Name |                                       | Accr | Rpt | Amount     | Warrant Description          | Service Dates  | Invoice #     | Account/Formula Descripti           | 1099 |
|-------------|---------------------------------------|------|-----|------------|------------------------------|----------------|---------------|-------------------------------------|------|
| No.         | Account/Formula                       |      |     |            |                              |                | Paid On Bhf # | On Behalf of Name                   |      |
| 1106        | Dacotah Paper Co                      |      |     | 490.51 ✓   |                              | 1 Transactions |               |                                     |      |
| 4149        | DELL MARKETING LP                     |      |     |            |                              |                |               |                                     |      |
| 42          | 01-063-000-0000-6603                  |      |     | 230.34     | DELL USB DVD-RW DRIVES CAO   |                |               | Equip, Furniture, Fixtures          | N    |
| 43          | 01-063-000-0000-6603                  |      |     | 3,430.14   | MICRO 7080 COMPUTER DISPATCH |                |               | Equip, Furniture, Fixtures          | N    |
| 44          | 01-063-000-0000-6603                  |      |     | 3,374.60   | MICRO COMPUTER DOOR CTRLS    |                |               | Equip, Furniture, Fixtures          | N    |
| 4149        | DELL MARKETING LP                     |      |     | 7,035.08 ✓ |                              | 3 Transactions |               |                                     |      |
| 4040        | Doty Dds/Michael J                    |      |     |            |                              |                |               |                                     |      |
| 117         | 01-251-000-0000-6283                  |      |     | 739.00     | F MILLER PD 51               |                |               | Care Of Prisoners                   | N    |
| 4040        | Doty Dds/Michael J                    |      |     | 739.00 ✓   |                              | 1 Transactions |               |                                     |      |
| 18771       | East Central Regional Juvenile Center |      |     |            |                              |                |               |                                     |      |
| 45          | 01-255-000-0000-6269                  |      |     | 9,089.21   | CO DET LG                    |                |               | Detention & Rehab Services          | N    |
| 18771       | East Central Regional Juvenile Center |      |     | 9,089.21   |                              | 1 Transactions |               |                                     |      |
| 5090        | East Side Glass Inc                   |      |     |            |                              |                |               |                                     |      |
| 46          | 01-110-000-0000-6301                  |      |     | 101.28     | GLASS PRINCETON PW           |                |               | Repair & Maintenance- Bldg & Equipm | N    |
| 5090        | East Side Glass Inc                   |      |     | 101.28 ✓   |                              | 1 Transactions |               |                                     |      |
| 5045        | ECM PUBLISHERS, INC.                  |      |     |            |                              |                |               |                                     |      |
| 47          | 01-003-000-0000-6244                  |      |     | 43.80      | DEC 1 MINS                   |                |               | Publishing- Legal Notices & Want Ad | N    |
| 5045        | ECM PUBLISHERS, INC.                  |      |     | 43.80 ✓    |                              | 1 Transactions |               |                                     |      |
| 77807       | Enterprise FM Trust                   |      |     |            |                              |                |               |                                     |      |
| 50          | 01-060-000-0000-6565                  |      |     | 1,118.63   | MAINT COSTS                  |                |               | Repair & Maintenance- Auto          | N    |
| 49          | 01-110-000-0000-6261                  |      |     | 70.00      | MAINT FEE                    |                |               | Professional Services               | N    |
| 77807       | Enterprise FM Trust                   |      |     | 1,188.63   |                              | 2 Transactions |               |                                     |      |
| 2361        | Fairview Diagnostic Labs              |      |     |            |                              |                |               |                                     |      |
| 58          | 01-251-000-0000-6283                  |      |     | 1,182.16   | INMATES PD 46                |                |               | Care Of Prisoners                   | N    |
| 2361        | Fairview Diagnostic Labs              |      |     | 1,182.16 ✓ |                              | 1 Transactions |               |                                     |      |
| 999999993   | FEDEX                                 |      |     |            |                              |                |               |                                     |      |
| 290         | 01-201-000-0000-6202                  |      |     | 112.23     | SHIPMENT/MAILING             |                |               | Postage                             | N    |
| 999999993   | FEDEX                                 |      |     | 112.23 ✓   |                              | 1 Transactions |               |                                     |      |
| 77976       | FIRE PROTECTION EQUIPMENT CO          |      |     |            |                              |                |               |                                     |      |
| 59          | 01-251-000-0000-6301                  |      |     | 1,025.00   | MAINT KITCHEN EXHAUST PD 34  |                |               | Repair & Maintenance- Bldg & Equipm | N    |

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| Vendor Name |                              | Rpt  |            | Warrant Description            |                | Invoice #     |                   | Account/Formula Description         |   |
|-------------|------------------------------|------|------------|--------------------------------|----------------|---------------|-------------------|-------------------------------------|---|
| No.         | Account/Formula              | Accf | Amount     | Service Dates                  | 1 Transactions | Paid On Bnf # | On Behalf of Name |                                     |   |
| 77976       | FIRE PROTECTION EQUIPMENT CO |      | 1,025.00 ✓ |                                |                |               |                   |                                     |   |
| 21488       | First National Bank Milaca   |      |            |                                |                |               |                   |                                     |   |
| 60          | 01-060-000-0000-6261         | P    | 116.94     | ACH FEES OCT-DEC               |                |               |                   | Professional Services               | N |
| 61          | 01-201-000-0000-6402         |      | 64.81      | DEPOSIT SLIPS                  |                |               |                   | Supplies                            | N |
| 21488       | First National Bank Milaca   |      | 181.75 ✓   |                                | 2 Transactions |               |                   |                                     |   |
| 76695       | Galls LLC                    |      |            |                                |                |               |                   |                                     |   |
| 62          | 01-201-000-0000-6450         |      | 1,281.95   | UNIFORMS VEST BROBERG          |                |               |                   | Uniforms                            | N |
| 63          | 01-201-000-0000-6450         |      | 135.44     | UNIFORMS T OLSON               |                |               |                   | Uniforms                            | N |
| 64          | 01-251-000-0000-6450         |      | 1,761.89   | FLEX BADGES BARS PD 20         |                |               |                   | Uniforms                            | N |
| 76695       | Galls LLC                    |      | 3,179.28 ✓ |                                | 3 Transactions |               |                   |                                     |   |
| 78257       | GENE'S HOME MAINTENANCE      |      |            |                                |                |               |                   |                                     |   |
| 65          | 01-110-000-0000-6301         |      | 750.00     | DESIGN/ASSIST INSTALL DUCT PPW |                |               |                   | Repair & Maintenance- Bldg & Equipn | Y |
| 78257       | GENE'S HOME MAINTENANCE      |      | 750.00 ✓   |                                | 1 Transactions |               |                   |                                     |   |
| 76426       | Generator Power Systems      |      |            |                                |                |               |                   |                                     |   |
| 66          | 01-110-000-0000-6261         |      | 2,220.00   | JC GENERATOR BATTERY CHARGER   |                |               |                   | Professional Services               | Y |
| 76426       | Generator Power Systems      |      | 2,220.00 ✓ |                                | 1 Transactions |               |                   |                                     |   |
| 77801       | Geotab USA, Inc              |      |            |                                |                |               |                   |                                     |   |
| 67          | 01-110-000-0000-6261         |      | 576.00     | MONTHLY SUBSCRIPTIONS          |                |               |                   | Professional Services               | N |
| 77801       | Geotab USA, Inc              |      | 576.00     |                                | 1 Transactions |               |                   |                                     |   |
| 77702       | Gierman Law LLC              |      |            |                                |                |               |                   |                                     |   |
| 69          | 01-015-000-0000-6267         |      | 1,700.00 ✓ | CHIPS CUSTODIAL                |                |               |                   | County Public Defender Fees         | Y |
| 77702       | Gierman Law LLC              |      | 1,700.00   |                                | 1 Transactions |               |                   |                                     |   |
| 7111        | Gopher State One- Call       |      |            |                                |                |               |                   |                                     |   |
| 70          | 01-110-000-0000-6261         |      | 2.70       | LOCATES                        |                |               |                   | Professional Services               | N |
| 7111        | Gopher State One- Call       |      | 2.70 ✓     |                                | 1 Transactions |               |                   |                                     |   |
| 7085        | Grainger Parts Operations    |      |            |                                |                |               |                   |                                     |   |
| 71          | 01-201-000-0000-6402         |      | 985.54     | SUPPLIES                       |                |               |                   | Supplies                            | N |
| 7085        | Grainger Parts Operations    |      | 985.54 ✓   |                                | 1 Transactions |               |                   |                                     |   |
| 7015        | Granite Electronics Inc      |      |            |                                |                |               |                   |                                     |   |
| 73          | 01-283-000-0000-6301         |      | 480.16     | HOOK UP & SET UP ANALYZER      |                |               |                   | Repair & Maintenance - Bldg & Equi  | N |
| 74          | 01-283-000-0000-6402         |      | 184.56     | SHOULDER MIC                   |                |               |                   | Office Supplies                     | N |

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| Vendor Name |                                 | Accr | Rpt | Amount    | Warrant Description       | Service Dates  | Invoice # | Account/Formula Description      | 1099              |
|-------------|---------------------------------|------|-----|-----------|---------------------------|----------------|-----------|----------------------------------|-------------------|
| No.         | Account/Formula                 |      |     |           |                           |                |           | Paid On Behf #                   | On Behalf of Name |
| 72          | 01-283-000-0000-6803            |      |     | 678.53    | MONTHLY SERVICE AGREEMENT | 3 Transactions |           | Miscellaneous Expense            | N                 |
| 7015        | Granite Electronics Inc         |      |     | 1,343.25  |                           |                |           |                                  |                   |
| 75455       | Habeck/Ross                     |      |     |           |                           |                |           |                                  |                   |
| 75          | 01-107-000-0000-6333            |      |     | 45.00     | PER DIEM                  |                |           | Mileage & Per Diem- Non-Employee | Y                 |
| 76          | 01-107-000-0000-6333            |      |     | 38.08     | MILEAGE                   |                |           | Mileage & Per Diem- Non-Employee | N                 |
| 75455       | Habeck/Ross                     |      |     | 83.08     |                           | 2 Transactions |           |                                  |                   |
| 77449       | Hill Capitol Strategies Inc     |      |     |           |                           |                |           |                                  |                   |
| 77          | 01-003-000-0000-6261            |      |     | 10,000.00 | GOVT AFFAIRS              | 1 Transactions |           | Professional Services            | N                 |
| 77449       | Hill Capitol Strategies Inc     |      |     | 10,000.00 |                           |                |           |                                  |                   |
| 8068        | Hjort Excavating Inc            |      |     |           |                           |                |           |                                  |                   |
| 78          | 01-110-000-0000-6261            |      |     | 687.50    | SNOW REMOVAL              | 1 Transactions |           | Professional Services            | N                 |
| 8068        | Hjort Excavating Inc            |      |     | 687.50    |                           |                |           |                                  |                   |
| 31075       | Hoefert/Robert                  |      |     |           |                           |                |           |                                  |                   |
| 79          | 01-107-000-0000-6333            |      |     | 45.00     | PER DIEM                  |                |           | Mileage & Per Diem- Non-Employee | Y                 |
| 80          | 01-107-000-0000-6333            |      |     | 33.60     | MILEAGE                   |                |           | Mileage & Per Diem- Non-Employee | N                 |
| 31075       | Hoefert/Robert                  |      |     | 78.60     |                           | 2 Transactions |           |                                  |                   |
| 8070        | Holiday Credit Office           |      |     |           |                           |                |           |                                  |                   |
| 81          | 01-201-000-0000-6563            |      |     | 25.78     | DEPUTY GAS                | 1 Transactions |           | Gasoline                         | N                 |
| 8070        | Holiday Credit Office           |      |     | 25.78     |                           |                |           |                                  |                   |
| 2080        | Independent Emergency Services  |      |     |           |                           |                |           |                                  |                   |
| 83          | 01-281-000-0000-6803            |      |     | 100.00    | E911 MONTHLY SERV         |                |           | Miscellaneous Expense            | Y                 |
| 84          | 01-281-000-0000-6803            |      |     | 387.72    | PS/ALI SERVICE            |                |           | Miscellaneous Expense            | Y                 |
| 2080        | Independent Emergency Services  |      |     | 487.72    |                           | 2 Transactions |           |                                  |                   |
| 78259       | INTEGRITY EMPLOYEE BENEFITS LLC |      |     |           |                           |                |           |                                  |                   |
| 85          | 01-035-000-0000-6265            |      |     | 2,976.00  | BENEFITSCONNECT SERVICE   | 1 Transactions |           | Professional Services- Personnel | N                 |
| 78259       | INTEGRITY EMPLOYEE BENEFITS LLC |      |     | 2,976.00  |                           |                |           |                                  |                   |
| 9006        | Intoximeters Inc                |      |     |           |                           |                |           |                                  |                   |
| 86          | 01-201-000-0000-6402            |      |     | 159.00    | SUPPLIES                  | 1 Transactions |           | Supplies                         | N                 |
| 9006        | Intoximeters Inc                |      |     | 159.00    |                           |                |           |                                  |                   |
| 1502        | J.P.Cooke Company               |      |     |           |                           |                |           |                                  |                   |
| 291         | 01-201-000-0000-6402            |      |     | 27.95     | STAMPS SUPPLIES           |                |           | Supplies                         | N                 |

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## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor | No.   | Account/Formula                   | Rpt | Accr | Amount    | Warrant Description            | Service Dates  | Invoice # | Account/Formula Descripti | Paid On Bhf # | On Behalf of Name | Supplies |
|--------|-------|-----------------------------------|-----|------|-----------|--------------------------------|----------------|-----------|---------------------------|---------------|-------------------|----------|
|        |       |                                   |     |      |           |                                |                |           |                           |               |                   |          |
| 292    | 1502  | 01-251-000-0000-6402              |     |      | 48.00     | NOTARY STAMP WARNER            | 2 Transactions |           |                           |               |                   | N        |
|        |       | J.P.Cooke Company                 |     |      | 75.95     |                                |                |           |                           |               |                   |          |
| 87     | 10019 | Jh Larson Electric Co             |     |      | 289.20    | BULBS                          | 1 Transactions |           |                           |               |                   | N        |
|        |       | 01-110-000-0000-6402              |     |      | 289.20    |                                |                |           |                           |               |                   |          |
| 88     | 10046 | Jims Mille Lacs Disposal Inc      |     |      | 500.76    | DISPOSAL CONTRACT              | 1 Transactions |           |                           |               |                   | N        |
|        |       | 01-110-000-0000-6251              |     |      | 500.76    |                                |                |           |                           |               |                   |          |
| 91     | 17    | Johnson Auto Transport & Towing   |     |      | 220.00    | TOW ICR 21-695                 | 1 Transactions |           |                           |               |                   | Y        |
|        |       | 01-201-000-0000-6261              |     |      | 220.00    |                                |                |           |                           |               |                   |          |
| 89     | 75883 | Johnson/Steven                    |     |      | 45.00     | PER DIEM                       | 2 Transactions |           |                           |               |                   | Y        |
|        |       | 01-107-000-0000-6333              |     |      | 50.40     | MILEAGE                        |                |           |                           |               |                   | N        |
| 90     | 75883 | Johnson/Steven                    |     |      | 95.40     |                                |                |           |                           |               |                   |          |
| 92     | 76389 | Jons Door Service LLC             |     |      | 1,154.92  | OVERHEAD DOOR PMS & 8 CONTROLL | 1 Transactions |           |                           |               |                   | Y        |
|        |       | 01-110-000-0000-6261              |     |      | 1,154.92  |                                |                |           |                           |               |                   |          |
| 93     | 2700  | Kehoe Enterprise Llc              |     |      | 90.00     | PPD CAR WASH                   | 1 Transactions |           |                           |               |                   | Y        |
|        |       | 01-201-000-0000-6565              |     |      | 90.00     |                                |                |           |                           |               |                   |          |
| 94     | 77423 | Kelley,Wolter& Scott PA           |     |      | 30,532.41 | LEGAL FEES OCT LORGE           | 2 Transactions |           |                           |               |                   | Y        |
|        |       | 01-811-000-0000-6804              |     |      | 11,969.00 | LEGAL FEES SEPT INDEMNIFICATIO |                |           |                           |               |                   | Y        |
| 95     | 77423 | Kelley,Wolter& Scott PA           |     |      | 42,501.41 |                                |                |           |                           |               |                   |          |
| 98     | 37225 | Kochs Hardware Hank               |     |      | 324.06    | MISC SUPPLIES                  | 3 Transactions |           |                           |               |                   | N        |
|        |       | 01-110-000-0000-6402              |     |      | 130.50    | SUPPLIES                       |                |           |                           |               |                   | N        |
| 97     |       | 01-201-000-0000-6402              |     |      | 63.47     | SUPPLIES CT SEC                |                |           |                           |               |                   | N        |
| 99     |       | 01-202-000-0000-6402              |     |      | 518.03    |                                |                |           |                           |               |                   |          |
|        |       | Kochs Hardware Hank               |     |      |           |                                |                |           |                           |               |                   |          |
| 78094  |       | Koppers Railroad Structures, Inc. |     |      |           |                                |                |           |                           |               |                   |          |

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| Vendor Name |                                               | Rpt |                 | Accr |                 | Warrant Description |                              | Invoice #     |                   | Account/Formula Description         |   |
|-------------|-----------------------------------------------|-----|-----------------|------|-----------------|---------------------|------------------------------|---------------|-------------------|-------------------------------------|---|
| No.         | Account/Formula                               | No. | Account/Formula | No.  | Account/Formula | Amount              | Service Dates                | Paid On Bhf # | On Behalf of Name |                                     |   |
| 100         | 01-617-000-0000-6406                          |     |                 |      |                 | 1,500.00            | FINAL PMT                    |               |                   | Soo Line Trail Expense              | N |
|             | 78094 Koppers Railroad Structures, Inc.       |     |                 |      |                 | 1,500.00 ✓          | 1 Transactions               |               |                   |                                     |   |
| 101         | 960 Lakeland Printers                         |     |                 |      |                 | 104.25              | BUS CARDS ERIC & A/T         |               |                   | Office Supplies                     | N |
|             | 01-041-000-0000-6402                          |     |                 |      |                 | 104.25              | 1 Transactions               |               |                   |                                     |   |
| 102         | 78020 LEADSONLINE LLC                         |     |                 |      |                 | 2,590.00            | TRACKING SYSTEM              |               |                   | Professional Services               | N |
|             | 01-201-000-0000-6261                          |     |                 |      |                 | 2,590.00 ✓          | 1 Transactions               |               |                   |                                     |   |
| 103         | 76077 Lueck/Loren                             |     |                 |      |                 | 90.00               | PER DIEM                     |               |                   | Mileage & Per Diem- Non-Employee    | Y |
| 104         | 01-107-000-0000-6333                          |     |                 |      |                 | 58.24               | MILEAGE                      |               |                   | Mileage & Per Diem- Non-Employee    | N |
|             | 76077 Lueck/Loren                             |     |                 |      |                 | 148.24 ✓            | 2 Transactions               |               |                   |                                     |   |
| 105         | 13256 Mao Region III                          |     |                 |      |                 | 100.00              | MEMBERSHIP DUES              |               |                   | Dues                                | N |
|             | 01-100-000-0000-6241                          |     |                 |      |                 | 100.00 ✓            | 1 Transactions               |               |                   |                                     |   |
| 293         | 13024 Mariposa Publishing                     |     |                 |      |                 | 80.26               | MINN ATTY UPDATED HANDBOOK   |               |                   | Supplies                            | N |
|             | 01-091-000-0000-6402                          |     |                 |      |                 | 80.26 ✓             | 1 Transactions               |               |                   |                                     |   |
| 108         | 75889 Martin McAllister                       |     |                 |      |                 | 550.00              | PUB SAFETY ASSESS C BERG     |               |                   | Professional Services- Personnel    | N |
| 109         | 01-035-000-0000-6265                          |     |                 |      |                 | 1,100.00            | PERSONNEL EVAL D NAUMANN     |               |                   | Professional Services- Personnel    | N |
| 110         | 01-035-000-0000-6265                          |     |                 | P    |                 | 550.00              | PUB SAFETY ASSESS L MILLER   |               |                   | Professional Services- Personnel    | N |
|             | 75889 Martin McAllister                       |     |                 |      |                 | 2,200.00 ✓          | 3 Transactions               |               |                   |                                     |   |
| 111         | 13278 Marv's True Value                       |     |                 |      |                 | 336.50              | PRINCETON DUCT LIGHTS REPAIR |               |                   | Repair & Maintenance- Bldg & Equipn | N |
|             | 01-110-000-0000-6301                          |     |                 |      |                 | 336.50 ✓            | 1 Transactions               |               |                   |                                     |   |
| 112         | 13502 Mckesson Medical-Surgical Mn Supply Inc |     |                 |      |                 | 16.68               | MED SUPPLIES PD 52           |               |                   | Care Of Prisoners                   | N |
|             | 01-251-000-0000-6283                          |     |                 |      |                 | 16.68 ✓             | 1 Transactions               |               |                   |                                     |   |
| 113         | 76282 MED Compass                             |     |                 |      |                 | 700.00              | FIT TESTINGS SO              |               |                   | Professional Services               | Y |
|             | 01-201-000-0000-6261                          |     |                 |      |                 | 700.00 ✓            |                              |               |                   |                                     |   |

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| Vendor Name |                                        | Accr | Rpt | Amount     | Warrant Description    | Service Dates  | Invoice #     | Account/Formula Descripti           | 1099 |
|-------------|----------------------------------------|------|-----|------------|------------------------|----------------|---------------|-------------------------------------|------|
| No.         | Account/Formula                        |      |     |            |                        |                | Paid On Bhf # | On Behalf of Name                   |      |
| 76282       | MED Compass                            |      |     | 700.00 ✓   |                        | 1 Transactions |               |                                     |      |
| 142         | 13444 Mei - Minnesota Elevator Inc     |      |     |            |                        |                |               |                                     |      |
|             | 01-110-000-0000-6261                   |      |     | 897.80 ✓   | ELEVATOR INSPECTIONS   | 1 Transactions |               | Professional Services               | N    |
| 114         | 13444 Mei - Minnesota Elevator Inc     |      |     |            |                        |                |               |                                     |      |
|             | 01-110-000-0000-6301                   |      |     | 897.80 ✓   | ELEVATOR INSPECTIONS   | 1 Transactions |               | Professional Services               | N    |
| 115         | 2105 Menards - Waite Park              |      |     |            |                        |                |               |                                     |      |
|             | 01-110-000-0000-6301                   |      |     | 167.10 ✓   | REPAIR MATERIAL        | 1 Transactions |               | Repair & Maintenance- Bldg & Equipn | N    |
| 116         | 2880 Mend Correctional Care            |      |     |            |                        |                |               |                                     |      |
|             | 01-251-000-0000-6261                   |      |     | 22,554.56  | HEALTHCARE PD 4        | 2 Transactions |               | Professional Services               | Y    |
|             | 01-251-000-0000-6402                   |      |     | 247.91     | MED SUPPLIES PD 52     | 2 Transactions |               | Supplies                            | N    |
| 118         | 77858 MID- MN INSPECTIONS LLC          |      |     |            |                        |                |               |                                     |      |
|             | 01-107-000-0000-6292                   |      |     | 245.66     | CONTRACTED INSPECTIONS | 2 Transactions |               | Building Code Contract Expense      | Y    |
| 119         | 77858 MID- MN INSPECTIONS LLC          |      |     |            |                        |                |               |                                     |      |
|             | 01-107-000-0000-6292                   |      |     | 6,329.22   | CONTRACTED PLAN REVIEW | 2 Transactions |               | Building Code Contract Expense      | Y    |
| 120         | 77650 Migala Law Office LLC            |      |     |            |                        |                |               |                                     |      |
|             | 01-015-000-0000-6267                   |      |     | 1,750.00 ✓ | CHIPS NON CUSTODIAL    | 1 Transactions |               | County Public Defender Fees         | Y    |
| 121         | 13040 Milaca Building Center           |      |     |            |                        |                |               |                                     |      |
|             | 01-110-000-0000-6301                   |      |     | 23.93      | MATERIALS FOR REPAIRS  | 2 Transactions |               | Repair & Maintenance- Bldg & Equipn | N    |
| 122         | 13040 Milaca Building Center           |      |     |            |                        |                |               |                                     |      |
|             | 01-201-000-0000-6402                   |      |     | 10.14      | SUPPLIES               | 2 Transactions |               | Supplies                            | N    |
| 123         | 46030 Milaca Unclaimed Freight Inc     |      |     |            |                        |                |               |                                     |      |
|             | 01-201-000-0000-6402                   |      |     | 58.95      | SUPPLIES               | 2 Transactions |               | Supplies                            | N    |
| 124         | 46030 Milaca Unclaimed Freight Inc     |      |     |            |                        |                |               |                                     |      |
|             | 01-251-000-0000-6402                   |      |     | 222.70 ✓   | SUPPLIES               | 2 Transactions |               | Supplies                            | N    |
| 125         | 13263 Mille Lacs Cty Area DAC Inc      |      |     |            |                        |                |               |                                     |      |
|             | 01-060-000-0000-6261                   |      |     | 281.65 ✓   | SUPPLIES               | 2 Transactions |               | Supplies                            | N    |
| 126         | 13263 Mille Lacs Cty Area DAC Inc      |      |     |            |                        |                |               |                                     |      |
|             | 01-060-000-0000-6261                   |      |     | 109.96     | HWY DEPT CLEANING      | 2 Transactions |               | Professional Services               | N    |
|             | 01-060-000-0000-6261                   |      |     | 662.25 ✓   | COURTHOUSE CLEANING    | 2 Transactions |               | Professional Services               | N    |
|             | 01-060-000-0000-6261                   |      |     | 772.21 ✓   | COURTHOUSE CLEANING    | 2 Transactions |               | Professional Services               | N    |
| 13099       | Mille Lacs Cty Public Works Department |      |     |            |                        |                |               |                                     |      |

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| Vendor Name                                  | No. | Account/Formula      | Accr | Rpt | Amount   | Warrant Description      | Service Dates   | Invoice #     | Account/Formula Descripti          | 1099 |
|----------------------------------------------|-----|----------------------|------|-----|----------|--------------------------|-----------------|---------------|------------------------------------|------|
| 13099 Mille Lacs Cty Public Works Department | 127 | 01-617-000-0000-6406 |      |     | 1,960.20 | Soo Line Trail           | 1 Transactions  | Paid On Bhf # | On Behalf of Name                  | N    |
| 46082 Mille Lacs Messenger Inc               | 128 | 01-041-000-0000-6242 |      |     | 1,960.20 | Soo Line Trail Expense   | 1 Transactions  |               |                                    | N    |
| 46082 Mille Lacs Messenger Inc               |     |                      |      |     | 48.95    | ANNUAL SUBSCRIPTION      | 1 Transactions  |               | Subscriptions                      | N    |
| 75691 Minnesota Computer Systems Inc         |     |                      |      |     | 48.95    |                          |                 |               |                                    | N    |
| 140 01-063-000-0000-6603                     |     |                      |      |     | 8,495.00 | NEW COPIER 307657        |                 |               | Equip,Furniture,Fixtures           | N    |
| 132 01-035-000-0000-6301                     |     |                      |      |     | 175.50   | COPY MACHINE CONTRACT    |                 | 309055        | Repair & Maintenance- Bldg & Equip | N    |
| 135 01-041-000-0000-6301                     |     |                      |      |     | 56.23    | COPY MACHINE CONTRACT    |                 | 309056        | Repair & Maintenance- Bldg & Equip | N    |
| 134 01-100-000-0000-6301                     |     |                      |      |     | 27.10    | COPY MACHINE CONTRACT    |                 | 309057        | Repair & Maintenance- Bldg & Equip | N    |
| 136 01-107-000-0000-6301                     |     |                      |      |     | 102.46   | COPY MACHINE CONTRACT    |                 | 309058        | Repair & Maintenance- Bldg & Equip | N    |
| 130 01-201-000-0000-6301                     |     |                      |      |     | 180.54   | COPY MACHINE CONTRACT    |                 | 309293        | Repair & Maintenance- Bldg & Equip | N    |
| 131 01-251-000-0000-6301                     |     |                      |      |     | 173.23   | COPY MACHINE CONTRACT    |                 | 309293        | Repair & Maintenance- Bldg & Equip | N    |
| 129 01-201-000-0000-6301                     |     |                      |      |     | 25.08    | COPY MACHINE CONTRACT    |                 | 309294        | Repair & Maintenance- Bldg & Equip | N    |
| 138 01-091-000-0000-6301                     |     |                      |      |     | 119.83   | COPY MACHINE CONTRACT    |                 | 309295        | Repair & Maintenance- Bldg & Equip | N    |
| 139 01-255-000-0000-6301                     |     |                      |      |     | 85.87    | COPY MACHINE CONTRACT    |                 | 309296        | Repair & Maintenance- Bldg & Equip | N    |
| 137 01-025-000-0000-6402                     |     |                      |      |     | 20.00    | COPY MACHINE CONTRACT    |                 | 309297        | Office Supplies                    | N    |
| 133 01-063-000-0000-6301                     |     |                      |      |     | 108.94   | COPY MACHINE CONTRACT    |                 | 309298        | Repair & Maintenance- Bldg & Equip | N    |
| 75691 Minnesota Computer Systems Inc         |     |                      |      |     | 9,569.78 |                          | 12 Transactions |               |                                    | N    |
| 13430 Minnesota Monitoring Inc               |     |                      |      |     |          |                          |                 |               |                                    | N    |
| 144 01-255-000-0000-6261                     |     |                      |      |     | 340.00   | DRUG TESTING             |                 |               | Professional Services              | N    |
| 143 01-259-000-0000-6276                     |     |                      |      |     | 1,350.00 | REAM GRANT               |                 |               | Electronic Monitoring Subsidy Gran | N    |
| 13430 Minnesota Monitoring Inc               |     |                      |      |     | 1,690.00 |                          | 2 Transactions  |               |                                    | N    |
| 77105 Mirz/Dolores O                         |     |                      |      |     |          |                          |                 |               |                                    | N    |
| 295 01-091-000-0000-6261                     |     |                      |      |     | 189.63   | OPD 20001195 SO 20005743 |                 |               | Professional Services              | Y    |
| 296 01-091-000-0000-6261                     |     |                      |      |     | 101.75   | SO 19007028              |                 |               | Professional Services              | Y    |
| 77105 Mirz/Dolores O                         |     |                      |      |     | 291.38   |                          | 2 Transactions  |               |                                    | N    |
| 13007 Mn Cty Attorneys Assn                  |     |                      |      |     |          |                          |                 |               |                                    | N    |
| 294 01-091-000-0000-6243                     |     |                      |      | P   | 200.00   | JOES 2020 ANNUAL MTG     | 1 Transactions  |               | Registration Fees                  | N    |
| 13007 Mn Cty Attorneys Assn                  |     |                      |      |     | 200.00   |                          |                 |               |                                    | N    |
| 4134 Mn Dept Of Human Services               |     |                      |      | O   |          |                          |                 |               |                                    | N    |
| 141 01-071-000-0000-6402                     |     |                      |      |     | 607.92   | DEC MAILING SERVICES     | 1 Transactions  |               | Supplies                           | N    |
| 4134 Mn Dept Of Human Services               |     |                      |      |     | 607.92   |                          |                 |               |                                    | N    |

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## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor Name | Account/Formula                        | Accr | Rpt | Amount    | Warrant Description      | Service Dates  | Invoice #     | Account/Formula Description        | 1099 |
|-------------|----------------------------------------|------|-----|-----------|--------------------------|----------------|---------------|------------------------------------|------|
| No.         | Account/Formula                        | Accr | Rpt | Amount    | Warrant Description      | Service Dates  | Paid On Bnf # | On Behalf of Name                  |      |
| 145         | 151 Mn Office Of Enterprise Technology |      |     | 1,300.00  | ✓ OET WAN SERVICES       | 1 Transactions |               | M- Net Hookup                      | N    |
|             | 151 Mn Office Of Enterprise Technology |      |     | 1,300.00  |                          |                |               |                                    |      |
| 297         | 1771 Mora Psychological Services       |      |     | 2,700.00  | ✓ 48- JV- 20- 2265       | 1 Transactions |               | Professional Services              | Y    |
|             | 1771 Mora Psychological Services       |      |     | 2,700.00  |                          |                |               |                                    |      |
| 149         | 13156 Motorola Inc                     |      |     | 1,827.31  | MAINTENANCE              | 1 Transactions |               | Repair & Maintenance - Bldg & Equi | N    |
|             | 13156 Motorola Inc                     |      |     | 1,827.31  | ✓                        |                |               |                                    |      |
| 999999993   | NAGLE/PAUL                             |      |     | 10.00     | REIMB PROF SERVICES      | 1 Transactions |               | Miscellaneous Expense              | N    |
| 150         | 01- 228- 000- 0000- 6803               |      |     | 10.00     | ✓                        |                |               |                                    |      |
| 999999993   | NAGLE/PAUL                             |      |     | 1,450.00  | INMATE PHONE CARDS PD 24 | 1 Transactions |               | Miscellaneous Expense              | N    |
| 151         | 75595 NCIC Operator Services           |      |     | 1,450.00  | ✓                        |                |               |                                    |      |
|             | 01- 253- 000- 0000- 6803               |      |     |           |                          |                |               |                                    |      |
| 152         | 2319 Newman Signs                      |      |     | 266.29    | ORV PARK SIGNS           | 1 Transactions |               | Professional Services              | N    |
|             | 01- 617- 000- 0000- 6261               |      | P   | 266.29    | ✓                        |                |               |                                    |      |
|             | 2319 Newman Signs                      |      |     |           |                          |                |               |                                    |      |
| 153         | 75600 Nolan, Thompson & Leighton       |      |     | 34,865.00 | APRIL 1- 30 2020         |                |               | Contingency- General Fund          | Y    |
| 154         | 01- 811- 000- 0000- 6804               |      | P   | 19,651.70 | DEC 16- 31 2020          |                |               | Contingency- General Fund          | Y    |
|             | 01- 811- 000- 0000- 6804               |      |     | 54,516.70 | ✓                        | 2 Transactions |               |                                    |      |
| 75600       | Nolan, Thompson & Leighton             |      |     |           |                          |                |               |                                    |      |
| 49802       | North Memorial Ambulance Service       |      |     | 555.83    | C JONES PD 49            | 1 Transactions |               | Care Of Prisoners                  | N    |
| 155         | 01- 251- 000- 0000- 6283               |      | P   | 555.83    | ✓                        |                |               |                                    |      |
|             | 49802 North Memorial Ambulance Service |      |     |           |                          |                |               |                                    |      |
| 14114       | Northland Towing                       |      |     | 151.00    | TOW ICR 21- 54           | 1 Transactions |               | Professional Services              | Y    |
| 156         | 01- 201- 000- 0000- 6261               |      |     | 151.00    | ✓                        |                |               |                                    |      |
|             | 14114 Northland Towing                 |      |     |           |                          |                |               |                                    |      |
| 75287       | NORTHWOODS ANIMAL HOSPITAL             |      |     | 20.50     | K9 VET BILLS DEC         |                |               | K- 9 Expense                       | N    |
| 157         | 01- 201- 000- 0000- 6451               |      | P   | 28.99     | K9 VET BILL              |                |               | K- 9 Expense                       | N    |
| 158         | 01- 201- 000- 0000- 6451               |      |     |           |                          |                |               |                                    |      |

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| Vendor Name                      | No.                  | Account/Formula | Accr | Rpt | Warrant Description          | Service Dates | Invoice # | Account/Formula | Descripti                          | 1099           |
|----------------------------------|----------------------|-----------------|------|-----|------------------------------|---------------|-----------|-----------------|------------------------------------|----------------|
| 75287 NORTHWOODS ANIMAL HOSPITAL |                      |                 |      |     |                              | 49.49 ✓       |           | Paid On Bhf #   | On Behalf of Name                  |                |
| 50470 Office Depot Inc           |                      |                 |      |     |                              |               |           |                 |                                    |                |
| 151                              | 01-035-000-0000-6402 |                 |      |     | ASO SUPPLIES                 | 19.81 ✓       |           |                 | Office Supplies                    | N              |
| 165                              | 01-041-000-0000-6402 |                 |      |     | OFFICE SUPPLIES              | 256.29 ✓      |           |                 | Office Supplies                    | N              |
| 160                              | 01-060-000-0000-6403 |                 |      |     | ERGONOMIC SUPPLIES           | 187.49 ✓      |           |                 | Ergonomic Supplies                 | N              |
| 298                              | 01-091-000-0000-6402 |                 |      |     | OFFICE SUPPLIES              | 307.89 ✓      |           |                 | Supplies                           | N              |
| 164                              | 01-201-000-0000-6402 |                 |      |     | OFFICE SUPPLIES              | 190.55 ✓      |           |                 | Supplies                           | N              |
| 167                              | 01-251-000-0000-6402 |                 |      |     | OFFICE SUPPLIES              | 119.91 ✓      |           |                 | Supplies                           | N              |
| 166                              | 01-283-000-0000-6402 |                 |      |     | OFFICE SUPPLIES              | 64.90 ✓       |           |                 | Office Supplies                    | N              |
| 159                              | 01-603-000-0000-6402 |                 |      |     | EXTENSION SUPPLIES           | 46.58 ✓       |           |                 | Supplies                           | N              |
| 163                              | 01-617-000-0000-6402 |                 |      |     | ER SUPPLIES                  | 3.90 ✓        |           |                 | Office Supplies                    | N              |
| 50470 Office Depot Inc           |                      |                 |      |     |                              | 1,197.33      |           |                 |                                    |                |
|                                  |                      |                 |      |     |                              |               |           |                 |                                    | 9 Transactions |
| 76991 Office of Business Finance |                      |                 |      |     |                              |               |           |                 |                                    |                |
| 168                              | 01-703-000-0000-5839 |                 |      |     | ECON RELIEF LOAN REPAY TUTTS | 100,000.00    |           |                 | Collected For Other Agen - paymtns | N              |
| 76991 Office of Business Finance |                      |                 |      |     |                              | 100,000.00 ✓  |           |                 |                                    |                |
|                                  |                      |                 |      |     |                              |               |           |                 |                                    | 1 Transactions |
| 3535 On-Line Retrievers          |                      |                 |      |     |                              |               |           |                 |                                    |                |
| 170                              | 01-201-000-0000-6451 |                 |      |     | K9 BOARDING                  | 60.00         |           |                 | K- 9 Expense                       | Y              |
| 171                              | 01-201-000-0000-6451 |                 |      |     | DOG FOOD                     | 120.00        |           |                 | K- 9 Expense                       | Y              |
| 169                              | 01-231-000-0000-6261 |                 |      |     | ANIMAL CONTROL               | 1,031.76      |           |                 | Professional Services              | Y              |
| 3535 On-Line Retrievers          |                      |                 |      |     |                              | 1,211.76 ✓    |           |                 |                                    |                |
|                                  |                      |                 |      |     |                              |               |           |                 |                                    | 3 Transactions |
| 51059 Onamia Service Ctr Llc     |                      |                 |      |     |                              |               |           |                 |                                    |                |
| 172                              | 01-201-000-0000-6261 |                 |      |     | TOW ICR 21- 188 21- 34       | 292.36 ✓      |           |                 | Professional Services              | N              |
| 51059 Onamia Service Ctr Llc     |                      |                 |      |     |                              | 292.36        |           |                 |                                    |                |
|                                  |                      |                 |      |     |                              |               |           |                 |                                    | 1 Transactions |
| 16065 People Magazine            |                      |                 |      |     |                              |               |           |                 |                                    |                |
| 173                              | 01-253-000-0000-6803 |                 |      |     | 1 YR SUBSCRIPTION            | 118.26        |           |                 | Miscellaneous Expense              | N              |
| 16065 People Magazine            |                      |                 |      |     |                              | 118.26 ✓      |           |                 |                                    |                |
|                                  |                      |                 |      |     |                              |               |           |                 |                                    | 1 Transactions |
| 75115 Phoenix Supply             |                      |                 |      |     |                              |               |           |                 |                                    |                |
| 175                              | 01-251-000-0000-6402 |                 |      |     | INMATE UNIFORMS PD 10        | 915.40        |           |                 | Supplies                           | N              |
| 174                              | 01-253-000-0000-6803 |                 |      |     | DEO                          | 61.90         |           |                 | Miscellaneous Expense              | N              |
| 75115 Phoenix Supply             |                      |                 |      |     |                              | 977.30 ✓      |           |                 |                                    |                |
|                                  |                      |                 |      |     |                              |               |           |                 |                                    | 2 Transactions |
| 53295 Pine Technical College     |                      |                 |      |     |                              |               |           |                 |                                    |                |
| 176                              | 01-110-000-0000-6261 |                 |      |     | BOILER CLASS CODY            | 275.00        |           |                 | Professional Services              | N              |

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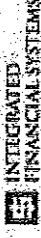
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| Vendor    | Name                            | No. | Account/Formula | Rpt | Accr | Amount     | Warrant Description          | Service Dates  | Invoice #     | Account/Formula Description         | 1099 |
|-----------|---------------------------------|-----|-----------------|-----|------|------------|------------------------------|----------------|---------------|-------------------------------------|------|
| 53295     | Pine Technical College          |     |                 |     |      | 275.00 ✓   |                              | 1 Transactions | Paid On Bhf # | On Behalf of Name                   |      |
| 76519     | Premier Biotech Inc             |     |                 |     |      | 303.91     | DRUG TESTING SUPPLIES        | 1 Transactions |               | Supplies                            | N    |
| 286       | 01-255-000-0000-6402            |     |                 |     |      | 303.91 ✓   |                              |                |               |                                     |      |
| 76519     | Premier Biotech Inc             |     |                 |     |      | 60.00      | DRUG TESTING                 | 1 Transactions |               | Professional Services               | N    |
| 177       | 01-255-000-0000-6261            |     |                 |     |      | 60.00 ✓    |                              |                |               |                                     |      |
| 78269     | PREMIER BIOTECH LABS LLC        |     |                 |     |      | 122.65     | WATER                        | 1 Transactions |               | Utility Services                    | N    |
| 178       | 01-110-000-0000-6251            |     |                 |     |      | 122.65 ✓   |                              |                |               |                                     |      |
| 77391     | Premium Waters Inc              |     |                 |     |      | 1,868.51   | WIRING STOVE PASSPORT RETRO  | 2 Transactions |               | Repair & Maintenance- Bldg & Equipn | N    |
| 179       | 01-110-000-0000-6301            |     |                 |     |      | 343.10     | TANGO LIGHT REPAIR           | 2 Transactions |               | Repair & Maintenance- Bldg & Equipn | N    |
| 287       | 01-251-000-0000-6301            |     |                 |     |      | 2,211.61 ✓ |                              |                |               |                                     |      |
| 78258     | PRINCETON ELECTRIC INC          |     |                 |     |      | 59.25      | WINDOW ENV 500               | 3 Transactions |               | Supplies                            | N    |
| 181       | 01-100-000-0000-6402            |     |                 |     |      | 55.13      | REG ENV 500                  |                |               | Supplies                            | N    |
| 182       | 01-100-000-0000-6402            |     |                 |     |      | 1,017.56   | SUPPLIES                     |                |               | Supplies                            | N    |
| 180       | 01-201-000-0000-6402            |     |                 |     |      | 1,131.94 ✓ |                              |                |               |                                     |      |
| 75389     | Princeton Minuteman Press       |     |                 |     |      | 50.00      | RADIO ANTENNA EQUIP LEASE    | 1 Transactions |               | Phone                               | N    |
| 183       | 01-201-000-0000-6203            |     |                 |     |      | 50.00 ✓    |                              |                |               |                                     |      |
| 47940     | Princeton Public Utilities      |     |                 |     |      | 300.00     | S GARROW R BENJAMIN PD PD 46 | 1 Transactions |               | Care Of Prisoners                   | N    |
| 1595      | Professional Portable X-Ray Inc |     |                 |     |      | 300.00 ✓   |                              |                |               |                                     |      |
| 184       | 01-251-000-0000-6283            |     |                 |     |      | 2,488.21   | POSTAGE                      | 1 Transactions |               | Postage                             | N    |
| 1595      | Professional Portable X-Ray Inc |     |                 |     |      | 2,488.21 ✓ |                              |                |               |                                     |      |
| 78006     | QUADIENT FINANCE USA INC        |     |                 |     |      | 46.00      | REFUND RECORDING PKG         |                |               | Refunds                             | N    |
| 185       | 01-060-000-0000-6202            |     |                 |     |      |            |                              |                |               |                                     |      |
| 78006     | QUADIENT FINANCE USA INC        |     |                 |     |      |            |                              |                |               |                                     |      |
| 999999993 | REGISTERED ABSTRACTORS          |     |                 |     |      |            |                              |                |               |                                     |      |
| 186       | 01-107-000-0000-6801            |     |                 |     |      |            |                              |                |               |                                     |      |

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| Vendor Name |                                  | Rpt      |                                | Accr          |                | Invoice #     |                   | Account/Formula Descripti |  | 1099 |  |
|-------------|----------------------------------|----------|--------------------------------|---------------|----------------|---------------|-------------------|---------------------------|--|------|--|
| No.         | Account/Formula                  | Amount   | Warrant Description            | Service Dates | 1 Transactions | Paid On Bhf # | On Behalf of Name |                           |  |      |  |
| 999999993   | REGISTERED ABSTRACTORS           | 46.00    |                                |               | 1 Transactions |               |                   |                           |  |      |  |
| 78028       | Republic Minden Transfer Station |          |                                |               |                |               |                   |                           |  |      |  |
| 187         | 01-393-000-0000-6211             | 5,763.61 | RECYCLING REBATE TIP FEE       |               | 1 Transactions |               |                   |                           |  |      |  |
| 78028       | Republic Minden Transfer Station |          |                                |               |                |               |                   |                           |  |      |  |
| 106         | 01-015-000-0000-6261             | 1,670.00 | 48-PR-20-1824                  |               |                |               |                   |                           |  |      |  |
| 107         | 01-015-000-0000-6261             | 820.00   | 48-PR-20-2079                  |               |                |               |                   |                           |  |      |  |
| 77350       | Rhonda J Magnussen LLC           | 2,490.00 |                                |               | 2 Transactions |               |                   |                           |  |      |  |
| 18044       | Rinke-Noonan                     |          |                                |               |                |               |                   |                           |  |      |  |
| 190         | 01-107-000-0000-6261             | 300.00   | ADVICE TO REGISTRAR DEC        |               |                |               |                   |                           |  |      |  |
| 191         | 01-107-000-0000-6261             | 300.00   | ADVICE TO REGISTRAR JAN        |               |                |               |                   |                           |  |      |  |
| 18044       | Rinke-Noonan                     | 600.00   |                                |               | 2 Transactions |               |                   |                           |  |      |  |
| 18170       | Roxbury Jr/John A                |          |                                |               |                |               |                   |                           |  |      |  |
| 192         | 01-107-000-0000-6333             | 90.00    | PER DIEM                       |               |                |               |                   |                           |  |      |  |
| 193         | 01-107-000-0000-6333             | 64.96    | MILEAGE                        |               |                |               |                   |                           |  |      |  |
| 18170       | Roxbury Jr/John A                | 154.96   |                                |               | 2 Transactions |               |                   |                           |  |      |  |
| 75457       | RTDS LLC                         |          |                                |               |                |               |                   |                           |  |      |  |
| 194         | 01-251-000-0000-6301             | 5,952.51 | JAIL LOCKS                     |               | 1 Transactions |               |                   |                           |  |      |  |
| 75457       | RTDS LLC                         | 5,952.51 |                                |               |                |               |                   |                           |  |      |  |
| 77407       | RWB Emergency Lighting LLC       |          |                                |               |                |               |                   |                           |  |      |  |
| 195         | 01-201-000-0000-6605             | 363.60   | NEW SQ EQUIP                   |               | 1 Transactions |               |                   |                           |  |      |  |
| 77407       | RWB Emergency Lighting LLC       | 363.60   |                                |               |                |               |                   |                           |  |      |  |
| 999999993   | RYDING/BROOKE                    |          |                                |               |                |               |                   |                           |  |      |  |
| 196         | 01-228-000-0000-6803             | 10.00    | REIMB PROF SERVICES            |               | 1 Transactions |               |                   |                           |  |      |  |
| 999999993   | RYDING/BROOKE                    | 10.00    |                                |               |                |               |                   |                           |  |      |  |
| 77255       | SailorsAllen Law                 |          |                                |               |                |               |                   |                           |  |      |  |
| 197         | 01-015-000-0000-6267             | 3,700.00 | PUB DEFENDER                   |               | 1 Transactions |               |                   |                           |  |      |  |
| 77255       | SailorsAllen Law                 | 3,700.00 |                                |               |                |               |                   |                           |  |      |  |
| 76079       | SeaChange Printing & Marketing   |          |                                |               |                |               |                   |                           |  |      |  |
| 198         | 01-071-000-0000-6402             | 687.78   | TOWNSHIP ELECTION BALLOT/CODIN |               |                |               |                   |                           |  |      |  |

