

ORIGINAL

Tuesday, April 20, 2021 at 9:00 a.m.
Board Room, Upper Level of the Historic Courthouse

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 4/6/2021 County Board Meeting Minutes
- 4.2. Review of Auditor's Warrants
- 4.3. Approve Payment to Counsel for Legal Services
- 4.4. Approve Payment to Counsel for Legal Services
- 4.5. Approve Payment to Counsel for Legal Services
- 4.6. Consider Child Care Variance Policy
- 4.7. Consider MDH COVID Grant
- 4.8. Consider Abatement Application
- 4.9. Consider Resolution No. 04-20-21-01, Gambling Permit for Rum River Sno Riders
- 4.10. Consider Resolution No. 04-20-21-02, Gambling Permit for Wheelhouse Warriors
- 4.11. Consider VMWare Support Renewal
- 4.12. Consider the Purchase of Jail Property Room Expander
- 4.13. Information Only: March 2020 Jail Housing Report
- 4.14. Information Only: Purchase of Jail Property Packaging System
- 4.15. Information Only: Advertisement of Bid - SAP 048-616-014 (CSAH 16) Box Culvert Replacement Project

9:10 AM

5. REGULAR AGENDA

- 5.1. Consider Extending MnDOT CSAH 8 Partnership Agreement #1003117A02
- 5.2. Consider Payment Due for County Ditch 4 Tree Removal Contract
- 5.3. Consider Revised County Auditor-Treasurer Position Description
- 5.4. Consider Land Services Director/Land Commissioner Position Description
- 5.5. Consider County Recorder/Land Services Specialist Position Description and Proceed with Hire
- 5.6. Consider Revised County Surveyor Position Description

9:30 AM

6. COMMITTEE REPORTS

9:59 AM

7. ADJOURN

Work Session (Conference Room A):

(County Administrator Report as time allows)

1. Emergency Management Report - (Julie Peterson, Emergency Manager)
2. County Engineer Report - (Neal Knopik)
3. Environmental Resources Report – (Chris Berg, Environmental Resources Director)
4. Personnel Policy Discussion (Karly Feters, HR Manager)

4000

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5. Review County Coordinator Position Description (Holly Wilson, Assistant County Administrator)
 6. Review Alternative Work Site Policy (Holly Wilson, Assistant County Administrator)
 7. Mille Lacs County Commissioners Open Discussion

10:30 A.M.
Employee Recognition Ceremony
County Board Room

**Board Agenda Request Form**
Board of County Commissioners**Requested Meeting Date:** 04/20/2021*(Board meets the 1st and 3rd Tuesday of each month)*

Title of Item for Consideration: Approve 4/6/2021 County Board Meeting Minutes	
Consent Agenda ☒ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes ☐ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Holly Wilson	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 <i>(include previous Board or Committee actions and/or minutes, as well as applicable dates):</i> Approval of the County Board meeting minutes is required.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Approve the County Board meeting minutes.	
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☐ No <i>What is the total cost, including tax and shipping?</i> \$ _____ <i>Are funds available in the budget?</i> ☐ Yes ☐ No <i>If no, please explain:</i> _____	
Additional Information Attached: ☐ Contract/Agreement <i>Approved by County Attorney's Office:</i> ☐ Yes ☐ No <i>If no, please explain:</i> _____ ☒ Minutes of Relevant Meeting(s) ☒ Background Information (such as price quotes, etc.) Minutes	
Board action: <i>(for use by Recording Secretary)</i> ☐ Approved ☐ Denied ☐ Tabled:	

Chairperson Oslin called the meeting to order at 9:01 a.m., with the following members present: Commissioners Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson. The Pledge of Allegiance was recited.

Assistant County Administrator Holly Wilson introduced one (1) supplemental documents and six (6) add-on agenda request items to the County Board:

- 5.2 Authorize Staff to Solicit Quotes for Maintenance of Tax-Forfeited Property – Supplemental Document;
- 5.5 Approve Revisions to Personnel Policy;
- 5.6 Approve Westlaw Renewal Agreement;
- 5.7 Consider Resolution No. 04-06-2021-01, Charitable Gambling Permit for Ducks Unlimited;
- 5.8 Consider Resolution No. 04-06-2021-02, Repurchase Application;
- 5.9 Consider Authorizing Environmental Resources Director to Administer Low Income SSTS Grant Program;
- 5.10 Consider Quote from Electronics and Appliance Recycling Vendor for 2021 Spring Cleanup Event.

Cmsr Wilhelm motioned to accept the agenda as amended; Cmsr Reynolds 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 Wilhelm seconded by Cmsr Peterson, to approve the following consent agenda items:

- Review of Auditor's Warrants;
- Consider Mortgage Satisfaction Request;
- Consider Camp Registration Fees;
- Consider Small Cities Development Program Grant Administration Contract with Lakes & Pines CAC;
- Consider Appointing County Extension Committee Members;
- Consider Payment for Tree Removal and Demolition at ORV Park;
- Consider Full System Septic Designs/Permit Applications to be Submitted Prior to April 15, 2021;
- Consider County Ag Inspector 2020 Report and 2021 Plan of Work;
- Consider Renewal of Lumen Viper System Maintenance Contract;
- Consider Renewal of Corporate Mechanical's HVAC Preventative Maintenance and Boiler Preventative Maintenance Agreement for 2021;
- Information Only: Advertisement of Bid - SAP 048-614-004 (CSAH 14) Grading, Base and Bituminous Surfacing Project;
- Information Only: Letter of Support and Memorandum of Understanding with Children's Dental Services.

Cmsr Peterson requested the removal of consent agenda item 4.1, Approve 3/16/2021 County Board Meeting Minutes for discussion. Cmsr Tellinghuisen requested the removal of consent agenda items 4.3 Approve Payment to Counsel for Legal Services and 4.8 Consider Payment Due on County Ditch 4 Tree Removal Contract for discussion. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

APPROVE 3/16/2021 COUNTY BOARD MEETING MINUTES

Cmsr Peterson noted a clerical error in the County Board Meeting minutes. Cmsr Peterson motioned to approve the 3/16/2021 County Board Meeting Minutes with the noted correction; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

APPROVE PAYMENT TO COUNSEL FOR LEGAL SERVICES

Cmsr Tellinghuisen questioned if the County was current on all payments for legal services. Assistant County Administrator Holly Wilson stated that all legal bills are paid by the County once received. Discussion occurred among the Commissioners concerning the timeline associated with payment of the attorney's fees. Cmsr Peterson motioned to table Payment for Legal Services; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

CONSIDER PAYMENT DUE ON COUNTY DITCH 4 TREE REMOVAL CONTRACT

Cmsr Tellinghuisen stated he had received a complaint from a constituent concerning the work completed on County Ditch 4. Cmsr Tellinghuisen stated that the landowner was concerned with a damaged fence and significant loss of trees in the area. Environmental Resources Director Chris Berg stated that the fence removed was within the right-of-way work area; however, an excessive amount of trees had been removed. Notification concerning the fence line in the right-of-way had previously been sent to the landowner; the fence was not removed, therefore the contractor completed the work. Berg stated that any additional concerns should be addressed directly between the contractor and the landowner. Assistant County Administrator Wilson recommended that Environmental Resources Director Berg, the contractor, and the landowner meet to determine a reasonable solution to this dilemma. Cmsr Wilhelm motioned to table the Payment Due on County Ditch 4 Tree Removal Contract and to have the staff meet with landowner and contractor; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

APPROVE EXECUTIVE RECRUITMENT PROCESS TO FILL THE COUNTY ADMINISTRATOR VACANCY

Assistant County Administrator Wilson stated that Baker Tilly Director Patty Heminover would provide a presentation concerning the advantages and disadvantages of hiring a County Administrator or County Coordinator. Heminover discussed the County's internal operations, the qualities of a preferred candidate, the hiring process, and the County Board's interaction with department heads. Discussion occurred among the Commissioners concerning the "hands-on" approach often associated with a County Coordinator, in comparison to the County Administrator position which may alter staff association with the County Board. Each Commissioner provided their thoughts associated with either position. Heminover stated that an online Management Assessment Personality Index survey would be sent to each Commissioner to best determine the qualities they are seeking in a candidate. Wilson stated that a revised position description will be brought to the County Board for review at a future meeting. Cmsr Wilhelm motioned to recruit a County Coordinator for Mille Lacs County; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Oslin, and Tellinghuisen voted aye. Cmsrs Reynolds and Peterson voted nay. Motion carried.

The Chairperson recessed the meeting at 10:00 a.m.; the meeting reconvened at 10:05 a.m.

AUTHORIZE STAFF TO SOLICIT QUOTES FOR THE MAINTENANCE OF TAX-FORFEITED PROPERTY

Environmental Resources Director Berg stated that two tax-forfeited properties will require mowing during the summer season. Berg stated that both properties were mowed last year under the same contract. Berg stated that both properties are available for sale to the public at the counter and are advertised on the County website. Cmsr Peterson motioned to Authorize Staff to Solicit Quotes for the Maintenance of Tax-Forfeited Property; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

CONSIDER EXTENDING MILLE LACS AND CROW WING COUNTY PLOWING AGREEMENT

County Engineer Neal Knopik reviewed the Mille Lacs and Crow Wing County Plowing Agreement. Discussion occurred among the Commissioners concerning costs associated with the agreement. Knopik stated that each year is dependent on the amount of snow received; annually it can range from \$400 to \$1,100. Cmsr Wilhelm motioned to approve Extending the Mille Lacs and Crow Wing County Plowing Agreement; Cmsr Reynolds seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

CONSIDER RESOLUTION PWD 2021-4-6-21-11, APPROVE VARIANCE FOR MATCH PORTION OF THE REDUCED CONFLICT INTERSECTION CONSTRUCTION

County Engineer Knopik discussed the variance associated with the Reduced Conflict Intersection Construction (RCI) match portion. Knopik noted that if approved, the variance would allow the approximate balance of \$83,000 to be paid. Wilson stated that this expense was previously included in the Public Works budget. Discussion occurred among the Commissioners concerning the match amount necessary for funding the project. Cmsr Reynolds motioned to adopt Resolution PWD 2021-4-6-21-11, Approve Variance for Match Portion of the Reduced Conflict Intersection Construction; Cmsr Peterson seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

*Mille Lacs County, Minnesota
RESOLUTION PWD 2021-4-6-21-11*

*APPROVE VARIANCE FOR MILLE LACS COUNTY'S PORTION OF REDUCTED CONFLICT
INTERSECTION (RCI) COSTS*

Be it resolved that Mille Lacs County agrees to use available State Aid Funds to fund the match portion of the three Reduced Conflict Intersections constructed along State Highway 169 in 2020. The intersections improved were CSAH 11, 12 and 13. Since the three county roads improved as part of this project were County State Aid Roads, the County has the option to use state aid funds rather than those from Public Works budget. The amount covered by this potential variance will be approximately \$83,000 with a final cost for the County's participation portion given when the project closeout by MnDOT is complete.

APPROVE REVISIONS TO PERSONNEL POLICY

HR Manager Karly Feters presented the proposed changes to the Adoption, Voluntary Resignation, Outstanding Service Award Program, Respectful Workplace, and Firearms Prohibition sections of the Personnel Policy. Feters provided a thorough response for each designated change. Discussion occurred regarding the proposed Respectful Workplace section which would limit employee and/or constituent gossip in the workplace; employees would not be permitted to complain in the workplace. Wilson addressed how a complaint associated with the Respectful Workplace policy would be processed. Additional discussion occurred concerning the Firearm Prohibition section associated with staff carrying personal firearms while conducting County business. County Attorney Walsh indicated his support of the proposed Personnel Policy changes. Cmsr Peterson motioned to approve the Voluntary Resignation section of the Personnel Policy while tabling the other proposed changes; Cmsr Reynolds seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Tellinghuisen, and Peterson voted aye. Cmsr Oslin voted nay. Motion carried.

APPROVE WESTLAW RENEWAL AGREEMENT

County Attorney Joe Walsh presented the Westlaw Renewal Agreement and recommended the contract renewal for 2021. Cmsr Wilhelm motioned to approve the Westlaw Renewal Agreement; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

CONSIDER RESOLUTION NO. 04-06-2021-01, CHARITABLE GAMBLING PERMIT FOR DUCKS UNLIMITED

County Auditor-Treasurer Eric Bartusch presented the charitable gambling permit request for Ducks Unlimited. Cmsr Tellinghuisen motioned to adopt Resolution No. 04-06-2021-01, Charitable Gambling Permit for Ducks Unlimited; Cmsr Wilhelm 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. : 04-06-2021-01
Approval of Charitable Gambling*

BE IT RESOLVED, the Mille Lacs County Board of Commissioners hereby approves granting an Exempt Permit for Ducks Unlimited to conduct a raffle event on May 1, 2021 at Nitti's Hunter Point Resort, 5439 479th St, Isle, MN 56342.

CONSIDER RESOLUTION NO. 04-06-2021-02, REPURCHASE APPLICATION

County Auditor-Treasurer Bartusch presented Resolution No. 04-06-2021-02, Resolution for the Repurchase of Tax-Forfeited Parcel 15-024-0100. Bartusch noted that payment includes all back-taxes, in addition to the 2021 taxes paid in full. Cmsr Wilhelm motioned to adopt Resolution No. 04-06-2021-02 Repurchase of Tax-Forfeited Parcel 15-024-0100; Cmsr Reynolds 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.: 04-06-2021-02*

RESOLUTION FOR THE REPURCHASE OF TAX-FORFEITED PARCEL 15-024-0100

WHEREAS, on October 1, 2020 parcel 15-024-0100 described as West Half of the Southwest Quarter of the Southwest Quarter, Except part of Parcel # 20 to Hwy 169, and except the South 400 Feet of Section 24 Township 39 Range 27, forfeited for non-payment of taxes; and

WHEREAS, the parcel is located in Page Township on 11.88 acres and is/was the homestead of the applicant; with an estimated value of 131,000; and

WHEREAS, the previous owner, Brian Desalvo and Rachael Cooper, has submitted an application to repurchase along with payment in full for the total of all delinquent taxes, penalty, interest and costs.

WHEREAS, Minnesota Statute 282.241 allows the board of county commissioners to approve the repurchase of tax-forfeited property only after adoption of a resolution determining that, by allowing the repurchase, undue hardship or injustice resulting from the forfeiture will be corrected, or that permitting the repurchase will promote the use of the lands that will best serve the public interest. THEREFORE; BE IT RESOLVED by the Mille Lacs County Board of Commissioners that permitting the repurchase of parcel 15-024-0100 corrects undue hardship by returning a taxpayers homestead and will best serve the public interest by returning the property to the tax rolls, and that the application to repurchase parcel 15-024-0100 is hereby approved.

CONSIDER AUTHORIZING ENVIRONMENTAL RESOURCES DIRECTOR TO ADMINISTER
LOW INCOME SSTS GRANT PROGRAM

Environmental Resources Director Berg stated that grant funds had been received to assist low-income homeowners to bring septic systems up to code. Berg stated that approximately 4-5 households could be assisted with these funds. Cmsr Wilhelm motioned to approve authorizing the Environmental Resources Director to Administer Low Income SSTS Grant Program; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

CONSIDER QUOTE FROM ELECTRONICS AND APPLIANCE RECYCLING VENDOR FOR 2021
SPRING CLEANUP EVENT

Environmental Resources Director Berg provided the quote received from the previous year's vendor, Retrofit Companies. Cmsr Tellinghuisen motioned to approve the Retrofit Companies Electronics and Appliance Recycling quote; Cmsr Wilhelm seconded. A roll call vote was called; Cmsrs Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

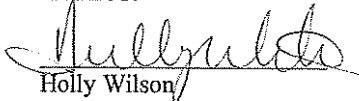
COMMITTEE REPORTS

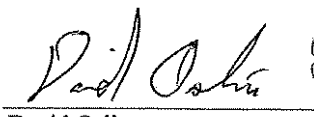
Cmsr Peterson stated that the first in-person DAC was held since October. Cmsr Peterson stated that more individuals have the ability to work at this time; the DAC is thankful for the County's support.

