



Friday, June 4, 2021 at 8:00 a.m.

County Board Room, Upper Level of the Historic Courthouse

Work Session:

1. 8:00 am - County/tribe MOU (Joe W and Betty/Suzanne)
 2. 8:15 am - Historic fund balance report and debt service schedule (Eric and Justice)
 - o Review Fund Balance Policy and discuss possibility of transferring funds from CVS to General / Revenue fund
 3. 8:45 am - Consideration of agenda and minute software (Mike V.)
 - o Discuss county devices for use by commissioners / and county vs personal email use
 4. 9:00 am – Review of the MLC Economic Relief Loan program (Mike W.)
 5. 9:10 am – Creation of American Rescue Plan committee to draft recommendation for investment of anticipated \$6.1m in ARP funds
 6. 9:30 am – Proposal for use of OT to get caught up with permits (Chris B.)
 7. 9:40 am – Discuss purpose of Drainage Committee and consider noting in our Drainage Policy
 8. 10:00 am – Review use of Alternative Work Site (AWS) policy and updated COVID-19 Preparedness Plan (Holly and Karly)
 9. 10:15 am – Consider revising the position of Asst County Administrator/Personnel Director to that of Personnel Director; reclassifying Karly Fetters to fill that position effective June 19; and eliminating the resulting vacant HR Manager position.
 10. 10:30 am – Follow-up conversation concerning Committee Appointments (if needed)
 - o I'm recommending the creation of a Personnel committee (to include the Chair and Vice Chair) to work through the transition of moving from Administrator to Coordinator; also, I'm encouraging all commissioners all take an active role on AMC Policy Committees (together with appointed staff)
 11. 10:40 am – Initial review of County Organizational Chart
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**Fond du Lac Tribal Social Services
Arrowhead Regional Corrections - Carlton County Probation
Carlton County Public Health & Human Services
Tribal / County Agreement**

July 7, 2007
January 2013

1) Statement of Purpose

To increase understanding, enhance a cooperative working relationship and develop best practices between Fond du Lac Tribal Social Services, Arrowhead Regional Corrections and Carlton County Public Health & Human Services for Indian Children and Families to receive quality services. In this document, Fond du Lac Tribal Social Services will be referred to as Fond du Lac, Arrowhead Regional Corrections will be referred to as Carlton County Probation, and Carlton County Public Health & Human Services will be referred to as Carlton County Human Services.

2) History

With the passing of the Federal Indian Child Welfare Act (ICWA) in 1978, Tribes began to explore avenues to provide many –needed-social services to tribal members. Carlton County understood that Federal law called for a different approach when American Indian children were clients in matters concerning abuse and neglect. As the Band began developing its own social services capacity in the 1980's, the Band and the County worked together to insure that they reduced the likelihood of adversarial activates and increased the sense of partnership so that resources would not be squandered on conflict, but would be directed toward services to their clients. To that end, the Band and the County continue to endeavor to identify potential issues to clarify differences of opinion, resolve matters in professional ways and respect one another's position when and where they differ.

Both the Band and the County recognize the value of their partnership and hold it up for other tribes and counties to examine and emulate.

• *Fond du Lac:*

Currently there at Fond du Lac Social Services there is one Lead Social Worker in the off-reservation foster care program and the other is the Lead Social Worker responsible for case management and other administrative duties.

Soon after July 1, 2001, two additional positions opened through funding from the Department of Human Services, Special Focus Funds and the Arrowhead Juvenile Center, (AJC). One of the positions has a focus on Indian youth placed at AJC and their families in Carlton County. Plans for re-entry into the community will be written prior to release whenever possible with attention given to education, family and leisure time. The second position is very similar in that it will function somewhere between a Families

First and a wraparound worker, focusing on all aspects of an at-risk family and movement in and out of the home.

FDL has also added homelessness adult workers and a supportive housing program.

Currently there are twenty-two employees in FDL Social Services Department. Funding varies for each program and includes the following sources: Minnesota Departments of Corrections, Human Services, Children Family & Learning, Public Safety, Federal child Care Development and Family Violence Funds, Bureau of Indian Affairs, Indian Health Service and contracts with Carlton County, St. Louis County, Duluth Family Services Collaborative, and the Fond du Lac Reservation Business Committee.

- ***Carlton County Probation***

Prior to 1976 Carlton County probation services were provided by the Minnesota Department of Corrections who provided one (1) juvenile probation officer for Carlton County. In 1976, as a result of the Minnesota Community Corrections Act, Arrowhead Regional Corrections, a joint powers entity, was established between six (6) counties in northeast Minnesota: Carlton, Aitkin, Koochiching, Lake, Cook, and St. Louis. Besides the agreement to provide all the probation and parole services for these six (6) counties, the ownership of the Arrowhead Juvenile Center (AJC) and the Northeast Regional Corrections Center (NERCC), were incorporated into this agreement. In conjunction with the Community Corrections Act and the joint powers agreement, advisory and executive boards were established to manage Arrowhead Regional Corrections. County commissioners from each of the six (6) counties made up the executive board and an executive member of the Minnesota Chippewa Tribe was given a voting membership on the advisory board.

In 1978 grant monies established the Carlton Youth Program to provide community programming for youth on probation. Community agencies, county human services, and Fond du Lac social service programs have continued to expand since that time.

In 1992 Carlton County, through ARC, received a Minnesota Juvenile Justice Advisory Committee (JJAC) grant to assist with the establishment of programming to keep kids from being detained in the Carlton County jail. LSS/Carlton Youth Shelter staff was trained to supervise a 24-hour, non-secure holding room to replace the county jail for holding arrested juveniles. A second juvenile probation officer was also hired to provide screening and transportation for juveniles immediately after arrest.

In 1999 caseload reduction grant monies from the State were used by ARC to add a third juvenile probation officer in Carlton County. As a result of this third position, youth on juvenile probation can now be served at an intensive level of supervision in the community.

Community corrections programming started in the 1970s and intensive community probation supervision started in the 1990s contributed to a new level of communication and cooperation between Fond du Lac and county agencies. In general, this new

collaboration has created an atmosphere conducive to meeting the needs of the Court, the community, the Fond du Lac Reservation, and the youth of Carlton County. Since 2010 there have been two juvenile probation officers assigned to Carlton County.

During the 1990's all Minnesota counties were faced with rapidly increasing out-of-home placement costs for juveniles. Most counties chose to deal with the problem by creating two (2) out-of-home placement budgets, one for CHIPS, and the other for delinquency. In general, this led to unhealthy competition between agencies to avoid funding out-of-home placements.

In Carlton County, Probation and Human Services chose to keep the budgets together, to prioritize the criteria for placements, and to assure, when appropriate, that probation officers and social workers team cases coming before the juvenile court. As a result of the collaboration between probation and human services, Carlton County has decreased its out-of-home placements.

