

Tuesday, June 1, 2021 at 9:00 a.m.

County Board Room, Upper Level of the Historic Courthouse

8:00 AM

Work Session (Conf. Room A):

(County Coordinator Report as time allows)

1. AMC District 5 Meeting
2. Commissioner Committee Assignments

9:00 AM

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

9:01 AM

6. CONSENT AGENDA

- 4.1 Approve 05/11/2021 County Board Meeting Minutes
- 4.2 Approve 05/18/2021 County Board Meeting Minutes
- 4.3 Approve 05/21/2021 County Board Meeting Minutes
- 4.4 Review of Auditor's Warrants
- 4.5 Authorize Closure of County Roads 29 & 31 in Princeton on June 10, 2021
- 4.6 Approve Payment to Counsel for Legal Services
- 4.7 Schedule County Board Work Sessions
- 4.8 Accept Donation for K9 Unit
- 4.9 Approve Property Tax Abatement
- 4.10 Approve Property Tax Abatement
- 4.11 Consider Approval of Small Cities Development Program Drug-Free Workplace Policy
- 4.12 Approve Commissioners' Mileage and Per Diems-May 2021
- 4.13 Consider Approval of Addendum to the 2021 Mille Lacs Academy Host County Contract

9:10 AM

5. REGULAR AGENDA

- 5.1 Approve Liquor, Beer, & Wine Licenses
- 5.2 Accept Resignation of County Auditor-Treasurer
- 5.3 Transfer County Administrator Responsibilities to County Coordinator
- 5.4 Approve Purchase of Picnic Tables Allotted by SHIP Grant
- 5.5 Approve Labor Agreement with Local Union No. 70
- 5.6 Consider Printing Postcard and Postage from Minutemen

9:30 AM

6. COMMITTEE REPORTS

8. **09:59 AM**
ADJOURN

Work Session (Conference Room A):

(County Coordinator Report as time allows)

1.

COMMITTEE:	Freq.	Schedule	Current Board Representative:
Association of MN Counties (AMC): Environment & Natural Resources Policy Cmte General Gov't Policy Cmte Health & Human Services Policy Cmte Public Safety Committee Transportation & Infrastructure Policy Committee			Environmental Resources Director; Administrator Oman; Cmsr Reynolds; Cmsr Oslin; County Engineer Neal Knopik.
Central MN Council on Aging	12x/yr	Varies	Cmsr Reynolds, ALT: Cmsr Peterson
Central MN Emergency Medical Services (EMS) Region Board	4x/yr	5 th Fri. of month	Cmsr Reynolds, ALT: Cmsr Oslin
Central MN Emergency Services Board	4x/yr	5 th Wed. of month	Cmsr Oslin, ALT: Cmsr Reynolds
Central MN Jobs & Training	4x/yr	2 nd Fri. of month	Cmsr Wilhelm, ALT: Cmsr Reynolds
Community Health Services (CHS) Board	2x/yr	Varies	All Cmsrs
Ditch Inspection Cmte *		As needed	Cmsr Tellinghuisen, ALT: Cmsr Wilhelm
East Central Regional Development Cmsn	6x/yr	4 th Mon. of month	Cmsr Reynolds, ALT: Cmsr Peterson
East Central Regional Juvenile Cntr Bd	3x/yr	1 st Thur. of month	Cmsr Tellinghuisen, ALT: Cmsr Reynolds
East Central Regional Library	12x/yr	2 nd Mon. of month	Cmsr Reynolds, ALT: Oslin
East Central Solid Waste Cmsn	12x/yr	2 nd Mon. of month	Cmsr Peterson, ALT: Cmsr Oslin
Emergency Food & Shelter Prgm	2x/yr	Varies	Cmsr Wilhelm, ALT: Cmsr Oslin
Employee Benefits Cmte *	4x/yr	Varies	Cmsr Reynolds, ALT: Cmsr Peterson
Executive Cmte*		Varies	Cmsrs Oslin and Wilhelm, ALT: Cmsr Peterson
Extension Cmte	4x/yr	1 st Mon. of month	Cmsr Reynolds and Peterson, ALT: Cmsr Tellinghuisen
Housing and Redevelopment Authority (HRA)	1x/yr		All Cmsrs, Chair: Cmsr Wilhelm, Vice Chair: Cmsr Reynolds
Joint Drainage Authority, Including Judicial Ditch 3		As needed	Cmsrs Tellinghuisen and Wilhelm, ALT: Cmsr Reynolds
Labor/Management Cmte *	1x/yr	As needed	Cmsr Peterson, ALT: Cmsr Wilhelm
Lakes & Pines Community Action Council (CAC)	6x/yr	3 rd Mon. of month	Cmsr Reynolds, ALT: Cmsr Oslin

Law Library	1x/yr	Varies	Cmsr Oslin, ALT: Cmsr Reynolds
Mental Health Local Advisory Cmte	6x/yr	Thurs.	Cmsr Reynolds, ALT: Cmsr Tellinghuisen
Mille Lacs Co Ag Society (Fair Board)	11x/yr	Varies	Cmsr Wilhelm, ALT: Cmsr Reynolds
Mille Lacs Co DAC (Developmental Achievement Center) Board	12x/yr	3 rd Mon. of month	Cmsr Peterson, ALT: Cmsr Reynolds
Mille Lacs Co Water Mgmt Plan	4x/yr	2 nd Tues of Month	Cmsr Reynolds, ALT: Cmsr Wilhelm
Mille Lacs Lake Watershed Adv Group	6x/yr	3 rd Mon. of month	Cmsr Oslin, ALT: Cmsr Tellinghuisen
MN Rural Counties Caucus	12x/yr	As needed	Cmsr Tellinghuisen; ALT: Cmsr Oslin
Negotiations *		As needed	Current Board Chairperson, Cmsr Tellinghuisen
Noxious Weed Control Appeals Cmte *		As needed	Cmsr Tellinghuisen, ALT: Cmsr Reynolds
Public Works Equipment Cmte*		As needed	Cmsr Tellinghuisen and Wilhelm, Alt: Cmsr Oslin
Rum River Education Cooperative Cmtes		As needed	County Administrator Oman
Rum River One Watershed One Plan Policy Cmte	12x/yr	4 th Thurs of Month	Cmsr Reynolds, ALT: Cmsr Wilhelm
Snake River Watershed Mgmt Board	12x/yr	4 th Mon. of month	Cmsr Tellinghuisen; ALT: Cmsr Oslin
Snake River Watershed Policy Committee	12x/yr	4 th Mon of month	Cmsr Oslin; Alt : Cmsr Peterson
Soil and Water Conservation District	12x/yr	2 nd Wed. of Month	Cmsr Reynolds (liaison), ALT: County Administrator Pat Oman
Veterans Quarterly Meeting Committee *	4x/yr	2 nd Tues. of month	Cmsr Tellinghuisen, ALT: Cmsr Wilhelm

* Internal cmte

PURCHASE OF SERVICE AGREEMENT

The Mille Lacs County Board of Commissioners, 625 2nd Street SE, Milaca, MN 56353, a political subdivision of the State of Minnesota, as represented by Mille Lacs County, Courthouse Square Building, 525 2nd Street Southeast, Milaca, Minnesota 56353, hereafter collectively referred to as the "Department", and the Nexus Family Healing, a Minnesota nonprofit corporation formerly known as "Nexus," doing business as "Nexus-Mille Lacs Academy," 407 130th Avenue South, Onamia, Minnesota 56359, hereafter referred to as "Contractor", enter into this Agreement for the period from June 17, 2020 through December 31, 2021, (the date of the signatures notwithstanding).

WITNESSETH

WHEREAS, The Contractor is an organization licensed by the Minnesota Department of Human Services and certified by the Minnesota Department of Corrections to provide residential therapeutic supervision and mental health treatment to children in Mille Lacs County; and

WHEREAS, The Department pursuant to Minnesota Statutes, section 373.01, 373.02 (Counties Powers), 256M; 256M.60 (Duties of County Board), may wish to purchase such program services from the Contractor; but the Department is not obligated to purchase any services; and

WHEREAS, The Contractor represents that it is duly qualified and willing to perform such services; and

WHEREAS, The Department and the Contractor according to Minnesota Statute 256.0112 (Grants and Purchase of Service Contracts), understand and agree that this contract serves as a Lead County Contract for services purchased from financially responsible agencies of other counties;

AND WHEREAS, by Amendment No. 001 dated May 5, 2020, the parties have extended the term of their existing agreement, originally for the calendar 2019, through June 16, 2020;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Department and Contractor agree as follows:

1. Contractor's Duties:

- a. As specified in the Minnesota Biennial Children and Community Services Plan, the Mille Lacs County Biennial Children and Community Services Plan, and the attached appendices, the Department agrees to purchase and the Contractor agrees to furnish the following:

Children's Residential Facilities: Group Residential Services governed under Chapter 2660.0010-0220 and Certification Standards: Residential Mental Health Treatment for Children with Severe Emotional Disturbance under Chapter 2960.0580-0690. The Contractor agrees to provide the services described hereto and incorporated by Reference.

- b. The Contractor agrees to provide the services described herein and in any supplemental appendix the parties mutually agree in writing to incorporate as part of this contract consistent with the modification provisions found in Section 11(d) and may be referred to as Appendix A.

c. The Contractor shall, in writing within 10 days, notify the Department whenever it is unable to, or going to be unable to, provide the required quality or quantity of Purchased Services. Upon such notification, Department shall determine whether such inability will require modification or cancellation of said contract.

d. The Contractor agrees to comply with the requirements of GRH 148A in hiring all staff.

2. Cost and Delivery of Purchased Services:

a. The total amount to be paid for such Purchased Services shall not exceed budget. The number of units of service provided shall be as specified in each client's individual service plan and Service Agreement. Reimbursement for services rendered shall be the responsibility of the county and shall be reimbursed on the basis of 100% of the full cost of services and/or units of service to eligible clients. The Department does not guarantee operational costs of the Contractor's facility and will only pay for services actually rendered.

b. The unit cost for providing residential mental health services to reimbursement-eligible clients shall be \$467.90 per day for Minnesota Residents for:

Nexus-Mille Lacs Academy Program 1 - Cornerstone Castle (for youth ages 13-16, with problematic sexual behaviors and significant mental health issues);

Nexus-Mille Lacs Academy Program 2 - The Navigators (for youth ages 15-19, with problematic sexual behaviors and significant mental health issues);

Nexus-Mille Lacs Academy Program 3 - The Ship (for youth ages 10-14, with significant mental health issues and other special needs); and

Nexus-Mille Lacs Academy Program 4 - Cornerstone Safari (for youth ages 14-19, with significant mental health issues and other special needs).

The unit cost for providing residential mental health services to reimbursement-eligible clients shall be \$247.62 per day for Minnesota Residents for:

Nexus-Mille Lacs Academy's New Trails Group Home (for youth ages 14-19).

Subject to the approval of the placing Department, the Contractor shall be paid for the following:

1. Per diem for clients who are absent from the Contractor's program for approved program purposes, provided, however, that payment for said absent clients shall not exceed payment for two consecutive calendar days (48 hours) of absence, unless otherwise negotiated by the Contractor.

2. Per diem for clients who are on unauthorized absence from Contractor's program provided, however, that payment of said absence shall not exceed payment for one day (24 hours) of such absence for any individual client during the course of this contract, unless otherwise negotiated by the Contractor.

3. Costs of services which are determined to be essential in order for a client to effectively participate in the therapeutic regimen of Contractor's program, but are not specifically defined elsewhere in this contract, will be paid on an actual cost basis and only after Contractor has obtained prior approval by Department before incurring such costs. Requests for prior approval of expenditures of funds for services under this provision shall be made in writing to the authorized representative of the Department and approval or denial of requests shall be made in writing to the Contractor.

Costs under this section this may include, but are not limited to, specialized services such as an interpreter for non-English speaking clients, sign language interpreter for hearing-impaired clients, or other circumstances which, if not adequately provided for, would be a significant hindrance to satisfactory program participation.

Residential Treatment Services includes (A) FOSTER CARE MAINTENANCE SERVICES AND ACTIVITIES, (B) ADMINISTRATIVE CASE MANAGEMENT AND CASE PLANNING SERVICES AND ACTIVITIES, AND (C) RELATED SERVICES AND ADMINISTRATIVE ACTIVITIES.

- A. "FOSTER CARE MAINTENANCE SERVICES AND ACTIVITIES" are defined as direct care and indirect management activities associated with ROOM AND BOARD, DAILY SUPERVISION AND CARE and HEALTH-RELATED SERVICES.

- (1) "ROOM AND BOARD" is defined as services and activities which contribute to providing children with housing, food, clothing, reasonable travel for visitation, liability insurance, school supplies, and personal incidentals and which include cleaning, housekeeping, and laundry services.

- (2) "DAILY SUPERVISION AND CARE" is defined as those services and activities which are necessary in the daily supervision, care, and maintenance of a child in a children's residential center or a foster care program. Such activities are equivalent to the activities a family foster caregiver would be expected to perform in the course of providing daily supervision to children placed in a family foster home or those activities which a parent would normally carry out in the day-to-day supervision and direction of a child to assure protection, emotional support and care of the child.

- (3) "HEALTH-RELATED SERVICES AND ACTIVITIES" are defined as those which are necessary to gain access to medical care for children. Also included is the execution of routine medical activities which are normally carried out by a parent for a child. Health-related services and activities include, but are not limited to: (a) arranging for health services, (b) providing transportation to health services, (c) liaison with medical providers, (d) assistance in implementing health regimes, (e) dispensing over the counter medications, (f) supervising the administration of prescribed medicines and administering first aid.

- B. "ADMINISTRATIVE CASE MANAGEMENT AND CASE PLANNING ACTIVITIES" mean, with respect to case management, assisting the placement worker through preparation for and participation in the judicial determination and case review

processes. Case management also includes referral, monitoring services provided, and arranging for and participating in case conferences. It includes assisting the placement worker in arranging provision of aftercare services. Case planning services involve working with the placement worker in the development of the case plan, and coordinating the provider's role in carrying out the plan.

- C. "HEALTH-RELATED SERVICES AND ADMINISTRATIVE ACTIVITIES" are defined as those services and activities specified elsewhere in this contract and may include, but are not limited to: (a) counseling and therapy, (b) medical services, (c) aftercare services, (d) preventive services, (e) independent living services, (f) educational activities, and (g) licensure-related activities.
- c. The Contractor certifies that the services to be provided under this agreement are not available without cost to eligible clients. The Contractor further certifies that payment claims for Purchased Services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of service. The Contractor further certifies that rates of payment do not reflect any administrative or program costs assignable to private pay or third-party pay service recipients.
- d. Purchased services will be provided at Mille Lacs Academy, 407 130th Avenue South, Onamia, Minnesota 56359, Mille Lacs County; mailing address: 407 130th Avenue South, Onamia, MN 56359. The New Trails Group Home address is 312 South Elm Street, Onamia, MN 56359, Mille Lacs County; mailing address: 312 South Elm Street, Onamia, MN 56359. The accounting office address for Mille Lacs Academy and the New Trails Group Home is: 407 130th Avenue South, Onamia, MN 56359.
- e. The Contractor agrees to use only qualified personnel to provide any services purchased under this contract. If licensing or certification is a necessary prerequisite for provision of services, the Contractor ensures that personnel and services are properly licensed or certified in accordance with provisions of State Law and Minnesota Rules.
- f. The Contractor agrees to furnish the Department upon request with information regarding all revenues, relating to the program of services that is the subject of this agreement, received by the Contractor during the term of this agreement. It is agreed that the Contractor has not previously entered into, and shall not enter into, an agreement with any other party, including service recipients under this agreement, whereby the Contractor would be paid for providing the purchased services.
- g. Medical needs including ambulance and other emergency vehicle will have to be met by the county, family, referring agency, or insurance company. The placing Department shall complete an application for Medical Assistance or General Assistance on behalf of the client while in placement except where there is documentation that responsibility would revert to parents, guardian, or insurance. It shall be the responsibility of the Contractor to verify the existence of medical application or guarantee of payment of medical costs. The placing Department will be billed and is expected to pay for all dental and medical costs, special transportation needs, family therapy costs and follow-up services. Parents, guardians, or the client himself will be expected to pay for phone calls and special visits earned by the client and other expenses appropriate for parents.

- h. The Contractor agrees to secure a guarantee of payment from the placing Department or party for full cost of the child's placement costs, and medical costs, for the duration of the child's placement. The Contractor will at no time attempt to secure public funding from the Department for costs of those children not placed by the Department. The failure of the Contractor to secure the above stated guarantee shall prohibit the Contractor from seeking funding or reimbursement from the Department.
- i. The Department's Authorized Representative for the purpose of administration of this contract is the Assistant Director (currently Suzanne Leiwica). Such Authorized Representative, or Representative's designee, shall have final authority for acceptance of the Contractor's services; and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to procedures herein. The Contractor's Authorized Representative for the purpose of administration of this contract is Contractor's Chief Executive Officer (currently Michelle Murray).
- j. Detention / Jail Costs — Any costs related to the transfer of a client from Mille Lacs Academy to detention / jail, including transportation costs (time of transporting personnel, mileage or gas, etc.) and all costs of detention shall be borne by the county / agency / source of financial responsibility.

3. Eligibility for Services:

The parties understand and agree that the eligibility of the client to receive the Purchased Services is to be determined in accordance with the eligibility criteria established by the Department's Children and Community Services Plan and the placing agency's biennial community service plan.

The Department shall determine preliminary and final client eligibility. The Department shall, prior to admission, authorize in writing to the Contractor the recipient's eligibility for services. This notification is by use of the Service Agreement, completed by the county of financial responsibility prior to service delivery, on a copy of the form that is attached, incorporated and made a part of this contract as Appendix B.

- a. It is understood and agreed by the parties that, for fee-eligible clients, fees shall be charged and collected in accordance with fee policy and schedules adopted by the County Board of Commissioners and approved by the Commissioner of Human Services in accordance with the provisions of Minnesota Statutes, section, 256M.60, subd. 6 (Board's responsibility to set fees for services).
- b. The Contractor shall not charge a program or service fee to social service-eligible clients except in accordance with a. above.
- c. When the Department has determined that the client is no longer eligible to receive purchased services or that services are no longer needed or appropriate, the Department shall notify the Contractor within 5 days of the determination. The Department shall notify the client of proposed termination of services in writing at least 10 days prior to the proposed Department action, and of the client's right to appeal this proposed Department action.

- d. The Contractor shall notify the Department, the client and client's parent or legal representative whenever the Contractor proposes to discharge or terminate service(s) to a client. This notice must be sent at least 3 days prior to the proposed date of discharge or termination of service(s). The Contractor shall not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or well-being of the client or others.
- e. The Contractor shall establish written procedures for discharging a client or terminating services to a client. The written procedures shall include:
 - 1) Preparation of a summary of findings, processes, and plans to be transmitted with the client.
 - 2) Written evidence of the reason for the discharge.
 - 3) Specific recommendations for future programming.
 - 4) Procedures regarding the return of physical custody of a client to the client's parent or guardian, or their legal representative, as soon as it is practicable after a client's discharge or a termination of services by the Contractor.
- f. If such agreements do not already so provide, the Contractor shall, at its earliest opportunity but in no case later than the date of the next contract renewal, include in each of its contracts for the placement of a client, a requirement that each client's county/agency/source of financial responsibility must reimburse the Department for all legally reimbursable costs that the Department incurs as a result of the involvement of the client in the Department's juvenile justice system during treatment by the Contractor.
- g. The Contractor shall train its staff for the appropriate circumstances for calling law enforcement relating to the conduct of its clients at the Contractor's facility. As public safety is paramount, the Department encourages Contractor's staff to call law enforcement whenever their presence aids public safety.
- h. Upon the completion of a client's treatment with, or the termination of services by, the Contractor, the Contractor shall retain or resume physical custody of the client until the client's parent or legal guardian, or their legal representative, assumes physical custody of the client. Subject to its rights under the provisions of the agreement for the placement of the client ("Placement Agreement"), the Contractor shall be responsible for making all necessary arrangements for the return of the client to the Contractor or to the physical custody of the client's parent or guardian, or their legal representative, or to another, if the client's parent or guardian, or their legal representative is unwilling or unable to assume physical custody of the client, and shall cover the cost of so doing.
- i. If a child is alleged to have committed a criminal offense while a client of the Contractor, a representative of the Contractor shall accompany the client to all hearings held in such matter. If the court with jurisdiction over the matter does not order the client to be held in custody as a result of the alleged offense, subject to its rights under the Placement Agreement, the Contractor shall be responsible for: 1) the return of the client to the Contractor's facility or to the physical custody of the client's parent or guardian, or their legal representative, or of another person or organization if such others are unwilling or unable to assume physical custody of the client; and 2) for all costs associated with such return of the client.

- j. For each day the Contractor's client remains in the care of the Department after the objection of the Mille Lacs County Attorney raised at a hearing regarding the client, the Contractor shall pay the Department the sum of \$600 as reimbursement for costs incurred by the Department after the date of such objection associated with such care and for transportation of Contractor's client between the Mille Lacs County Courthouse and the location where Contractor's client is being held ("Custody Costs"). The Contractor acknowledges that the Mille Lacs County Attorney is likely to oppose the continued custody of the Contractor's clients in cases other than those involving allegations of serious violence against persons or of other serious criminal acts.
- k. The Contractor shall also reimburse the Department for costs it incurs in transporting the Contractor's client to a place other than to the Mille Lacs County Courthouse or to the location where Contractor's client is being held ("Transportation Costs"). Reimbursement for transportation provided by the Department's employees shall be at the mileage rate established by the State of Minnesota and in effect at the time. Reimbursement for transportation provided by a third-party hired by the Department shall be at a commercially reasonable rate charged to the Department. In either case, 10% shall be added to cover the Department's additional costs in arranging for such transportation.
- l. The Department will invoice the Contractor for Custody Costs and/or Transportation Costs on a monthly basis. Such invoices shall name the client, each date of custody, the mileage rate, and the number of miles, claimed by the Department. In instances of third-party transportation, a copy of the third party's invoice to the Department shall accompany Department's invoice for Transportation Costs. Payment is not conditional upon the happening of any other event and is due upon receipt of the invoice. Any invoiced amount not paid by the Contractor within thirty (30) days after the date of the invoice will incur a service charge of one percent (1%) of the unpaid balance per month from the date of the invoice until paid in full. Objections not made by the Contractor to an invoice in writing within thirty (30) days after its receipt by the Contractor are deemed waived.
- m. After sixty (60) days from their invoice date, the Department may withhold from amounts it owes to the Contractor under this Contract, a sum equal to any unpaid invoiced sum for Custody or Transportation Costs that has not been not timely objected to in writing by the Contractor.
- n. Nothing herein either requires or prevents the Department from directly making a demand for reimbursement for Custody Costs or Transportation Costs directly to a party financially responsible for a client of the Contractor. Upon the Department's request, the Contractor shall promptly supply the Department with the Contractor's most recent contact information for the financially responsible party for an applicable client.
- o. Upon the Contractor's payment of Custody or Transportation Costs to the Department, the Contractor shall be subrogated to the Department's right against the financially responsible party for the sum so paid without additional action by the Department or the Contractor. Contractor reserves the right to enforce any and all rights of subrogation and indemnification regarding the payments made to the Department under this Section 3.
- p. The Contractor's failure to perform its duties under Section 3(k) above shall constitute a material breach of this Agreement.

4. Individual Service and Habilitation Plan:

The parties understand and agree that all services provided to eligible recipients under the terms of this contract shall be in accordance with the Individual Service Plan, Individual Habilitation Plan, or Care Plan developed with, for and on behalf of the individual client.

Performance of the Contractor will be monitored in accordance with client outcomes as specified in the Individual Service and Habilitation Plan or Care Plan goals and objectives.

The Department shall not delegate the development of Individual Service Plans (ISP's), Individual Habilitation Plans (MP's), or Care Plans to the Contractor.

5. Payment for Purchased Services:

- a. For youth referred to residential treatment through county social services, corrections or court services, the county will be responsible for determining insurance coverage, and conducting a verification of benefits.