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| Vendor Name                              | No.                  | Account/Formula | Accr | Rpt | Warrant Description          | Service Dates  | Amount     | Invoice # | Account/Formula Description         | On Behalf of Name |
|------------------------------------------|----------------------|-----------------|------|-----|------------------------------|----------------|------------|-----------|-------------------------------------|-------------------|
| 76079 SeaChange Printing & Marketing     |                      |                 |      |     |                              | 1 Transactions | 687.78 ✓   |           |                                     |                   |
| 2859 Shi International Corp              |                      |                 |      |     |                              |                |            |           |                                     |                   |
| 199                                      | 01-063-000-0000-6261 |                 |      |     | BARRACUDA SPAM/VIRUS RENEW   |                | 4,884.12   |           | Professional Services               | N                 |
| 203                                      | 01-063-000-0000-6261 |                 |      |     | ADOBE CREATIVE CLOUD RENEW   |                | 1,305.85   |           | Professional Services               | N                 |
| 200                                      | 01-063-000-0000-6301 |                 |      |     | CYBERPOWER SURGE PROTECTOR   |                | 7.64       |           | Repair & Maintenance- Bldg & Equipn | N                 |
| 201                                      | 01-063-000-0000-6301 |                 |      |     | SURGE PROTECTORS/DATA CABLES |                | 239.25     |           | Repair & Maintenance- Bldg & Equipn | N                 |
| 202                                      | 01-063-000-0000-6301 |                 |      |     | CYBERPOWER SURGE PROTECTORS  |                | 22.92      |           | Repair & Maintenance- Bldg & Equipn | N                 |
| 204                                      | 01-201-000-0000-6603 |                 |      |     | MONITOR/WALL MOUNT KIT       |                | 1,322.27   |           | Equip,Furniture,Fixtures            | N                 |
| 2859 Shi International Corp              |                      |                 |      |     |                              | 6 Transactions | 7,782.05 ✓ |           |                                     |                   |
| 2049 Shred Right                         |                      |                 |      |     |                              |                |            |           |                                     |                   |
| 205                                      | 01-060-000-0000-6261 |                 |      |     | SHRED ASO                    |                | 35.25      |           | Professional Services               | N                 |
| 206                                      | 01-060-000-0000-6261 |                 |      |     | SHRED CVS                    |                | 30.00      |           | Professional Services               | N                 |
| 207                                      | 01-060-000-0000-6261 |                 |      |     | SHRED SO                     |                | 135.00     |           | Professional Services               | N                 |
| 208                                      | 01-060-000-0000-6261 |                 |      |     | SHRED COURTS                 |                | 15.00      |           | Professional Services               | N                 |
| 2049 Shred Right                         |                      |                 |      |     |                              | 4 Transactions | 215.25 ✓   |           |                                     |                   |
| 77857 SPS COMPANIES INC                  |                      |                 |      |     |                              |                |            |           |                                     |                   |
| 209                                      | 01-110-000-0000-6301 |                 |      |     | DUCTWORK/REPLACE ACTUATORS   |                | 1,509.90   |           | Repair & Maintenance- Bldg & Equipn | N                 |
| 77857 SPS COMPANIES INC                  |                      |                 |      |     |                              | 1 Transactions | 1,509.90 ✓ |           |                                     |                   |
| 19061 Star Tribune                       |                      |                 |      |     |                              |                |            |           |                                     |                   |
| 210                                      | 01-253-000-0000-6803 |                 |      |     | SUBSCRIPTION PD 16           |                | 464.40     |           | Miscellaneous Expense               | N                 |
| 19061 Star Tribune                       |                      |                 |      |     |                              | 1 Transactions | 464.40 ✓   |           |                                     |                   |
| 19989 Stearns Cty Environmental Services |                      |                 |      |     |                              |                |            |           |                                     |                   |
| 211                                      | 01-393-000-0000-6812 |                 |      | P   | HHW PROG DEC                 |                | 312.00     |           | Hhw Expenses                        | N                 |
| 19989 Stearns Cty Environmental Services |                      |                 |      |     |                              | 1 Transactions | 312.00 ✓   |           |                                     |                   |
| 19007 Stericycle Inc                     |                      |                 |      |     |                              |                |            |           |                                     |                   |
| 212                                      | 01-201-000-0000-6402 |                 |      |     | SHARPS PD 52                 |                | 401.15     |           | Supplies                            | N                 |
| 19007 Stericycle Inc                     |                      |                 |      |     |                              | 1 Transactions | 401.15 ✓   |           |                                     |                   |
| 19144 Strelchers                         |                      |                 |      |     |                              |                |            |           |                                     |                   |
| 213                                      | 01-201-000-0000-6402 |                 |      |     | AMMO                         |                | 1,554.00   |           | Supplies                            | N                 |
| 19144 Strelchers                         |                      |                 |      |     |                              | 1 Transactions | 1,554.00 ✓ |           |                                     |                   |
| 76947 Summit Food Service LLC            |                      |                 |      |     |                              |                |            |           |                                     |                   |
| 299                                      | 01-251-000-0000-6420 |                 |      |     | INMATE MEALS PD 32           |                | 13,269.35  |           | Food Service                        | N                 |

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| Vendor Name |                          | Warrant Description |                               | Invoice #     | Account/Formula Description   |   |
|-------------|--------------------------|---------------------|-------------------------------|---------------|-------------------------------|---|
| No.         | Account/Formula          | Amount              | Service Dates                 | Paid On Bnf # | On Behalf of Name             |   |
| 76947       | Summit Food Service LLC  | 13,269.35 ✓         | 1 Transactions                |               |                               |   |
| 77972       | TAFIT                    |                     |                               |               |                               |   |
| 214         | 01-811-000-0000-6804     | 78,434.47           | LEGAL FEES JURISDICTION       |               | Contingency- General Fund     | Y |
| 215         | 01-811-000-0000-6804     | 17,881.50           | LEGAL FEES INDEMNIFICATION    |               | Contingency- General Fund     | Y |
| 77972       | TAFIT                    | 96,315.97 ✓         | 2 Transactions                |               |                               |   |
| 2706        | Teal's Market            |                     |                               |               |                               |   |
| 216         | 01-251-000-0000-6402     | 1.98                | NURSE SUPPLIES PD 32          |               | Supplies                      | N |
| 2706        | Teal's Market            | 1.98 ✓              | 1 Transactions                |               |                               |   |
| 2050        | Thrifty White Pharmacy   |                     |                               |               |                               |   |
| 217         | 01-251-000-0000-6283     | 2,009.21            | INMATE PRES/MED CART PD 47    |               | Care Of Prisoners             | N |
| 2050        | Thrifty White Pharmacy   | 2,009.21 ✓          | 1 Transactions                |               |                               |   |
| 67683       | Trimin Systems Inc       |                     |                               |               |                               |   |
| 218         | 01-102-000-0000-6633     | 16,082.00           | MAINTENANCE                   |               | Recorders Compliance Expenses | N |
| 67683       | Trimin Systems Inc       | 16,082.00 ✓         | 1 Transactions                |               |                               |   |
| 660         | Tw Vending               |                     |                               |               |                               |   |
| 220         | 01-251-000-0000-6283     | 76.17               | INDIGENT PD 13                |               | Care Of Prisoners             | N |
| 221         | 01-251-000-0000-6402     | 571.42              | SMART CARD FEE PD 13          |               | Supplies                      | N |
| 219         | 01-253-000-0000-6803     | 7,040.44            | VENDING SALES PD 13           |               | Miscellaneous Expense         | N |
| 660         | Tw Vending               | 7,688.03 ✓          | 3 Transactions                |               |                               |   |
| 78178       | Tyler Technologies, Inc. |                     |                               |               |                               |   |
| 222         | 01-063-000-0000-6285     | 595.00              | TYLER CONNECT VIRTUAL CONF    |               | Training Expense              | N |
| 78178       | Tyler Technologies, Inc. | 595.00 ✓            | 1 Transactions                |               |                               |   |
| 75774       | ULINE                    |                     |                               |               |                               |   |
| 223         | 01-201-000-0000-6402     | 72.40               | SUPPLIES                      |               | Supplies                      | N |
| 75774       | ULINE                    | 72.40 ✓             | 1 Transactions                |               |                               |   |
| 77791       | US Bank                  |                     |                               |               |                               |   |
| 300         | 01-091-000-0000-6243     | 200.00              | PAKOU'S TRAINING REGISTRATION |               | Registration Fees             | N |
| 77791       | US Bank                  | 200.00 ✓            | 1 Transactions                |               |                               |   |
| 77805       | US Bank *                |                     |                               |               |                               |   |
| 245         | 01-201-000-0000-6285     | 320.00 ✓            | DRONE TRN HUNT HOLADA         |               | Training Expense              | N |
| 243         | 01-251-000-0000-6402     | 189.12 ✓            | METH TEST AMPULES             |               | Supplies                      | N |

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| Vendor Name |                      | Rpt  |  | Warrant Description             |          | Invoice #      |                            | Account/Formula Description |   |
|-------------|----------------------|------|--|---------------------------------|----------|----------------|----------------------------|-----------------------------|---|
| No.         | Account/Formula      | Accr |  | Service Dates                   | Amount   | Paid On Bnf #  | On Behalf of Name          |                             |   |
| 244         | 01-251-000-0000-6603 |      |  | BLUETOOTH ADAPTER HEACOCK       | 99.95 ✓  | AMAZON         | Equip, Furniture, Fixtures |                             | N |
| 273         | 01-201-000-0000-6285 |      |  | TRAINING MATERIALS              | 19.58 ✓  | AMAZON         | Training Expense           |                             | N |
| 253         | 01-201-000-0000-6402 |      |  | FIRE EXT BRACKET                | 31.45 ✓  | AMAZON         | Supplies                   |                             | N |
| 254         | 01-201-000-0000-6402 |      |  | SUPPLIES                        | 48.86 ✓  | AMAZON         | Supplies                   |                             | N |
| 255         | 01-201-000-0000-6402 |      |  | SUPPLIES                        | 9.97 ✓   | AMAZON         | Supplies                   |                             | N |
| 265         | 01-201-000-0000-6402 |      |  | SUPPLIES                        | 12.49 ✓  | AMAZON         | Supplies                   |                             | N |
| 268         | 01-201-000-0000-6402 |      |  | SUPPLIES                        | 152.70 ✓ | AMAZON         | Supplies                   |                             | N |
| 269         | 01-201-000-0000-6402 |      |  | SUPPLIES                        | 7.69 ✓   | AMAZON         | Supplies                   |                             | N |
| 258         | 01-201-000-0000-6605 |      |  | NEW SQ EQUIP                    | 899.94 ✓ | AMAZON         | Vehicles                   |                             | N |
| 246         | 01-202-000-0000-6402 |      |  | SUPPLIES CT SEC                 | 27.44 ✓  | AMAZON         | Office Supplies            |                             | N |
| 270         | 01-202-000-0000-6402 |      |  | SUPPLIES CT SEC                 | 18.99 ✓  | AMAZON         | Office Supplies            |                             | N |
| 272         | 01-202-000-0000-6402 |      |  | RESET KEYS CT SEC               | 39.00 ✓  | AMAZON         | Office Supplies            |                             | N |
| 274         | 01-202-000-0000-6402 |      |  | SUPPLIES CT SEC                 | 55.25 ✓  | AMAZON         | Office Supplies            |                             | N |
| 275         | 01-202-000-0000-6402 |      |  | SUPPLIES CT SEC                 | 27.96 ✓  | AMAZON         | Office Supplies            |                             | N |
| 276         | 01-201-000-0000-6243 |      |  | VEH REGISTRATION                | 55.60 ✓  | DMV            | Registration Fees          |                             | N |
| 251         | 01-201-000-0000-6402 |      |  | SUPPLIES                        | 80.00 ✓  | EBAY           | Supplies                   |                             | N |
| 247         | 01-201-000-0000-6285 |      |  | DRONE REG FEE TRAINING          | 5.00 ✓   | FAA            | Training Expense           |                             | N |
| 277         | 01-201-000-0000-5565 |      |  | SQ 8 REPAIR MAINT               | 600.00 ✓ | MN TRUCK HQ    | Repair & Maintenance- Auto |                             | N |
| 266         | 01-201-000-0000-6285 |      |  | TRAINING MEIXELL, COX, SCHAEFER | 375.00 ✓ | MSA            | Training Expense           |                             | N |
| 267         | 01-201-000-0000-6285 |      |  | TRAINING EVENSON                | 240.00 ✓ | MSA            | Training Expense           |                             | N |
| 271         | 01-201-000-0000-6241 |      |  | DUES K9                         | 120.00 ✓ | NPCA           | Dues                       |                             | N |
| 250         | 01-201-000-0000-6402 |      |  | SUPPLIES                        | 87.98 ✓  | PAYPAL HARDHEA | Supplies                   |                             | N |
| 248         | 01-201-000-0000-6285 |      |  | TRAINING REIMB                  | 403.00 ✓ | PAYPAL NTOA    | Training Expense           |                             | N |
| 249         | 01-201-000-0000-6285 |      |  | TRAINING REIMB                  | 458.00 ✓ | PAYPAL NTOA    | Training Expense           |                             | N |
| 259         | 01-202-000-0000-6402 |      |  | PRINTER INK CT SEC              | 119.95 ✓ | PRECISION ROLL | Office Supplies            |                             | N |
| 256         | 01-201-000-0000-6285 |      |  | TRAINING DRONE COOPER           | 160.00 ✓ | PSI SERV       | Training Expense           |                             | N |
| 257         | 01-201-000-0000-6285 |      |  | TRAINING DRONE SAMMIS           | 160.00 ✓ | PSI SERV       | Training Expense           |                             | N |
| 261         | 01-201-000-0000-6285 |      |  | TRAINING DRONE K JOHNSON        | 160.00 ✓ | PSI SERV       | Training Expense           |                             | N |
| 262         | 01-201-000-0000-6285 |      |  | TRAINING DRONE MOTT             | 160.00 ✓ | PSI SERV       | Training Expense           |                             | N |
| 252         | 01-201-000-0000-6605 |      |  | NEW SQ EQUIP 28,38              | 440.00 ✓ | SQ LIFESTYLE   | Vehicles                   |                             | N |
| 260         | 01-201-000-0000-6402 |      |  | SUPPLIES                        | 57.91 ✓  | TEALS          | Supplies                   |                             | N |
| 263         | 01-201-000-0000-6402 |      |  | SUPPLIES                        | 35.05 ✓  | WALMART        | Supplies                   |                             | N |
| 264         | 01-201-000-0000-6261 |      |  | MO SERVICE FEE                  | 90.00 ✓  | WHENIWORK      | Professional Services      |                             | N |
| 77805       | US Bank *            |      |  |                                 | 4,045.88 |                |                            |                             |   |
|             |                      |      |  | 35 Transactions                 |          |                |                            |                             |   |
| 77806       | US Bank **           |      |  |                                 |          |                |                            |                             |   |
| 225         | 01-060-000-0000-6402 |      |  | ERGONOMIC SUPPLIES              | 68.36 ✓  | AMAZON         | Office Supplies            |                             | N |
| 224         | 01-060-000-0000-6403 |      |  | ASO SUPPLIES                    | 187.00 ✓ | AMAZON         | Ergonomic Supplies         |                             | N |
| 235         | 01-060-000-0000-6403 |      |  | ERGONOMIC SUPPLIES              | 154.44 ✓ | AMAZON         | Ergonomic Supplies         |                             | N |

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2/17/21

1:01PM

1 County Revenue Fund

## \*\*\* Milles County \*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor Name |                       | Rpt  |       | Warrant Description |                                 | Invoice #     |                                     | Account/Formula Description |  |
|-------------|-----------------------|------|-------|---------------------|---------------------------------|---------------|-------------------------------------|-----------------------------|--|
| No.         | Account/Formula       | Accr | Debit | Amount              | Service Dates                   | Paid On Bnf # | On Behalf of Name                   |                             |  |
| 237         | 01-060-000-0000-6403  |      |       | 17.99 ✓             | ERGONOMIC SUPPLIES              | AMAZON        | Ergonomic Supplies                  | N                           |  |
| 232         | 01-063-000-0000-6301  |      |       | 125.95 ✓            | TECH SERV SUPPLIES              | AMAZON        | Repair & Maintenance- Bldg & Equipn | N                           |  |
| 238         | 01-063-000-0000-6301  |      |       | 159.99 ✓            | TECH SERV SUPPLIES              | AMAZON        | Repair & Maintenance- Bldg & Equipn | N                           |  |
| 229         | 01-110-000-0000-6301  |      |       | 96.00 ✓             | MAINT SUPPLIES                  | AMAZON        | Repair & Maintenance- Bldg & Equipn | N                           |  |
| 226         | 01-110-000-0000-6402  |      |       | 250.90 ✓            | MAINT SUPPLIES                  | AMAZON        | Supplies                            | N                           |  |
| 227         | 01-110-000-0000-6402  |      |       | 149.99 ✓            | MAINT SUPPLIES                  | AMAZON        | Supplies                            | N                           |  |
| 228         | 01-110-000-0000-6402  |      |       | 44.99 ✓             | MAINT SUPPLIES                  | AMAZON        | Supplies                            | N                           |  |
| 231         | 01-110-000-0000-6402  |      |       | 26.32 ✓             | MAINT SUPPLIES                  | AMAZON        | Supplies                            | N                           |  |
| 234         | 01-110-000-0000-6402  |      |       | 307.75 ✓            | MAINT SUPPLIES                  | AMAZON        | Supplies                            | N                           |  |
| 239         | 01-035-000-0000-6243  |      |       | 280.00 ✓            | TRAINING J VOSS                 | GFOA          | Registration Fees                   | N                           |  |
| 240         | 01-035-000-0000-6243  |      |       | 150.00 ✓            | TRAINING J VOSS                 | GFOA          | Registration Fees                   | N                           |  |
| 233         | 01-035-000-0000-6243  |      |       | 100.00 ✓            | IPMA- HR CENTRAL/SOUTH H WILSON | IPMA          | Registration Fees                   | N                           |  |
| 241         | 01-617-000-0000-6243  |      |       | 340.00 ✓            | TRAINING C WEBB                 | MOW           | Registration Fees                   | N                           |  |
| 236         | 01-617-000-0000-6243  |      |       | 100.00 ✓            | CONTINUING ED W DELLES          | NATIONAL SOC  | Registration Fees                   | N                           |  |
| 230         | 01-035-000-0000-6243  |      |       | 175.00 ✓            | 2021 ANNUAL MTG H WILSON        | U OF M        | Registration Fees                   | N                           |  |
| 242         | 01-060-000-0000-6803  |      |       | 4.11 ✓              | LATE FEE                        | US BANK       | Registration Fees                   | N                           |  |
| 77806       | US Bank **            |      |       | 2,738.79 ✓          | 19 Transactions                 |               | Miscellaneous Expense               | N                           |  |
| 2937        | Verus Corporation     |      |       |                     |                                 |               |                                     |                             |  |
| 278         | 01-063-000-0000-6261  |      |       | 440.00 ✓            | WATCHGURAD FIREWALL SUPPORT     |               | Professional Services               | N                           |  |
| 2937        | Verus Corporation     |      |       | 440.00 ✓            | 1 Transactions                  |               |                                     |                             |  |
| 23072       | Waynes Sanitation LLC |      |       |                     |                                 |               |                                     |                             |  |
| 279         | 01-205-000-0000-6251  |      |       |                     |                                 |               |                                     |                             |  |
| 23072       | Waynes Sanitation LLC |      |       |                     |                                 |               |                                     |                             |  |
| 76441       | Weiders/John          |      |       |                     |                                 |               |                                     |                             |  |
| 280         | 01-107-000-0000-6333  |      |       | 44.88               | S&R UTILITY                     |               | Utility Services                    | N                           |  |
| 281         | 01-107-000-0000-6333  |      |       | 44.88 ✓             | 1 Transactions                  |               |                                     |                             |  |
| 76441       | Weiders/John          |      |       |                     |                                 |               |                                     |                             |  |
| 282         | 01-107-000-0000-6333  |      |       | 90.00               | PER DIEM                        |               | Mileage & Per Diem- Non-Employee    | Y                           |  |
| 283         | 01-107-000-0000-6333  |      |       | 67.65               | MILEAGE                         |               | Mileage & Per Diem- Non-Employee    | N                           |  |
| 76441       | Weiders/John          |      |       | 157.65              | 2 Transactions                  |               |                                     |                             |  |
| 75950       | Weimann/Kyle          |      |       |                     |                                 |               |                                     |                             |  |
| 282         | 01-107-000-0000-6333  |      |       | 45.00               | PER DIEM                        |               | Mileage & Per Diem- Non-Employee    | Y                           |  |
| 283         | 01-107-000-0000-6333  |      |       | 12.32               | MILEAGE                         |               | Mileage & Per Diem- Non-Employee    | N                           |  |
| 75950       | Weimann/Kyle          |      |       | 57.32               | 2 Transactions                  |               |                                     |                             |  |
| 23001       | West Group            |      |       |                     |                                 |               |                                     |                             |  |
| 301         | 01-091-000-0000-6402  |      |       | 1,930.34            | WEST CHARGES                    |               | Supplies                            | N                           |  |
| 302         | 01-091-000-0000-6402  |      |       | 93.47               | LIBRARY CHARGE                  |               | Supplies                            | N                           |  |
| 285         | 01-201-000-0000-6261  |      |       | 207.62              | MO CONTRACT FEE                 |               | Professional Services               | N                           |  |

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1 County Revenue Fund

# \*\*\*\* Mille Lacs County \*\*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name  
No. Account/Formula  
23001 West Group

Rpt  
Acct

Amount  
2,231.43 ✓

Warrant Description

Service Dates

3 Transactions

Invoice #

Account/Formula Descripti

Paid On Bhf #

On Behalf of Name

1099

1 Fund Total:

550,179.01

County Revenue Fund

144 Vendors

284 Transactions

MLMATHEA  
2/17/21  
10 Public Works Department

# \*\*\* Mille Lacs County \*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 21

| Vendor Name    |                      | Rpt  |     | Warrant Description |               | Invoice #     |                               | Account/Formula Descripti |                |
|----------------|----------------------|------|-----|---------------------|---------------|---------------|-------------------------------|---------------------------|----------------|
| No.            | Account/Formula      | Accr | Ref | Amount              | Service Dates | Paid On Bnf # | On Behalf of Name             |                           |                |
| 77807          | Enterprise FM Trust  |      |     |                     |               |               |                               |                           |                |
| 55             | 10-340-000-0000-6261 |      |     | 45.00 ✓             | PW MAINT      |               | Professional Services         |                           | N              |
| 51             | 10-340-000-0000-6344 |      |     | 634.78 ✓            | PW UNIT 1 415 |               | Public Works Enterprise Lease |                           | N              |
| 52             | 10-340-000-0000-6344 |      |     | 570.03 ✓            | PW UNIT 1416  |               | Public Works Enterprise Lease |                           | N              |
| 53             | 10-340-000-0000-6344 |      |     | 566.06 ✓            | PW UNIT 1417  |               | Public Works Enterprise Lease |                           | N              |
| 54             | 10-340-000-0000-6344 |      |     | 653.98 ✓            | PW UNIT 1414  |               | Public Works Enterprise Lease |                           | N              |
| 56             | 10-340-000-0000-6575 |      |     | 505.24 ✓            | PW PARTS 1412 |               | Parts                         |                           | N              |
| 57             | 10-340-000-0000-6575 |      |     | 624.00 ✓            | PW LABOR 1412 |               | Parts                         |                           | N              |
| 77807          | Enterprise FM Trust  |      |     | 3,599.09            |               |               | 7 Transactions                |                           |                |
| 77801          | Geotab USA, Inc      |      |     |                     |               |               |                               |                           |                |
| 68             | 10-340-000-0000-6261 |      |     | 936.00 ✓            | PW GEOTAB     |               | Professional Services         |                           | N              |
| 77801          | Geotab USA, Inc      |      |     | 936.00              |               |               | 1 Transactions                |                           |                |
| 50470          | Office Depot Inc     |      |     |                     |               |               |                               |                           |                |
| 162            | 10-310-000-0000-6402 |      |     | 32.64               | PW SUPPLIES   |               | Supplies                      |                           | N              |
| 50470          | Office Depot Inc     |      |     | 32.64 ✓             |               |               | 1 Transactions                |                           |                |
| 10 Fund Total: |                      |      |     | 4,567.73            |               |               | Public Works Department       | 3 Vendors                 | 9 Transactions |

# \*\*\*\* Mille Lacs County \*\*\*\*



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2/17/21 1:01PM  
12 General Ditch Fund

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 22

Vendor Name No. Account/Formula Invoice # Account/Formula Descripti 1099  
Paid On Bhf # On Behalf of Name

|     |       |                         |                      |          |   |                        |                 |          |                                   |   |
|-----|-------|-------------------------|----------------------|----------|---|------------------------|-----------------|----------|-----------------------------------|---|
| 82  | 78019 | HOUSTON ENGINEERING INC | 12-652-001-0000-6803 | 1,009.25 | ✓ | CD 2 ENGINEERING SERV  | 1 Transactions  | 1,009.25 | Miscellaneous Expense- Redetermin | N |
| 188 | 18044 | Rinke- Noonan           | 12-651-000-0000-6803 | 64.76    |   | JAN/FEB DITCH RETAINER |                 |          | Miscellaneous Expense             | Y |
| 189 |       |                         | 12-651-000-0000-6803 | 88.40    |   | DEC DITCH RETAINER     |                 |          | Miscellaneous Expense             | Y |
| 188 |       |                         | 12-652-001-0000-6803 | 73.40    |   | JAN/FEB DITCH RETAINER |                 |          | Miscellaneous Expense- Redetermin | Y |
| 189 |       |                         | 12-652-001-0000-6803 | 100.19   |   | DEC DITCH RETAINER     |                 |          | Miscellaneous Expense- Redetermin | Y |
| 188 |       |                         | 12-653-000-0000-6803 | 74.44    |   | JAN/FEB DITCH RETAINER |                 |          | Miscellaneous Expense             | Y |
| 189 |       |                         | 12-653-000-0000-6803 | 101.61   |   | DEC DITCH RETAINER     |                 |          | Miscellaneous Expense             | Y |
| 188 |       |                         | 12-654-000-0000-6803 | 44.60    |   | JAN/FEB DITCH RETAINER |                 |          | Miscellaneous Expense             | Y |
| 189 |       |                         | 12-654-000-0000-6803 | 60.88    |   | DEC DITCH RETAINER     |                 |          | Miscellaneous Expense             | Y |
| 188 |       |                         | 12-655-000-0000-6803 | 26.40    |   | JAN/FEB DITCH RETAINER |                 |          | Miscellaneous Expense             | Y |
| 189 |       |                         | 12-655-000-0000-6803 | 36.04    |   | DEC DITCH RETAINER     |                 |          | Miscellaneous Expense             | Y |
| 188 |       |                         | 12-656-000-0000-6803 | 3.80     |   | JAN/FEB DITCH RETAINER |                 |          | Miscellaneous Expense             | Y |
| 189 |       |                         | 12-656-000-0000-6803 | 5.19     |   | DEC DITCH RETAINER     |                 |          | Miscellaneous Expense             | Y |
| 188 |       |                         | 12-657-000-0000-6803 | 14.20    |   | JAN/FEB DITCH RETAINER |                 |          | Miscellaneous Expense             | Y |
| 189 |       |                         | 12-657-000-0000-6803 | 19.38    |   | DEC DITCH RETAINER     |                 |          | Miscellaneous Expense             | Y |
| 188 |       |                         | 12-661-000-0000-6803 | 27.24    |   | JAN/FEB DITCH RETAINER |                 |          | Miscellaneous Expense             | Y |
| 189 |       |                         | 12-661-000-0000-6803 | 37.18    |   | DEC DITCH RETAINER     |                 |          | Miscellaneous Expense             | Y |
| 188 |       |                         | 12-664-001-0000-6803 | 71.16    |   | JAN/FEB DITCH RETAINER |                 |          | Miscellaneous Expense- redetermin | Y |
| 189 |       |                         | 12-664-001-0000-6803 | 97.13    |   | DEC DITCH RETAINER     |                 |          | Miscellaneous Expense- redetermin | Y |
|     | 18044 | Rinke- Noonan           |                      | 946.00   |   |                        | 18 Transactions |          |                                   |   |

12 Fund Total: 1,955.25 General Ditch Fund 2 Vendors 19 Transactions

37 Capital Projects Fund

\*\*\*\*  
Mille Lacs County  
\*\*\*\*

Audit List for Board Auditor's Vouchers Entries

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**INTEGRATED  
FINANCIAL SYSTEMS**

| Vendor Name    | Warrant Description              | Invoice #      | Account/Formula Description |
|----------------|----------------------------------|----------------|-----------------------------|
| No.            | Account/Formula                  | Paid On Bhf #  | On Behalf of Name           |
|                | Accr                             | Service Dates  |                             |
| 48             | 77807 Enterprise FM Trust        | 4,113.53       | Equip, Furniture, Fixtures  |
|                | 37- 873- 000- 0000- 6603         | 4,113.53 ✓     |                             |
|                | 77807 Enterprise FM Trust        | 1 Transactions | N                           |
| 96             | 11065 Kennedy & Graven Chartered | 2,147.25 ✓     | Professional Services       |
|                | 37- 874- 000- 0000- 6261         | 2,147.25 ✓     |                             |
|                | 11065 Kennedy & Graven Chartered | 1 Transactions | N                           |
| 37 Fund Total: |                                  | 6,260.78       | 2 Vendors 2 Transactions    |

[illegible]

71 Trust Fund

✓ 23018 Wendell Hill Cemetery

## 1 Transactions

| <u>#</u> | <u>Account/Formula Descripti</u> | <u>1099</u> |
|----------|----------------------------------|-------------|
|          | <u>On Behalf of Name</u>         |             |



**INTEGRATED  
FINANCIAL SYSTEMS**

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75 State Agency Fund

# \*\*\* Mille Lacs County \*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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| Vendor Name    |                                          | Rpt  |            | Invoice #                      |                | Account/Formula Description |                              | 1099             |  |
|----------------|------------------------------------------|------|------------|--------------------------------|----------------|-----------------------------|------------------------------|------------------|--|
| No.            | Account/Formula                          | Accr | Amount     | Warrant Description            | Service Dates  | Paid On Bhf #               | On Behalf of Name            |                  |  |
| 13013          | Mn State Treasurer - Accounting Division |      |            |                                |                |                             |                              |                  |  |
| 147            | 75- 885- 000- 0000- 6805                 |      | 5,680.50   | ATTN HUSSEIN 1/21 REC SURCHARG |                |                             | Collected For Other Agencies | N                |  |
| 146            | 75- 886- 000- 0000- 6805                 |      | 2,652.00   | ATTN HUSSEIN 1/21 VITALS       |                |                             | Collected For Other Agencies | N                |  |
| 148            | 75- 891- 000- 0000- 6805                 |      | 28.50      | ATTN HUSSEIN 1/21 ASSURANCE    |                |                             | Collected For Other Agencies | N                |  |
| 13013          | Mn State Treasurer - Accounting Division |      | 8,361.00 ✓ |                                | 3 Transactions |                             |                              |                  |  |
| 75 Fund Total: |                                          |      | 8,361.00   | State Agency Fund              |                | 1 Vendors                   | 3 Transactions               |                  |  |
| Final Total:   |                                          |      | 571,434.73 | 153 Vendors                    |                |                             |                              | 318 Transactions |  |

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Eric Bartsch

\*\*\*\* Mille Lacs County \*\*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>             |              |
|-------------|---------------|-------------------------|--------------|
| 1           | 550,179.01    | County Revenue Fund     |              |
| 10          | 4,567.73      | Public Works Department |              |
| 12          | 1,955.25      | General Ditch Fund      |              |
| 37          | 6,260.78      | Capital Projects Fund   |              |
| 71          | 110.96        | Trust Fund              |              |
| 75          | 8,361.00      | State Agency Fund       |              |
| All Funds   | 571,434.73    | Total                   | Approved by, |
|             |               |                         | .....        |
|             |               |                         | .....        |
|             |               |                         | .....        |

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2/17/21

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75 State Agency Fund

# \*\*\*\* Mille Lacs County \*\*\*\*

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 25



| Vendor Name    |                                          | Account/Formula | Rpt | Warrant Description            |  | Invoice #     | Account/Formula              |                  |
|----------------|------------------------------------------|-----------------|-----|--------------------------------|--|---------------|------------------------------|------------------|
| No.            | Account/Formula                          | Accr            |     | Service Dates                  |  | Paid On Bhf # | On Behalf of Name            |                  |
| 13013          | Mn State Treasurer - Accounting Division |                 |     |                                |  |               |                              |                  |
| 147            | 75- 885- 000- 0000- 6805                 |                 |     | ATTN HUSSEIN 1/21 REC SURCHARG |  |               | Collected For Other Agencies | N                |
| 146            | 75- 886- 000- 0000- 6805                 |                 |     | ATTN HUSSEIN 1/21 VITALS       |  |               | Collected For Other Agencies | N                |
| 148            | 75- 891- 000- 0000- 6805                 |                 |     | ATTN HUSSEIN 1/21 ASSURANCE    |  |               | Collected For Other Agencies | N                |
| 13013          | Mn State Treasurer - Accounting Division |                 |     | 3 Transactions                 |  |               |                              |                  |
| 75 Fund Total: |                                          |                 |     | 8,361.00                       |  |               | 1 Vendors                    | 3 Transactions   |
| Final Total:   |                                          |                 |     | 571,434.73                     |  |               | 153 Vendors                  | 318 Transactions |

**Requested Meeting Date:** 03/16/21

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

**Title of Item for Consideration:**

**Consider Extending Mille Lacs and Crow Wing County Plowing Agreement**

**Consent Agenda**

☒ Approve/Deny Motion ☐ Information Only  
☐ Schedule Public Hearing\*

\*provide sample notice that will run in paper

**Regular Agenda – Estimate Time Needed:** \_\_\_\_\_ minutes

☐ Approve/Deny Motion ☐ Discussion Item  
☐ Direction Requested ☐ Hold Public Hearing\*  
☐ Presentation of Information

\*provide copy of hearing notice that was published

**Submitted by:**

Neal Knopik, County Engineer

**Department:**

Public Works

**Who will attend the meeting and be able to respond to questions? Give name and title:**

Neal Knopik, County Engineer

**Summary of Issue** (include previous Board or Committee actions and/or minutes, as well as applicable dates):

Mille Lacs County has had an agreement in place since 1982 outlining the snow plowing responsibilities of Crow Wing County within Mille Lacs County. The agreement included in this agenda item is an extension of the latest agreement which has since expired. This agreement has been review by the Attorney's Office.

**Alternatives/Options/Comments:**

**Recommended Action/Motion:**

Approve extending the Cross-Jurisdictional Road Maintenance Agreement between Crow Wing County and Mille Lacs County.

**Financial Impact:**

Is there a cost associated with this request? ☒ Yes ☐ No

What is the total cost, including tax and shipping? \$T&M

Are funds available in the budget? ☒ Yes ☐ No If no, please explain: In our maintenance budget

**Additional Information Attached:**

☐ Contract/Agreement

Approved by County Attorney's Office: ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

☐ Minutes of Relevant Meeting(s)

☒ Background Information (such as price quotes, etc.)

Both the 2015 agreement and the new 2020 agreement.

**Board action:** (for use by Recording Secretary)

☐ Approved ☐ Denied ☐ Tabled: \_\_\_\_\_

**CROSS-JURISDICTIONAL ROAD MAINTENANCE AGREEMENT  
BETWEEN CROW WING COUNTY AND MILLE LACS COUNTY**

This Agreement is made and entered into this first day of May 2020 by and between the County of Crow Wing, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota 56401, hereinafter referred to as "Crow Wing," and the County of Mille Lacs, a political subdivision of the State of Minnesota, 635 2<sup>nd</sup> Street SE, Milaca, Minnesota 56353, as represented by its Department of Public Works, 565 8<sup>th</sup> Street NE, Milaca, Minnesota 56353, hereinafter collectively referred to as "Mille Lacs."

**WHEREAS**, since 1982, at the request of Mille Lacs, Crow Wing has performed routine snowplowing operations on 1.1 miles of Mille Lacs County State Aid Highway ("CSAH") 25 (460<sup>th</sup> Street) in Mille Lacs County from east of the Mille Lacs/Crow Wing county line to State Highway 169 (See Attachments A, B, and C); and

**WHEREAS**, Crow Wing currently invoices Mille Lacs for its snowplowing operations on a monthly basis at a time-and-material rate; and

**WHEREAS**, it is in the best interest of both Crow Wing and Mille Lacs to collaborate in a manner that improves efficiency and the level of snowplowing operations provided to their residents; and

**WHEREAS**, Crow Wing and Mille Lacs wish to mutually agree on the cross-jurisdictional maintenance of Mille Lacs CSAH 25 (460<sup>th</sup> Street).

**NOW THEREFORE**, in consideration of the mutual promises and agreements contained herein, Crow Wing and Mille Lacs agree to the following:

**1. SNOWPLOWING**

Crow Wing shall perform snowplowing operations on that portion of Mille Lacs CSAH 25 (460<sup>th</sup> Street) described in Attachments A and B by plowing as needed and depositing the snow into the road ditch. As and when necessary, Crow Wing shall apply adequate salt/sand as determined to be necessary to improve traction. The level of snowplowing operations provided shall be the same as those performed on similar roads of equal function near Mille Lacs CSAH 25 (460<sup>th</sup> Street).

The road shall be inspected periodically. Both parties reserve the right to inform the other party if a concern or problem is discovered that could lead to damage or jeopardize safety. The other party shall then be given time to correct or mitigate the concern or problem. Crow Wing reserves the right to refuse or suspend snowplowing operations if a concern or problem is discovered that could lead to damage or jeopardize safety.

**2. COSTS**

Crow Wing shall invoice Mille Lacs on a monthly basis at a time-and-material rate for the snowplowing operations it performs on Mille Lacs CSAH 25 (460<sup>th</sup> Street).

If damages occur to Mille Lacs CSAH 25 (460<sup>th</sup> Street) as a result of Crow Wing's snowplowing operations, then Crow Wing shall be responsible for repairing those damages at no cost to Mille Lacs.

**3. EXCLUSIONS**

Maintenance does not include engineered construction or road reconstruction.

**4. TERM**

This Agreement shall remain in effect until May 1, 2024. At that time the terms of this Agreement shall be reviewed and, if necessary, modified to suit the current conditions.

**5. TERMINATION**

Either party may terminate this Agreement by providing a 30-day written notice to the other party. Upon termination, Crow Wing shall invoice Mille Lacs for the costs of snowplowing operations performed from January 1<sup>st</sup> of that year to the date of termination. Payment shall be due 60 days from the date of the invoice.

**6. NOTICE/AUTHORIZED REPRESENTATIVE**

The authorized representative for Crow Wing is the Crow Wing County Engineer or their designee. The authorized representative for Mille Lacs County is the Mille Lacs County Engineer or their designee. Such representatives shall have the final authority for acceptance of any services performed under this Agreement. For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the Crow Wing County Engineer, 16589 County Road 142, Brainerd, Minnesota 56401, on behalf of Crow Wing County, and to the Mille Lacs County Engineer, 565 8<sup>th</sup> Street NE, Milaca, Minnesota 56353, on behalf of Mille Lacs County.

**7. INDEMNIFICATION/INSURANCE**

To the extent allowed by law, Crow Wing and Mille Lacs mutually agree to indemnify and hold each other harmless from any claims, losses, costs, expenses or damages resulting from the acts or omissions of their respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

Each party shall obtain and keep in full force and effect at its own cost and expense for the duration of this Agreement insurance coverage with limits no lower than those set forth in Minnesota Statutes § 466.04 or as may be amended. Adequate or otherwise required insurance coverage obtained through the Minnesota Counties Intergovernmental Trust satisfies the insurance requirements of this section.

**8. AUDIT CLAUSE**

Pursuant to Minnesota Statutes § 16C.05, subd. 5, or as may be amended, Crow Wing agrees that the books, records, documents, and accounting procedures and practices relevant to this

Agreement are subject to examination by Mille Lacs and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years.

**9. ENTIRE AGREEMENT**

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all previous oral and written agreements and all previous negotiations, representations, and understandings, oral or written, between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

**10. PURPOSE**

The purpose of this Agreement is to establish a clear set of responsibilities and expectations with respect to the future snowplowing operations performed by the parties on Mille Lacs CSAH 25 (460<sup>th</sup> Street). This Agreement updates and formalizes the long-standing agreement between Crow Wing and Mille Lacs.

**IN WITNESS WHEREOF**, the parties of this Agreement have hereunto set their hands on the dates written below:

**COUNTY OF CROW WING**

By: \_\_\_\_\_  
Tim Bray, P.E.  
Crow Wing County Engineer

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

**COUNTY OF MILLE LACS**

By: \_\_\_\_\_  
Genny Reynolds  
Mille Lacs County Vice Board Chairperson

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

By: \_\_\_\_\_  
Holly Wilson  
Mille Lacs Assistant County Administrator

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

4.3

APPROVED AS TO FORM AND EXECUTION:

By: \_\_\_\_\_  
Rockwell J. Wells  
Assistant. Crow Wing County Attorney

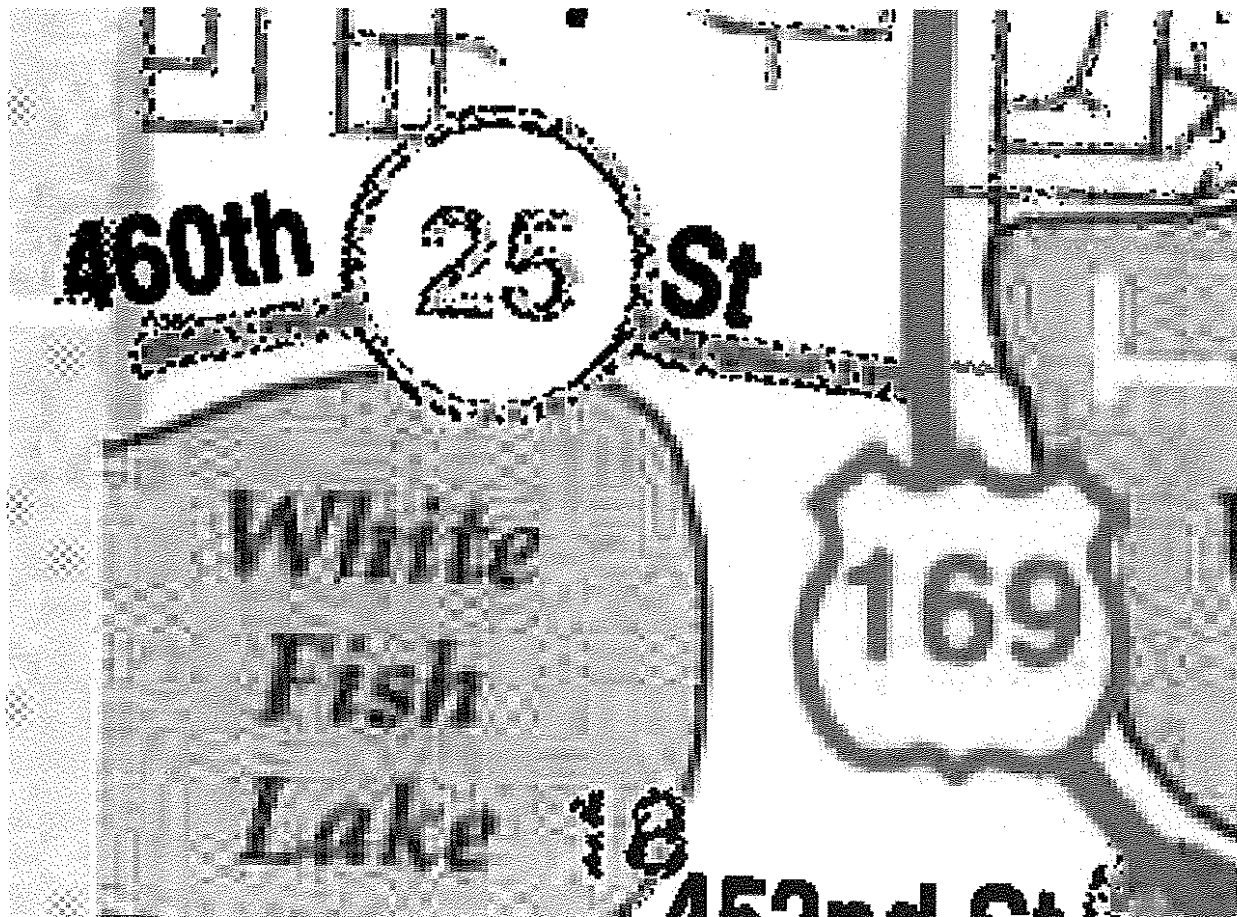
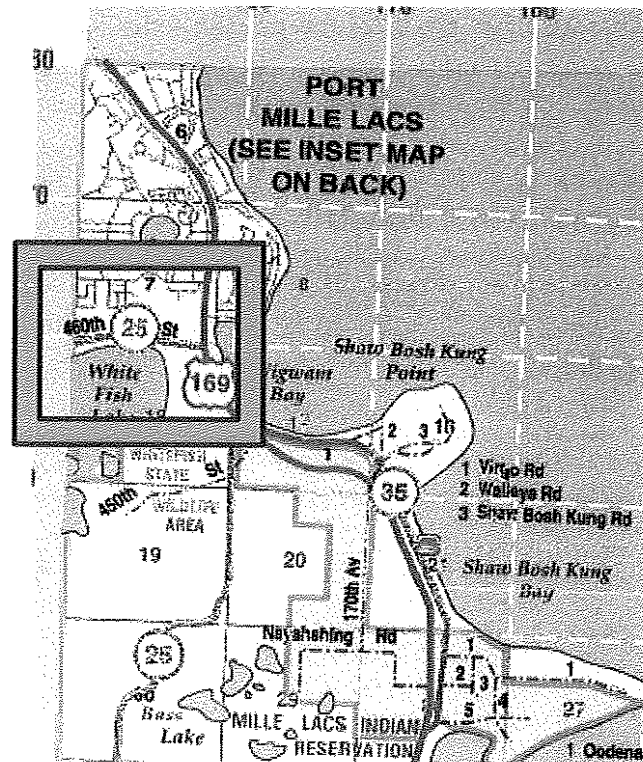
By: \_\_\_\_\_  
Joe Walsh  
Mille Lacs County Attorney

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

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

**Mileage Chart**

| Road               | Total Road Mileage | Mille Lacs County | Crow Wing County |
|--------------------|--------------------|-------------------|------------------|
| Mille Lacs CSAH 25 | 1.1 miles          | 1.1 miles         | 0 miles          |



DEPARTMENT OF HIGHWAYS  
MILLE LACS COUNTY

665 - 8th STREET N.E.  
P.O. BOX 95  
MILACA, MINNESOTA 56353

RICHARD E. LARSON  
COUNTY HIGHWAY ENGINEER  
1-612-983-2861, Ext. 290

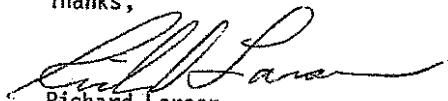
January 4, 1982

Duane A. Blanck  
Crow Wing County Highway Engineer  
Box 308  
Brainerd, Minnesota 56401

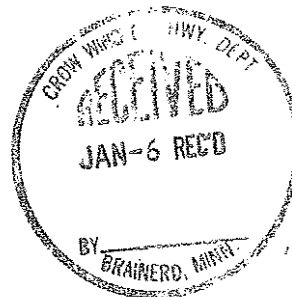
Dear Duane:

Please plow the Pine Center Road (Crow Wing C.S.A.H. No. 2, Mille Lacs C.S.A.H. No. 25) to T.H. 169 in order to provide better service to the motorists using the road. It appears your crew is in the area much quicker than ours and the unplowed section of road has caused some problems. As I discussed with Bob on January 4, 1982 you can bill us for this work.

Thanks,

  
Richard Larson  
Mille Lacs County Highway Engineer

RCL:tmw



AN EQUAL OPPORTUNITY EMPLOYER



**Public Works Department**  
 565 NE Eighth Street  
 Milaca, MN 56353

**Bruce D. Cochran, PE**  
 County Engineer

**Jay Munson**  
 Assistant Engineer

**Michael Maurer**  
 Maintenance Supervisor

**Trudy Wedell**  
 Office Manager

December 9, 2015

Jory Danielson  
 Maintenance Supervisor  
 Crow Wing County Highway Department  
 16589 County Road 142  
 Brainerd, MN 56401

RE: Cross-Jurisdictional Maintenance Agreement

Dear Mr. Danielson:

Attached are two original copies of the cross-jurisdictional maintenance agreement, where Crow Wing County provides snow removal services for Mille Lacs County.

Please forward these to the Crow Wing County Board for approval and signature.

Retain one fully executed copy for your purposes, return the other to the Mille Lacs County Public Works Department.

Feel free to contact me if you have questions.