Collaboration efforts in Carlton County have expanded between Fond du Lac Social Services & Probation. When there is an existing/open CHIPS case, a common goal in juvenile court is to have the agencies involved appear together in Court and present a plan representing input from all involved agencies.

- ***Carlton County Human Services***

Though the federal Mandatory Reporting Laws (1974), the Child Abuse Prevention and Treatment Act, the Indian Child Welfare Act [ICWA], (1978) and the Minnesota Indian Family Preservation Act [MIFPA], (1985) had all been passed by the mid 1980's, local practice of services to endangered children relied on removal and placement of endangered children as a primary service plan strategy. By the mid-1980's Fond du Lac Band, tribal workers and Carlton County Human Service Workers regularly teamed such cases.

A Child Protection Team was formed in 1982 with broad representation from the community, including Carlton County Human Services, Carlton County Sheriff=s Department, Cloquet Police Department, Fond Du Lac Human Services, Human Development Center, Raiter Clinic, County Attorney=s Office, LSS/Carlton Youth Shelter, Cloquet School District, Carlton County Probation Office and the Guardian Ad Litem=s office.

As a step toward preventing placements Carlton County began the Family Based Service Program in 1985. This was presented in the community as a Voluntary@ service and it was intended to be a resource for families not yet involved in the Asystem@ as a way to prevent endangerment to children and promote healthy families.

In August of 1994, in response to increasing concerns about the influence of, Agang,@ and Agang-like,@ incidents in the county; law enforcement officers, tribal social workers, the county attorney, county juvenile probation officers and county social workers began

meeting on week's alternative to the Child Protection Team meetings. These meetings became known as the Case Consultation Committee. In addition to the above meetings, the county attorney, probation officers, county social workers and tribal social workers meet after Child Protection Team meeting to coordinate services and review plans with regard to shared cases.

By 1997 staff of the Carlton County family unit were also providing new voluntary services, including Children's Mental Health Services and Diversion Services. These services represented a further expansion of preventative programs intended to keep children in their homes.

Between July of 1992 and March of 1998 the first seven Fond Du Lac/Carlton County Dialogue meetings were held. Regular quarterly dialogue meetings began in December of 1998 and have continued to the present.

During 1997 and 1998 Carlton County services were reorganized to allow continued expansion of preventative services and by the end of 1998 Family School Support Workers funded by the Carlton County were working in four schools in Carlton County.

By the end year 2001, Carlton County had expanded services to more schools with additional family school support workers and had begun the Alternative Response Program intended to formally divert family with identified abuse problems from the court process. The case screening process of that program includes involvement of Fond du Lac Child Welfare Workers when reviewing American Indian children and families.

In April of 2005 the Parent Support Outreach Program was added to the array of services that Carlton County Public Health & Human Services and FDL Social Services provide to families in Carlton County. This program is designed to offer support and services to at-risk families who have had a child maltreatment report ruled out.

In 2004 Carlton County and the Fond du Lac Social Services applied for a state grant along with St. Louis County and Bois Forte Band of Chippewa for the purposes of bringing family group conferencing to our area. In September of 2004, our region was awarded this grant. Carlton County and Fond du Lac chose to engage both in Family Group Decision Making conference and Parallel Protection Plan conferences. The 3P is a combined family conference and a settlement conference. The 3P is a court ordered process which is being used in all Carlton County CHIPS cases.

IN 2006 the FSSW began providing additional CMH case management services to youth in their school districts. Carlton County CMH case managers went from 2.5 to 6 FTE.

Carlton County and Fond du Lac also participate in the Children's Justice Initiative meetings in Carlton County. This committee was developed through the Supreme Court of the State of Minnesota as a means to deal with children's justice issues. Great support for the 3P was garnered through this committee. This committee is chaired by a Sixth

Judicial Judge serving Carlton County. The current chair is the Honorable Robert McCauley.

Building on the history of cooperation in the practice of serving American Indian Children and Families it is hoped that this agreement will be the basis for continued expansion of cooperative efforts.

In 2009 due to reductions in funding and the ability to fill vacant positions in the Agency, Carlton County Human Services discontinued the county provided service of the Parent Support Outreach Program. The Agency continues to be the fiscal host. (This item about PSOP will be deleted as the Agency no longer is the fiscal host.)

3) Service Coordination

- *Truancy (see attached definition)* two policies are in place addressing the truancy issue. The Fond du Lac School Attendance & Home Schooling Ordinance (August 1, 2000) affects Fond du Lac families residing on the reservation. The Carlton County Truancy Procedure (May 23, 2005) affects all other Carlton County students. Please refer to these two attached documents.
 - Truancy Guidelines:
 - All Tribal enrolled students that attend on-reservation schools are always under the jurisdiction of the Fond du Lac Superintendent.
 - All Tribal enrolled Fond du Lac students who reside off of Fond du Lac Reservation or Tribal enrolled Fond du Lac students that reside on the Fond du Lac Reservation but attend off Reservation schools will follow the policies of the school they attend up to the point of court action. Prior to court, the student will be referred to the Fond du Lac Superintendent for further action. The Fond du Lac Superintendent has the option to refer the student back to the school district where they are registered or refer the student directly to the Carlton County Attorney's Office.
 - All non-Fond du Lac American Indian Children will follow the same truancy policy or ordinance as other students in the school they attend, unless the Child's Tribe has defined guidelines for their Tribal Students to follow.
- *Educational Neglect (see attached definition)(DHS Child Maltreatment Screening Guideline)*
 Jurisdiction for educational neglect will be consistent with the jurisdiction guidelines for truancy listed above. Educational neglect is defined differently in law – please refer to the definitions attached. All involved parties will discuss educational neglect matters in the following venues to determine the plan of action – In-school work with the Family School Support Workers, Daily Action Team, Community Case Consultation and Community Child Protection Team.
- *Placements*

Fond du Lac Social Workers, Probation and Carlton County Social Workers will coordinate all out-of-home placements of Fond du Lac children and other ICWA eligible children. Other placements to be coordinated include, but are not limited to: use of behavior contracts, shelter care, foster homes, group homes, residential placements, hospitalizations, chemical dependency treatment, day treatment, correctional programs, or other treatment programs.

- *Family Assessment Response // Traditional Response*

When Carlton County Human Services has reason to believe that family members are ICWA eligible when assessing a report of maltreatment, Fond du Lac Social Workers will be contacted via phone during the daily Action Team discussion. Agreed upon best practice will be to jointly decide on how the case will proceed and workers from each agency will be assigned as deemed appropriate. Parents receiving Parent Support Outreach Program services may choose to work with a FDL provider of that service.