Cmsr Reynolds stated that the Emergency Services Board had not received confirmation as to the amount of grant funds available. Cmsr Reynolds discussed the tower grant equipment project that was forced to be placed on hold to a current lack of funding. Discussion occurred concerning the matching grant component.

Cmsr Wilhelm motioned to adjourn the meeting 11:03 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


David Oslin
County Board Chairperson

Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 04/20/2021

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Review of Auditor's Warrants	
Consent Agenda ☒ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes ☐ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Holly Wilson	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): 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.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Review of Auditor's Warrants.	
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.) Auditor's Warrants	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled:	

**** Mille Lacs County ****



MLKAREN

3/17/21 3:12PM

1 County Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name		Rpt		Amount	Warrant Description Service Dates	Invoice #		Account/Formula Descripti	1099
No.	Account/Formula	Accr				Paid On Bhf #	On Behalf of Name		
41	78252 AUM SAI CORP			10,000.00	ECONOMIC RELIEF GRANT	1 Transactions		Federal COVID Stimulus Expense	G
	78252 AUM SAI CORP			10,000.00					
43	78301 Cynthia Bruss			10,000.00	ECONOMIC RELIEF GRANT	1 Transactions		Federal COVID Stimulus Expense	G
	78301 Cynthia Bruss			10,000.00					
1	5003 East Central Energy			3,143.50	ACCT# 206732200			Utility Services	N
2	01-110-000-0000-6251			818.03	ACCT# 48902			Utility Services	N
3	01-110-000-0000-6251			3,193.15	ACCT# 982454200			Utility Services	N
4	01-110-000-0000-6251			38.58	ACCT# 207104400			Utility Services	N
5	01-110-000-0000-6251			302.46	ACCT# 207104500			Utility Services	N
5003	East Central Energy			7,495.72		5 Transactions			
7	77807 Enterprise FM Trust			2,222.38	MAINT FEE			Repair & Maintenance- Auto	N
6	01-201-000-0000-6565			1,947.12	NEW SQUAD LEASE			Vehicles	N
9	01-202-000-0000-6605			5.00	MAIN FEE			Repair & Maintenance- Auto	N
8	01-202-000-0000-6605			921.44	NEW SQUAD LEASE			Vehicles	N
10	01-205-000-0000-6565			68.51	MAINT FEE			Repair & Maintenance- Auto	N
11	01-251-000-0000-6565			450.89	MAINT FEE			Repair & Maintenance- Auto	N
77807	Enterprise FM Trust			5,615.34		6 Transactions			
44	76311 Freedom Center			10,000.00	ECONOMIC RELIEF GRANT	1 Transactions		Federal COVID Stimulus Expense	G
	76311 Freedom Center			10,000.00					
13	23121 Frontier			161.60	PHONE SERVICE			Phone	N
15	01-035-000-0000-6203			49.72	PHONE SERVICE			Phone	N
12	01-060-000-0000-6839			62.15	SWCD			reimb collections- inter office	N
14	01-060-000-0000-6839			497.23	COURT ADMIN			reimb collections- inter office	N
26	01-060-000-0000-6839			149.17	PUBLIC WORKS			reimb collections- inter office	N
27	01-060-000-0000-6839			1,243.08	CVS			reimb collections- inter office	N
17	01-063-000-0000-6203			49.72	PHONE SERVICE			Phone	N
18	01-091-000-0000-6203			236.18	PHONE SERVICE			Phone	N
16	01-100-000-0000-6203			74.58	PHONE SERVICE			Phone	N
20	01-107-000-0000-6203			37.29	PHONE SERVICE			Phone	N

**** Mille Lacs County ****



MLKAREN

3/17/21 3:12PM

1 County Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
19	01-110-000-0000-6203		37.29	PHONE SERVICE		Phone	N
21	01-201-000-0000-6203		522.09	PHONE SERVICE		Phone	N
22	01-202-000-0000-6203		24.86	PHONE SERVICE		Phone	N
31	01-205-000-0000-6203		99.45	PHONE SERVICE		Phone	N
23	01-251-000-0000-6203		285.91	PHONE SERVICE		Phone	N
24	01-255-000-0000-6203		161.60	PHONE SERVICE		Phone	N
28	01-280-000-0000-6203		12.43	PHONE SERVICE		Phone	N
25	01-603-000-0000-6203		24.86	PHONE SERVICE		Phone	N
29	01-617-000-0000-6203		49.72	PHONE SERVICE		Phone	N
30	01-701-000-0000-6203		12.43	PHONE SERVICE		Phone	N
23121	Frontier		3,791.36				
				20 Transactions			
78300	Long Siding Bar & Grill						
42	01-703-000-0000-6849		10,000.00	ECONOMIC RELIEF GRANT		Federal COVID Stimulus Expense	G
78300	Long Siding Bar & Grill		10,000.00				
				1 Transactions			
77712	New Freedom, Inc.						
45	01-703-000-0000-6849		10,000.00	ECONOMIC RELIEF GRANT		Federal COVID Stimulus Expense	G
77712	New Freedom, Inc.		10,000.00				
				1 Transactions			
2587	Verizon Wireless						
46	01-035-000-0000-6203		139.50	CELL PHONES		Phone	N
48	01-041-000-0000-6203		41.50	CELL PHONES		Phone	N
50	01-060-000-0000-6839		2,203.56	CVS CELL PHONES		reimb collections-inter office	N
57	01-060-000-0000-6839		315.50	PW CELL PHONES		reimb collections-inter office	N
58	01-063-000-0000-6203		186.00	CELL PHONES		Phone	N
49	01-091-000-0000-6203		420.00	CELL PHONES		Phone	N
47	01-100-000-0000-6203		227.50	CELL PHONES		Phone	N
54	01-107-000-0000-6203		83.00	CELL PHONES		Phone	N
55	01-110-000-0000-6203		129.50	CELL PHONES		Phone	N
56	01-255-000-0000-6203		279.00	CELL PHONES		Phone	N
52	01-280-000-0000-6203		46.50	CELL PHONES		Phone	N
53	01-617-000-0000-6203		176.00	CELL PHONES		Phone	N
51	01-701-000-0000-6203		41.50	CELL PHONES		Phone	N
2587	Verizon Wireless		4,289.06				
				13 Transactions			
1 Fund Total:			71,191.48	County Revenue Fund	9 Vendors	49 Transactions	

**** Mille Lacs County ****



MLKAREN

3/17/21 3:12PM

11 Community and Veterans :

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
139	Mn Child Support Payment Center									
37		11- 420- 640- 0000- 6835			267.65	MCI# 0015231177			Reimb Collections	N
38		11- 420- 640- 0000- 6835			6.95	MCI# 0014221034			Reimb Collections	N
39		11- 420- 640- 0000- 6835			240.00	MCI# 0012449507			Reimb Collections	N
139	Mn Child Support Payment Center				514.60		3 Transactions			
11	Fund Total:				514.60	Community and Veterans Servi	1 Vendors		3 Transactions	

*** Mille Lacs County ***



MLKAREN
3/17/21 3:12PM
77 County Agency Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name		Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name
No.	Account/Formula					
77340	MN PEIP		219,260.56	APRIL 2021 PREMIUMS		2021 Medical Insurance
40	77-906-000-0000-6805		219,260.56	1 Transactions		N
77340	MN PEIP		219,260.56	County Agency Fund	1 Vendors	1 Transactions
77 Fund Total:						

**** Mille Lacs County ****



MLKAREN
3/17/21 3:12PM
81 Taxes & Penalties Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>		<u>Account/Formula</u>		<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No.</u>	<u>Account/Formula</u>	<u>Acct</u>	<u>Amount</u>		<u>Service Dates</u>		<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
13056	Mille Lacs Cty Auditor Treasurer								
32	81- 831- 000- 0000- 5002		72,734.76		PREPAID REAL ESTATE TAXES			Prepaid Tax- Re	N
33	81- 831- 000- 0000- 5002		4,144.00		PREPAID REAL ESTATE TAXES			Prepaid Tax- Re	N
34	81- 831- 000- 0000- 5002		421.21		21- 280- 0150 (SA ONLY)			Prepaid Tax- Re	N
35	81- 831- 000- 0000- 5002		1,667.00		01- 009- 1508	4 Transactions		Prepaid Tax- Re	N
13056	Mille Lacs Cty Auditor Treasurer		78,966.97						
13021	Mille Lacs Energy Coop								
36	81- 815- 000- 0000- 6803		40.00		ELECTRIC FORF 14- 240- 0080	1 Transactions		Miscellaneous Expense	N
13021	Mille Lacs Energy Coop		40.00						
81 Fund Total:			79,006.97		Taxes & Penalties Fund		2 Vendors	5 Transactions	
Final Total:			369,973.61		13 Vendors		58 Transactions		

MLKAREN
3/17/21

3:12PM

*** Mille Lacs County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	Fund	AMOUNT	Name
	1	71,191.48	County Revenue Fund
	11	514.60	Community and Veterans Serv
	77	219,260.56	County Agency Fund
	81	79,006.97	Taxes & Penalties Fund
	All Funds	369,973.61	Total

Approved by,

Eric Darbusch

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

3/17/21 *Heidi*

*** Mille Lacs County ***



MLKRIS
3/31/21 11:01AM
10 Public Works Department

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

Vendor Name	No.	Account/Formula	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula	Descripti	1099
77818 WEX Bank									
16	10-340-000-0000-6301		7.00	CAR WASH FOR PW				Equipment Repair	N
14	10-340-000-0000-6563		3,952.26	GASOLINE FOR PW				Gasoline	N
15	10-340-000-0000-6570		7,393.17	DIESEL FOR PW				Diesel	N
77818 WEX Bank			11,352.43		3 Transactions				
10 Fund Total:			11,352.43	Public Works Department				1 Vendors	3 Transactions
Final Total:			17,250.36	6 Vendors				16 Transactions	

MLKRJS
3/31/21

11:01AM

**** Mille Lacs County ****

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	Fund	AMOUNT	Name	Approved by,	3/31/2021
	1	5,897.93	County Revenue Fund		
	10	11,352.43	Public Works Department		
	All Funds	17,250.36	Total	Holly Wilson	3/31/2021
				Eric Buttsch	

**** Mille Lacs County ****



MLKAREN

3/22/21 2:13PM

1 County Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name	Account/Formula	Acct	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
999999993	FED EX									
2	01- 283- 000- 0000- 6301				4.57	SHIPPING FOR RADIOS	1 Transactions	Paid On Bhf #	On Behalf of Name	
999999993	FED EX				4.57					Repair & Maintenance - Bldg & Equi N
78026	Home Security Abstract & Title Company									
3	01- 060- 000- 0000- 6838				22.00	OVERPAYMENT 12- 028- 0201	1 Transactions			Reimb collections- Taxes N
78026	Home Security Abstract & Title Company				22.00					
77821	MN DVS Special Services									
1	01- 201- 000- 0000- 6243				1,015.00	TITLE TRANSFER- UNDERCOVER	1 Transactions			Registration Fees N
77821	MN DVS Special Services				1,015.00					
14113	Ncpers Life									
11	01- 060- 000- 0000- 6835				48.00	APRIL 2021 DEPEND PREMIUMS	1 Transactions			Reimb Collections- P/R & Misc N
14113	Ncpers Life				48.00					
1 Fund Total:					1,089.57	County Revenue Fund		4 Vendors	4 Transactions	

**** Mille Lacs County ****



MLKAREN

3/22/21 2:13PM

11 Community and Veterans :

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name		Rpt		Invoice #		Account/Formula Descripti		1099	
No.	Account/Formula	Accr	Amount	Warrant Description	Service Dates	Paid On Bhf #	On Behalf of Name		
139	Mn Child Support Payment Center								
4	11-420-640-0000-6835		403.42	MCI# 0015004917			Reimb Collections	N	
5	11-420-640-0000-6835		801.60	MCI# 0011300217			Reimb Collections	N	
6	11-420-640-0000-6835		150.00	MCI# 0015288362			Reimb Collections	N	
7	11-420-640-0000-6835		120.00	MCI# 0014971666			Reimb Collections	N	
8	11-420-640-0000-6835		200.00	MCI# 0015433804			Reimb Collections	N	
9	11-420-640-0000-6835		267.65	MCI# 0015231177			Reimb Collections	N	
10	11-420-640-0000-6835		400.00	MCI# 0010477989			Reimb Collections	N	
139	Mn Child Support Payment Center		2,342.67		7 Transactions				
11 Fund Total:			2,342.67	Community and Veterans Servi	1 Vendors		7 Transactions		
Final Total:			3,432.24	5 Vendors	11 Transactions				

**** Mille Lacs County ****



MIKAREN
3/22/21

2:13PM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,089.57	County Revenue Fund
11	2,342.67	Community and Veterans Service
All Funds	3,432.24	Total

Approved by,

for *Burkisch*
[Signature]
 3/22/21 4/13/2021

*** Mille Lacs County ***



MLKAREN
3/24/21 3:05PM
1 County Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name		Rpt		Warrant Description		Invoice #		Account/Formula Descripti		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name				
1	3302	Centerpoint Energy Minnegasco								
		01-110-000-0000-6251		281.96	ACCT# 5830488-2	Utility Services			N	
	2	01-110-000-0000-6251		2,351.01	ACCT# 5822578-0	Utility Services			N	
	3302	Centerpoint Energy Minnegasco		2,632.97	2 Transactions					
999999993	HILL/LACY									
	3	01-060-000-0000-6835		882.66	PAYROLL ADJ 46.50 HRS	Reimb Collections- P/R & Misc			N	
	999999993	HILL/LACY		882.66	1 Transactions					
1 Fund Total:				3,515.63	County Revenue Fund		2 Vendors	3 Transactions		

**** Mille Lacs County ****



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

MLKAREN
3/24/21 3:05PM
10 Public Works Department

Vendor Name		Rpt		Invoice #		Account/Formula Descripti		1099	
No.	Account/Formula	Acct	Amount	Warrant Description	Service Dates	Paid On Bhf #	On Behalf of Name		
999999993	FOSTER/KEVIN		4,200.00	ASPHALT PATCH TRAILER					
6	10-330-000-0000-6634		4,200.00		1 Transactions		Capital Outlay - Minor	N	
999999993	FOSTER/KEVIN		4,200.00						
10 Fund Total:				Public Works Department		1 Vendors	1 Transactions		

MLKAREN

3/24/21 3:05PM

81 Taxes & Penalties Fund

**** Mille Lacs County ****

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

Vendor Name		Rpt		Invoice #		Account/Formula Descripti	
No.	Account/Formula	Acct	Amount	Warrant Description	Service Dates	Paid On Bhf #	On Behalf of Name
4	13056 Mille Lacs Cty Auditor Treasurer						
	81- 815- 000- 0000- 6803		1.65	FLS DEED TAX 09- 965- 2780			Miscellaneous Expense N
	13056 Mille Lacs Cty Auditor Treasurer		1.65		1 Transactions		
5	2927 Mille Lacs Cty Land Service Office						
	81- 815- 000- 0000- 6803		66.00	FLS REC FEE 09- 965- 2780			Miscellaneous Expense N
	2927 Mille Lacs Cty Land Service Office		66.00		1 Transactions		
81 Fund Total:			67.65	Taxes & Penalties Fund		2 Vendors	2 Transactions
Final Total:			7,783.28		5 Vendors	6 Transactions	