All insurance information and necessary clinical information, including copies of the diagnostic and functional assessments and any court order for treatment, will be forwarded to the residential treatment center for consideration for admission. Upon receipt of this information, the residential treatment center will contact the health plan for pre-authorization for admission.

The residential treatment center will respond to all requests for information from the insurance company, will participate in ongoing utilization review, and will communicate on a regular basis with the county case manager regarding the status of the placement and insurance coverage.

The county case manager/probation agent will participate in case reviews and keep informed about the client's progress and need for ongoing treatment.

The residential treatment center will bill the health plan according to the provider contract or the billing policy for non-contract providers. For any denial of payment for services, the provider will encourage the insured party to appeal such denial whenever possible.

The county will be responsible for any charges for which the residential treatment center is not reimbursed by insurance. Charges billed to the county will not exceed the per diem rate established in the lead county contract.

- b. Certification of expenditures: The Contractor shall, within five (5) working days following the last day of each calendar month, submit an invoice for social services purchased to the Department at their accounting office address. The invoice shall show: (1) total program and administrative expenditures for the month; and (2) an itemized account of each social services-eligible individual, identifying service(s) provided, number of units and cost per unit, including administrative costs allocated to the provision of purchased services to reimbursement-eligible clients.

- c. Payment: The Department shall, within 30 days of the date of receipt of the invoice, make payment to the Contractor at their accounting office address, for all reimbursement-eligible clients identified on the invoice.

6. Audit and Record Disclosures:

The Contractor shall:

- a. Have the following financial, statistical and social services reports available to the Department:
 - 1) Individual Care Plan.
 - 2) Statement of cumulative cost and units used per client.
 - 3) At least quarterly individual client progress reports and discharge summary upon termination of purchased services for individual clients.
 - 4) An outline of the anticipated budget for the following year, prior to expiration of the contract.
 - 5) Ownership and Control Information required by Title 42, CFR 455.100-106, and/or 4s CFR 228.72-73.
 - 6) Any other reports the Department may require, upon request.
- b. Cooperate with the Department's efforts to monitor and evaluate the Contractor's performance. The Department's procedures for monitoring and evaluating the Contractor's performance, including the Contractor's compliance with licensure and service site requirements, may include, but are not limited to: on-site visits to the Contractor's facility; review of client records; review of Contractor's financial, statistical and program records; and review of reports and data provided by the Contractor at the Department's request.

Record Maintenance:

Contractor shall maintain a single service file on each client for which reimbursement is being made by this contract. This service file shall contain at a minimum:

 - a. Signed Purchase of Service Agreement.
 - b. Plan of Care made by Contractor on behalf of client.
 - c. Signed Release of Information Forms.
- c. Allow personnel of the Department, the Minnesota Department of Human Services, and the Department of Health and Human Services, access to the Contractor's office and access to, and the right to copy, records at reasonable hours to exercise their responsibility to monitor purchased services.
- d. If the collection of social services fees is delegated to the Contractor, the Contractor shall provide the Department with information about fees collected and the fee source.
- e. Maintain all records pertaining to the contract at the facility for six years for audit purposes, in accordance with MN Stat. 16C.05 Subd. 5 (or as amended) or MN Rules as appropriate.
- f. Comply with policies of the Minnesota Department of Human Services regarding social services recording and monitoring procedures, as defined in the Department of Human Services Social Services Manual, SSM X.1000 to X.1400, and the administrative rules of the Department of Human Services.

- g. Comply with all provisions of the Child Abuse Reporting Act, MN Statute 626.556; and Maltreatment of Vulnerable Adults Reporting Act, MN Statute 626.557 as mandated.

7. Safeguard of Client Information:

- a. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Laws of Minnesota, Chapter 13, or for any purpose not directly connected with the Department's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney, or the client's responsible parent or guardian. The Executive Director or designee is the responsible authority in charge of all data collected, used or disseminated by the Contractor in connection with the performance of this contract. See Minnesota Statutes, section 13.46, subdivision 10.

b. HIPAA Protocol

The Contractor provides assurances to the Department that it will comply with Health Information Portability and Accountability Act (HIPAA), Title 42 of the United States Code, requirements necessary to protect individual identifying health information (IIHI).

Use and disclosure will require that all IIHI be:

- a. Appropriately safeguarded;
- b. Any misuse of IIHI will be reported to the Department;
- c. Secure satisfactory assurances from any subcontractor;
- d. Grant individuals access and ability to amend their IIHI;
- e. Make available an accounting of disclosures; release applicable records to the Department or Department of Human Services if requested; and
- f. Upon termination, return or destroy all IIHI in accordance with conventional record destruction practices.

8. Equal Employment Opportunity, Civil Rights, and Nondiscrimination on the Basis of Handicap:

(When applicable) the Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504.

(When applicable) the Contractor certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, section 363.073. This section shall not apply if the grant is for less than \$100,000.00 and the Contractor has employed forty or less full-time employees within this state on a single working day during the previous 12 months.

9. Fair Hearing and Grievance Procedures:

The Department agrees to provide a fair hearing and grievance procedure in conformance with Minnesota Statutes, section 256.045, and in conjunction with the fair hearing and grievance procedures established by administrative rules of the State Department of Human Services.

10. Bonding, Indemnity, Insurance and Audit Clause:

- a. Bonding: The Contractor shall obtain and maintain at all times, during the term of this agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of \$200,000.00.
- b. Indemnity: The Contractor agrees that it will defend, indemnify and hold harmless the County, the Department, and their commissioners, officers, employees, and agents against any and all liability, claims, losses, damages, punitive or otherwise, costs, expenses, lawsuits, and attorney's fees which the County or the Department or its commissioners, officers, employees, or agents may sustain, incur, or be required to pay during or after the term of this agreement, regardless of whether or not it is caused in part by a party indemnified hereunder;
 - 1) By reason of any applicant or eligible recipient suffering bodily or personal injury, death, or property loss or damage either while participating in or receiving the care and services to be furnished under this agreement, or while on the premises owned, leased, or operated by the Contractor, or while being transported to or from such premises in any vehicle owned, operated, leased, chartered, or otherwise contracted for by the Contractor or any officer, agent, or employee of it; or
 - 2) By reason of any applicant or eligible recipient causing injury to, or damage to, the person or property of another during any time when the Contractor, or any officer, agent, or employee thereof has undertaken or is furnishing the care and services called for under this agreement; or
 - 3) By reason of any negligent act or omission or intentional act of the Contractor, its agents, officers, or employees which causes bodily or personal injury, death, property loss, or damage to another during the performance of services under this agreement.
 - 4) By reason of any claim or cause of action in equity or damages arising out of employment or alleged employment by applicant or discrimination in applicant's employment practices.
- c. Insurance: Insurance coverage(s) required under this section shall at no time fall below limits set forth in MN Statute 3.736 and 466.04. The Contractor further agrees, in order to protect itself as well as the Department, the County, and their commissioners, officers, employees, and agents under the indemnity agreement provision set forth above, to at all times during and after the term of this Agreement have and keep in force, insurance as required in Appendix C.

All rights and remedies provided to County under this section shall be cumulative and in addition to any other rights or remedies available to County under this Contract, at law or in equity. The County may exercise all such rights and remedies separately or in conjunction with one another with such frequency and in such a manner as the County, in its sole discretion, deems necessary. Failure by County to exercise any or all rights or remedies available to it shall not be deemed a waiver of such rights or remedies. Waivers shall be made, if at all, in writing signed by an authorized County agent.
- d. Audit: The Contractor agrees that within 180 days of the close of its fiscal year an audit will be conducted which will meet the requirements of the Single Audit Act of 1984, P.L. 98-502.

After completion of the audit, a copy of the audit report must be filed with the Department. Intra-county contracts shall be excluded from this provision.

11. Conditions of the Parties' Obligations:

- a. It is understood and agreed that in the event the reimbursement to the Department from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be terminated.
- b. This agreement may be canceled by either party at any time, with or without cause, upon 30 days' notice, in writing, delivered by mail or in person.
- c. Before the termination date specified in this Agreement, the Department may evaluate the performance of the Contractor in regard to the terms of this Agreement to determine whether such performance merits renewal of this Agreement.
- d. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.
- e. No claim for services furnished by the Contractor, not specifically provided in the agreement, will be allowed by the Department, nor shall the Contractor do any work or furnish any material not covered by the agreement, unless this is approved in writing by the Department. Such approval shall be considered to be a modification of the agreement.
- f. In the event that there is a revision of Federal or State regulations which makes this Agreement ineligible for Federal or State financial participation, all parties will review the Agreement and renegotiate those items necessary to bring the Agreement into compliance with the new regulations.

12. Subcontracting:

The Contractor shall not enter into subcontracts for any of the goods and services contemplated under this Agreement without written approval of the Department. All subcontracts shall be subject to the requirements of this contract. The Contractor shall be responsible for the performance of any subcontractor.

13. Miscellaneous:

- a. Entire Agreement: It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any County social services agency relating to the subject matter hereof.
- b. The Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary, and as a third-party beneficiary, is an affected party under this

contract. The Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue the Contractor for any appropriate relief in law or equity, including, but not limited to, rescission, damages, or specific performance, or all or any part of the contract between the county board and the Contractor. The Contractor specifically acknowledges that the Mille Lacs County Board and the Minnesota Department of Human Services are entitled to and may recover from the Contractor reasonable attorney's fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the contract or any other third-party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity.

14. Contractor Debarment, Suspension and Responsibility Certification

Federal Regulation 45 CFR 92.35 prohibits the State/Department from using Federal money to purchase goods or services from vendors who have been suspended or debarred by the federal government. Minnesota Statute, section 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Department. Vendors may be suspended or debarred when it is determined through a duly authorized hearing process that they have abused the public trust in a serious manner.

By signing this contract, the Contractor certifies that it and its principals* and employees:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
- b. Have not within a three-year period preceding this contract:
 - 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract;
 - 2) violated any federal or state antitrust statutes; or
 - 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:
 - 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction;
 - 2) violating any federal or state antitrust statutes; or
 - 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- d. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.

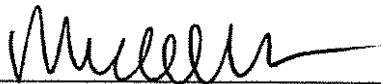
- e. Shall immediately give written notice to the Contracting Officer of the Department and Contractor, should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing; a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

* "Principals" for the purposes of this certification means officers; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at www.oig.hhs.gov/fraticUexclusions.html. Contractor agrees to contact Department if this information is needed in an alternative format.

IN WITNESS WHEREOF, the Department and the Contractor have executed this Agreement as of the day and year written:

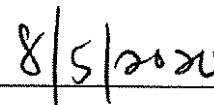
**Nexus Family Healing, d/b/a/
Nexus-Mille Lacs Academy**



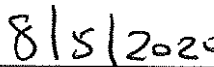
Chief Executive Officer, Nexus Family Healing



Board Chairman, Nexus Family Healing

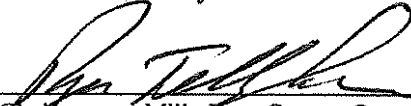


Date

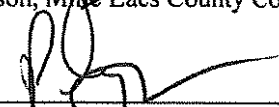


Date

Mille Lacs County

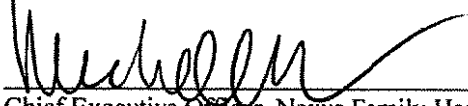


Chairperson, Mille Lacs County Commissioner

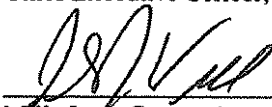


Director, Mille Lacs County

Approved as to form and execution:



Chief Executive Officer, Nexus Family Healing



Mille Lacs County Attorney

7/21/2020
Date

7/21/2020
Date

8/5/2020
Date

7/22/2020
Date

Requested Meeting Date: 06/01/2021
(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Approve 5/11/2021 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: Lisa Herges	Department: ASO
Who will attend the meeting and be able to respond to questions? Give name and title: Lisa Herges, Interim County Coordinator	
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: 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 <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 8:01 a.m., with the following members present: Commissioners Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson. The Pledge of Allegiance was recited.

CONSENT AGENDA

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

- Review of Auditor's Warrants;
- Approve 4/20/2021 County Board Meeting Minutes
- Approve Payment to Counsel for Legal Services

Commissioner Tellinghuisen asked how soon they get the meeting minutes, if it should be sooner than a month. Assistant County Administrator Holly Wilson stated there was a changeover in staff delaying the April 20, 2021 minutes, but normally they're approved at the following Board meeting. A roll call vote was called; Cmsr Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Reynolds motioned to approve consent agenda, Peterson seconded, roll call vote taken and all voted aye.

CONSIDER COUNTY COORDINATOR POSITION DESCRIPTION

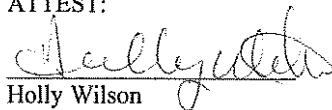
Assistant County Administrator Holly Wilson reviewed the job description which incorporated the changes discussed at the last work session. The Board discussed the job description and the changes previously discussed. Discussion took place regarding the minimum qualifications. Commissioner Wilhelm motioned to table the County Coordinator Position Description until the 5/18/2021 Board meeting, Commissioner Tellinghuisen seconded. A roll call vote was called: Commissioners Peterson and Reynolds voted nay. Commissioners Wilhelm, Oslin, and Tellinghuisen voted aye. Motion Carried.

CONSIDER RESOLUTION NO. 05-11-2021-01, ABANDONING COUNTY ADMINISTRATOR PLAN OF GOVERNMENT

Assistant County Administrator Holly Wilson reviewed the two resolution options. County Attorney Joe Walsh confirmed that a resolution is necessary. Walsh recommended to move to a County Coordinator plan of government when the County Coordinator is hired. Walsh suggested since the job description was tabled that the resolution should be tabled, as well. Discussion took place regarding the appointment of Interim County Coordinator in lieu of or in addition to Holly Wilson's current job description. The appointment will be revised to be "in addition to the duties" as a Personnel Director. Joe Walsh reviewed the resolution line-by-line. Commissioner Wilhelm motioned to table Resolution No. 05-11-2021-01, Abandoning County Administrator Plan of Government until the 5/18/2021 Board Meeting. Commissioner Reynolds seconded. A roll vote was called: Commissioner Peterson voted nay, Commissioners Wilhelm, Reynolds, Tellinghuisen and Oslin voted aye. Motion carried.

Commissioner Wilhelm motioned to adjourn the meeting 10:04 a.m.; Commissioner Peterson seconded. A roll call vote was called; Commissioner Wilhelm, Reynolds, Tellinghuisen, and Peterson voted aye. Oslin voted nay. Motion carried.

ATTEST:


Holly Wilson
Assistant County Administrator


David Oslin
County Board Chairperson

Requested Meeting Date: 06/01/2021

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

Title of Item for Consideration:

Approve 5/18/2021 County Board Meeting Minutes

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:

Lisa Herges

Department:

ASO

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

Lisa Herges, Interim County Coordinator

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

Approval of the County Board meeting minutes is required.

Alternatives/Options/Comments:

Recommended Action/Motion:

Approve the County Board meeting minutes.

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.) Minutes

Board action: (for use by Recording Secretary)

☐ 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 three (3) supplemental documents and one (1) add-on agenda request items to the County Board:

- 4.7 Approve Payment to Counsel for Legal Services-Supplemental Document
- 5.1 Central MN Jobs & Training Services (CMJTS) Annual Presentation-Supplemental Document
- 5.5 Approve Liquor, Beer & Wine Licenses-Supplemental Document
- 5.11 Authorize Closure of County Roads 29 & 31 in Princeton on June 10, 2021

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

CONSENT AGENDA

Cmsr Reynolds pulled agenda item 4.1 and noted a grammatical error Cmsr Wilhelm approved the agenda with that item pulled, Cmsr Peterson seconded. Cmsr Reynolds approved the minutes with that item amended, Cmsr Peterson seconded. A roll call vote was called: Commissioners Wilhelm, Reynolds, Tellinghuisen, Oslin and Peterson voted aye. Motion carried.

- Approve 05/04/2021 County Board Meeting Minutes
- Review of Auditor's Warrants
- April 2021 Jail Housing Report
- Approve Abatement Application
- Approve Mille Lacs County and Onamia School District Agreement
- Consider Approval of Small Cities Development Program Grant Program Policies
- Approve Payment to Counsel for Legal Services
- Accept Minnesota DNR Reimbursement Grant of \$3,875.00

CENTRAL MN JOBS & TRAINING SERVICES (CMJTS) ANNUAL PRESENTATION

CMJTS presented information to the County Board in a PowerPoint that was shared with the County Board and to the public during the meeting. Cmsr Oslin asked when they anticipate being open, Diana stated they are currently operating by appointment only and hope to be fully open July 15, 2021. The County Board called for a short break at 9:42 a.m. The meeting resumed at 9:45 a.m.

CONSIDER RESOLUTION NO. 05-18-21-01 TO AUTHORIZE SPONSORSHIP OF OHM TRAILS

Land Services Director-Land Commissioner Chris Berg presented the resolution. Commissioner Wilhelm asked if the county is the host to the contract. Berg stated that the County funnels the money from the host to the club, similar to the other grant-made programs that we sponsor. Commissioner Wilhelm motioned to Adopt Resolution No. 05-18-21-01, to Authorize Sponsorship of OHM Trails, Commissioner Reynolds seconded. A roll call vote was called: Commissioners Wilhelm, Reynolds, Tellinghuisen, Oslin and Peterson voted aye. Motion carried.

APPROVE BID FOR SAP 048-616-014 (CSAH 16 BOX CULVERT)

County Engineer Neal Knopik presented the bids that were received. Knopik recommended awarding to the low bidder and begin project right away. Commissioner Wilhelm asked if this also had state funding that was approved. Knopik stated that there was state funding. Commissioner Tellinghuisen asked where the remaining funds for the project would come from. Knopik stated that there were funds in the CSAH funds. Commissioner Tellinghuisen asked who would be inspecting the project. Knopik stated County staff will be inspecting. Commissioner Wilhelm motioned to award project SAP 048-616-014 (CSAH 16 Box Culvert) to Houle Excavating, LLC, Commissioner Tellinghuisen seconded. A roll call vote was called: Commissioners Wilhelm, Reynolds, Tellinghuisen, Oslin and Peterson voted aye. Motion carried.

CONSIDER REPLACING SOUTH FLEET PARKING LOT AND REPAIR FENCE

Facilities Operations Manager Noelan Lange reviewed the item and the difficulties with getting materials for the maintenance of the fence. The agreement on the deed specifies the type of fence required. Lange suggested removing the fence on the fleet vehicle parking lot and repair these materials to use on the CVS fence. In place of the fleet vehicle fence, Lange suggests replacing it with a more

durable chain link fence due to lower price and maintenance. This agenda item requests two actions: replace one fence and repair the other. Commissioner Oslin asked what the cost would be for both items. Lange stated that the Capital Plan allowed for \$7,000 and the rest would come out of the maintenance budget. Commissioner Reynolds asked about the timeline for the repairs/replacement. Lange stated that the project would begin by the end of June. Commissioner Wilhelm motioned to approve Replacing South Fleet Parking Lot Fence and Repair Fence, Commissioner Reynolds seconded. A roll call vote was called: Commissioners Wilhelm, Reynolds, Tellinghuisen, Oslin and Peterson voted aye. Motion carried.

APPROVE LIQUOR, BEER & WINE LICENSES

County Auditor Treasurer Eric Bartusch reviewed the add-on documentation. Commissioner Tellinghuisen motioned to approve the Liquor, Beer & Wine Licenses, Commissioner Wilhelm seconded. Roll call vote was called; Commissioners Wilhelm, Reynolds, Tellinghuisen, Oslin and Peterson voted aye. Motion carried.

CONSIDER COUNTY COORDINATOR POSITION DESCRIPTION

Assistant County Administrator Holly Wilson reviewed the item. Oslin asked for clarification on the grade of pay, Wilson responded. Commissioner Reynolds motioned to approve the County Coordinator Position Description; Commissioner Wilhelm seconded. A roll call vote was called: Commissioner Peterson voted nay, Commissioners Wilhelm, Reynolds, Tellinghuisen and Oslin voted aye. Motion carried.

CONSIDER RESOLUTION NO. 05-18-2021-02 ABANDONING COUNTY ADMINISTRATOR PLAN OF GOVERNMENT

Assistant County Administrator Holly Wilson noted the agenda item number is incorrect but the resolution number is correct. Wilson presented the two resolution options. Discussion took place regarding the two resolutions. Commissioner Wilhelm motioned to Adopt Resolution B with 3 resolves to move immediately to County Coordinator plan of government, Commissioner Tellinghuisen seconded. County Attorney Joe Walsh noted the Board needs to consider who they will be appointing. Commissioner Reynolds asked if it has to be someone from the county. Walsh responded that it can be an employee/officer of the county but it does not have to be. A roll call vote was called: Commissioner Peterson voted nay, Commissioners Wilhelm, Reynolds, Tellinghuisen and Oslin voted aye.

Walsh noted the resolution was passed appointing Holly Wilson and she has declined. Walsh stated that a contract would need to be created if the appointed Coordinator was someone outside of the County. Commissioner Reynolds suggested appointing Lisa Herges as the Interim County Coordinator. Walsh stated he had called Lisa Herges to confirm if she would accept the position and Lisa stated she would accept on a temporary interim basis. The contract would need to be on a separate agenda. Discussion took place on an emergency meeting. Commissioner Wilhelm motioned for an Emergency Board Meeting on Friday, May 21 at 8:00am, Commissioner Reynolds seconded. A roll call vote was called: Commissioners Wilhelm, Reynolds, Tellinghuisen, Oslin and Peterson voted aye. Motion carried.

Wilson also stated she thought it was important to inform the Board that she will be submitting her resignation today with her last day of employment being June 18.

CONSIDER REAPPOINTMENT OF COUNTY ENGINEER PURSUANT TO MINNESOTA STATUTE 163.07

Assistant County Administrator Holly Wilson reviewed the 4-year term required by statute, this appointment is required in May of the year in which the term expires and the current term expires July, 2021. Commissioner Reynolds motioned to approve the Reappointment of County Engineer Pursuant to Minnesota Statute 163.07, Commissioner Peterson seconded. A roll call vote was called: Commissioner Tellinghuisen voted nay, Commissioners Wilhelm, Reynolds, Oslin and Peterson voted aye. Motion carried.

CONSIDER REVISED COUNTY AUDITOR-TREASURER POSITION DESCRIPTION

Assistant County Administrator Holly Wilson reviewed the revision. The Personnel Policy allows an appeal of reclassifications; the appeal was successful and the grade changed from Grade R to a Grade S as recommended by the County's consultant. Commissioner Wilhelm asked for clarification on the changes, Wilson stated the consultant requires documentation as part of this request. Financial pieces included in the position and diversity of duties were listed as the reason for consultant changes based on the appeal. Commissioner Peterson motioned to approve the Revised County Auditor-Treasurer Position Description with an effective date of April 20, 2021; Commissioner Reynolds seconded. A roll call vote

Tuesday, May 18, 2021

was called: Commissioners Wilhelm, Reynolds, Tellinghuisen, Oslin and Peterson voted aye. Motion carried.

AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE REPAIR OF COUNTY DITCH 2

Land Services Director-Land Commissioner Chris Berg reviewed the agenda item. Berg stated that an informational public meeting will be held between bid opening and recommendation of the bid award. Commissioner Peterson motioned to approve the Advertisement for Bids for the Repair of County Ditch 2, Commissioner Reynolds seconded. A roll call vote was called: Commissioner Wilhelm abstained as part of ditch committee, Commissioners Reynolds, Tellinghuisen, Oslin and Peterson voted aye. Motion carried.

AUTHORIZE CLOSURE OF COUNTY ROADS 29 & 31 IN PRINCETON ON JUNE 10, 2021

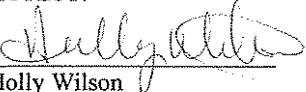
County Engineer Neal Knopik reviewed the closure for Rum River Festival Parade on 6/10/2021. Knopik recommends authorization of closure for the festival. Commissioner Reynolds approved the Closure of County Roads 29 & 31 in Princeton on June 10, 2021, Commissioner Tellinghuisen seconded. Commissioner Wilhelm stated the Resolution states June 8th and it should be the 10th. Commissioner Wilhelm motioned to table the Closure of County Roads 29 & 31 in Princeton on June 10, 2021, Commissioner Tellinghuisen seconded. A roll call vote was called: Commissioners Wilhelm, Reynolds, Tellinghuisen, Oslin and Peterson voted aye. Motion carried.