Child Sexual Abuse

When in the course of a child sexual abuse investigation by Carlton County Human Services, Carlton County Human Services will notify Fond du Lac Social Workers of the date, time, and location of the forensic interview.

- *Case Management / Case Consultation/Child Protection Team*

To ensure coordinated care and non-duplication of services, Fond du Lac Social Workers, Carlton County Social Workers & Probation Officers will consult on joint voluntary & mandated cases on a monthly basis through phone calls, staffings, and discussions at Community Child Protection Team meetings and Community Case Consultation. Case files will reflect unique services offered by each individual agency to eliminate duplication of services. When possible, prior to placement, workers from all involved agencies will consult and discuss placement options. In the event of emergency placements, workers will discuss the appropriateness of the placement and other options as soon as possible.

- *Service Plan Development*

Staff members from all agencies will consult during the formation of Service Plans to ensure appropriate and coordinated services, along with realistic goals to meet agreed upon objectives that are consistent with applicable laws and statutes. Upon completion, service plans will be exchanged between involved agencies.

- *Foster care licensing, identification of resources & training; between agencies*

Whenever possible and appropriate, both agencies will coordinate foster care resources to reduce duplication in the areas of compliance, licensing and training. Non-Indian foster homes located within the boundaries of the Fond du Lac Reservation will be licensed by Carlton County Human Services. Indian foster homes located off the boundaries of the FDL Reservation can be licensed by Fond du Lac Off Reservation Foster Care Licensing and Placement Agency.

- *Day care licensing, identification of resources & training between agencies*
Whenever possible and appropriate, both agencies will coordinate day care resources to reduce duplication in the areas of compliance, licensing and training. Non-Indian day care homes located within the boundaries of the Fond du Lac Reservation will be licensed by Carlton County Human Services.
- *Family Group Decision Making Conferences/Parallel Protection Plan Conference*
In 2005, Carlton County Public Health & Human Services and Fond du Lac Social Services began utilizing the Parallel Protection Plan Process as a combined family conference and settlement conference. The 3P is court ordered for nearly all CHIPS court cases in Carlton County. For American Indian Families, Fond du Lac Social Services Mediation Specialist conducts the 3P conference at Min No Aya Win Human Services Center. Both Human Services and Fond du Lac Social Workers attend such conference. Human Services has office support staff act as the official scribes of such conference. The Assistant County Attorney and Arrowhead Regional Corrections also participate in the 3P conferences.

A Family Group Decision Making conference (FGDM) is an umbrella term that covers many types of family conferences. Human Services, Fond du Lac Social Services, Arrowhead Regional Corrections Probation Officers may all access this service for the families/children they are working with. All American Indian families will be able to access this service through FDL's Mediation Specialist.

4) **Funding Coordination**

- *Child Welfare Targeted Case Management (CW-TCM)*
Fond du Lac and Carlton County will both submit billings for reimbursement for CW-TCM following the guidelines established by the Minnesota Department of Human Services. Both agencies will document how their services are needed and unique, coordinating service planning through phone calls, joint staffings, and court hearings and regularly scheduled weekly meetings.
Examples include:
 - A Tribal worker provides CW-TCM to ensure compliance with the Indian Child Welfare Act (tribe has been notified, expert testimony is being approved by the tribe, the child is being placed in an appropriate placement), while fostering the continuation of the child's relationship with the tribe. The child was determined to be in need of protection and services due to a substantiated maltreatment report, which may lead to placement.
 - A County worker provides CW-TCM to access family preservation services to deal with maltreatment issues. The child was determined to be in need of protection and services due to a substantiated maltreatment report.

- All case managers must ensure that non-duplicated services are provided according to the best interest and assessed needs of the client. Coordination of effort is exceedingly critical for a child with multiple needs.
- In addition, other case management services may also be offered such as mental health targeted case management. A County worker provides mental health targeted case management to access services necessary to deal with the child's emotional disturbance. The child has been diagnosed under Rule 79 as having severe emotional disturbance (SED).
- *Foster Care Billing*
Carlton County will contract annually to purchase foster care services from Fond du Lac. New contracts will be in place by January 1st of each year reflecting the most current rates. Fond du Lac will bill Carlton County monthly for services provided and Carlton County will process the bills in a timely manner.
- *Child Care Assistance*
Fond du Lac and Carlton County will coordinate childcare assistance, following DHS guidelines, to best serve families needing this assistance.
- *Grant Opportunities*
Fond du Lac and Carlton County will discuss potentially mutually beneficial grant opportunities. When agreed upon, Fond du Lac and Carlton County will collaborate on the planning, writing and submission of grant proposals. If a joint application is not agreed upon or allowable under grant guidelines, letters of support will be offered to the other agency's application.
- *MinnesotaCare / Medical Assistance*
Fond du Lac and Carlton County will actively pursue the enrollment of all eligible residents into the MinnesotaCare and Medical Assistance programs. Applications can be filled out both at Fond du Lac Social Services and at Carlton County Human Services.
- *Family Group Decision Making Conferences/Parallel Protection Plan Conferences*
Both Carlton County Public Health & Human Services and Fond du Lac Social Services are recipients of the regional grant. Both agencies have a Purchase of Service Contract with St. Louis County Human Services, as the fiscal host of the grant. Each agency will send in their respective costs/bills to St. Louis County according to the terms of the contract.

5) Legal

- *Notification to Fond du Lac by Carlton County Human Services*

These steps are agreed upon based on a broad interpretation of the Indian Child Welfare Act and agreed upon best practices. Carlton County Human Services will notify Fond du Lac Social Services by certified mail to be in compliance with ICWA. Notification will occur:

- Within 7 days
- When Carlton County Human Services is opening a case involving a person they have reason to believe is a Fond du Lac member.
- When Indian People uncertain of Tribal membership are involved with Carlton County Human Services.
- In the following situations:
 - Court ordered services such as child protection, child welfare, or a 3P conference.
 - Voluntary services such as Children's Mental Health, Family Based Services, Family Assessment Response, Diversion, Family School Support Services, Parent Support Outreach Program, and a FGDM conference.
- *Notification to Fond du Lac by Carlton County Probation*
The Probation Officers serving Carlton County will notify Fond du Lac Social Services within 7 days of assignment to Probation when they have reason to believe they are working with a child that is a Fond du Lac member or a member of an unidentified Tribe. The process for notification will be written, once permission to release information has been signed by the parents.
- *Notification to Fond du Lac by Carlton County Court Services*
 - Carlton County Court Administrator's Office will fax/email the current weekly juvenile court schedule to Fond du Lac on Monday of each week.
 - Fond du Lac Social Services Department will be notified of new delinquency petitions by Carlton County Court Administrator's Office.
- *Expert Witnesses*
Fond du Lac will identify who the qualified expert witness will be when needed, upon request of the Court.
- *Ability To Share Information*
For the purposes of this agreement, both Fond du Lac Social Services and Carlton County Human Services are considered to be a part of the welfare system as defined by the Minnesota Data Practices Act, Minn. Stat. Sec. 13.46 Subd. 1(c). Both agencies, being so considered, are authorized to share with each other private or confidential information on individuals for the purposes listed in Minn. Stat. Sec. 13.46 Subd. 2(a). These purposes include, but are not limited to:
 1. Providing information for the purpose of determining eligibility, amount of assistance, and the need to provide services of additional programs to the individual;
 2. Administering federal funds or programs;