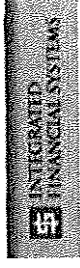
MLKAREN
3/24/21

3:05PM

*** Mille Lacs County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5



Recap by Fund	Fund	AMOUNT	Name
	1	3,515.63	County Revenue Fund
	10	4,200.00	Public Works Department
	81	67.65	Taxes & Penalties Fund
	All Funds	7,783.28	Total

Approved by,

Eric Barthush
.....
Ar. v. [Signature]
.....
3/29/21
4/13/2021

Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Approve Payment to Counsel for Legal Services	
Consent Agenda ☒ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes ☐ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Holly Wilson	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): Authorize payment to Nolan, Thompson & Leighton, PLC for legal services relating to the Mille Lacs County Cooperative Agreement matters and federal lawsuit, Court File No. 17-cv-5155 for Mille Lacs County in the amount of \$23,000.68 for costs incurred February 15, 2021 to March 15, 2021.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Approve payment to Nolan, Thompson & Leighton, PLC for legal services for Mille Lacs County	
Financial Impact: Is there a cost associated with this request? ☒ Yes ☐ No What is the total cost, including tax and shipping? \$23,000.68 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: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Approve Payment to Counsel for Legal Services	
Consent Agenda ☒ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes ☐ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Holly Wilson	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): Authorize payment to Kelley, Wolter, & Scott, P.A. for legal services relating to the federal lawsuit, Court File No. 17-cv-5155 in the amount of \$44,244 for Fees from December 1, 2020 to January 31, 2021.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Approve payment to Kelly, Wolter, & Scott, P.A. for legal services.	
Financial Impact: Is there a cost associated with this request? ☒ Yes ☐ No What is the total cost, including tax and shipping? \$44,244 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.) Invoices	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled: _____	

**Board Agenda Request Form**
Board of County Commissioners**Requested Meeting Date:** 04/20/21*(Board meets the 1st and 3rd Tuesday of each month)*

Title of Item for Consideration: Approve Payment to Counsel for Legal Services	
Consent Agenda ☒ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes ☐ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Holly Wilson	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 <i>(include previous Board or Committee actions and/or minutes, as well as applicable dates):</i> Authorize payment to Taft (formally known as Briggs and Morgan), Professional Association for legal services relating to the federal lawsuit, Court File No. 17-cv-5155 for County Attorney Joe Walsh in the amount of \$130,189.03 for Law Enforcement Jurisdictional Dispute.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Approve payment to Taft, Professional Association for legal services.	
Financial Impact: <i>Is there a cost associated with this request?</i> ☒ Yes ☐ No <i>What is the total cost, including tax and shipping?</i> \$103,189.03 <i>Are funds available in the budget?</i> ☒ Yes ☐ No <i>If no, please explain:</i>	
Additional Information Attached: ☐ Contract/Agreement <i>Approved by County Attorney's Office:</i> ☐ Yes ☐ No <i>If no, please explain:</i> _____ ☐ Minutes of Relevant Meeting(s) ☐ Background Information (such as price quotes, etc.)	
Board action: <i>(for use by Recording Secretary)</i> ☐ Approved ☐ Denied ☐ Tabled: _____	

Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Consider Child Care Variance Policy	
Consent Agenda ☒ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes ☐ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Suzanne Lelwica	Department: MLCCVS
Who will attend the meeting and be able to respond to questions? Give name and title: Jenn Fronk, MLCCVS Licensing Social Worker	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): Counties are required to update variances granted for family and group childcare age distribution and capacity (MN Rule 9502.0365): 	
Alternatives/Options/Comments: 	
Recommended Action/Motion: Approve Variances for Child Care.	
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.) Policy	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled: _____	

MILLE LACS COUNTY CHILD CARE CAPACITY VARIANCE POLICY

Effective TBD

Minnesota Statute, Section 245A.16, Subdivision 1, authorizes the commissioner to delegate licensing functions to counties and private agencies. It is the goal of Mille Lacs County's variance policy to attempt to meet the needs of parents and providers, while keeping the health and safety of children as the first priority.

The following apply to variances granted for family and group childcare age distribution and capacity (MN Rule 9502.0365):

1. Specific, alternative measures must be identified by the provider to ensure the health, safety and protection of the children in their care. If this area is left blank on the variance request, an automatic denial of the variance request will be issued.
2. Variance forms must be completed fully prior to the licensing agency taking action. Incomplete forms will be returned to the provider.
3. A variance will not be granted to providers if any of the following apply:
 - a. During a pending negative licensing recommendation or investigation
 - b. During an existing negative licensing action or investigation
 - c. Following rule violations of supervision, corporal punishment, maltreatment or other relevant health or safety factors
4. An infant variance MAY be approved for a provider who has 1) been licensed for at least two years, AND 2) has maintained a license in good standing. This variance may be approved only with due consideration of number two above and at the sole discretion of the licensing agency.
5. If a variance can be avoided by changing your class of license, a variance will not be considered.
6. Multiple variances may not be granted in a 12-month period. The time frame under a variance cannot exceed 90 days or 3 months.
7. No additional children may be substituted or added during the variance period without written authorization from Mille Lacs County Community and Veterans Services.
8. All parents using the child care must be notified of the request for variance and a signature page must be submitted with the variance request. If a parent does not agree that a variance should be granted, they may submit their disagreement to the licensing worker. This information will be taken into consideration during the determination process. A variance may still be granted with parental disagreement. Providers should be aware that changing the number of children they are caring for is changing the terms of their contract. Parents who disagree with the variance may choose to terminate the contract without notice and without penalty.
9. Variance requests will be reviewed by the licensing social worker and their supervisor. The county may take up to **10 business days** to act on a request unless there are extenuating circumstances.
10. When a granted variance is not used, or partly used, the provider must notify the licensor, in writing, to the extent the variance was used, since it may impact future requests.
11. Mille Lacs County Community and Veterans Services has the discretion to make exceptions/additions to this policy at any time.

Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Consider MDH COVID Grant	
Consent Agenda ☒ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes ☐ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Kay Winterfeldt	Department: CVS Community Health Services
Who will attend the meeting and be able to respond to questions? Give name and title: Kay Winterfeldt, Community Health Services Administrator and Supervisor/Beth Crook CVS Director	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): MDH is offering a COVID-19 Grant to be used for the COVID-19 pandemic response and vaccination implementation for Mille Lacs. Mille Lacs County Community Health will work with those businesses, agencies, and individuals that are needing COVID vaccinations as well as any responses needed from the COVID-19 pandemic, be it in Mille Lacs County and/or as part of regional collaboration efforts, to ensure MN persons receive their COVID vaccinations.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Approve Kay Winterfeldt, CHS Administrator, to sign the electronic grant contract on behalf of Mille Lacs County Community Health Services Board.	
Financial Impact: Is there a cost associated with this request? ☒ Yes ☐ No What is the total cost, including tax and shipping? \$wages and supplies Are funds available in the budget? ☒ Yes ☐ No If no, please explain: This MDH grant and possibly future Federal Grants	
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: _____	

Federal Vaccine IMPLEMENTATION Grant

AGENCY NAME	VACCINE GRANT AWARD
Aitkin-Itasca-Koochiching Community Health Board	\$723,574
Anoka County Community Health Board	\$1,699,124
Beltrami County Community Health Board	\$435,012
Benton County Human Services	\$386,107
City of Bloomington Community Health Board	\$571,005
Blue Earth County Community Health Board	\$479,018
Brown-Nicollet Community Health Board	\$575,924
Carlton-Cook-Lake-St. Louis Community Health Board	\$1,540,025
Carver County Community Health Board	\$617,575
Cass County Health, Human & Veterans Services	\$317,853
Chisago County Community Health Board	\$418,227
Countryside Community Health Board	\$725,267
Crow Wing County Community Health Board	\$467,198
Dakota County Community Health Board	\$1,985,509
Des Moines Valley Health and Human Services	\$436,937
Dodge-Steele Community Health Board	\$568,609
City of Edina Community Health Board	\$392,811
Human Services of Faribault and Martin Counties	\$466,379
Fillmore-Houston Community Health Board	\$492,673
Freeborn County Community Health Board	\$344,225
Goodhue County Health and Human Services	\$378,625
Hennepin County Community Health Board	\$2,933,770
Horizon Public Health	\$809,407
Isanti County Community Health Board	\$350,829
Kanabec County Community Health Board	\$284,150
Kandiyohi-Renville Community Health Board	\$611,985
Le Sueur-Waseca Community Health Board	\$524,001
Meeker-McLeod-Sibley Community Health Board	\$703,336
Mille Lacs County Community Health Board	\$347,714
City of Minneapolis Community Health Board	\$2,040,344
Morrison-Todd-Wadena Community Health Board	\$736,528
Mower County Community Health Board	\$406,338
Nobles County Community Health Board	\$330,641
North Country Community Health Board	\$578,430
Olmsted County Community Health Board	\$856,160
Partnership4Health Community Health Board	\$1,188,764
Pine County Community Health Board	\$362,058
Polk-Norman-Mahnomen Community Health Board	\$619,252
Quin County Community Health Board	\$765,851
St. Paul Ramsey County Community Health Board	\$2,560,870
Rice County Community Health Board	\$517,161
City of Richfield Community Health Board	\$391,275
Scott County Community Health Board	\$797,451
Sherburne County Community Health Board	\$587,543
Southwest Health and Human Services Community Health Board	\$942,095
Stearns County Community Health Board	\$885,842
Wabasha County Community Health Board	\$262,790
Washington County Community Health Board	\$1,315,952
Watonwan County Community Health Board	\$284,124
Winona County Community Health Board	\$429,626
Wright County Community Health Board	\$746,036
TOTAL	\$38,192,000

Minnesota Department of Health Grant Award Cover Sheet

You have received a grant award from the Minnesota Department of Health (MDH). Information about the grant award, including funding details, are included below. Contact your MDH Grant Manager if you have questions about this cover sheet.

ATTACHMENT: Grant Project Agreement

CONTACT FOR MDH: DeeAnn Finley, 651-201-4551, deeann.finley@state.mn.us

Grantee SWIFT Information	Grant Agreement Information	Funding Information
Name of MDH Grantee: Mille Lacs County Community Health Board	Grant Agreement/Project Agreement Number: 191799	Total Grant Funds (all funding sources): \$347,714.00
Grantee SWIFT Vendor Number: 0000197304	Period of Performance Start Date: 4/01/2021	Total State Grant Funds: \$0.00
SWIFT Vendor Location Code: 001	Period of Performance End Date: 12/31/2021	Total Federal Grant Funds: \$347,714.00

Notice to Grantee about Federal Funds

You have received a sub-award of federal financial assistance from MDH. Information about the award is being shared with you per 2 CFR 200.331. Please keep a copy of this cover sheet with the grant project agreement.

Grantee Data Universal Numbering System (DUNS) Name and Number	DUNS Name: Mille Lacs, County of DUNS Number: 052712841
Grantee's Approved Indirect Cost Rate for the Grant	10%
Is the Award for Research and Development?	☐ Yes ☒ No
Project Description	COVID-19 response and vaccine implementation. Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) & Immunization and Vaccines for Children

Name of Federal Awarding Agency	Department of Health and Human Services, Centers for Disease Control and Prevention
CFDA Name and Number (Catalog of Federal Domestic Assistance)	CFDA Name: Immunization Cooperative Agreements CFDA Number: 93.268
Federal Award Identification Number (FAIN)/ Grantor's Pass-through Number	NH23IP922628
Federal Award Date (Date MDH received federal grant)	01/15/2021
Total Amount of Federal Award Received by MDH	\$50,958,885.00

Name of Federal Awarding Agency	Department of Health and Human Services, Centers for Disease Control and Prevention
--	---

CFDA Name and Number <i>(Catalog of Federal Domestic Assistance)</i>	CFDA Name: Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) CFDA Number: 93.323
Federal Award Identification Number (FAIN)/ Grantor's Pass-through Number	NU50CK000508
Federal Award Date <i>(Date MDH received federal grant)</i>	01/13/2021
Total Amount of Federal Award Received by MDH	\$324,608,098.00

**Minnesota Department of Health
Community Health Board Grant Project Agreement**

This Grant Project Agreement, and amendments and supplements, is between the State of Minnesota, acting through its Commissioner of Health ("STATE") and Mille Lacs County Community Health Board, an independent organization, not an employee of the State of Minnesota, address 525 2nd Street SE, Milaca, MN 56353("GRANTEE").

1. Under Minnesota Statutes 144.0742, the STATE is empowered to enter into a contractual agreement for the provision of statutorily prescribed public health services;
2. The STATE and the GRANTEE have entered into Master Grant Contract number 12-700-00111 ("Master Grant Contract") effective January 1, 2020 or subsequent Master Grant Contracts and amendments and supplements thereto;
3. The GRANTEE represents that it is duly qualified and willing to perform the duties described in this grant project agreement to the satisfaction of the STATE. Pursuant to Minnesota Statutes Section 16B.98, subdivision 1, the GRANTEE agrees to minimize administrative costs as a condition of this grant.

NOW, THEREFORE, it is agreed:

1. ***Incorporation of Master Grant Contract.*** All terms and conditions of the Master Grant Contract are hereby incorporated by reference into this grant project agreement.

2. ***Term of Agreement.***

2.1 *Effective date.* This grant project agreement shall be effective on April 1, 2021, notwithstanding Minn. Stat. §16B.98, Subd. 5, the Grantee can submit by quarterly invoice expenditures which can be reimbursed back to April 1, 2021, as of the effective date of this grant contract agreement pursuant to Minn. Stat. §3.3005, Subd. 4 and 5, and Minn. Stat. §12.36. Per Minn. Stat. §16B.98, Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

2.2 *Expiration date.* December 31, 2021, or until all obligations have been fulfilled to the satisfaction of the STATE, whichever occurs first, except for the requirements specified in this grant project agreement with completion dates which extend beyond the termination date specified in this sentence.

3. ***Grantee's Duties and Responsibilities.*** The GRANTEE shall: complete the duties set forth in Exhibit A, which is attached and incorporated in this grant project agreement.

4. ***Consideration and Payment.***

4.1 *Consideration.* The STATE will pay for all services performed by the GRANTEE under this grant project agreement as follows:

(a) *Compensation.* The GRANTEE will be paid compensation not to exceed the amount listed in the cover letter for each funding award and according to considerations addressed in Exhibit A, which is attached and incorporated into this agreement.

(b) *Total Obligation.* The total obligation of the STATE for all compensation and reimbursements to the GRANTEE under this grant project agreement will not exceed the amount specified in the Grantee's award letter as defined above.

4.2 Terms of Payment.

(a) *Invoices.* The State will promptly pay the GRANTEE after the GRANTEE presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted in a timely fashion and according to the following schedule: Quarterly.

(b) *Federal Funds.* Payments under this grant project agreement will be made from federal funds obtained by the STATE through CFDA numbers 93.268 and 93.323, Sections 317, 317 (k)(2) of the Public Health Services Act and PHS 30I(a), 307, 317 and [42 U.S.C. 214, 2421, & 247b], including public law and all amendments. The Notice of Grant Award (NGA) numbers are 6-NH23IP922628-02-04 and 6 NU50CK000508-02-05

5. **Conditions of Payment.** All services provided by GRANTEE pursuant to this grant project agreement must be performed to the satisfaction of the STATE, as determined in the sole discretion of its Authorized Representative. Further, all services provided by the GRANTEE must be in accord with all applicable federal, state, and local laws, ordinances, rules and regulations.