COMMITTEE REPORTS

None.

Cmsr Wilhelm motioned to adjourn the meeting 10:33 a.m.; Cmsr Tellinghuisen seconded. A roll call vote was called; Cmsr Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson voted aye. Motion carried.

ATTEST:


Holly Wilson
Assistant County Administrator


David Oslin
County Board Chairperson

Requested Meeting Date: 06/01/2021
(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Approve 5/21/2021 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: Lisa Herges	Department: ASO
Who will attend the meeting and be able to respond to questions? Give name and title: Lisa Herges, Interim County Coordinator	
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: 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 <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:	

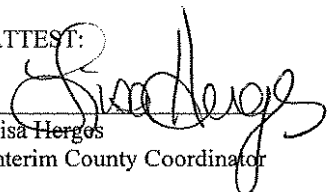
Chairperson Oslin called the meeting to order at 8:01 a.m., with the following members present: Commissioners Wilhelm, Reynolds, Oslin, Tellinghuisen, and Peterson. The Pledge of Allegiance was recited.

APPROVE LISA HERGES AS INTERIM COUNTY COORDINATOR

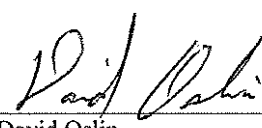
Board Chair David Oslin reviewed the resolution and Employment Agreement. Commissioner Wilhelm motioned to Adopt Resolution No. 05-21-2021-01; Appointing Interim County Coordinator, Commissioner Tellinghuisen seconded. A roll call vote was called; Commissioners Wilhelm, Reynolds, Tellinghuisen, Oslin and Peterson voted aye. Motion carried.

Commissioner Reynolds motioned to adjourn the meeting 8:07 a.m.; Commissioner Wilhelm seconded. A roll call vote was called; Commissioner Wilhelm, Reynolds, Tellinghuisen, Oslin and Peterson voted aye. Motion carried.

ATTEST:



Lisa Herges
Interim County Coordinator



David Oslin
County Board Chairperson

Requested Meeting Date: 06/01/2021
(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*
**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:

Lisa Herges

Department:

ASO

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

Lisa Herges, Interim County Coordinator

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 Coordinator 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:

MLKAREN

5/19/21

1:55PM

1 County Revenue Fund

*** Mille Lacs County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2



Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
No.								Paid On Bhf #	On Behalf of Name	
999999993	AMERICAN NATIONAL BANK OF MN									
43	01-060-000-0000-6838				2,824.00	REFUND 01-027-1201	1 Transactions		Reimb collections-Taxes	N
999999993	AMERICAN NATIONAL BANK OF MN				2,824.00					
999999993	CARDINAL LAND COMPANY LLC									
41	01-060-000-0000-6838				869.00	REFUND 11-013-1100	1 Transactions		Reimb collections-Taxes	N
999999993	CARDINAL LAND COMPANY LLC				869.00					
3302	Centerpoint Energy Minnegasco									
1	01-110-000-0000-6251				952.84	ACCT# 5827449-9			Utility Services	N
2	01-110-000-0000-6251				313.19	ACCT# 5830488-2			Utility Services	N
3	01-110-000-0000-6251				817.90	ACCT# 5822578-0			Utility Services	N
4	01-205-000-0000-6251				103.84	ACCT# 6028296-9			Utility Services	N
5	01-205-000-0000-6251				270.16	ACCT# 7369862-3			Utility Services	N
3302	Centerpoint Energy Minnegasco				2,457.93		5 Transactions			
3176	Core Logic									
49	01-060-000-0000-6838				673.00	REFUND 02-036-0201			Reimb collections-Taxes	N
50	01-060-000-0000-6838				30.45	REFUND 15-003-0303			Reimb collections-Taxes	N
51	01-060-000-0000-6838				901.00	REFUND 16-021-2100			Reimb collections-Taxes	N
52	01-060-000-0000-6838				727.00	REFUND 17-410-0020			Reimb collections-Taxes	N
53	01-060-000-0000-6838				733.00	REFUND 19-033-2100			Reimb collections-Taxes	N
54	01-060-000-0000-6838				10.00	REFUND 22-041-1460			Reimb collections-Taxes	N
55	01-060-000-0000-6838				1,177.00	REFUND 24-553-0050			Reimb collections-Taxes	N
56	01-060-000-0000-6838				1,011.00	REFUND 01-011-0701			Reimb collections-Taxes	N
57	01-060-000-0000-6838				96.55	REFUND 06-013-1100			Reimb collections-Taxes	N
58	01-060-000-0000-6838				40.00	REFUND 15-800-0020			Reimb collections-Taxes	N
59	01-060-000-0000-6838				1,065.00	REFUND 17-402-0160			Reimb collections-Taxes	N
60	01-060-000-0000-6838				863.00	REFUND 24-761-0480			Reimb collections-Taxes	N
61	01-060-000-0000-6838				2,129.00	REFUND 25-562-0080			Reimb collections-Taxes	N
62	01-060-000-0000-6838				10.00	REFUND 09-018-0602			Reimb collections-Taxes	N
63	01-060-000-0000-6838				511.00	REFUND 09-118-1700			Reimb collections-Taxes	N
64	01-060-000-0000-6838				1,749.00	REFUND 12-030-0903			Reimb collections-Taxes	N
65	01-060-000-0000-6838				1,014.00	REFUND 01-027-1300			Reimb collections-Taxes	N
66	01-060-000-0000-6838				20.00	REFUND 01-023-0401			Reimb collections-Taxes	N
67	01-060-000-0000-6838				117.95	REFUND 02-010-1000			Reimb collections-Taxes	N
68	01-060-000-0000-6838				10.00	REFUND 14-007-0400			Reimb collections-Taxes	N
69	01-060-000-0000-6838				10.00	REFUND 09-800-0549			Reimb collections-Taxes	N
70	01-060-000-0000-6838				787.00	REFUND 21-560-0090			Reimb collections-Taxes	N

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5/19/21 1:55PM

1 County Revenue Fund

*** Mille Lacs County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3



Vendor Name		Rpt		Warrant Description		Invoice #		Account/Formula Description	
No.	Account/Formula	Accr		Service Dates		Paid On Bhf #		On Behalf of Name	
71	01-060-000-0000-6838			REFUND 01-036-0800				Reimb collections-Taxes	N
72	01-060-000-0000-6838			REFUND 15-032-0200				Reimb collections-Taxes	N
73	01-060-000-0000-6838			REFUND 24-610-0260				Reimb collections-Taxes	N
74	01-060-000-0000-6838			REFUND 02-036-1100				Reimb collections-Taxes	N
75	01-060-000-0000-6838			REFUND 14-005-1400				Reimb collections-Taxes	N
76	01-060-000-0000-6838			REFUND 06-225-0120				Reimb collections-Taxes	N
77	01-060-000-0000-6838			REFUND 09-965-0530				Reimb collections-Taxes	N
78	01-060-000-0000-6838			REFUND 09-975-0130				Reimb collections-Taxes	N
79	01-060-000-0000-6838			REFUND 20-163-0090				Reimb collections-Taxes	N
80	01-060-000-0000-6838			REFUND 20-163-0100				Reimb collections-Taxes	N
81	01-060-000-0000-6838			REFUND 01-032-0700				Reimb collections-Taxes	N
82	01-060-000-0000-6838			REFUND 03-011-0500				Reimb collections-Taxes	N
83	01-060-000-0000-6838			REFUND 12-032-0900				Reimb collections-Taxes	N
84	01-060-000-0000-6838			REFUND 16-750-0010				Reimb collections-Taxes	N
85	01-060-000-0000-6838			REFUND 16-792-0100				Reimb collections-Taxes	N
86	01-060-000-0000-6838			REFUND 05-803-0110				Reimb collections-Taxes	N
87	01-060-000-0000-6838			REFUND 07-066-0300				Reimb collections-Taxes	N
88	01-060-000-0000-6838			REFUND 13-031-0900				Reimb collections-Taxes	N
89	01-060-000-0000-6838			REFUND 11-013-0500				Reimb collections-Taxes	N
90	01-060-000-0000-6838			REFUND 01-033-0400				Reimb collections-Taxes	N
91	01-060-000-0000-6838			REFUND 15-001-0500				Reimb collections-Taxes	N
92	01-060-000-0000-6838			REFUND 15-013-0900				Reimb collections-Taxes	N
93	01-060-000-0000-6838			REFUND 06-225-0040				Reimb collections-Taxes	N
94	01-060-000-0000-6838			REFUND 21-025-4600				Reimb collections-Taxes	N
95	01-060-000-0000-6838			REFUND 24-684-0550				Reimb collections-Taxes	N
3176	Core Logic								
									47 Transactions
5003	East Central Energy								
6	01-110-000-0000-6251			ACCT# 206732200				Utility Services	N
7	01-110-000-0000-6251			ACCT# 48902				Utility Services	N
8	01-110-000-0000-6251			ACCT# 982454200				Utility Services	N
9	01-110-000-0000-6251			ACCT# 207104400				Utility Services	N
10	01-110-000-0000-6251			ACCT# 207104500				Utility Services	N
5003	East Central Energy								5 Transactions
999999993	FIRST BANK & TRUST								
48	01-060-000-0000-6838			REFUND 24-561-0065				Reimb collections-Taxes	N
999999993	FIRST BANK & TRUST								1 Transactions
21488	First National Bank Milaca								

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1 County Revenue Fund

*** Mille Lacs County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

Vendor Name		Account/Formula		Accr	Rpt	Warrant Description	Service Dates	Invoice #	Account/Formula Descripti
No.	Account/Formula			Amount				Paid On Bhf #	On Behalf of Name
42	01-060-000-0000-6838			879.90		REFUND 1ST HALF TAXES			Reimb collections-Taxes
21488	First National Bank Milaca			879.90			1 Transactions		
23121	Frontier								
12	01-035-000-0000-6203			59.17		PHONE SERVICE			Phone
14	01-041-000-0000-6203			18.21		PHONE SERVICE			Phone
11	01-060-000-0000-6839			22.76		SWCD			reimb collections-inter office
13	01-060-000-0000-6839			182.08		CRT ADMIN			reimb collections-inter office
25	01-060-000-0000-6839			54.62		PW			reimb collections-inter office
26	01-060-000-0000-6839			455.19		CVS			reimb collections-inter office
16	01-063-000-0000-6203			18.21		PHONE SERVICE			Phone
17	01-091-000-0000-6203			86.49		PHONE SERVICE			Phone
15	01-100-000-0000-6203			27.31		PHONE SERVICE			Phone
19	01-107-000-0000-6203			13.66		PHONE SERVICE			Phone
18	01-110-000-0000-6203			13.66		PHONE SERVICE			Phone
20	01-201-000-0000-6203			191.18		PHONE SERVICE			Phone
21	01-202-000-0000-6203			9.10		PHONE SERVICE			Phone
30	01-205-000-0000-6203			36.42		PHONE SERVICE			Phone
22	01-251-000-0000-6203			104.69		PHONE SERVICE			Phone
23	01-255-000-0000-6203			59.17		PHONE SERVICE			Phone
27	01-280-000-0000-6203			4.55		PHONE SERVICE			Phone
24	01-603-000-0000-6203			9.10		PHONE SERVICE			Phone
28	01-617-000-0000-6203			18.21		PHONE SERVICE			Phone
29	01-701-000-0000-6203			4.55		PHONE SERVICE			Phone
23121	Frontier			1,388.33			20 Transactions		
3226	Lereta								
44	01-060-000-0000-6838			91.00		REFUND 12-021-0700			Reimb collections-Taxes
3226	Lereta			91.00			1 Transactions		
3426	Merchants Bank								
46	01-060-000-0000-6838			61.00		REFUND 02-020-1400			Reimb collections-Taxes
47	01-060-000-0000-6838			17.00		REFUND 11-023-0701			Reimb collections-Taxes
3426	Merchants Bank			78.00			2 Transactions		
46024	Milaca Local Link								
31	01-060-000-0000-6205			199.95		HWY LINES			M-Net Hookup
32	01-281-000-0000-6203			1,231.84		E-911 CIRCUIT			Phone
46024	Milaca Local Link			1,431.79			2 Transactions		

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1:55PM

1 County Revenue Fund

*** Mille Lacs County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

Vendor Name		Rpt		Warrant Description		Invoice #		Account/Formula Descripti	
No.	Account/Formula	Acct	Amount	Service Dates	Paid On Bhf #	On Behalf of Name			
33	13021 Mille Lacs Energy Coop								
	01-205-000-0000-6251		98.00	ACCT# 64-55-072-01		Utility Services		N	
34	01-205-000-0000-6251		57.00	ACCT# 64-59-204-02		Utility Services		N	
13021	Mille Lacs Energy Coop		155.00	2 Transactions					
14113	Ncpers Life								
37	01-060-000-0000-6835		48.00	JUNE 2021 DEPEND PREMIUMS		Reimb Collections-P/R & Misc		N	
14113	Ncpers Life		48.00	1 Transactions					
999999993	THE UPS STORE								
39	01-201-000-0000-6202		96.40	DELIVERY FEE		Postage		N	
999999993	THE UPS STORE		96.40	1 Transactions					
999999993	WHITE/ANDREW								
40	01-202-000-0000-5500		11.24	REIMB CIVIL PROCESS		Fees For Services		N	
999999993	WHITE/ANDREW		11.24	1 Transactions					
23105	Woodlands National Bank								
45	01-060-000-0000-6838		5.00	REFUND 1ST HALF TAXES		Reimb collections-Taxes		N	
23105	Woodlands National Bank		5.00	1 Transactions					
1 Fund Total:			40,789.06	County Revenue Fund	16 Vendors	92 Transactions			

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5/19/21

1:55PM

11 Community and Veterans :

**** Mille Lacs County ****

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 6

Vendor Name		Rpt	Amount	Warrant Description	Service Dates	Invoice #		Account/Formula Descripti	1099
No.	Account/Formula					Paid On	Bhf #		
36	139 Mn Child Support Payment Center		104.00	MCI# 0010339847				Reimb Collections	N
	11-420-640-0000-6835		104.00		1 Transactions				
	139 Mn Child Support Payment Center		104.00						
	11 Fund Total:			Community and Veterans Servit				1 Vendors	1 Transactions

5/19/21 1:55PM
77 County Agency Fund

Mille Lacs County

Audit List for Board Auditor's Vouchers Entries

	<u>Vendor Name</u>
	<u>No.</u> <u>Account/Formularia</u>

	<u>Rpt</u>	<u>Accr</u>
12/31/2010	1000	1000
12/31/2011	1000	1000
12/31/2012	1000	1000
12/31/2013	1000	1000
12/31/2014	1000	1000
12/31/2015	1000	1000
12/31/2016	1000	1000
12/31/2017	1000	1000
12/31/2018	1000	1000
12/31/2019	1000	1000
12/31/2020	1000	1000
12/31/2021	1000	1000
12/31/2022	1000	1000
12/31/2023	1000	1000
12/31/2024	1000	1000
12/31/2025	1000	1000
12/31/2026	1000	1000
12/31/2027	1000	1000
12/31/2028	1000	1000
12/31/2029	1000	1000
12/31/2030	1000	1000
12/31/2031	1000	1000
12/31/2032	1000	1000
12/31/2033	1000	1000
12/31/2034	1000	1000
12/31/2035	1000	1000
12/31/2036	1000	1000
12/31/2037	1000	1000
12/31/2038	1000	1000
12/31/2039	1000	1000
12/31/2040	1000	1000
12/31/2041	1000	1000
12/31/2042	1000	1000
12/31/2043	1000	1000
12/31/2044	1000	1000
12/31/2045	1000	1000
12/31/2046	1000	1000
12/31/2047	1000	1000
12/31/2048	1000	1000
12/31/2049	1000	1000
12/31/2050	1000	1000
12/31/2051	1000	1000
12/31/2052	1000	1000
12/31/2053	1000	1000
12/31/2054	1000	1000
12/31/2055	1000	1000
12/31/2056	1000	1000
12/31/2057	1000	1000
12/31/2058	1000	1000
12/31/2059	1000	1000
12/31/2060	1000	1000
12/31/2061	1000	1000
12/31/2062	1000	1000
12/31/2063	1000	1000
12/31/2064	1000	1000
12/31/2065	1000	1000
12/31/2066	1000	1000
12/31/2067	1000	1000
12/31/2068	1000	1000
12/31/2069	1000	1000
12/31/2070	1000	1000
12/31/2071	1000	1000
12/31/2072	1000	1000
12/31/2073	1000	1000
12/31/2074	1000	1000
12/31/2075	1000	1000
12/31/2076	1000	1000
12/31/2077	1000	1000
12/31/2078	1000	1000
12/31/2079	1000	1000
12/31/2080	1000	1000
12/31/2081	1000	1000
12/31/2082	1000	1000
12/31/2083	1000	1000
12/31/2084	1000	1000
12/31/2085	1000	1000
12/31/2086	1000	1000
12/31/2087	1000	1000
12/31/2088	1000	1000
12/31/2089	1000	1000
12/31/2090	1000	1000
12/31/2091	1000	1000
12/31/2092	1000	1000
12/31/2093	1000	1000
12/31/2094	1000	1000
12/31/2095	1000	1000
12/31/2096	1000	1000
12/31/2097	1000	1000
12/31/2098	1000	1000
12/31/2099	1000	1000
12/31/2100	1000	1000

<u>Warrant Description</u>	<u>Service Dates</u>
----------------------------	----------------------

Invoice #	Account/Formula Description	1099
Paid On Bhf #	On Behalf of Name	

77340 MN PEIP

38 77-906-000-0000-6805

77340 MN PEIP

229,751.80	JUNE PREMIUMS
229,751.80	1 Transactions

2021 Medical Insurance N

77 Fund Total:

County Agency Fund

1 Vendors

1 Transactions

MLKAREN

5/19/21 1:55PM

81 Taxes & Penalties Fund

*** Mille Lacs County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #		Account/Formula Description	1099
No.	Account/Formula						Paid On	Bhf #		
35	13021	Mille Lacs Energy Coop		52.00	TFL ELECTRIC	1 Transactions			Miscellaneous Expense	N
		81-815-000-0000-6803		52.00						
	13021	Mille Lacs Energy Coop		52.00						
81 Fund Total:				270,696.86						
Final Total:				270,696.86	19 Vendors	95 Transactions			1 Vendors	1 Transactions

1:55PM

Mille Lacs County

Audit List for Board Auditor's Vouchers Entries

<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	40,789.06	County Revenue Fund
	11	104.00	Community and Veterans Service
	77	229,751.80	County Agency Fund
	81	52.00	Taxes & Penalties Fund
All Funds		270,696.86	Total

Approved by,



G.C. Bertish
S./19/2019

Approved by,

✓ Gae. Bertusub
5/19/21

1-12/51/5...



2. F2-D

**** Mille Lacs County ****



MLKAREN
5/12/21 2:31PM
1 County Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name		Rpt		Warrant Description		Invoice #	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	Account/Formula Descripti
77807 Enterprise FM Trust							
2	01-201-000-0000-6565		5,469.90	VEH MAINT		Repair & Maintenance-Auto	N
1	01-201-000-0000-6605		6,918.75	NEW SQUAD LEASE		Vehicles	N
4	01-202-000-0000-6565		10.00	VEH MAINT		Repair & Maintenance-Auto	N
3	01-202-000-0000-6605		921.44	NEW SQUAD LEASE		Vehicles	N
5	01-205-000-0000-6565		5.00	VEH MAINT		Repair & Maintenance-Auto	N
6	01-251-000-0000-6565		197.88	VEH MAINT		Repair & Maintenance-Auto	N
7	01-251-000-0000-6605		1,804.01	VEH MAINT		Vehicles	N
77807	Enterprise FM Trust		15,326.98	7 Transactions			
23121 Frontier							
9	01-035-000-0000-6203		161.69	PHONE SERVICE		Phone	N
11	01-041-000-0000-6203		49.75	PHONE SERVICE		Phone	N
8	01-060-000-0000-6839		62.19	SWCD		reimb collections-inter office	N
10	01-060-000-0000-6839		497.52	COURT ADMN		reimb collections-inter office	N
22	01-060-000-0000-6839		149.26	PW		reimb collections-inter office	N
23	01-060-000-0000-6839		1,243.80	CVS		reimb collections-inter office	N
13	01-063-000-0000-6203		49.75	PHONE SERVICE		Phone	N
14	01-091-000-0000-6203		236.32	PHONE SERVICE		Phone	N
12	01-100-000-0000-6203		74.63	PHONE SERVICE		Phone	N
16	01-107-000-0000-6203		37.31	PHONE SERVICE		Phone	N
15	01-110-000-0000-6203		37.31	PHONE SERVICE		Phone	N
17	01-201-000-0000-6203		522.39	PHONE SERVICE		Phone	N
18	01-202-000-0000-6203		24.88	PHONE SERVICE		Phone	N
27	01-205-000-0000-6203		99.50	PHONE SERVICE		Phone	N
19	01-251-000-0000-6203		286.07	PHONE SERVICE		Phone	N
20	01-255-000-0000-6203		161.69	PHONE SERVICE		Phone	N
24	01-280-000-0000-6203		12.44	PHONE SERVICE		Phone	N
21	01-603-000-0000-6203		24.88	PHONE SERVICE		Phone	N
25	01-617-000-0000-6203		49.75	PHONE SERVICE		Phone	N
26	01-701-000-0000-6203		12.44	PHONE SERVICE		Phone	N
23121	Frontier		3,793.57	20 Transactions			
77454 Rengel Print Co							
39	01-060-000-0000-6261		3,207.51	QTRLY NEWSLETTER		Professional Services	N
77454	Rengel Print Co		3,207.51	1 Transactions			
999999993 SHERBURNE STATE BANK							
28	01-060-000-0000-6838		2.46	REFUND 23-013-1400		Reimb collections-Taxes	N

MLKAREN

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1 County Revenue Fund

*** Mille Lacs County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3



Vendor No.	Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description		Invoice #		Account/Formula Descripti		1099
						Service Dates		Paid On Bhf #	On Behalf of Name			
29	01-060-000-0000-6838				2.89	REFUND 23-013-1403			Reimb collections-Taxes			N
30	01-060-000-0000-6838				98.00	REFUND 06-008-0200			Reimb collections-Taxes			N
999999993	SHERBURNE STATE BANK				103.35		3 Transactions					
2587	Verizon Wireless											
37	01-060-000-0000-6839				70.02	CVS AIR CARDS			reimb collections-inter office			N
38	01-060-000-0000-6839				35.01	PW AIR CARDS			reimb collections-inter office			N
36	01-063-000-0000-6203				35.01	AIR CARDS			Phone			N
31	01-201-000-0000-6203				1,505.76	AIR CARDS			Phone			N
32	01-202-000-0000-6203				105.03	AIR CARDS			Phone			N
33	01-202-000-0000-6203				35.01	AIR CARDS			Phone			N
34	01-251-000-0000-6203				35.01	AIR CARDS			Phone			N
35	01-283-000-0000-6203				35.01	AIR CARDS			Phone			N
2587	Verizon Wireless				1,855.86		8 Transactions					

1 Fund Total:

County Revenue Fund 5 Vendors 39 Transactions

Final Total:

5 Vendors 39 Transactions

MLKAREN
5/12/21

2:31PM

*** Mille Lacs County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 4

Recap by Fund		<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
		1	24,287.27	County Revenue Fund
	All Funds		24,287.27	Total

Approved by, *Ken Borkesh*
[Signature]
5/12/21
[Signature] 5/14/21

**** Mille Lacs County ****



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

- 1 - Fund (Page Break by Fund)
- 2 - Department (Totals by Dept)
- 3 - Vendor Number
- 4 - Vendor Name