3. Sharing information between personnel of the welfare system working in the same program;
4. Carrying out a court's order;
5. Carrying out the mandates of a state or federal statute, including the Indian Child Welfare Act and the Reporting of Maltreatment of Minors Act;
6. Providing information in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the individual or other individuals or persons; and
7. Assisting an agent of the welfare system, including a law enforcement person, attorney, or investigator acting for it in the investigation or prosecution of a criminal or civil proceeding relating to the administration of a program.

This section of the agreement is in no way intended to be an all inclusive or exclusive list, but is instead intended to summarize, generally, the provisions of Minnesota law which permit the parties to this agreement to share otherwise private or confidential data. Any federal or state laws on the sharing of private or confidential data will be controlling as to any questions or conflicts, which may ultimately arise in this area.

6) **Communication**

Open, honest and respectful communication is a value strongly held by all 3 agencies. Continued effective communication will be maintained in part through the following channels:

- *Action Team*
Fond du Lac Social Services will be contacted by 8:15 A.M. daily when the Action Team is reviewing any intake that may be impacted by ICWA.
- *ICWA Case Review*
Fond du Lac Social Services staff will meet with Carlton County Social Workers at **11:00 a.m. the first Wednesday of every month**, to review ICWA cases. Probation Officers will be invited to reviews involving children on probation. Any worker from the individual agencies can request a case review meeting if there are issues that cannot wait for the scheduled ICWA case review time.
- *Community Child Protection Team Meeting*
Carlton County Human Service, Fond du Lac Social Services will have at least one representative at the CCPTM every other week on Wednesdays, from 12:00 – 1:00.
- *Case Consultation Meeting*
Carlton County Human Services, Fond du Lac Social Services and Probation will have at least one representative at the CCTM every other week on Wednesdays, from 12:00 – 1:00.

- *Fond du Lac Social Services/Probation/Carlton County Human Services Task Force Meetings*
Periodically, specific issues arise that warrant the development of a short-term task force. Historical examples include the over representation of Indian Children in out-of-home placements and the coordination of services when domestic violence and child protection issues are present, and the County/Probation/Tribal Agreement. When these items are identified, a new task force will be developed to address the issue.
- *Dialogue Meetings*
Dialogue meetings will continue to be scheduled **three times per year** with the location/host agency rotating among Probation, Fond du Lac Social Services and Carlton County Human Services. The agency that hosts the meeting will arrange for the agenda and facilitate the meeting. Time parameters will be set for each meeting. Fond du Lac Social Services, Probation, and Carlton County Human Services will review and update this agreement as part of the dialogue meetings on at least a biannual basis.
- *Shared Case Management*
As stated in section 3, Service Coordination and section 4, Funding Coordination, both agencies will coordinate joint case management services by agreeing to be in regular communication regarding case management information.
- *Agree to Disagree*
Whenever possible, all agencies will work to agree on how to come to resolution on the issue being discussed. In the rare circumstances when consensus is not reached, each agency will put forth the option they are legally and professionally obligated to present.

7) Access To Other Tribal Services

- *Behavioral Health*
 - *Mental Health Services:* All American Indian clients being served by Carlton County Human Services and Arrowhead Regional Corrections Juvenile Probation of Carlton County should be offered the option to receive outpatient mental health services through Fond Du Lac Human Services. These services are available to all enrolled and affiliated American Indian clients.
 - *Chemical Dependency Services:* All American Indian clients being served by Carlton County Human Services and Arrowhead Regional Corrections Probation of Carlton County that are enrolled or eligible for enrollment and live on the Fond Du Lac Reservation must be referred to Fond Du Lac Human Services for Chemical Dependency

Assessment, funding approval and follow-up Chemical Dependence services. American Indian clients of Carlton County Human Services and Arrowhead Juvenile Probation of Carlton County who are not residents of the Fond Du Lac Reservation and/or not enrolled or not eligible for enrollment in the Fond Du Lac Band are not eligible for funding for residential chemical dependency services paid for by Fond Du Lac Human Services. They are eligible for all other direct CD services (counseling, aftercare, etc.). Those American Indian clients not eligible for funding can receive chemical dependency services directly through Carlton County. Non-American Indian clients who are residents of Carlton County should be referred to Carlton County Human Services for assessment, funding and follow-up services.

- *Gambling Prevention & Intervention Services*

Fond du Lac Behavioral Health Services offers gambling prevention and intervention services to all American Indian clients living on or near the Fond du Lac Reservation.

- *Children's Mental Health Case Management*

Fond du Lac's Children's Mental Health Case Manager will meet as a member of the Carlton County Children's Mental Health Team on a regular basis. Release of information forms will be signed by clients whenever possible to allow Case Managers to consult on specific cases.

- Adult/Vulnerable Adult Social Services/Case Management (This section will need to be completed by the VA Unit at Carlton County Public Health and Human Services and Fond du Lac Social Services.) **Narrative being worked on.**

MEMORANDUM of UNDERSTANDING
Between
Redwood County Human Services and the Lower Sioux Social Services

This Memorandum of Understanding is entered into by and between Redwood County Human Services and Lower Sioux Social Services on April 17, 2008, as amended June 22, 2012.

WHEREAS the parties hereto provide child protective services to children residing in Redwood County, which includes the Lower Sioux Indian Reservation; and

WHEREAS, the parties provide those services to Indian Children in accordance with the provisions of the Indian Child Welfare Act ("ICWA"), 25 U.S.C §§1901, et. seq., the Lower Sioux Indian Community Domestic Relations Code, the Minnesota Indian Family Preservation Act ("MIFPA"), Minn. Stat. §§260.751-260.835, the Minnesota Tribal State Agreement, the BIA Guidelines for state courts, the Minnesota Department of Human Services Social Service manual, XIII 3500 and 3600, and other applicable federal, tribal and state laws; and

WHEREAS, Lower Sioux Social Services ("LSSS") has agreed that continued assistance of Redwood County Human Services ("RCHS") in meeting the social service needs of Indian children who are members or eligible for membership in the Lower Sioux Indian Community who reside in Redwood County is necessary and appropriate; and

WHEREAS, the parties understand that in order provide for the needs of all Indian children and their families while LSSS and Tribal Court systems develop and expand, it is necessary to transition some services and responsibilities; and

WHEREAS, the parties understand that some of the terms contained in this Memorandum of Understanding may be different than those contained in ICWA, MIFPA, the Tribal /State Agreement and the Minnesota Department of Human Services Social Services Manual, that the terms contained in the Memorandum of Understanding shall control, however, none of these terms shall be interpreted to allow for violation of any of the aforementioned laws; and

WHEREAS, in order to appropriately meet the social service needs and insure the safety and well being of Indian children who are members or eligible for membership with the Lower Sioux Indian Community, LSSS and RCHS wish to enter into this memorandum of Understanding to facilitate a cooperative and collaborative working relationship between the agencies.