6. **Ownership of Equipment.** Disposition of all equipment purchased under this grant project agreement shall be in accordance with Code of Federal Regulations, Title 45, Part 74, Subpart C or, for Notice of Grant Awards issued on or after December 26, 2014, in accordance with Code of Federal Regulations, Title 2, Subpart A, Chapter II, Part 200. For all equipment having a current per unit fair market value of \$5,000 or more, the STATE shall have the right to require transfer of the equipment, including title, to the Federal Government or to an eligible non-Federal party named by the STATE. This right will normally be exercised by the STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

7. Authorized Representatives.

7.1 *STATE's Authorized Representative.* The STATE's Authorized Representative for purposes of administering this grant project agreement is DeeAnn Finley, Planning Director State, P.O. Box 64975 St. Paul, MN 55164, 651-201-4551, deeann.finley@state.mn.us, or their successor, and has the responsibility to monitor the GRANTEE's performance and the final authority to accept the services provided under this grant project agreement. If the services are satisfactory, the STATE's Authorized Representative will certify acceptance on each invoice submitted for payment.

7.2 *GRANTEE's Authorized Representative.* The GRANTEE's Authorized Representative is Kay Winterfeldt, CHS Administrator, 525 2nd Street SE Milaca, MN 56353, 320-983-8416, kay.winterfeldt@millelacs.mn.gov or their successor. The GRANTEE's Authorized Representative has full authority to represent the GRANTEE in fulfillment of the terms, conditions, and requirements of this agreement. If the GRANTEE selects a new Authorized Representative at any time during this grant project agreement, the GRANTEE must immediately notify the STATE.

8. Termination.

8.1 *Termination by the STATE.* The STATE or GRANTEE may cancel this grant project agreement at any time, with or without cause, upon thirty (30) days written notice to the other party.

8.2 *Termination for Cause.* If the GRANTEE fails to comply with the provisions of this grant project agreement, the State may terminate this grant project agreement without prejudice to the right of the STATE to recover any money previously paid. The termination shall be effective five business days after the STATE mails, by certified mail, return receipt requested, written notice of termination to the GRANTEE at its last known address.

8.3 Termination for Insufficient Funding. The STATE may immediately terminate this grant project agreement if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this grant project agreement. Termination must be by written (e-mail, facsimile or letter) notice to the GRANTEE. The STATE is not obligated to pay for any work performed after notice and effective date of the termination. However, the GRANTEE will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The STATE will not be assessed any penalty if this grant project agreement is terminated because of the decision of the Minnesota legislature, or other funding source, not to appropriate funds. The STATE must provide the GRANTEE notice of the lack of funding within a reasonable time of the STATE receiving notice of the same.

9 Clerical Error

Notwithstanding the Master Grant Contract Agreement, MDH reserves the right to unilaterally fix clerical errors contained in the Grant Contract Agreement without executing an amendment. Grantee will be informed of errors that have been fixed pursuant to this paragraph.

APPROVED:

1. State Encumbrance Verification

*Individual certifies that funds have been encumbered
as required by Minn. Stat. §§ 16A.15 and 16C.05.*

Signed: Sarah Martin Digitally signed by Sarah Martin
Date: 2021.04.06 13:04:48 -05'00'

Date: 4-6-2021

SWIFT Contract/PO No(s) 191799/3000083584

2. GRANTEE

*The Grantee certifies that the appropriate persons(s) have
executed the project agreement on behalf of the Grantee as
required by applicable articles, bylaws, resolutions, or
ordinances.*

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution:

- MDH (Original fully executed Grant Project Agreement)
- Grantee
- State Authorized Representative

3. STATE AGENCY

*Project Agreement approval and certification that STATE
funds have been encumbered as required by Minn. Stat.
§§ 16A.15 and 16C.05.*

By: _____

Title: _____

Date: _____

Exhibit A:

Pandemic response and vaccination implementation is a combined state and local responsibility that requires close collaboration between public health, health care, external agencies, and community partners. The overall purpose of this grant is the rapid administration of COVID-19 vaccination.

COVID-19 Response

- Implement activities as needed to prevent and respond to COVID 19 in the jurisdiction. This could include, but is not limited to, non-vaccine related activities such as testing, essential services and other resources necessary for COVID-19 response efforts.

COVID-19 Vaccination Implementation and Distribution

- Administer COVID-19 vaccine as rapidly as possible (preferably within one week of receipt) to prioritized groups, based on jurisdictional priorities and CDC and MDH guidance. Funds can be used to support:
 - a. Staff salary and fringe benefits as needed to complete grant duties and support vaccination clinics.
 - b. Increased staffing by contracting with or hiring additional staff to work with rural communities of color, and/or communities of high social vulnerability.
 - c. Subcontracts for vaccine administration. This includes, but is not limited to, subcontracting for community vaccinators. Grantees will be asked to provide the name of the subcontractor, amount of subcontract and period of performance.
 - d. Purchase of supplies and equipment necessary to support vaccine administration. Procurement of a single piece of equipment over \$5,000 or higher (including retrofitting or leasing of a vehicle) requires prior approval from the State's Authorized Representative.
 - e. Costs associated with vaccine clinics (open and closed PODs). This may include, but is not limited to:
 - i. Rental of space and or equipment
 - ii. Security and or traffic management
 - iii. Necessary translation services (through staff with language competency or subcontracts with community organizations/individuals)
 - iv. Support for community engagement to ensure populations of focus are targeted and served
 - v. Support for software/reporting
 - f. Costs associated with expanded vaccine clinic hours – including evening, overnight, weekends – to increase throughput. This may include but is not limited to staff overtime costs and other additional costs noted in (e).
 - g. Purchases to transport and store vaccines in the field and to increase the efficiency and safety of vaccinating (vaccine transportation coolers, ancillary supplies, etc.).
 - h. Purchase and maintenance of a vaccination scheduling or other IT solution.

Promote Vaccine Confidence and Increase Vaccination Uptake

- Work with local partners (local and regional health care, long term care facilities, community vaccinators, community organizations, pharmacists, etc.) to assure vaccination of priority groups.
- When setting up vaccination sites, the Grantee should address the following considerations:

- a. Clinic hours that are accessible to a broad range of community members, including evening and weekend hours
 - b. Accessibility considerations (e.g. ADA compliant locations, transportation options, accessible by public transportation)
 - c. At or near community locations where individual currently receive services/activities (e.g. faith-based, housing complex, food shelves, jobs centers, community gathering locations)
 - d. Mechanism for distributing vaccine and vaccine location information in multiple languages
- When possible, plan clinics and identify locations in partnership with focus communities and in non-traditional settings to support vaccination in underserved communities.
 - Used funds to support local education campaigns and approaches to adapting MDH and CDC materials to community audiences, including a focus on racial and ethnic minority groups and/or communities with high social vulnerability.
 - Use funds to promote vaccine confidence by developing local messages, based on MDH and CDC guidance, especially among underserved populations in their communities.
 - Use funds to address vaccine misinformation to increase vaccine uptake, including racial and ethnic minority groups in their communities.

Reporting Requirements

- Complete and submit reports as required by MDH. This may include, but not be limited to:
 - a. Weekly updates on vaccine administration and progress. This may include information on vaccination of focused populations.
 - b. Weekly updates on vaccine need and local vaccine supply (doses on hand).
 - c. Reports on vaccine clinic operations successes and challenges.
 - d. Changes/increases in staffing.
 - e. Report in MIIC or other reporting software as required.
 - f. Quarterly financial reporting/invoicing as required.

Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration:

Consider Abatement Application

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:

Eric Bartusch

Department:

Auditor - Treasurer

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

Eric Bartusch, Auditor - Treasurer

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

A clerical error on parcel 01-032-0700 resulted in the property being taxed as a residential homestead instead of an agricultural homestead. Staff requests to abate the \$238 difference in taxes.

Alternatives/Options/Comments:

Recommended Action/Motion:

Approve abatement application (attached)

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.)

Application, Resolution

Board action: (for use by Recording Secretary)

☐ Approved ☐ Denied ☐ Tabled: _____

**APPLICATION FOR REDUCTION IN VALUATION
OF REAL ESTATE AND/OR REFUND OF TAXES PAID
(M.S. 375.192)**

County Auditor's No.

County of Mille Lacs

For Taxes Levied in 20____
and Payable in 20____

Applicant's name: Brandon & Shay Fossum

Applicant's Mailing Address: 7648 100th Ave
Princeton, MN 55371

Telephone (work): _____

Telephone (home): _____

Parcel ID#: 01-032-0700

Street Address: Same as Mailing

City or Township: Bogus Brook Township

School District No: 477 - Princeton

Legal Description: S-32, T-037 R-26

Assessor's Estimated Market Value and Classification:

Land: \$ _____ Structures: \$ _____ Total: \$ _____ Classification: _____

APPLICANT'S STATEMENT OF FACTS:

I believe an error in assessment occurred for the following reason (s):

Clerical Error – Applied for Ag Homestead for the 2019, was denied for lack of production. Worked on increasing the production in 2019 and met the requirements for Ag Homestead. Information was submitted to change classification from Residential/Rural Vacant to Agricultural Homestead. Information was entered into the tax system. Tracking report was conducted and the denied ag verification form from 2018 was viewed. All changes that were made were reversed, when they should not have been.

Owner's Estimate of Market Value:

Land: \$ _____ Structures: \$ _____ Total: \$ _____

What do you base this value estimate on? Explain: _____

Date Property Acquired: ____ / ____ / ____

Purchase Price: \$ _____

Type of Instrument Used to convey title: _____

Costs of additions and improvements since purchase: _____

APPLICANT'S REQUEST

Applicant affirms no proceedings of any kind for correction of the assessment against said property are now pending in any court. Agriculture Homestead for 2020 assessment, taxes payable in 2021.

NA for Clerical Errors
Applicant's Signature

4/12/21
Date

Note: Minnesota Statutes 1988, section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of this statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000 or both."

REPORT OF INVESTIGATION

After examining the applicant's claims, I have carefully investigated this application and find the facts to be as follows:
A clerical error was made changing the ag homestead back to a residential homestead.

Signature of Investigator _____

Date _____

The following accurately reflects both existing and proposed amounts.

	EMV LAND	EMV IMPROVEMENTS	TOTAL EMV	TAX CAPACITY	TAX BEFORE OTHER CREDITS	OTHER CREDITS	TOTAL PAYABLE
Res HSTD	\$60,800	\$123,200	\$184,000	\$ 1,633	\$ 2,148	\$ 0	\$ 2,148
RVNon	\$14,900	\$0	\$14,900				\$ 10 SW Fee
AG HG1A	\$35,600	\$123,200	\$158,800	\$ 1,560	\$ 2,030	\$ 120	\$ 1,910
AG HSTD	\$40,100	\$0	\$40,100				\$ 10 SW Fee
Reduction	\$	\$	\$	\$ 73	\$	\$	\$ 238

____ Tax is Paid Date ____ / ____ / ____

☒ Tax is Not Paid

Local Tax Rate: 117.041

State Tax Rate:

Referendum Market Value: .12851

CERTIFICATIONS OF APPROVAL

NOTE: For this abatement to be approved, the assessor, county auditor and the county board of commissioners must all favorably recommend its adoption.

ASSESSOR'S RECOMMENDATION (County assessor or city assessor in certain cities)

☒ Approved _____ Denied

Assessor's Signature _____

COUNTY AUDITOR'S RECOMMENDATION

☒ Approved _____ Denied

Auditor's Signature _____

COUNTY BOARD OF COMMISSIONER'S ACTION (To be completed by county auditor)

____ Approved _____ Denied

I certify that at a meeting held _____, 20____ the County board, took the above official action on this abatement. This action was duly adopted and entered upon the minutes of its proceedings as a public record, showing the names of the taxpayers, other concerned persons and the amounts involved.

CERTIFICATION OF FINAL APPROVAL
(Completed only for approved abatements)

I further certify that the approval of this abatement has resulted in the following changes:

Reduction of Tax	\$ _____
Reduction of Penalty	\$ _____
Reduction of Interest	\$ _____
Total Reduction/Refund	\$ _____
Total Payable	\$ _____

Signature of County Auditor _____

Date _____

Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Consider Resolution No. 04-20-21-01, Gambling Permit for Rum River Sno Riders	
Consent Agenda ☒ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes ☐ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Eric Bartusch	Department: Auditor - Treasurer
Who will attend the meeting and be able to respond to questions? Give name and title: Eric Bartusch, Auditor - Treasurer	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): Rum River Sno Riders submitted an Application for a Premises Permit to conduct ongoing gambling operations at Chico's Place, located at 29992 US Hwy 169, Onamia, MN 56359. County Board approval is required.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Adopt Resolution (attached) to approve the Application for Premises Permit to conduct ongoing gambling operations at Chico's Place, located at 29992 US Hwy 169, Onamia, MN 56359.	
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.) Application, Resolution	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled: _____	

Board of County Commissioners
Mille Lacs County, Minnesota

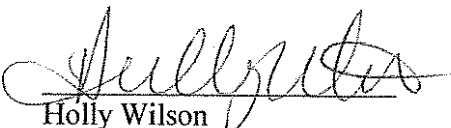
Resolution No. : 04-20-2021-01

Approval of Charitable Gambling

BE IT RESOLVED, the Mille Lacs County Board of Commissioners hereby approves granting a Premises Permit for Rum River Sno Riders to conduct ongoing gambling operations at Chico's Place, located at 29992 US Hwy 169, Onamia, MN 56359.

Adopted this 20th day of April, 2021

Attest:


Holly Wilson
Interim County Administrator


David Oslin
County Board Chairperson

MINNESOTA LAWFUL GAMBLING

LG214 Premises Permit Application**Annual Fee \$150 (NON-REFUNDABLE)****REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

Mail the application and required attachments to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.**ORGANIZATION INFORMATION**

Organization Name: Rum River Sno Riders License Number: 06925
 Chief Executive Officer (CEO) Brandon Gunderson Daytime Phone: 320-980-6329
 Gambling Manager: Melissa Erickson Daytime Phone: 320-310-6469

GAMBLING PREMISES INFORMATIONCurrent name of site where gambling will be conducted: Chico's

List any previous names for this location:

Street address where premises is located: 29992 US Hwy 169
(Do not use a P.O. box number or mailing address.)

City: Onamia OR Township: _____ County: Miller Zip Code: 56359

Does your organization own the building where the gambling will be conducted?

☐

Yes

☒

No

If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site?

☒

Yes

☐

No

☐

Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site?

☐

Yes

☒

No

☐

Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: First National Bank Bank Account Number: 1022607

Bank Street Address: P.O. Box 38 City: Milaca State: MN Zip Code: 56353

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
		MN	
		MN	
		MN	

LG214 Premises Permit Application

4.9
6/15 Page 2 of 2

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL
for a gambling premises
located within city limits

City Name: _____

Date Approved by City Council: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of City Personnel: _____

Title: _____ Date Signed: _____

**Local unit of government
must sign.**

COUNTY APPROVAL
for a gambling premises
located in a township

County Name: _____

Date Approved by County Board: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of County Personnel: *Paul Oshu*

Title: _____ Date Signed: _____

TOWNSHIP NAME: _____

Complete below only if required by the county.
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

Brian Lee

Signature of Chief Executive Officer (designee may not sign)

3/30/21

Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.