Formulas Y

Partial of Name
on Audit List? N

Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

73
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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor Name		Warrant Description		Invoice #		Account/Formula Description	
No.	Account/Formula	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
1	2007 01-251-000-0000-6605 Advanced Graphix Inc	70.00	SQ #29 Graphics	1 Transactions		Vehicles	N
2	1193 Agnew Hardware Hank						
3	01-110-000-0000-6301 01-205-000-0000-6402	15.99	North Mtnc Fac Rep			Repair & Maintenance-Bldg & Equipm	N
	1193 Agnew Hardware Hank	60.26	supplies			Supplies	N
		76.25		2 Transactions			
4	483 Aitkin Cty Sheriff						
	01-091-000-0000-6261	61.00	CIV PRC FOR 48-CR-19-819 SMITH	1 Transactions		Professional Services	N
	483 Aitkin Cty Sheriff	61.00					
5	945 American Solutions For Business Inc						
6	01-041-000-0000-6202 01-100-000-0000-6261	5,160.33	TAX STMT POSTAGE			Postage	N
	945 American Solutions For Business Inc	4,007.73	VALUATION NOTICE POSTAGE	2 Transactions		Professional Services	N
		9,168.06					
7	1103 Anderson Bros Garage Inc						
	01-201-000-0000-6563	20.00	GAS AUCTION VEHICLE #18-12639	1 Transactions		Gasoline	N
	1103 Anderson Bros Garage Inc	20.00					
8	1715 Anoka Cty Medical Examiner						
	01-240-000-0000-6261	15,977.00	2ND QTR 2021	1 Transactions		Professional Services	N
	1715 Anoka Cty Medical Examiner	15,977.00					
9	14003 Auto Value - Milaca						
	01-201-000-0000-6285	161.84	TRAINING SUPPLIES	1 Transactions		Training Expense	N
	14003 Auto Value - Milaca	161.84					
10	5892 Billings Service Inc						
	01-201-000-0000-6565	1,556.18	VEH MTNC #24, 22, PIT/EVOC			Repair & Maintenance-Auto	N
11	01-202-000-0000-6565	62.00	VEH MTNC #72 (CT SEC)			Repair & Maintenance-Auto	N
	5892 Billings Service Inc	1,618.18		2 Transactions			
	75133 Birnbaum/Amy						
	01-107-000-0000-6333	90.00	PER DIEM			Mileage & Per Diem-Non-Employee	Y
	01-107-000-0000-6333	48.72	MILEAGE			Mileage & Per Diem-Non-Employee	Y
		138.72		2 Transactions			

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Vendor Name	No.	Account/Formula	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
ACC#	Rpt						Paid On Bhf #	On Behalf of Name
77968	14	BLUE TO GOLD LLC	379.00	TRAINING-SAMMIS	1 Transactions		Training Expense	N
77968		01-201-000-0000-6285	379.00					
77968		BLUE TO GOLD LLC						
2109	15	Bob Barker Co Inc	92.40	SHOWER CURTAINS	1 Transactions		Supplies	N
2109		01-251-000-0000-6402	92.40					
2109		Bob Barker Co Inc						
76941	16	Boettcher/Linda	45.00	LIBRARY BOARD MEETING PER DIEM	1 Transactions		Mileage & Per Diem-Non-Employee	Y
76941		01-003-000-0000-6333	45.00					
76941		Boettcher/Linda						
999999993	17	BOSER/THOMAS & JOANNE	200.00	REFUND PID 02-029-0600	1 Transactions		Reimb collections-Taxes	N
999999993		01-060-000-0000-6838	200.00					
999999993		BOSER/THOMAS & JOANNE						
75488	20	Centracare Health Foundation	1,300.00	MEDICAL EXAM (OPD #21-36)	1 Transactions		Professional Services	Y
75488		01-201-000-0000-6261	1,300.00					
75488		Centracare Health Foundation						
77913	21	CENTRAL MN CONFLICT & PRO SE SERV	1,950.00	LAW LIBRARY PRO SE (4/1-4/30)	1 Transactions		Mileage & Per Diem-Non-Employee	Y
77913		01-025-000-0000-6333	1,950.00					
77913		CENTRAL MN CONFLICT & PRO SE SERV						
75110	22	Centurylink	24,655.58	REPAIR/MTNC/WARRANTY	1 Transactions		Professional Services	N
75110		01-281-000-0000-6261	24,655.58					
75110		Centurylink						
1630	23	Charm-Tex Inc	265.80	CELL WINDOW COVERS	1 Transactions		Supplies	N
1630		01-251-000-0000-6402	265.80					
1630		Charm-Tex Inc						
2595	24	Comdata	228.61	DEPUTY GAS			Gasoline	N
2595	25	01-201-000-0000-6563	35.78	DEPUTY MTNC			Repair & Maintenance-Auto	N
2595	27	01-201-000-0000-6565	51.64	HUNT/JAIL GAS			Gasoline	N
2595	26	01-251-000-0000-6563	11.00	HUNT/JAIL VEH MTNC			Repair & Maintenance-Auto	N
2595		Comdata	327.03		4 Transactions			
76709		Corporate Mechanical Inc						

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No.	Account/Formula	Accr					Paid On Bhf #	On Behalf of Name	
19	01-110-000-0000-6301			427.59	REPAIRS CVS AND WAHKON			Repair & Maintenance-Bldg & Equipm	N
18	01-251-000-0000-6301			1,891.17	JAIL REP-PD 35			Repair & Maintenance-Bldg & Equipm	N
76709	Corporate Mechanical Inc			2,318.76		2 Transactions			
77935	COTTER/CODY			100.00	STEEL TOE WORK SHOES			Supplies	N
77935	COTTER/CODY			100.00		1 Transactions			
77559	Counties Providing Technology								
29	01-065-000-0000-6268			5,380.00	DP SERVICES-MAY			Data Processing	N
30	01-065-000-0000-6342			1,250.00	I BOX USAGE-MAY			Lease Agreements	N
77559	Counties Providing Technology			6,630.00		2 Transactions			
78340	CPI GUARDIAN								
31	01-251-000-0000-6603			9,285.00	PROPERTY PACKING MACH (#38213)			Equip.Furniture,Fixtures	N
32	01-253-000-0000-6803			9,295.00	CLOTHING VAC SEALER (#38212)			Miscellaneous Expense	N
78340	CPI GUARDIAN			18,580.00		2 Transactions			
2596	Creative Product Sourcing Inc-Dare								
33	01-211-000-0000-6803			535.08	DARE SUPPLIES LESS TAX			Miscellaneous Expense	N
2596	Creative Product Sourcing Inc-Dare			535.08		1 Transactions			
1106	Dacotah Paper Co								
34	01-110-000-0000-6402			2,534.00	CLEANING SUPPLIES 2021			Supplies	N
1106	Dacotah Paper Co			2,534.00		1 Transactions			
4149	DELL MARKETING LP								
35	01-063-000-0000-6301			1,268.76	VIDEO CONFERENCING MONITORS			Repair & Maintenance-Bldg & Equipm	N
4149	DELL MARKETING LP			1,268.76		1 Transactions			
78036	DONE RIGHT LAWN SERVICES LLC								
37	01-110-000-0000-6261			475.00	LAWN AND PEST CTRL			Professional Services	N
78036	DONE RIGHT LAWN SERVICES LLC			475.00		1 Transactions			
4040	Doty Dds/Michael J								
99	01-251-000-0000-6283			298.00	R BEAULIEU-PD 51			Care Of Prisoners	N
4040	Doty Dds/Michael J			298.00		1 Transactions			
18771	East Central Regional Juvenile Center								
48	01-255-000-0000-6269			11,760.00	COURT ORDERED DETENTION-\$280/D			Detention & Rehab Services	N

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Vendor Name		Rpt		Invoice #		Account/Formula Descripti		1099	
No.	Account/Formula	ACC	Amount	Warrant Description	Service Dates	Paid On Bhf #	On Behalf of Name		
18771	East Central Regional Juvenile Center		11,760.00		1 Transactions				
38	5045 ECM PUBLISHERS, INC.		72.00	APR 26 PH	1 Transactions		Publishing-Legal Notices & Want Ac	N	
40	5045 ECM PUBLISHERS, INC.		72.00		1 Transactions				
41	77807 Enterprise FM Trust		627.37	MTNC COSTS			Repair & Maintenance-Auto	N	
40	01-060-000-0000-6261		70.00	MTNC FEE 14@5.00			Professional Services	N	
47	77807 Enterprise FM Trust		697.37		2 Transactions				
47	1755 Erholtz/Tony		17.17	SUPPLIES	1 Transactions		Supplies	N	
49	999999993 FED EX		5.07	SHIPMENT/MAILING	1 Transactions		Postage	N	
49	01-201-000-0000-6202		5.07						
50	999999993 FED EX		1,800.00	ONSITE DRONE TRAINING	1 Transactions		Training Expense	N	
51	6127 Frontier Precision Inc		1,800.00						
52	01-063-000-0000-6285		2,370.54				Uniforms	N	
52	6127 Frontier Precision Inc		246.98	UNIFORMS:TUTLAND, LORGE-VESTS			Uniforms	N	
52	01-201-000-0000-6450		2,617.52	UNIFORM-RYMER (RES ACT)	2 Transactions				
53	76695 Galls LLC		576.00	INV 272832 MONTHLY SUBSCRIPT	1 Transactions		Professional Services	N	
53	01-110-000-0000-6261		576.00						
55	77801 Geotab USA, Inc		1,700.00	LEGAL SERV FOR MAY 2021-CHIPS	1 Transactions		County Public Defender Fees	Y	
55	01-015-000-0000-6267		1,700.00						
56	77702 Gierman Law LLC		12.00	1 YR SUBSCRIPTION	1 Transactions		Miscellaneous Expense	N	
56	01-253-000-0000-6803		12.00						

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No.	Account/Formula	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
7111	Gopher State One-Call						
57	01-110-000-0000-6261	5.40	LOCATES-2021		Professional Services		N
7111	Gopher State One-Call	5.40		1 Transactions			
7015	Granite Electronics Inc						
59	01-283-000-0000-6301	970.00	RADIO REP		Repair & Maintenance - Bldg & Equi		N
58	01-283-000-0000-6803	678.53	MAY SERV AGREEMENT PMT		Miscellaneous Expense		N
7015	Granite Electronics Inc	1,648.53		2 Transactions			
2131	Granite Ledge Electrical Contractors						
60	01-110-000-0000-6261	508.18	GENERATOR LIGHT SWCH, CVS CHU		Professional Services		N
2131	Granite Ledge Electrical Contractors	508.18		1 Transactions			
8021	Hennepin Cty Sheriff						
61	01-091-000-0000-6261	80.00	FILE 49921, SERVICE		Professional Services		N
62	01-091-000-0000-6261	80.00	FILE 45771, SERVICE		Professional Services		N
63	01-091-000-0000-6261	80.00	FILE 45771, SERVICE		Professional Services		N
8021	Hennepin Cty Sheriff	240.00		3 Transactions			
32903	Hytech Automotive Of Princeton Inc						
65	01-201-000-0000-6261	135.00	TOW-SQ #22		Professional Services		N
32903	Hytech Automotive Of Princeton Inc	135.00		1 Transactions			
9053	In-Fisherman						
67	01-253-000-0000-6803	20.97	1 TR SUBSCRIPTIONS		Miscellaneous Expense		N
9053	In-Fisherman	20.97		1 Transactions			
2080	Independent Emergency Services						
66	01-281-000-0000-6803	100.00	E911 MO SERV-MAY		Miscellaneous Expense		Y
2080	Independent Emergency Services	100.00		1 Transactions			
33326	Isle Automotive Inc						
68	01-201-000-0000-6301	7.09	DRONE REP/MTNC EQUIP		Repair & Maintenance-Bldg & Equipn		N
69	01-205-000-0000-6402	46.28	S&R SUPPLIES		Supplies		N
70	01-205-000-0000-6565	15.79	SQ #67 REP/MTNC AUTO		Repair & Maintenance-Auto		N
33326	Isle Automotive Inc	69.16		3 Transactions			
999999993	ISLE SCHOOL DISTRICT ISD 473						
71	01-060-000-0000-6838	30.00	REFUND PID 20-011.6650		Reimb collections-Taxes		N

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999999993	ISLE SCHOOL DISTRICT	ISD 473			30.00	1 Transactions		Paid On Bhf #	On Behalf of Name		
72	10046	Jims Mille Lacs Disposal Inc	01-110-000-0000-6251		528.84	1 Transactions	DISPOSAL CONTRACT		Utility Services		N
73	17	Johnson Auto Transport & Towing	01-201-000-0000-6261		372.00	1 Transactions	TOW SQ #3, #33		Professional Services		Y
74	75412	JOHNSON'S SEPTIC SERVICE INC	01-617-000-0000-5117		250.00	1 Transactions	REF SEPTIC PERMIT, PD 10/28/20		Building & Use Permits		N
75	78341	KASEYA US, LLC	01-063-000-0000-6261		5,000.00	1 Transactions	UNTTRENDS BACKUP ENT/TRN 3YRS		Professional Services		N
76	77423	Kelley, Wolter & Scott PA	01-811-000-0000-6804		11,100.00	2 Transactions	LEGAL FEES 12/20-LORGE		Contingency-General Fund		Y
77			01-811-000-0000-6804		33,144.00		LEGAL FEES 12/20-1/21 LORGE		Contingency-General Fund		Y
78	2715	Kendell Doors & Hardware	01-201-000-0000-6301		121.50	1 Transactions	BLD REP/MTNC/KEYS-DEP. RM, SHR		Repair & Maintenance-Bldg & Equipn		N
81	37225	Kochs Hardware Hank	01-110-000-0000-6402		590.85		MISC SUPPLIES		Supplies		N
80			01-251-000-0000-6301		6.68		NUTS/BOLTS		Repair & Maintenance-Bldg & Equipn		N
79			01-251-000-0000-6402		179.23		SID/TRCAN/MOP HDL/NB/CL-PD-21		Supplies		N
82	37225	Kochs Hardware Hank	01-617-000-0000-6301		52.47	4 Transactions	SUPPLIES		Repair & Maintenance - Bldg & Equi		N
84	78342	LAKE COUNTRY SEAMLESS GUTTERS	01-110-000-0000-6301		1,081.00	1 Transactions	WAHKON GUTTERS-2021		Repair & Maintenance-Bldg & Equipn		N
85	960	Lakeland Printers	01-041-000-0000-6402		346.00		CHECK ENVELOPES-5000		Office Supplies		N

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Vendor		Warrant Description		Invoice #		Account/Formula Descripti	
No.	Account/Formula	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
86	01-251-000-0000-6402	76.00	2 Transactions		Supplies	N	
960	Lakeland Printers	422.00					
78343	LOCKSMITH SOLUTIONS, LLC	350.00			Professional Services	N	
88	01-201-000-0000-6261	350.00	1 Transactions				
78343	LOCKSMITH SOLUTIONS, LLC						
76077	Lueck/Loren	45.00			Mileage & Per Diem-Non-Employee	Y	
89	01-107-000-0000-6333	29.12			Mileage & Per Diem-Non-Employee	Y	
90	01-107-000-0000-6333	74.12	2 Transactions				
76077	Lueck/Loren						
13004	M-R Sign Co Inc	1,690.05			911 Addressing Signs	N	
135	01-107-000-0000-6405	1,690.05	1 Transactions				
13004	M-R Sign Co Inc						
3392	Madden Galanter Hansen Llp	306.00			Professional Services	Y	
91	01-035-000-0000-6261	306.00	1 Transactions				
3392	Madden Galanter Hansen Llp						
75889	Martin McAllister	550.00			Professional Services--Personnel	N	
92	01-035-000-0000-6265	550.00	1 Transactions				
75889	Martin McAllister						
13502	Mckesson Medical-Surgical Mn Supply Inc	489.23			Supplies	N	
95	01-201-000-0000-6402	160.25			Care Of Prisoners	N	
94	01-251-000-0000-6283	649.48	2 Transactions				
13502	Mckesson Medical-Surgical Mn Supply Inc						
13444	Mei - Minnesota Elevator Inc	924.75			Professional Services	N	
119	01-100-000-0000-6261	924.75	1 Transactions				
13444	Mei - Minnesota Elevator Inc						
2880	Mend Correctional Care	23,005.65			Professional Services	Y	
96	01-251-000-0000-6261	372.66			Care Of Prisoners	Y	
97	01-251-000-0000-6283	1,129.99			Care Of Prisoners	Y	
98	01-251-000-0000-6283	24,508.30	3 Transactions				
2880	Mend Correctional Care						
78021	MID CENTRAL DOOR						

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									Paid On Bnf #	On Behalf of Name	
100	78021	01-201-000-0000-6301			923.58	REPLACE ENTRANCE DOOR				Repair & Maintenance-Bldg & Equipn	N
		MID CENTRAL DOOR			923.58		1 Transactions				
101	77858	MID-MN INSPECTIONS LLC									
		01-107-000-0000-6292			221.94	CONT INSPECT 4/2021				Building Code Contract Expense	Y
102		01-107-000-0000-6292			28,856.12	CONT PLAN REV PERMIT 4/21				Building Code Contract Expense	Y
	77858	MID-MN INSPECTIONS LLC			29,078.06		2 Transactions				
103	77650	Migala Law Office LLC									
		01-015-000-0000-6267			1,750.00	LEGAL SERV 5/2021				County Public Defender Fees	Y
	77650	Migala Law Office LLC			1,750.00		1 Transactions				
105	13040	Milaca Building Center									
		01-100-000-0000-6301			47.00	REPAIR MATERIAL				Repair & Maintenance-Bldg & Equipn	N
	13040	Milaca Building Center			47.00		1 Transactions				
106	46066	Mille Lacs Cty Sheriffs Dept									
		01-255-000-0000-6866			525.00	2021 COMM SYS SUBSC AGREE				Donations Exp	N
	46066	Mille Lacs Cty Sheriffs Dept			525.00		1 Transactions				
115	75691	Minnesota Computer Systems Inc									
		01-025-000-0000-6402			22.41	COPY MACH CONT INV #315507				Office Supplies	N
110		01-035-000-0000-6301			178.14	COPY MACH CONT INV #315501				Repair & Maintenance-Bldg & Equipn	N
113		01-041-000-0000-6301			104.91	COPY MACH CONT INV #315502				Repair & Maintenance-Bldg & Equipn	N
111		01-063-000-0000-6301			39.60	COPY MACH CONT INV #315508				Repair & Maintenance-Bldg & Equipn	N
116		01-091-000-0000-6301			122.77	COPY MACH CONT INV #315504				Repair & Maintenance-Bldg & Equipn	N
112		01-100-000-0000-6301			167.97	COPY MACH CONT INV #315503				Repair & Maintenance-Bldg & Equipn	N
114		01-107-000-0000-6301			83.62	COPY MACH CONT INV #315505				Repair & Maintenance-Bldg & Equipn	N
107		01-201-000-0000-6301			36.24	COPY MACH CONT INV 316234				Repair & Maintenance-Bldg & Equipn	N
108		01-201-000-0000-6301			175.89	COPY MACH CONT INV 315499/309919				Repair & Maintenance-Bldg & Equipn	N
109		01-251-000-0000-6301			246.12	COPY MACH CONT INV #315499				Repair & Maintenance-Bldg & Equipn	N
117		01-255-000-0000-6301			89.21	COPY MACH CONT INV #315506				Repair & Maintenance-Bldg & Equipn	N
	75691	Minnesota Computer Systems Inc			1,266.88		11 Transactions				
121	13430	Minnesota Monitoring Inc									
		01-255-000-0000-6261			360.00	DRUG TEST INV 10532				Professional Services	N
120		01-259-000-0000-6276			660.00	REAM GRANT INV 13219				Electronic Monitoring Subsidy Gran	N
	13430	Minnesota Monitoring Inc			1,020.00		2 Transactions				
77105	Mitz/Dolores O										

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Vendor No.	Account/Formula	Name	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Descripti	
									Paid On Bhf #	On Behalf of Name
127	01-091-000-0000-6261				60.13	SO 18013357				Professional Services Y
128	01-091-000-0000-6261				64.75	SO 21002157				Professional Services Y
129	01-091-000-0000-6261				92.50	OPD 21000413				Professional Services Y
130	01-091-000-0000-6261				120.25	SO 20005695 TPD 20004774				Professional Services Y
131	01-091-000-0000-6261				120.25	SO 19010558				Professional Services Y
132	01-091-000-0000-6261				41.63	PPD 18004938				Professional Services Y
77105	Mitz/Dolores O				499.51		6 Transactions			
3012	Mn Commissioner Of Transportation									
36	01-283-000-0000-6301				600.00	TOWER USAGE AGREE-ONAMLA/PEASE				Repair & Maintenance - Bldg & Equi N
3012	Mn Commissioner Of Transportation				600.00		1 Transactions			
44514	Mn Counties Ins Trust									
118	01-060-000-0000-6354				2,500.00	DEDUCTIBLE FOR CLAIM #170E0045				Insurance N
44514	Mn Counties Ins Trust				2,500.00		1 Transactions			
13007	Mn Cty Attorneys Assn									
93	01-091-000-0000-6243				200.00	SARAH ANNUAL MTG CONFERENCE				Registration Fees N
13007	Mn Cty Attorneys Assn				200.00		1 Transactions			
151	Mn Office Of Enterprise Technology									
122	01-060-000-0000-6205				1,300.00	OET WAN SERV				M-Net Hookup N
151	Mn Office Of Enterprise Technology				1,300.00		1 Transactions			
46474	Mn State Auditor									
123	01-045-000-0000-6262				1,522.75	INV 71049 2/17-3/30/21				Auditing And Accounting Services N
46474	Mn State Auditor				1,522.75		1 Transactions			
75069	MOMS									
133	01-102-000-0000-6633				750.00	2021 MOMS MTNC FEE				Recorders Compliance Expenses N
75069	MOMS				750.00		1 Transactions			
13156	Motorola Inc									
134	01-283-000-0000-6301				1,827.31	MONTHLY MTNC 6/21				Repair & Maintenance - Bldg & Equi N
13156	Motorola Inc				1,827.31		1 Transactions			
75595	NCIC Operator Services									
136	01-253-000-0000-6803				1,450.00	INMATE PHONE CARDS				Miscellaneous Expense N
75595	NCIC Operator Services				1,450.00		1 Transactions			

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Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula	Descripti	1099
No.										
77892	NOELAN LANGE									
87	01-110-000-0000-6402			41.99	SAFETY TOE BOOTS REIMB	1 Transactions			Supplies	N
77892	NOELAN LANGE			41.99						
75600	Nolan, Thompson & Leighton									
137	01-811-000-0000-6804			30,155.00	FEES INC 5/1-5/31/2020				Contingency-General Fund	Y
138	01-811-000-0000-6804			44,850.00	FEES INC 6/1-6/30/2020				Contingency-General Fund	Y
139	01-811-000-0000-6804			10,019.44	COSTS INC 3/16-4/16/2021				Contingency-General Fund	Y
140	01-811-000-0000-6804			53,585.00	FEES INC 7/1-7/31/2020				Contingency-General Fund	Y
141	01-811-000-0000-6804			25,710.00	FEES INC 8/1-8/31/2020				Contingency-General Fund	Y
142	01-811-000-0000-6804			53,520.00	FEES INC 9/1-9/30/2020				Contingency-General Fund	Y
143	01-811-000-0000-6804			23,000.68	FEES INC 2/15-3/15/2021				Contingency-General Fund	Y
75600	Nolan, Thompson & Leighton			240,840.12		7 Transactions				
49802	North Memorial Ambulance Service									
144	01-251-000-0000-6283			1,089.77	J GAHBOW PD 49				Care Of Prisoners	N
145	01-251-000-0000-6283			548.59	L MORGAN- PD 49				Care Of Prisoners	N
49802	North Memorial Ambulance Service			1,638.36		2 Transactions				
14163	Northland Fire Protection									
146	01-251-000-0000-6301			205.00	SERV-RECERT-FIRE SUPPRESS-PD 18	1 Transactions			Repair & Maintenance-Bldg & Equipm	N
14163	Northland Fire Protection			205.00						
50470	Office Depot Inc									
150	01-041-000-0000-6402			445.06	OFFICE SUPPLIES				Office Supplies	N
152	01-091-000-0000-6402			192.45	OFFICE SUPPLIES				Supplies	N
154	01-100-000-0000-6402			98.26	OFFICE SUPPLIES				Supplies	N
153	01-107-000-0000-6402			99.92	OFFICE SUPPLIES				Supplies	N
147	01-201-000-0000-6402			212.67	OFFICE SUPPLIES				Supplies	N
148	01-251-000-0000-6402			651.98	OFFICE SUPPLIES-PD 22				Supplies	N
149	01-255-000-0000-6402			171.17	OFFICE SUPPLIES				Supplies	N
151	01-283-000-0000-6402			74.88	OFFICE SUPPLIES				Supplies	N
50470	Office Depot Inc			1,946.39		8 Transactions			Office Supplies	N
3535	On-Line Retrievers									
155	01-231-000-0000-6261			963.44	ANIMAL CTRL 4/21	1 Transactions			Professional Services	Y
3535	On-Line Retrievers			963.44						
75115	Phoenix Supply									
156	01-251-000-0000-6402			4,027.35	GLOVE-MOP HDL-WIPES-ETC, PD 10				Supplies	N