Sincerely,

Bruce D. Cochran, PE  
 County Engineer

BDC/mp

Enclosures: (2) Cross-Jurisdictional Maintenance Agreements

**CROSS-JURISTICTIONAL MAINTENANCE AGREEMENT**  
**BETWEEN CROW WING COUNTY AND MILLE LACS COUNTY**

This Agreement is made and entered into this day of December 15, 2015, by and between the County of Crow Wing, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "Crow Wing", and the Mille Lacs County Board of Commissioners, 635 2<sup>nd</sup> Street SE, Milaca, MN 56353, a political subdivision of the State of Minnesota, as represented by its Department of Public Works, 565 8<sup>th</sup> Street NE, Milaca, MN 56353, hereinafter collectively referred to as "Mille Lacs"

WHEREAS, in 1982 Crow Wing agreed to perform routine snowplowing operations to 1.1 miles of Mille Lacs CSAH 25/460<sup>th</sup> Street in Mille Lacs east of the Mille Lacs/Crow Wing county line to State Highway 169; and,

WHEREAS, for the snowplowing operations performed, Crow Wing currently invoices Mille Lacs on a monthly basis at a time and material rate; and,

WHEREAS, it is in the best interest of both entities to collaborate in a manner that improves efficiency and level of snowplowing services provided to the residents of Crow Wing and Mille Lacs Counties.

WHEREAS, Crow Wing and Mille Lacs wish to mutually agree on the maintenance of Mille Lacs CSAH 25/460<sup>th</sup> Street: and,

NOW THEREFORE Crow Wing and Mille Lacs agree to the following:

**1. SNOWPLOWING**

Snowplowing on the portion of CSAH 25/460<sup>th</sup> Street described in Attachment A and depicted in Appendix B shall be performed by Crow Wing by plowing as needed and depositing the snow into the road ditch. Adequate salt/sand application shall be placed by Crow Wing after the road is plowed when determined to be necessary to improve traction.

The road shall be inspected periodically and if any concerns or inherent problems are discovered that could lead to damage either entity reserves the right to inform the other entity of the concern, giving either entity time to correct or mitigate the concern or problem. Crow Wing reserves the right to refuse or suspend operations if the concern or problem could lead to damage or jeopardizes safety.

The level of service provided by Crow Wing to Mille Lacs roads shall be the same as to similar roads of equal function in close proximity to those listed in this agreement.

**2. COSTS**

Crow Wing shall invoice Mille Lacs monthly for snowplowing operations, at a time and material rate.

**3. EXCLUSIONS**

Maintenance does not include engineered construction or road reconstruction. Mille Lacs will not be responsible for repair of damage caused by Crow Wing.

4. **TERM**

This Agreement shall remain in effect until May 1, 2020. At that time the terms of this agreement will be reviewed and, if necessary, modified to suit the current conditions.

5. **TERMINATION**

Either entity may terminate this agreement by providing a 30 day written notice to the other party. Upon termination, Crow Wing will invoice Mille Lacs for snowplowing from the prior January 1<sup>st</sup> until the day of termination. Payment of said invoice will be due 60 days from invoice date.

6. **NOTICE/AUTHORIZED REPRESENTATIVE**

The authorized representative for Crow Wing is the Crow Wing County Engineer or their designee. The authorized representative for Mille Lacs County is the Mille Lacs County Engineer or their designee. Such representatives shall have the final authority for acceptance of any services. For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the Crow Wing County Engineer, 16589 County Road 142, Brainerd, Minnesota, 56401, on behalf of Crow Wing County, and the Mille Lacs County Engineer, 565 8<sup>th</sup> Street NE, Milaca, MN 56353, on behalf of Mille Lacs County.

7. **INDEMNIFICATION/INSURANCE**

Crow Wing and Mille Lacs mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement where such claims are not based on negligence. Each party agrees that in order to protect itself including their commissioners, officers, employees, and agents and indemnify the other under this indemnity agreement provision, to, at all times during the term of this agreement, have and keep in force the insurance coverage(s) at limits no lower than the limits set forth in MN. Stat. § 466.04 or as may be amended. Adequate, or otherwise required, insurance coverage obtained through the Minnesota Counties Intergovernmental Trust satisfies the insurance requirements of this section.

8. **AUDIT CLAUSE**

Pursuant to MN. Stat. § 16C.05, Subd. 5 (or as amended), Crow Wing agrees that the books, records, documents, and accounting procedures and practices that are relevant to the contract or transaction, are subject to examination by Mille Lacs County and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years.

9. **ENTIRE AGREEMENT**

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral and previous written agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties. This constitutes the entire agreement between the parties with respect to its subject matter and constitutes and supersedes all prior agreements, representations and understandings of the parties, written or oral.

**10. PURPOSE**

The purpose of this Agreement is to establish a clear set of responsibilities and expectations with respect to the future road snowplowing operations of Mille Lacs CSAH 25/460<sup>th</sup> Street. This agreement updates and formalizes the long standing agreement between Crow Wing and Mille Lacs.

**11. BACKGROUND**

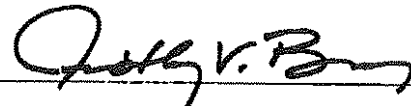
Prior to this agreement there was a letter written by Mille Lacs Engineer Richard Larson to Crow Wing Engineer Duane Blanck (See Attachment C) asking Crow Wing to perform snowplowing on Mille Lacs CSAH 25/460<sup>th</sup> Street. Both parties have proceeded with the understanding that Crow Wing performs snowplowing operations only on Mille Lacs CSAH 25/460<sup>th</sup> Street from the Mille Lacs/Crow Wing county line east to State Highway 169 (See Attachments A & B).

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

**COUNTY OF CROW WING**

By:   
Crow Wing County Board Chairperson

Date: 2/23/14

By:   
Timothy Bray, P.E.  
Crow Wing County Engineer

Date: 2/1/16

ATTEST:

APPROVED:

By:   
John Sausen  
Asst. Crow Wing County Attorney

Date: 2/4/16

**COUNTY OF MILLE LACS**

By:   
Mille Lacs County Board Chairperson

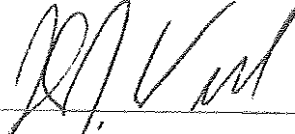
Date: 12-8-15

By:   
Pat Oman  
Mille Lacs County Administrator

Date: 12/9/2015

ATTEST:

APPROVED:

By:   
Joe Walsh  
Mille Lacs County Attorney

Date: 12/1/15

Mileage Chart

| Road               | Total Road Mileage | Mille Lacs County | Crow Wing County |
|--------------------|--------------------|-------------------|------------------|
| Mille Lacs CSAH 25 | 1.1 miles          | 1.1 miles         | 0 miles          |

**Requested Meeting Date:** 03/16/21

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title of Item for Consideration:</b><br>Consider PWD Resolution No. 2021-3-16-21-10, Accept 2020 CSAH Mill and Overlay Projects                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Consent Agenda</b><br><input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Information Only<br><input type="checkbox"/> Schedule Public Hearing*<br><i>*provide sample notice that will run in paper</i>                                                                                                                                                                                                                                                                                                                                                                   | <b>Regular Agenda – Estimate Time Needed:</b> _____ minutes<br><input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Direction Requested <input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Presentation of Information<br><i>*provide copy of hearing notice that was published</i> |
| <b>Submitted by:</b><br>Neal Knopik, County Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Department:</b><br>Public Works                                                                                                                                                                                                                                                                                                                                      |
| <b>Who will attend the meeting and be able to respond to questions? Give name and title:</b><br>Neal Knopik, County Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Summary of Issue</b> (include previous Board or Committee actions and/or minutes, as well as applicable dates):<br>Please approve the resolution to accept 2020 CSAH Mill and Overlay Projects. The project numbers are SAP 048-605-019, SAP 048-607-012, SAP 048-608-013, SAP 048-618-017, SAP 048-033-006 and SAP 048-037-003. This project is complete and has been inspected by MnDOT. No LD's were assessed to this project as it was done per the contract schedule. After acceptance, the County will make the final payment to the Contractor and request the balance of the funds from MnDOT. |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Alternatives/Options/Comments:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Recommended Action/Motion:</b><br>Approve PWD Resolution and Accept 2020 Mill and Overlay Projects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Financial Impact:</b><br>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, including tax and shipping?   \$2,972,973.83<br>Are funds available in the budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   If no, please explain:                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Additional Information Attached:</b><br><input type="checkbox"/> Contract/Agreement<br>Approved by County Attorney's Office: <input type="checkbox"/> Yes <input type="checkbox"/> No   If no, please explain: _____<br><input type="checkbox"/> Minutes of Relevant Meeting(s)<br><input checked="" type="checkbox"/> Background Information (such as price quotes, etc.)<br>Resolution No. 2021-3-2-21-10, 2020 Mill and Overlay Projects                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Board action:</b> (for use by Recording Secretary)<br><input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled:                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                         |

Board of County Commissioners  
Mille Lacs County, Minnesota

**ACCEPTANCE OF SAP 048-605-019, SAP 048-607-012, SAP 048-608-013, SAP 048-618-017, SAP 048-033-006, SAP 048-037-003  
2020 CSAH Mill and Overlay Projects**

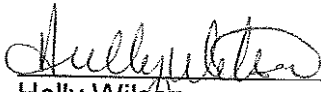
**PWD Resolution No. 2021-3-16-21-10**

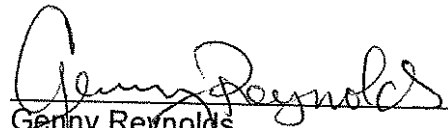
WHEREAS, SAP 048-605-019, SAP 048-607-012, SAP 048-608-013, SAP 048-618-017, SAP 048-033-006, SAP 048-037-003, Contract No. 202001, 2020 CSAH Mill and Overlay Projects, by OMG Midwest Inc. dba Minnesota Paving and Materials, 14475 Quiram Drive, Rogers, Minnesota, 55374; located on CSAH 5, CSAH 7, CSAH 8, CSAH 18, CSAH 33 and CSAH 37; original contract cost was \$2,860,665.37 and the final contract cost is \$2,972,973.83; and the County Board being fully advised,

NOW THEREFORE, BE IT RESOLVED, that we do hereby accept said completed project for Mille Lacs County and authorize final payment.

Adopted this 16<sup>th</sup> day of March, 2021

ATTEST:

  
Holly Wilson  
Mille Lacs County Assistant Administrator

  
Genny Reynolds  
Mille Lacs County Vice Board Chair

**Requested Meeting Date:** 03/16/21

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

**Title of Item for Consideration:**

Consider PWD Resolution No. 2021-3-16-21-9, Spring Load Restrictions

**Consent Agenda**

☒ Approve/Deny Motion ☐ Information Only  
☐ Schedule Public Hearing\*  
*\*provide sample notice that will run in paper*

**Regular Agenda – Estimate Time Needed:** \_\_\_\_\_ minutes

☐ Approve/Deny Motion ☐ Discussion Item  
☐ Direction Requested ☐ Hold Public Hearing\*  
☐ Presentation of Information  
*\*provide copy of hearing notice that was published*

**Submitted by:**

Neal Knopik, County Engineer

**Department:**

Public Works

**Who will attend the meeting and be able to respond to questions? Give name and title:**

Neal Knopik, County Engineer

**Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates):**

The Public Works Department is anticipating spring load restrictions to be placed on Mille Lacs County roads and county state aid highways in the month of March. Mille Lacs County will follow MnDOT's schedule for placement and removal of spring load restrictions. Typically spring load restrictions are placed in March and removed in May. However, each year is unique depending on the weather patterns.

Load restriction information will be posted on the County's website, and information will be available in paper form at the Public Works office. Public notices will also be placed in the Union Times.

It may be necessary to repost certain roads that continue to show signs of distress. Re-posting will occur after spring load restrictions have been removed.

**Alternatives/Options/Comments:**

**Recommended Action/Motion:**

Adopt PWD Resolution No. 2021-3-16-21-9 for the placement and lifting of seasonal load restrictions. The County Engineer reserves the right to repost roads that exhibit signs of distress.

**Financial Impact:**

Is there a cost associated with this request? ☐ Yes ☒ No

What is the total cost, including tax and shipping? \$ \_\_\_\_\_

Are funds available in the budget? ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

**Additional Information Attached:**

☐ Contract/Agreement

Approved by County Attorney's Office: ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

☐ Minutes of Relevant Meeting(s)

☒ Background Information (such as price quotes, etc.)

PWD Resolution No. 2021-3-16-21-9, News Release

**Board action: (for use by Recording Secretary)**

☐ Approved ☐ Denied ☐ Tabled: \_\_\_\_\_

**Board of County Commissioners  
Mille Lacs County, Minnesota**

**SPRING LOAD RESTRICTIONS**

**PWD Resolution No.: 2021-3-16-21-9**

WHEREAS, County Roads and County State Aid Highways within Mille Lacs County may be seriously damaged in the spring unless load weights are restricted:

NOW THEREFORE BE IT RESOLVED:

1. All County Roads & County State Aid Highways in Mille Lacs County be restricted to loads so as to limit damages to said roads as determined by the County Engineer, particularly during the spring breakup.
2. The County Engineer shall post said limits as required.
3. Said restrictions will become effective when sign postings are placed without further notice.
4. Residents are reminded that restrictions are anticipated to take effect in late March and will generally follow the Minnesota Department of Transportation's Seasonal Road Restrictions.
5. Residents are further reminded that all roads are restricted by Statute to 5 Ton axle weight upon announcement from MnDOT, unless otherwise posted.
6. That the County Engineer shall determine when seasonal load restrictions are no longer necessary.
7. That the County Engineer shall remove posted seasonal load restrictions.
8. That said restrictions will no longer be in effect when postings are removed.

THIS RESOLUTION is adopted under and pursuant to the provisions of Section 169.87, 2019 Minnesota Statutes.

Adopted this 16<sup>th</sup> day of March, 2021.

ATTEST:

Neal Knopik  
Mille Lacs County Engineer

  
Genny Reynolds  
Mille Lacs County Vice Board Chair



*Public Works Department*  
635 2<sup>nd</sup> Street SE  
Milaca, MN 56353  
(320) 983-8201

Neal Knopik, PE  
County Engineer

Reed Pederson  
Construction Services Manager

Kevin Schultz  
Highway Maintenance Superintendent

## NEWS RELEASE

### MILLE LACS COUNTY SPRING LOAD RESTRICTIONS

Spring load restrictions will be placed on county roads concurrent with MnDOT restrictions. MnDOT will place restrictions based on thawing degree days and the weather forecast. Typically, if a warm spell is forecasted, restrictions will be imposed with as little as a three-day notice.

This notice only applies to roads under Mille Lacs County government jurisdiction. Truck operators are urged to call 1-800-723-6543 frequently for updates on Mn/DOT road postings. Information can also be found on the internet at [www.mndot.gov/loadlimits](http://www.mndot.gov/loadlimits).

Paved county roads will generally follow the MnDOT posting dates, with signs specifying the maximum axle load. All gravel county roads are restricted by law to 5-ton axle weight, per MnDOT, unless posted otherwise. Mille Lacs County spring load restriction maps are available at no charge at the Office of the County Engineer, 635 2<sup>nd</sup> Street SE, Milaca, MN 56353; and on the Mille Lacs County website at [www.millelacs.mn.gov](http://www.millelacs.mn.gov) > Departments > Public Works > Spring Load Restrictions.

Please make two columns wide and publish the week of March 8, 2021.

Union Times

Please bill: Mille Lacs County Public Works Department  
635 2<sup>nd</sup> Street SE  
Milaca, MN 56353

**Board Agenda Request Form**  
Board of County Commissioners

**Requested Meeting Date:** 03/16/21

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

**Title of Item for Consideration:**

Consider Kennel License for Jay and Susan Kenady

**Consent Agenda**

☒ Approve/Deny Motion ☐ Information Only  
☐ Schedule Public Hearing\*  
*\*provide sample notice that will run in paper*

**Regular Agenda – Estimate Time Needed:** \_\_\_\_\_ minutes

☐ Approve/Deny Motion ☐ Discussion Item  
☐ Direction Requested ☐ Hold Public Hearing\*  
☐ Presentation of Information  
*\*provide copy of hearing notice that was published*

**Submitted by:**

Michele McPherson, Director

**Department:**

Land Services Office

**Who will attend the meeting and be able to respond to questions? Give name and title:**

Holly Wilson, Assistant County Administrator

**Summary of Issue** (include previous Board or Committee actions and/or minutes, as well as applicable dates):

Jay and Susan Kenady have applied for a kennel license to have up to ten (10) French Bulldogs for breeding purposes on a 40 acre parcel in Page Township. A public hearing on the issue was held March 2 with no comment. The dogs will be house indoors with self-regulated (doggy door) access to an external play area. The Animal Control Officer inspected the indoor kennel setup and noted that it meets the statutory requirements. The attached conditions should be included in the license approval.

Staff recommend the motion to approve a kennel license to Jay and Susan Kenady with the attached conditions on property legally described as the South Half of the South Half of the Northeast Quarter of Section 18, Township 39, Range 27 (15-018-0201) the same being 22589 160th Avenue, Milaca.

**Alternatives/Options/Comments:**

**Recommended Action/Motion:**

Approve kennel license with attached conditions.

**Financial Impact:**

Is there a cost associated with this request? ☐ Yes ☐ No

What is the total cost, including tax and shipping? \$ \_\_\_\_\_

Are funds available in the budget? ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

**Additional Information Attached:**

☐ Contract/Agreement

Approved by County Attorney's Office: ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

☐ Minutes of Relevant Meeting(s)

☒ Background Information (such as price quotes, etc.)

Conditions



**Board action:** (for use by Recording Secretary)

☐ Approved ☐ Denied ☐ Tabled: \_\_\_\_\_

### Conditions of Approval for Kenady Kennel License

1. The license is valid until December 31, 2021 at which point it must be renewed.
2. The license is for a total of 10 French Bulldogs dogs over the age of six months.
3. The applicant shall provide proof of vaccination with the kennel renewal application.
4. The applicant shall maintain a letter of credit or Certificate of Deposit in favor of Mille Lacs County in the amount of \$100 per dog for a total of \$1,000.
5. The applicant shall remedy any violation of the conditions of the license within 14 days of written notice from the County. Failure to do so shall result in revocation of the license and removal of the dogs.
6. The facility may be inspected at any time during the license period by County staff or the Animal Control Officer with proper notice.

**Board Agenda Request Form**  
Board of County Commissioners

**Requested Meeting Date:** 03/16/21

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

**Title of Item for Consideration:**

Consider Resolution 03-26-2021-01, Establishing Findings of Fact; Denial of Conditional Use Permit by Stephan Davy

**Consent Agenda**

☒ Approve/Deny Motion ☐ Information Only  
☐ Schedule Public Hearing\*

\*provide sample notice that will run in paper

**Regular Agenda – Estimate Time Needed:** \_\_\_\_\_ minutes

☐ Approve/Deny Motion ☐ Discussion Item  
☐ Direction Requested ☐ Hold Public Hearing\*  
☐ Presentation of Information

\*provide copy of hearing notice that was published

**Submitted by:**

Michele McPherson, Director

**Department:**

Land Services Office

**Who will attend the meeting and be able to respond to questions? Give name and title:**

Holly Wilson, Assistant County Administrator

**Summary of Issue** (include previous Board or Committee actions and/or minutes, as well as applicable dates):

The County Board moved to deny and direct staff to prepare findings of fact for the same regarding the conditional use permit request by Stephan Davy for a home occupation. Staff has prepared a resolution establishing the findings of fact for the Board's consideration and action.

**Alternatives/Options/Comments:**

**Recommended Action/Motion:**

Adopt Resolution No. 03-16-2021-01.

**Financial Impact:**

Is there a cost associated with this request? ☐ Yes ☐ No

What is the total cost, including tax and shipping? \$ \_\_\_\_\_

Are funds available in the budget? ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

**Additional Information Attached:**

☐ Contract/Agreement

Approved by County Attorney's Office: ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

☐ Minutes of Relevant Meeting(s)

☒ Background Information (such as price quotes, etc.)

Resolution No. 03-16-2021-01

**Board action:** (for use by Recording Secretary)

☐ Approved ☐ Denied ☐ Tabled: \_\_\_\_\_

Board of County Commissioners  
Mille Lacs County, Minnesota

Resolution No.: 03-16-2021-01

**RESOLUTION ESTABLISHING  
FINDINGS OF FACT FOR THE DENIAL OF THE  
CONDITIONAL USE PERMIT  
BY STEPHAN DAVY  
FOR A HOME OCCUPATION (MARINE/SMALL ENGINE REPAIR)**

**WHEREAS**, Mille Lacs County is authorized to carry on County planning and zoning activities in the unincorporated areas of the County pursuant to Minn. Stat. Chap. 394; and

**WHEREAS**, Minn. Stat. § 394.23 grants Counties the power to adopt a comprehensive plan; and

**WHEREAS**, the Mille Lacs County Board of Commissioners adopted the Mille Lacs County Comprehensive Plan on February 20, 1990, that became effective upon first publication in the official newspaper for Mille Lacs County as a Mille Lacs County Ordinance; and

**WHEREAS**, Minn. Stat. § 394.23 requires that such comprehensive plan be the basis for all official controls, such as an ordinance, that are adopted pursuant to Minn. Stat. § 394.21 to 394.37; and

**WHEREAS**, on February 8, 2021, the Mille Lacs County Planning Commission conducted a public hearing regarding the conditional use permit request by Stephan Davy as required by Minn. Stat. § 394.25, and

**WHEREAS**, during the public hearing, the Mille Lacs County Planning Commission received written correspondence from adjacent neighbors objecting to the request due to impacts from traffic, noise, disruption of the neighborhood peace and tranquility; and

**WHEREAS**, the Mille Lacs County Planning Commission recommended to the Mille Lacs County Board of Commissioners approval of the request with conditions, and

**WHEREAS**, on March 2, 2021 the Mille Lacs County Board of Commissioners received the recommendation of the Planning Commission and the Planning Commission meeting minutes of February 8, 2021, and

**WHEREAS**, the Mille Lacs County Board of Commissioners determined that, based on the testimony from adjacent neighbors and an examination of the neighborhood that the request should be denied.

**NOW, THEREFORE, BE IT RESOLVED** that in furtherance of the Mille Lacs County Comprehensive Plan pursuant to Minn. Stat. § 394.25, the Mille Lacs County Board of Commissioners denies the conditional use permit request for a home occupation as it fails to meet the following standards for issuance of a conditional use permit in Article 5 of the Development Ordinance:

- 505.4 The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons, and shall comply with the Performance Standards of Section 402.
- 505.6 The proposed use shall be consistent with, and not harmful to, the environment of the neighborhood, taking into consideration the physical relationship of the proposed use to the surrounding properties, the probable hours of operation, the activities to be conducted, and the number of people to be assembled or to use the premises at any one time.
- 505.7 The proposed use shall organize traffic access and parking to minimize conflicting traffic movement on adjacent streets.
- 505.9 Community uses, when located in or adjacent to a residential or shoreline district, shall provide proper separation and protection for abutting residential uses.

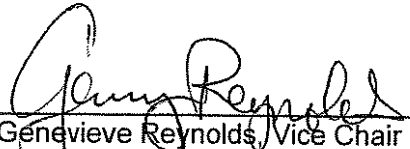
Specifically that:

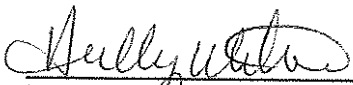
- i. The home occupation has the potential for emitting fumes and liquids that would adversely impact the natural environment and adjacent residences.
- ii. The home occupation as a commercial use is not appropriate in a residential neighborhood.
- iii. The home occupation will create noise that will disrupt the peace and tranquility of the residential neighborhood.
- iv. The traffic generated by the home occupation will adversely impact the residential neighborhood as the streets are narrow, the streets end in a dead-end with no appropriate turn-around space which results in customers either backing up in the street or in adjacent neighbors' driveways.

Passed and approved this 16<sup>th</sup> day of March, 2021 by the Mille Lacs County Board of Commissioners.

COUNTY OF MILLE LACS  
BOARD OF COMMISSIONERS

ATTEST:

  
Genevieve Reynolds, Vice Chair  
Mille Lacs County Board of Commissioners

  
Holly Wilson, Assistant County  
Administrator

IN FAVOR:

OPPOSED:

**Board Agenda Request Form**  
Board of County Commissioners

**Requested Meeting Date:** 03/16/21

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

**Title of Item for Consideration:**

Information Only: Building Inspection Program Customer Service Survey

**Consent Agenda**

☐ Approve/Deny Motion ☒ Information Only  
☐ Schedule Public Hearing\*

*\*provide sample notice that will run in paper*

**Regular Agenda – Estimate Time Needed:** \_\_\_\_\_ minutes

☐ Approve/Deny Motion ☐ Discussion Item  
☐ Direction Requested ☐ Hold Public Hearing\*  
☐ Presentation of Information

*\*provide copy of hearing notice that was published*

**Submitted by:**

Michele McPherson, Director

**Department:**

Land Services Office

**Who will attend the meeting and be able to respond to questions? Give name and title:**

Holly Wilson, Assistant County Administrator

**Summary of Issue** (include previous Board or Committee actions and/or minutes, as well as applicable dates):

Attached please find the compiled results of the Building Inspection Program customer service survey. Surveys were mailed February 12, 2021 with a return date of March 1, 2021. The results include all surveys received through March 3, 2021.

The response rate was 14 percent down significantly from the 2020 survey for the 2019 construction season; the 2020 response rate was 27.5 percent. An adjustment in the frequency may be in order going forward, perhaps every other year.

**Alternatives/Options/Comments:**

**Recommended Action/Motion:**

Information only.

**Financial Impact:**

Is there a cost associated with this request? ☐ Yes ☐ No

What is the total cost, including tax and shipping? \$ \_\_\_\_\_

Are funds available in the budget? ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

**Additional Information Attached:**

☐ Contract/Agreement

Approved by County Attorney's Office: ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

☐ Minutes of Relevant Meeting(s)

☒ Background Information (such as price quotes, etc.)

Survey Results

**Board action:** (for use by Recording Secretary)

☐ Approved ☐ Denied ☐ Tabled: \_\_\_\_\_



Land Services Office

Historic Courthouse  
635 2<sup>nd</sup> Street SE  
Milaca, MN 56353

Phone: (320) 983-8308  
Fax: (320) 983-8388

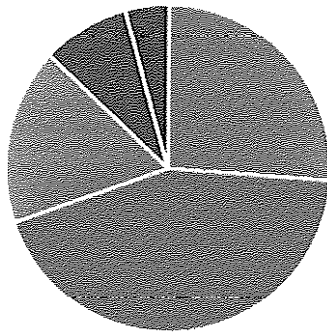
### Permitting and Inspection Customer Service Survey Results 2020 Construction Season

Total Surveys Distributed: 159

Number of Surveys Returned: 23 (14% response rate); 11 (6.9%) were returned as undeliverable (poor addresses, no mail receptacle); eight (5%) were re-sent to a correct address. One hundred (100) percent of surveys returned were from homeowners. Given the low response rate, it may be better to do the survey every two years.

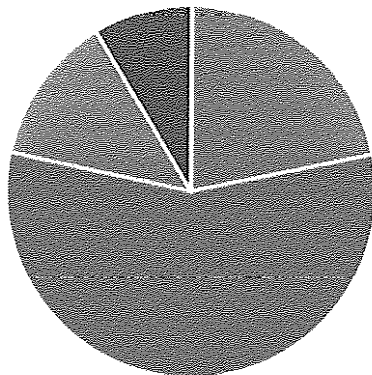
Seven questions address the permitting process:

The permit application was easy to understand  
and fill out



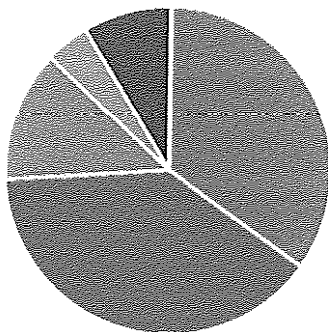
■ Strongly Agree ■ Agree ■ Neutral ■ Disagree ■ Strongly Disagree ■ Not Applicable

The information provided to me was complete



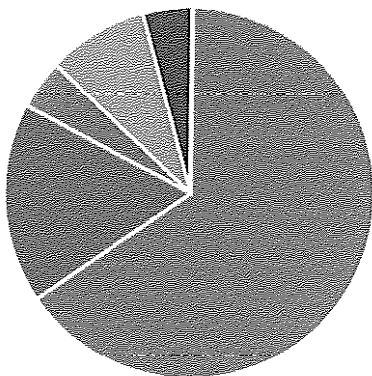
■ Strongly Agree ■ Agree ■ Neutral ■ Disagree ■ Strongly Disagree ■ Not Applicable

The information provided to me was easy to understand



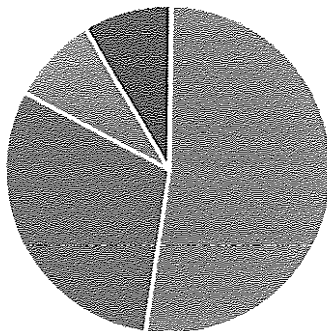
Strongly Agree Agree Neutral Disagree Strongly Disagree Not Applicable

The staff person who assisted me was courteous



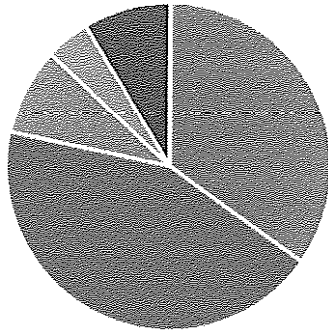
Strongly Agree Agree Neutral Disagree Strongly Disagree Not Applicable

The staff person who assisted me accurately answered my questions



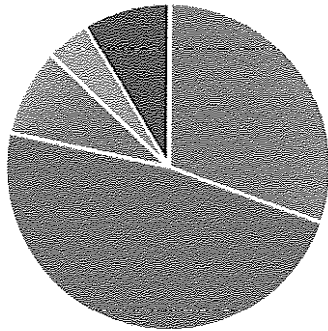
Strongly Agree Agree Neutral Disagree Strongly Disagree Not Applicable

I understood the length of time it would take to receive my permit



■ Strongly Agree ■ Agree ■ Neutral ■ Disagree ■ Strongly Disagree ■ Not Applicable

I felt that the amount of time to receive my permit was reasonable

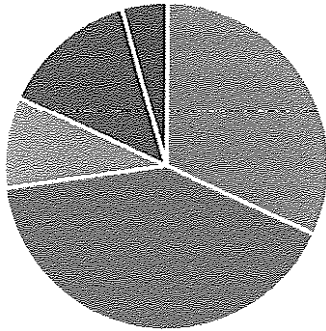


■ Strongly Agree ■ Agree ■ Neutral ■ Disagree ■ Strongly Disagree ■ Not Applicable

On average, over the seven questions, 70 percent of the responses fell into either the "Agree" or "Strongly Agree" category. Most written comments, starting on Page 6, were positive regarding staff interactions with applicants.

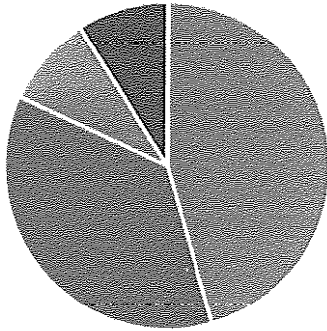
Six questions relating to the inspection process were also asked. The responses broke down as follows:

The Building Code requirements were clearly explained to me



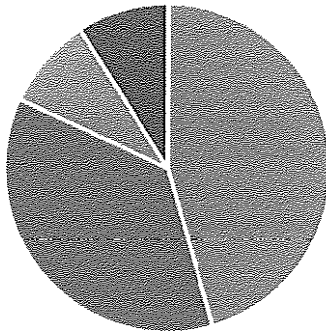
■ Strongly Agree ■ Agree ■ Neutral ■ Disagree ■ Strongly Disagree ■ Not Applicable

I understood that it was my responsibility to call for inspections



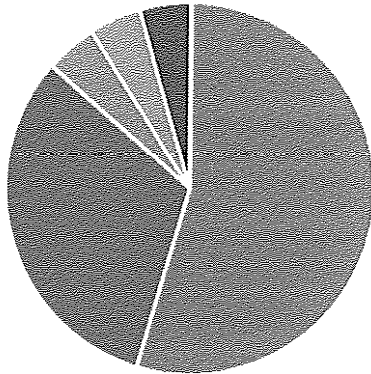
■ Strongly Agree ■ Agree ■ Neutral ■ Disagree ■ Strongly Disagree ■ Not Applicable

I understood who I needed to call to schedule an inspection



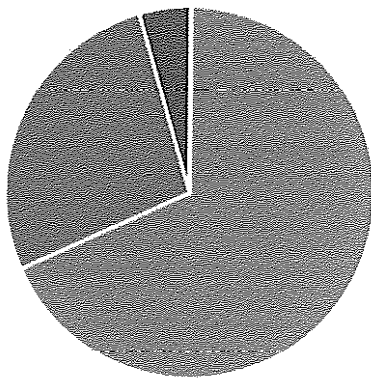
■ Strongly Agree ■ Agree ■ Neutral ■ Disagree ■ Strongly Disagree ■ Not Applicable

Inspections were completed when scheduled



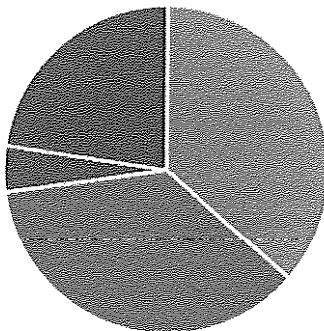
Strongly Agree Agree Neutral Disagree Strongly Disagree Not Applicable

The inspector was courteous



Strongly Agree Agree Neutral Disagree Strongly Disagree Not Applicable

The inspector clearly explained what was required if my inspection failed



Strongly Agree Agree Neutral Disagree Strongly Disagree Not Applicable

### Written Comments

Tad is great to work with. The people in the office were great to as well namely Jackie & Nathan.

Satisfied it all went through ok. Always wish things moved faster as far as application process (smiley face).

The whole process was difficult. All of the people I dealt with lacked basic customer service skills. As a homeowner I will admit I am not knowledgeable on all facets of permitting. I did try to come prepared but was still treated poorly. We are adding improvements that will increase the value of our property which in turn increases the Countys revenue. Please try to be more friendly that is the bottom line.

Permit was pulled by contractor.

The website and permit/variance applications have conflicting information. The board who makes approvals make approvals based on who makes the application, not what is on the application. The board is easily led by the power hungry individuals that work in the Land Services Office and don not pay taxes. Rules and regulations are not based in science. *We believe this to be related to a variance in which the applicant was required to remove impervious surface and install a rain garden.*

Tad was awesome. Everyone was very helpful. Tad was great to work with. He explained things to us, etc.

Tad was great to work with. Thank you.

Michele & her staff & Tad were all very helpful & polite. You are lucky to have them.

Inspector was very great to work with. Very friendly and helpful.

All went well, all staff was very nice!

The people at the Land Services Dept & the inspector were great about answering questions. Not having them available on the weekend came up was very frustrating and delayed our projects more than once.

**Board Agenda Request Form**  
 Board of County Commissioners

**Requested Meeting Date:** 03/16/21
*(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)*
**Title of Item for Consideration:**

Information Only: Department of Labor and Industry (DOLI) Annual Report for Building Inspection Program

**Consent Agenda**

- ☐
- Approve/Deny Motion
- ☒
- Information Only
- 
- ☐
- Schedule Public Hearing\*

*\*provide sample notice that will run in paper*
**Regular Agenda – Estimate Time Needed:** \_\_\_\_\_ minutes

- ☐
- Approve/Deny Motion
- ☐
- Discussion Item
- 
- ☐
- Direction Requested
- ☐
- Hold Public Hearing\*
- 
- ☐
- Presentation of Information

*\*provide copy of hearing notice that was published*
**Submitted by:**

Michele McPherson, Director

**Department:**

Land Services Office

**Who will attend the meeting and be able to respond to questions? Give name and title:**

Holly Wilson, Assistant County Administrator

**Summary of Issue** *(include previous Board or Committee actions and/or minutes, as well as applicable dates):*

Annually, the County is required to submit to DOLI a report regarding permits issued, valuation, revenue and expenses as they relate to the building inspection program. Attached is the report for 2020.

In 2019, total permits were 418 with 48 new dwellings and a total valuation of work equaling \$16,623,700.00

In 2020, total permits were 614 with 72 new dwellings and a total valuation of work equaling \$21,356,957.00

**Alternatives/Options/Comments:**
**Recommended Action/Motion:**

Information only.

**Financial Impact:**

 Is there a cost associated with this request? ☐ Yes ☐ No

What is the total cost, including tax and shipping? \$ \_\_\_\_\_

 Are funds available in the budget? ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

**Additional Information Attached:**
☐ Contract/Agreement

 Approved by County Attorney's Office: ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

☐ Minutes of Relevant Meeting(s)

☒ Background Information (such as price quotes, etc.)

Annual Report

**Board action:** *(for use by Recording Secretary)*
☐ Approved ☐ Denied ☐ Tabled: \_\_\_\_\_

## Municipal Construction and Development Fee Revenue and Expenses Annual Report

Reporting Period Ending December 31, 2020

I. Municipality ☐ \$5,000 or less in construction and development-related fees collected (If this box is checked, complete only sections I and VI and submit the form.)

|                                   |                                      |                               |
|-----------------------------------|--------------------------------------|-------------------------------|
| Municipality<br>Mille Lacs County | County<br>Mille Lacs                 | Telephone No.<br>320.983.8205 |
| Address<br>635 2nd St             | City, State, ZIP<br>Milaca, MN 56353 |                               |
| Email                             |                                      |                               |

### II. Building Construction Permits

| TYPE OF PERMIT |                                             | Number of Permits | Number of Units | Valuation     |
|----------------|---------------------------------------------|-------------------|-----------------|---------------|
| 1.             | New Single-Family Dwelling                  | 72                | 72              | 15,721,800.00 |
| 2.             | New Multi-Family Dwelling                   | 0                 | 0               | 0.00          |
| 3.             | New Commercial / Industrial / Institutional | 6                 | N/A             | 114,000.00    |
| 4.             | Addition / Alteration                       | 75                | N/A             | 1,836,157.00  |
| 5.             | Other                                       | 257               | N/A             | 3,685,000.00  |

### III. Fee Revenue and Expenses Associated with Building Code Enforcement

| FEE REVENUE |                            |            | PERMIT, PLAN REVIEW & INSPECTION EXPENSES |                                |            |
|-------------|----------------------------|------------|-------------------------------------------|--------------------------------|------------|
| 6.          | Building Permits           | 125,119.00 | 10.                                       | Employee Salaries and Benefits | 187,242.00 |
| 7.          | Construction Plan Reviews  | 61,978.00  | 11.                                       | Travel – Vehicles              | 0.00       |
| 8.          | Other Construction Permits | 0.00       | 12.                                       | Office Space                   | 0.00       |
| 9.          | <b>TOTAL FEE REVENUE</b>   | 187,097.00 | 13.                                       | Supplies and Equipment         | 0.00       |
|             |                            |            | 14.                                       | Administrative Overhead        | 0.00       |
|             |                            |            | 15.                                       | <b>TOTAL EXPENSES</b>          | 187,242.00 |

### IV. Fee Revenue and Expenses Associated with Development

| FEE REVENUE |                          |           | EXPENSES |                       |           |
|-------------|--------------------------|-----------|----------|-----------------------|-----------|
| 16.         | Administrative           | 0.00      | 21.      | Administrative        | 16,302.00 |
| 17.         | Engineering              | 0.00      | 22.      | Engineering           | 0.00      |
| 18.         | Planning and Zoning      | 26,750.00 | 23.      | Planning and Zoning   | 62,980.00 |
| 19.         | Other:                   | 0.00      | 24.      | Other:                | 0.00      |
| 20.         | <b>TOTAL FEE REVENUE</b> | 26,750.00 | 25.      | <b>TOTAL EXPENSES</b> | 79,282.00 |

### V. Fee Revenue and Capital Expenditures Associated with Development-Related Infrastructure

| FEE REVENUE |                          |      |      | CAPITAL EXPENDITURES |                                   |      |
|-------------|--------------------------|------|------|----------------------|-----------------------------------|------|
| 26.         | Infrastructure           | 0.00 |      | 30.                  | Infrastructure                    | 0.00 |
|             |                          | Cash | Land |                      |                                   |      |
| 27.         | Park Dedication          | 0.00 | 0.00 | 31.                  | Park                              | 0.00 |
| 28.         | Other Fees:              | 0.00 |      | 32.                  | Other Expenditures:               | 0.00 |
| 29.         | <b>TOTAL FEE REVENUE</b> | 0.00 |      | 33.                  | <b>TOTAL CAPITAL EXPENDITURES</b> | 0.00 |

### VI. CERTIFICATION: I hereby certify the information contained herein to be an accurate representation of fees collected and expenses incurred.

|                                                                                     |                                                      |                               |                              |
|-------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------|------------------------------|
| Name/Title of Person Completing Form<br>Michele McPherson/Director of Land Services | Email address:<br>michele.mcpherson@millelacs.mn.gov | Telephone No.<br>320.983.8296 | Date:<br>3/2/2021 1:34:34 PM |
|-------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------|------------------------------|

**Requested Meeting Date:** 03/16/21

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

**Title of Item for Consideration:**

Information Only: February 2021 Jail Housing Report

**Consent Agenda**

- ☒ Approve/Deny Motion ☒ Information Only  
☐ Schedule Public Hearing\*

*\*provide sample notice that will run in paper*

**Regular Agenda – Estimate Time Needed:** \_\_\_\_\_ minutes

- ☐ Approve/Deny Motion ☐ Discussion Item  
☐ Direction Requested ☐ Hold Public Hearing\*  
☐ Presentation of Information

*\*provide copy of hearing notice that was published*

**Submitted by:**

Sheriff Don Lorge

**Department:**

Mille Lacs County Sheriff's Office

**Who will attend the meeting and be able to respond to questions? Give name and title:**

Sheriff Don Lorge

**Summary of Issue** (include previous Board or Committee actions and/or minutes, as well as applicable dates):

In February 2021 Mille Lacs county jail boarded prisoners for DOC for \$1,680.00 There was \$00.00 in pay to stay fees and \$1,491.95 in booking fees for a total of \$3,171.95 This months jail population varied between 33 and 48 inmates a day. Year to date out of county boarding fees collected is approximately \$4,900.00

**Alternatives/Options/Comments:**

**Recommended Action/Motion:**

Information Only.

**Financial Impact:**

Is there a cost associated with this request? ☐ Yes ☐ No

What is the total cost, including tax and shipping? \$ \_\_\_\_\_

Are funds available in the budget? ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

**Additional Information Attached:**

☐ Contract/Agreement

Approved by County Attorney's Office: ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

☐ Minutes of Relevant Meeting(s)

☐ Background Information (such as price quotes, etc.)

**Board action:** (for use by Recording Secretary)

☐ Approved ☐ Denied ☐ Tabled: \_\_\_\_\_

**Board Agenda Request Form**  
Board of County Commissioners

**Requested Meeting Date:** 03/16/21

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

|                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title of Item for Consideration:</b><br>Hold Mille Lacs County Sheriff's Office Drone Public Hearing                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Consent Agenda</b><br><input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Information Only<br><input type="checkbox"/> Schedule Public Hearing*<br><i>*provide sample notice that will run in paper</i>                                                                                                                                       | <b>Regular Agenda – Estimate Time Needed:</b> _____ minutes<br><input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Presentation of Information<br><i>*provide copy of hearing notice that was published</i> |
| <b>Submitted by:</b><br>Sheriff Don Lorge                                                                                                                                                                                                                                                                                                                          | <b>Department:</b><br>Mille Lacs County Sheriff's Office                                                                                                                                                                                                                                                                                                                           |
| <b>Who will attend the meeting and be able to respond to questions? Give name and title:</b><br>Sheriff Don Lorge Drone coordinator Bobby Cooper                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Summary of Issue</b> (include previous Board or Committee actions and/or minutes, as well as applicable dates):<br>Per Minnesota State Statute 626.19 sub 9 The Mille Lacs County Sheriff's Office is looking to have a public hearing to allow public comment in reference to the use of the unmanned aerial vehicle (Drone).                                  |                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Alternatives/Options/Comments:</b>                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Recommended Action/Motion:</b><br>Approve the open hearing for public comment to be held during the regular Board meeting on 03/16/2021                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Financial Impact:</b><br>Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>What is the total cost, including tax and shipping? \$ _____<br>Are funds available in the budget? <input type="checkbox"/> Yes <input type="checkbox"/> No   If no, please explain: _____                        |                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Additional Information Attached:</b><br><input type="checkbox"/> Contract/Agreement<br>Approved by County Attorney's Office: <input type="checkbox"/> Yes <input type="checkbox"/> No   If no, please explain: _____<br><input type="checkbox"/> Minutes of Relevant Meeting(s)<br><input type="checkbox"/> Background Information (such as price quotes, etc.) |                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Board action: (for use by Recording Secretary)</b><br><input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled: _____                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                    |

**Requested Meeting Date:** 03/16/21

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

**Title of Item for Consideration:**

Consider the Jail Plumbing and Floor Repair

**Consent Agenda**

- ☐ Approve/Deny Motion ☐ Information Only  
☐ Schedule Public Hearing\*

\*provide sample notice that will run in paper

**Regular Agenda – Estimate Time Needed:** 10 minutes

- ☒ Approve/Deny Motion ☐ Discussion Item  
☐ Direction Requested ☐ Hold Public Hearing\*  
☐ Presentation of Information

\*provide copy of hearing notice that was published

**Submitted by:**

Noelan R. Lange

**Department:**

Maintenance

**Who will attend the meeting and be able to respond to questions? Give name and title:**

Noelan R. Lange, Facilities Operations Manager, Bradley Hunt, Jail Administrator

**Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates):**

The right shower bay in the west side restroom of Huber Unit has a shower head riser is leaking. While the shower is running, water leaks inside the wall from a crack in the riser. As the water fills the wall's block cavity, water seeps through the block onto the Huber Day Room floor.

In order to repair, the stainless steel panel (left shower bay) on the backside of the west shower bay faucet will need to be removed and hole hammered into the wall. The riser and valve will need to be replace. After repairs to the riser and valve, the wall will need to be closed up and the stainless steel panel welded back into place.

On the Huber Day Room side, the damaged tiles will need to be removed and the glue ground off the floor. Once the floor is cleaned, the new tile can be laid. While repairing the water damaged tiles, the remainder of the tiles should be replaced as they are 23 years old and showing signs of need for replacement.

The tiles around the G-Block showers in Med/Max need replacement as many of the tiles are letting go from the floor.

Completing the work at the same time will save the County about \$356.00.

**Alternatives/Options/Comments:**

None

**Recommended Action/Motion:**

Approve the repairs to be provided by St. Cloud Refrigeration and Floors By Beckers.

**Financial Impact:**

Is there a cost associated with this request? ☒ Yes ☐ No

What is the total cost, including tax and shipping? \$9,910.00

Are funds available in the budget? ☒ Yes ☐ No If no, please explain:

**Additional Information Attached:**

☐ Contract/Agreement

Approved by County Attorney's Office: ☐ Yes ☐ No If no, please explain:

☐ Minutes of Relevant Meeting(s)

☒ Background Information (such as price quotes, etc.)