An equal opportunity employer

Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Consider Resolution No. 04-20-21-02, Gambling Permit for Wheelhouse Warriors	
Consent Agenda ☒ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes ☐ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Eric Bartusch	Department: Auditor - Treasurer
Who will attend the meeting and be able to respond to questions? Give name and title: Eric Bartusch, Auditor - Treasurer	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): Wheelhouse Warriors submitted an Application for an Exempt Permit to conduct a raffle on Mille Lacs Lake, in the vicinity of Isle, on February 11, 2022. County Board approval is required.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Adopt Resolution No. 04-20-21-02, Gambling Permit for Wheelhouse Warriors.	
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.) Application, Resolution	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled: _____	

Board of County Commissioners
Mille Lacs County, Minnesota

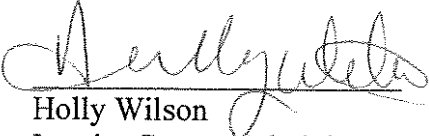
Resolution No. : 04-20-2021-02

Approval of Charitable Gambling

BE IT RESOLVED, the Mille Lacs County Board of Commissioners hereby approves granting a Exempt Permit for Wheelhouse Warriors to conduct a raffle on Mille Lacs Lake, in the vicinity of Isle, on February 11, 2022.

Adopted this 20th day of April, 2021

Attest:


Holly Wilson
Interim County Administrator


David Oslin
County Board Chairperson

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Wheel House Warriors

Previous Gambling Permit Number: X-94760-21-001

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 85-3308600

Mailing Address: 1978 236th Avenue NE

City: Bethel State: MN Zip: 55005 County: Anoka

Name of Chief Executive Officer (CEO): Karina Johnson

CEO Daytime Phone: 651-270-7279 CEO Email: wheelhousewarriors@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal

☐ Religious

☒ Veterans

☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Mille Lacs Lake

Physical Address (do not use P.O. box): Mille Lacs Lake

Check one:



City: Isle Zip: 56342 County: Mille Lacs



Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): February 11th, 2022

Check each type of gambling activity that your organization will conduct:

☐ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☐ Tipboards

☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

4.10

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Karina L Johnson Date: 04-09-2021

(Signature must be CEO's signature; designee may not sign)

Print Name: Karina L Johnson

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Consider VMWare Support Renewal	
Consent Agenda ☒ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: 0 minutes ☐ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Michael Virnig	Department: Technology Services
Who will attend the meeting and be able to respond to questions? Give name and title: Michael Virnig, Technology Services Manager	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): VMWare virtual server system support renewal - 3 years. This is a request to extend support and software subscription for virtual server appliances to 2024 through SHI. This is an ongoing support renewal for the MLC virtual server network. This is in the Technology Services budget.	
Alternatives/Options/Comments: Alternative would be to renew for one year at \$3,865.12. Going with the three year option will save MLC \$1,391.52.	
Recommended Action/Motion: Approve VMWare server support renewals through SHI.	
Financial Impact: Is there a cost associated with this request? ☒ Yes ☐ No What is the total cost, including tax and shipping? \$10,203.84 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.) Quote	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled: _____	



Pricing Proposal
 Quotation #: 20325130
 Created On: Apr-12-2021
 Valid Until: Apr-30-2021

County of Mille Lacs

Inside Account Executive - SLE

Michael Virnig

635 2nd St. SE
 Milaca
 MN
 56353
 Phone: 320-983-8218
 Fax:
 Email: michael.virnig@co.mille-lacs.mn.us

Christopher Szamreta

290 Davidson Ave,
 Somerset, NJ 08873
 Phone: 732-652-7679
 Fax: 732-564-8078
 Email: Christopher_Szamreta@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 VMware Support and Subscription Basic - Technical support - for VMware vSphere Standard Edition (v. 7) - 1 processor - emergency phone consulting - 1 year - 12x5 - response time: 4 business hours VMware - Part#: VS7-STD-G-SSS-C Coverage Term: May-13-2021 – May-12-2024	2	\$691.57	\$1,383.14
2 Production Support Coverage VMware vCenter Server 7 Standard for vSphere 7 (Per Instance) VMware - Part#: VCS7-STD-P-SSS-C Coverage Term: May-13-2021 – May-12-2024	1	\$3,911.32	\$3,911.32
3 VMware Support and Subscription Production - Technical support - for VMware vSphere Standard Edition (v. 7) - 1 processor - emergency phone consulting - 1 year - 24x7 - response time: 30 min VMware - Part#: VS7-STD-P-SSS-C Coverage Term: May-13-2021 – May-12-2024	6	\$818.23	\$4,909.38
Subtotal			\$10,203.84
Total			\$10,203.84

Additional Comments

VMware production support now includes Skyline, a feature the helps avoid problems before they occur. You can register for the additional support [HERE](#)

Please note the following:

- 1) VMware EULA -- [VMware EULA](#)
- 2) VMware Does Not offer a standard return policy
- 3) Service offerings are non-refundable
- 4) PSO Credits are only active for 1 Year

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

1. By issuing a purchase order or acknowledging this quote, when applicable, Customer certifies that employees at each of their locations adhere to all applicable export and re-export control laws and regulations covering the distributed products purchased and/or received by the Customer.
2. By issuing a purchase order or acknowledging this quote, and when applicable, Customer understands that the commodities, software and/or technology ("Items") it purchases or receives under this quote may be subject to export, re-export, or other restrictions. Customer agrees to comply with all applicable laws and regulations relating to the export and re-export of such Items obtained by Customer.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the SHI Online Customer Resale Terms and Conditions, unless a separate resale agreement exists between SHI and the Customer.

Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Approve The Purchase of the Jail Property Room Expander	
Consent Agenda ☒ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes ☐ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Don Lorge - Sheriff	Department: Mille Lacs County Jail
Who will attend the meeting and be able to respond to questions? Give name and title: Don Lorge - Sheriff, Bradley Hunt - Jail Administrator	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): This item is a vacuum seal for inmate clothing. Items would be vacuum sealed during intake. It would seal all smells to provide a healthier environment in and around the area of the property room. The Property Room Expander is patented by CPI Guardian so there are no other products similar for cost comparison. The price includes the unit (\$8,995.00), smaller vacuum bags (\$125.00/250qty (summer)) and large bags (\$175.00/250qty (winter)). The company agreed to pay shipping costs if we purchased this item along with the Property Packaging System. This was not originally added to the 2021 budget, however, there are funds available in the Inmate Account to purchase this unit.	
Alternatives/Options/Comments: 	
Recommended Action/Motion: Approve The Purchase of the Jail Property Room Expander	
Financial Impact: Is there a cost associated with this request? ☒ Yes ☐ No What is the total cost, including tax and shipping? \$9,295.00 Are funds available in the budget? ☐ Yes ☒ No If no, please explain: Funds are available in the Inmate Account	
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: _____	

CPI/GUARDIAN

CPI GUARDIAN

615B Grand Central St.
Clearwater, FL 33756

Phone: 800-299-2596

www.cpiguardian.com

Property Room Expander 5 (PRE5)

*All prices are subject to change

Property Room Expander

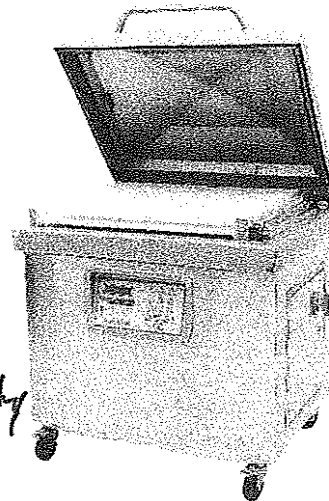
Price	\$ 8,995.00
Delivery	F.O.B Clearwater, FL
Warranty	3 Year full Coverage, Parts, Labor, Freight

Small Bags

Price	\$ 0.50 / Bag
Size	18" X 28"
Printed	1 Color with Signature Block
Lead Time	Stock

SUMMER

\$125.00/250 qty

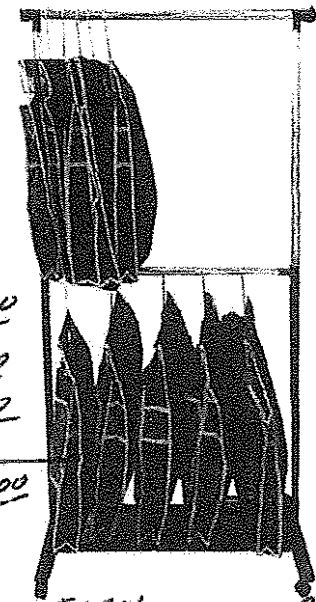


Large Bags

Price	\$ 0.70 / Bag
Size	24" X 32"
Printed	1 Color with Signature Block
Lead Time	Stock

WINTER

\$175.00/250 qty



Specifications

Dimensions	39.5" X 35.875" X 64" (W X L X H) (Open)
Weight	525 lbs.
Power Req.	110V, 20 Amp
Controls	Lock Protected Preset for Jail Use
Operation	Hands free, Semi-Automatic
Training	Training Video/Pictures Provided

8,995.00
125.00
175.00

9,295.00

NO TAX, THEY WILL PAY
SHIPPING

Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Information Only: March 2020 Jail Housing Report	
Consent Agenda ☐ Approve/Deny Motion ☒ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes ☐ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
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 March 2021 Mille Lacs county jail boarded prisoners for DOC for \$2,220.00 There was \$00.00 in pay to stay fees and \$2,469.39 in booking fees for a total of \$4,689.39 This months jail population varied between 39 and 49 inmates a day. Year to date out of county boarding fees collected is approximately \$7,120.00	
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: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Information on the Purchase of Jail Property Packaging System	
Consent Agenda ☐ Approve/Deny Motion ☒ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes ☐ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Bradley Hunt - Jail Administrator	Department: Mille Lacs County Jail
Who will attend the meeting and be able to respond to questions? Give name and title: Don Lorge - Sheriff, Bradley Hunt - Jail Administrator	
Summary of Issue <i>(include previous Board or Committee actions and/or minutes, as well as applicable dates):</i> This item is a vacuum seal for inmate property. This would help stop claims that jail staff lost inmates personal property. Items would be vacuum sealed during intake and inmates would be asked to sign the card in acknowledgment. It would seal all smells to provide a healthier environment in the property room. The Property Packaging System is patented by CPI Guardian so there are no other products similar for cost comparison. The price includes the unit (\$8,995.00) and card stock and film (\$250.00). The company agreed to pay shipping costs if we purchase this item along with the Property Packaging System. Funds for this were made available in the 2021 budget.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Information on The Purchase of Jail Property Packaging System	
Financial Impact: Is there a cost associated with this request? ☒ Yes ☐ No What is the total cost, including tax and shipping? \$9,285.00 Are funds available in the budget? ☒ Yes ☐ No <i>If no, please explain:</i>	
Additional Information Attached: ☐ Contract/Agreement <i>Approved by County Attorney's Office:</i> ☐ Yes ☐ No <i>If no, please explain:</i> _____ ☐ Minutes of Relevant Meeting(s) ☐ Background Information (such as price quotes, etc.)	
Board action: <i>(for use by Recording Secretary)</i> ☐ Approved ☐ Denied ☐ Tabled: _____	

CPI/GUARDIAN

CPI GUARDIAN
615B Grand Central St.
Clearwater, FL 33756

Phone: 800-299-2596
www.cpiguardian.com

Property and Evidence Packaging System

*All prices are subject to change

Personal Property System

Price	\$ 8,995.00
Delivery	F.O.B Clearwater, FL
Warranty	3 Year full Coverage, Parts, Labor, Freight
Sourcing	Patented, Sole Source Provider

Paper & Plastic (Packaging)

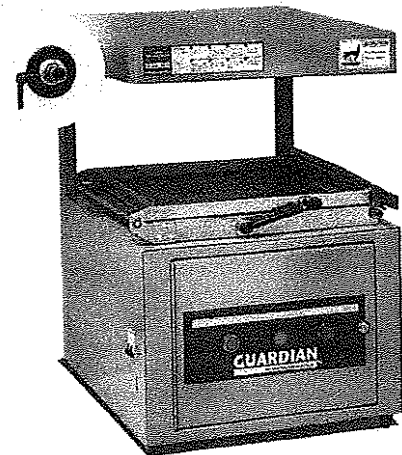
Price	\$ 0.73 / inmate
Size	Paper 14" X 16" - Plastic 15.5" X .008
Printed	1 Color with Signature Block
Lead Time	Stock, Immediate Shipping

\$ 290.00 / 400 qty

Specifications

Dimensions	29" X 24" X 29" (W X L X D)
Weight	160 lbs.
Power Req.	208V, 30 Amp, Single Phase 60HZ,
Controls	All adjustable controls locked behind panel
Operation	Two button operation
Air Req.	None
Safety Switch	Emergency button halts cycle, "pinch free" drive
Cut off	Sliding Unit
Training	Training Video/Pictures Provided

PATENTED

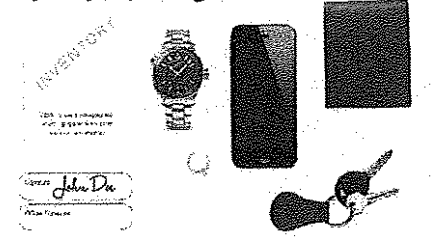


8,995.00

290.00

9,285.00

NO TAX. THEY'D PAY SHIPPING.



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration:

Information Only: Advertisement of Bid - SAP 048-616-014 (CSAH 16) Box Culvert Replacement Project

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):

Per the authority granted to the County Engineer by the Mille Lacs Board of Commissioners during the February 18, 2014 Board of Commissioners meeting, the following project is currently being advertised by the County Public Works Department:

CSAH 16 Box Culvert Replacement Project

The advertisement of this project was discussed at a previous Board meeting. The purpose of this agenda item is to formally inform the Board of Commissioners that the project did in fact advertise on April 7th, will bid on May 10th at 9:30 am after the required minimum 31 day advertisement period, and is scheduled to be presented to the Board for award during the May 18th Board of Commissioners meeting. A copy of the project advertisement is attached and it is also posted on the Mille Lacs County Public Works website.

Alternatives/Options/Comments:

Recommended Action/Motion:

No action necessary at this time.

Financial Impact:

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

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

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.)

CSAH 16 Box Culvert Advertisement

Board action: (for use by Recording Secretary)

☐ Approved ☐ Denied ☐ Tabled: _____

CULVERT REPLACEMENT PROJECT

BIDS CLOSE MAY 10, 2021 at 9:30 AM
Mille Lacs County, Minnesota

Sealed bids will be received electronically until 9:30 A.M., May 10 2021 at the office of the County Engineer located at 635 2nd Street SE, Milaca, MN, at which time bids will be opened and read in the Administrative Services Office (Upper Level) at the Historic Courthouse for the following project:

SAP 048-616-014 (CSAH 16) (0.246 Miles) located 7 miles NW of Milaca, MN.
Approximate major quantities include: 534 SY Remove Bituminous Pavement; 400 T Aggregate Base, CI 5; 76 LF, 10' X 5' Precast Concrete Box Culvert, CI 2; 2 Each 10' X 5' Precast Concrete Culvert End Section, 700 CY Granular Backfill, 300 CY Coarse Aggregate Bedding; 110 T Bituminous Mixture; along with Erosion Control, Traffic Control, and Turf Establishment.

Prospective bidders must obtain bidding documents from the County Engineer through the Mille Lacs County website via E-Gram. Bids shall be submitted electronically through bidVAULT. Bids will only be accepted from those who are a documented plan holder.

Copies of the bidding documents are available for viewing at the County Engineer's office. There is no cost for the bidding documents. However, there is a cost to submit a bid electronically through bidVAULT. Bidding documents shall be obtained from the Mille Lacs County website at <http://www.millelacs.mn.gov/>, and go to the Department Tab / Public Works / Projects for Bid/E-Gram.

Bids must be accompanied by a certified check or bidders' bond payable to the County Auditor/Treasurer of Mille Lacs County for at least 5% of the proposal. The County reserves the right to waive any bid for non-conformity with the bidding process, or all bids at its discretion. Alternately, the County may waive minor non-conformities at their discretion.