Vendor Name		Account/Formula	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	ACCT	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
75115	Phoenix Supply		4,027.35	1 Transactions		
78269	PREMIER BIOTECH LABS LLC					
01-255-000-0000-6261			77.25	1 Transactions		Professional Services
78269	PREMIER BIOTECH LABS LLC					
01-255-000-0000-6261			77.25	1 Transactions		Professional Services
77391	Premium Waters Inc					
01-110-000-0000-6261			224.95	1 Transactions		Professional Services
77391	Premium Waters Inc					
01-110-000-0000-6261			224.95	1 Transactions		Professional Services
78258	PRINCETON ELECTRIC INC					
01-110-000-0000-6301			2,975.96	2 Transactions		Repair & Maintence-Bldg & Equipn
01-251-000-0000-6301			3,708.08	2 Transactions		Repair & Maintence-Bldg & Equipn
78258	PRINCETON ELECTRIC INC					
01-251-000-0000-6301			6,684.04	2 Transactions		Repair & Maintence-Bldg & Equipn
1595	Professional Portable X-Ray Inc					
01-251-000-0000-6283			300.00	1 Transactions		Care Of Prisoners
1595	Professional Portable X-Ray Inc					
01-251-000-0000-6283			300.00	1 Transactions		Care Of Prisoners
1197	Radiotronics Inc					
01-201-000-0000-6451			336.00	1 Transactions		K-9 Expense
1197	Radiotronics Inc					
01-201-000-0000-6451			336.00	1 Transactions		K-9 Expense
78028	Republic Minden Transfer Station					
01-393-000-0000-6210			6,951.08	1 Transactions		Recycling ? Recycling Fees
78028	Republic Minden Transfer Station					
01-393-000-0000-6210			6,951.08	1 Transactions		Recycling ? Recycling Fees
18044	Rinke-Noonan					
01-107-000-0000-6261			300.00	1 Transactions		Professional Services
18044	Rinke-Noonan					
01-107-000-0000-6261			300.00	1 Transactions		Professional Services
366	Rolyan Buoy Division					
01-205-000-0000-6603			5,000.00	1 Transactions		Equip,Furniture,Fixtures
366	Rolyan Buoy Division					
01-205-000-0000-6603			5,000.00	1 Transactions		Equip,Furniture,Fixtures
18170	Roxbury Jr/John A					
01-107-000-0000-6333			45.00	1 Transactions		Mileage & Per Diem-Non-Employee
01-107-000-0000-6333			19.04	1 Transactions		Mileage & Per Diem-Non-Employee
01-107-000-0000-6333			45.00	1 Transactions		Mileage & Per Diem-Non-Employee
01-107-000-0000-6333			62.72	1 Transactions		Mileage & Per Diem-Non-Employee

*** Mille Lacs County ***

2:19PM
County Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor Name		Account/Formula		Rpt		Warrant Description		Invoice #	
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	Paid On Bhf #	Account/Formula Descripti	1099	
18170	Roxbury Jr/John A		171.76	4 Transactions					
77407	RWB Emergency Lighting LLC								
175	01-201-000-0000-6565		190.69	SQ.#43 REP/MTNC	Repair & Maintenance-Auto	Y		Y	
173	01-201-000-0000-6605		10,696.14	NEW SQ. INSTALL	Vehicles	Y		Y	
174	01-251-000-0000-6605		416.58	JAIL TRANSPORT INSTALL	Vehicles	Y		Y	
77407	RWB Emergency Lighting LLC		11,303.41	3 Transactions					
77255	SailorsAllen Law								
176	01-015-000-0000-6267		3,700.00	LEGAL SERV 5/2021	County Public Defender Fees	Y		Y	
77255	SailorsAllen Law		3,700.00	1 Transactions					
60993	Seven County Process Servers Llc								
177	01-091-000-0000-6261		67.00	PROCESS SERVICES	Professional Services	Y		Y	
60993	Seven County Process Servers Llc		67.00	1 Transactions					
2049	Shred Right								
178	01-060-000-0000-6261		80.00	SHREDDING SERV-ASO	Professional Services	N		N	
179	01-060-000-0000-6261		40.00	SHREDDING SERV-CVS	Professional Services	N		N	
180	01-060-000-0000-6261		45.00	SHREDDING SERV-SO	Professional Services	N		N	
181	01-060-000-0000-6261		40.00	SHREDDING SERV-COURTS	Professional Services	N		N	
2049	Shred Right		205.00	4 Transactions					
2087	Sirchie Finger Print Laboratories								
182	01-201-000-0000-6402		92.10	SUPPLIES	Supplies	N		N	
2087	Sirchie Finger Print Laboratories		92.10	1 Transactions					
19989	Stearns Cty Environmental Services								
185	01-110-000-0000-6251		321.25	FLUORESCENT BULB DISP	Utility Services	N		N	
183	01-393-000-0000-6812		312.00	HHW PROGRAM JAN-FEB	Hhww Expenses	N		N	
184	01-393-000-0000-6812		442.00	HHW PROGRAM MAR-APR	Hhww Expenses	N		N	
19989	Stearns Cty Environmental Services		1,075.25	3 Transactions					
19144	Streichers								
186	01-201-000-0000-6450		300.97	COX-UNIFORMS	Uniforms	N		N	
19144	Streichers		300.97	1 Transactions					
77130	Super X Power								
187	01-110-000-0000-6603		1,849.98	MTNC RIDING MOWER	Equip,Furniture,Fixtures	N		N	

*** Mille Lacs County ***



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1 County Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name		Rpt		Warrant Description		Invoice #		Account/Formula Descripti	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name			
77130	Super X Power		1,849.98	1 Transactions					
77972	TAFT								
188	01-811-000-0000-6804		83,164.53	LEGAL FEES-LAW ENFORC DISPUTE				Contingency-General Fund	Y
189	01-811-000-0000-6804		47,024.50	LEGAL FEES 8TH CIRCUIT APPEAL				Contingency-General Fund	Y
77972	TAFT		130,189.03	2 Transactions					
66648	Therapeutic Services Agency Inc								
190	01-091-000-0000-6261		76.73	COURT PREP-DR MIRANDA GILMORE				Professional Services	N
191	01-091-000-0000-6261		153.45	COURT APPEAR 48-JV-21-88				Professional Services	N
66648	Therapeutic Services Agency Inc		230.18	2 Transactions					
2050	Thrifty White Pharmacy								
192	01-251-000-0000-6283		1,592.55	INMATE PERSC/MED 4/21-PD 47				Care Of Prisoners	N
2050	Thrifty White Pharmacy		1,592.55	1 Transactions					
660	Tw Vending								
194	01-251-000-0000-6283		80.55	INDIGENT 4/21				Care Of Prisoners	N
195	01-251-000-0000-6283		4.41	EMAIL & SMS				Care Of Prisoners	N
196	01-251-000-0000-6283		841.65	DEO, TOOTHPASTE, SOAP-PD 14				Care Of Prisoners	N
197	01-251-000-0000-6402		136.30	SANI CLOTHS, SPORKS-PD 21				Supplies	N
193	01-253-000-0000-6803		7,048.13	VEND SALES-APR 2021-PD 13				Miscellaneous Expense	N
660	Tw Vending		8,111.04	5 Transactions					
77791	US Bank								
225	01-091-000-0000-6243		20.00	JOE'S ONE PROFESSION PARTICIPA				Registration Fees	N
224	01-091-000-0000-6846		696.86	HORIZON FITNESS-WORKOUT EQUIP				Forfeiture Expenditures	N
226	01-092-000-0000-6851		22.00	FLIGHT CANCELLATION-KIDNAP TRL				Victim Emergency-Victim Payments	N
227	01-092-000-0000-6851		315.80	FLIGHT -KIDNAPPING TRIAL				Victim Emergency-Victim Payments	N
77791	US Bank		1,054.66	4 Transactions					
77805	US Bank *								
228	01-201-000-0000-6241		810.00	DUES-LICENSE				Dues	N
229	01-201-000-0000-6241		90.00	NAUMAM (JAIL) POST LIC				Dues	N
230	01-201-000-0000-6241		2.24	NAUMAM (JAIL) POST LIC				Dues	N
232	01-201-000-0000-6261		90.00	MO SERV FEE				Professional Services	N
238	01-201-000-0000-6285		440.00	TRAINING				Training Expense	N
241	01-201-000-0000-6285		130.00	TRAINING COX				Training Expense	N
231	01-201-000-0000-6402		77.80	SUP-ECTATION PAPER SQUADS				Supplies	N
235	01-201-000-0000-6402		14.69	SUPPLIES				Supplies	N

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1 County Revenue Fund

**** Mille Lacs County ****

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor Name		Rpt		Warrant Description		Invoice #		Account/Formula Descripti	
No.	Account/Formula	Accr		Service Dates		Paid On Bnf #	On Behalf of Name		
236	01-201-000-0000-6402			SUPPLIES			Supplies		N
237	01-201-000-0000-6402			SUPPLIES			Supplies		N
239	01-201-000-0000-6402			SUPPLIES			Supplies		N
242	01-201-000-0000-6402			SD CARDS			Supplies		N
240	01-201-000-0000-6605			NEW SQUAD EQUIP			Vehicles		N
233	01-202-000-0000-6402			COURT SEC SUPPLIES			Office Supplies		N
234	01-202-000-0000-6402			SUPPLIES			Office Supplies		N
245	01-251-000-0000-6402			CHARGING STATION-24 HR LOBBY			Supplies		N
246	01-251-000-0000-6402			EVIDENCE BAG			Supplies		N
243	01-251-000-0000-6603			TRASH CANS-INMATES-PD 21			Equip,Furniture,Fixtures		N
244	01-251-000-0000-6605			WINDOW TINT-FLOOR MATS-DURANGO			Vehicles		N
247	01-253-000-0000-6803			FENTANYL REAGENT			Miscellaneous Expense		N
77805	US Bank *								
							20 Transactions		
77806	US Bank **								
205	01-035-000-0000-6243			TRAINING K FETTERS			Registration Fees		N
223	01-035-000-0000-6243			TRAINING K FETTERS			Registration Fees		N
213	01-060-000-0000-6243			TRAIN FOR SUP			Registration Fees		N
222	01-060-000-0000-6261			SURVEY MONKEY			Professional Services		N
198	01-060-000-0000-6403			SUPPLIES			Ergonomic Supplies		N
201	01-060-000-0000-6403			PW ERGONOMIC SUPPLIES			Ergonomic Supplies		N
206	01-060-000-0000-6403			CVS ERGONOMIC SUP			Ergonomic Supplies		N
208	01-060-000-0000-6403			CVS ERGONOMIC SUP			Ergonomic Supplies		N
211	01-060-000-0000-6403			CVS ERGONOMIC SUP			Ergonomic Supplies		N
218	01-060-000-0000-6842			CVS ERGONOMIC SUP			Ergonomic Supplies		N
221	01-063-000-0000-6261			EE RECOGNITION ITEMS			Employee Recognition		N
200	01-110-000-0000-6301			SHERIFF			Professional Services		N
202	01-110-000-0000-6301			BUILD MTNC SUPPLIES			Repair & Maintenance-Bldg & Equipn		N
202	01-110-000-0000-6301			BUILD MTNC SUP			Repair & Maintenance-Bldg & Equipn		N
203	01-110-000-0000-6301			BUILD MTNC SUP			Repair & Maintenance-Bldg & Equipn		N
204	01-110-000-0000-6301			BUILD MTNC SUP			Repair & Maintenance-Bldg & Equipn		N
209	01-110-000-0000-6301			BUILD MTNC SUP			Repair & Maintenance-Bldg & Equipn		N
219	01-110-000-0000-6301			BUILD MTNC SUP			Repair & Maintenance-Bldg & Equipn		N
214	01-110-000-0000-6402			BUILD MTNC SUP			Repair & Maintenance-Bldg & Equipn		N
215	01-110-000-0000-6402			BUILD MTNC SUP			Supplies		N
220	01-110-000-0000-6402			BUILD MTNC SUP			Supplies		N
199	01-201-000-0000-6242			BUILD MTNC SUP			Supplies		N
210	01-251-000-0000-6301			AZURE-SHERIFF			Subscriptions		N
212	01-251-000-0000-6301			JAIL MTNC			Repair & Maintenance-Bldg & Equipn		N
				JAIL MTNC SUP			Repair & Maintenance-Bldg & Equipn		N

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**** Mille Lacs County ****



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10 Public Works Department

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		
77807 Enterprise FM Trust									
46	10-340-000-0000-6261		45.00	PW MTNC FEE 9@5.00			Professional Services	N	
42	10-340-000-0000-6344		634.78	PW UNIT 1415-PMT			Public Works Enterprise Lease	N	
43	10-340-000-0000-6344		570.03	PW UNIT 1416-PMT			Public Works Enterprise Lease	N	
44	10-340-000-0000-6344		566.06	PW UNIT 1417-PMT			Public Works Enterprise Lease	N	
45	10-340-000-0000-6344		653.98	PW UNIT 1414-PMT			Public Works Enterprise Lease	N	
77807 Enterprise FM Trust			2,469.85	5 Transactions					
77801 Geotab USA, Inc									
54	10-340-000-0000-6261		936.00	GEOTAB FOR PW IN 272832			Professional Services	N	
77801 Geotab USA, Inc			936.00	1 Transactions					
77806 US Bank **									
207	10-310-000-0000-6288		100.00	HOTEL FOR N KNOPIK			Conferences (Adm)	N	
216	10-340-000-0000-6243		0.93	MILACA DMV-CC FEE #9502			Registration Fees	N	
217	10-340-000-0000-6243		37.25	MIL DMV-PHOLE TRAILER PLT 9502			Registration Fees	N	
77806 US Bank **			138.18	3 Transactions					
10 Fund Total:			3,544.03	Public Works Department		3 Vendors		9 Transactions	

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12 General Ditch Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	
No.	Account/Formula	Acct	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
64	78019 HOUSTON ENGINEERING INC						
	12-652-001-0000-6803		9,724.00	CD2 PROFESSIONAL SERVICES		Miscellaneous Expense-Redetermin	N
78019	HOUSTON ENGINEERING INC		9,724.00	1 Transactions			
18044	Rinke-Noonan						
167	12-651-000-0000-6803		32.38	DITCH RETAINER-APR		Miscellaneous Expense	Y
164	12-652-000-0000-6803		97.50	DITCH #2 REDETERMINATION		Miscellaneous Exp-pre-redetermina	Y
165	12-652-000-0000-6803		162.50	DITCH 4 DRAINAGE MATTERS		Miscellaneous Exp-pre-redetermina	Y
167	12-652-001-0000-6803		36.70	DITCH RETAINER-APR		Miscellaneous Expense-Redetermin	Y
167	12-653-000-0000-6803		37.22	DITCH RETAINER-APR		Miscellaneous Expense	Y
167	12-654-000-0000-6803		22.30	DITCH RETAINER-APR		Miscellaneous Expense	Y
167	12-655-000-0000-6803		13.20	DITCH RETAINER-APR		Miscellaneous Expense	Y
167	12-656-000-0000-6803		1.90	DITCH RETAINER-APR		Miscellaneous Expense	Y
167	12-657-000-0000-6803		7.10	DITCH RETAINER-APR		Miscellaneous Expense	Y
167	12-661-000-0000-6803		13.62	DITCH RETAINER-APR		Miscellaneous Expense	Y
167	12-664-001-0000-6803		35.58	DITCH RETAINER-APR		Miscellaneous Expense- redetermin	Y
18044	Rinke-Noonan		460.00	11 Transactions			
12 Fund Total:			10,184.00	General Ditch Fund	2 Vendors	12 Transactions	

*** Mille Lacs County ***



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37 Capital Projects Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name		Rpt Accr	Amount	Warrant Description		Invoice #		Account/Formula Descripti	
No.	Account/Formula			Service Dates		Paid On Bhf #	On Behalf of Name		
77807	Enterprise FM Trust								
39	37-873-000-0000-6603		4,113.51	FLEET CARS				Equip, Furniture, Fixtures	N
77807	Enterprise FM Trust		4,113.51	1 Transactions					
37 Fund Total:			4,113.51	Capital Projects Fund		1 Vendors		1 Transactions	

*** Mille Lacs County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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75 State Agency Fund

Vendor		Name		Account/Formula		Rpt		Warrant Description		Service Dates		Invoice #		Account/Formula Description		1099	
No.	Account/Formula	Accr	Rpt	Amount													
125	13013 Mn State Treasurer - Accounting Division																
124	75-885-000-0000-6805			6,457.50				APR 2021 RECORDING SURCHG						Collected For Other Agencies		N	
126	75-886-000-0000-6805			3,150.00				APR 2021 VITALS						Collected For Other Agencies		N	
	75-891-000-0000-6805			54.00				APR 2021 ASSURANCE						Collected For Other Agencies		N	
	13013 Mn State Treasurer - Accounting Division			9,661.50						3 Transactions							
	75 Fund Total:			9,661.50				State Agency Fund						1 Vendors			3 Transactions



**INTEGRATED
FINANCIAL SYSTEMS**

81 Taxes & Penalties Fund

Mille Lacs County

Audit List for Board Auditor's Vouchers Entries

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Vendor Name		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Paid On Bhf #	On Behalf of Name	
		Warrant Description	Service Dates	Amount
		Accr	Rpt	
999999993	KOLJONEN/PATRICIA			
83	81-831-000-0000-5001			
999999993	KOLJONEN/PATRICIA			
13040	Milaca Building Center			
104	81-815-000-0000-6803			
13040	Milaca Building Center			
81 Fund Total:				
Final Total:				

Final Total:

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*** Mille Lacs County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	686,041.14	County Revenue Fund
10	3,544.03	Public Works Department
12	10,184.00	General Ditch Fund
37	4,113.51	Capital Projects Fund
75	9,661.50	State Agency Fund
81	1,023.10	Taxes & Penalties Fund
All Funds	714,567.28	Total

Approved by,

[Signature]
.....
[Signature]
.....
5/20/21
[Signature]
.....

524221

Requested Meeting Date: 06/01/21
(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration:
Authorize Closure of County Roads 29 & 31 in Princeton on June 10, 2021

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: Neal R. Knopik, County Engineer	Department: Public Works
---	------------------------------------

Who will attend the meeting and be able to respond to questions? Give name and title:
Neal R. Knopik, County Engineer

Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates):
The City of Princeton has requested the closure of County State Aid Roads 29 and 31 for the "Rum River Festival Parade" taking place on June 10, 2021 from 9am to 9pm. This includes the updated resolution from the City of Princeton with the corrected dates.

Alternatives/Options/Comments:

Recommended Action/Motion:
Approve closure of CSAH 29 and 31.

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.)
 Street Closure Permit resubmitted May 18th.

Board action: (for use by Recording Secretary)
☐ Approved ☐ Denied ☐ Tabled: _____



Public Works Department

635 2nd Street SE

Milaca, MN 56353

(320) 983-8201

Fax: (320) 983-8383

E-mail: publicworks@millelacs.mn.gov

Street Closing Permit Application (Community or Private Event)

County Policy – May 1, 1990

CSAH 29 & 31 County Road _____

PERMIT # _____

PERMIT FEES AND TERMS

X Community Event: No Charge with Insurance AgreementPrivate Event: \$500 with County Board Approval and Insurance Agreement

Also subject to the terms and conditions as stated in attached Agreement to Close Road dated May 1, 1990.

The County Public Works Department will furnish and install minimal traffic control devices to re-route traffic if requested.

Name of Applicant: City of Princeton / Chamber of Commerce		Circle One: Community Event or Private Event
Address: 705 2 nd Street North		Name of Event: Rum River Festival Parade
Telephone Number: City 763-389-2040 Chamber 763-389-1764	Fax Number: City 763-389-0993	Date and Time of Event: June 10 th - 9am to 9pm
Detailed Description of Road Closing (starting and end point, etc.): Proposed to be closed, CSAH 29 from 6 th Street South to First Street and CSAH 31 from CSAH 29 to 8 th Ave		

Dated 5/14/21Signature Shawn Jenkins

FOR OFFICE USE ONLY			
Approval Granted by County Board on:		Resolution Received on:	Certificate of Insurance Received on:
BARRICADES			
Number of Barricades Picked Up	Name of Person Picking up Barricades:	Dated Picked Up:	Date Returned:

AGREEMENT TO CLOSE A COUNTY ROAD

May 1, 1990

Mille Lacs County authorizes the closure of County Road 29 & 31 subject to the following conditions:

1. The City and any sponsoring organization assert they have reviewed all possible alternative sites for the event and have determined that closing the county road is the only feasible alternative.
2. The City has passed a resolution requesting the closure and authorizing signing of this Agreement and assures the street will be closed only for the times specified in the resolution.
3. The City agrees to assume all county costs and county liability of whatever nature related to the closing and temporary use of the road by the City and agrees to hold the County harmless for all actions and liability related to the closing of the road including, but not limited to the loss of property access, loss of delay of emergency access, traffic related accidents, carnival related accidents, and general liability.
4. The City agrees to provide and attach to this Agreement ten (10) days prior to the closure a liability insurance certificate from the City or the sponsor with the County named co-insured with no exceptions in an amount of \$1,500,000 for any number of single claims arising out of a single occurrence, \$500,000 when the claim is one for death by wrongful act or omission and \$500,000 to any claimant in any other case.
5. Unless all liability is assumed by the City in writing and insured against by the certificate described in Item 4, the City shall provide and attach to this Agreement ten (10) days prior to the closure a liability insurance certificate in the amounts described in Item 4 above from any such organization that is present and involved in activities which may subject the organization to liability where the organization, or activities, are located within the road right-of-way.
6. The City shall provide sufficient reflectorized three board barricades with "road closed" signs attached that the road will be completely barricaded from edge to edge in such a way that traffic cannot enter the closed area. Advanced warning signs stating "road closed ahead" with a specified and signed detour shall be provided. The City shall periodically inspect the barricades to assure they remain in place at all times and take extra care at areas of access used for deliveries of material to the site where vendors or others may move barricades. All signs shall meet the MUTCM requirements.
7. The City shall assure that no holes are dug in the street pavement or posts or pins driven into the pavement.
8. The City shall be responsible for removal of all debris on the street right-of-way and the adjacent neighborhood and shall remove it within 24 hours of the end of the event at its expense.
9. The damage to the road, sidewalk, or boulevard shall be repaired by the City at its cost.

This Agreement becomes effective upon the signature of the City and County, and the attachment of the Certificate of Insurance documents. The Agreement terminates upon acceptance of the road by the County Engineer and satisfaction of all sections of the Agreement and settlement of all litigation or actions that arise.