**Board action: (for use by Recording Secretary)**

☐ Approved ☐ Denied ☐ Tabled:

Floors by Beckers

Prepared by Mike Beck

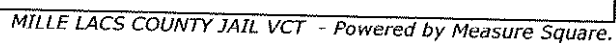
2/1/2021 1:34 PM

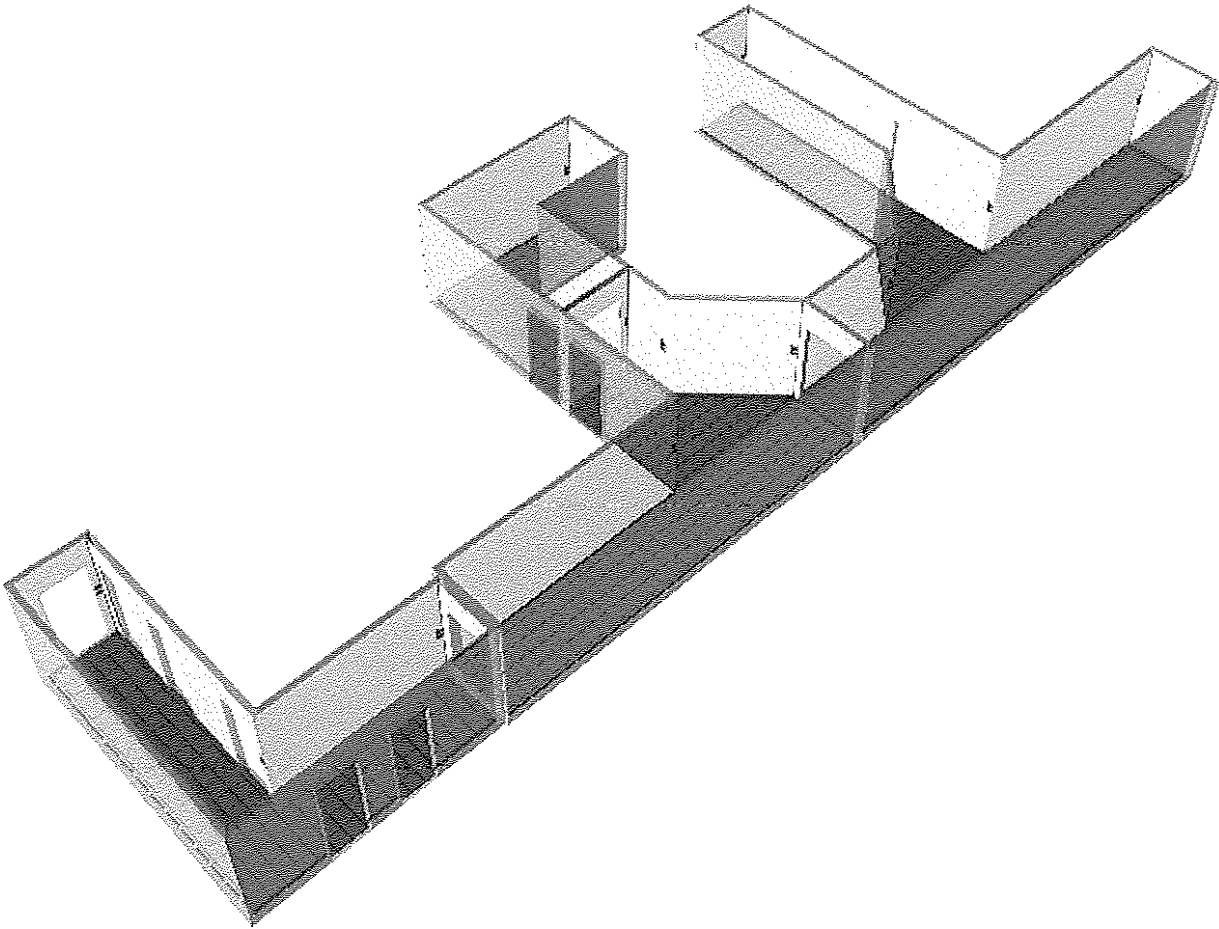
**Project Summary**

| Tab                           | #Rooms | #Stairs | Floor Area | Wall Area   | Base Peri | #Doors    | #Windows |
|-------------------------------|--------|---------|------------|-------------|-----------|-----------|----------|
| MILLE LACS COUNTY JAIL<br>VCT | 4      | 0       | 88.3652 SY | 299.8209 SY | 288'4"    | 14(42'7") | 0        |

| Item Description                                                                                                    | Usage                              | Linear Length | Net Area               | Seam Length | Waste* |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------|------------------------|-------------|--------|
|  VCT-1 G-Block 12" x 12" SF         | 152.00 SF (16.8889 SY)<br>(152PCs) |               | 142.58 SF (15.8422 SY) |             | 6.6%   |
|  VB-1 4" LF                         | 53.7 LF                            |               | 53.7 LF                |             | 0.0%   |
|  VCT-2 Insurance Claim 12" x 12" SF | 231.00 SF (25.6667 SY)<br>(231PCs) |               | 220.05 SF (24.4495 SY) |             | 5.0%   |
|  VB-2 4" LF                         | 69.8 LF                            |               | 69.8 LF                |             | 0.0%   |
|  VCT-3 Option Add On 12" x 12" SF   | 119.00 SF (13.2222 SY)<br>(119PCs) |               | 110.53 SF (12.2808 SY) |             | 7.7%   |
|  VB-3 4" LF                         | 44.9 LF                            |               | 44.9 LF                |             | 0.0%   |
|  VCT-4 Option Add On 12" x 12" SF   | 332.00 SF (36.8889 SY)<br>(332PCs) |               | 322.13 SF (35.7927 SY) |             | 3.1%   |
|  VB-4 4" LF                         | 119.9 LF                           |               | 119.9 LF               |             | 0.0%   |

\* For roll products, the waste is waste ratio; for others, the waste is waste addon.







2/24/2021

Mille Lacs County  
ATTN: Noelan Lange  
Milaca, MN

**CENTRAL /  
METRO DIVISION**

604 Lincoln Ave. NE  
St. Cloud, MN 56304  
toll free 800-827-1642  
office 320-251-6861  
fax 320-251-9390

**NORTHERN DIVISION**

7674 College Road, Ste 115  
Baxter, MN 56425  
office 218-828-4337  
fax 218-825-4966

**SOUTHERN DIVISION**

2625 Highway 14 West  
Rochester, MN 55901  
office 507-535-7954  
fax 507-424-1825

153 Chestnut St., Ste 300  
Mankato, MN 56001  
office 507-345-8425  
fax 507-387-3208

scr-mn.com

**Services**

REFRIGERATION  
HVAC  
SERVICE  
BUILDING AUTOMATION  
FOOD SERVICE

**RE: PROPOSAL FOR LEAK REPAIR AND NEW SHOWER  
FIXTURE**

PRICE INCLUDES:

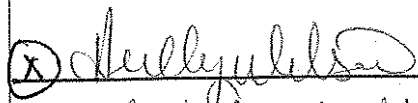
- A) Removal of Stainless Steel Wall Panel
- B) Repair Water Leak on Shower Riser
- C) Replace Shower Valve, Trim and Head
- D) Reinstall Stainless Steel Panel
- E) Copper Pipe and Fittings
- F) Installation Labor

**Total Price: \$3,810**

Thank you for the opportunity to quote this project for you. If you have any questions please feel free to contact me. The office number is (218) 828-4337

\_\_\_\_\_  
Keith Kraska      Date

\_\_\_\_\_  
Noelan Lange      Date

  
Asst. County Administrator

Date 3/16/21





# PROPOSAL

## MILLE LACS COUNTY JAIL INSURANCE AREA

Page 1

Project name MILLE LACS COUNTY JAIL INSURANCE AREA

Notes INSURANCE CLAIM AREA

DOES NOT INCLUDE TAKING UP DEMO/ LETTING AREA DRY AND  
COMING BACK  
EXCLUDES WAXING THE FINISHED FLOOR  
STANDARD VCT (ARMSTRONG STANDARD EXCELONG IMPERIAL  
TEXTURE) COLOR IS TBD  
INCLUDES 4 " COVED BASE COLOR TBD  
INCLUDES DEMO, TAKE AWAY OF EXISTING MATERIALS, SCRAPE  
EXISTING ADHESIVE AND SKIM COAT FLOOR

② *Amueller*  
Assistant County Administrator

Date 3/16/21

Floors By Beckers ~ 805 First St. NW ~ New Brighton, MN 55112

Phone 651-308-6487 Fax 651-636-8753

amueller@floorsbybeckers.com



# PROPOSAL

## MILLE LACS COUNTY JAIL INSURANCE AREA

Page 2

| Item                   | Description                               | Takeoff Qty |
|------------------------|-------------------------------------------|-------------|
| <b>096000</b>          | <b>FLOORING</b>                           |             |
| <b>096100</b>          | <b>FLOOR PREP</b>                         |             |
| 1                      | SKIM COAT                                 | 231.00 sf   |
| 2                      | Sand Floor                                | 231.00 sf   |
| 3                      | Grind Away Existing Adhesive              | 231.00 sf   |
| 14                     | Take-up, Disposal, Haul Away              | 231.00 sf   |
| 2032                   | SCHONOX SL FEATHER FINISH 10 LB           | 2.00 ea     |
| <b>096500</b>          | <b>RESILIENT FLOORING</b>                 |             |
| <b>096513</b>          | <b>RESILIENT BASE AND ACCESSORIES</b>     |             |
| 1                      | Install 4" Base                           | 70.00 lf    |
| 2602                   | FURNISH BASE                              | 120.00 lf   |
| <b>096519</b>          | <b>RESILIENT TILE FLOORING</b>            |             |
| 1                      | Install 12" x 12" x 1/8" VCT              | 231.00 sf   |
| 2001                   | Furnish VCT                               | 270.00 sf   |
| <b>096599</b>          | <b>RESILIENT ADHESIVES &amp; SUNDRIES</b> |             |
| n COVERED<br>BASE ADH. | 30 OZ. TUBE OF COVERED BASE ADH.          | 1.00 ea     |
| n HENRY 430<br>4G      | HENRY 430 4GAL CLEAR VCT ADHESIVE         | 1.00 ea     |

We agree to do the above estimated work for the price of \$1,884



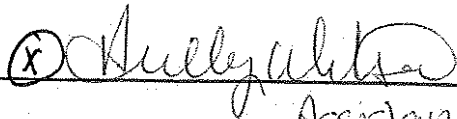
# PROPOSAL

## MILLE LACS COUNTY JAIL G-BLOCK

Page 1

Project name MILLE LACS COUNTY JAIL G-BLOCK

Notes  
G BLOCK IS FIGURED FOR 1 (8) HOUR DAY/ TRIP  
DOES NOT INCLUDE TAKING UP DEMO/ LETTING AREA DRY AND  
COMING BACK  
EXCLUDES WAXING THE FINISHED FLOOR  
STANDARD VCT (ARMSTRONG STANDARD EXCELONG IMPERIAL  
TEXTURE) COLOR IS TBD  
INCLUDES 4 " COVED BASE COLOR TBD  
INCLUDES DEMO, TAKE AWAY OF EXISTING MATERIALS, SCRAPE  
EXISTING ADHESIVE AND SKIM COAT FLOOR



Assistant County Administrator

Date 3/16/21



# PROPOSAL

## MILLE LACS COUNTY JAIL G-BLOCK

Page 2

| Item          | Description                               | Takeoff Qty |
|---------------|-------------------------------------------|-------------|
| <b>096000</b> | <b>FLOORING</b>                           |             |
| <b>096100</b> | <b>FLOOR PREP</b>                         |             |
| 1             | SKIM COAT                                 | 152.00 sf   |
| 2             | Sand Floor                                | 152.00 sf   |
| 3             | Grind Away Existing Adhesive              | 152.00 sf   |
| 14            | Take-up, Disposal, Haul Away              | 152.00 sf   |
| 2032          | SCHONOX SL FEATHER FINISH 10 LB           | 2.00 ea     |
| <b>096500</b> | <b>RESILIENT FLOORING</b>                 |             |
| <b>096519</b> | <b>RESILIENT TILE FLOORING</b>            |             |
| 1             | Install 12" x 12" x 1/8" VCT              | 152.00 sf   |
| 2001          | Furnish VCT                               | 180.00 sf   |
| <b>096599</b> | <b>RESILIENT ADHESIVES &amp; SUNDRIES</b> |             |
| n COVERED     | 30 OZ. TUBE OF COVERED BASE ADH.          | 1.00 ea     |
| n BASE ADH.   |                                           |             |
| n HENRY 430   | HENRY 430 4GAL CLEAR VCT ADHESIVE         | 1.00 ea     |
| n 4G          |                                           |             |

We agree to do the above estimated work for the price of \$1,136



# PROPOSAL

## MILLE LACS COUNTY JAIL OPTION AREA

Page 1

Project name MILLE LACS COUNTY JAIL OPTION AREA

Notes OPTION ADD ON

DOES NOT INCLUDE TAKING UP DEMO/ LETTING AREA DRY AND  
COMING BACK  
EXCLUDES WAXING THE FINISHED FLOOR  
STANDARD VCT (ARMSTRONG STANDARD EXCELONG IMPERIAL  
TEXTURE) COLOR IS TBD  
INCLUDES 4 " COVED BASE COLOR TBD  
INCLUDES DEMO, TAKE AWAY OF EXISTING MATERIALS, SCRAPE  
EXISTING ADHESIVE AND SKIM COAT FLOOR

⑧ *Amueller*

Assistant County Administrator

Date 3/16/21



# PROPOSAL

## MILLE LACS COUNTY JAIL OPTION AREA

Page 2

| Item                 | Description                               | Takeoff Qty |
|----------------------|-------------------------------------------|-------------|
| <b>096000</b>        | <b>FLOORING</b>                           |             |
| <b>096100</b>        | <b>FLOOR PREP</b>                         |             |
| 1                    | SKIM COAT                                 | 451.00 sf   |
| 2                    | Sand Floor                                | 451.00 sf   |
| 3                    | Grind Away Existing Adhesive              | 451.00 sf   |
| 14                   | Take-up, Disposal, Haul Away              | 451.00 sf   |
| 2032                 | SCHONOX SL FEATHER FINISH 10 LB           | 2.00 ea     |
| <b>096500</b>        | <b>RESILIENT FLOORING</b>                 |             |
| <b>096513</b>        | <b>RESILIENT BASE AND ACCESSORIES</b>     |             |
| 1                    | Install 4" Base                           | 165.00 lf   |
| 2602                 | FURNISH BASE                              | 120.00 lf   |
| <b>096519</b>        | <b>RESILIENT TILE FLOORING</b>            |             |
| 1                    | Install 12" x 12" x 1/8" VCT              | 451.00 sf   |
| 2001                 | Furnish VCT                               | 495.00 sf   |
| <b>096599</b>        | <b>RESILIENT ADHESIVES &amp; SUNDRIES</b> |             |
| n COVED<br>BASE ADH. | 30 OZ. TUBE OF COVED BASE ADH.            | 3.00 ea     |
| n HENRY 430<br>4G    | HENRY 430 4GAL CLEAR VCT ADHESIVE         | 1.00 ea     |

We agree to do the above estimated work for the price of \$3,436

**Requested Meeting Date:** 03/16/21

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

**Title of Item for Consideration:**

Consider 2021 Quality Power Solutions Maintenance Agreement and Battery Replacement Proposal

**Consent Agenda**

☐ Approve/Deny Motion ☐ Information Only

☐ Schedule Public Hearing\*

\*provide sample notice that will run in paper

**Regular Agenda – Estimate Time Needed:** 10 minutes

☒ Approve/Deny Motion

☐ Discussion Item

☐ Direction Requested

☐ Hold Public Hearing\*

☐ Presentation of Information

\*provide copy of hearing notice that was published

**Submitted by:**

Noelan R. Lange

**Department:**

ASO

**Who will attend the meeting and be able to respond to questions? Give name and title:**

Noelan Lange, Facilities Operations Manager

**Summary of Issue** (include previous Board or Committee actions and/or minutes, as well as applicable dates):

Each year preventative maintenance is done to ensure proper operation of the Historic Courthouse UPS system (Uninterruptible Power Supply). The UPS provides power during a loss of off-site power before the generator takes over or if the generator fails to start.

Currently, the batteries in the UPS have reached EOL (End of Life) which occurs at 5 years old. The batteries are at 5.5 years old, so they need to be replaced to prevent a failure.

**Alternatives/Options/Comments:**

Three proposals in total were collected.

**Recommended Action/Motion:**

Approve the 2021 Quality Power Solutions Maintenance Agreement at the cost of \$1460.00 and HCH UPS Battery replacement at the cost of \$1020.00.

**Financial Impact:**

Is there a cost associated with this request? ☒ Yes ☐ No

What is the total cost, including tax and shipping? \$2,480.00

Are funds available in the budget? ☒ Yes ☐ No If no, please explain:

**Additional Information Attached:**

☒ Contract/Agreement

Approved by County Attorney's Office: ☒ Yes ☐ No If no, please explain:

☐ Minutes of Relevant Meeting(s)

☒ Background Information (such as price quotes, etc.)

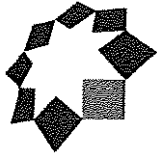
Quotes from Vendors

**Board action:** (for use by Recording Secretary)

☐ Approved

☐ Denied

☐ Tabled:



**Quality Power Solutions**  
Empowering your success. Always.

Quote #29865211

March 3<sup>rd</sup>, 2021

Noelan Lange  
Mille Lacs County Courthouse/Jail  
635 2<sup>nd</sup> St SE  
Milaca, MN 56353

Dear Noelan:

We appreciate your interest in Quality Power Solutions (QPS) products and services. We are pleased to provide you with a battery replacement proposal.

NOTE: Bad batteries can adversely affect the performance of your UPS system. If batteries are not replaced, electrical failures and shorts may back feed into the electronic components within your UPS system.

### **Scope of Work**

QPS will supply, install and test (30) replacement batteries in a customer owned PW9170 12kVA UPS SN:EY144T0001. Battery replacement services will include:

- Bringing System Safely Off Line (bypass)
- Full Replacement of Existing Battery String
- Verify charging system is functioning properly
- Measure battery string float voltage/current
- NOTE: Should OEM be required for system calibration due to proprietary software- additional charges may apply and be the responsibility of customer. Direct contact with OEM may be required.

### **Completion Criteria**

Quality Power Solutions will have fulfilled its obligation under this proposal when either of the following first occurs:

- Quality Power Solutions completes the tasks listed under Scope of Services and furnishes all deliverable materials to customer.
- Customer and Quality Power Solutions mutually agree to terminate the project.



## Charges

The charges stated here do not include shipping or applicable Federal, State or Local taxes. The fixed price for services as described in the Scope of Services is as follows:

*This proposal remains valid for 30 days from date of proposal.*

☒ **5x8 Batteries, Installation & Test** ..... **\$1,020.00\*\***  
(Battery replacement to take place during annual PM or additional trip charges may apply)

|                      |            |         |      |
|----------------------|------------|---------|------|
|                      |            | HCH UPS |      |
| Authorized Signature | Print Name | PO #    | Date |

*\*Signature authorizes Quality Power Solutions to place order. Purchase Order to follow.*

**\*\*This proposal is proprietary information and is not to be distributed; either via phone, fax, electronic transmission, or verbal conversation without the express written permission of Quality Power Solutions.**

### **Disclaimer:**

***QPS cannot accept responsibility for service trips or occurrences if a battery replacement is not performed as recommended (if determined to be battery related). Service work or battery replacement by non-qualified QPS service could potentially nullify your maintenance contract.***

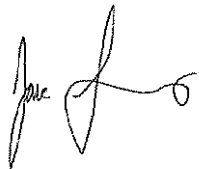
### **Authorization Information:**

Please fax, mail or email your authorization to:

**Quality Power Solutions  
5718 Manufacturers Dr  
Madison WI 53704  
Fax: (608)661-9915  
Email: [jsanchez@qpsolutions.net](mailto:jsanchez@qpsolutions.net)**

We look forward to serving you.

Sincerely,



Jose Sanchez  
Account Manager  
Quality Power Solutions

## **Quality Power Solutions Terms and Conditions**

### **Acceptance - All Proposals**

*This proposal and any other order resulting directly or indirectly herefrom is expressly conditioned upon acceptance of all terms and conditions stated herein, notwithstanding the fact that the buyer's order, or the contract presented by the Buyer, may contain additional or inconsistent terms and conditions. In the event of any conflict, the terms and conditions contained herein shall prevail.*

### **Equipment/Product**

**Modification, Termination, Cancellation, Hold, or Amendment:** Any proposed modification, termination, cancellation, hold or amendment of any order shall be transmitted to the Seller in writing. Buyer shall pay the reasonable cost of work performed up until such time as notice of termination or cancellation is received. Including, but not limited to labor, shipping, restocking fees, material cost, etc. In the event of a modification, amendment, or hold which necessitates the providing of additional goods or services by the Seller, and/or which affects the previously estimated delivery date, the Buyer will be advised of the additional costs of the same and/or any changes to the estimated delivery date, which may result there from. If shipment of any goods or services is delayed at the request of the Buyer, all goods held by the Seller, shall be at the risk and expense of the Buyer.

**Payment Terms and Conditions:** Invoicing will occur upon product shipment.

Payment Terms are 15 days from date of invoice unless otherwise stated.

A 1.5% (18.0% APR) late charge will be assessed on payments not received within the payment terms.

### **Equipment Services and Engineered Services**

**Modification, Termination, Cancellation, Hold, or Amendment:** Any proposed modification, termination, cancellation, hold or amendment of any order shall be transmitted to the Seller in writing 30 days prior. Buyer shall pay the reasonable cost up until such time as notice of termination or cancellation is received. Upon receiving written notice, Quality Power Solutions, will refund the prorated amount based on the number of months remaining in the current term of this agreement. If cancellation precedes the contract start date, the Buyer will pay no less than one (1) month of the contract cost. If Preventative Maintenance Inspections (PMI's) have been performed, the customer shall not be entitled to any refund of the annual sum paid.

**Payment Terms and Conditions:** Invoicing will occur upon completion of the scope of work.

Payment Terms are 15 days from date of invoice unless otherwise stated.

A 1.5% (18.0% APR) late charge will be assessed on payments not received within the payment terms.

### **Maintenance Agreements**

**Payment Terms and Conditions:** Invoicing will occur upon acceptance of the proposal.

Payment must be received prior to or on the start date of the maintenance agreement invoice unless otherwise stated.

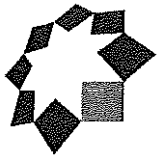
A 1.5% (18.0% APR) late charge will be assessed on payments not received within the payment terms.

### **PM/Service**

**Payment Terms and Conditions:** Invoicing will occur upon completion of the scope of work.

Payment Terms are 15 days from date of invoice unless otherwise stated.

A 1.5% (18.0% APR) late charge will be assessed on payments not received within the payment terms.



Quality Power Solutions  
Empowering your success. Always.

Quote #29865212

March 3<sup>rd</sup>, 2021

Noelan Lange  
Mille Lacs County Courthouse/Jail  
635 2<sup>nd</sup> St SE  
Milaca, MN 56353

Dear Noelan:

We appreciate your interest in Quality Power Solutions products and services. The following Proposal is based on our discussion and understanding of your requirements. Quality Power Solutions is pleased to quote prices and terms for a Maintenance Agreement on the equipment listed under the "Equipment Information" Section of this proposal.

### Scope of Work

This Maintenance Agreement provides **7 days a week, 24 hours a day** unlimited remedial emergency service and **one (1) (5x8)** Preventative Maintenance Inspections (PMI's) per year on the UPS & Battery System.

During a PMI, which is to be scheduled at your convenience, the equipment will be inspected, tested, evaluated, and calibrated. Upon completion, a written checklist and equipment condition report will be provided to the responsible site supervisor.

This Maintenance Agreement *includes* all travel, parts, and labor charges associated with both the PMI and remedial service calls. However, if you experience battery failure, Quality Power Solutions will submit a battery replacement proposal for your consideration. Battery replacement and labor is not covered under this contract.

NOTE: OEM may be required for calibration or repair at no charge to customer due to proprietary software that may be contained within system or systems components. Direct contact with OEM may also be required. In the event OEM invoices customer, Quality Power Solutions will provide reimbursement by providing credit to account.

NOTE: ALL UPS's over 15 years of age are considered EOSL (End of Service Life). Repairs will be at a best attempt with no guarantees, based on age of UPS and availability of parts.

Unless otherwise specified in the "Services Pricing" Section of this proposal, the fee for service under this Agreement *does not include*:

- A. Service required as a result of accident, abuse, misuse, fire, water, acts of God or any other unnatural cause, failure to follow user maintenance and operating instructions and failure of interconnected equipment not maintained by Quality Power Solutions or work performed by others on the equipment, including, but *not limited to* replacement of UPS batteries.



## Charges

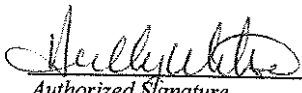
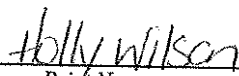
### Annual Cost Structure

The charges stated here do not include applicable Federal, State or Local taxes. The fixed price for services as described in the Scope of Services is as follows:

*This proposal remains valid for 30 days from date of proposal*

☒ **One (1) Year of Full Service 5x8 UPS/Battery Maintenance..... \$1,460.00\*\***  
(Payment to be made in full prior to coverage)

☐ **Annual 5x8 UPS/Battery Maintenance..... \$750.00\*\***  
(Annual PM only. Emergency response will be at T&M)

|                                                                                   |                                                                                   |         |         |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------|---------|
|  |  | HCH UPS | 3/16/21 |
| Authorized Signature                                                              | Print Name                                                                        | PO #    | Date    |

*\*Signature authorizes Quality Power Solutions to place order. Purchase Order to follow*

**\*\*This proposal is proprietary information and is not to be distributed; either via phone, fax electronic transmission, or verbal conversation without the express written permission of Quality Power Solutions.**



- B. Relocation of equipment, change in setup or original features and/or functions, or any major overhauls.

## **Equipment Acceptance**

If the equipment listed in the Equipment Information has not been under Quality Power Solutions full service maintenance coverage, upon Subscriber signing this Agreement, Quality Power Solutions will schedule a Preventative Maintenance Inspection (PMI) of the equipment, which includes a functionality test. If any parts or components are found to be defective or marginal, their replacement costs will be the responsibility of the Subscriber. Thereafter, Quality Power Solutions will assume the liability of all parts or components, except batteries, that need replacement.

## **Cancellation Policy**

This Maintenance agreement may be canceled at anytime by giving Quality Power Solutions 30 day written notice. Upon receiving written notice Quality Power Solutions will refund the prorated amount based on the number of months remaining in the current term of this agreement. If any Preventative Maintenance Inspections (PMI's) have been performed, the customer shall not be entitled to a refund of the annual sum paid.

## **Deliverable Materials**

After each Preventative Maintenance Inspection (PMI), Quality Power Solutions will provide a completed field service report indicating the condition of the equipment, and any recommended corrective action.

## **Equipment Information**

**Effective dates:** Start: TBD End: TBD

**Equipment Location:**  
*(If different than proposal address)*

**Equipment on site:**  
Manufacturer: Powerware  
Model number: 9170  
Serial number: EY144T0001  
Battery information: (30) Batteries



**Board Agenda Request Form**  
Board of County Commissioners

**Requested Meeting Date:** 03/16/21

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

**Title of Item for Consideration:**

Consider Resolution No. 03-16-2021-02, Planning Boundary Establishment for 1W1P Programs for the Mississippi River Sartell and Mississippi River St. Cloud Watersheds

**Consent Agenda**

☐ Approve/Deny Motion ☐ Information Only  
☐ Schedule Public Hearing\*

\*provide sample notice that will run in paper

**Regular Agenda – Estimate Time Needed:** 3 minutes

☒ Approve/Deny Motion ☐ Discussion Item  
☐ Direction Requested ☐ Hold Public Hearing\*  
☐ Presentation of Information

\*provide copy of hearing notice that was published

**Submitted by:**

Chris Berg

**Department:**

Environmental Resources

**Who will attend the meeting and be able to respond to questions? Give name and title:**

Chris Berg, Environmental Resources Director/Land Commissioner

**Summary of Issue** (include previous Board or Committee actions and/or minutes, as well as applicable dates):

On February 18, 2021, stakeholders in the Mississippi Sartell Watershed met to discuss planning boundaries for the 1W1P process for that watershed. They determined that splitting the watershed into two areas would make the work more manageable. While not required to participate due to the small land area in Mille Lacs County, the stakeholders are encouraging Mille Lacs County to support the resolution to approve the boundary establishment.

This resolution is an invitation to respond to the establishment of the watershed planning boundaries.

**Alternatives/Options/Comments:**

Deny Resolution No. 03-16-2021-02

**Recommended Action/Motion:**

Adopt Resolution No. 03-16-2021-02

**Financial Impact:**

Is there a cost associated with this request? ☐ Yes ☒ No

What is the total cost, including tax and shipping? \$ \_\_\_\_\_

Are funds available in the budget? ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

**Additional Information Attached:**

☐ Contract/Agreement

Approved by County Attorney's Office: ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

☐ Minutes of Relevant Meeting(s)

☒ Background Information (such as price quotes, etc.)

Resolution No. 03-16-2021-02, Exhibit A: BWSR 1W1P Boundary Map, Exhibit B: 1W1P Planning Boundaries, 2/18/21 Meeting Agenda and Notes

**Board action:** (for use by Recording Secretary)

☐ Approved ☐ Denied ☐ Tabled:

**Board of County Commissioners  
Mille Lacs County, Minnesota**

**Resolution No.: 03-16-2021-02**

**PLANNING BOUNDARY ESTABLISHMENT FOR ONE WATERSHED, ONE PLAN  
PROGRAMS FOR THE MISSISSIPPI RIVER SARTELL AND MISSISSIPPI RIVER ST.  
CLOUD WATERSHEDS**

**WHEREAS**, integrated comprehensive watershed planning is a benefit for our water resources; and

**WHEREAS**, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

**WHEREAS**, the counties, Soil and Water Conservation Districts, and Watershed Districts (hereafter "Local Government Units") within the Mississippi River Sartell / St Cloud Major Watersheds, as delineated in the attached One Watershed, One Plan Suggested Boundary Map (Exhibit A, #11), have interest in developing a coordinated, major watershed-scale implementation framework for this area; and

**WHEREAS**, the Minnesota Board of Soil and Water Resources has developed policies related to "Boundary Establishment and Adjustment Procedures (Operating Procedures Document Version 2.0, section B.1.a.ii) which specify the process to adjust One Watershed, One Plan planning boundaries; and

**WHEREAS**, the staff from the noted Local Governmental Units have shared their board and supervisor's opinions for a desired planning boundary for future One Watershed, One Plan projects during a February 18<sup>th</sup> 2021 meeting; and

**WHEREAS**, the Local Governmental Units are in agreement that a split between the Mississippi River Sartell and Mississippi River St Cloud watersheds for One Watershed, One Plan planning boundaries was consistent with precedent 8-digit Hydrologic Unit Code boundaries utilized by watershed-based programs overseen by the Minnesota Pollution Control Agency (Intensive Watershed Monitoring, Watershed Restoration and Protection Strategies) and best reflected the intent of the One Watershed, One Plan program from a local perspective;

**NOW, THEREFORE, BE IT RESOLVED**, the Local Governmental Units included within the BWSR Suggested Boundaries Map #11 watershed support the splitting of this planning boundary into two separate planning boundaries (Exhibit B) named the Mississippi River Sartell (8-digit HUC #07010201) and the Mississippi River St. Cloud (8-digit HUC #07010203) for future One Watershed, One Plan related programs.

**BE IT FURTHER RESOLVED**, that Mille Lacs County, specifically, agrees to this adjustment in the planning boundary and supports future One Watershed, One Plan programs within these boundaries.

Adopted this 16<sup>th</sup> day of March, 2021.

\_\_\_\_\_  
Genny Reynolds  
County Board Vice Chairperson

\_\_\_\_\_  
Holly Wilson  
Assistant County Administrator

The foregoing resolution was introduced by County Board Member \_\_\_\_\_ and  
duly seconded by County Board Member \_\_\_\_\_.

The following voted in favor of the Resolution:

The following voted against the Resolution:

The following were absent:

---

#### CERTIFICATION

**State of Minnesota**  
**County of Mille Lacs**

I do hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the County of Mille Lacs at a duly authorized meeting thereof held the 16<sup>th</sup> day of March, 2021.

\_\_\_\_\_  
Holly Wilson  
Assistant County Administrator

# Exhibit A: BWSR One Watershed, One Plan Suggested Boundary Map

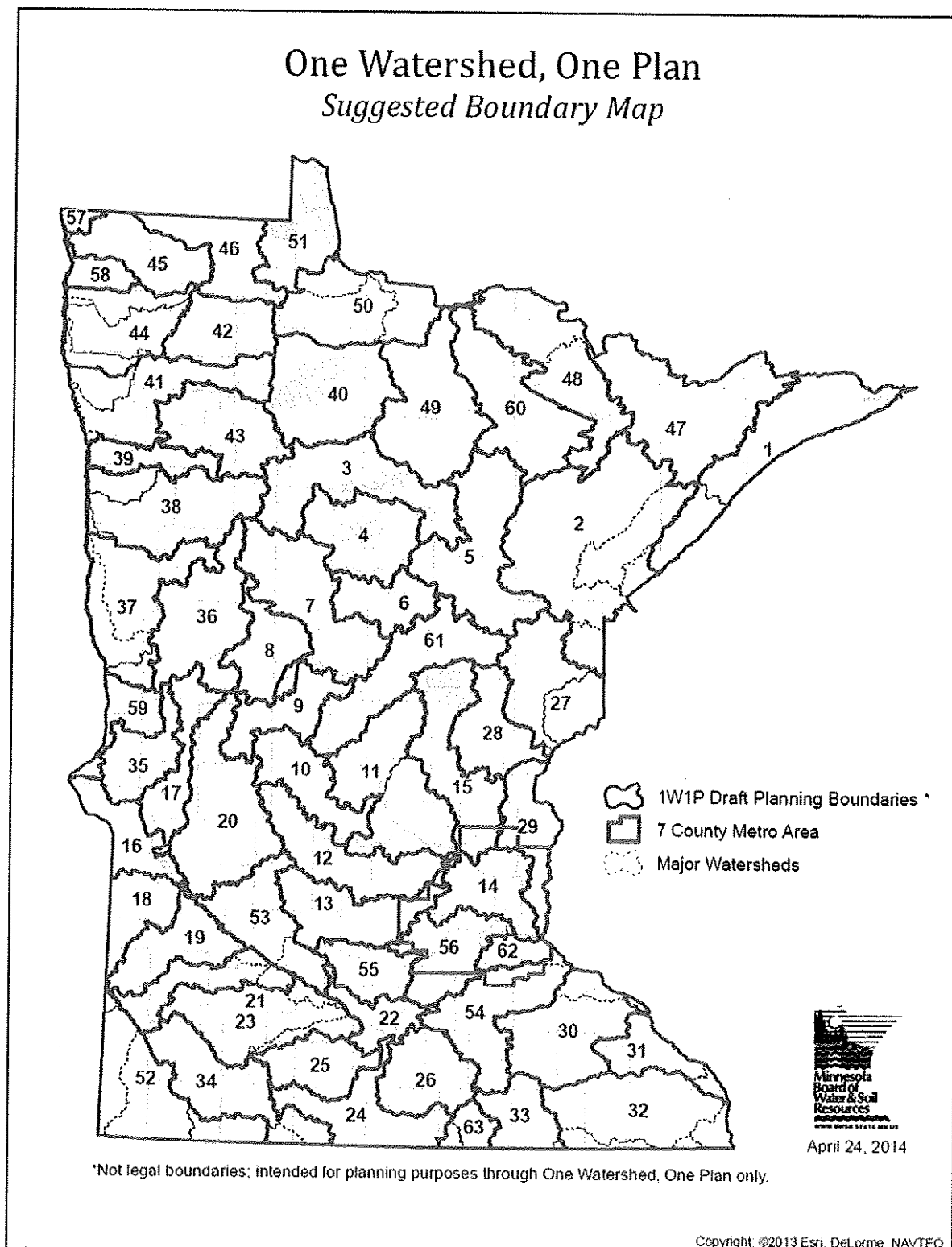
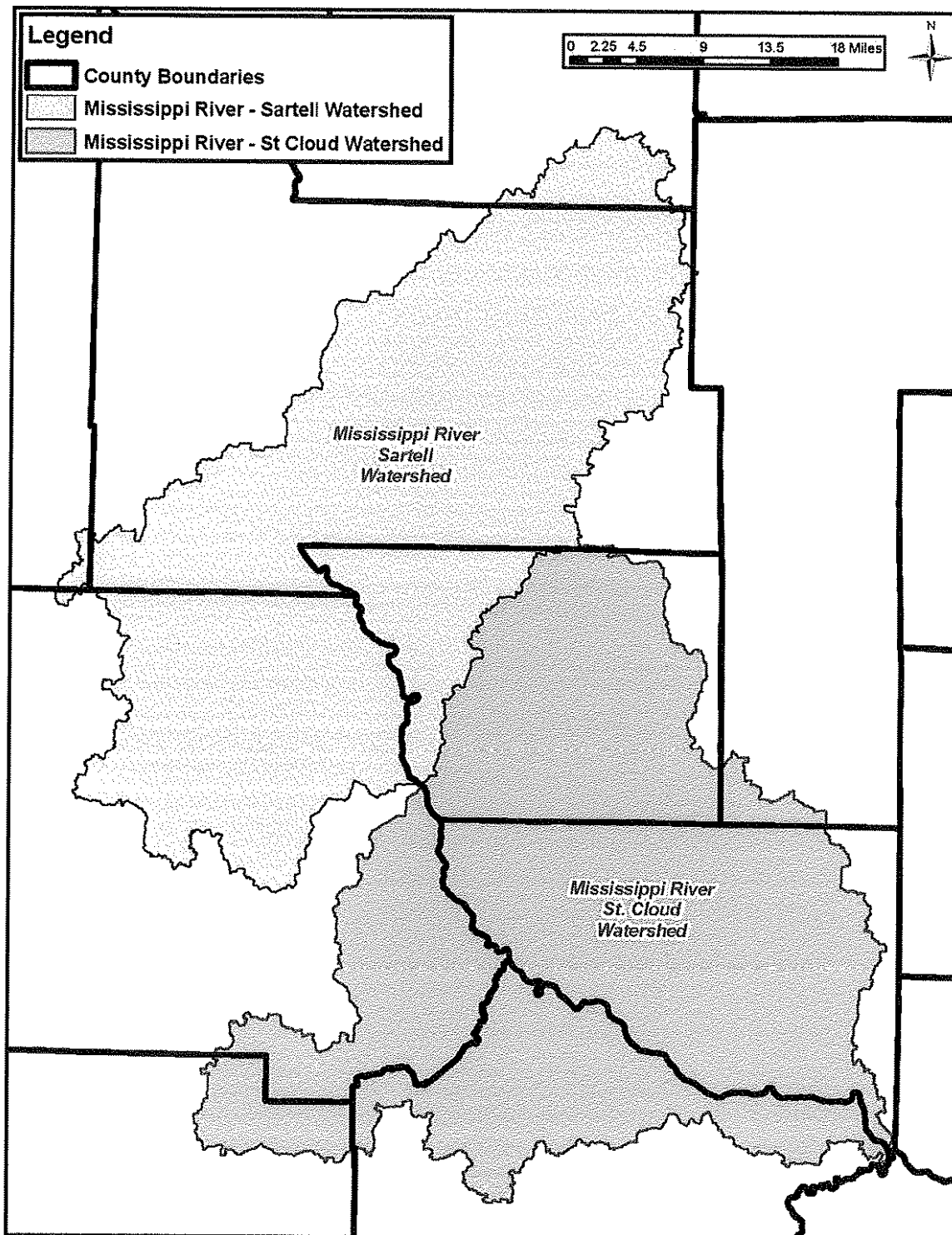


**Exhibit B: Aforementioned Parties Consensus on One Watershed, One Plan  
Planning Boundaries**



## Mississippi River Sartell and St Cloud Watersheds

### One Watershed, One Plan Discussion Meeting

February 18, 2021 1pm-3pm

Held virtually using Zoom videoconference platform

Invited: Benton County & SWCD, Clearwater River Watershed District, Crow Wing County & SWCD, Meeker County & SWCD, Morrison County & SWCD, Mille Lacs County & SWCD, Sherburne County & SWCD, Stearns County & SWCD, Todd County & SWCD, Wright County & SWCD, BWSR, MPCA

Participants: Chuck Rau (Benton SWCD), Gerry Maciej (Benton SWCD), Roxanne Achman (Benton County), Brad Wozney (BWSR), Jason Weinerman (BWSR), Steve Christopher (BWSR), Rebecca Carlson (CRWD), Joe Norman (Meeker SWCD), Dilan Christiansen (Mille Lacs County), Harmony Maslowski (Mille Lacs SWCD), Lance Chisholm (Morrison SWCD), Phil Votruba (MPCA), Dan Cibulka (Sherburne SWCD), Francine Larson (Sherburne SWCD), Lynn Waytashek and Zach Guttormson (Sherburne County), Cole Loewen (Stearns County), Deja Anton (Todd SWCD), Dennis Fuchs (Stearns SWCD), Luke Johnson and Alicia O' Hare (Wright SWCD)

Facilitator: Jason Weinerman

Note taker: Dan Cibulka

### Agenda and Meeting Notes

#### 1) Welcome and Introductions

##### a. Goals of meeting

- i. Reach consensus amongst partners on planning boundary for future 1w1p(s).
- ii. Determine rough timeframe for pursuing 1w1p(s).

#### 2) Round Robin Discussion

##### a. Share activities or involvement in watershed-based projects since we last met.

Each partner shared their experiences with watershed based projects, primarily commenting on previous experience with other 1w1p projects. Each person who spoke had familiarity with 1w1p, and has had their LGU participate in at least one project. The level of individual experience varied from some folks being quite active in a project or several projects to some being on the sidelines during projects.

Zach Guttormson shared his involvement with Rum River 1w1p

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Harmony Maslowski shared her involvement in the Rum River 1w1p and Snake River 1w1p processes, including advisory committee and website / note taking roles

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Deja Anton shared Todd SWCD has been involved in the Red Eye, Sauk River and Long Prairie 1w1p projects

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Alicia O Hare shared her involvement in the North Fork Crow 1w1p

Brad Wozney shared his involvement in the North Fork Crow, Pomme De Tare, Sauk River and Long Prairie 1w1p

Dan Cibulka shared his involvement in the Rum River 1w1p

Francine Larson shared her involvement in the Rum River 1w1p

- b. Share staff and board opinions and local conversations regarding planning boundaries for a potential Mississippi River Sartell and/or St Cloud 1w1p project.
  - i. Watershed boundaries considered:
    - 1. Sartell & St Cloud together
    - 2. Sartell & St Cloud separated
    - 3. Others?

Lance shared that Morrison SWCD's does not have an opinion on the Sartell / St. Cloud boundary. Is having conversations with Mississippi River Brainerd – primary concern would be that Brainerd and Sartell not run concurrently.

Luke Johnson met with his board – staff and board prefers to split Sartell and St Cloud into separate boundaries, but is only a slight preference above maintaining the Sartell and St Cloud together, and would not be interested in a smaller watershed boundary. Rebecca Carlson spoke with her board, the board has consistently preferred a smaller boundary but also wants to go along with the majority and be a good partner.

Roxanne Achman responded that she is here to listen in – unsure on the level of involvement that Benton County would play.

Zach Guttormson responded that staff would be indifferent to Sartell and St Cloud being joined or split.

Dan Cibulka shared that the SWCD board had passed a motion to support either the Sartell and St Cloud combined boundary or to split the two into HUC 8 watersheds. A smaller boundary consideration was not supported.

Deja Anton shared that the Todd County portion is very small, they would likely defer to the choice of the majority

Gerry discussed an email that was sent to Jason regarding funding. Jason responded that the partnership has been historically aligned to receive \$1.25 million. BWSR is in

the process of readjusting funding formulas, new formula may incorporate groundwater somehow so there is not a set funding amount based upon a split. Jason shared some pros and cons regarding number of plans, number of implementation plans, planning effort. Gerry shared some historical context regarding a third proposal which was discussed with Sherburne County / SWCD. There is a preference to split the watershed three ways, with a 2<sup>nd</sup> preference to split between the Sartell and St Cloud.

Cole shared that staff from Stearns County preferred a combined Sartell and St Cloud watershed, but would consider a 4<sup>th</sup> option which would combine the Sartell and St Cloud watersheds but then split them by the Mississippi River.

Dennis Fuchs shared that staff and supervisors would prefer a combined larger watershed.

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Dilan Christianson shared that Mille Lacs has historically preferred a larger area, but since their portion of this watershed is so small they would defer to others.

Harmony Maslowski was in agreement with Dilan that the planning boundary impacted others more, so in being a good partner they would go along with what the majority decided.

More discussion occurred and 4 planning boundary options were presented in a Round Robin format which each participant asked to rank their preference or state if any option was a "deal breaker" for them. An Excel spreadsheet table was created to track responses and display the results to the full group. The table was shared on all screens and the full group was given the opportunity to change their responses on the table if desired. The response table is provided on the last page of this document.

Overall, the group seems to lean towards splitting the Sartell and St Cloud into two separate planning boundaries. Jason Weinerman asked if anyone was firmly opposed to this and there was no response. Jason also shared that the BWSR staff would need to approve the split between the Sartell and St Cloud. If the Sartell / St Cloud is to split, BWSR has a process for doing this. Before beginning with planning on these boundaries we need to notify BC and Supervisors. All members in Sartell and St Cloud watersheds must concur with the split boundary. The requirement would be notification from each partner board. The group can prepare this document while concurrently working on an RFP if aiming for a 2021 1w1p grant application. BWSR Board will meet on April 28<sup>th</sup>. BWSR staff will send LGU staff additional notes on how to navigate this procedurally.

- c. **Share any local discussions had regarding timing preferences for a 1w1p project.**
  - i. **Determine rough timeframe for pursuing 1w1p.**

Phil Votruba shared information about the MPCA WRAPS projects. Data has been collected for the St Cloud watershed and will be is-available and ready to be used soon.

The partners of the Sartell watershed have completed the its IWM and WRAPS/TMDL projects for IWM Cycle 1.

Another round robin occurred with attendees weighing in on when they would be ready to apply for a 1w1p project, given the agreed-upon planning boundaries (Sartell watershed and St Cloud watershed). This information is captured in the Excel spreadsheet table on the last page of this document. Overall, the participants in each watershed expressed preference for the St Cloud watershed to apply in 2021 for 1w1p grant funding and in the Sartell a 2022 application could be considered. Brad Wozney noted that for the 2021 RFP, only three plans will be selected and there are several groups preparing applications currently. So the 2021 application period could be competitive.

For the application, all partners in the planning boundary must pass a resolution indicating they are ready to go with the planning process. Preference indicated by Cole and Rebecca would be to take the formal Sartell-St Cloud split approval and a 1w1p application approval to their board at the same time.

Dan and Rebecca agreed to take the lead on developing the split paperwork for all parties and begin discussions on a St Cloud 2021 application. Follow up emails will be sent to the full group regarding the Sartell-St Cloud split boundary paperwork, and additional correspondence will be needed in the coming weeks regarding a St Cloud watershed 2021 1w1p application.

### **3) Q and A with State partners if necessary.**

BWSR and MPCA staff provided much information during the course of the call, no additional information was requested following the above discussions.

### **4) Recap discussions and determine next steps.**

- a. Was consensus reached on planning boundary?
  - i. If so, great!
  - ii. If not, what is needed to reach consensus and when will this happen?
  - iii. Are additional trainings or workshops needed to further understand the situation?
- b. Was a timeframe determined for pursuing a 1w1p application?
  - i. If so, set date for participants to discuss further steps towards application.
  - ii. If not, what is needed for determining a timeframe and when will this happen?

Participants expressed gratitude for the involvement of the full group and discussions. The goals of the meeting, 1) to reach consensus on 1w1p planning boundaries and 2) rough timeframe for potential 1w1p applications, were met. The next step for all LGUs will be to approve of the split

watershed boundaries with their respective boards. Next steps for the LGUs within the Mississippi River St Cloud watershed planning boundary will be to prepare for a 2021 1w1p application and seek board approvals for this. Next steps for LGUs within the Mississippi River Sartell watershed will be to begin discussions on a potential 1w1p application for the 2022 cycle.

| LGU                 | When would you like to start a 1w1p?                                      | Preferred Planning Boundary Ranked Choice* |                             |                                        |                                                  |               |
|---------------------|---------------------------------------------------------------------------|--------------------------------------------|-----------------------------|----------------------------------------|--------------------------------------------------|---------------|
|                     |                                                                           | Sartell & St Cloud Combined                | Sartell & St Cloud Separate | Sartell & St Cloud split by Miss River | Sartell & St Cloud combined, split by Miss River | No preference |
| Benton County       | As soon as possible, either watershed first                               |                                            |                             |                                        |                                                  |               |
| Benton SWCD         | As soon as possible, either watershed first                               | 3                                          | 2                           | 1                                      |                                                  |               |
| Clearwater River WD | As soon as possible, 2021 if possible                                     |                                            |                             |                                        |                                                  |               |
| Crow Wing County    | not present at meeting                                                    | 3                                          | 2                           | 1                                      |                                                  |               |
| Crow Wing SWCD      | not present at meeting                                                    |                                            |                             |                                        |                                                  |               |
| Meeker County       | not present at meeting                                                    |                                            |                             |                                        |                                                  |               |
| Meeker SWCD         | Flexible on timeline                                                      | 2                                          | 1                           |                                        |                                                  |               |
| Morrison County     | not present at meeting                                                    |                                            |                             |                                        |                                                  |               |
| Morrison SWCD       | Would like Sartell start with 2022 application, Brainerd applying in 2021 |                                            | 1                           |                                        | no                                               |               |
| Millie Lacs SWCD    | Flexible on timeline, whatever works best for group                       |                                            |                             |                                        |                                                  | X             |
| Millie Lacs County  | Flexible on timeline                                                      |                                            |                             |                                        |                                                  | X             |
| Sherburne County    | As soon as possible, 2021 or beyond                                       | 1                                          | 1                           | no                                     |                                                  |               |
| Sherburne SWCD      | As soon as possible, 2021 or beyond                                       | 2                                          | 1                           | no                                     |                                                  |               |
| Stearns SWCD        | Could apply in 2021, one at a time (Sartell maybe first)                  | 2                                          | 3                           |                                        | 1                                                |               |
| Stearns County      | Could apply in 2021, one at a time (Sartell maybe first)                  | 2                                          | (1) 2                       | no                                     | 2                                                |               |
| Todd County         | not present at meeting                                                    |                                            |                             |                                        |                                                  |               |
| Todd SWCD           |                                                                           |                                            |                             |                                        |                                                  |               |
| Wright County       | not present at meeting                                                    | 2                                          | 1                           |                                        |                                                  | X             |
| Wright SWCD         | As soon as possible, 2021 if possible                                     | 2                                          | 1                           | no                                     |                                                  |               |

\* Boundary preferences given a "1", "2", and "3" ranking if multiple preferences were shared with the group

**Requested Meeting Date:** 03/16/21

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

**Title of Item for Consideration:**

Consider Resolution No. 03-16-2021-03, Support a Mississippi River St. Cloud Major Watershed One Watershed, One Plan Project

**Consent Agenda**

- ☐ Approve/Deny Motion ☐ Information Only  
☐ Schedule Public Hearing\*

\*provide sample notice that will run in paper

**Regular Agenda – Estimate Time Needed:** 3 minutes

- ☒ Approve/Deny Motion ☐ Discussion Item  
☐ Direction Requested ☐ Hold Public Hearing\*  
☐ Presentation of Information

\*provide copy of hearing notice that was published

**Submitted by:**

Chris Berg

**Department:**

Environmental Resources

**Who will attend the meeting and be able to respond to questions? Give name and title:**

Chris Berg, Environmental Resources Director/Land Commissioner

**Summary of Issue** (include previous Board or Committee actions and/or minutes, as well as applicable dates):

On February 18, 2021, stakeholders in the Mississippi Sartell Watershed met to discuss planning boundaries for the 1W1P process for that watershed. They determined that splitting the watershed into two areas would make the work more manageable. Proposed boundaries were decided, and the Mississippi St. Cloud Watershed, the southern half of the Watershed is seeking to apply to BWSR for a planning grant. While not required to participate due to the small land area in Mille Lacs County, the stakeholders are encouraging Mille Lacs County to support the resolution for a Mississippi River St. Cloud Major Watershed One Watershed, One Plan Project.