Dated at Milaca, Minnesota this 7th day of April, 2021.

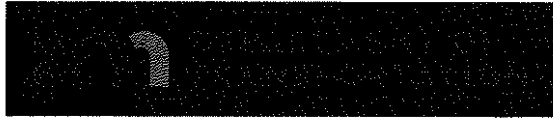
Neal R. Knopik, PE
County Engineer

POSTED ON THE MILLE LACS COUNTY WEBSITE: April 7 – May 10, 2021

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Consider Extending MnDOT CSAH 8 Partnership Agreement #1003117A02	
Consent Agenda ☐ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: <u>10</u> minutes ☒ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
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 2016 allowing MnDOT to use sections of CSAH 8, just east of Pease, to test a variety of different pavement preservation techniques. MnDOT is requesting an extension of the agreement which is already in place. This test section not only benefits the County, but the information and results are shared with agencies across the country. This agreement has been reviewed by the County Attorney's Office. Additionally, I spoke to MnDOT and we have agreed to shorten the contract extension to 3 years from the originally proposed 5 with the option for either party to end it whenever they choose. Also, MnDOT has agreed to pay for the Mastic Asphalt repair material which the County Crews will install.	
Alternatives/Options/Comments: 	
Recommended Action/Motion: Approve extending the partnership agreement #1003117A02.	
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.) Amendment #2 to MnDOT Partnership Agreement #1003117, copy of original signed agreement.	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled: _____	



MnDOT Contract #: 1003117A02

AMENDMENT # 2 TO MnDOT PARTNERSHIP AGREEMENT #: 1003117

Contract Start Date: 05/23/2016
 Orig. Contract Exp. Date: 12/31/2018
 Amended Exp. Date : 05/22/2024

Project Identification: MnROAD-NCAT partnership with Mille Lacs County on CSAH 8 for pavement preservation test sections

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation, ("State"), and the County of Mille Lacs, acting through its County Board, ("County").

Recitals

1. The State has a contract with the County identified as MnDOT Contract No. 1003117 ("Original Contract") to provide for the construction and monitoring of pavement preservation test sections on Mille Lacs CSAH 8.
2. The contract expiration date is being extended to 05/22/2024. This will allow the parties to continue to monitor the test sections as defined in the original scope of work and responsibilities.
3. The State and the County are willing to amend the Original Contract as stated below.

Contract Amendment

In this Amendment deleted contract terms will be ~~struck out~~ and the added contract terms will be underlined.

REVISION 1. Article 1. Term of Agreement; Exhibits, subarticle 1.2 **Expiration date** is amended as follows:

- 1.2 **Expiration date.** This Agreement will expire on ~~May 22, 2021~~ May 22, 2024 unless terminated earlier pursuant to Article 11.

REVISION 2. Article 4. Authorized Representatives, subarticle 4.3 is deleted and replaced in its entirety as follows:

4.3 **County Authorized Representative is:**

Name: Neal Knopik (or their successor)
 Title: County Engineer
 County: Mille Lacs County
 Billing Address: 565 8th Street NE
 City State Zip: Milaca, MN 56353
 Telephone: 320-983-8201
 Email: neal.knopik@millelacs.mn.gov

The terms of the Original Contract are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

[THE BALANCE OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK]

County

The County certifies that the appropriate person(s) have executed the contract on behalf of the County as required by applicable articles, bylaws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

COMMISSIONER OF TRANSPORTATION

By: _____

Title: _____

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

**PARTNERSHIP AGREEMENT BETWEEN
MINNESOTA DEPARTMENT OF TRANSPORTATION
AND
THE COUNTY OF MILLE LACS
FOR
ESTABLISHING PAVEMENT PRESERVATION TEST SECTIONS ON COUNTY STATE-AID
HIGHWAY (CSAH) 8**

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation, ("State"), and the County of Mille Lacs, located at 565 8th Street N.E., Milaca, MN 56353, acting through its County Board, ("County").

Recitals

1. Under Minnesota Statutes Section 174.02, subdivision 6, the Commissioner of Transportation may enter into agreements with governmental or nongovernmental entities for research and experimentation, for sharing facilities, equipment, staff, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services or that further the development of innovation in transportation for the benefit of the citizens of Minnesota; and
2. As part of a research project partnership through Auburn University and with NCAT, State desires access to certain parts of CSAH 8 in order to establish pavement preservation test sections; and
3. The County shares a desire with the State to provide better and cheaper pavement preservation options throughout the state; and
4. The County as road authority of those certain parts of CSAH 8 is willing to allow State to establish pavement preservation test sections on CSAH 8 in order to pursue the parties mutual desire to provide better and cheaper pavement preservation methods; and
5. Both parties are willing to enter this Agreement to set forth their respective rights and duties.

Agreement

1. **Term of Agreement; Exhibits**
 - 1.1 **Effective date.** This Agreement will be effective upon execution and approval by the appropriate State officials pursuant to Minnesota law.
 - 1.2 **Expiration date.** This Agreement will expire on December 31, 2018 unless terminated earlier pursuant to Article 11.
 - 1.3 **Exhibits.** Exhibits A and B are attached and incorporated into this Agreement.
 - 1.4 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 2.1.9 of State Responsibilities; 5. Liability; Worker Compensation Claims; 6. State Audits; 7. Government Data Practices; 8. Governing Law; Jurisdiction; Venue; and 12. Force Majeure.
2. **Scope of Work and Responsibilities of Each Party.**
 - 2.1 **State responsibilities.** State will:

- 2.1.1 Supply all materials, labor, traffic control, and pavement marking as required to safely build and evaluate the test sections on CSAH-8 in 2016.
- 2.1.2 Perform inspection during pavement preservation construction (surface treatments) to assure quality of work and proper materials are used.
- 2.1.3 Mark out up to 30 individual test sections each 528 feet in length with paint along the edge stripe to effectively track each pavement preservation test section in the field. Test sections are designated in Exhibit A.
- 2.1.4 Repair any core holes required for the research effort.
- 2.1.5 Perform periodic performance inspections of the pavement preservation test sections with an automated distress van as many as every two months without any disruption to traffic. State will not be required to supply traffic control for this type of inspection.
- 2.1.6 Perform periodic performance inspections of the pavement preservation test sections with manual methods three times a year with disruption to traffic. State will supply traffic control for this type of inspection at State's own cost.
- 2.1.7 Repair any pavement preservation test sections that fail during the term of the Agreement.
- 2.1.8 Leave those sections of CSAH 8 used as pavement preservation test section in a reasonably safe condition at the expiration, cancellation, or termination of this Agreement.

2.2 **County responsibilities.** County will:

- 2.2.1 Allow State access to CSAH 8 at the locations designated in Exhibit B for the purpose of constructing, inspecting, evaluating, and repairing, if necessary, pavement preservation test sections.
- 2.2.2 Retain ownership of the roadway and continue to be the roadway authority responsible for performing maintenance on the pavement preservation test sections except as agreed upon by the parties in this Agreement.

3. **Consideration**

- 3.1 In exchange for County's permission to access CSAH 8 for the purposes of this Agreement, State promises to fulfill its responsibilities under the Agreement.

4. **Authorized Representatives**

- 4.1 **Each party's Authorized Representative** is responsible for administering this Agreement and is authorized to give and receive any notice required or permitted under this Agreement.

4.2 **State's Authorized Representative is**

Name: Jerry Geib, P.E. (or his/her successor)
 Title: Research Operations Engineer
 MnDOT: MnDOT Office of Materials and Road Research
 Street Address: 1400 Gervais Avenue
 City State Zip: Maplewood, MN 55109
 Telephone: (651)366-5496
 Email: Jerry.Geib@state.mn.us

4.3 **Mille Lacs County Authorized Representative is:**

Name: Bruce Cochran, P.E. (or his/her successor)
 Title: County Engineer
 Other Party: Mille Lacs County
 Billing Address: 565 8th Street N.E.
 City State Zip: Milaca, MN 56353
 Telephone: 320-983-8201
 Email: bruce.cochran@co.mille-lacs.mn.us

5. Liability; Worker Compensation Claims

- 5.1 Each party is solely responsible for its own acts or omissions and the results thereof and will not be responsible for the acts and omissions of others and the results thereof. The State's liability is governed by Minnesota Statutes §3.736 and other applicable law. The County's liability is governed by Minnesota Statutes Chapter 466.
- 5.2 Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

6. **Audit:** Under Minnesota Statutes §16C.05, subdivision 5, the books, records, documents and accounting procedures and practices of County relevant to this Agreement are subject to examination by State and the Legislative Auditor for a minimum of six years.

7. **Jurisdiction and Venue:** Minnesota Law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this agreement, or its breach, must be in Ramsey County, Minnesota.

8. **Government Data Practices:** The parties must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the parties under this agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either of the parties.

9. Assignment and Amendments

- 9.1 *Assignment.* Neither party may assign nor transfer any rights or obligations under this Agreement without the prior consent of the other party and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 9.2 *Amendments.* Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed this original Agreement, or their successors in office.

10. Waiver; Contract Complete

- 10.1 *Waiver.* If a party fails to enforce any provision of this contract that failure does not waive the provision or the party's right to subsequently enforce it.
- 10.2 *Contract Complete.* This contract contains all negotiations and agreements between the parties. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

11. Termination.

- 11.1 *By Either Party.* This Agreement may be terminated by either party, with or without cause, upon 30 days written notice to the other party.
- 11.2 *Termination for Insufficient Funding.* The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the performance of contract construction under the Project. Termination must be by written or fax notice to the County.
- 11.3 *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities and performance of work authorized through this Agreement.

12. **Force Majeure:** Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

MnDOT Agreement #

1003117

County certifies that the appropriate person(s) have executed the agreement as required by applicable articles, bylaws, resolutions or ordinances.

MnDOT Representative:

By:



Chairman, Milne Lacs County

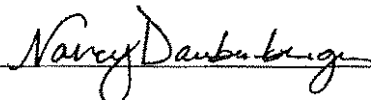
Title:

Board of Commissioners

Date

4/19/2016

By:



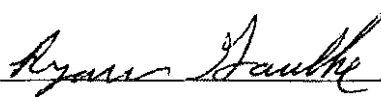
Title:

Division Director

Date

5/20/2016**COMMISSIONER OF ADMINISTRATION**

By:



Date

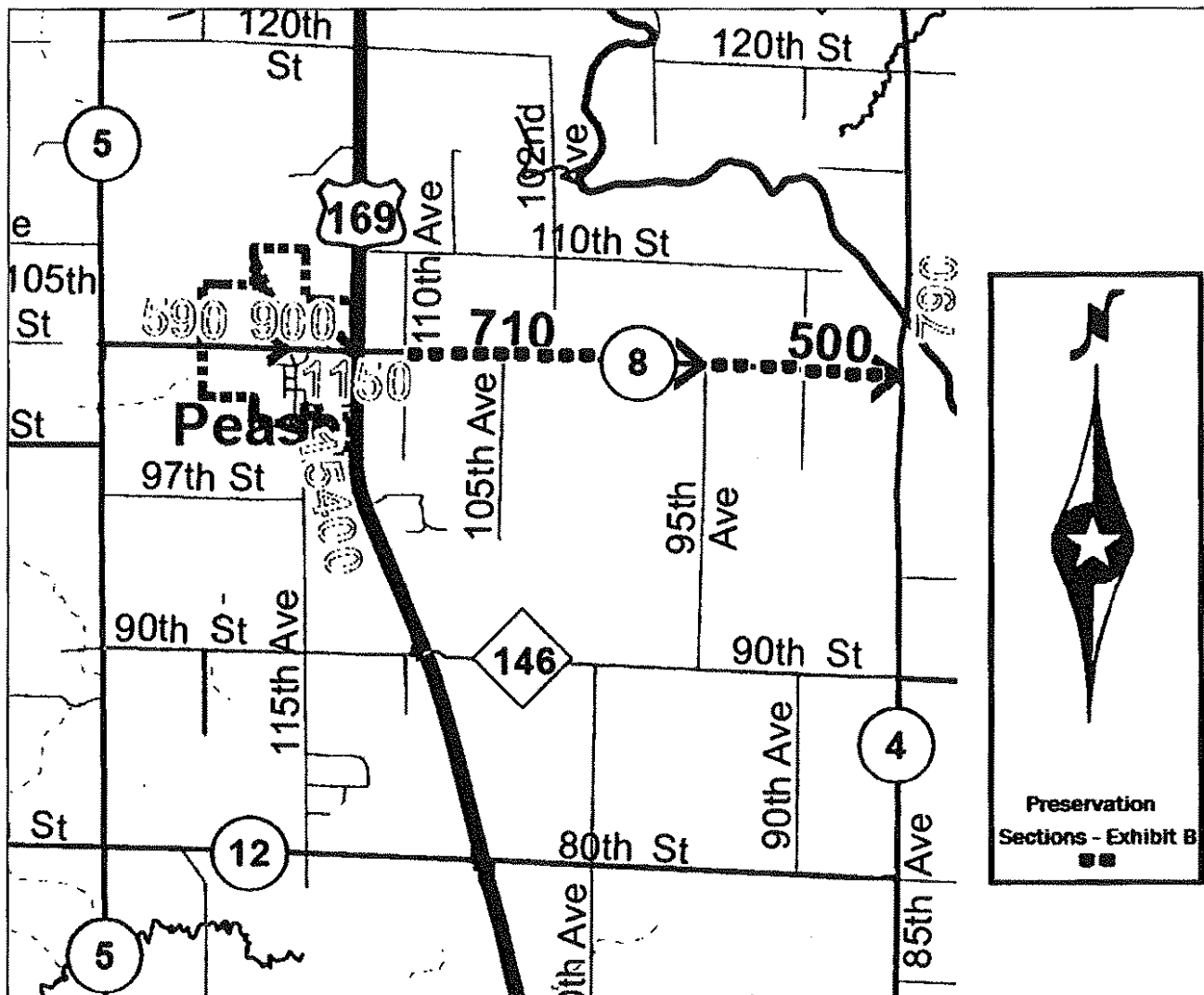
5/23/16

EXHIBIT A - SUMMARY OF TYPES OF TEST SECTION TREATMENTS**Table of Test Sections for CSAH 8**

Number	Treatment	Lane
0	Control	East-bound
1	Crack Seal	East-bound
2	Crack Seal Single Chip Seal (FA-2.5)	East-bound
3	Single Chip Seal (FA-2.5)	East-bound
4	Cape Seal Layer 1: Chip Seal (FA-2.5) Cape Seal Layer 2: Micro Surfacing Type III	East-bound
5	Double Chip Seal Layer 1: FA-2.5 Double Chip Seal Layer 2: FA-2	East-bound
6	Triple Chip Seal Layer 1: CA-50/70 Triple Chip Seal Layer 2: FA-2.5 Triple Chip Seal Layer 3: FA-2	East-bound
7	Fibermat (FA-2.5)	East-bound
8	Cape Seal Layer 1: Fibermat (FA-2.5) Cape Seal Layer 2: Microsurfacing Type III	East-bound
9	Cape Seal Layer 1: Scrub Seal (FA-2.5) Cape Seal Layer 2: Microsurfacing Type III	East-bound
10	Scrub Seal (FA-2.5)	East-bound
11	Crack Seal Micro Surfacing Type II	East-bound
12	Micro Surfacing (single) Type II	East-bound
13	Micro Surfacing (Double) Layer 1: Type II Micro Surfacing (Double) Layer 2: Type II	East-bound
14	Conventional Fog Seal *	East-bound
15	Rejuvenating Fog Seal *	East-bound
16	Fibermat (FA-2.5) Thinlay (4.75mm Plant Mixed Asphalt)	East-bound
17	Scrub seal (FA-2.5) Thinlay (4.75mm Plant Mixed Asphalt)	East-bound
18	Single Chip Seal (FA-2.5) Thinlay (4.75mm Plant Mixed Asphalt)	East-bound
19	Thinlay (4.75mm Plant Mixed Asphalt)	East-bound
20	Thinlay (4.75mm Plant Mixed Asphalt) RAP Design	West-bound
21	Thinlay (4.75mm Plant Mixed Asphalt) HiMA Design	West-bound
22	Thinlay (4.75mm Plant Mixed Asphalt) HiMA Design; ABR	West-bound
23	Ultra Thin Bonded Wearing Course	West-bound
24	Micro Surfacing: Type II HiMA Design	West-bound
25	Control	East-bound
Treatment location or type may be adjusted at time of construction. (*) Fog treatments may be separated by either a control or a high-friction section.		