CITY OF

Princeton

Signature

Shawna Kentus

Title

City Clerk

Dated

5-14-21

COUNTY OF MILLE LACS

Signature

Paul Osh

Title

Board Chair

Dated

6/1/2021

RESOLUTION #21-24

**A RESOLUTION REQUESTING THAT THE COUNTY OF MILLE LACS
ALLOW THE CITY OF PRINCETON TO ANNUALLY CLOSE A PORTION
OF RUM RIVER DRIVE (CSAH 29) FOR VARIOUS PRINCETON EVENTS**

WHEREAS, the City of Princeton desires that various sections of County State Aid Highway 29 (Rum River Drive) and various sections of County State Aid Highway 31 (1st Street North) be closed annually at the various times on the days noted below for the following noted community events, and

1. The Rum River Festival Parade held June 10, 2021 from approximately 9:00am to 9:00pm.
Proposed to be closed: CSAH 29 from 6th Street South to 1st Street and CSAH 31 from CSAH29 to 8th Ave

WHEREAS, the City agrees to the comply with the terms of the County agreement for closing county roads dated May 1, 1990 in all respects, and

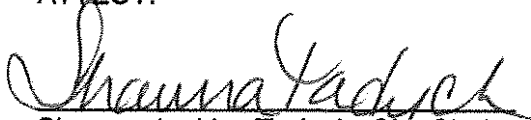
WHEREAS, the City has reviewed all alternate locations for the events and has determined the county road is the only feasible location at which to hold the events, and

WHEREAS, the City has obtained the necessary insurance certificates from sponsors and any carnival or commercial vendors involved,

NOW THEREFORE, BE IT RESOLVED, that the City of Princeton hereby requests the County allow the city of Princeton to close the CSAH 29 on the time and dates of each year as noted above and, further, hereby authorizes the City Administrator to execute the agreement with the County.

ADOPTED this 13th day of May, 2021

ATTEST:


Shawna Jenkins Tadych, City Clerk


Thom Walker, Mayor



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/14/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Princeton Insurance Agency 104 So Rum River Dr Princeton MN 55371		CONTACT NAME: Kim Sautter PHONE (A/C, No, Ext): (763) 389-3650 FAX (A/C, No): (763) 389-3651 E-MAIL ADDRESS: Kims@PrincetonIns.com	
INSURED Princeton Area Chamber Of Commerce PO Box 563 Princeton MN 55371-0563		INSURER(S) AFFORDING COVERAGE INSURER A: Auto-Owners Insurance Company NAIC # 18988 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2021-2022 Master

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			08228602	02/15/2021	02/15/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	08156784	02/15/2021	02/15/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Princeton and Mille Lacs County are named as additional insured in regards to:
 Rum River Festival Events 2021

CERTIFICATE HOLDER

CANCELLATION

City of Princeton 705 Second Street North Princeton MN 55371	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

Requested Meeting Date: 06/01/21

(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*

**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:

Lisa Herges

Department:

ASO

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

Lisa Herges, Interim County Coordinator

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 \$115,074.28 for Fees from February 1-March 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? \$115,074.28

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: _____

Requested Meeting Date: 06/01/21

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

Title of Item for Consideration: Schedule County Board Work Sessions	
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: Lisa Herges	Department: ASO
Who will attend the meeting and be able to respond to questions? Give name and title: Lisa Herges, Interim County Coordinator	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): On 5/21/21 the Board adopted Resolution 05-21-2021-01 Appointing an Interim County Coordinator. To facilitate this transition, we request that a work session be scheduled for the first Friday of the month for June, July, and August to start at 8 am. The purpose of the work sessions will be to update the Board and the Interim County Coordinator on happenings in each of the departments and service units.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Approve scheduling work sessions on June 4, July 2, and August 6, beginning at 8 am.	
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: _____	

Requested Meeting Date: 06/01/21
(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Accept Donation for K9 Unit	
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: Chief Deputy Kyle Burton	Department: Sheriff's Office
Who will attend the meeting and be able to respond to questions? Give name and title: Chief Deputy Kyle Burton	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): Request the Board approve on consent the acceptance of a \$1000 donation made by Bill and Judith Atkinson of Milaca, MN for the Sheriff's Office K-9 Unit fund.	
Alternatives/Options/Comments: n/a	
Recommended Action/Motion: approve acceptance of the above donation on consent.	
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: _____	

Requested Meeting Date: 06/01/21

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

Title of Item for Consideration: Approve Property Tax Abatement	
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): On May 17, two individuals on behalf of parcel 11-014-0100 contacted the county regarding penalties and interest on 2020 payments. Their claim was that they made their first half 2020 payment on time but the check was lost in the mail. They provided a replacement check, however, \$417.36 had accumulated in penalties so the check paid penalties and tax, leaving a portion unpaid. They were advised to provide documentation proving that the original check was mailed on time but the letter they mailed also was lost. County A/T Eric Bartusch requested that they resend their documentation for review. The specific, personal financial information was omitted from the Board Packet but it is sufficient to demonstrate their initial payment was made on time. Staff requests the Board approve the abatement of the \$417.36, as well as penalties and interest that have since accrued. The total abatement is \$827.19.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Approve \$827.19 abatement to parcel 11-014-0100.	
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.) Communication from Taxpayer, Payment History, Payments Due	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled: _____	

PARCEL # 11-014-0100

TAX VALUES UNPAID REAL ESTATE
NAME- ECO REAL ESTATE HOLDINGS LLC

2020 PAY 2021 4.9

INT DATE- 6/01/2021

PAR/HALF	TAX DUE	SPEC	ASMT	PENALTY	INTEREST	COST	TOTAL DUE
2021-1	3,306.00		5.00	264.88			3,575.88
2021-2	3,306.00		5.00				3,311.00
2020	416.76		.60	356.15	38.68	15.00	827.19
TOTAL	7,028.76		10.60	621.03	38.68	15.00	7,714.07

-TAX PAYMENTS IN COUNTER BATCHES-

ENTER PRCL#/YR 11 - / 2021 INT DATE AMT PD YR
F1-RETURN F2-INQ F3-EOJ F6-NEXT PRCL F8-NEW YR F12-PRV SCRN F18-PRV PRCL

PARCEL # 11-014-0100

RCPT TRANS HIST REAL ESTATE
NAME- ECO REAL ESTATE HOLDINGS LLC

2019 PAY 2020 4.9

DATE-BATCH	PAID BY	VALID#	*-TAX & PENL-*	AMOUNT	REC#	CODE	PREV YR DLQ	ASMTS--*	AMOUNT
0/20/20-10	ECO REAL ESTATE HO	95		2,818.89	1	4801			4.40
0/15/20-TR			REFR	237.35					
			PENL	417.36					
			TOTL					3,478.00	
1/25/21-01	ECO REAL ESTATE HO	11		3,203.29	1	4801			5.00
			REFR	269.71					
			TOTL					3,478.00	

F9=PRINT THE RECEIPT

ENTER PARCEL#/YEAR 11 - / 2020

F7-PRV YR INFO

F1-RETURN F2-INQ F3-EOJ F6-NEXT PRCL F8-NEW YR F12-PRV SCRNL F18-PRV PRCL

Eric Bartusch

From: Lu Polski <ludelvaz@gmail.com>
Sent: Monday, May 17, 2021 3:56 PM
To: Eric Bartusch; Andy Polski
Subject: Property ID 11-014-0100 Penalty
Attachments: Checks 3137-3140 sent to mille lacs county treasurer.pdf

Hi Eric,

Andy & I just spoke with you on the phone to request that you have that late fee/penalty waived on Property number 11-014-0100.

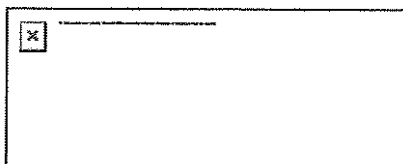
I sent check #3138 for the payment of the 1st half of last year's property tax. That check was probably lost in the mail, because it never got deposited.

Last October, we sent the payment for the 2nd half on time, without realizing the 1st half check never got deposited.

In January of 2021 I finally found out about the missing check. I talked to Karen and she asked me to send a copy of the missing check and other checks sent prior to that so she could confirm the date sent and waive the penalties. I sent all that along with the first half replacement check #4163 (see copies attached). The replacement check was deposited but the penalties were not waived.

I'm sending the first half tax payment for 2021 today. Please waive the penalties.

Thank you.



"Fight for the things that you care about. But do it in a way that will lead others to join you." — Ruth Bader Ginsburg

Requested Meeting Date: 06/01/21
(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration:

Approve Property Tax Abatement

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):

After property taxes were calculated and statements were issued, an system error relating to the application of agricultural credit was discovered. Approximately 150 parcels were impacted by having not received full ag credit. The A/T Office was able to correct the impacted parcels and amend the County's PRISM submission which alleviated the issue. However, a single parcel, 06-006-1101, was impacted in that it erroneously received an ag credit. At the May 18 work session, A/T discussed this parcel with the Board of Commissioners and received direction to proceed with a tax abatement to keep the statement as mailed, rather than amending the tax statement to include an extra \$490 in property tax. County Board approval is required.

Alternatives/Options/Comments:

Recommended Action/Motion:

Approve \$490 abatement to parcel 06-006-1101.

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.)

Property Tax Statement as Mailed

Board action: (for use by Recording Secretary)

☐ Approved ☐ Denied ☐ Tabled: _____

ERIC BARTUSCH
MILLE LACS COUNTY AUD./TREAS.
635 - 2ND STREET S.E.
MILACA, MN 56353
(320) 983-8304
millelacs.mn.gov

2021
PROPERTY TAX
STATEMENT

GREENBUSH TWP

TC

732

7

Property ID Number: 06-006-1101
Property Description: SECT-06 TWP-036 RANG-27
PART OF SW OF SE & SE OF SE DESC BEG
AT SE COR OF SE OF SE, W 2679.55 FT

ERIC A & KARLA J THOMSEN
6210 GREEN VALLEY RD
ANOKA MN 55303

39438-T

ACRES 53.30

Values and Classification		
Taxes Payable Year		
	2020	2021
Step 1	Estimated Market Value:	146,400 153.3
	Homestead Exclusion:	
	Taxable Market Value:	146,400 153.3
	New Improve/Expired Excls:	
	Property Class:	AGRI HSTD AGRI HSTD RUVH HSTD RUVH HSTD
	Sent in March 2020	
Step 2	Proposed Tax	
	* Does Not Include Special Assessments	858.
	Sent in November 2020	
Step 3	Property Tax Statement	
	First half Taxes:	180.00
	Second half Taxes:	180.00
	Total Taxes Due in 2021	360.00

\$\$\$

REFUNDS?

You may be eligible for one or even two refunds to
reduce your property tax.

Read the back of this statement to find out how to apply.

Taxes Payable Year: 2020 2021

1. Use this amount on Form M1PR to see if you are eligible for a homestead credit refund

File by August 15th. IF BOX IS CHECKED, YOU OWE DELINQUENT TAXES AND ARE NOT ELIGIBLE

2. Use these amounts on Form M1PR to see if you are eligible for a special refund

Property Tax
and Credits

3. Property taxes before credits

4. A. Agricultural and rural land tax credits

B. Other credits to reduce your property tax

5. Property taxes after credits

6. County

7. City or Town

8. State General Tax

9. School District: 477

A. Voter approved levies

B. Other local levies

10. Special Taxing Districts:

A. REGION 7E

B.

C.

D.

11. Non-school voter approved referenda levies

12. Total property tax before special assessments

Special Assessments
on Your Property

13. A.

B.

C.

D.

E.

14. YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS

	.00	
	961.99	921.5
	.00	490.0
	67.99	71.5
	894.00	360.0
	576.54	238.4
	173.92	64.9
	.00	.0
	53.27	7.7
	88.73	48.2
	1.54	.6
	894.00	360.0
	894.00	360.0

2nd Half 2021 DETACH AND RETURN THIS STUB WITH YOUR 2ND HALF PAYMENT
Pay Stub MAKE CHECKS PAYABLE TO: MILLE LACS COUNTY TREASURER

IF YOU PAY YOUR TAXES LATE, YOU WILL BE CHARGED A PENALTY.

PRCL# 06-006-1101

RCPT# 17903

AGRI HSTD

1st Half 2021 DETACH AND RETURN THIS STUB WITH YOUR FULL/1ST HALF PAYMENT
Pay Stub MAKE CHECKS PAYABLE TO: MILLE LACS COUNTY TREASURER

IF YOU PAY YOUR TAXES LATE, YOU WILL BE CHARGED A PENALTY.

PRCL# 06-006-1101

RCPT# 17903

AGRI HSTD

AMOUNT DUE		AMOUNT DUE	TOTAL TAX
NOV 16, 2021	2ND HALF TAX	MAY 18, 2021	1ST HALF TAX
	PENALTY		PENALTY
	TOTAL		TOTAL
NO RECEIPT SENT UNLESS REQUESTED. OUR CANCELLED CHECK IS YOUR RECEIPT.		TAXES OF \$100.00 OR LESS MUST BE PAID IN FULL.	

ERIC A & KARLA J THOMSEN
6210 GREEN VALLEY RD
ANOKA MN 55303

39438-T

ERIC A & KARLA J THOMSEN
6210 GREEN VALLEY RD
ANOKA MN 55303

39438-T

LIST ADDRESS

LIST ADDRESS

\$\$\$ REFUNDS

You may qualify for one or both refunds from the State of Minnesota based on your 2021 Property Taxes.

If you owned and occupied this property as your homestead on January 2, 2021, you may qualify for one or both of the following homestead credit refunds:

- Property Tax Refund** - If your taxes exceed certain income-based thresholds, and your total household income is less than \$116,180.
- Special Property Tax Refund** - If you also owned and occupied this property as your homestead on January 2, 2020 and both of the following are true:
 - The net property tax on your homestead increased by more than 12% from 2020 to 2021.
 - The increase was at least \$100, not due to improvements on the property.

For Form M1PR and instructions:



www.revenue.state.mn.us



(651) 296-3781



Minnesota Tax Forms
Mail Station 1421
St. Paul, MN 55146-1421

Make sure to provide your Property ID Number on your M1PR to ensure prompt processing.

Penalty For Late Payment Of Property Tax

If you pay your first half or second half property tax after the due dates, a penalty will be added to your tax. The later you pay, the greater the penalty you must pay. The table below shows the penalty amounts added to your tax if your property taxes are not paid before the date shown.

Property Type:	2021										2022
	May 18	June 1	July 1	Aug 1	Sep 1	Oct 1	Oct 16	Nov 1	Nov 16	Dec 1	Jan 2
Homesteads and Seasonal Rec.											
1st half	2%	4%	5%	6%	7%	8%	8%	8%	-	8%	10%
2nd half	-	-	-	-	-	-	2%	4%	-	5%	7%
Both Unpaid	-	-	-	-	-	-	5%	6%	-	6.5%	8.5%
Agricultural Homesteads											
1st half	2%	4%	5%	6%	7%	8%	8%	8%	8%	8%	10%
2nd half	-	-	-	-	-	-	-	-	2%	4%	6%
Both Unpaid	-	-	-	-	-	-	-	-	5%	6%	8%
Nonhomesteads											
1st half	4%	8%	9%	10%	11%	12%	12%	12%	-	12%	14%
2nd half	-	-	-	-	-	-	4%	8%	-	9%	11%
Both Unpaid	-	-	-	-	-	-	8%	10%	-	10.5%	12.5%
Agricultural Nonhomesteads											
1st half	4%	8%	9%	10%	11%	12%	12%	12%	12%	12%	14%
2nd half	-	-	-	-	-	-	-	-	4%	8%	10%
Both Unpaid	-	-	-	-	-	-	-	-	8%	10%	12%
Personal Property	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%
Manufactured Homes											
1st half	-	-	-	-	8%	8%	8%	8%	8%	8%	8%
2nd half	-	-	-	-	-	-	-	-	8%	8%	8%

Personal Property Located on Leased Government-owned Land: Taxes may be paid in two installments due at the same time as real property taxes. These taxes are subject to the same penalty schedule and penalty rates as real property taxes. All other personal property taxes are due in full on or before May 17, 2021.

Note to manufactured homeowners: The title to your manufactured home cannot be transferred unless all current year and delinquent personal property taxes are paid at the time of transfer.

IMPORTANT ADDITIONAL NOTES:

- TAXPAYERS ARE RESPONSIBLE FOR PAYMENT OF TAX AND THIS IS NOT AFFECTED BY FAILURE TO PROVIDE A STATEMENT FOR A PARCEL.
- WE DO NOT MAIL SECOND HALF STATEMENTS.
- PAYMENT - WE ARE PROHIBITED FROM ACCEPTING POST-DATED CHECKS. PAYMENT MUST BE IN U.S. DOLLARS BY MONEY ORDER, OR DRAFT FROM A U.S. BANK OR BRANCH. DRAFT MUST HAVE BANK'S CODED TRANSIT NUMBER ALONG BOTTOM EDGE.
- POSTMARK DETERMINES MAIL PAYMENT DATE. Laws 1996, Chapter 471, Article 3, Section 22, enacted as M.S. 276.017 PROVIDE THAT A UNITED STATES POSTAL SERVICE POSTMARK QUALIFIES AS PROOF OF TIMELY MAILING; HOWEVER POSTMARK OF A PRIVATE POSTAGE METER MACHINE DOES NOT QUALIFY AS PROOF OF TIMELY MAILING.

SENIOR CITIZEN PROPERTY TAX DEFERRAL

The Senior Citizen Deferral Program provides a low-interest loan to senior citizens having difficulty paying property taxes. This is not a tax forgiveness program, however, this program:

- Limits the maximum amount of property tax paid to 3% of total household income, and
- Ensures the amount of tax paid remains the same as long as you participate in this program.

To be eligible, you must file an application by November 1, 2021, as well as:

- Be at least 65 years old,
- Have a household income of \$60,000 or less, and
- Have lived in your home for at least 15 years.

To receive a fact sheet and application for this program, or to file an on-line application, go to www.revenue.state.mn.us and type keyword "deferral" into the search box, or call the Senior Deferral Administrator at (651) 556-4803 to have the information mailed to you.

ADDRESS CORRECTION

NEW ADDRESS:

NAME _____

STREET ADDRESS _____

CITY _____

STATE _____ ZIP CODE _____

ADDRESS CORRECTION

NEW ADDRESS:

NAME _____

STREET ADDRESS _____

CITY _____

STATE _____ ZIP CODE _____

THIS STUB MUST ACCOMPANY FIRST HALF PAYMENT

THIS STUB MUST ACCOMPANY SECOND HALF PAYMENT

Requested Meeting Date: 06/01/21
(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Consider Approval of Small Cities Development Program Drug-Free Workplace 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: Mike Wimmer	Department: Economic Development
Who will attend the meeting and be able to respond to questions? Give name and title: Mike Wimmer - Economic Development Manager	
Summary of Issue <i>(include previous Board or Committee actions and/or minutes, as well as applicable dates):</i> Staff is requesting board approval of a revised Small Cities Development Program Drug-Free Workplace policy document as required by the Minnesota Department of Employment & Economic Development (DEED) and the US Department of Housing & Urban Development (HUD). This is a revised version of the drug-free workplace policy that was approved by the County Board of Commissioners at the 5/18/21 meeting. The content of the policy is unchanged from the policy approved at the 5/18/21 board meeting, but DEED has requested that the County submit a signed copy in HUD's preferred updated document format.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Approve Small Cities Development Program Drug-Free Workplace Policy and Authorize Board Clerk Signature on Document.	
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 <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.) Copy of Small Cities Development Program Drug-Free Workplace Policy from DEED/HUD	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled: _____	

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name
Mille Lacs County

Program/Activity Receiving Federal Grant Funding

Mille Lacs County Small Cities Development Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Mille Lacs County
635 2nd Street SE
Milaca, MN 56353

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Eric Bartusch

Title

Board Clerk

Signature

Date

6-1-2021

Requested Meeting Date: 6/1/2021

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

Title of Item for Consideration:	
Approve Commissioners' Mileage and Per Diems - May 2021	
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: Lisa Herges	Department: ASO
Who will attend the meeting and be able to respond to questions? Give name and title: Lisa Herges, Interim County Coordinator	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): Per Board instruction, claims submitted by Commissioners for mileage and per diems will be presented each month on the agenda for formal Board approval.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Approve February Claims for the Commissioners' Mileage and Per Diems in the amount of \$509.88	
Financial Impact: Is there a cost associated with this request? ☒ Yes ☐ No What is the total cost, including tax and shipping? \$509.88 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.) Breakdown per Commissioner	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled: _____	

MAY 2021 Commissioners Mileage and Per Diems

In August 2009 Mileage and Per Diem changed to be paid through Payroll

code 192 code 195 YEAR TO DATE TOTALS

	Per Diem	Mileage	TOTALS	Per Diem	Mileage
Phil Peterson			0.00	0.00	0.00
Roger Tellinghuisen			0.00	45.00	29.12
Genny Reynolds	270.00	15.68	285.68	1,080.00	110.60
David Oslin	45.00	179.20	224.20	90.00	286.72
Tim Wilhelm			0.00	0.00	0.00
TOTALS	315.00	194.88	509.88	1,215.00	426.44

Requested Meeting Date: 06/01/21
(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration:

Consider Approval of addendum to the 2021 Mille Lacs Academy Host County Contract

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:

Suzanne Leiwica

Department:

MLCCVS

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

Suzanne Leiwica, Assistant Director MLCCVS

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

The Mille Lacs County Board has previously approved the Host County Contract for Mille Lacs Academy/Nexus for calendar year 2021. MLA has requested adding language to the 2021 Host County Contract to address the need for one to one staff for a child at the rate of \$25.00 per hour in addition to the established per diem.

Alternatives/Options/Comments:

NA

Recommended Action/Motion:

Approve the addendum to the Mille Lacs Academy Host County Contract.

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: _____

Amendment No. 001

In accordance with the **PURCHASE OF SERVICE AGREEMENT** dated: July 22, 2020

BETWEEN:

THE MILLE LACS COUNTY BOARD OF
COMMISSIONERS, a political subdivision of the State
of Minnesota, as represented by its Department of
Community and Veteran's Services
(Department)
625 2nd Street SE
Milaca, MN 56353

AND:

MILLE LACS ACADEMY/NEXUS
(Contractor)
407 130th Avenue South
Onamia, MN 56359

for the Agreement described as follows:

Lead County Contract for services purchased from
financially responsible agencies of other counties.
Services include, Children's Residential Facilities:
Group Residential Services governed under Chapter
2660.0010-0220 and Certification Standards:
Residential Mental Health Treatment for Children with
Severe Emotional Disturbance under Chapter
2960.0580-0690.

THE DEPARTMENT AND CONTRACTOR AGREE AS FOLLOWS:

The Parties hereby agree to add the following provision to Section 2 Cost and Delivery of Purchased Services:

Upon prior written notice to the placing agency, in the event that a Contractor's client requires a one-to-one staff assignment due to a clinical and/or safety determination, the Contractor agrees to provide such one-on-one staffing at a rate of \$25.00 per hour for up to 16 hours per day for the duration of said assignment. The placing agency shall be responsible for all costs associated with such one-on-one staffing assignments. The Contractor shall invoice the placing agency on a monthly basis. Such invoices shall include the name the client, the name of the Contractor's assigned staff member, and a detailed hourly accounting of when one-on-one staffing services were provided. Upon receipt of said invoice, the placing agency shall remit payment. Unless the Department is the placing agency, the Department and the County shall not be responsible for the coordination, payment, collection, remission, or reimbursement of any associated costs or any other services associated with such staffing.