This resolution is an invitation to respond to the proposed grant application for the planning project.

**Alternatives/Options/Comments:**

Deny Resolution No. 03-16-2021-03

**Recommended Action/Motion:**

Adopt Resolution No. 03-16-2021-03

**Financial Impact:**

Is there a cost associated with this request? ☐ Yes ☒ No

What is the total cost, including tax and shipping? \$

Are funds available in the budget? ☐ Yes ☐ No If no, please explain:

**Additional Information Attached:**

☐ Contract/Agreement

Approved by County Attorney's Office: ☐ Yes ☐ No If no, please explain:

☐ Minutes of Relevant Meeting(s)

☒ Background Information (such as price quotes, etc.)

Resolution No. 03-16-2021-03, Exhibit A: Mississippi River St. Cloud 1W1P Planning Boundaries, 2/18/21 Meeting Agenda and Notes

**Board action:** (for use by Recording Secretary)

☐ Approved ☐ Denied ☐ Tabled:

**Board of County Commissioners  
Mille Lacs County, Minnesota**

**Resolution No.: 03-16-2021-03**

**RESOLUTION TO SUPPORT A MISSISSIPPI RIVER ST. CLOUD MAJOR WATERSHED  
ONE WATERSHED, ONE PLAN PROJECT.**

**WHEREAS**, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

**WHEREAS**, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103D.401, Watershed Management Plan, authorizes Minnesota Watershed Districts to develop and implement a watershed management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and

**WHEREAS**, the counties, Soil and Water Conservation Districts, and Watershed Districts within the Mississippi River St. Cloud Planning Boundary, as delineated in Exhibit A, have interest in developing a comprehensive watershed management plan for this area; and

**WHEREAS**, the counties, Soil and Water Conservation Districts, and Watershed Districts within the Mississippi River St. Cloud Planning Boundary, have a successful history of cooperation for resource protection and restoration via completed Mississippi River St. Cloud Intensive Watershed Monitoring Programs (2009-2010 and 2019-2020) and Watershed Restoration and Protection Strategy programs (2011-2014); and

**WHEREAS**, Participating in the One Watershed One Plan will provide funding for plan development and increase efficiency of disbursement of implementation funds through a plan-based disbursement process; and

**NOW, THEREFORE, BE IT RESOLVED**, that Mille Lacs County recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

**BE IT FURTHER RESOLVED**, that Mille Lacs County welcomes the opportunity to collaborate with the counties, Soil and Water Conservation Districts, and Watershed Districts within the Mississippi River St. Cloud Planning Boundary for major watershed-scale planning efforts; and

**BE IT FURTHER RESOLVED** that Mille Lacs County supports an application to the Board of Water and Soil Resources for a planning grant to develop a coordinated, major watershed-scale implementation framework and anticipates entering into a Memorandum of Agreement with the counties, Soil and Water Conservation Districts, and Watershed Districts within the Mississippi River St. Cloud Planning Boundary to implement this collaborative effort and be eligible for plan-based implementation funding from BWSR, pending selection as a recipient of a planning grant.

Adopted this 16<sup>th</sup> day of March, 2021.

\_\_\_\_\_  
Genny Reynolds  
County Board Vice Chairperson

\_\_\_\_\_  
Holly Wilson  
Assistant County Administrator

The foregoing resolution was introduced by County Board Member \_\_\_\_\_ and duly seconded by County Board Member \_\_\_\_\_.

The following voted in favor of the Resolution:

The following voted against the Resolution:

The following were absent:

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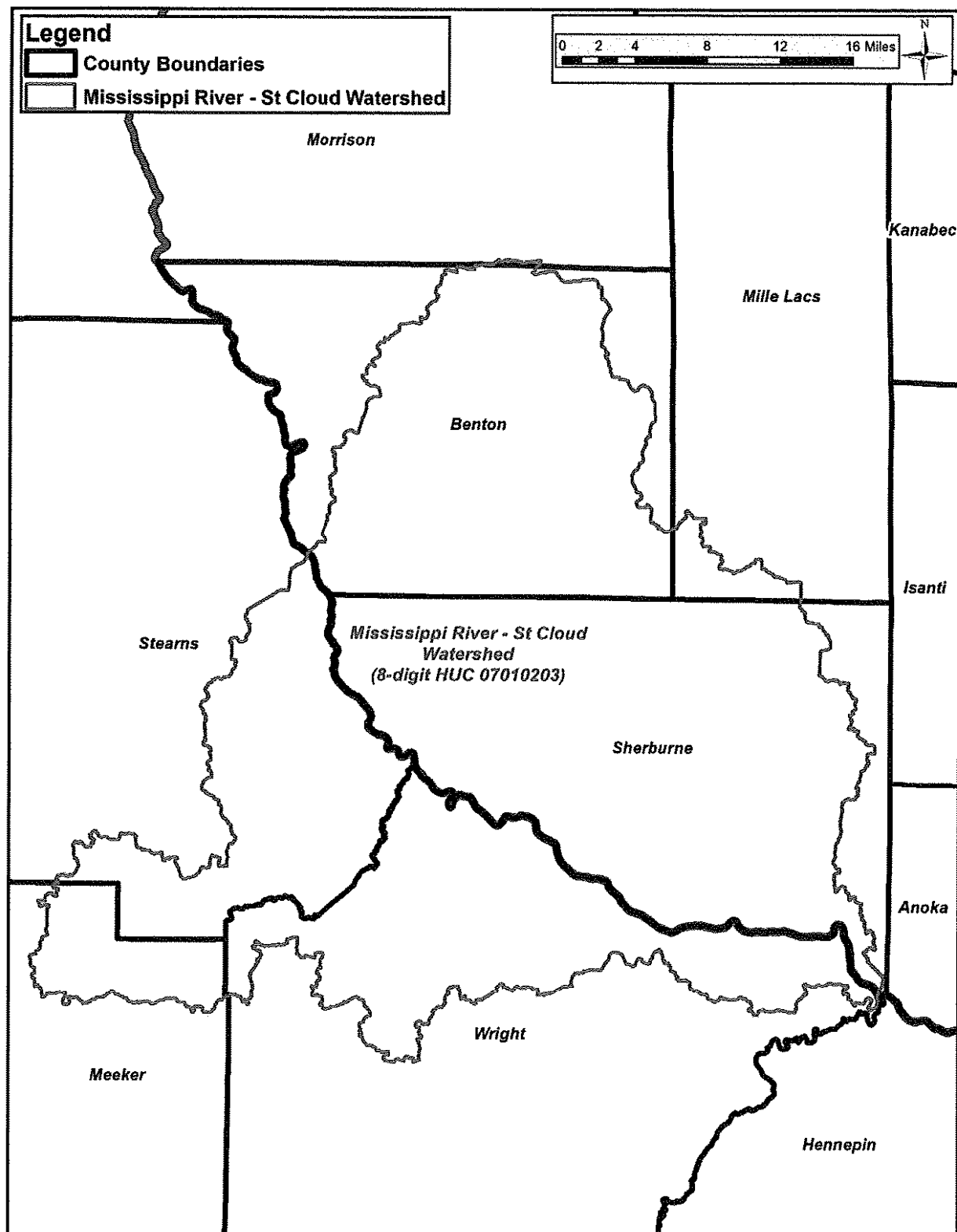
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**State of Minnesota**  
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Holly Wilson  
Assistant County Administrator

Exhibit A: Mississippi River St. Cloud One Watershed, One Plan Planning Boundaries.



## Mississippi River Sartell and St Cloud Watersheds

### One Watershed, One Plan Discussion Meeting

February 18, 2021 1pm-3pm

Held virtually using Zoom videoconference platform

Invited: Benton County & SWCD, Clearwater River Watershed District, Crow Wing County & SWCD, Meeker County & SWCD, Morrison County & SWCD, Mille Lacs County & SWCD, Sherburne County & SWCD, Stearns County & SWCD, Todd County & SWCD, Wright County & SWCD, BWSR, MPCA

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- a. Was consensus reached on planning boundary?
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- b. Was a timeframe determined for pursuing a 1w1p application?
  - i. If so, set date for participants to discuss further steps towards application.
  - ii. If not, what is needed for determining a timeframe and when will this happen?

Participants expressed gratitude for the involvement of the full group and discussions. The goals of the meeting, 1) to reach consensus on 1w1p planning boundaries and 2) rough timeframe for potential 1w1p applications, were met. The next step for all LGUs will be to approve of the split

watershed boundaries with their respective boards. Next steps for the LGUs within the Mississippi River St Cloud watershed planning boundary will be to prepare for a 2021 1w1p application and seek board approvals for this. Next steps for LGUs within the Mississippi River Sartell watershed will be to begin discussions on a potential 1w1p application for the 2022 cycle.

| LGU                 | When would you like to start a 1w1p?                                      | Preferred Planning Boundary Ranked Choice* |                             |                              |                                                  |               |
|---------------------|---------------------------------------------------------------------------|--------------------------------------------|-----------------------------|------------------------------|--------------------------------------------------|---------------|
|                     |                                                                           | Sartell & St Cloud Combined                | Sartell & St Cloud Separate | St Cloud split by Miss River | Sartell & St Cloud combined, split by Miss River | No preference |
| Benton County       | As soon as possible, either watershed first                               |                                            |                             |                              |                                                  |               |
| Benton SWCD         | As soon as possible, either watershed first                               | 3                                          | 2                           | 1                            |                                                  |               |
| Clearwater River WD | As soon as possible, 2021 if possible                                     | 3                                          | 2                           | 1                            |                                                  |               |
| Crow Wing County    | not present at meeting                                                    |                                            |                             |                              |                                                  |               |
| Crow Wing SWCD      | not present at meeting                                                    |                                            |                             |                              |                                                  |               |
| Meeker County       | not present at meeting                                                    |                                            |                             |                              |                                                  |               |
| Meeker SWCD         | Flexible on timeline                                                      | 2                                          | 1                           |                              |                                                  |               |
| Morrison County     | not present at meeting                                                    |                                            |                             |                              |                                                  |               |
| Morrison SWCD       | Would like Sartell start with 2022 application, Brainerd applying in 2021 |                                            | 1                           |                              | no                                               |               |
| Mille Lacs SWCD     | Flexible on timeline, whatever works best for group                       |                                            |                             |                              |                                                  | X             |
| Mille Lacs County   | Flexible on timeline                                                      |                                            |                             |                              |                                                  | X             |
| Sherburne County    | As soon as possible, 2021 or beyond                                       | 1                                          | 1                           | no                           |                                                  |               |
| Sherburne SWCD      | As soon as possible, 2021 or beyond                                       | 2                                          | 1                           | no                           |                                                  |               |
| Stearns SWCD        | Could apply in 2021, one at a time (Sartell maybe first)                  | 2                                          | 3                           |                              | 1                                                |               |
| Stearns County      | Could apply in 2021, one at a time (Sartell maybe first)                  | 2                                          | (1) 2                       | no                           | 2                                                |               |
| Todd County         | not present at meeting                                                    |                                            |                             |                              |                                                  |               |
| Todd SWCD           |                                                                           |                                            |                             |                              |                                                  |               |
| Wright County       | not present at meeting                                                    | 2                                          | 1                           |                              |                                                  | X             |
| Wright SWCD         | As soon as possible, 2021 if possible                                     | 2                                          | 1                           | no                           |                                                  |               |

\* Boundary preferences given a "1", "2", and "3" ranking if multiple preferences were shared with the group

**Requested Meeting Date:** 03/16/21  
(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

**Title of Item for Consideration:**

**Consider Highway 169 Letter of Support**

**Consent Agenda**

- ☐ Approve/Deny Motion ☐ Information Only  
☐ Schedule Public Hearing\*

*\*provide sample notice that will run in paper*

**Regular Agenda – Estimate Time Needed: 2 minutes**

- ☒ Approve/Deny Motion ☐ Discussion Item  
☐ Direction Requested ☐ Hold Public Hearing\*  
☐ Presentation of Information

*\*provide copy of hearing notice that was published*

**Submitted by:**

Holly Wilson, Assistant County Administrator

**Department:**

ASO

**Who will attend the meeting and be able to respond to questions? Give name and title:**

Holly Wilson, Assistant County Administrator

**Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates):**

Sherburne County is requesting a support letter for their US 169 and CSAH 4 Interchange Safety Project. This is a 2021 INFRA Discretionary Grant Application for construction. This is regional project that could potentially impact Mille Lacs County significantly with additional traffic that could be generated. There is no financial commitment for Mille Lacs County.

**Alternatives/Options/Comments:**

**Recommended Action/Motion:**

Authorize the Board Chair to sign the Letter of Support.

**Financial Impact:**

Is there a cost associated with this request? ☐ Yes ☒ No

What is the total cost, including tax and shipping? \$ \_\_\_\_\_

Are funds available in the budget? ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

**Additional Information Attached:**

☐ Contract/Agreement

Approved by County Attorney's Office: ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

☐ Minutes of Relevant Meeting(s)

☒ Background Information (such as price quotes, etc.)

Letter of Support, Fact Sheet

**Board action: (for use by Recording Secretary)**

☐ Approved ☐ Denied ☐ Tabled: \_\_\_\_\_



*Administrative Services Office*  
635 2nd Street SE  
Milaca, MN 56353

*Phone: (320) 983-8218*

*Fax: (320) 983-8382*

March 16, 2021

Mr. Pete Buttigieg  
U.S. Department of Transportation  
1200 New Jersey Ave, SE  
Washington, DC 20590

RE: Letter of Support for the 2021 INFRA Discretionary Grant: US Highway 169/County Road (CR 4) Rural Safety and Mobility Interchange Project

Dear Secretary Buttigieg,

I am writing this letter to express our support for the Sherburne County request for a 2021 DOT INFRA Discretionary grant to improve the safe and efficient operations of the US Highway 169/County Road (CR 4) Interchange.

The Project will consolidate and improve 18 local roadway access and 26 private access points on US 169 with a hybrid diamond interchange at CR 4. The Project will replace the last remaining at-grade signalized intersection for a 75-mile section of US 169. The interchange includes a tight ramp configuration west of US 169 and a loop in the southeast quadrant of the interchange. The proposed design minimizes wetland resources and right-of-way impacts to lands adjacent to US 169 and constructs a safe multimodal pedestrian and bicycle trail facility connection on the proposed CR 4 bridge crossing over US 169.

Construction of the US Highway 169/County Road (CR 4) Interchange Project will greatly benefit several rural communities in greater Central Minnesota and enhance access to the metropolitan region. The project is located in a rural community and will provide critical linkage to the Twin Cities economic center. US Highway 169 is a vital north-south arterial route in central Minnesota and serves an important role in supporting commuters, freight movement and recreational travel.

Please give this 2021 INFRA Discretionary Grant proposal your full consideration and if I can answer anything further please let me know. I may be reached at [Genny.Reynolds@millelacs.mn.gov](mailto:Genny.Reynolds@millelacs.mn.gov).

Sincerely,

Genny Reynolds

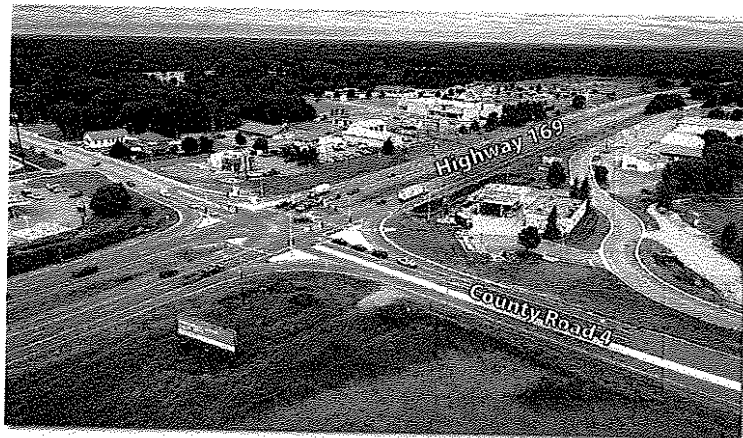
Board Vice-Chair

Mille Lacs County Board of Commissioners

# Zimmerman Fix It, 4/169



Highway 169 is a major route for local and statewide travel and accommodates commuter, tourist and freight traffic. In Zimmerman, a traffic signal at County Road 4 and unrestricted highway access cause frequent traffic congestion, causing loss of freight revenue, user frustration and an increase in the number of crashes.



**Over the next 20 years, traffic volume is expected to increase by 40%, which will amplify existing issues.** Traffic counts completed in 2018 show 27,000 cars per day (AADT) use Highway 169 south of the County Road 4 intersection and 21,200 north of the intersection. The City of Zimmerman and Sherburne County need to be prepared to plan and construct a solution that addresses the mobility and safety of its residents, businesses and visitors.

\$2 million is requested to re-evaluate MnDOT interchange concepts from 10 years ago, update environmental documents, and develop final plans and specifications.

## Existing Corridor Issues



**TRAFFIC DELAYS:** Mile-long backups are common during peak travel times. Drivers often wait through multiple signal cycles before making it through the intersection.



**FREQUENT CRASHES:** 92 crashes (1 fatality) reported in the last 5 years equaled \$15.9 million in damages, the 2nd highest in the state for similar intersections. Both the crash rate (1.72) and crash severity (2.41) are almost 4 times above state averages for similar intersections, 0.45 and 0.63 respectively.

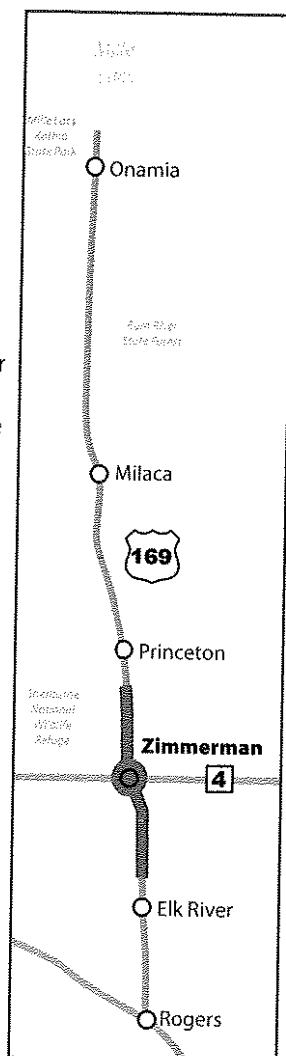


### OBSTACLES TO ECONOMIC DEVELOPMENT:

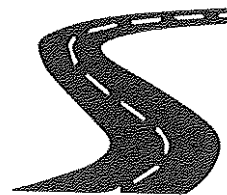
The uncertain future of the intersection and poor access greatly hinder the sale of existing commercial properties. On the west side of Hwy 169, a lack of highway access is a major barrier to the development of large vacant properties.



**HIGHWAY HURDLE:** All the traffic freed up by the Hwy 169 Redefine project in Elk River may have to stop at the traffic signal in Zimmerman.



## Benefits of a New Interchange

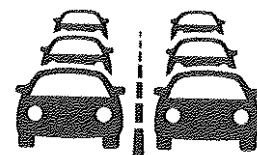


### SIGNAL-FREE TRAFFIC CORRIDOR:

Converting the intersection to an interchange would **eliminate the last remaining traffic signal** on the 75-mile stretch of Hwy 169 between Rogers and Lake Mille Lacs.

### MEET FUTURE TRAFFIC NEEDS:

Constructing a highway interchange now will alleviate current issues and will accommodate the expected future **increase in traffic volumes.**



### SUPPORTED ECONOMIC GROWTH:

An efficient road network would support Sherburne County's **economic vitality** for existing commerce and planned commercial and industrial growth. Controlled and safe access on and off Hwy 169 would support future development of 140 acres adjacent to the highway.

### PEDESTRIAN & BICYCLE CONNECTIVITY:

Conversion to an interchange would create opportunity to **connect existing and proposed trails**, greatly improving access to parks and other scenic and natural amenities throughout the county.



**Requested Meeting Date:** 03/16/21  
*(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title of Item for Consideration:</b><br><b>Approve Agreement for Executive Recruitment Services</b>                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Consent Agenda</b><br><input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Information Only<br><input type="checkbox"/> Schedule Public Hearing*<br><i>*provide sample notice that will run in paper</i>                                                                                                                                                                                                                                                                         | <b>Regular Agenda – Estimate Time Needed:</b> <u>5</u> minutes<br><input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Direction Requested <input type="checkbox"/> Hold Public Hearing*<br><input type="checkbox"/> Presentation of Information<br><i>*provide copy of hearing notice that was published</i> |
| <b>Submitted by:</b><br>Holly Wilson, Assistant County Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Department:</b><br>ASO                                                                                                                                                                                                                                                                                                                                                             |
| <b>Who will attend the meeting and be able to respond to questions? Give name and title:</b><br>Holly Wilson, Assistant County Administrator                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary of Issue</b> <i>(include previous Board or Committee actions and/or minutes, as well as applicable dates):</i><br>Mille Lacs County has received proposals for the recruitment and selection of a County Administrator or County Coordinator. Requests for proposals were sent to four executive recruitment firms: 1) AMG Services, 2) BakerTilly, 3) DDA Human Resources, Inc, and 4) The Mercer Group. Three proposals were received.                                                  |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Alternatives/Options/Comments:</b><br>Approve AMG Services.<br>Approve Baker Tilly Services                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Recommended Action/Motion:</b><br>Approve Agreement with DDA Human Resources, Inc. for Executive Recruitment Services.                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Financial Impact:</b><br>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, including tax and shipping? \$ _____<br>Are funds available in the budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please explain:</i>                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Additional Information Attached:</b><br><input type="checkbox"/> Contract/Agreement<br><i>Approved by County Attorney's Office:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please explain:</i> _____<br><input type="checkbox"/> Minutes of Relevant Meeting(s)<br><input checked="" type="checkbox"/> Background Information (such as price quotes, etc.)<br>Request for Proposal; Responses from AMG Services, DDA Human Resources, Inc., and BakerTilly |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Board action:</b> <i>(for use by Recording Secretary)</i><br><input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled: _____                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                       |

**MILLE LACS COUNTY**  
**MILACA, MINNESOTA**

**County Administrator/County Coordinator Recruitment**  
**Request for Proposals**  
**March 5, 2021**

**PROJECT OVERVIEW**

Mille Lacs County (the "County") is seeking Proposals from qualified executive search firms for the recruitment and selection of a new County Administrator or County Coordinator. The Mille Lacs County Board (the "Board") has not yet decided whether they will hire a County Administrator or County Coordinator. Previously, the County had a County Administrator, and the position became vacant effective January 31, 2021. As part of the selection process, the selected executive search firm will facilitate the hiring discussions and assist the Mille Lacs County Board with its hiring decision.

With the assistance of the selected executive search firm, the Board will lead the recruitment and hiring process along with the support of the Personnel Director. The goal is to have the new County Administrator or County Coordinator hired and on board no later than August 15, 2021 or as quickly and efficiently as possible.

No later than Tuesday, March 9, 2021, questions about this Request For Proposal should be submitted, via email, to Holly Wilson, Personnel Director ([holly.wilson@millelacs.mn.gov](mailto:holly.wilson@millelacs.mn.gov)) or you can call 320-983-8378. All questions and responses will be available for review upon request.

**DELIVERABLES**

All Proposals should include the following information:

- Letter of submission with name, address, telephone number of the person authorized to legally represent the firm.
- The letter should be addressed to David Oslin, County Board Chair, and County Commissioners of Mille Lacs County, 635 2<sup>nd</sup> Street SE, Milaca, MN 56353.
- Background on Firm and outline of experience in public sector executive recruitment, including the names and contacts of other cities, counties, or government agencies for which the firm has previously worked for reference purposes.
- A narrative that presents the services the firm would provide detailing the approach and deliverables for the facilitation, recruitment process and employment offer/hiring/on-boarding process.
- Identification of a project lead and personnel assigned to the project with resumes outlining related experience.

- Total project cost with a breakdown detailing project tasks, estimated hours and individual costs recognizing that the County might wish to add or delete some services.
- The total project cost for services shall be a “not to exceed” cost for services, including all material, labor, and expenses.
- A comprehensive project timeframe that covers facilitation, information gathering, posting of the position, candidate screening, candidate selection, background and reference checks, interviews, final candidate selection, offer and agreement and start date.
- If available, please provide a copy of a recent recruitment brochure that your firm has prepared for the recruitment for the benefit of a public agency.

### **PROPOSAL SUBMISSION**

Submit one (1) electronic copy of your firms Proposal to:

Holly Wilson  
Personnel Director/Assistant County Administrator  
Mille Lacs County  
635 2<sup>nd</sup> Street SE  
Milaca, MN 56353

**Proposals are due by 12:00 p.m. on or before Thursday, March 11, 2021.**

Proposals received after the time and date for receipt may not be considered.

The County reserves the right to retain all submitted Proposals and to use any ideas contained in a Proposal regardless of whether that Proposal is selected. Submission of a Proposal indicates acceptance by the proposer of the conditions contained in this Request For Proposals. The County will not be responsible for expenses incurred in preparing and submitting any Proposal.

It is the intent of the County to award a contract to the proposer that serves the best interests of the County. The County is not obligated to award the contract to the lowest responsible proposer. The County shall have the right to request additional information or clarifications from proposers; to allow corrections of errors or omissions; to waive any defects or technicalities in any Proposal; to accept any Proposal which, in the County’s judgement, is in the County’s best interest; to reject any and all Proposals; and to re-advertise for new Proposals where the acceptance, rejection, waiving, or re-advertising is determined by the County to be in its best interest. No proposal may be withdrawn after the Proposal Due Date for a period of 30 days.

### **NEGOTIATIONS AND EXECUTION OF CONTRACT**

The County will work with the selected firm to negotiate all terms and conditions of the services agreement. In the event the County and the candidate are unable to agree upon all

contract provisions, the County reserves the right to cease negotiations, reject the selected firm and/or Proposal, and proceed to negotiate with the next candidate.

**DATA PRACTICES**

It shall be understood that all Proposals, responses, inquiries, or correspondence relating to or in reference to this request for proposals, and all reports, charts and proposal or referencing information submitted, shall become the property of the Count, and will not be returned. The County is subject to the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, and all information submitted is public unless classified by statute, or temporary classification or federal law as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential.

**NO JOINT VENTURE**

The selected firm shall is not and will not be an employee of the County. Any engagement will not constitute a joint enterprise or a joint venture between the County and the selected firm. Further, the selected firm will not have the authority to act on behalf of the County unless otherwise expressly agreed to by the County and selected firm in writing.



*Connecting Great Companies with Exceptional People*

AMG Services, LLC  
PO Box 264  
Isle, MN 56342

Nevada Office  
11700 W Charleston Blvd  
#170-71  
Las Vegas, NV 89135

## **Mille Lacs County Administrator/Coordinator RFP Response**

**FROM:**

Aaron Gallion

Principal

AMG Services, LLC - [www.amgservicesllc.com](http://www.amgservicesllc.com)

PO Box 264

Isle, MN 56342

Phone: 425.533.4620 email: [AaronG@AMGServicesLLC.com](mailto:AaronG@AMGServicesLLC.com)

**ATTN:**

David Oslin

County Board Chair, County Commissioner of Mille Lacs County

635 2<sup>nd</sup> Street SE

Milaca, MN 56353

Mr. Oslin,

Thank you for the opportunity to be included in this RFP process. As a small business, I am honored to be part of the selection process and am confident in the ability of my firm to deliver exceptional candidates that lead to a successful placement. I have 20+ years of supporting client objectives and 6 years in Executive Recruiting - 3 of which has been running my own firm. My commitment to delivering results to my clients through ethical practices, open and honest communication, and passion in building meaningful connections is what continues to drive me and there will be no exception if selected to work on behalf of Mille Lacs County.

In this response, I have done my best to answer all the questions in the RFP. Should I have missed anything or there is any area that is unclear, I would be happy to provide additional information or answer any questions.

Thank you for your consideration and I look forward to hearing back on your final decision.

Kind regards,

A handwritten signature in black ink, appearing to read 'A. M. Gallion'.

Aaron Gallion

Principal

AMG Services

Enclosures

## Mille Lacs County Administrator/Coordinator RFP Response

Description – SW Gas provides natural gas service to Arizona, Nevada, and portions of California. Our communities, and the more than 2 million customers we serve, are the reasons why we have been heating things up for decades.

**Contact – Crystal Ellis; Talent Acquisition Manager; 562-209-4789**

Roles – Call Center Director, Oracle Database Administrator

### 2. Truebeck Construction – [www.truebeck.com](http://www.truebeck.com)

Description - \$1Billion Commercial General Contractor in the San Francisco Bay Area. Truebeck Construction was founded with a game-changing spirit and an ambitious vision: disrupt the traditional and ordinary, and rigorously raise the bar to do our best work. Period. We are driven by the belief that we can improve construction practices and elevate standards, while creating remarkable places in our community.

**Contact – Rosanne Smith Kaya; HR Business Partner; 650-400-3762**

Roles – HR Business Partner, HR Manager, General Manager, Project Coordinator, Contract Specialist, all levels of Accounting and Finance.

### 3. TriFab Associates – [www.trifab.com](http://www.trifab.com)

Description - Tri-Fab Associates, Inc. is an award-winning certified precision sheet metal manufacturer of ferrous, non-ferrous, and stainless-steel alloys. Tri-Fab has been serving the electronics, medical, aerospace, food and semiconductor industries with quality sheet metal and machine parts since 1989. At Tri-Fab, we hold to three core values: innovation, quality, and customer satisfaction.

**Contact – Jennifer De La Fuente – 408-442-2412**

Roles – Administrator, Quality Inspector, Welders, Programmers

## III. RECRUITING PROCESS/TIMELINE

AMG Services will search for, identify, and contact Candidates on behalf of Mille Lacs County for this open position. I will utilize my professional network, LinkedIn, and job/candidate boards as needed to identify potential candidates.

A workflow of this process would look like the following:

- Week 1– Meet with Mille Lacs County to establish candidate profile, job requirements, title, compensation level, other considerations.
- Weeks 2-5 – Commence search, identifying 3-6 candidates that meet requirements of the role and are open to being recruited. This will include complete candidate vetting and a weekly status report of progress/challenges/successes will be provided Mille Lacs County. Candidates will be presented as they are screened, as opposed to waiting to present all at one time.
- Weeks 6-8 – Interviews, final candidate selection.
- Week 9+ - Formal offer, start date established, other onboarding details established and executed.

This process can certainly be fluid and can be condensed to meet a tighter deadline. In my experience, several factors contribute to the successful onboarding of a candidate, including but not limited to – market conditions, other counties/clients looking for similar candidates, compensation/benefit

## Mille Lacs County Administrator/Coordinator RFP Response

There will be no other associated costs charged by AMG Services. Any job postings or other charges involved will be absorbed by AMG Services.

### VI. PROJECT TIMEFRAME

Depending on the timing of Mille Lacs County's decision on a search firm, the dates below represent commencing upon the date of selection.

- Week 1– Information Gathering
  - Establish candidate profile, job requirements, title, compensation level, other considerations.
- Weeks 2-5 – Candidate Search
  - Utilize professional network, online tools (LinkedIn, Indeed, candidate databases)
  - Complete candidate vetting and screening.
  - Schedule interviews.
  - Additional searching while first candidates are interviewed.
- Weeks 4-8 – Interviews
- Weeks 8+ – Background/Reference
- Week 9+ – Formal offer

Again, timing is fluid based on factors such as candidate availability, market conditions, and scheduling. Our goal is to complete final candidate selection well before your August 15<sup>th</sup> deadline.

### VII. SUMMARY

Once again, thank you for considering AMG Services to help with your recruiting needs. Whether for this project or future searches, we are confident in our ability to bring you viable candidates and help you fill mission critical positions. We welcome any feedback or questions.

Aaron Gallion  
Principal  
AMG Services, LLC

# Aaron Gallion

Isle, Minnesota, United States



aarong@amgservicesllc.com



425-533-4620



linkedin.com/in/aaron-gallion

## Summary

Insightful executive & accomplished executive recruiting professional. I have a passion for connecting people, building and maintaining relationships of purpose, and managing and motivating team members.

20 years of Leadership in Business Development & Marketing spanning Executive Recruitment and Staffing, Marketing Services and Agency Environments.

Specialties: Client Service | Business Development | Sales & Marketing | Recruitment Strategy | Direct Hire Recruitment | Candidate Vetting

## Experience



### Principal

AMG Services LLC

Apr 2018 - Present (3 years +)



### Equity Partner & Vice President Talent Acquisition

iNtegrity Plus Staffing

Dec 2014 - Apr 2018 (3 years 5 months)



### Director of Client Services

Page 1 Solutions

Jun 2013 - Dec 2014 (1 year 7 months)



### Director of Client Services | Business Development Consultant

Mother of Pearl, LLC; BuzzBee Company; ImagiCorps, Inc.; ZOOPA; ReThink Fabrics

Apr 2008 - Jun 2013 (5 years 3 months)

Provided sales and marketing support for small businesses both as a Contractor and FTE.

Guided new business efforts—identifying opportunity, assessing client needs, resourcing internal team members appropriately, and delivering customized marketing solutions to clients.

Copywriting - writing custom content for websites, marketing materials and advertising pieces.



### Sales Director

Passage Events

Mar 2006 - Mar 2008 (2 years 1 month)



## **Sales Manager**

Time Inc.

2004 - 2006 (3 years)



## **Sales Executive**

Ziff Davis

2002 - 2004 (3 years)



## **Media Supervisor**

Goodby Silverstein & Partners

1997 - 2002 (6 years)

## **Education**



## **San Francisco State University**

Bachelor of Arts, Radio & TV Broadcasting

1992 - 1996

## **Skills**

Recruiting • Leadership • Client Services • Superior Client Service • Sales • Sales Management •  
Marketing • Strategy • Strategic Partnerships • Account Management



## **AMG Services Contingent Search Agreement**

This document is set forth as mutual agreement between Client ("Client") and associated entities with main offices at \_\_\_\_\_ and AMG Services, LLC ("AMG Services") located at PO Box 264, Isle, MN 56342 as it pertains to direct hire.

---

### **Scope of Agreement**

AMG Services, LLC is a premier permanent recruitment and placement company connecting great companies with exceptional people. Client would like to engage AMG Services to provide recruiting services to fill vacant or newly created positions ("Position") on a contingent fee basis. Wherefore, this Agreement describes the relationship between the Parties with respect to Candidate permanent placement staffing services on a contingent fee basis ("Services").

#### **1.0 Duties**

1.1 AMG Services will search for, identify and contact Candidates on behalf of Client for open job positions. Client shall determine which Candidates it wishes to interview. Client shall pay all costs incurred in interviewing Candidates. Upon request, AMG Services will conduct reference checks. Reference checks are made solely to assist Client in making a preliminary determination about the suitability of a Candidate. Client acknowledges and agrees that it is responsible for the hiring decision.

1.2 For each Candidate presented to Client by AMG Services, Client shall notify AMG Services within twenty-four (24) hours if any Candidate is already known to Client. Otherwise, Candidate will be conclusively presumed to have been introduced to Client by AMG Services.

1.3 When a Position offer is made and accepted ("Placement"), Client shall promptly inform AMG Services and notify AMG Services of Candidate's start date.

#### **2.0 Fees**

2.1 The fee ("Fee") for each Placement shall be 20% of hired candidates first year annual salary. AMG Services will invoice Client for Fees due. Fees are due Net 30 from candidate's start date.

2.2 In the event a candidate referred by AMG Services is hired in any capacity within One Year of submittal a placement fee is due and payable, regardless of what area, job classification or title the candidate is hired in by the Client. The definition of submittal is any presentation from AMG Services to Client personnel. The email time stamp will be used to determine beginning of the one-year period.

2.3 Past due Fees and Referral Fees shall be subject to an interest charge of 2% per month. Should it become necessary to collect monies due under this Agreement, Client agrees to pay all costs of collection, including a reasonable attorney's fee.



# Mille Lacs County, Minnesota

*Proposal to provide a County Administrator/County Coordinator recruitment*

March 11, 2021



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Baker Tilly US, LLP, trading as Baker Tilly, is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities.



# Letter of submission

March 11, 2021

Mr. David Oslin, County Board Chair  
and County Commissioners of Mille Lacs County  
635 2nd Street SE  
Milaca, MN 56353

Dear Mr. Oslin and County Commissioners:

Baker Tilly US, LLP (Baker Tilly) appreciates the opportunity to submit the following proposal for executive recruitment services to Mille Lacs County (the County) to help you identify your next County Administrator or County Coordinator. We believe that our record of successfully placing qualified and very accomplished professionals, along with our extensive experience providing executive recruitment services to cities, counties and other public-sector organizations nationwide, will be beneficial for your recruitment and will allow us to find the candidate who has the traits, skills, experience and overall competence you desire for your organization.

We know that you have options when it comes to selecting a recruitment firm. However, we believe that our unique approach, highly regarded customer service practices, and our record of identifying and recruiting top level executives in similar roles, sets us apart from our competitors. Additionally, we offer the following unique features:

- **Customized profile development:** working with the members of the Mille Lacs County Board (Board) and designated staff, we develop a customized candidate profile based on the required, desired and preferred qualifications, traits and attributes you seek in the individual you interview or hire for your next County Administrator/County Coordinator. We strive to understand how the County's current and anticipated needs and organizational priorities will shape your recruiting and selection requirements; then we collaborate with you to develop a nationwide or regional marketing, recruiting and outreach campaign. This approach has proven to effectively allow us to identify, attract and recruit highly qualified candidates for your review.
- **Proprietary management/leadership assessment:** relying on exclusively licensed predictive analytics tools (using data to determine patterns and forecast future outcomes and trends), we administer assessments to selected applicants to help us identify human potential in each of the candidates we present to you. Results are "Real," "Impactful," and "Powerful." Furthermore, these results can provide you with more profound insights into the candidate's management traits and leadership styles based on scientific data.
- **Recorded video interviews:** we ask selected candidates (semi-finalists) to complete a recorded, one-way video interview, using questions developed from your "candidate profile," which gives your review team an additional tool to evaluate the semi-finalists before inviting them to a face-to-face interview.
- **Proprietary online application management:** our exclusively licensed, proprietary online application system enables us to efficiently manage applicant flow, classification and allows us to communicate with each applicant quickly and effectively. We communicate in real time with applicants, thereby engaging and informing them of each step, search related assignment and corresponding timeline throughout the process. Our system also allows us to access, review and evaluate thousands of prior applicants or individuals who have manifested interest in similar positions. Generally, these are individuals who may

## Letter of submission

not be actively seeking a job, but who may be open to "the right opportunity." This is another benefit and advantage we provide to our clients, which enables us to access a larger number of active and passive job seekers.

This proposal details about our approach, expertise, references and pricing for this executive recruitment. Our team would consider it a professional privilege to provide these services to Mille Lacs County.

Very truly yours,

BAKER TILLY US, LLP



Chuck Rohre  
Firm Director  
M: +1 (214) 608 7477  
E: [chuck.rohre@bakertilly.com](mailto:chuck.rohre@bakertilly.com)



Patty Heminover  
Director  
T: +1 (651) 968 7841  
E: [patty.heminover@bakertilly.com](mailto:patty.heminover@bakertilly.com)

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# Background and experience

## Firm introduction

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country. For 90 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with the County as we seek to become your Value Architect™.

Executive recruitment for public and non-profit clients has been a part of Baker Tilly's portfolio of advisory services for more than 30 years. Within Baker Tilly, our executive recruitment team consists of ten recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to this recruitment has experience working with villages, cities, counties, special districts and school districts and the many different disciplines that comprise Mille Lacs County organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement; our unique approach and personal touch are reflected in our internal standard to provide outstanding services that exceed your expectations. Our combined consultant team has conducted nearly 1,500 executive searches.

The Baker Tilly project team will collaborate with the County Board and the County's designated staff as your technical advisor to ensure that the recruitment process for your next County Administrator/County Coordinator is conducted in a thorough and professional manner consistent with "best practices" in the public sector executive recruitment space. Our objective is to generate highly qualified candidates and assist you with the screening and evaluation of these candidates.

Since our firm's beginning, we have emerged as a leader in human resource management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch that drives our internal standard for delivering only outstanding services and leading-edge products.

## Project contacts and locations

**Chuck Rohre, Firm Director**  
2500 Dallas Parkway, Suite 300  
Plano, TX 75093  
T: +1 (972) 748 0300  
M: +1 (214) 608 7477  
F: +1 (214) 452 1165  
E: [chuck.rohre@bakertilly.com](mailto:chuck.rohre@bakertilly.com)

**Patty Heminover, Director**  
380 Jackson Street, Suite 300  
Saint Paul, MN 55101  
T: +1 (651) 223 3000  
T: +1 (651) 968 7841  
F: +1 (651) 223 3046  
E: [patty.heminover@bakertilly.com](mailto:patty.heminover@bakertilly.com)

## Background and experience

### Experience

Feel free to contact any of the individuals listed below to verify the quality of work Baker Tilly provides to each client as part of these recently completed executive recruitment projects.

The following is a list of Minnesota executive recruitments recently conducted by members of the Baker Tilly team.

#### List of Minnesota projects 2018 to present

| Year | Client                                 | Recruitment                     | Name               | Phone        |
|------|----------------------------------------|---------------------------------|--------------------|--------------|
| 2020 | Baxter                                 | Building Official               | Chapulis, Bradley  | 218-454-5105 |
| 2020 | Brooklyn Center                        | Director of Fiscal Services     | Boganey, Curt      | 763-569-3303 |
| 2020 | Centennial Lakes Police Dept           | Police Chief                    | Antonen, Patrick   | 763-231-2605 |
| 2020 | Cloquet                                | Police Chief                    | Barclay, James     | 218-879-3347 |
| 2020 | Cloquet Area Fire District             | Fire Chief                      | Schroeder, Kevin   | 218-499-4274 |
| 2020 | Edina                                  | Park & Recreation Director      | Curtin, Kelly      | 952-826-0402 |
| 2020 | Fairmont                               | City Administrator              | Foster, Debbie     | 507-236-8322 |
| 2020 | Lake Elmo                              | Building Official (partial)     | Handt, Kristina    | 651-747-3905 |
| 2020 | Lake Elmo                              | Finance Director                | Handt, Kristina    | 651-747-3905 |
| 2020 | Lake Elmo                              | Fire Chief                      | Handt, Kristina    | 651-747-3905 |
| 2020 | League of Minnesota Cities             | Assistant Finance Director      | Kushner, Laura     | 651-281-1203 |
| 2020 | Marshall Municipal Utilities           | General Manager                 | Verschaetse, Cindy | 507-537-7005 |
| 2020 | Minneapolis                            | Chief Information Officer       | Xiong, Destiny     | 612-335-6202 |
| 2020 | Moose Lake                             | City Administrator              | Shaw, Ted          | 218-485-4010 |
| 2020 | Oakdale                                | City Administrator              | Reinke, Paul       | 651-730-1104 |
| 2020 | Rochester                              | City Administrator              | Hillenbrand, Linda | 507-328-2900 |
| 2020 | Shakopee Public Utilities Comm         | Director of Finance and Admin   | Mocol, Kathi       | 952-445-1988 |
| 2020 | Unified Community Action Partner       | Executive Director              | Madsen, Jodi       | 320-235-0850 |
| 2019 | Becker County                          | County Administrator            | Ingstad, Jack      | 218-846-7201 |
| 2019 | Brooklyn Center                        | Fire Chief                      | Wick, Kelli        | 763-469-3302 |
| 2019 | Cloquet                                | City Administrator              | Barclay, James A.  | 218-879-3347 |
| 2019 | LOGIS                                  | Application Dev and Support Mgr | Kusmirek, Tonya    | 763-543-2607 |
| 2019 | LOGIS                                  | Executive Director              | Kusmirek, Tonya    | 763-543-2607 |
| 2019 | Metropolitan Council                   | Chief of Metro Transit Police   | Syman, Marcy       | 651-602-1417 |
| 2019 | Minneapolis                            | Total Compensation Manager      | Ferguson, Patience | 612-673-2139 |
| 2019 | Riley-Purgatory-Bluff Creek Water Dist | District Administrator          | Bleser, Claire     | 952-607-6512 |
| 2019 | Willmar                                | City Administrator              | Beckman, Samantha  | 320-214-5180 |
| 2019 | Wright County                          | Information Technology Director | Johnson, Shawn     | 763-684-8450 |
| 2018 | Alexandria Lake Area Sanitary Dist     | Executive Director              | Thalman, Roger     | 320-762-1135 |
| 2018 | Belle Plaine                           | City Administrator              | Meyer, Dawn        | 952-873-5553 |
| 2018 | Brooklyn Center                        | Information Technology Director | Wick, Kelli        | 763-469-3302 |
| 2018 | Brooklyn Park                          | Fire Chief                      | Toal, Beth         | 763-424-8000 |
| 2018 | Burnsville                             | City Manager                    | Hansen, Jill       | 952-895-4471 |

## Background and experience

### List of Minnesota projects 2018 to present

| Year | Client                                | Recruitment                    | Name               | Phone        |
|------|---------------------------------------|--------------------------------|--------------------|--------------|
| 2018 | Independent School District No. 0832  | Superintendent                 | Flesner, Nicole    | 651-407-2000 |
| 2018 | Lakeville                             | Director of Public Works       | Schutta, Tammy     | 952-985-4491 |
| 2018 | Metropolitan Council                  | Director of Community Dev      | Syman, Marcy       | 651-602-1417 |
| 2018 | Metropolitan Council                  | Director of Equal Opportunity  | Syman, Marcy       | 651-602-1417 |
| 2018 | Metropolitan Council                  | Director of Internal Audit     | Syman, Marcy       | 651-602-1417 |
| 2018 | Mora                                  | City Admin/Public Utilities GM | Crawford, Lindy    | 320-225-4806 |
| 2018 | North Mankato                         | Police Chief                   | Harrenstein, John  | 507-625-4141 |
| 2018 | NE Metro Int School District No. 0916 | Director of Finance            | Hayes, Connie      | 651-415-5656 |
| 2018 | Ramsey County                         | County Manager                 | Bollinger, Karen   | 262-548-7010 |
| 2018 | Rochester                             | Police Chief                   | Hillenbrand, Linda | 507-328-2555 |

The following is a list of administration executive recruitments recently conducted by members of the Baker Tilly team.