Exhibit A 1 of 1

EXHIBIT B - APPROXIMATE LOCATION OF TEST SECTIONS



2014 Traffic Volume Map Showing Approximate Location of Test Sections on Mille Lacs CSAH 8.

Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Consider Payment Due for County Ditch 4 Tree Removal Contract	
Consent Agenda ☐ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes ☒ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Holly Wilson, Assistant County Administrator	Department: Administrative Services Office
Who will attend the meeting and be able to respond to questions? Give name and title: Chris Berg, Environmental Resources Director/Land Commissioner; Joe Walsh, County Attorney	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): Reliable Tree Service was awarded the contract for tree and brush removal along County Ditch 4 for a total sum of \$750,000.00. To date, \$498,795.57 has been paid for their services. The contractor has completed the tree removal meeting the terms of the contract. A remaining amount of \$251,204.43 is due to be paid to fulfill the terms of the contract. The County Board tabled payment to Reliable Tree Service at the April 6, 2021 Board meeting. Per the terms of the contract, payments are required within 30 days. The contract also reads that the County may retain an amount up to 5% of the contract that the County deems necessary to protect its interest with respect to claims arising on account of the Contractor's operations. Administrative Services recommends retaining \$12,500 which is approximately five percent (5%) of the remaining amount due to the contractor.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Pay Reliable Tree Service \$238,704.43 and retain \$12,500 per the terms of the contract.	
Financial Impact: Is there a cost associated with this request? ☒ Yes ☐ No What is the total cost, including tax and shipping? \$238,704.43 Are funds available in the budget? ☐ Yes ☒ No If no, please explain: Funds were bonded and costs assessed to beneficiaries	
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: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Consider Revised County Auditor-Treasurer Position Description	
Consent Agenda ☐ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: 1 minutes ☒ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Holly Wilson, Personnel Director <i>HW</i>	Department: Administrative Services Office
Who will attend the meeting and be able to respond to questions? Give name and title: Holly Wilson, Personnel Director	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): The Administrative Services Office is requesting a revision to the County Auditor-Treasurer position description. The significant change to the position description includes greater oversight and supervision of the Auditor-Treasurer Office and staff. The position will be reviewed by the County's consultant for a change in grade. Per the Personnel Policy, if a position is evaluated at a higher pay grade, the employee will receive a salary increase to the lowest step within the new pay grade which is at least 3% higher than their current pay.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Approve revised County Auditor-Treasurer position description.	
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.) Position Description	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled: _____	

*Position Description***COUNTY AUDITOR-TREASURER**

Department:	County Auditor-Treasurer's Office
Grade:	
Reports to:	County Administrator
FLSA Overtime Status:	Exempt (E)
Revision Date:	August, 2019

OBJECTIVE

Serves as the department head of the County Auditor-Treasurer's Office. Responsible for providing leadership and direction, with management responsibility for administration of the property tax system, the financial accounting system, treasury, investments, collection and disbursement of all County funds, and County payroll administration. Also serves as the chief election official in the County, responsible for administration of federal, state, and local elections, and voter registration.

SCOPE

The County Auditor-Treasurer works under the general direction of the County Administrator. Provides direct supervision to the staff of the County Auditor-Treasurer's Office.

ESSENTIAL FUNCTIONS

This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.

1. Uses independent judgment to provide supervision and leadership to department personnel under the span of control. Makes recommendations on matters of hiring and discipline. Conducts ongoing feedback, coaching, mentoring, and timely formal reviews of performance for staff. Provides training and work direction, ensuring staff knows and follows department and County rules, as well as sound work and safety practices, in order to accomplish the job objectives and avoid injury or loss.
2. Allocates human and fiscal resources, as authorized by the County Administrator, to ensure department goals are achieved in a cost-effective manner. Analyzes expenditures, expected needs, future cost projections, and sources of funding in order to develop detailed budgets. Reviews year-to-date spending reports, and monitors performance against plan during the entire budget cycle. Works to ensure the most cost effective alternatives are identified when planning expenditures. Prepares requests for annual funding, and presents requests to County Administrator.
3. Responsible for communications that maintain relationships key to the function of the County; plans and carries out communications at a level that can impact the morale and performance of staff.
4. Administers the property tax system. Establishes tax rates for all taxing districts in the County, and certifies rates to adjoining counties for overlapping districts. Verifies tax levies for all taxing units within the County; reduces certified levies in accordance with levy limits as necessary. Oversees the maintenance of the property records system including proofing, approving, and signing documents and forms, and keeping accurate records of ownership for proper tax billing.

*Position Description*

5. Calculates and oversees the calculation of taxes due for both proposed and final tax statements annually, as well as various tax settlements and bills. Oversees the preparation and mailing of tax statements and special assessments, and a variety of charge-backs, credits and billings. Oversees the collection of payments and credits to proper accounts.
6. Oversees and performs delinquency functions through forfeiture procedures, including sending notices, preparing and publishing the annual delinquent tax list, collections, filing liens, set up and collection of confession of judgment, and all requirements of the process.
7. Certifies and sets up Tax Increment Financing Districts, calculates TIF taxes, and performs related reporting functions.
8. Administers the collection and disbursement of all County funds, and maintains the accuracy and integrity of the County's accounting system, internal auditing, treasury and investment functions, and safeguards the County's assets. Oversees the payment of operating expenses of all general fund offices, as approved by the County Board. Oversees the coding and entering of all purchases and income by general fund offices. Performs treasury, cash management, banking functions, and management of investments; deposits and invests monies collected until paid out, per Minnesota Statute § 385.07. Responsible for safeguarding of all County funds.
9. Oversees County payroll functions.
10. Oversees the preparation of annual 1099's and related reporting.
11. Serves as chief election official for the County, and oversees and administers all election activity and procedures for federal, state, local, district, and special elections. Responsibilities include, but are not limited to:
 - 11.1 Oversees voter registration, candidate filing, and campaign expense report filing, and maintains related records; operates electronic statewide voter registration system;
 - 11.2 Designs, proofs, approves, and orders regular, absentee, test, and sample ballots for all precincts;
 - 11.3 Orders, proofs, and approves the programming for the electronic precinct counters and voter assisted machines;
 - 11.4 Conducts public accuracy tests;
 - 11.5 Oversees administration of absentee voting, including transmitting secure electronic absentee ballots and materials to overseas voters; operates County and UOCAVA Absentee Ballot Boards;
 - 11.6 Prepares training curriculum, and conducts training for election judges, municipal clerks, and other election officials;
 - 11.7 Oversees the acquisition and distribution of all necessary election supplies and materials for each of the voting precincts;
 - 11.8 Remains in the office until all election returns are in; tabulates and reports result totals; posts election audits and recounts; conducts County canvassing board meeting; and certifies election results to the Secretary of State.



Position Description

12. Oversees the operations of the County Auditor-Treasurer's Office, and manages a variety of services and activities provided by the office, including, but not limited to: Developing and implementing procedures and policies for the office; completing a variety of required reports and certifications; managing all aspects of passport acceptance within the office; issuing of various licenses, such as liquor, tobacco, gambling, etc.
13. Researches and maintains a current working knowledge of a multitude of state statutes, policies, procedures, accounting principles, GASB pronouncements, etc., to administer the property tax system and financial activities, and to operate proper elections in the County.
14. Participates in redistricting procedures following ten year census.
15. Maintains numerous County records relating to schools, census maps, municipal annexations, etc.
16. Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Accounting, Finance, or closely related field, and four years of relevant experience; OR an equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of department and County organization and administrative policies, procedure, and practices; applicable county, state, and federal laws, rules, and regulations; government accounting and finance as related to fiscal and financial obligations of the County; internal accounting controls; financial analysis of revenues and expenditures; the Minnesota property tax system; federal and state election laws, rules, and procedures; current office practices; financial investment activities and banking operations relative to government operations; human resources, leadership, labor law, and payroll practices.

Skill in reading, writing, and speaking English proficiently; in organizing and prioritizing work; public relations skills for dealing with the public, staff, and contractors to resolve problems or to explain departmental operations and procedures; operating computers and all other job-related equipment.

Ability to develop and maintain effective working relationships with County Board, County Administrator, County department heads, other County staff, other state and federal agency staff, contractors, and members of the public; operate computers, financial spreadsheet and other software, and all other job-related equipment; demonstrate effective oral and written English communication skills; understand and carry out oral and written instructions; use good judgment and make sound, independent decisions; prioritize and delegate work; effectively supervise subordinates; settle disputes; work under pressure; research and accurately interpret and administer a wide variety of state statutes and federal laws; select competent staff, and train them to perform their duties in an effective, efficient manner; and supervise staff in a manner conducive to efficient performance and high morale.

EQUIPMENT

Standard office equipment including computer, calculator, copier, telephone, and other job-related equipment.

*Position Description***WORKING CONDITIONS**

Work is performed primarily in an office setting, with frequent computer use and regular local travel; occasional overnight travel is required. Occasionally required to drive or work in adverse weather conditions. Occasionally required to work late hours. The job involves dealing with and calming individuals who are emotionally charged over an issue. There is extensive attention to detail and deadlines.

PHYSICAL REQUIREMENTS

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Intermittently moves equipment up to 80 pounds (election equipment and supplies).

ADA CONSIDERATIONS

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.

Board approved: 04/20/2021

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration:

Consider Land Services Director/Land Commissioner Position Description

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, Personnel Director 

Department:

Administrative Services Office

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

Holly Wilson, Personnel Director

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

As the result of the consolidation of the Land Services and Environmental Resources departments, the Administrative Services Office is requesting the reclassification of the Environmental Resources Director/Land Commissioner to Land Services Director/Land Commissioner. The significant change for the reclassification is the additional responsibilities added from the Land Services Manager essential functions.

The position will be reviewed by the County's consultant for a change in grade. Per the Personnel Policy, if a position is evaluated at a higher pay grade, the employee will receive a salary increase to the lowest step within the new pay grade which is at least 3% higher than their current pay.

Alternatives/Options/Comments:

Recommended Action/Motion:

Approve Land Services Director/Land Commissioner position description.

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.)

Position Description

Board action: (for use by Recording Secretary)

☐ Approved ☐ Denied ☐ Tabled:

*Position Description*

LAND SERVICES DIRECTOR/LAND COMMISSIONER

Department:	Land Services Office
Grade:	
Reports to:	County Administrator
FLSA Overtime Status:	Exempt (P)
Revision Date:	April 20, 2021

OBJECTIVE

The Land Services Director serves as the department head for the Land Services Office, providing leadership and direction to all department staff and the office's operations/services within the county. Administers the Wetland Conservation Act, as well as the Shoreland, Wild & Scenic River, Flood Plain, Buffer, Subsurface Sewage Treatment System (SSTS), Solid Waste, and Soo Line Trail and Master Park and Trail Plan Ordinances and programs; coordinate the county's Aquatic Invasive Species program; manage the public drainage ditch system; provide for the sale and management of tax forfeited lands; assist with the maintenance, training and implementation of the countywide Geographic Information System (GIS). The Land Services Director interprets policies and ordinances and ensures uniform application to the public.

SCOPE

Works under general direction of the County Administrator. Provides supervision to all department staff.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Administer the state Wetland Conservation Act; the Shoreland, Buffer, and Wild & Scenic River, Ordinances based on state statutes; and the Floodplain Ordinance based on federal floodplain standards. Administer the Soo Line Trail Rules and Safety regulations, serving as the Soo Line Trail Administrator. Provide oversight for the All-Terrain Vehicle Ordinance. Develop procedures for the administration of these ordinances in the county. Provide direction and interpretation of these statutes and ordinances to department staff and the public.
2. Provide oversight for the administration of the Solid Waste Ordinance, serving as the Solid Waste officer, and implementation of the County's solid waste, recycling, and household hazardous waste programs. Provide oversight for, and assist with the administration of, the Subsurface Sewage Treatment System (SSTS) Ordinance.
3. Allocates human and fiscal resources, as authorized, to ensure department goals are achieved in a cost-effective manner. Analyzes expenditures, expected needs, future cost projections and sources of funding in order to develop detailed budgets; reviews year-to-date spending reports and monitors performance against plan during the entire budget cycle; works to ensure the most cost effective alternatives are identified when planning expenditures; prepares requests for annual funding, and presents requests to County Administrator.



Position Description

4. Draft and enforce environmental, and related county ordinances. Determine the nature and scope of a problem; assist with, conduct, and/or oversee investigations and enforcement proceedings under the framework of county ordinances. Investigate, prepare reports, work with County Attorney's office on enforcement proceedings, and provide testimony in court when necessary.
5. Uses independent judgment to provide supervision and leadership to department personnel under the span of control. Makes recommendations on matters of hiring and discipline; conducts ongoing feedback, coaching, mentoring, and timely formal reviews of performance for staff; provides training and work direction, ensuring staff knows and follows department and County rules, as well as sound work and safety practices, in order to accomplish the job objectives and avoid injury or loss.
6. Oversees the land zoning functions for the county while ensuring compliance with applicable federal, state and local ordinances and policies, including directing the work of the Planning Commission and Board of Adjustment.
7. Oversees the implementation of the County Development Ordinance.
8. Plans, develops and implements short and long-term objectives, operating policies and procedures in order to accomplish departmental goals and objectives. Interprets policies and ordinances and ensures uniform application to the public, including the impacts of new legislation. Works with the County Administrator on the development of department policies, the long and short-term goals, and the annual work plan.
9. Serves as Zoning Administrator for purposes of state statute-rule and local ordinances.
10. Oversees the functions of the County Building Official.
11. Seek out, and assist in applying for and administering, natural resource protection and recreation grants in conjunction with other agencies.
12. Work closely with peers from cities, townships, adjoining counties, state and federal agencies, and other groups to ensure consistency in the administration of wetland, shoreland, and floodplain policies and procedures. Serve on the Technical Evaluation Panel (TEP). Evaluate all proposed wetland, shoreland and floodplain projects in the county. Prepare reports as required by ordinance, and present findings; participate in work-related organizations and discussion groups. Maintain records of projects and decisions.
13. Develop education programs. Conduct, or arrange for others to conduct, training or seminars for contractors, realtors, landowners, schools and community groups regarding wetland, shoreland, and wild and scenic river programs. Encourages the use of best management practices by landowners and responsible jurisdictions within the county.
14. Manage the public ditch system under MN Statute 103E and act as Ditch Inspector. Coordinate activities of the county ditch committee; inspect maintenance requests; prepare and present report



Position Description

of findings to the County Ditch Authority. Solicit quotes and supervise ditch maintenance work of contractors. Provide information to the public on the public drainage systems.