NOW, THEREFORE, the parties hereto agree as follows:

MEMORANDUM of UNDERSTANDING
Between Redwood County Human Services and Lower Sioux Social Services

DEFINITIONS

- A. **Indian Child** shall mean an individual under the age of eighteen years who is a member of, or eligible for membership in, the Lower Sioux Indian Community, or any such child who remains in foster care beyond the age of eighteen years.
- B. **Child Protection Report** means a written or verbal report that describes physical or sexual abuse or neglect of a child as defined in the Minnesota Maltreatment of minors Act (MMMA), MN Stat §626.556 and shall also include prenatal exposure to a controlled substance as listed in Minn. Stat §253B.02 Subd. 2 and infant medical neglect.
- C. **Emergency** means a condition caused by the action, or inaction of a child's parent, Indian custodian, or other caregiver, that puts the child at risk of imminent physical damage or harm. The emergency only exists while there is an immediate risk, and once that risk passes, the emergency no longer exists.

All other terms as used herein shall be as defined in the definition section of the Tribal/State Agreement and in the Social Services Manual, Definitions, XIII-3521.

CHILD PROTECTION REPORTS

RGHS and LSSS shall notify each other of any child protection report involving an Indian child as soon as reasonably possible following receipt of the child protection report. Notice shall be accomplished in the following manner: (1) if to RGHS, telephone contact directly to the Child Protection Supervisor or other available child protection social worker; (2) if to LSSS, by email to the LSSS Director. In those cases involving an Indian child, whether residing on or off the Lower Sioux Indian Community, the LSSS staff shall be invited to participate in the screening process, it being understood telephone participation is permissible. The screening process will generally take place the morning following receipt of the report except in the event of an emergency.. The information in the report will remain confidential as defined in the Minnesota Government Data Practices Act (MGDPA), Minn. Stat. §13.46 and the MMMA. Both RGHS and LSSS will comply with the data classifications contained in the MGDPA and the MMMA.

CHILD PROTECTION ASSESSMENTS

Child protection assessments of Indian children must be performed by, or in consultation with, an individual with substantial knowledge of prevailing social and cultural standards and child rearing practices within the Lower Sioux Indian Community. RGHS will continue to conduct all child protection assessments and investigations regarding Indian children. RGHS shall notify LSSS of all assessments and LSSS shall be personally present to join in the assessment or investigation process whenever possible and, in the event LSSS is unable to participate directly, RGHS shall confer with LSSS by telephone or other means and shall consult with LSSS regarding the assessment.

MEMORANDUM of UNDERSTANDING
Between Redwood County Human Services and Lower Sioux Social Services

If LSSS is unable to personally participate in the assessment and investigation process, it shall so inform RCHS. If LSSS chooses not to participate in the assessment and investigation process, it shall so inform RCHS in writing as soon as possible. RCHS shall consult with LSSS on all assessments and shall consider LSSS position with respect to any proposed outcome. RCHS shall promptly notify LSSS of any determination of maltreatment. LSSS shall provide RCHS its position regarding the outcome of the assessment. RCHS shall document LSSS position regarding the outcome of the assessment and the specific reason if any, why RCHS disagrees with LSSS, in the case file. LSSS may also participate in Family Assessments and RCHS shall notify LSSS of all Family assessments involving Indian children, and their outcome.

NOTICE OF OUT OF HOME PLACEMENTS

If RCHS determines that an Indian child may be placed out of the home, RCHS shall notify LSSS of the conditions and the steps that have been taken by RCHS to remedy the condition as soon as possible, but in any event, no later than seven days of the determination. LSSS shall provide a written response as to its position on the issue of the out of home placement, which shall include whether or not LSSS concurs with the placement, within 3 days after receiving notice of a potential out of home placement from RCHS. RCHS shall provide all documentation and/or reports upon which the placement is/was based to LSSS within one business day of the placement.

If RCHS determines that an Indian child is in a situation that could lead to an out of home placement and the Indian child or the child's family will require continued involvement with RCHS for 30 days or more, RCHS shall send notice of the condition and the initial steps taken to remedy the condition to LSSS as soon as possible, but in any event, no later than seven days of the determination. Within seven days of receiving notice from RCHS, LSSS shall meet with RCHS to develop a plan for assisting the Indian child and the child's family.

LSSS shall notify RCHS when an Indian child is placed out of the home immediately, but no later than one business day after the placement. LSSS shall not use a RCHS foster home for such placement without prior approval of RCHS. LSSS shall obtain RCHS agreement with the need for placement as soon as possible. If RCHS will be asked to provide financial support for the placement or services to the family and RCHS disputes the need for out of home placement or services, the issue shall be addressed by the court having jurisdiction over the CHIPS proceeding. LSSS shall work cooperatively with RCHS and shall provide all documentation and reports upon which the placement or services are based to RCHS within one business day of the placement.

Emergency Removals: Whenever RCHS determines the circumstances justifying emergency removal of an Indian child from the home exists, it shall contact LSSS to request input and active involvement in the risk assessment process. RCHS shall notify LSSS within one hour of its determination that emergency placement is required.

MEMORANDUM of UNDERSTANDING
Between Redwood County Human Services and Lower Sioux Social Services

Voluntary Placements: When an Indian child is voluntarily placed out of the home, RCHS shall give notice of the placement to LSSS within two days of the placement, excluding weekends and holidays. Within 48 hours of notice, excluding weekends and holidays, LSSS shall provide to RCHS in writing a statement as to its position regarding the voluntary placement, including whether or not LSSS is in agreement with the physical placement of the child. The parties understand that the District Court must validate the voluntary out of home placement consent. If a voluntary placement changes, RCHS shall notify LSSS under the time frames listed above and shall consult with LSSS regarding the change in placement unless circumstances create a danger to the child and make it impossible to do so. If such circumstances exist, RCHS shall notify LSSS by phone, fax or in writing of the circumstances. LSSS shall assist RCHS in locating a placement that is within the placement preferences. If RCHS is requesting that a voluntary placement change to an involuntary placement, it shall file a request in District Court and inform LSSS, subject to the jurisdictional provisions of this agreement.