### List of relevant projects: 2016 – present

| Year    | Client                    | State | Project                                | Population |
|---------|---------------------------|-------|----------------------------------------|------------|
| Current | College Park              | MD    | City Administrator                     | 32,196     |
| Current | Corpus Christi            | TX    | Assistant City Manager                 | 323,733    |
| Current | Evansville                | WI    | City Administrator/Finance Director    | 5,378      |
| Current | Lancaster County          | SC    | County Administrator                   | 80,458     |
| Current | Long Grove                | IL    | Village Manager                        | 7,956      |
| Current | Moline                    | IL    | City Administrator                     | 41,902     |
| Current | Rockville                 | MD    | Deputy City Manager                    | 66,940     |
| 2020    | Athens                    | TX    | City Manager                           | 12,797     |
| 2020    | Boone County              | IL    | County Administrator                   | 53,513     |
| 2020    | Eau Claire                | WI    | City Manager                           | 68,866     |
| 2020    | Fairmont                  | MN    | City Administrator                     | 10,126     |
| 2020    | Front Royal               | VA    | Town Manager                           | 15,239     |
| 2020    | Goochland County          | VA    | County Administrator                   | 23,753     |
| 2020    | Herington                 | KS    | City Manager                           | 2,304      |
| 2020    | Kansas City               | MO    | City Manager                           | 488,943    |
| 2020    | Lake Ozark                | MO    | Asst City Admin/Community Econ Dev Dir | 1,792      |
| 2020    | Maple Plain               | MN    | City Administrator                     | 1,807      |
| 2020    | Matanuska-Susitna Borough | AK    | Borough Manager                        | 108,317    |
| 2020    | Missouri City             | TX    | City Manager                           | 74,705     |
| 2020    | Moose Lake                | MN    | City Administrator                     | 2,798      |
| 2020    | Oakdale                   | MN    | City Administrator                     | 28,083     |
| 2020    | Rochester                 | MN    | City Administrator                     | 114,011    |
| 2020    | Scottsbluff               | NE    | City Manager                           | 14,874     |
| 2020    | St. Joseph                | MO    | City Manager                           | 74,959     |

## Background and experience

### List of relevant projects: 2016 – present

| Year | Client            | State | Project                                | Population |
|------|-------------------|-------|----------------------------------------|------------|
| 2019 | Becker County     | MN    | County Administrator                   | 32,504     |
| 2019 | Beeville          | TX    | City Manager                           | 12,937     |
| 2019 | Cloquet           | MN    | City Administrator                     | 11,938     |
| 2019 | Hobbs             | NM    | City Manager                           | 37,764     |
| 2019 | Lake Lotawana     | MO    | City Administrator                     | 2,099      |
| 2019 | Norman            | OK    | City Manager                           | 122,843    |
| 2019 | Paris             | TX    | City Manager                           | 24,800     |
| 2019 | Park City         | KS    | City Administrator                     | 7,499      |
| 2019 | Polk County       | WI    | County Administrator (Partial Search)  | 43,476     |
| 2019 | Port Arthur       | TX    | City Manager                           | 53,937     |
| 2019 | Willmar           | MN    | City Administrator                     | 19,628     |
| 2018 | Addison           | TX    | City Manager                           | 15,368     |
| 2018 | Asheville         | NC    | City Manager                           | 89,121     |
| 2018 | Ashland           | OR    | City Administrator                     | 21,636     |
| 2018 | Avondale          | AZ    | City Manager                           | 82,881     |
| 2018 | Belle Plaine      | MN    | City Administrator                     | 6,838      |
| 2018 | Billings          | MT    | City Administrator                     | 110,323    |
| 2018 | Burnsville        | MN    | City Manager                           | 61,434     |
| 2018 | Christiansburg    | VA    | Town Manager                           | 21,533     |
| 2018 | Grand Rapids      | MI    | City Manager                           | 192,294    |
| 2018 | Herington         | KS    | City Manager                           | 2,362      |
| 2018 | James City County | VA    | County Administrator                   | 73,147     |
| 2018 | Kingman           | AZ    | City Manager                           | 29,029     |
| 2018 | Lancaster County  | SC    | Assistant County Administrator         | 80,458     |
| 2018 | Maricopa          | AZ    | City Manager                           | 46,903     |
| 2018 | Middleburg        | VA    | Town Administrator                     | 828        |
| 2018 | Mora              | MN    | City Administrator/Public Utilities GM | 3,453      |
| 2018 | Pinellas County   | FL    | County Administrator                   | 929,048    |
| 2018 | Ramsey County     | MN    | County Manager                         | 538,133    |
| 2018 | Salina            | KS    | City Manager                           | 46,994     |
| 2018 | Shawnee           | KS    | City Manager                           | 64,323     |
| 2018 | Surry County      | VA    | County Administrator                   | 6,706      |
| 2018 | York              | PA    | Business Administrator                 | 43,859     |
| 2017 | Albemarle County  | VA    | County Executive                       | 103,000    |
| 2017 | Berthoud          | CO    | Town Administrator                     | 5,807      |
| 2017 | Chippewa County   | WI    | County Administrator                   | 63,132     |
| 2017 | Christiansburg    | VA    | Town Manager                           | 21,533     |
| 2017 | Cloquet           | MN    | City Administrator                     | 11,938     |
| 2017 | Dickinson         | TX    | City Administrator                     | 19,595     |
| 2017 | El Dorado         | KS    | City Manager                           | 12,852     |

## Background and experience

### List of relevant projects: 2016 – present

| Year | Client                        | State | Project                | Population |
|------|-------------------------------|-------|------------------------|------------|
| 2017 | Glenview                      | IL    | Village Manager        | 45,417     |
| 2017 | Lake Havasu City              | AZ    | City Manager           | 53,743     |
| 2017 | Littleton                     | CO    | City Manager           | 44,275     |
| 2017 | Manassas Park                 | VA    | City Manager           | 16,149     |
| 2017 | Manatee County                | FL    | County Administrator   | 342,106    |
| 2017 | Menominee County              | MI    | County Administrator   | 23,548     |
| 2017 | Morehead City                 | NC    | City Manager           | 9,203      |
| 2017 | Mounds View                   | MN    | City Administrator     | 12,525     |
| 2017 | Oldsmar                       | FL    | City Manager           | 13,913     |
| 2017 | Orono                         | MN    | City Administrator     | 8,009      |
| 2017 | Riviera Beach                 | FL    | City Manager           | 33,263     |
| 2017 | Rochester                     | MN    | City Manager           | 110,742    |
| 2017 | Swift County                  | MN    | County Administrator   | 9,546      |
| 2017 | Township of Roxbury           | NJ    | Township Manager       | 23,324     |
| 2016 | Brooklyn Center               | MN    | Deputy City Manager    | 31,006     |
| 2016 | Cary                          | NC    | Town Manager           | 151,088    |
| 2016 | Catawba County                | NC    | County Manager         | 154,810    |
| 2016 | Charter Township of Kalamazoo | MI    | Township Manager       | 20,918     |
| 2016 | Chesterfield County           | VA    | County Administrator   | 327,745    |
| 2016 | Christiansburg                | VA    | Town Manager           | 21,533     |
| 2016 | Circle Pines                  | MN    | City Administrator     | 4,953      |
| 2016 | Commerce                      | TX    | City Manager           | 8,276      |
| 2016 | Crested Butte                 | CO    | Town Manager           | 1,519      |
| 2016 | Dakota County                 | MN    | County Manager         | 408,509    |
| 2016 | Deerfield Beach               | FL    | Assistant City Manager | 78,041     |
| 2016 | Denton                        | TX    | City Manager           | 123,099    |
| 2016 | Dumfries                      | VA    | Town Manager           | 5,168      |
| 2016 | Essex County                  | VA    | County Administrator   | 11,229     |
| 2016 | Fredericksburg                | VA    | City Manager           | 28,132     |
| 2016 | Goochland County              | VA    | County Administrator   | 21,626     |
| 2016 | Greensboro                    | NC    | Assistant City Manager | 279,639    |
| 2016 | Hayden                        | CO    | Town Manager           | 1,801      |
| 2016 | Isle of Wight County          | VA    | County Administrator   | 35,656     |
| 2016 | Jersey Village                | TX    | City Manager           | 7,862      |
| 2016 | King George County            | VA    | County Administrator   | 24,926     |
| 2016 | Mankato                       | MN    | Deputy City Manager    | 40,641     |
| 2016 | Medford                       | OR    | City Manager           | 77,677     |
| 2016 | Mooreville                    | NC    | Town Manager           | 34,887     |
| 2016 | Moorhead                      | MN    | City Manager           | 39,398     |
| 2016 | Moose Lake                    | MN    | City Administrator     | 2,787      |

## Background and experience

### List of relevant projects: 2016 – present

| Year | Client              | State | Project                      | Population |
|------|---------------------|-------|------------------------------|------------|
| 2016 | North Branch        | MN    | City Administrator           | 10,087     |
| 2016 | Pittsylvania County | VA    | County Administrator         | 62,426     |
| 2016 | Roswell             | NM    | City Manager                 | 48,611     |
| 2016 | Scott County        | IA    | County Administrator         | 170,385    |
| 2016 | Shakopee            | MN    | Assistant City Administrator | 39,167     |
| 2016 | Stafford County     | VA    | County Administrator         | 136,788    |
| 2016 | Stafford County     | VA    | Deputy County Administrator  | 136,788    |
| 2016 | Virginia            | MN    | City Administrator           | 8,661      |
| 2016 | Warsaw              | VA    | Town Manager                 | 1,498      |
| 2016 | Wayzata             | MN    | City Manager                 | 4,217      |
| 2016 | Williamsburg        | VA    | Assistant City Manager       | 15,206     |

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## **Project understanding and approach**

*The recruitment will be national and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.*

### **Our understanding of Mille Lacs County's needs**

We understand the County is looking for a timely, effective, efficient, responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for its next County Administrator/County Coordinator.

Baker Tilly will work with the County to understand the desired qualities and professional capabilities that are most important to your organization for this recruitment. This information helps us present Mille Lacs County and the vacancy to well-regarded candidates, emphasizing the opportunities for leadership and professional growth as well as presenting Mille Lacs County as a vibrant and thriving community in which to live.

We recognize that there is significant competition for experienced local government administrators today. For this reason, we work with you to develop a recruitment strategy that includes an aggressive marketing, recruiting and candidate outreach campaign. As you know, a successful recruitment often depends upon the ability to reach successful executives who may not necessarily be in search of new employment opportunities. Thus, we use existing resources to inform and encourage qualified professionals to apply for opportunities with your organization. We believe that these efforts are critical to ensuring that the County receives a qualified candidate pool.

Baker Tilly manages and tracks applicant information and provides regular communications, updating the applicants on the status of the recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide the County Board with comprehensive information about each candidate we present, expanding beyond applications and resumes, to better understand their professional experience, the leadership and management style they will bring to your organization, and their motivation for pursuing this career opportunity. We also assist you in the preparation of interview questions, interview day scheduling, planning and structuring as needed. Additionally, we are available to you and present throughout each interview session and are able to facilitate your deliberations and negotiations with the top candidate.

### **Recruitment solutions during the Covid-19 Pandemic**

In response to the COVID-19 Pandemic, the Baker Tilly executive recruitment team leader will work closely with the Mille Lacs County designated point of contact to develop alternative methods to complete all aspects of our established search processes using existing technologies and ensure the overall safety of all involved, which may include virtual or telephonic meetings, interviews, or conversations.

## Project understanding and approach

As such, we will creatively collaborate with your organization to provide you with access to critical information you may need to make your hiring decisions. Additionally, we can utilize our capability for video conferencing during meetings, candidate interviews, etc.

When the time arrives for the County Board to interview candidates, we may encourage and support the steps established or recommended by local, state or federal guidelines, public health and medical professionals, including social distancing guidelines and protocols.

Baker Tilly has successfully organized several successful virtual and on-site interview processes following the prescribed social distancing protocols and best practices. As such, Patty Heminover is able to provide corresponding on-site support and assistance, if requested.

### Remote work

For Baker Tilly, the safety of our people is paramount. We are committed to playing our part in containing COVID-19 by practicing responsible social distancing. As of this writing, our firm is directing all professionals work remotely. Because Mille Lacs County expects and deserves tailored, personalized service, we recognize that this policy may cause concern. **Please understand that we are prepared to deliver an exceptional service experience remotely if necessary.**

The County's engagement team has various tools enabling them to assist you from any location. Baker Tilly professionals each receive their own laptop and remote access credentials to connect to our internal network from outside the office. When Baker Tilly and the County are not able to meet in person, we have web conferencing software – including Zoom, WebEx and Microsoft Teams – to quickly set up online meetings.

Additionally, we use Huddle, a secure cloud collaboration software, to work together anywhere, anytime and on any device. Huddle provides a platform for the County and Baker Tilly to come together, share files, assign tasks, and track activity in a secure environment.

Using Huddle as a central hub of activity means we all spend less time organizing documents, chasing approvals and searching through email – and more time achieving tangible results. The platform also enables real-time communication, meaning the status of your engagement will always be available. We also use Microsoft Teams, which facilitates easier communication and project management.



### Proposed solution to meet Mille Lacs County's needs

*The recruitment will be conducted out of our St. Paul office. Patty Heminover will serve as the project team leader. Our proven process includes five major tasks:*

1. **Recruitment brochure development and advertising**
  - We schedule and meet with your County's elected officials, appointed management team members and key stakeholders, as requested, to understand your desired needs, strategic directions, overall candidate expectations and to develop a candidate profile
2. **Execution of recruitment strategy and identification of quality candidates**
  - Using the approved profile, we develop a colorful, appealing brochure and embark on a national or regional targeted recruitment campaign

## Project understanding and approach

- Additionally, we simultaneously launch a direct applicant outreach campaign targeting eligible prospects identified via our extensive searchable applicant database
  - Using our proprietary applicant tracking system, we communicate and update applicants on key processes and corresponding search progress
- 3. Screening of applications, recommendation of semi-finalists and selection of finalists**
- Once we identify the most promising applicants, we ask them to complete our due diligence questionnaire and a candidate questionnaire while the project team conducts a comprehensive web and social media scan to elicit information that could be relevant to employment
  - These applicants also complete a recorded, one-way video interview of selected questions designed to secure a different perspective on the applicant's overall qualifications
  - We provide you with a Semi-Finalists Report of the top candidates, which includes resumes, cover letters and due diligence questionnaire responses
  - Selected finalists complete a management and leadership style and strengths assessment (personality and behavior analysis) to provide us with important information about their styles, temperament, preference, etc.
- 4. Conducting background checks (criminal, civil, credit and driving record), reference checks and academic verifications**
- Background records checks and academic verification
  - References
- 5. Final interview process**
- Once your County Board identifies its top 3-5 finalists, we work with you and the finalists to coordinate all aspects of the interview process
  - Employment offer – assistance and feedback

## Recruitment approach

### Task I. Recruitment brochure development and advertising

The development of a comprehensive recruitment brochure that includes a profile of the ideal candidate is an important first step in your recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the success of the candidate in the position of County Administrator/County Coordinator. The recruitment brochure will also include a profile that captures the essence of Mille Lacs County as a highly-attractive venue for the successful candidate to live and work.

To prepare the recruitment brochure, the project team leader will come on site to meet with the County Board and designated staff to discuss the required background, professional experience, and management and leadership characteristics for your County Administrator or County Coordinator. We meet individually (or collectively depending upon your preference) with the designated staff and County Board to broaden our understanding of the position's leadership and management requirements, current issues, your strategic priorities and your expectations for the County Administrator/County Coordinator. [See example of a recruitment brochure in **Appendix I.**]

Information obtained from these meetings, coupled with our review of the job description and other County documents, is used to prepare a position and candidate profile. The completed profile will be approved by the County Board before recruitment begins. The position and candidate profile will be central to our recruitment strategy and outreach to potential candidates.

## Project understanding and approach

The project team will also work with Mille Lacs County to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. Our team will place ads in appropriate professional publications, websites and local print media, if required, and coordinate with County staff to include information about the search on the County's social media platforms. Additionally, Baker Tilly has a high-traffic website which includes an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will include national, state, regional and local elements as determined during our initial meetings with the County's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to further promote the County Administrator/County Coordinator position.

| Project milestone                                                      | Deliverables                                                                                                                                                                                                                                                                                 | Timeline |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Position profile and recruitment brochure development                  | <ul style="list-style-type: none"><li>Interviews with the County</li><li>Baker Tilly receives information on the County's budgets, organizational charts, images, logos, etc.</li><li>Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline)</li></ul> | 2 weeks  |
| Approve brochure, commence advertising and distribute marketing letter | <ul style="list-style-type: none"><li>Brochure sent to the County for final approval</li><li>Commence advertising and distribution of recruitment brochure</li></ul>                                                                                                                         | 1 week   |

### Task II. Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task I, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the position of County Administrator/County Coordinator. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the opportunity directly and in the proper manner, he or she may apply. We take pride in our ability to locate highly qualified candidates across the nation based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by the creation of a customized database utilizing our extensive, interactive applicant database for the County Administrator/County Coordinator position. This will provide the Baker Tilly team with the ability to customize applicant flow and tracking, communication with applicants and conduct database inquiries for candidates based on characteristics important to the County such as geographic location, particular experience, expertise and credentials.

During this part of the process the project team will work with the County Board and designated staff to reach consensus on the leadership and management style for the ideal candidate. Our research will determine the key competencies, work values and leadership/management style for the County Administrator/County Coordinator and match the candidates to each attribute.

While recruitment is under way, the project team will work with a team of up to 10 subject matter experts (SMEs) who know what successful performance in the County Administrator or County Coordinator position looks like to reach consensus on the desired leadership and management style for the ideal candidate. We ask the SMEs to complete a 30-minute, on-line questionnaire. When aggregated, these responses generate a benchmark that

## Project understanding and approach

prioritizes the key competencies, work values and leadership/management style attributes for this position, creating a framework for assessing candidate fit with the County. Later in the process, finalists for the position are asked to complete a companion questionnaire that allows us to match candidates' competencies, work values and leadership/management style to the benchmark. [See sample excerpt of TTI report in **Appendix II.**]

Each candidate submitting a resume is sent a timely acknowledgement by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and the professional manner in which they are treated during our recruitments.

| Project milestone                                        | Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Timeline  |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Execution of recruitment strategy and candidate outreach | <ul style="list-style-type: none"> <li>Online data collection and profile development</li> <li>Development of interactive, searchable applicant database for recruitment of the County Administrator/County Coordinator</li> <li>Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy</li> <li>Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics</li> </ul> | 4-5 weeks |

### Task III. Screening of applicants and recommendation of semi-finalists

In Task III the project team, under the direction of Patty Heminover, will screen the candidates against the criteria within the position and candidate profile and develop a list of semi-finalists for recommendation to the County Board. We will then narrow the list to a group of 10-15 semifinalists for review and select finalists on the basis of written candidate questionnaires, early due diligence information, consultant phone interviews and recorded, one-way video interviews.

Another unique aspect of our recruitment process is our use of online recorded interviews for the screening process. Responses are timed and questions are not provided in advance. This tool allows our team to develop a more comprehensive understanding of each candidate's ability to "think on their feet," as well as their personal and professional demeanor. Our team will provide an online link for the County Board, as well as others who have input into the hiring decision, allowing them to review and later discuss the recorded responses. This provides your organization with additional candidate assessment tools that can be customized to fit the unique needs of the County.

Throughout the process, you will have access to our Master Applicant List (MAL), which will provide pertinent data for each applicant.

| Project milestone                                        | Deliverables                                                                                                                                                                                                                                                                                  | Timeline  |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Applicant screening and recommendation of semi-finalists | <ul style="list-style-type: none"> <li>Baker Tilly compares applications to the approved candidate profile, developed in our searchable applicant database</li> <li>Most promising applicants are asked to complete candidate questionnaires and provide due diligence information</li> </ul> | 2-3 weeks |

## Project understanding and approach

- Media, internet and social media scan for information pertinent to future employment
- Top 10-15 candidates identified as semi-finalists
- Semi-Finalist Report is prepared, including the brochure, master applicant list, cover letter and resume of candidates to be considered
- Baker Tilly and the County review video interviews
- Project team leader meets with County Board to review recommended semi-finalists
- County Board selects finalists for on-site interviews
- Finalists complete candidate management style assessment, responses are reviewed and interview questions are developed

### Task IV. Conducting background checks, reference checks and academic verifications

When the County Board approves of a group of finalists for on-site interviews, Baker Tilly will begin the process of conducting reference checks, background checks and academic verifications. A Confidential Reference Report is prepared for each finalist to complete our understanding of his/her management and leadership characteristics and professional work performance.

#### **Background checks will include information from the following areas:**

|                                |                                          |
|--------------------------------|------------------------------------------|
| Consumer credit                | Bankruptcy                               |
| City/county – criminal         | State district Superior Court – criminal |
| City/county – civil litigation | State district Superior Court – civil    |
| Judgment/tax lien              | Federal district - criminal              |
| Motor vehicle driving record   | Federal district – civil litigation      |
| Educational verification       | Sex offender registry                    |

***To ensure that our quality standards are maintained, we require a minimum of 10-15 business days between the time that you select the finalists for on-site interviews and when we submit the candidate documentation for your final interview process.***

| Project milestone                                                          | Deliverables                                                                                                                                                 | Timeline  |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Design final process with the County for on-site interviews with finalists | <ul style="list-style-type: none"> <li>- Baker Tilly confirms interviews with candidates</li> <li>- Travel logistics are scheduled for candidates</li> </ul> | 1-2 days  |
| Background and reference checks and academic verification                  | <ul style="list-style-type: none"> <li>- Baker Tilly completes background checks, reference checks and academic verifications for finalists</li> </ul>       | 2-3 weeks |

### Task V. Final interview process

Upon completion of Task IV, we will work with the County Board to develop the final interview process, including the use of virtual platforms as requested. We customize the final interview process according to the needs and functions of the position and according to your preference, instructions and directives to include steps that are important to you, our client. As such, the final interview process may include meetings with the department heads, a County tour and the opportunity for a meet and greet, if requested by the County Board. In advance of the interviews, we will provide documentation on each of the finalists which will provide the

## Project understanding and approach

highlights of their leadership/management profile (Gap Analysis) as well as a summary of the results of the reference checks, background checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The project team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. In addition, we will assist you with the development of a compensation package and related employment considerations and assist with the negotiation of an employment agreement.

| Project milestone                                 | Deliverables                                                                                                                                                                                                                                                                                                | Timeline |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Final Report prepared and delivered to the County | <ul style="list-style-type: none"><li>Final Report is prepared; including brochure, interview schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions</li></ul>                                            | 1 day    |
| On-site interviews with finalists                 | <ul style="list-style-type: none"><li>Interviews are scheduled</li><li>Recruitment project team leader attends client interviews and is available to participate during deliberations of candidates</li><li>If requested, Baker Tilly participates in candidate employment agreement negotiations</li></ul> | 1-2 days |
| Offer made/accepted                               | <ul style="list-style-type: none"><li>Baker Tilly notifies candidates of decision</li><li>Baker Tilly confirms final process close out items with Mille Lacs County</li></ul>                                                                                                                               | 1-2 days |

## Our strategy for recruitment of diverse candidates

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network and are on their National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In this recruitment, we will use our established networks to make direct and personal contacts with prospective minority and female candidates and encourage them to consider Mille Lacs County's County Administrator/County Coordinator position. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know they will be fairly considered in the process.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

## Project understanding and approach

### Commitment to diversity and inclusion

Diversity, inclusion and belonging is who we are rather than simply what we do. We take a holistic approach by embedding the philosophy and practices of diversity, inclusion and belonging into all aspects of our business.

Baker Tilly is a member of CEO Action for Diversity & Inclusion launched on June 12, 2017 through a steering committee of CEOs focused on making D&I a *business priority and conversation*. It is the largest collection of business leaders openly committed to sharing successful diversity and inclusion initiatives and lessons learned. This corporate exchange provides a unified hub to share successes and challenges.

As a member, we pledge to:

1. Continue to make our workplaces trusting places to have complex and sometimes difficult, conversations about diversity and inclusion.
2. Implement and expand unconscious bias education.
3. Share best—and unsuccessful—practices.

### Growth and Retention of Women (GROW)

Baker Tilly believes that the education and advancement of women creates a more diverse and engaging culture. We believe that this makes our workplace, profession and industry stronger and better through a diverse, engaging and inclusive workplace where exceptional people thrive.

Through our GROW committee, Baker Tilly provides women valuable opportunities to network, share their stories, acquire skills, strengthen professional relationships and advance in their careers. Our commitment to GROW increases the number of women in management positions, enhances the retention of women at all firm levels, creates an environment where women feel empowered, supports our advocacy of advancing women in business, helps us to share knowledge gained through this initiative with clients and creates a workforce that is reflective of our client base.



### Supporting Opportunity, Advancement and Recognition for All (SOAR)

Baker Tilly's diversity and inclusion initiative, SOAR, focuses on bringing team members together from different backgrounds to create a more creative, innovative and productive workforce. Simply put, diversity makes each of our professionals unique; inclusion is how that unique team collaborates to achieve common goals. SOAR focuses on ensuring all team members are supported, valued and respected regardless of ethnicity, race, gender, age, physical ability, faith, sexual orientation, education, personality, skills or life experiences.



SOAR was recently named Corporate Partner of the Year by the Washington, D.C. chapter of the National Association of Black Accountants, Inc. (NABA), recognizing our significant achievements in diversity within our organizations and in the industry.

### Why Baker Tilly is ideally suited to serve Mille Lacs County

There are many reasons Baker Tilly has distinguished itself from peers in public sector executive recruitment.

- **We are experienced and passionate about what we do.** Baker Tilly executive recruitment consultants are highly experienced and passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. The Baker Tilly team has recruited and placed more than 1,500 executive-level positions within cities, counties, school districts and public and not-for-profit organizations.
- **We are focused on exceeding your expectations.** We believe in local government and want to assist Mille Lacs County organization in building a great team. We want your organization to hire us again based on the success we achieve the first time we work together.
- **We believe that “ethical business practices” are a catalyst for success.** These practices include operating with transparency, responsiveness and sensitivity to the culture of your organization while pursuing an unrelenting commitment to high quality and professional services.
- **We believe in diversity.** Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. We are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council.
- **We conduct a timely, high-quality recruitment that is within budget.** For an all-inclusive, not-to-exceed professional fee that includes the cost of professional services by the project team leader, the project support staff and all project related expenses such as advertising, preparation of a recruitment brochure, background, reference and academic verification checks and travel expenses for up to three on-site visits. We work with you to establish a timeline, respond to the County’s needs and to unexpected circumstances that may develop during the course of a recruitment in order to expedite the recruitment, but not at the expense of finding high quality candidates for Mille Lacs County.
- **We utilize the latest technologies that uniquely sets us apart.** Technology plays an important role in the Baker Tilly executive recruitment process. From our proprietary video interview system and our management/leadership style assessment analysis to our proprietary online application system, we efficiently manage candidate information and provide the County with unique information about each candidate’s leadership and management style and ability to respond extemporaneously to video questions.
- **We offer a “Triple Guarantee” that commits Baker Tilly to the County’s success.**
  - We remain focused to assist with your executive recruitment until you make an appointment
  - We guarantee your executive recruitment for 12 months against termination or resignation for any reason – or we come back to fill the County Administrator/County Coordinator position for no additional professional fee
  - We will not directly solicit any candidates selected under this contract for another position while the candidate is employed with your organization

## Project understanding and approach

### Benefits to Mille Lacs County

Selecting Baker Tilly to conduct your executive recruitment provides you with the following benefits:

- **Comprehensive and structured process:** Our process is comprehensive and seamless, reflecting our years of interaction with local government employers and prospective candidates.
- **Transparency:** Baker Tilly comes to the County without having any preconceived notions or expectations about the Mille Lacs County and prospective candidates. The Baker Tilly team works closely with the County to make sure the process is transparent.
- **Confidentiality:** Prospective candidates know that their application will be kept confidential, allowing them to express interest in the County Administrator/County Coordinator position without jeopardizing their current employment. Our reputation for ensuring candidate confidentiality as permitted by state and local law means that Mille Lacs County can count on maximizing the number of qualified candidates interested in the position.
- **Candidate recruitment:** Baker Tilly actively recruits qualified candidates, drawing from our extensive personal and professional connections with capable individuals around the state, region and nation and assuring the County of its access to established managers and rising stars. The ability to widely recruit for prospective candidates is one of the primary benefits of using Baker Tilly.
- **Focused use of the County's time:** Baker Tilly's comprehensive process incorporates the active participation of County Board members at key steps in the process. Our process keeps decision makers fully advised and informed of all aspects of the process without requiring them to expend large amounts of time on the recruitment process or to put aside other pressing issues facing the County.
- **Minimize staff disruption:** Baker Tilly's search process also minimizes disruptions to County staff, some of whom may have additional duties in this time of transition. Because conducting a thorough recruitment can be time-consuming, Baker Tilly's involvement allows staff to stay focused on their primary and assigned functions.
- **Thorough evaluation of candidates:** Mille Lacs County seeks a County Administrator or County Coordinator of sound professional and personal character. Baker Tilly's process includes a thorough evaluation of the final candidates, including detailed information from references and a careful review of background records.

## Project personnel

*The Baker Tilly project team is designed specifically for Mille Lacs County.*

The project team represents experienced professionals who will be working on this County Administrator/County Coordinator recruitment. Our service team is selected to meet four very specific objectives for the County: 1) it represents the staff who will be directly responsible for your projects; 2) it provides a range of expertise to cover the range of service requirements; 3) it provides a national perspective of experience and institutional knowledge to achieve your future objectives; and 4) it represents the commitment to take personal and professional responsibility for the services and outcomes for Mille Lacs County.

### Project team leader

**Patricia Heminover, Director**

T: +1 (651) 223 3058

E: [patty.heminover@bakertilly.com](mailto:patty.heminover@bakertilly.com)

### Additional project team members

**Chuck Rohre, Firm Director**

T: +1 (214) 466 2436

E: [chuck.rohre@bakertilly.com](mailto:chuck.rohre@bakertilly.com)

**Art Davis, Director**

T: +1 (816) 868 7042

E: [art.davis@bakertilly.com](mailto:art.davis@bakertilly.com)

**Sharon Klumpp, Director**

T: +1 (651) 223 3053

E: [sharon.klumpp@bakertilly.com](mailto:sharon.klumpp@bakertilly.com)

**Edward G. Williams, Ph.D., Director**

T: +1 (214) 842 6478

E: [edward.williams@bakertilly.com](mailto:edward.williams@bakertilly.com)

**Anne Lewis, Director**

T: +1 (703) 923 8214

E: [anne.lewis@bakertilly.com](mailto:anne.lewis@bakertilly.com)

**Michelle Lopez, Senior Recruitment Analyst**

T: +1 (651) 223 3061

E: [michelle.lopez@bakertilly.com](mailto:michelle.lopez@bakertilly.com)



# Patricia Heminover

Patty Heminover, a director with Baker Tilly, has more than 20 years of experience in local government.



## **Baker Tilly US, LLP**

### **Director**

380 Jackson Street  
Suite 300  
Saint Paul, MN 55101  
United States

**T +1 (651) 223 3058**

**M +1 (651) 968 7841**

[patty.heminover@bakertilly.com](mailto:patty.heminover@bakertilly.com)  
[bakertilly.com](http://bakertilly.com)

## **Education**

Master of Education, Administration  
Minnesota State University – Mankato

Mini MBA Program, Human Resources Management  
University of Saint Thomas (Saint Paul, Minnesota)

Bachelor of Science, Consumer Science, Business  
Administration  
Minnesota State University – Mankato

Patty has been with the firm since 2010. Prior to joining Baker Tilly, she was a superintendent, assistant superintendent, director of human resources and director of finance. She brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

## **Specific experience**

- Executive Recruitment, employee development, benefits administration, strategic planning, performance management, market compensation studies, workforce planning, recognition programs and process improvement
- Experience identifying management talent, leading organization and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

## **Industry involvement**

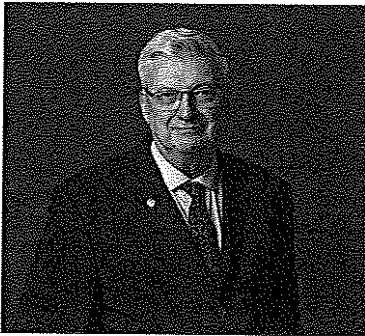
- Minnesota Association of School Administrators (MASA)
- American Association of School Administrators (AASA)
- Minnesota Association of School Business Officials (MASBO)
- River Heights Chamber of Commerce, Member
- State Negotiators Association,  
Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

## **Continuing professional education**

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota

## Charles A. Rohre

Chuck Rohre, a firm director at Baker Tilly, has more than 35 years of experience managing and consulting in both the private and public sectors.



**Baker Tilly US, LLP**  
**Firm Director**  
2500 Dallas Parkway  
Suite 300  
Plano, TX 75093  
United States

**T +1 (214) 466 2436**  
**M +1 (214) 608 7477**  
[chuck.rohre@bakertilly.com](mailto:chuck.rohre@bakertilly.com)  
[bakertilly.com](http://bakertilly.com)

### Education

Master's Degree, Human Relations and Management  
Abilene Christian University (Dallas, Texas)

Bachelor of Science, Career Development  
Abilene Christian University (Dallas, Texas)

Chuck is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He also directs the professional and support staff of the executive recruitment practice to ensure best practices, quality control and customer service goals are met.

### Specific experience

- Manager of the executive recruitment practice
- Extensive and successful track record of completed recruitments across the nation, especially in Texas, Colorado, Arizona, and the Midwestern states
- Has led more than 400 recruitment engagements in 27 states for key executives such as city and assistant city managers, police chiefs, fire chiefs, library directors, chief information officers, city/county attorneys, parks & recreation directors, finance directors and public works directors, as well as executive directors of not-for-profit and quasigovernmental organizations
- Conducted management consulting assignments in a number of disciplines including public safety, career development and strategic planning
- Written and presented training in a variety of subject areas including personnel assessment, leadership and management skills, and career development for public sector employees
- Prior to beginning his consulting career, served as police chief and director of public safety for North Texas municipalities with populations ranging from 9,000 to 200,000 plus

### Continuing professional education

- Certified Behavior Analyst by TTI, Inc.
- Advanced management training at the Institute for Law Enforcement Administration
- Federal Bureau of Investigation, LEEDS course
- Annual participation in the International City/County Management Association Conference
- Annual participation in state and municipal league conference

## Art Davis

Art Davis, a director with Baker Tilly, has pursued his passion to improve local government and create great communities for more than 30 years.



**Baker Tilly US, LLP**  
**Director**  
9229 Ward Parkway  
Suite 104  
Kansas City, MO 64114-3311  
United States

**T +1 (816) 912 2036**  
**M +1 (816) 868 7042**  
[art.davis@bakertilly.com](mailto:art.davis@bakertilly.com)  
[bakertilly.com](http://bakertilly.com)

**Education**  
Master of Public Administration  
University of Kansas (Lawrence, Kansas)

Bachelor of Arts, Political Science  
and Public Administration  
William Jewell College (Liberty, Missouri)

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits.

### Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- Nearly 15 years' experience in executive recruitment
- Community leadership program facilitation
- Leadership and management development
- Strategic goal setting and strategic planning facilitation
- Organizational assessment, design and development
- Organization and community facilitation
- Served more than six years as associate director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the plan after four years) focused on re-developing downtown Kansas City, involving hundreds of stakeholders
- Served nearly six years as city administrator for Lee's Summit, Missouri and in other local government positions in Kansas
- Served as assistant to the Mayor of Dallas, Texas
- Led and participated in a wide variety of community initiatives; served on a major hospital board for 13 years and on other not-for-profit boards
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration

### Industry involvement

- International City/County Management (ICMA), member since 1984

# Sharon G. Klumpp

Sharon Klumpp, a director with Baker Tilly, has worked on behalf of local governments for more than 35 years and partnered with them to build strong organizations.



**Baker Tilly US, LLP**  
**Director**  
380 Jackson Street  
Suite 300  
Saint Paul, MN 55101  
United States

**T +1 (651) 223 3053**  
**M +1 (651) 270 6856**  
[sharon.klumpp@bakertilly.com](mailto:sharon.klumpp@bakertilly.com)  
[bakertilly.com](http://bakertilly.com)

**Education**  
Master of Public Administration  
University of Kansas (Lawrence, Kansas)

Bachelor of Arts, Political Science  
Miami University (Oxford, Ohio)

Sharon specializes in providing executive recruitment, organizational management and facilitation services to local governments and nonprofits.

## Specific experience

- More than 15 years' experience in executive search and organizational management consulting
- Served as associate executive director for the League of Minnesota Cities
- Appointed executive director of the Metropolitan Council, a seven-county regional planning agency for the Minneapolis-Saint Paul metropolitan area
- Served as city administrator in Oakdale, Minnesota and assistant city manager for St. Louis Park Minnesota and Saginaw, Michigan
- Private sector experience includes serving as the chief administrative officer for the Minneapolis office of a major global engineering and design firm
- Served as an adjunct instructor at Walden University, teaching public administration and organizational change in the University's School of Management

## Industry involvement

- International City/County Management Association (ICMA)

# Anne Lewis

Anne Lewis, a director with Baker Tilly, has worked for local governments for nearly 20 years.



**Baker Tilly US, LLP**  
**Director**  
8219 Leesburg Pike  
Suite 800  
Tysons, VA 22182  
United States

**T +1 (703) 923 8214**  
[anne.lewis@bakertilly.com](mailto:anne.lewis@bakertilly.com)  
[bakertilly.com](http://bakertilly.com)

## Education

Master of Science, Organizational Leadership  
and Public Administration  
Shenandoah University (Winchester, Virginia)

Bachelor of Science, Business Administration  
and Management  
Shenandoah University (Winchester, Virginia)

Prior to joining Baker Tilly, Anne served as an Assistant County Administrator for a Virginia county, a Deputy City Manager and an Assistant City Manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an Emergency Management Deputy Director, Public Information Officer, Human Resources Manager, Parking Authority Executive Director, Housing Director, Transit Director and Convention & Visitors Bureau Executive Director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs.

## Industry involvement

- International City/County Management Association, Credentialed Manager (ICMA)
  - Task Force on Recruitment Guidelines Handbook
  - Task Force on Women in the Profession
  - Task Force on Internship Guidelines
- Virginia Local Government Management Association (VLGMA), former member of Executive Board
- Virginia Women Leading Government
- Government Finance Officers Association (GFOA)

## Community involvement

- Shenandoah University Alumni Association, Executive Committee
- Shenandoah Apple Blossom Festival®, Board of Directors

## Continuing professional education

- Graduate Certificate in Public Management
- Senior Executive Institute and LEAD graduate, The Weldon Cooper Center, University of Virginia

## Edward G. Williams, Ph.D.

Edward Williams, a director at Baker Tilly, brings character, competence and expertise to every search.



### **Baker Tilly US, LLP Director**

2500 Dallas Parkway  
Suite 300  
Plano, TX 75093  
United States

**T +1 (214) 842 6478**

**M +1 (214) 608 6363**

[edward.williams@bakertilly.com](mailto:edward.williams@bakertilly.com)  
[bakertilly.com](http://bakertilly.com)

### **Languages**

English  
Spanish

### **Education**

Ph.D., Educational Leadership and Policy Analysis  
University of Missouri (Columbia, Missouri)

Master of Higher Education Administration  
University of Missouri (Kansas City, Missouri)

Bachelor of Arts, Education  
University of Missouri (Kansas City, Missouri)

Edward has more than 20 years of collective experience in human resources and organizational development at various levels, and across various disciplines including, state and local government, community and educational institutions.

### **Specific experience**

- Human resources executive (municipal and state government)
- Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

### **Industry involvement**

- Society for Human Resources (SHRM)
- Institute for Management Studies (IMS), advisory board
- Texas Municipal Human Resources Administration (TMHRA)

### **Community involvement**

- Ft. Bend Habitat for Humanity, president, vice-president, secretary and member, board of (2014-2019)
- AAU basketball coach – middle school boys

### **Continuing professional education**

- Institute for Management Studies - Houston
- International Personnel Management Association

## Project personnel

# Michelle Lopez

Michelle Lopez, a senior recruitment analyst at Baker Tilly, has been with the firm since 2017.



**Baker Tilly US, LLP**  
**Senior Recruitment Analyst**  
380 Jackson Street  
Suite 300  
Saint Paul, MN 55101  
United States

**T +1 (651) 223 3061**  
[michelle.lopez@bakertilly.com](mailto:michelle.lopez@bakertilly.com)  
[bakertilly.com](http://bakertilly.com)

### Education

Currently pursuing Bachelor of Science, Project Management  
Colorado State University – Global Campus

Associate in Arts, Liberal Arts  
Minneapolis Community College (Minneapolis, Minnesota)

Michelle assists in the organizational management of the executive recruitment process. Along with coordinating internal workflow, she also works with clients and candidates to ensure objectives are met throughout the process.

### Specific experience

- More than 10 years of administrative support experience for multiple departments, including human resources and marketing
- Four years of experience in information technology help desk and support
- Survey and data reporting
- Reference checks for potential candidates
- Interview coordination and scheduling
- Recruitment marketing research and organization

# Total project cost

*The all-inclusive professional fee to conduct the recruitment is provided below.*

## Professional fee

The all-inclusive professional fee includes the cost of professional services by the project team leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of Baker Tilly and are handled directly by the client organization.

The all-inclusive professional fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate.

All questions regarding the professional fees and project-related expenses should be directed to Patty Heminover at [patty.heminover@bakertilly.com](mailto:patty.heminover@bakertilly.com) or via phone at (651) 968 7841.

| Phase                                       | Description of professional services                                                                                                       | Fee             |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Phase I                                     | Task 1 Candidate profile development/advertising/marketing<br>lead consultant hourly rate – approximately 14 hours                         | \$3,000         |
|                                             | research/project management staff hourly rate – approximately 16 hours                                                                     | \$1,600         |
|                                             | Task 2 Identify quality candidates<br>lead consultant hourly rate – approximately 14 hours                                                 | \$3,000         |
| Phase II                                    | research/project management staff hourly rate – approximately 16 hours                                                                     | \$1,600         |
|                                             | Task 3 Preliminary screening & initial report to client<br>lead consultant hourly rate – approximately 14 hours                            | \$3,000         |
|                                             | research/project management staff hourly rate – approximately 20 hours                                                                     | \$2,000         |
| Phase III                                   | Task 4 Reference checks, background checks, assessments and academic verifications<br>lead consultant hourly rate – approximately 11 hours | \$2,500         |
|                                             | research/project management staff hourly rate – approximately 12 hours                                                                     | \$1,200         |
|                                             | Task 5 Final process/on-site interviews with finalists<br>lead consultant hourly rate – approximately 14 hours                             | \$3,000         |
| Conclusion                                  | research/project management staff hourly rate – approximately 16 hours                                                                     | \$1,600         |
|                                             | Acceptance of offer by candidate                                                                                                           |                 |
| <b>TOTAL ALL-INCLUSIVE PROFESSIONAL FEE</b> |                                                                                                                                            | <b>\$22,500</b> |

## Total project cost

| Optional services for consideration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Fee                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| At the County's option, Baker Tilly will conduct a web-based survey to determine key community-wide issues and priorities that could be considered in the selection of a new County Administrator/County Coordinator. This survey is completed by community leaders, citizens and County employees and would alter the project timeline.                                                                                                                                                                                                   | \$1,650                      |
| On rare occasions, Baker Tilly is asked to provide additional search services that are not included in this scope of service or to provide more than three on-site visits to the County. Additional work specifically requested by the County which is outside of the scope of this project will be invoiced at the hourly rate of \$220 plus expenses. Baker Tilly will submit a written explanation of the additional services to be provided and the estimated hours that will be required prior to commencing any additional services. | \$220 per hour plus expenses |

## Triple guarantee

Our Triple Guarantee is defined as:

1. A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this proposal. If you are unable to finalize selection from the initial group of finalists, Baker Tilly will work to identify a supplemental group until you find a candidate to hire.
2. Your executive recruitment is guaranteed for 12 months against termination or resignation for any reason. The replacement recruitment will be repeated with no additional professional fee, but will include project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws.
3. Baker Tilly will not directly solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

## Negotiations

If selected, we will provide Mille Lacs County with our standard engagement terms. Should the County wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

# Project timeframe

Below is an estimated timeline for the executive recruitment process. You will be asked during the first on-site meeting to review and approve a Timeline for the recruitment project. It is our intent to conduct the recruitment expeditiously, but not at the expense of finding high-quality candidates for you.

## Mille Lacs County, Minnesota Executive Recruitment Preliminary Timeline

The following timeline represents a preliminary schedule for your executive recruitment based on a commencement date of March 22, 2021. Actual target dates will be developed in consultation with and approved by the County Board.

| Project milestone                                                                                   | Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Target Date |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Profile development, advertising and candidate outreach                                             | <ul style="list-style-type: none"> <li>- Baker Tilly completes interviews to develop candidate profile and recruitment brochure; the County approves ad placement schedule and timeline</li> <li>- Baker Tilly sends draft recruitment brochure to the County</li> <li>- The County returns draft recruitment brochure (with edits) to Baker Tilly</li> <li>- Baker Tilly commences executive recruitment advertising and marketing</li> <li>- Online data collection and profile development</li> <li>- Baker Tilly commences formal review of applications; most promising candidates complete questionnaires</li> <li>- Candidates complete recorded interview online</li> <li>- Baker Tilly completes formal review of applications and sends selected resumes to the County for review</li> </ul> | April - May |
| Applicant screening and assessment and recommendation of semi-finalists                             | <ul style="list-style-type: none"> <li>- Candidates' recorded interviews are presented</li> <li>- Baker Tilly meets with the County and recommends semi-finalists; the County selects finalists for on-site interviews</li> <li>- Finalists complete candidate management style assessment and responses are reviewed and interview questions are developed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                 | May- June   |
| Comprehensive background check, academic verifications and reference checks completed for finalists | <ul style="list-style-type: none"> <li>- Baker Tilly completes reference checks / background checks/ academic verification on finalists</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | June        |
| On-site Interviews with finalists                                                                   | <ul style="list-style-type: none"> <li>- Baker Tilly sends documentation for finalists to the County</li> <li>- The County conducts on-site interviews with finalists</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | June - July |
| Employment offer made / accepted                                                                    | <ul style="list-style-type: none"> <li>- The County extends employment offer to selected candidate</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | June - July |

## Appendix I: sample brochure



# BOONE COUNTY, ILLINOIS IS SEEKING A COUNTY ADMINISTRATOR

## The Community

Boone County, Illinois is located in North Central Illinois within the Rockford, Illinois Metropolitan Statistical Area, which has a population of 370,023. A boutique county populated with orchards and wineries, Boone County cherishes its rural and urban heritage and its close-knit community. A small county, Boone County has a total area of 290 square miles and a population of over 53,000. Belvidere, known as "The City of Murals" is the county seat with a population of over 25,000. Smaller communities located north of Belvidere include Capron, Caledonia and Poplar Grove. Boone County residents enjoy excellent accessibility to major cities. Downtown Chicago is 75 miles southeast of Boone County via I-90. Interstate highways make for easy travel to Madison and Milwaukee, with distances of 75 and 90 miles, respectively. Rockford is just minutes to the west.

Named for Kentucky frontiersman Daniel Boone, Boone County was formed in 1837. Growth in the early 2000s occurred in the automotive, food processing, and retail sectors. Anchors in the community include Fiat Chrysler Automobiles, Yanfeng, General Mills, CCSI International, and R.P. Lumber. The Poplar Grove Airport and nearby fly-in community of Bel Air Estates is rapidly gaining a reputation for being the airport of choice for aviators in the Greater Chicago and southern Wisconsin area.

Boone County boasts spacious parks, conservation areas and golf courses. At the Kishwaukee Riverfront Path, visitors can access boat and canoe launches. The Boone County Conservation District provides opportunities for bicycling, hiking, hunting and fishing. Other recreational activities include museums, camping resorts, farmers markets, and multiple fairs and festivals. Attracting more than 222,000 visitors annually, the Boone County Fair is always a well-attended event. McEachran Homestead Winery offers wine tasting tours, and visitors can rent ice skates at the Riverside Ice Arena with its NHL regulation rink.

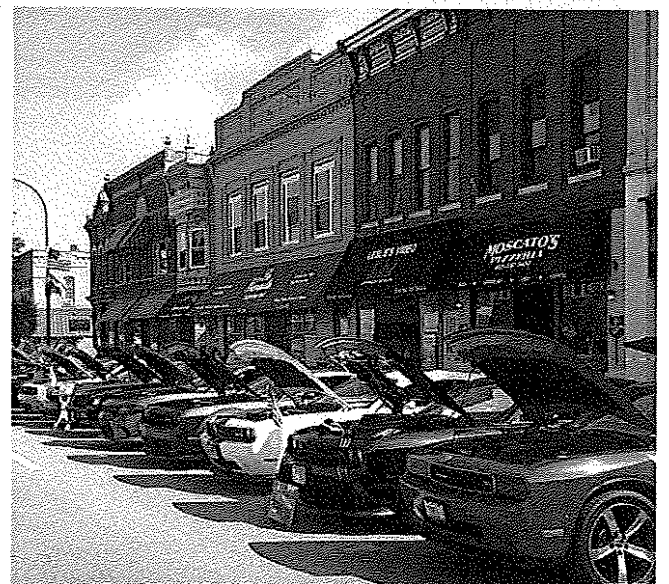
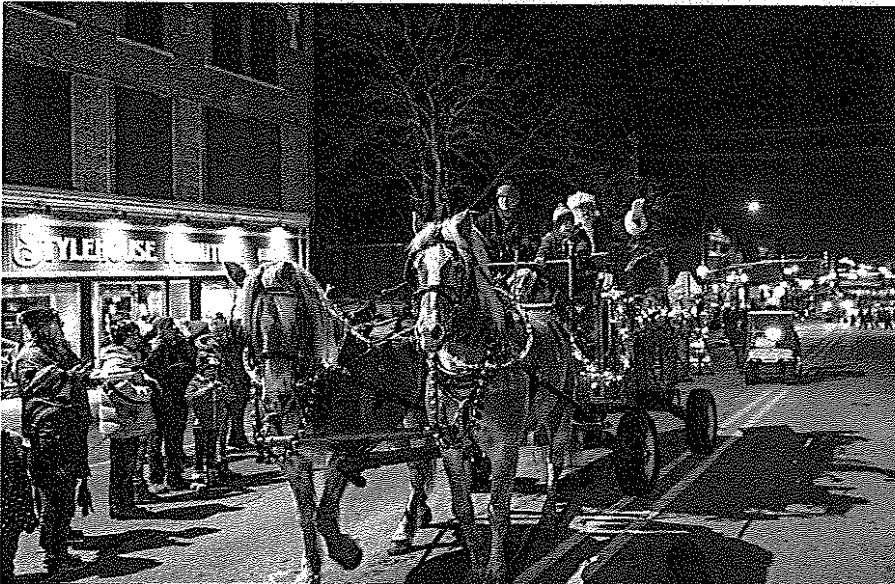
Three school districts are located within Boone County and offer a total of 18 pre-K to grad 12 schools. Nearby colleges and universities in the area include Rock Valley College, Rockford University and the University of Illinois College of Medicine in Rockford. Northern Illinois University in neighboring DeKalb County offers an excellent public administration program.