THE MILLE COUNTY BOARD OF COMMISSIONERS
(Department)

Paul Oshin

(Signature)

David Ostin

Chairperson, Mille Lacs County Commissioner
(Printed name)

6-4-2021

(Date)

MILLE LACS ACADEMY/NEXUS
(Contractor)

(Signature)

**Chief Executive Officer, Mille Lacs
Academy/Nexus**
(Printed name)

(Date)

Requested Meeting Date: 06/01/21
(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Approve Liquor, Beer, & Wine Licenses	
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: 5 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 <i>(include previous Board or Committee actions and/or minutes, as well as applicable dates):</i> Liquor, Beer, and Wine Licenses follow the State fiscal year and are in the process of being renewed. A list of licenses that have progressed through the process is attached.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Approve licenses as presented	
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 <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.) List of Licenses for Board Approval	
Board action: <i>(for use by Recording Secretary)</i> ☐ Approved ☐ Denied ☐ Tabled: _____	

COMMISSIONERS BOARD MEETING		6/1/2021	
<u>LICENSES TO APPROVE</u>		<u>TYPE OF LICENSE</u>	<u>TOWNSHIP</u>
JEFFREY PETER MORSON			
DBA: LONG SIDING BAR & GRILL		ON/OFF SALE W/SUNDAY LIQUOR	PRINCETON TWP
DA BOATHOUSE LLC			
DBA: DA BOATHOUSE IN DA BAY		ON SALE W/SUNDAY LIQUOR	EAST SIDE
EDDY'S RESORT LLC			
DBA: EDDY'S RESORT		ON/OFF SALE W/SUNDAY LIQUOR	KATHIO
GATEWAY CAFÉ & STATION INC			
DBA: GATEWAY LIQUOR		OFFSALE ONLY	ONAMIA
FORBS INC			
DBA: BAYVIEW BAR & GRILL		ON/OFF SALE W/SUNDAY LIQUOR	SOUTH HARBOR



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 06/01/21

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

Title of Item for Consideration: Accept Resignation of County Auditor-Treasurer	
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: Lisa Herges, Interim County Coordinator	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): The Administrative Services Office has received notification from Eric Bartusch of his resignation from the position of Mille Lacs County Auditor-Treasurer effective June 25, 2021.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Accept the resignation of Mille Lacs County Auditor-Treasurer, Eric Bartusch in good standing.	
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.) Resignation letter	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled: _____	

May 24, 2021

Mille Lacs County
635 2nd St SE
Milaca, MN 56353

To the Mille Lacs County Board of Commissioners,

The purpose of this letter is to formally notify Mille Lacs County of my intention to resign my position as County Auditor – Treasurer. I have accepted a position with St. Francis School District to be the Director of Business Services. My last day with Mille Lacs County will be June 25, 2021. I do have preplanned vacation time scheduled from May 24, 2021 – May 28, 2021. I will not take any additional leaves in accordance with the personnel policy.

My time with the County has notably been short. In this year and a half, I have had an incredible opportunity to work with a talented and dedicated Staff. I have personally seen how the departments all collaborate to meet the needs of the community; walking away from such a great team is going to be difficult. However, this opportunity with St. Francis School District is too great for me to pass up. I am very excited to begin my next chapter.

I remain committed to my position through the end of my employment. I certainly look forward to working with the Interim Auditor – Treasurer to ensure projects and priorities receive a proper handoff. Even after my last day, I am available to the County to help answer any questions to the extent that it does not hinder my new position.

I sincerely appreciate the opportunity to work for Mille Lacs County, and wish all of you the very best.

Respectfully,



Eric Bartusch
eric.g.bartusch@gmail.com
651-724-7306

Your resignation, effective 6/25/2021, is hereby accepted by Mille Lacs County. Please contact Karly via email or phone (x8456) to schedule an exit interview.

Signed: Paul Dahl Date: 6/1/2021

Requested Meeting Date: 06/01/21

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

Title of Item for Consideration:	
Transfer County Administrator Responsibilities to County Coordinator	
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: 5 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: Lisa Herges, Interim County Coordinator	Department: ASO
Who will attend the meeting and be able to respond to questions? Give name and title:	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): On May 18, 2021 the County Board adopted resolution 05-18-2021-02, abandoning the County Administrator form of government. To address the many references to County Administrator in policies and contracts, we request that the Board approve the transfer of County Administrator responsibilities to the County Coordinator. As a reminder, per M.S. 375.49, the county coordinator may be assigned "to manage any or all of the affairs of the county which the county board has authority to control."	
Alternatives/Options/Comments: Have all references to County Administrator in policies and contracts transfer to the Board Chair.	
Recommended Action/Motion: Approve all County Administrator responsibilities noted in contracts and policies to transfer to the County Coordinator.	
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: 06/01/21
(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration:

Approve Purchase of Picnic Tables Allotted by SHIP Grant

Consent Agenda

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

Regular Agenda – Estimate Time Needed: 5 minutes

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

Submitted by:

Karly Fetters - Wellness Coordinator

Department:

ASO

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

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

The Wellness Committee submitted a grant application for the 5/1 grant deadline that would award picnic tables for the North Law Enforcement Facility to support the employee wellness goal. Mille Lacs County's grant application was approved by the Statewide Health Improvement Program (SHIP) on 5/27/2021. The grant funds will be used to purchase 2 picnic tables. The county's required 10% in-kind match will be satisfied with the wages for the time of the Facilities Operations Manager and Building Maintenance Worker for the assembly of these items.

Alternatives/Options/Comments:

Recommended Action/Motion:

Approve Purchase of 2 Picnic Tables Allotted by SHIP Grant

Financial Impact:

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

What is the total cost, including tax and shipping? \$284.95

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.)

SHIP Mini-Grant Application and Approval

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

☐ Approved ☐ Denied ☐ Tabled: _____



05/27/2021

Mille Lacs County North Law Enforcement Facility
 6183 State Hwy 27
 Wahkon, MN 56386
 Attn: Karly Feters

RE: Picnic Tables

Thank you for your grant application submission for the Partners in Healthy Living mini-grant. Your project has been approved. Your mini-grant is awarded for the amount of **\$1900.00**.

As a reminder, the financial transaction will be on a reimbursement basis only. A cost reimbursement payment is a type of grant payment in which the grantee incurs the expenses before requesting repayment from Partners in Healthy Living. This means the cost must be paid by the grantee before it can be reimbursed.

Attached you will find a final report form and W-9 form that must be submitted along with all supporting documents upon project completion and emailed to partnersinhealthyliving@gmail.com or by mail to Kanabec County Community Health, Attn.: Partners in Healthy Living, 905 Forest Avenue East, Suite 127, Mora, MN 55051.

In Health,

Lori Swanson - Kanabec County Community Health
 Hailey Freedlund - Pine County Public Health
 Alisha Fussy - Mille Lacs County Community Health
 Michelle Pivec - Isanti County Public Health

lori.swanson@co.kanabec.mn.us
hailey.freedlund@co.pine.mn.us
alisha.fussy@millelacs.mn.gov
michelle.pivec@co.isanti.mn.us

Partners in Healthy Living

Isanti, Kanabec, Mille Lacs, Pine

January 2021

Subject: Partners in Healthy Living Funding Opportunity

Partners in Healthy Living, serving Isanti, Kanabec, Mille Lacs and Pine Counties, is pleased to announce mini-grant funding for 2021. Partners in Healthy Living is funded through the Statewide Health Improvement Program as part of the State of Minnesota's Health Care Reform Initiative. Partners in Healthy Living is working with communities, schools, healthcare, and worksites to promote policy, system and environmental changes with a focus to improve nutrition, increase physical activity, and decrease tobacco use and exposure.

Mini-grants shall not exceed **\$2,999.99** per partner site. If the initial application does not exceed the \$2999.99 maximum, the applicant is able to submit subsequent applications up to the maximum amount. Grant applications will be accepted on a monthly basis starting February 2021 through August 1, 2021. If awarded, the financial transaction will be on a reimbursement basis only. A cost reimbursement payment is a type of grant payment in which the grantee incurs the expenses before requesting repayment from Partners in Healthy Living. This means the cost must be paid by the grantee before it can be reimbursed.

If approved for funding, grantee will be required to submit a project report and supporting documentation by **September 30, 2021**. Please submit your application to Partners in Healthy Living at partnersinhealthyliving@gmail.com or via mail to Kanabec County Community Health, c/o: Partners in Healthy Living, 905 Forest Avenue East, Suite 127 Mora, MN 55051.

Sincerely,

Partners in Healthy Living Staff

Lori Swanson - Kanabec County (320) 679-6316

Michelle Pivec - Isanti County (763) 689-8265

Alisha Fussy - Mille Lacs County (320) 983-8299

Hailey Freedlund - Pine County (320) 591-1595



Partners in Healthy Living Mini-Grant Application Guidelines

Please use the following information to help guide you in completing the Partners in Healthy Living mini-grant application. Each numbered detail below corresponds to the application questions on the following pages. Closely review the allowable and unallowable expense documents.

- 1) Select the appropriate strategy that you are applying for to receive mini-grant funds. If you are unsure of which strategy best describes your project or if your project covers more than one of the listed settings, any of the listed Partners in Healthy Living Staff can help you determine which to choose.
- 2) Briefly describe your project and how it will positively affect health.
- 3) Identify if this project is a policy, systems or environmental change (PSE) and by checking one of the boxes on the application.

DEFINITIONS:

Policy: A policy change can be a law, ordinance, resolution, mandate, regulation, or rule that is either formal or informal which positively affects health. (e.g. passing a policy in a school that does not take away physical activity opportunities as a disciplinary measure.)

Systems: A systems change impacts all elements of an organization or institution which positively affects health. (e.g. implementing an evidence-based program into a clinic or hospital.)

Environment: An environmental change involves a physical or material change to the economic, social, or physical environment which positively affects health. (e.g. implement a healthy snack station in a workplace setting.)

- 4) Briefly describe how your project aims to address PSE.
- 5) In some detail, please describe how you will use the requested funds for your project. In addition, provide a detailed list of expenses including total dollar amount requesting.
- 6) Briefly describe how you plan to make your project sustainable in the future. This may include describing who will be in charge of the project after the funds are depleted, how funds will be allocated in the future to support the project goals, how the project could be used to support other initiatives in your community, or describing other ways you plan to make your project sustainable.
- 7) Select whether you anticipate your project will impact low-income individuals, those aged 60 or older, and minority racial or ethnic groups. In this case, "impact" means whether individuals of these groups will be reached and positively affected by the efforts of your project. Also include your expected number of individuals this project will reach.
- 8) Describe how you will provide the required minimum 10% in-kind contribution. Provide a detailed itemized list that includes the dollar amount. Also include any amount above and beyond the minimum required 10%.

For example: If you are requesting a grant in the amount of \$1,000, you would need to provide the equivalent of a minimum of \$100 towards the project. This can either be contributed in a monetary amount or contributed by having a designated individual overseeing the project whose work amounts to 10% of the requested amount. In this example, if the individual in charge of overseeing the project makes \$10/hour, that individual would need to allocate at least 10 hours of work (not paid out of the requested funds) towards the project to meet the \$100 in-kind (10% of the \$1,000 grant request).

- 9) **Applicant Signature:** The applicant is the individual who is submitting the application. Signature, title and date are required.
- 10) **Authorized Signature:** To ensure administrative knowledge and organizational approval of the intended project, an authorized signature is required. The authorized signature should be an administrative leader in your organization.
- 11) Please provide all payee information, including payee and address. If necessary, include a name in care of (c/o.) If awarded, the financial transaction will be on a reimbursement basis only. A cost reimbursement payment is a type of grant payment in which the Grantee incurs the expenses before requesting repayment from Partners in Healthy Living. This means the cost must be paid by the Grantee before it can be reimbursed. Receipts and a detailed invoice will be required.

A project report and supporting documentation will be required if funded. If this application is approved for funding it is agreed and understood that the project report form is completed and returned to Partners in Healthy Living. Partners in Healthy Living reserve the right not to honor invoices that include unallowable expenses or project reports that are submitted after September 30, 2021. Supporting documents include:

- a. A brief narrative describing the original project and its final outcome.
- b. A list of all expenses, including in-kind (funding from other sources). Please attach all receipts and invoices to the final report form.
- c. A copy of your organizations W9 federal form.
- d. Copies of a written success story with photo that outlines how the funds supported the efforts of your project. Submissions of the success story with photo must be one or more:
 - The local media
 - Newsletter
 - Local social media
 - Or to Partners in Healthy Living
- e. Awarded Grantee also agrees to display recipient sticker cling that will be provided with the reimbursement award.

If you have any questions, contact one of the Partners in Healthy Living Staff. Their contact information can be found on the first page of this application.

Partners in Healthy Living Mini-Grant Application

Applicant Organization/Business Name: Mille Lacs County North Law Enforcement Facility

Address: 6183 State Hwy 27 Wahkon, MN 56386 County: Mille Lacs

Phone: 320-983-8456 E-mail Address: hr@millelacs.mn.gov

Organization/Business Webpage Address (if applicable): https://www.millelacs.mn.gov/

Project Title: North Law Enforcement Facility Picnic Tables

Project Start Date: 5/1/21 Project End Date (must be no later than 9/30/21): 9/30/21

1) Select one of the following strategies that you are applying to receive funds for.

Community:

☐ Tobacco-Free Living Point of Sale

☐ Healthy Eating In Communities

☐ Active Living In Communities

☐ Well-Being

Schools:

☐ Schools – Active Living

☐ Schools – Healthy Eating

☐ Schools – Tobacco

☐ Well-Being

Health Care:

☐ Community Evidence Based Program

☐ Clinic-Community Linkages

☐ Well-Being

Workplace Wellness:

☐ Active Living

☐ Healthy Eating

☐ Tobacco-Free Living

☐ Breastfeeding Support

☐ Lifestyle and Stress Management

☒ Well-Being

2) Describe your project and how it will positively affect health.

We wish to place 2 metal square picnic tables at the North Law Enforcement Facility, for staff to eat their lunch outdoors and spend their breaks outside. Aside from days of inclement weather, this will allow employees to get some fresh air and sunshine while they take their breaks. Fresh air helps to send oxygen through the blood and allow the lungs to work at full capacity, while sunlight increases the release of serotonin to help boost moods and help people feel calm and focused. Additionally, giving employees a place to spend time outside will help benefit them with more energy throughout the day, along with making their bodies more resilient to physical illness.

- 3) Identify if this project is a policy, systems or environmental change. Check all that apply.

☐ Policy Change

☐ Systems Change

☒ Environmental Change

- 4) Briefly describe how your project aims to address the policy, systems, or environmental change.

There is not currently a separate break room in this building for employees to distance themselves from their work life when they take their breaks and eat their meals. By having an outdoor space available for lunch/break times, employees will be able to take their time at a comfortable place to relax on their breaks. More importantly, they will be able to truly "take a break" from the duties of their work and give their minds some time away from the dealings of their job by physically separating themselves from their work area.

- 5) In some detail, describe how you will use the requested funds for your project. In addition, provide a detailed list of expenses including total dollar amount requesting.

The grant money requested will be used to purchase two square picnic tables.

Global Industrial 46" expanded metal square picnic table	\$950
Global Industrial 46" expanded metal square picnic table	\$950
Total	\$1900.00

We are requesting \$1900.00 for this expense; the estimated freight for shipping/installation for this unit will be paid with county funds.

6) Briefly describe how you plan to make your project sustainable in the future.

The picnic tables will be installed, maintained, and fully sustainable with the county's offer to maintain and repair the picnic tables as necessary. These metal tables will require relatively little maintenance going forward.

7) Will your project impact the following target populations?

Low-income individuals? ☐ Yes ☒ No

Individuals aged 60 or older? ☒ Yes ☐ No

Minority racial or ethnic groups? ☒ Yes ☐ No

How many total individuals do you expect to reach with this project? 20+

8) Describe how you will provide the required minimum 10% in-kind contribution. Provide a detailed itemized list that includes the dollar amount. Also include any amount above and beyond the minimum required 10%.

Employee salary for assembling equipment: Employee 1: \$32.42/hour x 5 hours = \$162.10, Employee 2: \$24.57/hour x 5 hours = \$122.85.

\$284.95 to be paid with county funds for in-kind contribution.

- 9) Applicant Signature: Karly Fetters Title: HR Manager Date: 5/3/2021
- 10) Authorized Signature: [Signature] Title: Abim City Admin Date: 5/3/2021

Awarded applicants will be issued a check by mail after a detailed invoice including receipts is submitted. Partners in Healthy Living reserves the right not to honor invoices that include unallowable expenses or invoices that are submitted after September 30, 2021. Please indicate who the check should be made payable and mailed to.

- 11) Payee: Mille Lacs County Address: 635 2nd St SE Milaca MN 56353
- Name in care of (c/o): Karly Fetters

Requested Meeting Date: 06/01/21
(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration: Approve Labor Agreement with Local Union No. 70	
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: 5 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: Karly Fetters - HR Manager	
Department: ASO	
Who will attend the meeting and be able to respond to questions? Give name and title: Karly Fetters, HR Manager	
Summary of Issue (include previous Board or Committee actions and/or minutes, as well as applicable dates): The County has completed negotiations with Local Union No. 70 and an agreement has been reached by both parties. The agreement between the Mille Lacs County Board and Local Union No. 70 and Local Union No. 70 will be effective for the dates of January 1, 2021 through December 31, 2021.	
Alternatives/Options/Comments:	
Recommended Action/Motion: Motion to approve the Agreement between the Mille Lacs County Board and Local Union No. 70 effective for the dates of January 1, 2021 through December 31, 2021.	
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.) Collective Bargaining Agreement	
Board action: (for use by Recording Secretary) ☐ Approved ☐ Denied ☐ Tabled: _____	

AGREEMENT

between

MILLE LACS COUNTY

and

**INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL UNION NO. 70**

January 1, 2021 through December 31, 2021

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THIS AGREEMENT is made and entered into between the County of Mille Lacs, Minnesota, hereinafter referred to as the EMPLOYER, and the International Union of Operating Engineers, Local Union No. 70, hereinafter referred to as the UNION. The parties hereto agree as follows:

ARTICLE 1 - PURPOSE

Section 1. The UNION and the EMPLOYER agree that the purpose for entering into this agreement is to:

- A. Provide for a means to peacefully resolve disputes concerning the application or interpretation of this AGREEMENT.
- B. Specify the full and complete understanding of the parties; and
- C. Place in written form, the complete agreement upon the terms and conditions of employment for the duration of this AGREEMENT.

ARTICLE 2 - RECOGNITION

Section 1. The EMPLOYER recognizes the UNION as the exclusive representative for the employees of the Mille Lacs County Facility Operations and Building Maintenance Department, who are public employees within the meaning of Minn. Stat. 179A.03, Subd. 14, excluding supervisory, confidential and all other employees.

Section 2. Disputes which may occur over the inclusion or exclusion of new, modified or other job classifications within the described units shall be referred to the Bureau of Mediation Services for determination.

ARTICLE 3 - DEFINITIONS

Section 1. UNION: The International Union of Operating Engineers, Local No. 70.

Section 2. UNION MEMBER: A member of the I.U.O.E. Local No. 70.

Section 3. EMPLOYEE: A person employed by the EMPLOYER and assigned to a job classification within an appropriate bargaining unit covered by this Agreement.

Section 4. PROBATIONARY EMPLOYEE: Employee who has not completed the probationary period.

Section 5. REGULAR EMPLOYEE: Employee who has completed the probationary period.

Section 6. EMPLOYER: The County of Mille Lacs or a designated representative.

Section 7. UNION OFFICER: An elected or appointed representative of I.U.O.E. Local No. 70.

ARTICLE 4 – UNION RIGHTS

Section 1. Dues Deduction. The EMPLOYER agrees to deduct monthly from the wages of an employee who authorizes such a deduction in writing, an amount equal to monthly UNION dues.

Section 2. Remittance of Dues. The EMPLOYER shall remit to the UNION monthly, the deductions made under Section 1, together with a statement of employees from whom such deductions have been made.

Section 3. Indemnification. The UNION agrees to defend, indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the EMPLOYER as a result of any action taken or not taken by the EMPLOYER under the provisions of Section 1 of this Article.

Section 4. Stewards. The UNION may designate to a maximum of one (1) employee within the bargaining unit as Steward and shall notify the EMPLOYER in writing of the employee so designated and of any changes in such positions.

- A. A Steward shall have those duties and responsibilities as established by Article 16 (Grievance Procedure).

Section 5. Use of Employer's Facilities. Under no circumstances will the EMPLOYER'S human resources, supplies, equipment, or facilities be used in support of UNION affairs or business, except as hereinafter provided by this Section.

- A. The EMPLOYER shall provide reasonable space designated for employee bulletin boards for the posting of official UNION notices and announcements.

ARTICLE 5 – EMPLOYER RIGHTS

Section 1. The EMPLOYER retains the full and unrestricted right to operate and manage all human resources, facilities and equipment, to establish functions and programs, to set and amend budgets, to determine the utilization of technology, to establish and modify the organizational structure, to select, direct and determine the number of personnel, to establish work schedules and to perform any inherent managerial function not specifically limited by this AGREEMENT.

Section 2. Any term and condition of employment not specifically established or maintained by this AGREEMENT shall remain within the discretion of the EMPLOYER to modify, establish or eliminate.

Section 3. Nothing in this AGREEMENT shall be construed as restricting or prohibiting the EMPLOYER'S right to subcontract, however, the EMPLOYER agrees to notify the UNION thirty (30) days prior to final action regarding subcontracting work which would reduce the work or number of hours worked by the employees employed at the date of this AGREEMENT.

Section 4. Upon request of the UNION, the EMPLOYER shall meet and confer regarding the subcontracting.

ARTICLE 6 – HOURS OF WORK

Section 1. The EMPLOYER shall be the sole authority in determining work schedules. It is understood, however, that employees and the UNION shall be notified in writing forty eight (48) before the effective date of such changes. The notification shall not be required in cases of temporary schedule changes to meet emergency needs.

Section 2. The normal work day for Maintenance Workers covered by this AGREEMENT shall consist of a scheduled shift of eight (8) consecutive hours, in a twenty-four (24) hour period, exclusive of one thirty (30) minute generally duty-free lunch and a normal work week shall consist of five (5) consecutive eight (8) hour days, Monday through Friday except in the case of an emergency situation or unless previously approved.

Section 3. Any employee covered by this AGREEMENT required to respond to a pager during his/her duty-free lunch shall have the option of leaving the job thirty (30) minutes early for that shift or work the entire shift and receive thirty (30) minutes overtime for that shift.

ARTICLE 7 – OVERTIME, CALL-BACK, ON-CALL AND PREMIUMS

Section 1. Overtime. The EMPLOYER shall have the right to schedule overtime work. Employees scheduled overtime shall be compensated for such hours worked in accordance with this Article.

- A. All hours compensated in excess of forty (40) hours per week, shall be compensated at the rate of one and one-half (1-1/2) times the employee's straight time hourly rate. Hours shall include actual hours worked, mandatory training, vacation, sick time and holiday pay as referenced in Article 14, Section 1.

Section 2. Call-Back. An employee who is called to duty by the EMPLOYER during scheduled off-duty time shall receive a minimum of two (2) hour's pay at one and one-half (1-1/2) times the employee's base rate or actual time worked, whichever is greater. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum.

ARTICLE 8 – PROBATIONARY PERIOD

Section 1. Original Employment. All original hires or rehires, following separation from employment, shall serve a six (6) continuous month probationary period.

- A. Employees may be terminated during the probationary period at the sole discretion of the EMPLOYER without such termination being subject to the Grievance Procedure of this AGREEMENT.
- B. During the probationary period, employees shall earn sick leave and vacation as established by this AGREEMENT. However, employees may not use vacation leave during their probationary period.

ARTICLE 9 – SENIORITY

Section 1. Bargaining unit seniority shall be defined as length of employment with the EMPLOYER in the bargaining unit.

Classification seniority shall be defined as length of employment with the EMPLOYER in the classification.

Section 2. Break in Seniority. Seniority shall not be earned by an employee under the following conditions:

- A. During the period of a suspension.
- B. During a period of an unpaid leave of absence.
- C. During a period of lay-off as provided by this AGREEMENT.

Section 3. In the event it is necessary for the EMPLOYER to temporarily or permanently reduce the work force, employees shall be laid off in the effected classification in inverse order of their classification seniority provided the senior employee is qualified to perform the duties involved.

Section 4. The recall period shall be 12 months. Employees shall be recalled from layoff in order of their seniority, provided:

- A. No new employees shall be hired to a job classification within the bargaining unit for which an employee is on layoff until all qualified employees in a recall status have been offered an opportunity to return to work.

Section 5. The EMPLOYER shall maintain a seniority list of employees covered by this AGREEMENT at least once every twelve (12) months, a copy of which shall be made available and sent to the UNION upon request.

ARTICLE 10 – HEALTH AND MEDICAL INSURANCE

Section 1. Full-time and permanent part-time employees working at least thirty (30) hours per week shall be eligible for Employer contribution toward hospital and medical insurance coverage.