15. Coordinate Aquatic Invasive Species (AIS) education and outreach activities; solicit input and provide long-range planning for the prevention and control of the spread of AIS.
16. Oversees the functions of the County Surveyor.
17. Manage tax-forfeited properties, acting as Land Commissioner. Classify Tax Forfeit Land by conservation and non-conservation consistent with County Board objectives and State statute; provide for the management and sale of tax-forfeited properties.
18. Develop and administer income generating programs as necessary for the efficient management of natural resources in accordance with state statute. Oversee the development of forest road construction and access projects for forest management projects and public use. Solicit quotes and supervise the work of contractors.
19. Implement the Mille Lacs County Master Parks and Trails plan and develop specific County parks and trails plans as necessary; oversee the implementation of plan goals and objectives, including administration of related ordinances. Investigate the potential for public recreation opportunities throughout the County, working cooperatively with County staff, elected officials, State agencies, public interest groups and citizens.
20. Assist with the development and implementation of the Mille Lacs County Water Plan and participate in relevant activities as the County's representative for water planning activities.
21. Coordinate with Technology Services to maintain and further develop the countywide GIS system. Plan, implement, and assist with the administration of GIS projects by County staff. Assist with the development and implementation of GIS training courses for County staff. Provide GIS and cartography services to County departments.
22. Manage the County's drone program, maintaining flight information and equipment for utilization by County staff. Oversee flight training and certification processes.
23. Communicate courteously and professionally and maintain working relationships that are key to the department. Serve as liaison with the general public, contractors, utility companies, and other government agencies, to exchange detailed and/or technical information and to work cooperatively to achieve common objectives. Attend training seminars and maintain current knowledge about laws pertaining to areas under county administration.
24. Perform other job-related duties as directed.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Environmental Studies, Physical or Biological Science, Public Administration, Planning, or a related field, plus five years of relevant experience; OR an equivalent combination of education and experience. A valid driver's license and Minnesota Pollution Control Agency (MPCA)

Environmental Resources Director/Land Commissioner



Position Description

SSTS Inspector certification or ability to obtain certification within 12 months of hire are required. Supervisory experience preferred. Must be able to obtain certification from the Minnesota Wetland Professional Certification Program (MWPCP), within one year of hire, and to subsequently maintain said certification.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of department and county organization and administrative policies, procedures, and practices; proper inspection techniques, environmental protection, and shoreland standards; legislation regulating environmental protection and shoreland standards, sanitation, solid and hazardous waste; soils, hydrology, groundwater and land use; drainage; laws, rules, regulations and ordinances covering wetlands, pollution control, health and water and soil resources.

Skill in reading, writing, and speaking English proficiently; organizing and prioritizing work; dealing with the public to resolve problems and to explain laws and departmental operations and rules; studying, analyzing, and compiling technical information on zoning issues and violations; preparing factual, clear, and concise oral and written reports; public speaking and presenting complex reports, concepts and ideas; operating computers and software, such as ArcView and MS Office.

Ability to develop and maintain effective working relationships with supervisors, co-workers, other county staff, representatives of other governmental jurisdictions, elected officials, and members of the public; communicate clearly and concisely to small and large groups; coordinate activities effectively with other staff and a broad client base; operate vehicles and all other job-related equipment; demonstrate effective oral and written English communication; understand and carry out oral and written instructions; enforce and interpret regulations with tact, firmness, and impartiality; read and interpret maps, plans, specifications, and blueprints; exercise independent judgment, initiative, and discretion in operating methods and procedures; evaluate staff members and motivate them to perform in a safe and competent manner; read and interpret legal descriptions of property; make mathematical computations and tabulations with a high degree of accuracy.

EQUIPMENT

Standard office equipment including computer, calculator, copier, telephone; soil auger, soil probe, soil sieves, clinometer, levels, transit, measuring wheel, tape measure, maps, camera, and other job-related equipment.

WORKING CONDITIONS

Work is performed either in an office setting, or out in the field in wetlands, farms, residential areas, and construction/demolition sites. Frequent computer use and frequent local driving are required. Regularly required to work outdoors at field and inspection sites where there is exposure to vehicular traffic, construction equipment, rough terrain, fumes, dirt, hazardous chemicals, gases, raw sewage, demolition debris and solid waste. Occasionally required to drive or work in adverse weather conditions. There is occasional exposure to loud noises. Subject to sunburn, poison ivy and insect bites when outdoors. The job may involve dealing with and calming individuals who are emotionally charged over an issue. May be required to attend evening meetings occasionally. There is potential

*Position Description*

exposure to hazardous chemicals, biohazards and inclement weather conditions at the hazardous household waste collection site where all department staff work for two days, twice annually.

PHYSICAL REQUIREMENTS

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. This position requires a considerable amount of walking on various types of terrain.

ADA CONSIDERATIONS

Mille Lacs County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Board approved: 04/20/2021

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration:	
Consider County Recorder/Land Services Specialist Position Description and Proceed with Hire	
Consent Agenda ☐ Approve/Deny Motion ☐ Information Only ☐ Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: 1 minutes ☒ Approve/Deny Motion ☐ Discussion Item ☐ Direction Requested ☐ Hold Public Hearing* ☐ Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by: Holly Wilson, Personnel Director 	Department: ASO
Who will attend the meeting and be able to respond to questions? Give name and title: Holly Wilson, Personnel Director	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): Administrative Services recently received the resignation of the Land Services Technician. Due to the consolidation of the Environmental Resources and Land Services departments, Administrative Services is recommending to replace the Land Services Technician position with a full-time County Recorder/Land Services Specialist. The position will be reviewed by the County's consultant for a change in grade.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Approve the County Recorder/Land Services Specialist position description and proceed with hire.	
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.) position description	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled: _____	

*Position Description*

COUNTY RECORDER/LAND SERVICES SPECIALIST

Department:	Land Services Office
Grade:	
Reports to:	Land Services Director-Land Commissioner
FLSA Overtime Status:	Non-exempt
Revision Date:	April 20, 2021

OBJECTIVE

Acts as County Recorder. Administers and maintains components of the E-911 Addressing System; interprets policies and ordinances to provide uniform application to the public.

SCOPE

Works under supervision of the Land Services Director-Land Commissioner.

ESSENTIAL FUNCTIONS

This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.

1. Acts as County Recorder by fulfilling all functions by MN State Statute of the Office of County Recorder. Develops, implements and maintains programs and procedures related to laws passed by the Minnesota State Legislature governing filing, recording and retention of documents including Registrar of Title (Torrens), Abstracts of Title, and Personal Property documentation.
2. Oversees the implementation of the County Development Ordinance.
3. Reviews and approves various permit applications relating to construction and development. Reviews submitted information to determine if they meet local and statutory requirements prior to approving the issuance of permits or certificates.
4. Coordinates review and approval of administrative subdivisions in accordance with the Development Ordinance standards. Updates County GIS parcel basemap with recorded subdivisions and plats.
5. Prepares staff reports as required by ordinance, presents findings and recommendations to the Planning Commission and/or Board of Adjustment. Conducts site visits and performs research necessary as part of the review process. Attends Board of Commissioner meetings in the absence of the Land Services Director-Land Commissioner.
6. Assists with administration and enforcement of the county Development Ordinance and state-mandated regulations. Enforces land use ordinances and state regulations. Determines the nature and scope of a problem or violation; assists with, conducts, and/or oversees investigations and enforcement proceedings under the County ordinance or statutory framework. Investigates, prepares reports, and works with the County Attorney's Office on enforcement proceedings, and provides court testimony when necessary.



Position Description

7. Assists the Land Services Director-Land Commissioner with drafting ordinances in cooperation with the County Planning Commission and County Board; solicits input from the public to utilize in the planning process. Seeks out and assists in applying for and administering grants in conjunction with other agencies.
8. Assists the County Building Official with code enforcement.
9. Administers the E-911 Addressing System and maintains Emergency Service Zones and Roadway Identification System. Reviews and approves applications for selection of road names; verifies addresses using GPS; downloads data and creates maps; performs quality control/quality assurance procedures. Prepares correspondence and notifies concerned entities of new addresses. Updates data to reflect changes in emergency service boundaries and corresponding responder assignments, changes and corrections of addresses and ranges. Assists other departments and agencies in the coordination of activities involving 911 addressing. Coordinates and maintains address data sets supportive of census taking and analysis.
10. Responds to questions and educates the public regarding the Development Ordinance. Provides information, answers questions, and educates the public, contractors, realtors, and landowners on the Development Ordinance.
11. Prepares and maintains complete and detailed reports.
12. Communicates courteously and professionally and maintains working relationships that are key to the department. Serves as liaison with others in the county, the general public, contractors, utility companies, and other government agencies to exchange detailed and/or technical information and to negotiate or convince the other party to do something to achieve a work-related objective. Conducts, or arranges for others to conduct, training or seminars for contractors. Attends training seminars; maintains required certifications; maintains current knowledge regarding case law related to areas under the administration of the Land Services Office.
13. Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Requires associate degree and three years of relevant work experience; or an equivalent combination of education and experience. A valid driver's license is required. Prefer bachelor's degree in GIS, planning, environmental studies, biology, or related field, and experience providing similar services.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of department and county organization and administrative policies, procedures and practices; proper inspection techniques, land use laws, environmental protection and shoreland standards; variances related to application of zoning codes; real property and code requirements relating to placement of structures on property; Mille Lacs County Development Ordinance. Ability to read, understand and interpret legal descriptions.

Skill in reading, writing, and speaking English proficiently; organizing and prioritizing work; public relations skills for dealing with the public to resolve problems and to explain laws and departmental



Position Description

operations and rules; studying, analyzing, and compiling technical information on zoning issues and violations; the use of Microsoft Office Suite, ArcView and ArcMap.

Ability to develop and maintain effective working relationships with supervisors, co-workers, other county staff, and members of the public; operate vehicles and all other job-related equipment; read, understand, and plot legal descriptions of property; demonstrate effective oral and written English communication skills; prepare factual, clear and concise oral and written reports; read maps, blue prints, and surveys; make mathematical computations and tabulations with a high degree of accuracy.

EQUIPMENT

Standard office equipment including computer, calculator, copier, telephone, measuring wheel, tape measure, maps, camera, fleet vehicle, handheld GPS data collection device; and other job-related equipment.

WORKING CONDITIONS

Work is performed in a normal office environment (approximately 65% of the time) and at a variety of outdoor sites (approximately 35% of the time). There is regular use of a computer, phone, and other office equipment. Frequent local driving is required on all types of roads; often required to drive or work in adverse weather conditions, and in remote areas. Field work involves construction sites, walking on uneven terrain, aggressive pets and heavy equipment. Field work is subject to sunburn, poison ivy, wild animals and insect bites. The job involves dealing with and calming individuals who are emotionally charged over an issue, often in isolated situations. There is considerable attention to detail and deadlines.

PHYSICAL REQUIREMENTS

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. This position requires a considerable amount of walking on various types of terrain.

ADA CONSIDERATIONS

Mille Lacs County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Board approved: 04/20/2021

Requested Meeting Date: 04/20/21

(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration:

Consider Revised County Surveyor Position Description

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, Personnel Director 

Department:

Administrative Services Office

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

Holly Wilson, Personnel Director

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

The Administrative Services Office is requesting a revision to the County Surveyor position description. As a result of the consolidation of the Environmental Resources and Land Services departments, the County Surveyor will now report to the Land Services Director/Land Commissioner.

The position will be reviewed by the County's consultant for a change in grade.

Alternatives/Options/Comments:

Recommended Action/Motion:

Approve revised County Surveyor position description.

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.)

Position Description



Board action: (for use by Recording Secretary)

☐ Approved ☐ Denied ☐ Tabled: _____

*Position Description***COUNTY SURVEYOR**

Department:	Land Services Office
Grade:	
Reports to:	Land Services Director/Land Commissioner
FLSA Overtime Status:	Exempt (P)
Revision Date:	April 20, 2021

OBJECTIVE

The County Surveyor maintains and restores the corners of the public land survey (original boundary corners), reviews and approves plats submitted for filing based on statutory and ordinance requirements, collects field data using terrestrial and global positioning systems and methods, and coordinates and directs activities of staff assigned to remonumentation, survey mapping and related functions.

SCOPE

Works under direction of the Land Services Director/Land Commissioner. Provides technical and work direction to staff when assigned to assist with survey work.

ESSENTIAL FUNCTIONS

This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.

1. Develops and implements the county-wide government re-monumentation (section corner restoration) plan. Performs duties as outlined in the state statutes related to County Surveyor, including but not limited to, the review of the "Certificate of Location of a Government Land Corner".
2. Serves as the technical expert in the county for interpretation of policies and regulations and for providing information and assistance on issues related to surveying. Responsible for maintaining relationships that are key to the function and the county.
3. Using independent judgment provides work direction and technical direction to department personnel under the span of control, in accordance with the Mille Lacs County Personnel Policy and provisions of any applicable collective bargaining agreement(s).
4. Provides general public assistance for questions relating to right of way lines, or section corners or general information from other surveyors.
5. Reviews and approves the survey work submitted with new subdivision plats, planned unit developments (PUD), and property splits; signs all final plats. Meets with developers on potential development projects. Updates and maintains the plat database.
6. Participates in department resource planning, strategic planning, short-range planning and the budgeting process.
7. Performs other job-related duties as assigned.



Position Description

MINIMUM QUALIFICATIONS

Bachelor's Degree in surveying and three years experience as a Licensed Professional Land Surveyor in the State of Minnesota; or an equivalent combination of education and experience. Experience using GIS and CAD software required; AutoCAD and ArcView experience preferred. A valid driver's license is required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of department and county organization and administrative policies, procedures and practices; land survey methods, techniques and requirements; state laws relating to land surveying in Minnesota; mathematics and its application to field surveying computations and mapping techniques.

Skill in reading, writing and speaking English proficiently; organizing and prioritizing work, public relations skills for dealing with the public to resolve problems and to explain laws or departmental operations and rules; operating computers and GIS, CAD, and Microsoft Office software and strong mathematical skills.

Ability to develop and maintain effective working relationships with supervisors, co-workers, other county staff, other government agencies, contractors and members of the public; operate computers and software, vehicles and all other job-related equipment; demonstrate effective oral and written English communication skills; understand and carry out oral and written instructions, make independent decisions objectively; perform mathematical computations and tabulations with a high degree of accuracy; prepare accurate reports and maintain up-to-date records; operate surveying equipment including survey-grade GPS instruments, total stations, and automatic levels; write effectively; direct and supervise other employees.

EQUIPMENT

Standard office equipment including computer, calculator, copier, telephone; standard surveying equipment including but not limited to AutoCAD, Total Stations, GPS systems, theodolites, drafting equipment, data collectors and other job-related equipment.

WORKING CONDITIONS

Work is performed in a normal office environment and at a variety of outdoor sites when performing surveys. There is extensive use of a computer, phone and other office equipment. Frequent local driving is required on all types of roads and occasional overnight travel is required; often required to drive or work in adverse weather conditions, and in remote areas. Work involves walking around wetlands, shallow rivers and creeks, construction sites and a variety of public and private land and transporting equipment required for surveying. There is exposure to potential hazards such as uneven terrain, moving equipment, pets, wild animals, unknown conditions of properties visited; subject to sunburn, poison ivy and insect bites when outdoors. The job involves dealing with and calming individuals who are emotionally charged over an issue. There is considerable attention to detail and occasional deadlines. The position occasionally requires working long hours, especially during the summer months. There is potential exposure to hazardous chemicals, biohazards and inclement weather conditions at the hazardous household waste collection site where all department staff work for two days, twice annually.

*Position Description***PHYSICAL REQUIREMENTS**

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

ADA CONSIDERATIONS

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Board approved: 04/20/2021