## The Organization

Boone County was incorporated under the laws of the State of Illinois in 1837 and operates under an elected 12 member County Board comprised of four members from each of three districts. Board Member terms rotate between two or four years over a ten-year period. The Chairman and Vice Chair are elected by the members of the Board. The County Board operates under a Committee of the Whole system with one meeting dealing with administrative issues and another dealing with financial issues. Committee of the Whole finance and administrative meetings are each held once a month; the County Board also meets once a month.

Elected officials include the Circuit Clerk, Coroner, County Clerk and Recorder, Sheriff, State's Attorney, and Treasurer.

Boone County provides a broad array of services to the public including but not limited to public safety, courts, corrections, probation, health and social services, road construction and maintenance, planning and zoning and general administrative services. The County employs a total of 259 personnel, with 198 of those full-time. Nearly half of County employees are organized in one of nine bargaining units represented by labor unions, including Teamsters, UAW and FOP. The 2020 budget is \$33.7 million. The county's bond rating is Aa3.



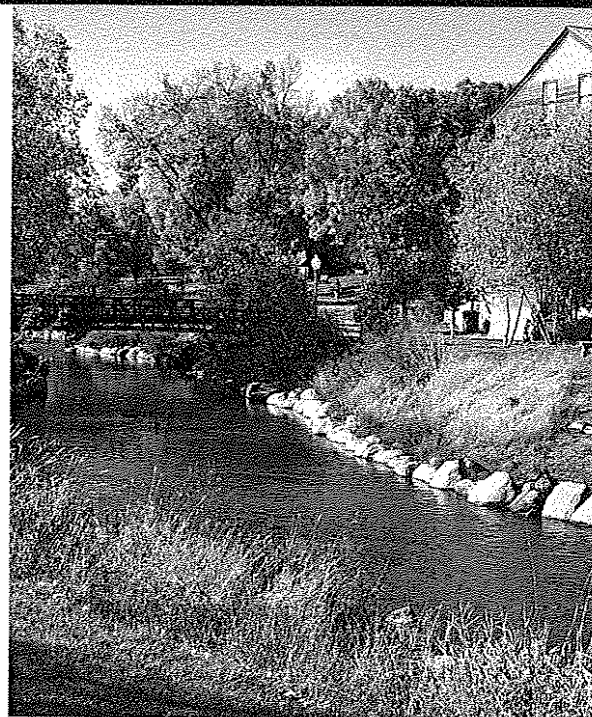
## The Position

This position is open due to the retirement of the previous administrator who held the position for 32 years.

The County Administrator reports directly to the Boone County Board. Positions that report to the County Administrator include the Deputy County Administrator, Administrative Assistant, Transit Grants Administrator/Program Compliance and Oversight Monitor (PCOM), County Planner, Senior Building Inspector, Supervisor of Assessments, Animal Services Operations Supervisor, GIS Specialist and County Engineer.

Responsibilities of the County Administrator include:

- Develop the County budget with the County Committee of the Whole and County departments; provide budget analysis and participates in committee budget hearings.
- Prepare and update a long-range financial and capital plan for all major projects.
- Represent the County Board in all labor relations/negotiations activities as the chief negotiator.
- Oversee human resource activities including updating the County Personnel Policies Manual, recruitment activities and recommendations related to filling departmental manager vacancies, coordinating the employee compensation plan, and administration of employee benefits.
- Coordinate the County Board Committee of the Whole system including preparation of agenda in consultation with Committee chairs and department heads.
- Coordinate the County risk management program.
- Coordinate intergovernmental agreements between the County and other governments and federal and state grant assistance.
- Provide insight on economic development opportunities to the County Board.
- Oversee and manage the County's purchasing and procurement programs.
- Serve as the public information officer for the County Board.
- Administer ordinances and resolutions adopted by the County Board.
- Monitor federal and state legislative proposals and programs and informs the County Board as needed.
- Conduct research regarding County programs and activities; execute administrative functions; and perform other duties as assigned by the County Board.



## Desired Capabilities

- Brings a fresh perspective and enthusiasm to the County
- Forward looking, sees the big picture
- Builds effective relationships with the County Board, elected officials and department heads; engages them in determining countywide priorities
- Committed to equity, transparency, integrity, stewardship of public resources, political neutrality, and respect for the rights and responsibilities of elected officials and residents
- Takes a holistic interest in the County; balances a passion for its rural heritage with an understanding of issues affecting its cities
- Demonstrates leadership, delegates effectively and ensures accountability
- Regarded as a partner and a resource by elected officials and department heads
- Supports the County Board's policy-making process; offers options and provides facts and data for the Board to make good decisions and helps get the Board to the heart of an issue
- Strong financial acumen, adept at analyzing short- and long-range impacts of policy options
- Business savvy, recognizes opportunities to maximize resources and create efficiencies and gets others on board
- Seeks input and solves problems collaboratively; decisive when direction is needed
- Resilient, has the fortitude to make, explain and stand behind an unpopular decision
- Exceptional communication skills; exercises diplomacy and tact in representing the County
- Organized and focused; skilled at keeping everyone on the same page
- Unflappable, does not take differences of opinion personally

## Leadership Opportunities

Promote governmental collaboration and communication. Continue efforts to develop collaborative processes across all departments to maximize efficiencies throughout the County. Continue to focus on developing healthy relationships with the public by streamlining governmental functions. Build a collaborative relationship with all municipalities located in Boone County. Partner with intergovernmental and regional agencies to share services when appropriate.

Provide strong financial management. Develop a process for comprehensive budget planning, administration and reporting. Identify areas where expenditures can be reduced to maximize revenues. Pursue new revenue streams. Develop and annually update a long-range financial plan for the County.

Promote economic development. Create an economic development strategy to promote business growth. Provide an environment conducive to attracting new businesses and supporting the growth of existing businesses.

Review the County's organizational structure. Engage Board members, elected officials and elected officials to identify and prioritize opportunities to streamline County processes. Explore options for improving customer access to services increasing the use of technology. Identify ways to share information and data across County departments.

Assess facilities and technology needs. Assess short-and long-range facility needs, including the impact that future technology needs will have on physical space and facility locations, project estimated costs with input from elected officials and department heads. Establish priorities and funding working with the County Board.

Update the County comprehensive plan. Develop and invest in community infrastructure to enhance the quality of life. Continue efforts to develop a unified regional road and bridge replacement plan. Capitalize on public/private partnerships and leverage regional assets to improve transportation and communication infrastructure. Maintain vigilance over County water sources.



## Qualifications and Experience

This position requires a Bachelor's degree (Master's degree preferred) in public or business administration or a related field and considerable experience supporting the work of a governing board and providing oversight and coordination of local government functions. Qualified candidates will have a strong working knowledge of government administration in such areas as budgeting, grants management, long-range financial planning, risk management, human resources, labor relations, collective bargaining, and contract management. Demonstrated leadership, organizational, communication and interpersonal skills required.

## Compensation and Benefits

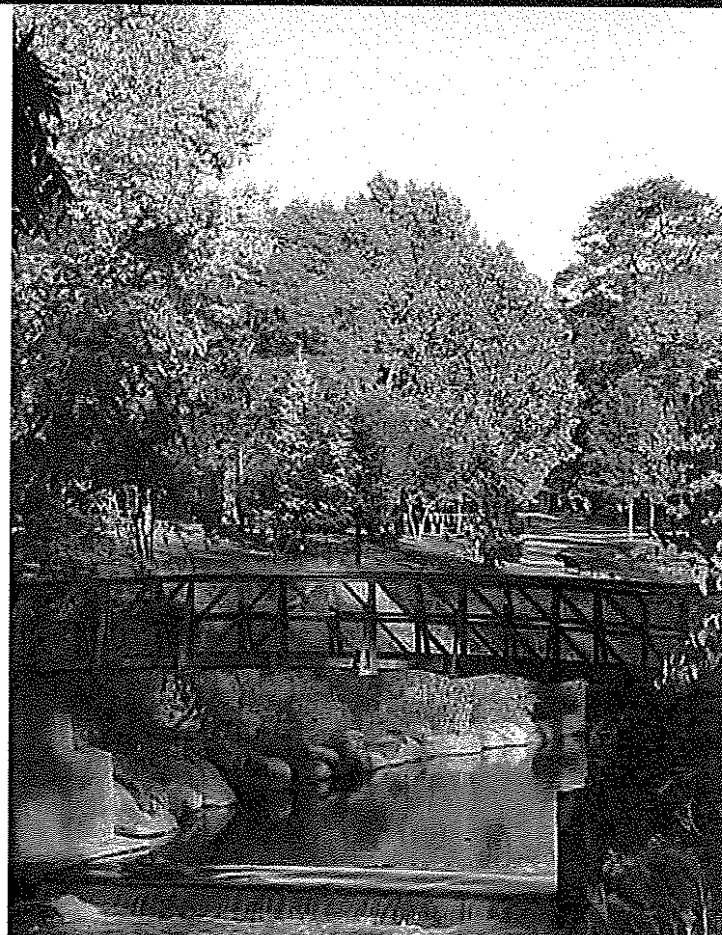
Anticipated salary in the range of \$115,000 - \$140,000 commensurate with candidate qualifications and experience. The County participates in the Illinois Municipal Retirement Fund (IMRF) pension programs, and offers health insurance, an employee wellness program, term life insurance, twelve holidays and paid vacation, sick and personal days.

## Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2615>

This position is open until filled; first review of resumes occurs on May 26, 2020. Following this date, applications will be screened against criteria outlined in this brochure. For more information, please contact Sharon Klumpp at [sharon.klumpp@bakertilly.com](mailto:sharon.klumpp@bakertilly.com) or 651-223-3053.



now joined with  
Springsted and Umbaugh

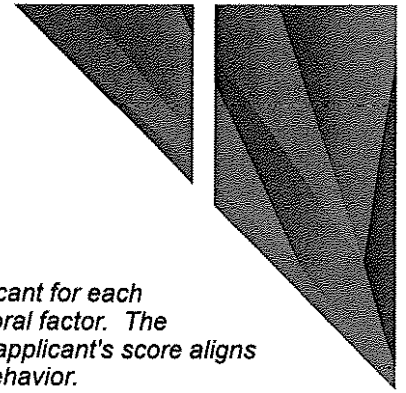
380 Jackson Street, Suite 300

St. Paul, MN 55101

651-223-3000

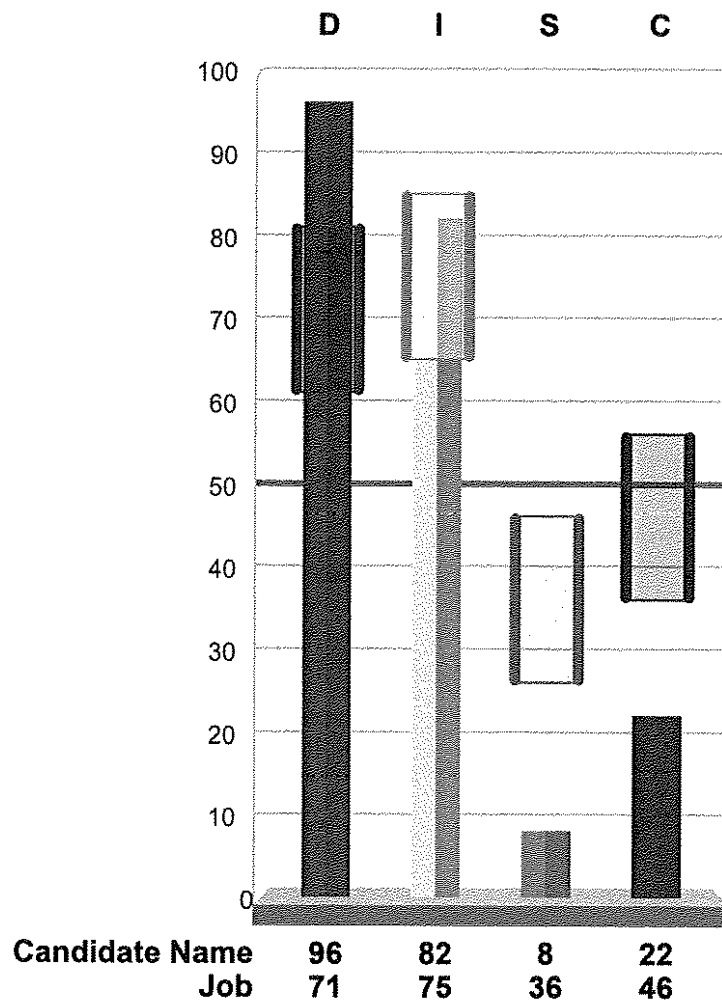
[www.bakertilly.com](http://www.bakertilly.com)

## Appendix II: sample excerpt of TTI report



## Workplace Behaviors® Candidate Name

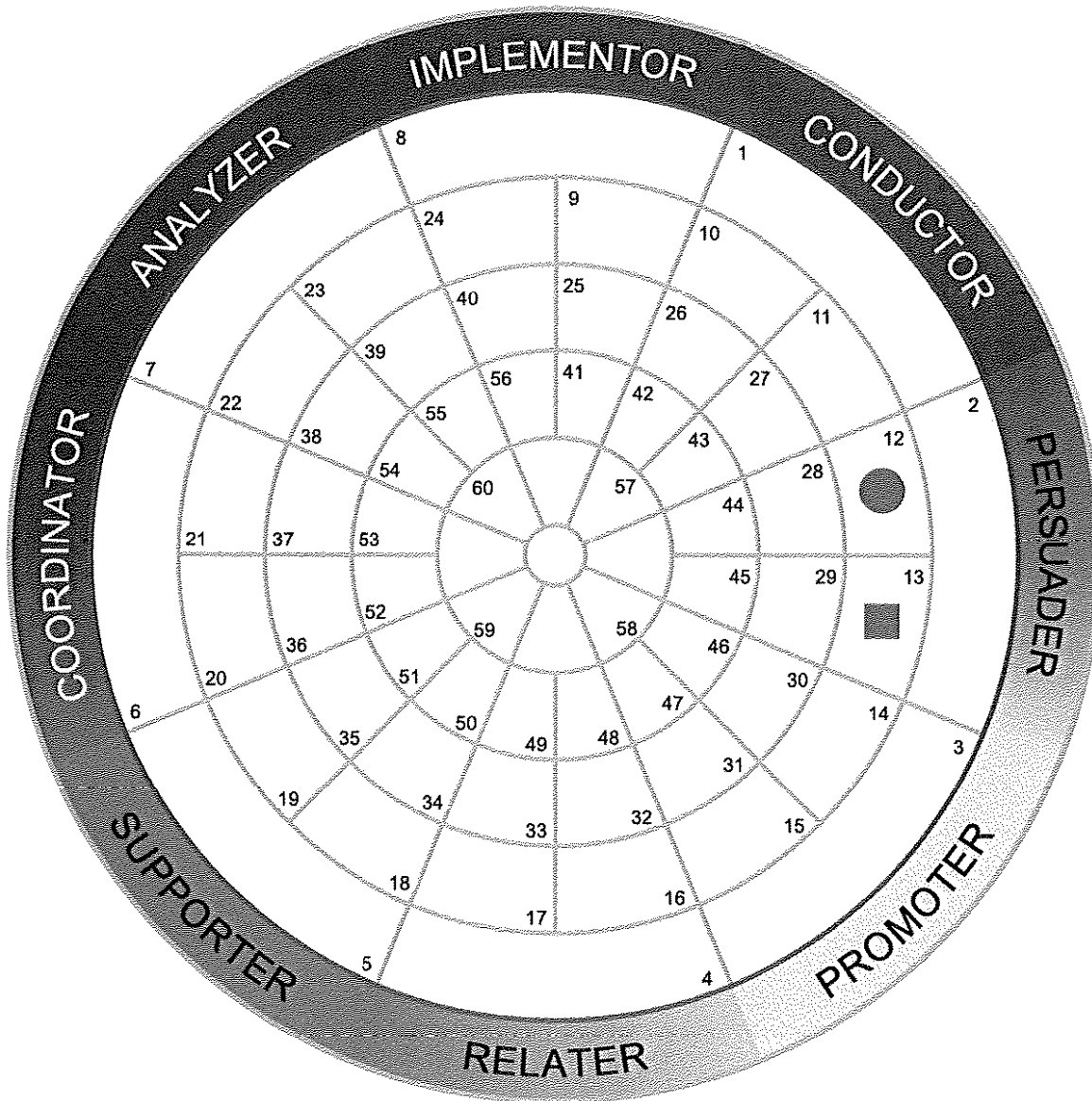
The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.



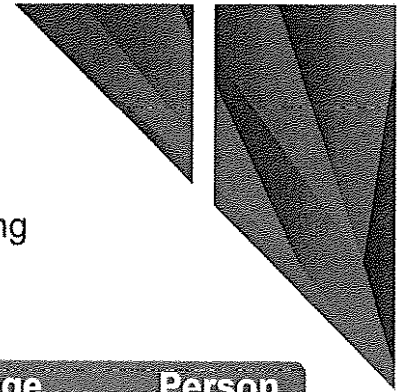
Job Range (20 point range)



# The Success Insights® Wheel



- Job - (13) PROMOTING PERSUADER
- Candidate - (12) CONDUCTING PERSUADER



# Comparison Analysis For Consulting and Coaching

| Job Competencies Hierarchy   | Zone Range | Person |
|------------------------------|------------|--------|
| 1. Customer Focus            | 91 — 100   | 50     |
| 2. Teamwork                  | 74 — 100   | 67     |
| 3. Interpersonal Skills      | 72 — 92    | 73     |
| 4. Influencing Others        | 86 — 100   | 68     |
| 5. Flexibility               | 83 — 100   | 78     |
| 6. Creativity and Innovation | 66 — 84    | 62     |
| 7. Leadership                | 75 — 93    | 85     |

| Primary Driving Forces Cluster | Zone Range | Person |
|--------------------------------|------------|--------|
| 1. Collaborative               | 35 — 57    | 6      |
| 2. Selfless                    | 40 — 62    | 61     |
| 3. Harmonious                  | 35 — 57    | 0      |
| 4. Receptive                   | 22 — 45    | 29     |

| Job Behavioral Hierarchy | Zone Range | Person |
|--------------------------|------------|--------|
| 1. Competitive           | 73 — 100   | 90     |
| 2. Interaction           | 60 — 84    | 90     |
| 3. Versatile             | 54 — 74    | 100    |
| 4. Frequent Change       | 52 — 72    | 92     |

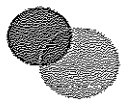
Exact match

Fair compatibility

Good compatibility

Poor compatibility

Over-focused

**DDA**

Human Resources, Inc.  
a David Drown Associates Company

Faribault Office:  
1327 Merrywood Court  
Faribault, MN 55021  
(612) 920-3320x109 | fax: (612) 605-2375  
[gary@daviddrown.com](mailto:gary@daviddrown.com)  
[www.ddahumanresources.com](http://www.ddahumanresources.com)

March 8, 2021

*Sent via email only*

Mille Lacs County Board of Commissioners  
Mille Lacs County  
635 2<sup>nd</sup> Street SE  
Milaca, MN 56353

Dear Chairman Oslin and Members of the Board,

Thank you for the opportunity to submit a proposal to assist Mille Lacs County with a search for your next County Coordinator or Administrator. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by County Boards in Minnesota. DDA HR uses a proven, comprehensive process ensuring clients can identify the best candidate for their organization and community.

In addition to facilitating the search process, we will also assist the County in determining whether to move forward with a Coordinator position or an Administrator position.

The attached proposal includes several elements that set us apart in our approach to providing this service. Highlights include:

- **Knowledge:** Our firm comprehensively understands county government in Minnesota, and our consultants are former Administrators with significant experience.
- **Brochure/Profile:** We develop a detailed, professional profile to present the County in the most positive manner. A sample is attached.
- **Experience:** DDA has conducted more Minnesota city and county executive searches in the last five years than any other firm by a wide margin. Because of this experience, we know a significant number of potential candidates.
- **Adherence to deadlines:** When a deadline is established, we will meet it.
- **Video Interview:** DDA uses video interviews in the screening process to get quality data that may not be apparent on resumes. These videos are made available to the Board prior to selecting candidates for final interviews.
- **Work Personality Index:** Prior to deciding on final candidates, the Board will also receive a personality index report on each person being considered for an interview.
- **Background check process:** Instead of doing a comprehensive background check on a single finalist, we do a comprehensive background and reference check on all finalists interviewed by the County Board. This is all included in the price.
- **Intellectual Profile:** Each finalist will complete an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.
- **Comprehensive and competitive service:** We take great pride in providing the best service at a fair price. Our low overhead means you receive more service for the money.

Thank you for your consideration.

Sincerely,

Gary Weiers  
DDA Human Resources, Inc.

Enclosures



# MILLE LACS COUNTY

County Coordinator/Administrator Search Proposal

Submitted by **DDA Human Resources, Inc.**

March 8, 2021



Prepared by:  
**Gary Weiers**  
Management Consultant

## CONTENTS OF THE PROPOSAL

- |                           |                   |
|---------------------------|-------------------|
| ■ Description of the Firm | ■ Process Details |
| ■ Approach to the Process | ■ Fees            |
| ■ Service Team            | ■ Assurance       |
| ■ Timeline                | ■ References      |

## DESCRIPTION OF THE FIRM

Proudly based in Minnesota, David Drown Associates (DDA) is a full-service consulting firm with more than 20 years working with local governments providing a full range of fiscal and economic development services, along with compensation and classification services and executive searches, to over 450 government clients throughout Minnesota. Over these years, we have gotten to know local government well, and we have worked hard to keep our services up to date to meet the ever-changing needs of our clients.

In 2013, we expanded our scope to provide human resources services — we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Because of growth in our human resource service area, a new human resource affiliate company was created in 2017. DDA Human Resources Inc. currently employs nine individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners having served as Administrators or Human Resource Managers.

We have provided executive search services to over 100 cities and counties throughout Minnesota. Therefore, we understand the current challenges, know hundreds of potential candidates, and have our finger on the pulse of hiring City and County Administrators and Managers anywhere in the state.

We take great pride in providing the best service at a fair and equitable price. We think you will find that our small company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.

## APPROACH TO THE PROCESS

After helping the Board determine if a Coordinator or Administrator position is preferred, our approach to this search will be to focus on finding the best fit for Mille Lacs County. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, and building the search process off of that foundation.

After gathering background information, we comprehensively advertise the position and make sure that the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, so we will make every effort to find those folks through direct outreach efforts. After the posting closes, an analysis of candidates will be completed so that, when the semifinalists are presented to the County Board, you will be confident that these people are the best matches from the submitted applications.

After the Board selects the finalists, these candidates will be fully researched, and all necessary hiring information will be available prior to the Board making a decision.

Communication with the County Board is a high priority. In addition to our Consultant Gary Weiers being on site regularly, the County Board will receive weekly email updates, and he will always be available for questions.

## SERVICE TEAM

### GARY WEIERS

Prior to joining DDA in 2013, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.



Gary has worked with local governments ranging in size from a couple thousand residents to communities of over 150,000 persons.

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work.

Gary has conducted over 80 executive searches and numerous organizational studies. Gary will be the project lead.

**Contact Information:**

[gary@daviddrown.com](mailto:gary@daviddrown.com)

612-920-3320 x109

1327 Merrywood Court

Faribault, MN 55021

### LIZ FOSTER

Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other HR projects.

Some of Liz's duties include community research, creating position profiles, assembling interview materials for our clients, and providing general administrative support to our consultants.



**Contact Information:**

[liz@daviddrown.com](mailto:liz@daviddrown.com)

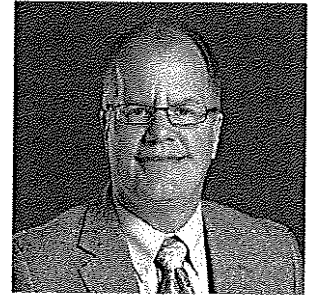
612-920-3320 x108

704 10<sup>th</sup> Ave SE

Austin, MN 55912

## MARK CASEY

Mark joined DDA in September as a Management Consultant specializing in executive searches, strategic planning, and organizational consulting in the Twin Cities metropolitan area. In his thirty-three years of public service, Mark has served as the City Manager for the City of St. Anthony Village, City Administrator for the City of Annandale, and Director of Community Education for both the Annandale and Maple Lake school districts. He also worked for the Cities of Faribault, Saint Peter, and Columbia Heights.



Mark received his undergraduate degree from the University of Minnesota and a master's from St. Cloud State University. He has served on numerous boards and commissions including the League of Minnesota Cities, Metro Cities (President), Metro Area Management Association, and the Allina Hospital Board of Directors (Buffalo, MN), and he has been a frequent guest lecturer at the University of Minnesota, Hamline University, and Metro State University.

Mark will assist with recruitment and consulting as needed.

### **Contact Information:**

[mark@daviddrown.com](mailto:mark@daviddrown.com)  
612-920-3320 x113  
2241 17<sup>th</sup> Street NW  
New Brighton, MN 55112

## LIZA DONABAUER

Liza came to DDA with both private and public-sector experience. With a background in construction and finance administration, her passion for public sector work led her to Wright County where she provided support to the HR Department, County Coordinator, and Commissioners. While pursuing her MBA, Liza entered city management for Clearwater, Kansas, and then later moved to Arlington, Minnesota.



During her four years in Arlington as a City Administrator, she completed a reorganization of the administration department, developed an orientation and capital planning process for two new councils, conducted compensation studies for several departments, engaged in a strategic planning session, and took part in developing a leadership curriculum for up and coming leaders in Sibley County. Her work has centered on human resource management, strong community participation, and leadership development. Liza enjoys working with colleagues throughout the state through her involvement in MCMA, a state affiliation of ICMA. She currently serves on the MCMA Women in the Profession Committee and Annual Conference Planning Committee.

Since joining DDA, Liza has conducted over 30 Administrator/Manager and Department Director searches. Liza will assist with recruitment and consulting as needed.

### **Contact Information:**

[liza@daviddrown.com](mailto:liza@daviddrown.com)  
612-920-3320 x111  
4796 Merganser Drive  
St. Bonifacius, MN 55375

## TIMELINE

*This timeline is tentative. The final timeline will be set after the County Board's decision to proceed.*

| ITEM                                       | TASK                                                                                                                                                                                                                                                      | COMPLETION DATE                 |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Decision by County Board to proceed</b> |                                                                                                                                                                                                                                                           | March 16, 2021                  |
| <b>Determine position structure</b>        | DDA will assist County Board in determining whether to proceed with a Coordinator or Administrator                                                                                                                                                        | April 7, 2021                   |
| <b>Information gathering</b>               | <ul style="list-style-type: none"> <li>Gather all pertinent background information</li> <li>Gather salary information and review job description</li> <li>Meet with staff, stakeholders, and each member of the County Board</li> </ul>                   | April 7, 2021                   |
| <b>Professional position profile</b>       | Develop position profile and advertisement                                                                                                                                                                                                                | April 13, 2021                  |
| <b>Approve position profile</b>            | County Board approves profile, job description, salary range, and hiring process                                                                                                                                                                          | April 20, 2021                  |
| <b>Candidate recruitment</b>               | <ul style="list-style-type: none"> <li>Post position immediately upon approval of profile</li> <li>Comprehensively advertise</li> <li>Email and phone calls to prospective candidates</li> </ul>                                                          | April 21, 2021-<br>May 19, 2021 |
| <b>Screening of applicants</b>             | DDA will review and rank applicants based on job related criteria and select semifinalists                                                                                                                                                                | May 20, 2021                    |
| <b>Personality Index</b>                   | DDA will administer a work-related personality index to all semifinalists                                                                                                                                                                                 | May 31, 2021                    |
| <b>Video Interview</b>                     | Each semifinalist will complete a video interview                                                                                                                                                                                                         | May 31, 2021                    |
| <b>Selection of finalists</b>              | <ul style="list-style-type: none"> <li>County Board selects finalists for interviews</li> <li>DDA will notify candidates not selected as finalists</li> </ul>                                                                                             | June 15, 2021                   |
| <b>Background check of all finalists</b>   | Includes: <ul style="list-style-type: none"> <li>Criminal background: county, state, national</li> <li>Sex offender registry</li> <li>Social Security number verification</li> <li>Employment and education verification</li> <li>Credit check</li> </ul> | June 29, 2021                   |
| <b>Reference check on all finalists</b>    | DDA will conduct reference checks with current and former employers on all finalists                                                                                                                                                                      | June 29, 2021                   |
| <b>Intellect profile</b>                   | DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.                                                                                                                     | June 29, 2021                   |
| <b>Finalist packet</b>                     | DDA will provide the Board information including: <ul style="list-style-type: none"> <li>Summary of references</li> <li>Results of background checks</li> <li>Personality index reports</li> <li>Video interview</li> <li>Resumes, etc.</li> </ul>        | June 30, 2021                   |
| <b>Interviews</b>                          | DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Board interviews be at a special meeting                                                                                            | July 7, 2021                    |
| <b>Decision</b>                            | County Board will select candidate for offer                                                                                                                                                                                                              | July 7, 2021                    |
| <b>Offer and agreement</b>                 | DDA will negotiate agreement with selected candidate                                                                                                                                                                                                      | July 9, 2021                    |
| <b>Projected start date</b>                | New Coordinator/Administrator begins                                                                                                                                                                                                                      | August 9, 2021                  |
| <b>Follow up</b>                           | DDA will follow up periodically with the new Coordinator/Administrator                                                                                                                                                                                    | August 2022                     |

## PROCESS DETAILS

### STEP 1: DETERMINATION OF POSITION STRUCTURE

Gary will assist the County Board in determining whether to move forward with an Administrator position structure or a Coordinator position structure.

### STEP 2: INFORMATION GATHERING

DDA will gather and assemble background information pertaining to the County and position. In addition, Gary will meet individually with all Board members to discuss candidate attributes, experience, and other important qualifications. Others will be interviewed as per the direction of the County. At the same time, the job description will be reviewed and, if needed, we will gather relevant comparative salary information for consideration by the Board. We will quickly develop a comprehensive understanding of the organization, community, and position.

#### Deliverables:

- In-person information gathering via interviews with the Board
- DDA receives information from the County such as organizational chart, logos/images, budgets, existing job description, etc.

### STEP 3: DEVELOPMENT OF POSITION PROFILE

Based on the information received from the County Board and others, DDA will develop a professional position profile that is customized to present Mille Lacs County in the most positive manner and provides prospective candidates with meaningful information. A draft will be presented to the County Board for consideration and approval prior to advertising. A sample profile is attached.

#### Deliverables:

- Draft profile sent to County Board for approval
- Review and approval of job description and salary range by Board
- Review and approve proposed search timeline for purposes of advertisement and scheduling

### STEP 4: ADVERTISEMENT AND RECRUITMENT

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: League of Minnesota Cities, International City/County Management Association, Minnesota Association of City/County Managers, Association of Minnesota Counties, National Association of County Administrators, GovernmentJobs.com, and municipal associations in Iowa, Wisconsin, North Dakota, and South Dakota. In addition, the posting will be shared with professional networks through the Universities of Minnesota, Iowa, Wisconsin, South Dakota, and Nebraska, as well as the MN Private Colleges Consortium, MN State Universities, and other colleges and universities. Beyond the traditional advertising sites, our advertising also penetrates diverse markets such as Woman Leading Government (WLG) and International Network of Asian Public Administrators (I-NAPA). Approximately 50% of our applications come from outside the state of Minnesota.

Other local advertising will be done as per direction from the County. Regular communication with candidates will occur throughout the process.

The simple DDA online application process will be used unless the County prefers to use an existing County methodology. Our online application system enables us to efficiently manage applicant flow, and corresponding reference information, and allows us to communicate with each applicant quickly and effectively. We are known for our communication with both the applicant and our client which engages and informs both parties of each step. Our system also allows us to access, review, and evaluate thousands of prior applicants who may not be actively seeking a job but who may be open the "right opportunity."

**Deliverables:**

- Advertising outreach begins with posting on identified websites and social media platforms
- Direct contact through established professional network
- We utilize our database of identified prospective candidates to contact via email or phone call

## **STEP 5: INITIAL SCREENING AND REVIEW**

DDA will complete a comprehensive analysis of every application received and determine approximately 8-12 semifinalists based on job related criteria to complete a video interview. Our clients have most notably been pleased with the video interview component of our process. Video interviews allow our clients to determine whether they see the candidate as a good prospect for a final interview and gain additional insight on the candidate's education, experience, personality, as well as their ability to think on their feet, all of which has been said to help lay the foundation for the final interview process. Access to, and viewing of, this information is as simple as clicking on a link from the individual client's laptop, phone, or smart device in a location and at a time that is convenient for them. Candidate confidentiality when the Board is deliberating is maintained by assigning and referring to each semifinalist candidate as a number. Candidates are considered public once they are chosen as a finalist.

Each semifinalist would also complete an information disclosure and a work-related personality index. About one week prior to selecting finalists for interviews, the information disclosure, video interview, personality index, cover letter, and resume from each of the semifinalists will be made available to the Board for viewing. This will allow the Board ample time to comprehensively review candidates prior to determining who to bring in for the final interviews. Upon reviewing this introductory material, DDA will then assist the Board in selecting its finalists for final interviews. After the Board selects finalists, those not selected as finalists will be notified by DDA.

**Deliverables:**

- List of approximately 8-12 semifinalists with cover letter, resume, and video interview
- Results of personality assessment
- Results of information disclosure that provides insight about conduct that could be viewed as impacting one's ability to perform the requirements of this leadership role
- Confirm interview schedule and logistics
- DDA will contact those not selected

## **STEP 6: SELECTION**

After the County Board selects finalists, DDA will complete comprehensive background screenings including criminal history, civil court history, verification of recent employment, verification of education, driver's license review, credit check, and other items. Along with background checking all finalists, DDA will conduct character references with current and former supervisors to discuss various work responsibilities, projects, initiatives,

leadership style, personality characteristics, etc.

In addition, DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.

Approximately one week prior to the final interview process, the County Board will have access to each of the candidate's application materials, video interview, background check results, reference information, information disclosure, a work personality report, and an intellectual profile on each person.

Early in the search process, Gary will discuss interview possibilities including leadership staff participation or virtual and/or in-person options for community involvement through a meet and greet event or interview panel, stakeholder interviews, individual and/or full Board panel interviews, a community tour, lunch with County leadership, or other functions.

Prior to interviews, Gary will prepare questions and then facilitate all interviews and other activities the County Board determines appropriate. Our goal is to make the process smooth and painless so the County Board can focus all its energy on finding the right person for the job and minimize staff disruptions to ensure the County can focus on the tasks at hand.

**Deliverables:**

- List of 4-6 finalists, confirming interview schedule and logistics
- Leadership staff interview panel including summary of comments
- Community engagement opportunities with virtual options
- Tour of the community logistics
- Video Interview
- Summary of References
- Results of background checks
- Personality Index
- Intellect Profile
- Information Disclosure
- Cover letter and resume

## **STEP 7: OFFER**

After interviews are complete, Gary will assist the County Board with deliberations, and he will facilitate the offer to the selected candidate. Gary will negotiate the terms with the candidate based on the parameters established by the County Board.

**Deliverables:**

- Employment agreement
- DDA will contact those not selected

## **STEP 8: FOLLOW UP**

DDA will make periodic contact with the new Coordinator/Administrator for at least the first year of employment.

**Deliverables:**

- Periodic check in with new Coordinator/Administrator and Board representative

## LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS

In addition to the specific references listed on the following page, Mille Lacs County is encouraged to speak with any of the entities listed below:

| Entity                             | Type of Search                | Entity                          | Type of Search          |
|------------------------------------|-------------------------------|---------------------------------|-------------------------|
| Hubbard County, MN                 | Administrator                 | City of St. Anthony Village, MN | Manager                 |
| City of Cannon Falls, MN           | Public Works Director         | City of Pequot Lakes, MN        | Administrator           |
| Monticello, MN                     | Administrator                 | Paynesville, MN                 | Administrator/ED Dir.   |
| Beltrami County, MN                | Administrator                 | Kittson County, MN              | Administrator           |
| City of Albert Lea, MN             | Manager                       | Cook County, MN                 | Administrator           |
| City of Crookston, MN              | Administrator                 | City of Waseca, MN              | Director of Engineering |
| Brainerd HRA, MN                   | Executive Director            | City of Aitkin, MN              | Administrator           |
| City of New Brighton, MN           | Administrator                 | City of Lake City, MN           | Finance Director        |
| City of St. James, MN              | Manager                       | Waseca County, MN               | Administrator           |
| Isanti County, MN                  | Administrator                 | City of Brainerd, MN            | Administrator           |
| City of Kasson, MN                 | Administrator                 | City of Staples, MN             | Public Works Director   |
| City of Scandia, MN                | Administrator                 | Mahnomen County, MN             | Administrator           |
| City of Sleepy Eye, MN             | Manager                       | Albert Lea HRA, MN              | Executive Director      |
| City of Albert Lea, MN             | Manager                       | Sherburne County, MN            | Administrator           |
| City of Waseca, MN                 | Finance Director              | Murray County, MN               | Administrator           |
| City of Plainview, MN              | Public Works Director         | City of Montevideo, MN          | Police Chief            |
| City of Montevideo, MN             | Manager                       | City of Melrose, MN             | Administrator           |
| Kitchigami Regional Library System | Director                      | City of Dundas, MN              | Administrator           |
| City of Maple Lake, MN             | Administrator/Clerk/Treasurer | Brown County, MN                | Administrator           |
| City of New Ulm, MN                | Manager                       | City of Olivia, MN              | Police Chief            |

DDA is currently conducting searches for the Cities of Chisholm and Crosby, Minnesota, the City of Watertown, South Dakota, the Minnesota Counties of Jackson, Kittson, Le Sueur, Roseau, and Waseca, as well as Prairie Lakes Youth Programs and the Red Wing HRA.

## FEES

The fee for the search process is \$21,000, payable at the completion of the search. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile, background checks on all finalists, etc.

If Mille Lacs County chooses to offer a travel stipend or reimbursement for expenses of the candidates, that cost is handled directly between the County and the candidates. DDA would be available to provide input and guidance on this item.

## ASSURANCE

If the newly hired Coordinator/Administrator leaves the organization within the first 24 months of employment, DDA will complete another search without professional service fees. Only actual expenses will be billed to the County.

## REFERENCES

**Greg Anderson**

Commissioner, Isanti County  
Administrator Search  
Phone Number: 763-444-4497  
Email: [greg.anderson@co.isanti.mn.us](mailto:greg.anderson@co.isanti.mn.us)

**Jeff Docken**

Commissioner, Rice County  
Administrator and CFO Searches  
Phone Number: 507-339-9711  
Email: [jdocken@co.rice.mn.us](mailto:jdocken@co.rice.mn.us)

**Royal Ross**

Council Member, City of Faribault  
Administrator Search  
Phone Number: 507-456-2932  
Email: [rross@ci.faribault.mn.us](mailto:rross@ci.faribault.mn.us)

**Gordy Wagner**

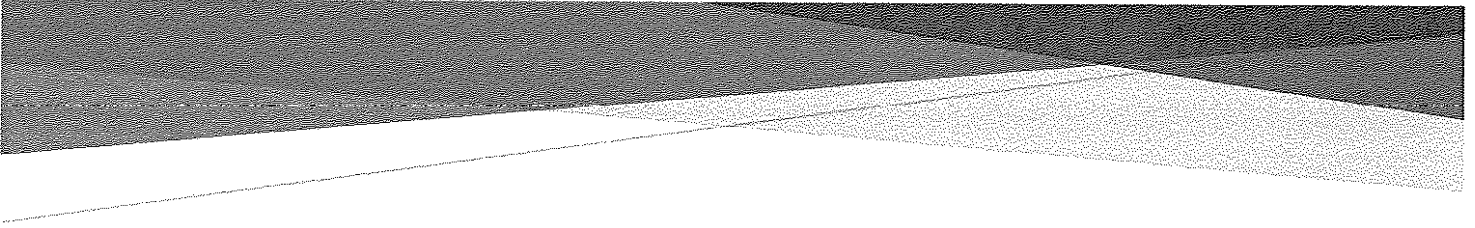
Commissioner, Pope County  
Coordinator Search  
Phone Number: 320-815-3211  
Email: [gordy.wagner@co.pope.mn.us](mailto:gordy.wagner@co.pope.mn.us)

**Sara Folsted**

Administrator, Rice County  
Administrator and CFO Searches  
Phone Number: 507-332-6121  
Email: [sfolsted@co.rice.mn.us](mailto:sfolsted@co.rice.mn.us)

**Ed Menk**

Former Mayor, City of Brainerd  
Administrator Search  
Phone Number: 218-829-7266  
Email: [emenk@ci.brainerd.mn.us](mailto:emenk@ci.brainerd.mn.us)



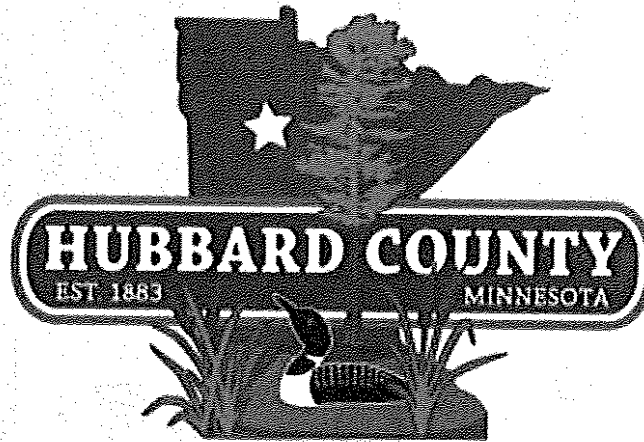
# Sample Position Profile

# COUNTY ADMINISTRATOR

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**Hubbard County, Minnesota**

pop. 21,494



**2021 Salary Range: \$98,612 to \$129,480**

# HUBBARD COUNTY

Situated in the northwestern region of Minnesota and dotted with lakes and ponds, Hubbard County is a largely wooded and hilly county with the City of Park Rapids serving as its county seat. The County contains 450 lakes, ranging from one acre to 2,530 acres, which support their tourism. The County is also supported by agriculture and logging. The County boasts breathtaking recreational areas including the Badoura Jack Pine Woodland Scientific and Natural Area, Itasca State Park, the Mississippi Headwaters, and Paul Bunyan State Forest. Part of Leech Lake Indian Reservation lies within the County.

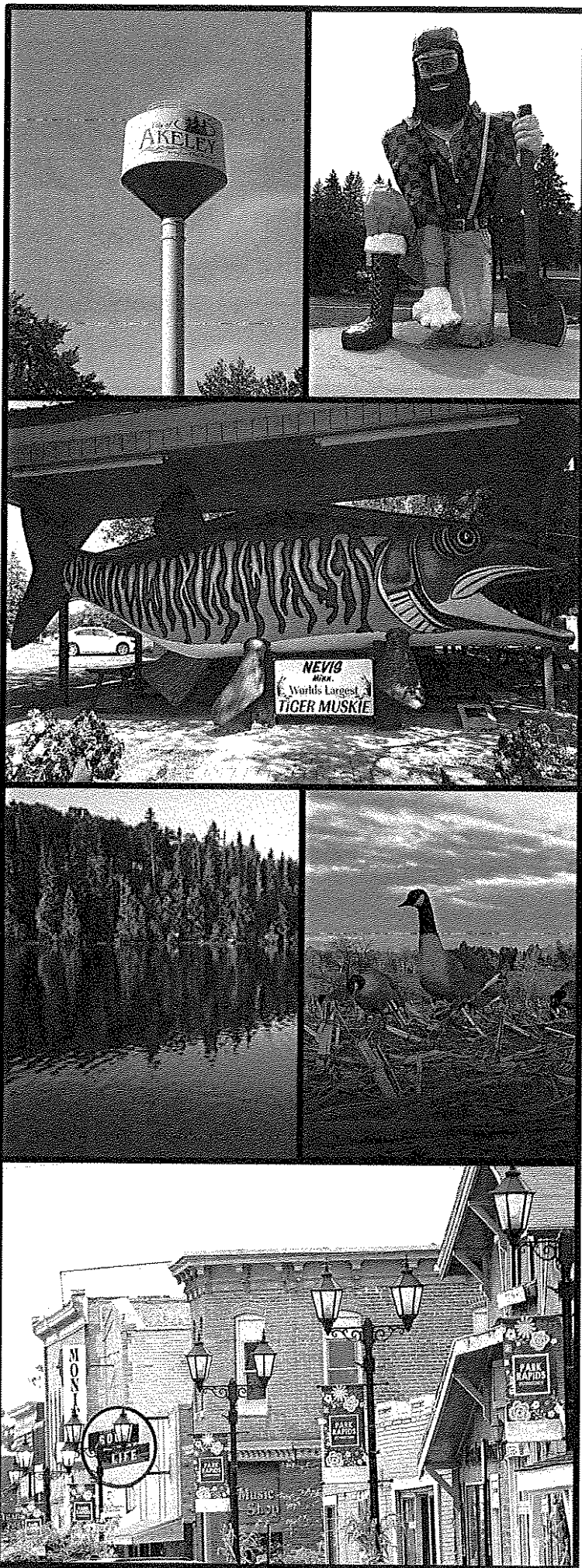
Hubbard County is home to approximately 21,494 residents and is comprised of four cities – Akeley, Laporte, Nevis, and Park Rapids, and 28 townships – Akeley, Arago, Badoura, Clay, Clover, Crow Wing Lake, Farden, Fern, Guthrie, Hart Lake, Helga, Hendrickson, Henrietta, Hubbard, Lake Alice, Lake Emma, Lake George, Lake Hattie, Lakeport, Mantrap, Nevis, Rockwood, Schoolcraft, Steamboat River, Straight River, Thorpe, Todd, and White Oak. They range in population with the smallest being Thorpe Township, home to 53 residents, and the largest being the City of Park Rapids, home to 4,145 residents.

Located on the Lake Country Scenic Byway, the City of Akeley is known as the “Birthplace of Paul Bunyan” and is home to the headwaters of the Crow Wing Chain of Lakes. Akeley has been celebrating “Paul Bunyan Days” since 1955, and the City is also home to a 25-foot-tall statue of Paul Bunyan kneeling next to a giant cradle. Akeley was once home to the largest mill in the state of Minnesota. Akeley’s population is 457.

With a population of 111, the City of Laporte was incorporated in 1908 and was once a prosperous city home to a train depot, hotel, a bank, and a pickle factory. It is nestled in tall pines making it an ideal place for winding down and enjoying nature.

Known as the “Home of the World’s Largest Tiger Muskie,” the City of Nevis is located on the east end of Lake Belle Taine and is the gateway to the Paul Bunyan State Forest. Nevis is an active city with approximately 1,070 residents.

Dubbed as the “Nation’s Vacationland,” the City of Park Rapids offers small town charm to its residents and visitors. Its downtown features four blocks of extra-wide streets that are lined with gift shops, boutiques, antique stores, pubs, delis, arts, crafts, and more. The City provides any convenience or amenity that you need for business or recreation including the state’s fifth busiest jet airport.



# EDUCATIONAL OPPORTUNITIES

Hubbard County is home to many facilities that provide public education to the students of the County. Nevis Public School District, located in the City of Nevis, is a K-12<sup>th</sup> grade district that enrolls approximately 535 students.

Laporte Public School is also a K-12<sup>th</sup> grade facility that enrolls approximately 340 students. The district has managed two school forests of 40 acres each that are both located within four miles of the school. The forests are for student, staff, and community use. In 2019, the MN DNR foresters made a new trail through the forests which make it easier to navigate them.