Placement Preferences: Whenever an Indian child is placed out of the home and outside of the placement preference contained in ICWA or as otherwise established by the Lower Sioux Indian Community, RCHS shall promptly notify LSSS. RCHS shall provide to LSSS a written statement as to why a placement outside the placement preferences was made. LSSS shall, within one business day of said notification, state, in writing, whether it approves the temporary placement or not. If the placement is outside of the placement preferences, the parties understand that the placement is temporary, pending placement in accordance with the placement preferences. LSSS shall assist RCHS in locating a placement that is within the placement preferences.

Change in Placement: If RCHS or LSSS seek to change the placement of an Indian child, the parties shall notify each other, whenever possible, prior to the change in placement. Unless an emergency exists, RCHS shall bring a motion to modify the placement in District Court, or LSSS agrees that it will file the necessary paperwork in Tribal Court.

CASE REVIEWS AND CASE PLANS

Case reviews: RCHS shall conduct a case review of all voluntary and involuntary out-of-home placements of Indian children at least every six months, and all permanent placements shall be reviewed annually. LSSS staff and RCHS staff shall meet prior to the case review meeting to discuss the case status and provision of services. This preliminary meeting shall not include the child or family members. For CHIPS cases that are filed in Tribal Court and in which RCHS is providing placement or other services, LSSS shall conduct a case review at least every six months, or annually for permanency cases, and shall include RCHS in those case reviews. LSSS staff and RCHS shall meet as part of a case review process to discuss the provision of services to the child and family.

Case Plans: LSSS shall review all case plans generated by RCHS and if LSSS disagrees with any of provisions of the case plan, RCHS and LSSS shall meet in an effort to reach an appropriate compromise. If the parties cannot reach an agreement, RCHS shall notify

MEMORANDUM of UNDERSTANDING
Between Redwood County Human Services and Lower Sioux Social Services

the District Court and schedule a hearing to address the dispute. If the case is being heard in Tribal Court and a disagreement between the parties with respect to the case plan arises that cannot be resolved between the parties, LSSS shall notify the Tribal Court and shall schedule a hearing to address the dispute.

JURISDICTION

In all non-emergency cases, for Indian Children domiciled or residing on the Lower Sioux Indian Reservation, LSSS shall be responsible for filing any CHIPS petition regarding said children in Tribal Court, unless the parties specifically agree it would be more appropriate for RCHS to file a petition in District Court. If LSSS determines that the CHIPS petition should be filed in District Court, LSSS shall, as soon as possible, state, in writing, that the LSSS declines to the referral or that the Tribal Court declines, in writing to accept jurisdiction over the proceeding. RCHS shall then be responsible for filing any CHIPS petition regarding the children in District Court.

In emergency cases and those cases where the Indian child is not domiciled or residing on the Lower Sioux Indian Reservation, RCHS shall file the CHIPS petition in District Court. LSSS shall inform the Court and RCHS in writing, or on the record, as early as possible, whether it will recommend or request transfer of jurisdiction of the case to the Tribal Court. LSSS will not be precluded from requesting transfer of jurisdiction at a later time, but LSSS understands that if it makes a request for transfer after the dispositional hearing, that RCHS may object to the request as untimely.

Requests for transfer of jurisdiction shall be made in writing and shall be accompanied by, or followed by, a Tribal Court order accepting jurisdiction of the matter. Requests for transfer shall be served on all parties and filed with the District Court. Upon receipt of an order of the District Court transferring jurisdiction, further proceedings shall be heard in Tribal Court.

TRIBAL COURT PROCEEDINGS

LSSS shall notify RCHS as soon as possible, but in any event not later than 48 hours prior to any Tribal Court hearing, in which any party has requested or LSSS has reason to believe will request RCHS payment for services or placement. If LSSS or any party requests that RCHS pay for services or placement at a Tribal Court hearing and prior notice to RCHS has not been provided, LSSS shall request that Tribal Court hearing be continued to provide notice to RCHS and to allow RCHS an opportunity to be heard on the issue. RCHS, upon receipt of the notice, shall as soon as practicable, but in any event at least 24 hours prior to any Tribal Court hearing, notify LSSS as to whether or not RCHS has any objections. If RCHS objects to providing the requested services or placement, the issue shall be determined by the Tribal Court after all parties have been provided an opportunity to be heard.

W.S.1

MEMORANDUM of UNDERSTANDING
Between Redwood County Human Services and Lower Sioux Social Services

DISTRICT COURT PROCEEDINGS

In CHIPS proceedings in District Court, LSSS shall provide to all parties and file with the District Court a written report containing LSSS assessment of the case status, any objections it may have to the dispositional order or recommendations from RCHS and its recommendations with respect to the case whenever possible. LSSS shall verbally inform RCHS of its position upon request. If LSSS is unable to attend a hearing, it shall provide the Court and parties with a written report prior to the hearing.

CASE MANAGEMENT SERVICES

Once a CHIPS proceeding is brought in Tribal Court, or has been transferred to Tribal Court ongoing case management services shall be the sole responsibility of LSSS. RCHS agrees that it will assist LSSS in case management services upon request of LSSS. Upon receiving a request for case management services, the social worker from RCHS and the social worker from LSSS shall meet and develop a written plan, which describes each party's responsibility for case management services.

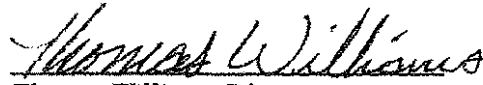
RCHS agrees to involve LSSS in any child protection intervention and services provision involving Indian children. While primary case management services for matters being heard by District Court is the responsibility of RCHS, tribal involvement in all aspects of the decision making process is critical to reduce the potential for cultural bias in making decisions affecting Indian children and families. RCHS will notify LSSS of all case reviews, staffings or other meetings regarding the family and will, upon request, provide LSSS with access to all case record materials, including reports, family social histories and other documentary and case information. If LSSS will provide ongoing case management service, LSSS shall so notify RCHS in writing.

TERM

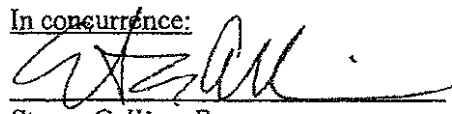
This Memorandum of Understanding shall be in effect from the date of execution by parties and shall continue in effect until modified or terminated by further agreement of the parties.