Section 2. For each insurance-eligible employee who selects single medical coverage, effective January 1, 2021, the Employer will contribute 100% of the single premium for the PEIP Value Option plan toward single medical coverage. For each eligible employee who selects family coverage, the Employer will contribute up to \$930 per month toward the family premium.

Any additional costs for such coverage shall be paid by the employee through payroll deduction. In no case shall the Employer contribution exceed that of the premium amount for the coverage (single or family) selected by the employee.

For employees electing the PEIP Value Option plan, the Employer will contribute \$1,200 for single coverage and \$1,500 for family coverage toward the employee's VEBA plan to be made monthly over the course of a full year of enrollment.

For employees electing the PEIP HSA Compatible plan, the Employer will contribute \$1,600 for single coverage and \$2,500 for family coverage toward the employee's HSA or VEBA plan to be made monthly over the course of a full year of enrollment.

Section 3. The Employer shall provide a 125 Plan for health and dental insurance for employees.

Section 4. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations, or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

Section 5. The Employer shall establish a term life insurance program subject to the limitations, benefits and conditions established by the contract between the Employer and the insurance carrier for a minimum of \$15,000.00.

Subd. 1. The term life insurance program shall provide a death benefit for all full-time and permanent part-time employees working a minimum of thirty (30) hours per week.

Subd. 2. The Employer shall pay the full cost of the monthly premium cost for the term life insurance program for full-time and permanent part-time employees working a minimum of thirty hours per week.

Section 6. The Employer shall establish a dental insurance program subject to the limitations, benefits and conditions established by the contract between the Employer and the insurance carrier.

Subd. 1. The Employer shall pay the full cost of the monthly premium cost of dental insurance for full-time and permanent part-time employees working a minimum of thirty hours per week.

Subd. 2. In the event an employee elects dependent coverage, the employee contribution toward the monthly premium for dependent coverage shall be paid by the employee through payroll deduction.

ARTICLE 11 – VACATION

Section 1. Probationary and permanent full-time employees earn vacation benefits at the following rate:

<u>Year of Employment</u>	<u>Vacation Hours Earned Per Pay Period</u>
Beginning Employment	3.385 (11 days per year)
Beginning Fifth Year	4 (13 days per year)
Beginning Tenth Year	5.231 (17 days per year)
Beginning Fifteenth Year	5.846 (19 days per year)
Beginning Twentieth Year	6.462 (21 days per year)
Beginning Twenty-Fifth Year	7.077 (23 days per year)

Section 2. In all cases, vacations shall be subject to the needs and service obligations of the Employer. In establishing the vacation schedule, an employee shall select a vacation period by seniority. Two (2) employees in the same job class may be scheduled for a similar vacation only with the approval of the Supervisor and mutual agreement between the employees and the Supervisor.

Section 3. Part-time employees shall earn prorated vacation benefits based on their normal work week.

Section 4. Newly hired probationary employees may accumulate vacation days at the rate outlined above, but may not use any of these days for vacation until they have attained permanent status.

Section 5. Employees eligible for vacation shall be allowed to carry over up to 240 hours of vacation from pay period to pay period.

ARTICLE 12 – SICK LEAVE AND LEAVES WITHOUT PAY

Section 1. Employees unable to report for their normal work day because of illness or injury shall notify the Supervisor of their absence, reasons for absence, and the expected duration of absence. Employees failing to give such notice may be subject to disciplinary action. Such notice shall be given on or before the beginning of the work day.

Section 2. Full-time employees shall earn sick leave at the rate of one (1) day (8 hours) for each completed month of service. Part-time employees shall earn prorated sick leave based on their normal work week.

Section 3. Employees shall not accrue more than five hundred twenty (520) hours of sick time.

Section 4. Sick leave benefits may be used under the following circumstances:

- A. Absence necessitated by the inability to perform the duties of the position by the reason of illness or injury.
- B. Absence for maintenance health or dental care.
- C. Absence due to contagious diseases, which could endanger the health of other employees or members of the public.
- D. Absence due to illness in the employee's immediate family. "Immediate family" shall be limited to grandparents, grandchildren, spouse, children/step-children, parent/step-parent, sibling, or spouse's parent.
- E. Use of sick leave may also be authorized in cases of death of the spouse, children, brothers, sisters, parents, grandparents or grandchildren of either the employee or his/her spouse and wards of the employee. Use of sick leave for this purpose shall receive prior approval from the Employer.
- F. Absence due to an approved Family Medical Leave.

Section 5. The Employer may require a doctor's certificate for absences due to illness which exceed three (3) days or in those cases where there appears to be an abuse of sick leave.

Section 6. Sick leave shall not accumulate to an Employee while in a non-pay status, except Employees on military leave.

Section 7. Sick Leave During Vacation Leave. When sickness occurs within a period of vacation leave, the period of illness may, on presentation of a report

from a registered practicing physician, be charged as sick leave and the charge against vacation leave reduced accordingly.

Section 8. An employee hired prior to January 1, 2013 who has sick leave accumulation in excess of eight hundred (800) hours as of the end of the last pay period in December shall have one-half of the hours accumulated in excess of eight hundred (800) hours added to the employee's vacation accrual, and the other one-half paid to the employee at the employee's regular rate of pay as of the last pay period in December.

ARTICLE 14 - HOLIDAYS

Section 1.

Subd. 1. The following shall be observed as holidays for regular full-time employees:

New Year's Day	January 1st
Martin Luther King's Birthday	3rd Monday of January
President's Day	3rd Monday of February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Veterans Day	State Veterans Day
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Eve	December 24th (4 hours in afternoon, if on a Mon-Thurs)
Christmas Day	December 25th

Subd. 2. In addition to the eleven (11) listed days, each employee covered by this AGREEMENT shall be granted with pay, two (2) floating holidays to be taken at the employee's discretion. The employee must have successfully completed their probationary period to be eligible for this holiday. The employee must request approval from the Supervisor at least 24 hours in advance to use the floating holiday. As similar to other holidays, a floating holiday does not carry over from one calendar year to the next. It must be used within the calendar year it is earned, or

the time will be lost.

Section 2. Full-time employees shall be paid 8 hours of holiday pay at straight time for the day of observance of each of the above listed holidays. To be eligible to receive compensation for an observed holiday, employees shall not have been absent without paid leave (paid leave being approved vacation, sick leave, or other approved paid leave) on the work day before and after the holiday.

Section 3. Part-time employees shall be paid a pro-rated holiday pay and pro-rated floating holidays based on an average of the number of hours the employee works per week. Part-time employees who are not scheduled to work on the day the holiday is observed shall receive a different day off, also pro-rated based on an average of the number of hours the employee works per week, with pay, scheduled by mutual agreement between the department head and employee.

Section 4. Holidays which occur on a Saturday will be observed on the previous Friday, and holidays which occur on Sunday will be observed on the following Monday.

Section 5. Regular full-time employees who work on a holiday shall be paid at the rate of one and one-half (1-1/2) times their regular straight time hourly rate for all such hours worked, in addition to the pay for the holiday.

If a holiday falls during an employee's vacation, that holiday will be charged as a holiday and not as vacation.

ARTICLE 15 – DISCIPLINARY PROCEDURES

Section 1. The EMPLOYER shall have the right to impose disciplinary action on employees for just cause.

Section 2. Disciplinary action by the EMPLOYER includes the following:

- A. Oral reprimand;
- B. Written reprimand;
- C. Suspension;

- D. Demotion, or
- E. Discharge.

Section 3. Employees who are suspended, demoted or discharged shall have the right to appeal such disciplinary actions through the grievance procedure as established by Article 16 (Grievance Procedure).

Section 4. Any disciplinary action more severe than an oral reprimand shall be in writing, a copy of which shall be sent to the employee and a copy to the UNION.

Section 5. The appeal of a discharge may be initiated by the UNION at Step 3 of the Grievance Procedure.

Section 6. Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a UNION representative present at such questioning.

Section 7. Employees may examine their own personnel file at reasonable times under the direct supervision of a representative of the EMPLOYER.

ARTICLE 16 – GRIEVANCE PROCEDURE

Section 1. Definition of a Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms of this AGREEMENT.

Section 2. Union Representative. The EMPLOYER will recognize Stewards designated by the UNION in accordance with Article 4 (Union Rights), as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article.

Section 3. Processing a Grievance. It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances, as hereinafter provided, is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours, only when consistent with employee duties and responsibilities. The aggrieved employee and a UNION Steward shall be allowed a reasonable amount of time

without loss of pay, when a grievance is investigated and presented to the EMPLOYER during normal working hours, provided that the employee and the Union Steward have notified and received the approval of their Supervisor, who has determined that such absence is reasonable and would not be detrimental to the work programs of the EMPLOYER.

Section 4. Procedure. Grievances, as defined by Section 1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this AGREEMENT shall, within ten (10) calendar days after such alleged violation has occurred, present such grievance to the Supervisor. The Supervisor will discuss the alleged grievance with the employee and give an answer to such Step 1 grievance within ten (10) days following the discussion. A grievance not resolved in Step 1 and appealed by the UNION to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated and the remedy requested. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days following Step 1 answer shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by a UNION Steward and discussed with the Supervisor. The Supervisor shall give the UNION the EMPLOYER'S Step 2 answer in writing within ten (10) calendar days following the Step 2 discussion. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) days following the Step 2 answer shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by a UNION Business Representative and discussed with the EMPLOYER. The EMPLOYER shall give the UNION the EMPLOYER'S Step 3 answer in writing within ten (10) calendar days following the Step 3 discussion. Any grievance not appealed in writing to Step 4, if mediation is elected, or Step 5, if mediation is not elected, by the UNION within ten (10) calendar days following the Step 3 answer shall be considered waived.

Step 4. Either party may petition the Bureau of Mediation Services for the purpose of mediating the grievance. Any grievance not appealed in

writing to Step 5 by the UNION within ten (10) calendar days following mediation shall be considered waived.

Step 5. A grievance unresolved in Step 3 or 4 and appealed to Step 5 by the UNION shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. Any grievance not appealed in writing to Step 5 by the UNION within ten (10) calendar days following the Step 3 response or within ten (10) calendar days following mediation if elected shall be considered waived. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances", as established by the Public Employment Relations Board.

Section 5. Arbitrator's Authority.

- A. The Arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this AGREEMENT. The Arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION and shall have no authority to make a decision on any other issue not so submitted.
- B. The Arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying, or varying in any way the application of laws, rules or regulations having the force and effect of law. The Arbitrator's decision shall be submitted in writing within thirty (30) calendar days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on the EMPLOYER, the UNION and the employees and shall be based solely on the Arbitrator's interpretation or application of the express terms of this AGREEMENT and the evidence and testimony presented.
- C. The fees and expenses for the Arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause

such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section 6. Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at the step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the EMPLOYER and the UNION in each step.

Section 7. If, as a result of the Employer response in Step 4, the grievance remains unresolved, and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 5 of Article 16 or a procedure such as: Civil Service, Veteran's Preference or Fair Employment. If appealed to any procedure other than Step 5 of Article 16, the grievance is not subject to the arbitration procedure as provided in Step 5 of Article 16. The aggrieved employee shall indicate in writing which procedure is to be utilized - Step 5 of Article 16 or another appeal procedure and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 5 of Article 16.

ARTICLE 18 - WAGES

Section 1. Employees shall be paid in accordance with the wages set forth in Appendix A.

Subd. 1. 2.5% general increase effective January 1, 2021 for all members employed by the County as of the date of execution of this contract or thereafter.

Subd. 2. Step movement shall be granted on the 13th payroll.

Subd. 3. Employees who have separated from employment during the

contract duration are not eligible to receive retroactive pay increases.

Subd. 4. New employees shall normally be placed at the minimum of their classification. The Employer, however, reserves the right to place a new employee at a higher rate.

ARTICLE 19 – WAIVER

Section 1. This Agreement shall represent the complete Agreement between the Union and the Employer. Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this AGREEMENT, are hereby superseded.

Section 2. The parties mutually acknowledge that during the negotiations, which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT for the stipulated duration of this AGREEMENT. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this AGREEMENT or with respect to any term or condition of employment not specifically referred to or covered by this AGREEMENT, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this AGREEMENT was negotiated or executed.

ARTICLE 20 – SAVINGS CLAUSE

Section 1. The EMPLOYER and the UNION agree that it is their intention that this AGREEMENT not be in conflict with Federal or State law, rules or regulations properly promulgated thereunder.

Section 2. Any provision(s) of this AGREEMENT held to be contrary to law by a court of competent jurisdiction, from whose final judgment or decree no appeal has been taken within the time provided, shall be void. All other

provisions of this AGREEMENT shall continue in full force and effect. The parties, on written notice, shall meet and renegotiate the voided provision(s).

ARTICLE 21 – MISCELLANEOUS

Section 1. The Employer will pay up to \$250.00 (two hundred fifty dollars) per year toward safety shoes (steel-toed or comparable work boots) and work clothes for Building Maintenance Workers upon presentation of the receipt. The employee is responsible for any amount over \$250.00. Employees who separate from employment during the probation period shall reimburse the County for the cost of the expended safety shoe allowance.

The Employer will pay up to \$150.00 (one hundred fifty dollars) per year toward safety shoes (steel-toed or comparable work boots) and work clothes for Custodians upon presentation of the receipt. The employee is responsible for any amount over \$150.00. Employees who separate from employment during the probation period shall reimburse the County for the cost of the expended safety shoe allowance.

Effective upon the ratification of the collective bargaining agreement, the Employer will provide a winter safety jacket to each Building Maintenance Worker. This provision shall sunset and expire effective December 31, 2021.

Section 2. Employees shall be subject to drug and alcohol testing consistent with the Minnesota Drug and Alcohol Testing in the Workplace Act. (policy forthcoming)

ARTICLE 22 – DURATION

Section 1. This AGREEMENT shall become effective January 1, 2021 and shall continue in effect through December 31, 2021 and shall continue in effect from year to year thereafter unless changed or terminated in the manner herein provided.

Section 2. Either party desiring to change the AGREEMENT must notify the other in writing at least sixty (60) calendar days prior to the expiration date specified in Section A of this Article.

IN WITNESS WHEREOF, the parties hereto have caused these present to be duly executed.

For: Mille Lacs County

David Osburn

For: International Union of
Operating Engineers, Local 70

David Monsour

David Monsour, Business Manager

Michael Dowdle

Michael Dowdle, President

Linda Powers

Linda Powers, Recording Secretary

Dan Wietman

Dan Wietman, Business Representative

[Signature]

Steward

Steward

6/1/2021

Date:

5/27/21

Date:

DW/jcb/opeiu#12
Contracts/Mille Lacs

ATTACHMENT A – WAGE SCHEDULE



2021 Uniform Payscale LOCAL NO. 70
2.5% general adjustment

Grade	MIN	1	2	3	4	5	6	7	8	9	10	11
A	\$ 11.96	\$ 12.48	\$ 12.83	\$ 13.17	\$ 13.52	\$ 13.87	\$ 14.22	\$ 14.57	\$ 14.92	\$ 15.27	\$ 15.62	\$ 15.97
B	\$ 12.77	\$ 13.32	\$ 13.69	\$ 14.06	\$ 14.44	\$ 14.81	\$ 15.18	\$ 15.56	\$ 15.93	\$ 16.30	\$ 16.67	\$ 17.05
C	\$ 13.63	\$ 14.22	\$ 14.62	\$ 15.01	\$ 15.41	\$ 15.81	\$ 16.21	\$ 16.61	\$ 17.00	\$ 17.40	\$ 17.80	\$ 18.20
D	\$ 14.55	\$ 15.18	\$ 15.60	\$ 16.03	\$ 16.45	\$ 16.88	\$ 17.30	\$ 17.73	\$ 18.15	\$ 18.58	\$ 19.00	\$ 19.43
E	\$ 15.54	\$ 16.20	\$ 16.66	\$ 17.11	\$ 17.56	\$ 18.02	\$ 18.47	\$ 18.92	\$ 19.38	\$ 19.83	\$ 20.28	\$ 20.74
F	\$ 16.58	\$ 17.30	\$ 17.78	\$ 18.26	\$ 18.75	\$ 19.23	\$ 19.72	\$ 20.20	\$ 20.69	\$ 21.17	\$ 21.65	\$ 22.14
G	\$ 17.70	\$ 18.46	\$ 18.98	\$ 19.50	\$ 20.01	\$ 20.53	\$ 21.05	\$ 21.56	\$ 22.08	\$ 22.60	\$ 23.12	\$ 23.63
H	\$ 18.90	\$ 19.71	\$ 20.26	\$ 20.81	\$ 21.36	\$ 21.92	\$ 22.47	\$ 23.02	\$ 23.57	\$ 24.12	\$ 24.68	\$ 25.23
I	\$ 20.17	\$ 21.04	\$ 21.63	\$ 22.22	\$ 22.81	\$ 23.40	\$ 23.98	\$ 24.57	\$ 25.16	\$ 25.75	\$ 26.34	\$ 26.93
J	\$ 21.49	\$ 22.41	\$ 23.03	\$ 23.66	\$ 24.29	\$ 24.92	\$ 25.54	\$ 26.17	\$ 26.80	\$ 27.43	\$ 28.05	\$ 28.68
K	\$ 22.88	\$ 23.86	\$ 24.53	\$ 25.20	\$ 25.87	\$ 26.54	\$ 27.20	\$ 27.87	\$ 28.54	\$ 29.21	\$ 29.88	\$ 30.54
L	\$ 24.37	\$ 25.41	\$ 26.13	\$ 26.84	\$ 27.55	\$ 28.26	\$ 28.97	\$ 29.68	\$ 30.40	\$ 31.11	\$ 31.82	\$ 32.53
M	\$ 25.95	\$ 27.07	\$ 27.82	\$ 28.58	\$ 29.34	\$ 30.10	\$ 30.86	\$ 31.61	\$ 32.37	\$ 33.13	\$ 33.89	\$ 34.64
N	\$ 27.64	\$ 28.83	\$ 29.63	\$ 30.44	\$ 31.25	\$ 32.05	\$ 32.86	\$ 33.67	\$ 34.48	\$ 35.28	\$ 36.09	\$ 36.90
O	\$ 29.44	\$ 30.70	\$ 31.56	\$ 32.42	\$ 33.28	\$ 34.14	\$ 35.00	\$ 35.86	\$ 36.72	\$ 37.58	\$ 38.44	\$ 39.29
P	\$ 31.35	\$ 32.69	\$ 33.61	\$ 34.53	\$ 35.44	\$ 36.36	\$ 37.27	\$ 38.19	\$ 39.10	\$ 40.02	\$ 40.93	\$ 41.85
Q	\$ 33.39	\$ 34.82	\$ 35.79	\$ 36.77	\$ 37.74	\$ 38.72	\$ 39.69	\$ 40.67	\$ 41.64	\$ 42.62	\$ 43.59	\$ 44.57
R	\$ 35.56	\$ 37.08	\$ 38.12	\$ 39.16	\$ 40.20	\$ 41.24	\$ 42.27	\$ 43.31	\$ 44.35	\$ 45.39	\$ 46.43	\$ 47.47
S	\$ 37.87	\$ 39.49	\$ 40.60	\$ 41.71	\$ 42.81	\$ 43.92	\$ 45.02	\$ 46.13	\$ 47.23	\$ 48.34	\$ 49.45	\$ 50.55
T	\$ 40.33	\$ 42.06	\$ 43.24	\$ 44.42	\$ 45.59	\$ 46.77	\$ 47.95	\$ 49.13	\$ 50.30	\$ 51.48	\$ 52.66	\$ 53.84
U	\$ 42.95	\$ 44.79	\$ 46.05	\$ 47.30	\$ 48.56	\$ 49.81	\$ 51.07	\$ 52.32	\$ 53.57	\$ 54.83	\$ 56.08	\$ 57.34
V	\$ 45.74	\$ 47.71	\$ 49.04	\$ 50.38	\$ 51.71	\$ 53.05	\$ 54.38	\$ 55.72	\$ 57.06	\$ 58.39	\$ 59.73	\$ 61.06
W	\$ 48.72	\$ 50.81	\$ 52.23	\$ 53.65	\$ 55.07	\$ 56.50	\$ 57.92	\$ 59.34	\$ 60.77	\$ 62.19	\$ 63.61	\$ 65.03
X	\$ 51.88	\$ 54.11	\$ 55.62	\$ 57.14	\$ 58.65	\$ 60.17	\$ 61.68	\$ 63.20	\$ 64.71	\$ 66.23	\$ 67.74	\$ 69.26
Y	\$ 55.26	\$ 57.63	\$ 59.24	\$ 60.85	\$ 62.47	\$ 64.08	\$ 65.69	\$ 67.31	\$ 68.92	\$ 70.53	\$ 72.15	\$ 73.76

Requested Meeting Date: 06/01/21
 (Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration:

Consider Printing Postcard and Postage from Minutemen

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:

Beth Crook, Director

Department:

CVS

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

Beth Crook, CVS Director

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

Attached is the quote from Minuteman Press in Princeton for COVID postcards.

The attached postcard size quote is for \$0.18 postage.

Postage: \$0.18 * 15,506 = \$2,791.08

Printed Post Cards: \$2,725.75 (taxes not included)

\$2,791 + \$2,725.75 = \$5,516.75

Alternatives/Options/Comments:

N/A

Recommended Action/Motion:

Request approval to allocate \$5,516.75 for COVID postcards including postage costs.

Financial Impact:

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

What is the total cost, including tax and shipping? \$5,516.75

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

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: _____



Minuteman Press
 401 First Street Suite C
 Princeton, MN 55371
 (763) 389-1220
princetonmn@minutemanpress.com
www.princetonmn.minutemanpress.com

Quotation

5/27/2021

Bill to: Mille Lacs County Community and Veterans
 Services
 525 2nd Street SE
 Milaca, MN 56353

Phone: 320-983-8345
 Fax: 320-983-8306

Ship to: Mille Lacs County Community and Veterans
 Services
 525 2nd Street SE
 Milaca, MN 56353

Phone: 320-983-8345
 Fax: 320-983-8306

15506 Covid Postcards (Job ID 52761)

Total: \$2,725.75

Component 1 of 2:

Design

Graphic Design

Printing

15,506 Finished Pieces

1 side

120# Futura Gloss Cover • White

Side 1 Ink(s): Full Color

Finishing

Cut to 4.25x5.5

Miscellaneous

Mail List - 1 Pieces.

Component 2 of 2:

Printing

15,506 Finished Pieces

1 side

120# Futura Gloss Cover • White

Stock supplied by customer

Side 1 Ink(s): Black

Miscellaneous

Address, Postal Prep, Sort and Tray - 15,506 Pieces.

Shipping

Shipping Method: US Mail - Ground

Order Total: \$2,725.75

Salesperson: Tim

Taxes are not included.

Quotation valid for 30 days.

"Where Your Business Is Always Appreciated!"

Net 15 Days

COVID-19 Vaccine Facts



- No safety steps have been skipped in making the COVID-19 vaccines. COVID-19 vaccines have gone through the same safety steps and studies as other vaccines. Medical researchers were able to make the vaccines quickly because of years of earlier research and money from the federal government
- The COVID-19 vaccines cannot change your DNA. The mRNA (messenger RNA) in the Pfizer and Moderna COVID-19 vaccines is not able to change or modify a person's genetic makeup (DNA), because it never enters the center of cells, which is where DNA is made.
- The COVID-19 vaccine is free.
- You cannot get COVID-19 from the vaccine.
- Get vaccinated even if you already had COVID-19.



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Mille Lacs Co. Community Health

525 2nd St SE
Milaça, MN 56353

PLEASE
PLACE
STAMP
HERE

Dear Mille Lacs County Residents,
Minnesotans ages 12+ are eligible to receive a COVID-19 vaccine. The COVID-19 vaccine is a safe, effective, and important tool to help stop the COVID-19 Pandemic.
Contact Mille Lacs County Community Health to find the next available clinic.
320-983-8208 or millelacs.mn.gov

Type address here or use
Mail Merge to automatically
address this publication to
multiple recipients.

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