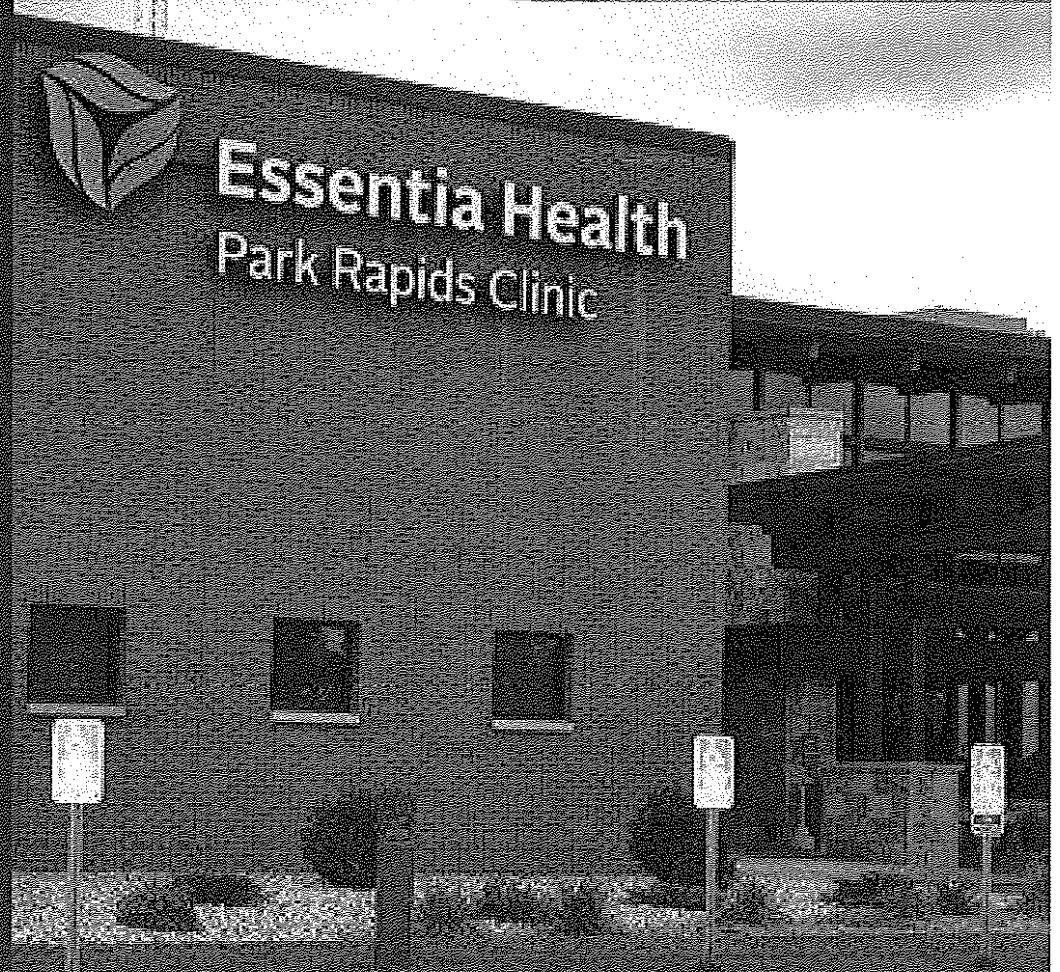
Park Rapids Area Schools provides a comprehensive, preschool through 12<sup>th</sup> grade curriculum to over 1,700 students at its state-of-the-art Century School, for K-8<sup>th</sup> grade students, and the newly updated Park Rapids Area High School serving grades 9-12.

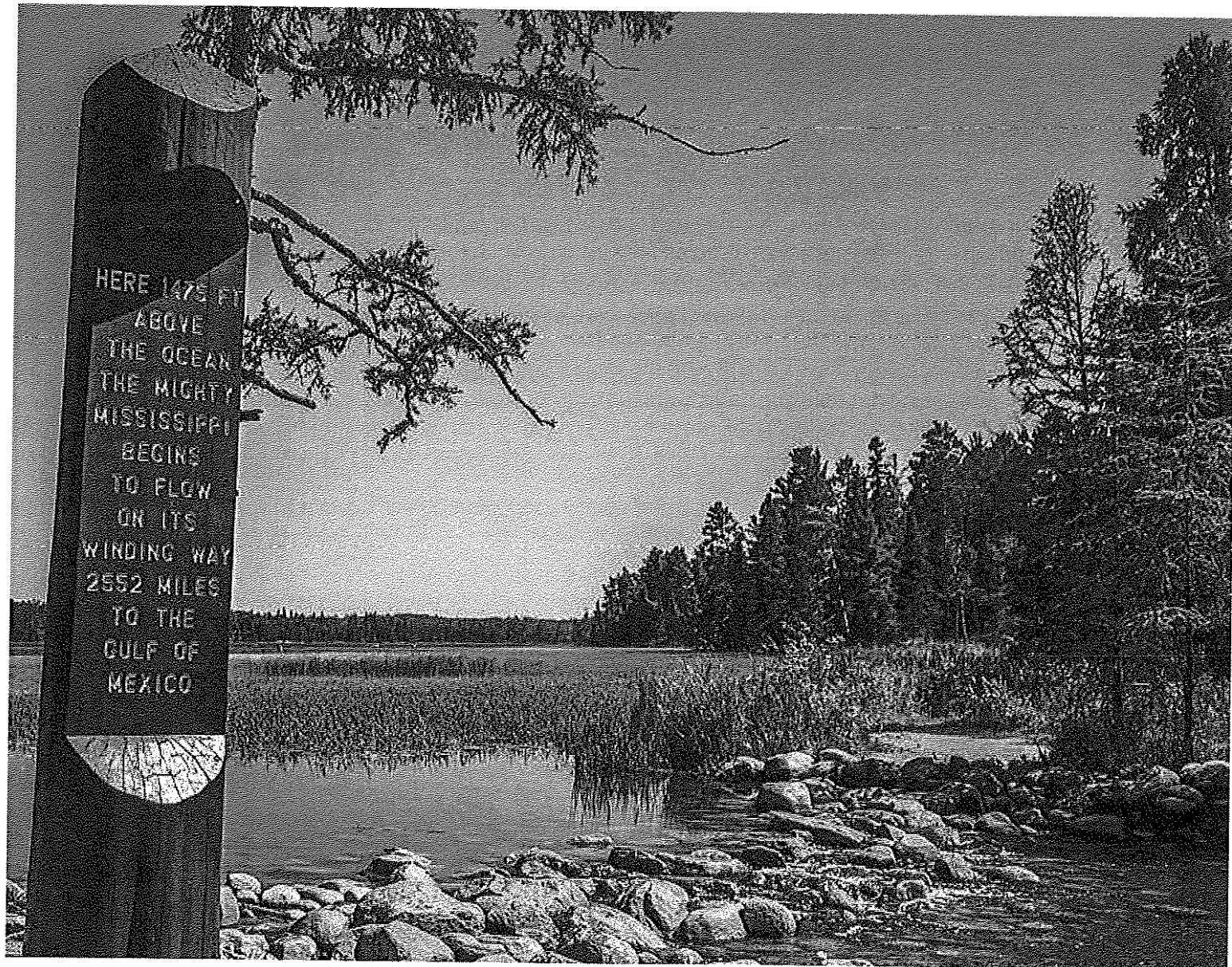


## HEALTHCARE

With walk-in care, primary care, and specialty care services available, Essentia Health-Park Rapids is able to provide comprehensive care to the community. Essentia Health-Park Rapids Clinic is connected to CHI St. Joseph's Health which is not a facility of Essentia. With small town hospitality and a long list of services, patients travel to Essentia Health- Park Rapids Clinic from as far as 50 miles away.

CHI St. Joseph's Health is an accredited, award-winning, Level IV Trauma, 25 bed Critical Access Hospital with 24/7/365 emergency services and a community dental clinic.





## RECREATIONAL ACTIVITIES

Hubbard County is truly an ideal recreational destination due to its abundance of outdoor and indoor activities that provide excitement for the whole family. Hop on one of the trails or get your boat out on the water and relax and appreciate the serenity.

Located 10 miles south of Akeley is the Badoura State Forest. This 15,535-acre forest offers many birding and hunting opportunities.

In 1891, Itasca State Park became Minnesota's first and America's second state park. The 32,000-acre park contains over 100 lakes, as well as the headwaters of the Mississippi River, and offers an extensive trail system. Over a half million visitors each year come to camp, swim, canoe, kayak, pontoon, fish, hike, and bike this nature park. Itasca State Park is found about 21 miles north of Park Rapids.

The Heartland Trail, one of the oldest rail-to-trail projects in the United States, is a 49-mile trail that begins in Park Rapids and is open to horseback riding, hiking, snowmobiling, and biking.

Paul Bunyan State Forest's 105,113 acres lies in Hubbard County and features a rough, hilly terrain and hundreds of miles of trails making it one of the premier state forest destinations.

With a vibrant local art scene, residents and visitors of the County are afforded fun summer performances, an active art center, an opera company, and an arts council. Make a stop at the Park Rapids Theater District, Nemeth Art Center, or tour art studios on Art Leap.

# COMMUNITY EVENTS

Hubbard County also offers year-round events for all to enjoy. Legend & Logging Days is a one-of-a-kind celebration held in Park Rapids each summer and features the Timberworks Lumberjack Show, a historical encampment, archery and tomahawk throwing contests, chainsaw sculptors, a logger's breakfast, games, concessions, a beer garden, live music, and other fun activities.

USXC is a snowmobile cross-country racing circuit that provides a series of terrain races throughout the Midwest. The USXC Heartland 200 Snowmobile Race, held in Park Rapids, is the only woods race in the 6-8 event circuit.

The PRCA Xtreme Bulls & Broncs Competition is Minnesota's largest professional rodeo event. The world's top professional PRCA roughstock riders and the toughest livestock go head-to-head in Park Rapids to qualify for points at the Wrangler National Finals Rodeo.

Nevis's Muskie Days features two days of music and family festivities including a parade, fish fry, muskie market, muskie 5k run, horseshoe and cornhole tournaments, and more.

A popular event in Akeley is Paul Bunyan Days which celebrates the spirit of the Northwoods loggers whose long evening of tall-tale telling created the strongest and largest lumberjack, Paul Bunyan. This three-day event is held annually in June.



# THE ORGANIZATION

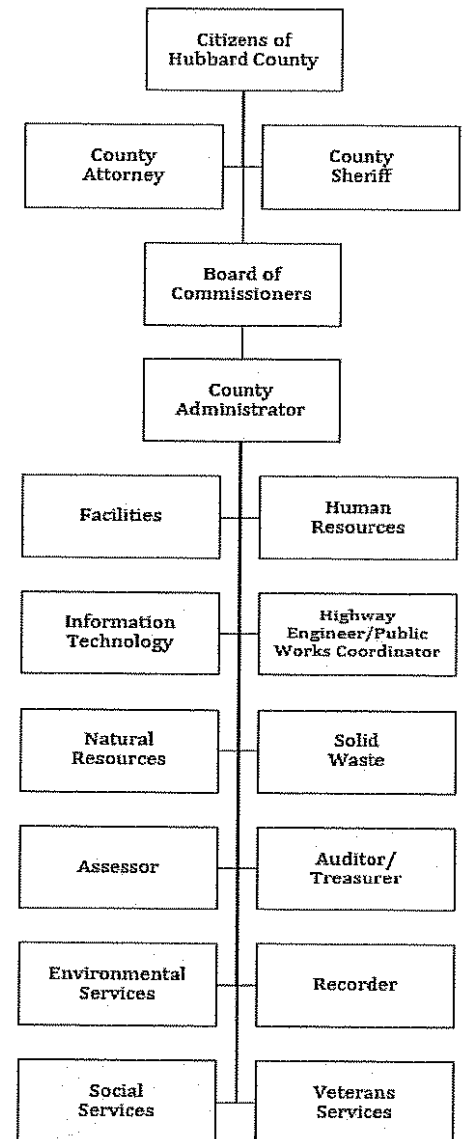
## Mission

Carry out the lawful responsibilities delegated by the state legislature, protect county assets, and provide high quality, cost-effective public services in a friendly and respectful manner through innovative leadership and cooperation.

Hubbard County is governed by a five-member Board of Commissioners who represent each of the five districts and serve staggered four-year terms. The Board has complete and final control over County matters, and they develop policy, make decisions, and make or amend laws for governing the County. The County is fortunate to have a Board that works well together.

Appointed by the County Board, the County Administrator serves as the administrative head of the County and is responsible for effectively leading the organization and building an organizational culture that supports and implements the County mission as determined by the Board.

Hubbard County employs approximately 239 staff members. This includes 198 full-time staff, 40 part-time staff, and one seasonal staff. The County is fiscally sound with dedicated employees and experienced department heads. It is also fortunate to have interested citizens that are willing to commit their time to serve on various County committees.



# BUDGET INFORMATION

|                                     | 2019 Adopted Budget | 2020 Adopted Budget |
|-------------------------------------|---------------------|---------------------|
| <b>Revenues</b>                     |                     |                     |
| Property Taxes                      | 13,881,416          | 14,315,923          |
| All Other Taxes                     | 2,088,343           | 2,273,743           |
| Special Assessments                 | 3,150,000           | 3,240,000           |
| Licenses and Permits                | 150,947             | 157,601             |
| Federal Grants                      | 2,205,259           | 2,574,133           |
| State Categorical Aid               | 8,682,408           | 10,725,584          |
| Charges for Services                | 3,500,307           | 3,466,890           |
| Fines and Forfeits                  | 491,200             | 526,900             |
| Interest on Investments             | 701,681             | 545,250             |
| Miscellaneous Revenues              | 4,026,932           | 2,855,332           |
| <b>Total Revenues</b>               | <b>38,878,493</b>   | <b>40,681,356</b>   |
| <b>Transfer from Other Funds</b>    | <b>16,933</b>       | <b>16,933</b>       |
| <b>Total Revenues</b>               | <b>38,895,426</b>   | <b>40,698,289</b>   |
| <b>Expenditures</b>                 |                     |                     |
| General Government                  | 9,921,538           | 10,693,279          |
| Public Safety                       | 6,424,380           | 6,577,620           |
| Streets/Hwy (exc. construct)        | 5,313,801           | 6,013,482           |
| Sanitation                          | 3,493,265           | 3,728,496           |
| Human Services                      | 8,267,654           | 8,563,566           |
| Culture and Recreation              | 615,762             | 552,992             |
| Conservation of Natural Resources   | 1,007,378           | 1,023,461           |
| Economic Development                | 72,000              | 72,000              |
| <b>Total Current Expenditures</b>   | <b>35,115,778</b>   | <b>37,224,866</b>   |
| <b>Streets/Hwy Construction</b>     | <b>5,634,835</b>    | <b>5,317,958</b>    |
| <b>Capital Outlay</b>               | <b>0</b>            | <b>0</b>            |
| <b>Other Financing Uses</b>         | <b>16,933</b>       | <b>16,933</b>       |
| <b>Total Expenditures</b>           | <b>40,767,546</b>   | <b>42,559,757</b>   |
| <b>Property Tax Level-All Funds</b> | <b>15,007,000</b>   | <b>15,450,000</b>   |



# ESSENTIAL DUTIES OF THE POSITION



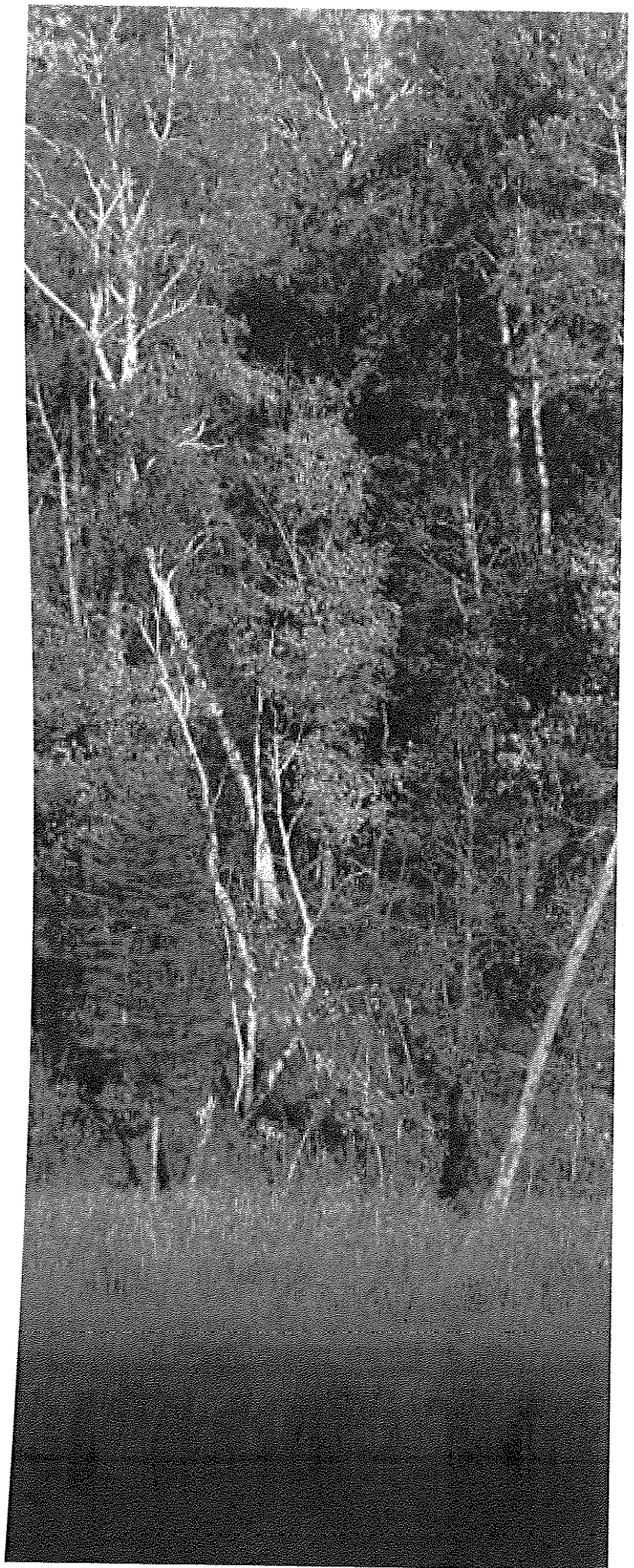
- Serve as an administrator and advisor to the County Board and liaison between the County Board and other stakeholders ensuring responsible administration, coordination, and execution of County Board ordinances, policies, resolutions, and orders of the Board and all laws of the state required to be enforced through the Board.
- Act as Clerk to the County Board providing all required agendas, materials, and minutes, certify Board actions, approve and execute legal and other documents. Attend all County Board meetings.
- Provide leadership, supervision, and direction to non-elected department managers with authority to hire, discipline, and terminate department managers upon the Board's review. Conduct ongoing feedback, coaching, mentoring, and performance reviews. Evaluate departmental structure to ensure resource allocation and service delivery.
- Facilitate short and long-term planning efforts of the County Board including strategic and capital improvement initiatives.
- Prepare, present, and report the County's operating and capital budgets including the coordination of the annual budget process and recommendations regarding fiscal policies and financing methods. Monitor revenues and spending and recommend corrective actions and adjustments in conjunction with the Auditor/Treasurer and department managers. Actively participate in bond issues.
- Prepare and administer a departmental budget including grant budgets, if applicable.
- Act as head labor negotiator for the County. Develop strategies, present proposals in bargaining sessions and mediation, and interpret labor contracts.
- Develop interagency contacts necessary to stay abreast of developments that affect the County. Represent the County at local, regional, state, and national meetings. Attend professional meetings and keep informed of developments in County government operation and management. Advise the County Board on changes in statutes, regulations, and legislative action.
- Assume responsibility as the County's public information officer managing media inquiries and representing the County in public matters on behalf of the County Board.
- Administer Media Information Systems (MIS) programming in conjunction with staff and department heads.
- Plan, develop, monitor, and implement programs, policies, and procedures to achieve the goals and objectives of the organization.

## DESIRED ATTRIBUTES

- Be a team builder and team leader who works effectively with all team members
- Understand, appreciate, and value life in a rural setting
- Have the ability and desire to learn
- Be self-aware
- Have well developed critical thinking skills
- Accept responsibility
- Be honest and transparent in all relationships
- Be motivated to lead by example
- Have the ability to walk the talk
- Have a record of success and be a proven and experienced leader and manager of people
- Be an effective listener
- Possess a strong work ethic
- Be open-minded
- Have a collaborative management style

## GOALS & PRIORITIES

- Assist in the development and implementation of the County strategic plan
- Develop protocols for departments to address succession planning for leadership staff
- Continue the practice of good fiscal management and build upon that success
- Lead the process of converting from a County Coordinator to a County Administrator management model
- Develop protocols and systems that maintain and enhance relationships between Commissioners and department heads
- Continue to embrace technological solutions that increase remote access to County services
- Develop relationships within and outside the organization that improve service delivery to the citizens
- Continue to develop partnerships that enhance economic development in the County
- Continue efforts with stakeholders to develop long-term plans for the County-owned nursing home



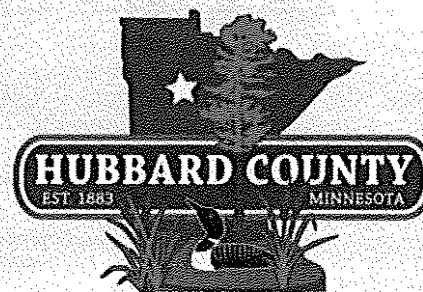
# POSITION ANNOUNCEMENT

**County Administrator: Hubbard County, Minnesota**

**2021 Salary Range: \$98,612 to \$129,480**

## **General Duties**

Serving as the administrative head of the County, the County Administrator is responsible for effectively leading the organization and building an organizational culture that supports and implements the County mission as determined by the County Board.



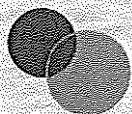
## **Minimum Qualifications**

Bachelor's degree in Public or Business Administration, or related field, and seven years of experience in public sector management with five years in a supervisory role, or equivalent combination of education and/or work experience. A master's degree is preferred.

## **Apply**

Visit <https://daviddrown.hiringplatform.com/51653-hubbard-county-administrator/175898-application-form/en>, and complete the process by January 13, 2021. Finalists will be selected by the County Board on February 2, 2021, and final interviews will be held on February 24, 2021.

Please direct questions to Gary Weiers at [gary@daviddrown.com](mailto:gary@daviddrown.com) or 612-920-3320 x109.



**DDA**

Human Resources, Inc.  
*a David Drown Associates Company*

**DDA Human Resources, Inc.**

Faribault Office

1327 Merrywood Court

Faribault, MN 55021

Phone: 612-920-3320 x109

Fax: 612-605-2375

[gary@daviddrown.com](mailto:gary@daviddrown.com)

[www.ddahumanresources.com](http://www.ddahumanresources.com)



W.S 5

**ELK RIVER LANDFILL, INC**

22460 U.S. Highway 169  
Elk River, MN 55330  
(800) 963-4776  
(952) 890-8556 Fax

March 5, 2021

via US Mail and email

Mr. Chris Berg, Environmental Resources Director  
Mille Lacs County Environmental Resources Department  
635 2<sup>nd</sup> Street SE  
2<sup>nd</sup> Floor  
Milaca, MN 56353

**Re: Request for Letter Regarding Certification of Need for Elk River Landfill**

Dear Mr. Berg:

Elk River Landfill (ERL) is applying for a Certification of Need (CON) from the Minnesota Pollution Control Agency (MPCA). The ability of Minnesota landfills, including ERL, to accept MMSW is subject to the MPCA CON process. As part of the application process, ERL must request a letter from Mille Lacs County providing the county's best estimate of the amount of MSW, construction and demolition debris (C&D), and industrial waste that will be available for management at ERL. ERL is requesting Mille Lacs County provide an estimate of MSW, C&D, and industrial waste from the county to be managed at ERL over the next 10, 15 and 20 years.

A condition of ERL's solid waste permit from MPCA states that additional CON must be granted prior to consuming the remaining 2.59 million cubic yards (CY) of permitted airspace (including final cover). Assuming the existing rate of in-coming waste continues, ERL will cease to accept MMSW some time in the year 2023, if additional CON is not granted.

The Mille Lacs County Solid Waste Management Plan's forecast expires in 2025. Therefore, ERL is requesting Mille Lacs County's assistance with identifying the amount of each waste type originating in Mille Lacs County that will be available for management at ERL for the applicable planning periods of 10, 15 and 20 years.

With regard to CON applications, MN Administrative Rule 9215.0900, Subpart 3 states that:

*"If an approved county or district solid waste management plan or master plan does not state that solid waste from a county or district will be managed at the proposed facility, the request shall include a letter from the county or district board of the county or district generating the solid waste indicating that in the county's or district's best estimate the amount of solid waste in question is available for management at the proposed facility. The letter must be consistent with the approved plan and the plan amendment requirements of part 9215.0810."*

ERL offers the information presented on the attached data sheet to assist Mille Lacs County in its evaluation of this matter. The attached tables and chart present existing and projected data on Mille Lacs County's waste disposal from years 2013 to 2040. According to the 2018 Select Committee on Recycling and the Environment (SCORE) Report, Mille Lacs County sent between 9,700 and 18,300 tons of MMSW to all landfills. In 2019 and 2020, 8,571 and 10,613 tons of MMSW were delivered to ERL from Mille Lacs County, respectively, as reported by MPCA annual ReTRAC forms. Prior years' ReTRAC forms did not distinguish between MMSW, C&D, or industrial waste, and therefore were not tabulated in the analysis. As can be seen on the attached chart, the trend-line of Mille Lacs County's total landfilled MMSW for years



W.S 5

ELK RIVER LANDFILL, INC  
22460 U.S. Highway 169  
Elk River, MN 55330  
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2019 and 2020 to estimate future MMSW disposal at ERL. Mille Lacs County's projection of total MMSW to be delivered to ERL decreases from 2014 to 2025, however the trendline of the actual MMSW landfilled for the first five years of the period indicates an increase of approximately 930 tons per year.

C&D and industrial waste projections have been estimated by applying the average fraction of each waste type during the years 2019 and 2020, relative to the MMSW quantity to the projected amounts of MMSW for each successive year, as shown on the second page of attachments.

ERL estimates that Mille Lacs County will be the county-of-origin for 10,987 tons of MMSW, 1,103 tons of C&D, and 7,151 tons of industrial waste to be managed at ERL in 2021, increasing to 19,358 tons of MMSW, 1,943 tons of C&D, and 12,600 tons of industrial waste in 2030. For a 10-year planning period (2021-2030), ERL estimates Mille Lacs County to be the county-of-origin for 151,721 tons of MMSW, 15,229 tons of C&D, and 98,759 tons of industrial waste to be managed at ERL. For the 15-year planning period (2021-2035), ERL estimates Mille Lacs County to be the county-of-origin for 262,460 tons of MMSW, 26,345 tons of C&D and 170,843 tons of industrial waste to be managed at ERL. Finally, for the 20-year planning period (2021-2040), ERL estimates Mille Lacs County to be the county-of-origin for 396,453 tons of MMSW, 39,795 tons of C&D, and 258,062 tons of industrial waste to be managed at ERL.

ERL therefore requests that the East Central Solid Waste Commission (ECSWC), or the Mille Lacs County Board furnish a letter stating whether it/they agree(s) with the projected quantities of MMSW, C&D and industrial waste contained within this letter and attachments. If ECSWC and/or the Board disagrees with these estimates, ERL requests that ECSWC or the County provide its best estimates for the tons of MMSW, C&D and industrial waste available for management at ERL in years 2021-2030, 2021-2035 and 2021-2040. ERL further requests that ECSWC or the County provide a summary of the methodology used to develop its best estimates.

The ERL CON application will be submitted as soon as possible to avoid disruption in landfill operations in 2021, and must include letters from counties providing estimates of MSW available for management at ERL. ERL appreciates ECSWC's and Mille Lacs County's attention to and prompt action on this matter.

Please contact me (952-656-5014, [mmille20@wm.com](mailto:mmille20@wm.com)) if you have questions or require additional information.

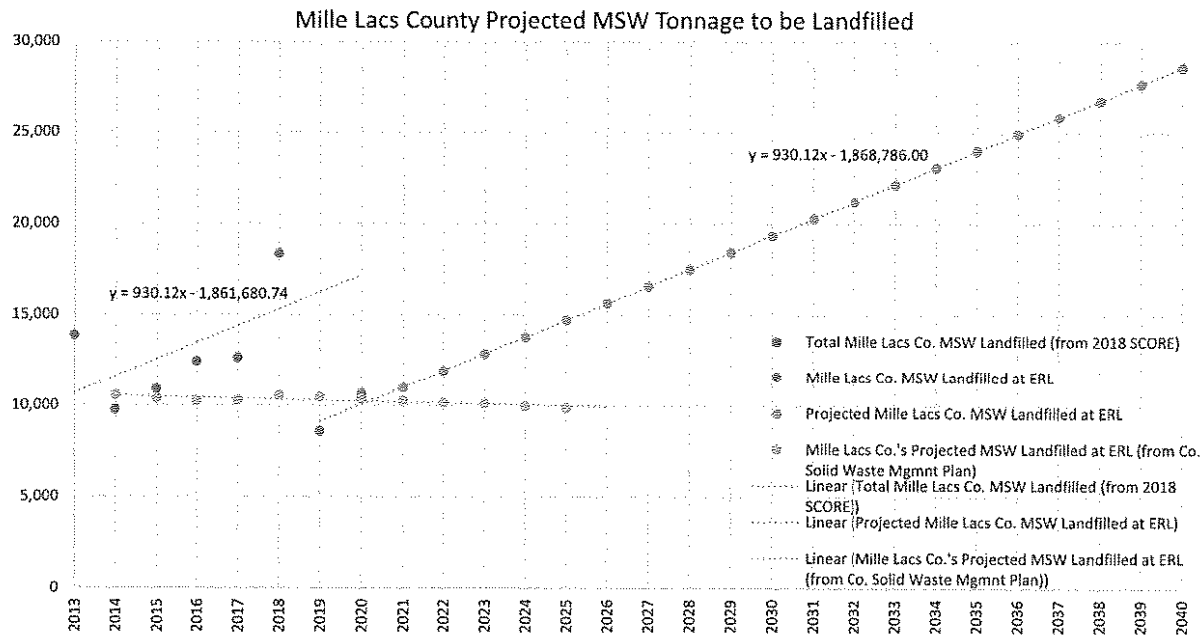
Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Miller', written over a horizontal line.

Michael Miller  
Senior District Manager  
Elk River Landfill, Inc.

### Mille Lacs County MSW Delivered to Landfill

| Year | Total Mille Lacs Co. MSW Landfilled (tons) <sup>1</sup> | Mille Lacs Co. MSW Delivered to ERL (tons) <sup>2</sup> | Projected Mille Lacs Co. MSW to ERL (tons) <sup>3</sup> | Mille Lacs Co. Actual Total MSW Generated (tons) <sup>1</sup> | Mille Lacs Co.'s Projected MSW To All Landfills (tons) <sup>4</sup> | Mille Lacs Co.'s Projected MSW To ERL (tons) <sup>4</sup> |
|------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------|
| 2013 | 13,871.51                                               |                                                         |                                                         | 16,462.90                                                     |                                                                     |                                                           |
| 2014 | 9,747                                                   |                                                         |                                                         | 12,155.34                                                     | 14,722                                                              | 10,547                                                    |
| 2015 | 10,880                                                  |                                                         |                                                         | 13,339.00                                                     | 14,201                                                              | 10,367                                                    |
| 2016 | 12,424                                                  |                                                         |                                                         | 15,120.59                                                     | 14,029                                                              | 10,241                                                    |
| 2017 | 12,626.07                                               |                                                         |                                                         | 16,139.95                                                     | 14,065                                                              | 10,267                                                    |
| 2018 | 18,346.13                                               |                                                         |                                                         | 23,442.82                                                     | 14,448                                                              | 10,547                                                    |
| 2019 |                                                         | 8,571                                                   |                                                         |                                                               | 14,310                                                              | 10,447                                                    |
| 2020 |                                                         | 10,613                                                  |                                                         |                                                               | 14,155                                                              | 10,333                                                    |
| 2021 |                                                         |                                                         | 10,987                                                  |                                                               | 14,022                                                              | 10,236                                                    |
| 2022 |                                                         |                                                         | 11,917                                                  |                                                               | 13,883                                                              | 10,134                                                    |
| 2023 |                                                         |                                                         | 12,847                                                  |                                                               | 13,827                                                              | 10,094                                                    |
| 2024 |                                                         |                                                         | 13,777                                                  |                                                               | 13,605                                                              | 9,932                                                     |
| 2025 |                                                         |                                                         | 14,707                                                  |                                                               | 13,475                                                              | 9,837                                                     |
| 2026 |                                                         |                                                         | 15,637                                                  |                                                               |                                                                     |                                                           |
| 2027 |                                                         |                                                         | 16,567                                                  |                                                               |                                                                     |                                                           |
| 2028 |                                                         |                                                         | 17,497                                                  |                                                               |                                                                     |                                                           |
| 2029 |                                                         |                                                         | 18,427                                                  |                                                               |                                                                     |                                                           |
| 2030 |                                                         |                                                         | 19,358                                                  |                                                               |                                                                     |                                                           |
| 2031 |                                                         |                                                         | 20,288                                                  |                                                               |                                                                     |                                                           |
| 2032 |                                                         |                                                         | 21,218                                                  |                                                               |                                                                     |                                                           |
| 2033 |                                                         |                                                         | 22,148                                                  |                                                               |                                                                     |                                                           |
| 2034 |                                                         |                                                         | 23,078                                                  |                                                               |                                                                     |                                                           |
| 2035 |                                                         |                                                         | 24,008                                                  |                                                               |                                                                     |                                                           |
| 2036 |                                                         |                                                         | 24,938                                                  |                                                               |                                                                     |                                                           |
| 2037 |                                                         |                                                         | 25,868                                                  |                                                               |                                                                     |                                                           |
| 2038 |                                                         |                                                         | 26,799                                                  |                                                               |                                                                     |                                                           |
| 2039 |                                                         |                                                         | 27,729                                                  |                                                               |                                                                     |                                                           |
| 2040 |                                                         |                                                         | 28,659                                                  |                                                               |                                                                     |                                                           |



- Notes:
1. From the 2018 SCORE
  2. MSW delivered to ERL is from MPCA annual RETRAC reports. Previous years to those populated by values did not distinguish waste types.
  3. Projected MSW to ERL is calculated by plotting the linear regressive trendline of total landfilled MSW from 2013-2018, and using the line's equation to forecast to 2019.5. The difference between the average MSW received at ERL in years 2019-2020 and the forecasted total MSW landfilled is subtracted from the y-intercept portion of the trendline's equation to account for waste delivered to other facilities. The equation was then used to calculate future MSW delivered to ERL.
  4. From the County's Solid Waste Management Plan

### Projected Waste by Type from Mille Lacs County to Elk River Landfill

|      | MSW Tons<br>Received at ERL   | C&D Tons<br>Received at ERL   | Industrial Tons<br>Received at ERL   |
|------|-------------------------------|-------------------------------|--------------------------------------|
| 2019 | 8,571                         | 665                           | 12,333                               |
| 2020 | 10,613                        | 1,261                         | 154                                  |
|      | MSW Tons<br>Projected for ERL | C&D Tons<br>Projected for ERL | Industrial Tons<br>Projected for ERL |
| 2021 | 10,987                        | 1,103                         | 7,151                                |
| 2022 | 11,917                        | 1,196                         | 7,757                                |
| 2023 | 12,847                        | 1,290                         | 8,362                                |
| 2024 | 13,777                        | 1,383                         | 8,968                                |
| 2025 | 14,707                        | 1,476                         | 9,573                                |
| 2026 | 15,637                        | 1,570                         | 10,179                               |
| 2027 | 16,567                        | 1,663                         | 10,784                               |
| 2028 | 17,497                        | 1,756                         | 11,390                               |
| 2029 | 18,427                        | 1,850                         | 11,995                               |
| 2030 | 19,358                        | 1,943                         | 12,600                               |
| 2031 | 20,288                        | 2,036                         | 13,206                               |
| 2032 | 21,218                        | 2,130                         | 13,811                               |
| 2033 | 22,148                        | 2,223                         | 14,417                               |
| 2034 | 23,078                        | 2,317                         | 15,022                               |
| 2035 | 24,008                        | 2,410                         | 15,628                               |
| 2036 | 24,938                        | 2,503                         | 16,233                               |
| 2037 | 25,868                        | 2,597                         | 16,838                               |
| 2038 | 26,799                        | 2,690                         | 17,444                               |
| 2039 | 27,729                        | 2,783                         | 18,049                               |
| 2040 | 28,659                        | 2,877                         | 18,655                               |

Note: 2021 through 2040 projected tons of C&D and industrial waste were calculated by multiplying each year's MSW quantity by the average fraction of each waste type relative to the average MSW quantity for the years 2019 and 2020.

**Requested Meeting Date:** 03/16/21

(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

**Title of Item for Consideration:**

**Authorize County Board Chair to Sign a Letter to Attorney General Ellison**

**Consent Agenda**

- ☐ Approve/Deny Motion ☐ Information Only  
☐ Schedule Public Hearing\*

*\*provide sample notice that will run in paper*

**Regular Agenda – Estimate Time Needed:** 1 minutes

- ☒ Approve/Deny Motion ☐ Discussion Item  
☐ Direction Requested ☐ Hold Public Hearing\*  
☐ Presentation of Information

*\*provide copy of hearing notice that was published*

**Submitted by:**

Holly Wilson, Assistant County Administrator

**Department:**

ASO

**Who will attend the meeting and be able to respond to questions? Give name and title:**

Holly Wilson, Assistant County Administrator

**Summary of Issue** (include previous Board or Committee actions and/or minutes, as well as applicable dates):

On Thursday, March 11, 2021, Attorney General Ellison held a virtual town hall meeting for Mille Lacs County residents per request of the County Board. Administrative Services is requesting the County Board send the attached correspondence to the Attorney General as a thank you and to request an additional meeting be scheduled.

**Alternatives/Options/Comments:**

**Recommended Action/Motion:**

Authorize the signature of the County Board Chair.

**Financial Impact:**

Is there a cost associated with this request? ☐ Yes ☒ No

What is the total cost, including tax and shipping? \$

Are funds available in the budget? ☐ Yes ☐ No If no, please explain:

**Additional Information Attached:**

☐ Contract/Agreement

Approved by County Attorney's Office: ☐ Yes ☐ No If no, please explain:

☐ Minutes of Relevant Meeting(s)

☒ Background Information (such as price quotes, etc.)

Letter to Attorney General Ellison

**Board action:** (for use by Recording Secretary)

☐ Approved ☐ Denied ☐ Tabled:



6.7  
*Administrative Services Office*  
635 2nd Street SE  
Milaca, MN 56353

Phone: (320) 983-8218  
Fax: (320) 983-8382

Office of Minnesota Attorney General Keith Ellison  
445 Minnesota Street, Suite 1400  
St. Paul, MN 55101-2131

Dear Attorney General Ellison:

Please accept this letter as our most sincere thank you for being present at the virtual town hall on Thursday, March 11, 2021. Your outreach to Mille Lacs County citizens was welcome. It is unfortunate that you had to cut-off the questioning a half-hour early, but we do understand the urgency of the other duties you were facing at that time.

As Commissioner Reynolds indicated at the end of the town hall, we are committed to extending an invitation to a public meeting here in Mille Lacs County within the disputed area. There are many areas of Mille Lacs County that do not have the high-speed Internet necessary to stream a town hall virtually online, and we want to make this meeting accessible to all residents of northern Mille Lacs County who wish to attend and ask questions.

We understand the COVID-19 pandemic is still a serious concern, and there are still restrictions on indoor gatherings. Please advise when your office is willing to set up such a town hall forum in Mille Lacs County, and we can work together to find a date and time that works.

Once again, thank you. Mille Lacs County considers these issues to be of statewide importance and worthy of the time and attention of your office. We look forward to hearing from you on when this conversation can continue.

Dave Oslin  
Mille Lacs County Board Chairperson



ADD ON

Neal Knopik, PE  
County Engineer

Reed Pederson  
Construction Services Manager

Kevin Schultz  
Highway Maintenance Superintendent

**Public Works Department**  
635 2<sup>nd</sup> Street SE  
Milaca, MN 56353  
(320) 983-8201

## Role of a County Highway Engineer

### Appointment Term:

Minnesota statute 163.07 requires each county to appoint and employ a county highway engineer for a 4-year term. There are only 2 exceptions allowed to the 4-year term. If the engineer plans to retire before that time they may be appointed for a shorter term to coincide with his retirement date. In the case of a new engineer, they can be appointed for an initial one-year term while on probation. Subdivision 6 requires the engineer to devote their entire time to official duties while subdivision 9 allows a county to contract with another county to share the services of a county engineer. St Louis, Hennepin, Olmsted and Ramsey counties are prohibited from sharing services because they contain a first-class city.

### State Aid Support:

In order to be sure each county has the funds to appropriately pay their engineer's salary, the Highway Taxes Distribution Commission recommended in their 1956 report to the State Legislature that the state aid formula distribute 10% equally to each county. They specifically said it was to cover administrative costs that must be paid for staff and supplies. This is codified in statute 162.07 Subd. 1b(b). In 2021 the equalization apportionment was \$482,877 per county.

### Statutory and Rule Duties of the Engineer:

- 1) Minnesota Statute 505.03 requires preliminary plats that abut a county highway to be submitted to the county engineer for his review and comment prior to approval of the plat by the County Board.
- 2) Statute 165.03 requires the county engineer to inspect and inventory all county bridges, township bridges and city bridges in cities that do not employ a city engineer on a routine basis. The county engineer may contract the inspection work but is responsible for maintaining the records and reports as well as furnishing them to the commissioner of transportation by February 15 of each year. Here Reed has the inspection certifications and I approve them.
- 3) Statute 103E.241 requires a drainage authority to appoint an engineer to make preliminary surveys for drainage projects. In most cases this is the county engineer. Here Public Works collaborates with Environmental Resources.
- 4) Minnesota Rule 8820.0400 requires each county to establish and maintain a highway department. It states that the department must be adequately organized, staffed, and equipped to administer matters relating to the operations of the state aid program and to exercise all functions in accordance with law.

zoning. Some of these activities require engineering expertise on a periodic basis. The actual assignments will depend on the individual county organization.

- 7) The engineer is available to serve on internal department head committees that affect the overall county government.
- 8) Many of the optional funding sources for road and bridge projects are competitive. An engineer writing grant applications for additional funds for the county will be more successful as he/she gets to know the programs and the county itself. (Some of these are federal ATP funds, federal safety funds, local bridge bonds, local road improvement bonds, and federal Safe Routes to School funds.) In addition, the professional engineer will ensure that all the legal requirements of these specialized programs are followed so that the county is protected from liability or loss of funds.
- 9) County engineers are often called upon to give advice to townships on engineering issues or coordinate group contracts that townships can purchase from. This is a benefit to the community and a taxpayer savings.
- 10) The engineer can steer policy at the statewide level through participation in Minnesota County Engineers Association (MCEA), Association of Minnesota Counties (AMC) and interaction with MnDOT and the Legislature that will bring benefit to their county. Currently, MCEA meets every Monday to the proposed legislation that may affect the counties.

As you can see, an Engineer wears many hats. Every day I come in I have a long list of tasks I intend on tackling that day (typically scheduled the night before), but as I'm sure you can imagine, things seldom go according to plan. I take much of my work home on a regular bases and typically spend both my drive in and home strategizing how I'm going to address work issues. That being said, I'm proud to be working for Mille Lacs County and am doing all I can to make this county the best it can be and appreciate your continued support in that goal.

W.S. 4

4.13

Mille Lacs County Board Meeting  
Tuesday, February 19, 2013

| Mille Lacs County<br>6 YEAR BRIDGE REPLACEMENT PLAN 2013-2017 |                |                 |                  |               |                         |             |              |                 |                   |                            |
|---------------------------------------------------------------|----------------|-----------------|------------------|---------------|-------------------------|-------------|--------------|-----------------|-------------------|----------------------------|
| Old Bridge #                                                  | Waterway       | Project No.     | City or Township | Road #        | Estimated Project Costs | Local Funds | County Funds | State Aid Funds | Bond Funds Needed | Proposed Construction Year |
| 48507                                                         | Rum River      | SAP 048-612-019 |                  | CSAH 12       | \$ 779,000              |             | \$ -         | \$533,000       | \$ 446,000        | 2013                       |
| 48515                                                         | Rum River      | SAP 048-598-013 |                  | CR 103        | \$ 650,000              |             | \$150,000    | \$ 500,000      | \$ 500,000        | 2013                       |
| 48519                                                         | Eates Brook    | SAP 048-598-008 |                  | CR 121        | \$ 100,000              |             | \$ 50,000    | \$ 50,000       | \$ 50,000         | 2013                       |
| 48517                                                         | Battle Brook   | SAP 048-607-010 |                  | CSAH 7        | \$ 115,000              |             |              | \$ 38,000       | \$ 100,000        | 2014                       |
| 48508                                                         | Rum River      | TBD             |                  | CSAH 11       | \$ 100,000              |             |              | \$ 30,000       | \$ 50,000         | 2015                       |
| 48502                                                         | Proble Brook   | SAP 048-605-016 |                  | CSAH 6        | \$ 200,000              |             |              | \$ 80           | \$ 200,000        | 2016                       |
| No #                                                          | Tobels Brook   | SAP 048-618-014 |                  | CSAH 10       | \$ 145,000              |             |              | \$ 45,000       | \$ 100,000        | 2017                       |
| 48518                                                         | Mile Lake Lake | SAP 048-597-003 | City of Isle     | Malone Island | \$ 648,669              | \$318,310   |              | \$ 330,359      | \$ 330,359        | Hold                       |
| TOTALS                                                        |                |                 |                  |               | \$2,797,669             | \$118,310   | \$200,000    | \$458,959       | \$1,779,183       |                            |

- Notes: Construction cost only, no engineering, right-of-way, etc.
- Authorize the County Engineer to advertise for bids for SAP 048-598-008 (CR121 Box Culvert Installation Project); bid opening at 9:30 am on Monday, March 25<sup>th</sup>, at the County Engineer's Office;
  - Authorize the County Engineer to advertise for bids for SAP 048-612-019 (CSAH 12 Bridge Replacement with Approach Grading Project); bid opening at 9:45 am on Monday, March 25<sup>th</sup>, at the County Engineer's Office;
  - Authorize purchase of precast stone replica rail posts and railing from Edwards' Cast Stone Company for \$8,576.72 (sales tax included);
  - Authorize purchase of two interpretive panels from Fossil Industries, Inc., for \$1,951.54 (sales tax included);
  - Submittal of Jail Reports for January 2013.
- The motion carried.

TOWNSHIP GAS TAX ALLOCATION

Bruce Cochran, County Engineer, presented a proposed township gas tax allocation formula that takes into account all statutorily required criteria: the township's road and bridge levy, population, and road mileage. A motion was made by Cmsr Oslin, seconded by Cmsr Reynolds, to adopt the proposed formula for use in calculating the 2013 Township Gas Tax Allocation. The motion carried.

SNOWPLOW TRUCK REQUEST

County Engineer Cochran presented a request to purchase a fully equipped tandem truck and snow plow equipment, and explained that the current state bid contract for the plow equipment expires at the end of the month. Discussion was held regarding the number of snow plow trucks currently owned by the County, and the goal to replace trucks before they get to be 20 years old. A motion was made by Cmsr Wilhelm, seconded by Cmsr Oslin, to authorize the purchase of a 2013 model year truck chassis, Mack GU713, (Nuss Truck & Equipment), and necessary plow equipment (Towmaster) for a cost not to exceed \$220,000. The motion carried.

COMMITTEE REPORTS

Cmsr Reynolds reported that the East Central Regional Library meeting scheduled for February 11 was canceled due to bad weather; she attended the Comprehensive Plan Steering Committee on February 12. Cmsr Reynolds reported on a Soil and Water Conservation District meeting she attended on February 13; the SWCD will be offering nitrate testing at the Milaca and Princeton Business Expo's; a conservation awareness event for school children is scheduled for May 15. The NRCS will be hosting a soil health workshop on February 26. Cmsr Oslin reported that the Mille Lacs Watershed meeting scheduled for February 11 was canceled due to bad weather. Cmsr Oslin attended the annual Water Management Planning Committee organizational meeting on February 12; the importance of soil health was stressed; there are currently many grant funds available for septic replacement, site inspections, and well sealing. Cmsr Peterson reported on a recent East Central Solid Waste meeting. Cmsr Tellinghuisen reported on a recent East Central Regional Juvenile Center Board meeting where it was reported that beds were sold to non-members in 2012, accounting for a \$140,000 surplus; the Board decided to keep the money as reserve funds for 2013.

A motion was made by Cmsr Wilhelm, seconded by Cmsr Oslin, to adjourn the meeting at 9:14 a.m. The motion carried.

ATTEST:

Roxy Traxler  
County Administrator

Phil Peterson  
County Board Chairman