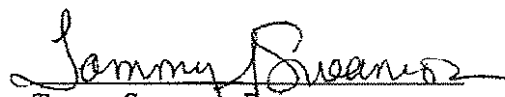

Patrick Bruflat, Director
Redwood County Human Services

Date: JUNE 28, 2012


Thomas Williams, Director
Lower Sioux Social Services

Date: 6/28/12

In concurrence:

Steven Collins, Esq.
Redwood County Attorney


Tammy Swanson, Esq.
Counsel for Lower Sioux Social Services

YTD 4/30/21 Budget Comparison

	Expenses		33% Of Budget			
003 Board of County Commisisoners	\$	<u>113,946</u>	\$	71,168	\$	215,662
015 Court Administrator	\$	33,705	\$	29,370	\$	89,000
025 Law Library	\$	7,280	\$	5,181	\$	15,700
035 Administrative Services	\$	470,930	\$	486,359	\$	1,473,815
041 Auditor - Treasurer	\$	134,200	\$	142,904	\$	433,041
043 Licenses	\$	-	\$	-	\$	-
045 Internal Auditing	\$	24,929	\$	16,500	\$	50,000
060 General Administration	\$	<u>350,764</u>	\$	161,308	\$	488,811
063 Information Services	\$	69,200	\$	52,859	\$	160,180
065 Data Processing	\$	27,847	\$	26,961	\$	81,700
071 Elections	\$	4,417	\$	22,044	\$	66,800
091 County Attorney	\$	497,869	\$	515,408	\$	1,561,843
092 Victim Emergency Grant	\$	51,214	\$	53,489	\$	162,089
100 Assessor	\$	160,111	\$	169,844	\$	514,680
102 Land Records and Information	\$	16,082	\$	17,490	\$	53,000
107 Land Services	\$	153,172	\$	132,403	\$	401,221
110 Building Maintenance	\$	141,315	\$	131,208	\$	397,600
393 Solid Waste	\$	60,929	\$	73,726	\$	223,412
510 Snowmobile ATV Trails	\$	71,515	\$	-	\$	-
601 County Agricultural Society	\$	-	\$	5,610	\$	17,000
603 County Extension Service	\$	25,322	\$	32,757	\$	99,264
609 Soil & Water Cons/Ag Insp	\$	53,876	\$	40,999	\$	124,239
615 Aquatic Invasive Species	\$	950	\$	30,924	\$	93,709
617 Environmental Resources	\$	<u>131,281</u>	\$	89,470	\$	271,122
701 Economic Development	\$	30,060	\$	75,290	\$	228,153
703 Economic Grant Loan Program	\$	504,979	\$	-	\$	-
811 Misc & Non Dept'l	\$	<u>736,475</u>	\$	374,452	\$	1,134,704
841 County Library	\$	144,766	\$	95,539	\$	289,513
Subtotal: General (Non-Sheriff)	\$	4,017,134	\$	2,853,265	\$	8,646,258

201 Sheriff	\$	1,374,661	\$	1,370,153	\$	4,151,980
202 Court Security	\$	136,326	\$	158,750	\$	481,061
204 Drug & Alcohol Contingency	\$	-	\$	-	\$	-
205 Boat and Water	\$	34,261	\$	40,810	\$	123,667
206 Snowmobile Safety Enforcement	\$	13,083	\$	6,072	\$	18,400
207 ATV Grant	\$	237	\$	330	\$	1,000
211 DARE Program	\$	599	\$	825	\$	2,500
216 Chaplaincy	\$	-	\$	198	\$	600
219 DWI Assessment	\$	-	\$	-	\$	-
220 DWI Forfeiture	\$	-	\$	-	\$	-
221 Drug Forfeiture	\$	400	\$	495	\$	1,500
226 Communication Agreements	\$	-	\$	4,620	\$	14,000
227 Records System	\$	<u>58,025</u>	\$	17,820	\$	54,000
228 Permit to Carry	\$	22,471	\$	20,935	\$	63,438
231 Animal Control	\$	4,150	\$	5,280	\$	16,000
236 Coroner	\$	15,977	\$	20,965	\$	63,530
251 County Jail	\$	1,025,103	\$	1,197,767	\$	3,629,598
253 Prisoner Acct	\$	37,054	\$	94,050	\$	285,000
255 Probation	\$	397,726	\$	348,813	\$	1,057,009
259 Case Load Reduction Acct	\$	47,648	\$	49,401	\$	149,699
280 Civil Defense - Emergency Management	\$	27,134	\$	30,408	\$	92,144
281 E-911	\$	12,277	\$	17,573	\$	53,250
283 PSAP	\$	273,049	\$	297,928	\$	902,811
			\$	-		
Subtotal: General (Sheriff)	\$	3,480,181	\$	3,683,192	\$	11,161,187
<u>Total General Fund</u>	\$	<u>7,497,315</u>	\$	<u>6,536,457</u>	\$	<u>19,807,445</u>

YTD 4/30/21 Budget Comparison

	Expenses	33% Of Budget	
121 Veterans Services	61,337	66,216	200,655.00
420 Income Maintenance			
000 Admin	140,259	157,072	475,975.00
610 TANF		-	-
620 GA	16,408	16,830	51,000.00
630 Food Support	291	165	500.00
640 Child Support	189,223	202,363	613,222.00
650 MA	97,530	114,510	347,000.00
660 MSA	-	-	-
665 GRH	4,206	3,300	10,000.00
670 MFIP	-	2,310	7,000.00
690 Financial	316,490	332,680	1,008,120.00
Total 420	764,405	829,230	2,512,817
430 Social Services			
700 Social Services	1,232,960	1,357,031	4,112,214.00
710 Children's Services	1,233,281	1,220,361	3,698,063.00
715 Benton MTM	-	-	-
720 Child Care	9,303	11,102	33,641.00
721 MFIP E&T	59,263	95,700	290,000.00
730 Chemical Dependency	15,597	44,064	133,526.00
740 Mental Health	177,423	289,661	877,760.00
750 Developmental Disabilities	22,497	45,885	139,046.00
760 Adult Services	4,684	6,519	19,756.00
Total 430	2,755,007	3,070,322	9,304,006
481 Public Health			
000 Admin	71,377	67,530.21	204,637.00
601 WIC	32,418	40,698.24	123,328.00
602 MCH	3,069	16,159.77	48,969.00
603 PHEP	24,273	16,699.98	50,606.00
604 DP&C	79,732	39,803.28	120,616.00
606 PCA	6,412	-	-
610 TANF	7,369	12,259.50	37,150.00
615 Child/Teen Checkup	18,378	31,985.25	96,925.00
616 MIECHV	30,123	89,545.50	271,350.00
617 SHIP	24,833	20,513.13	62,161.00
Total 481	297,983	335,195	1,015,742
All Fund 11	3,878,733	4,300,963	13,033,220

YTD 4/30/21 Budget Comparison

	Expenses		33% Of Budget	
300 PW General	\$	-	\$	-
310 PW Administration	\$	239,802	\$	124,085
320 PW Engineering/Construction	\$	754,175	\$	1,319,713
330 PW Maintenance	\$	693,519	\$	661,759
340 PW Equipment Maint & Shop	\$	193,352	\$	181,452
350 PW Seasonal/Students	\$	-	\$	-
360 PW Surveyor	\$	-	\$	1,650
Total Public Works	\$	1,880,848	\$	2,288,658
			\$	6,935,327

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6/3/21

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As of Date: 12/2020

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Comment:

**** Mille Lacs County ****

TREASURER'S CASH TRIAL BALANCE



**** Mile Lacs County ****



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6/3/21

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TREASURER'S CASH TRIAL BALANCE

As of 12/2020

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 County Revenue Fund	1,914,636.80			
Receipts		1,280,899.90	9,763,787.83	
Disbursements		1,112,571.56-	12,915,297.76-	
Payroll		1,577,541.24-	13,128,858.47-	
Journal Entries		7,705,017.74	17,593,311.90	
Fund Total		6,295,804.84	1,312,943.50	3,227,580.30
10 Public Works Department	1,287,539.73			
Receipts		560,288.15	6,403,078.19	
Disbursements		250,126.73-	8,437,391.54-	
Payroll		170,005.76-	1,616,092.39-	
Journal Entries		427,962.61	2,230,815.12	
Fund Total		568,118.27	1,419,590.62-	132,050.89-
11 Community and Veterans Services	152,960.46			
Receipts		300.00	20,301.35	
Disbursements		2,165.09-	20,496.43-	
Payroll		19,355.33-	179,088.40-	
Journal Entries		74,178.46	149,993.59	
Dept Total		52,958.04	29,289.89-	123,670.57
11 Community and Veterans Services	8,907,161.53			
Income Maintenance				
Receipts		120,165.27	1,750,394.43	
Disbursements		72,358.02-	737,409.10-	
Payroll		206,512.05-	1,910,562.31-	
Journal Entries		810,591.54	360,931.96-	
Dept Total		651,886.74	1,258,508.94-	7,648,652.59
11 Community and Veterans Services	2,682,021.42-			
Social Services				
Receipts		378,063.52	5,434,337.31	

*** Mille Lacs County ***



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TREASURER'S CASH TRIAL BALANCE

As of 04/2021

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Fund	Beginning Balance	This Month		YTD		Current Balance
SSIS		391,106.25-		1,455,354.39-		
Payroll		287,578.34-		1,175,263.29-		
Journal Entries		0.00		59,999.23		
Dept Total		412,673.55-		1,069,148.11-		4,525,643.07-
11 Community and Veterans Services	481		Public Health			
Receipts	1,217,596.36	20,812.66		202,495.37		
Disbursements		15,206.15-		36,881.08-		
Payroll		62,041.45-		261,189.77-		
Journal Entries		0.00		3,664.96		
Dept Total		56,434.95-		91,910.52-		1,125,685.84
Fund Total	5,533,424.56	611,212.17-		1,490,973.67-		4,042,450.89
12 General Ditch Fund	482,224.98					
Disbursements		239,062.43-		250,523.32-		
Journal Entries		0.00		5,121.04		
Fund Total		239,062.43-		245,402.28-		236,822.70
15 Family Ties Fund	411		Family Ties - Lcts 2.5% Admin Allocation			
Journal Entries	117,102.29					
Dept Total		0.00		842.55		117,944.84
15 Family Ties Fund	413		Family Ties - Lcts 97.5% Allocation			
Journal Entries	17,382.53-	0.00		2,422.50-		
Dept Total		0.00		2,422.50-		19,805.03-
Fund Total	99,719.76	0.00		1,579.95-		98,139.81
35 Debt Service Fund						
Receipts	2,446,921.09	153,023.84		591,752.73		

Mille Lacs County



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TREASURER'S CASH TRIAL BALANCE

As of 04/2021

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements	5,411.97-	1,609,321.97-		
Journal Entries	0.00	220,250.28-		
Fund Total	147,611.87	1,237,819.52-		1,209,101.57
37 Capital Projects Fund	2,620,803.35			
Disbursements	4,444.81-	19,988.11-		
Journal Entries	0.00	1,520,401.28-		
Fund Total	4,444.81-	1,540,389.39-		1,080,413.96
61 Internal Service Fund	125,264.07			
Receipts	26,879.22	59,140.89		
Journal Entries	0.00	480.35		
Fund Total	26,879.22	59,621.24		184,885.31
71 Trust Fund	3,088.08			
Receipts	1.92	9.88		
Disbursements	0.00	110.96-		
Fund Total	1.92	101.08-		2,987.00
75 State Agency Fund	42,390.06			
Receipts	16,991.32	49,425.56		
Disbursements	12,992.75-	79,910.94-		
Journal Entries	0.00	33,899.12		
Fund Total	3,998.57	3,413.74		45,803.80
77 County Agency Fund	31,720.42			
Receipts	532,219.61	1,074,074.10		
Disbursements	304,678.04-	1,328,382.51-		

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Millie Lacs County

TREASURER'S CASH TRIAL BALANCE

As of 04/2021



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries		916.08	3,183.97	
Fund Total		228,457.65	251,124.44	219,404.02
81 Taxes & Penalties Fund	1,685,319.80			
Receipts		231,906.17	903,744.75	
Disbursements		51.00	118,007.13	
Journal Entries		0.00	911,548.89	
Fund Total		231,855.17	125,811.27	1,559,508.53
83 Towns & Cities Fund	0.00			
Disbursements		0.00	183,053.62	
Journal Entries		0.00	183,053.62	
Fund Total		0.00	0.00	0.00
85 School Districts Fund	0.00			
Disbursements		0.00	201,633.53	
Journal Entries		0.00	201,633.53	
Fund Total		0.00	0.00	0.00
87 Region 7E Fund	0.00			
Disbursements		0.00	1,060.29	
Journal Entries		0.00	1,060.29	
Fund Total		0.00	0.00	0.00
All Funds	16,166,405.58			
Receipts		3,006,830.55	9,448,949.84	
Disbursements		1,504,329.43	9,462,807.63	
SSIS		391,106.25	1,455,354.39	
Payroll		1,616,940.72	6,741,898.37	
Total		505,545.85	8,211,110.55	7,955,295.03

Mille Lacs County

TREASURER'S CASH TRIAL BALANCE

Mille Lacs County



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 6/3/21

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TREASURER'S CASH TRIAL BALANCE

As of 04/2021

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
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1 County Revenue Fund

3,227,580.30

Receipts

407,770.81

1,490,644.45

Disbursements

655,730.89-

3,952,062.58-

Payroll

995,297.35-

4,141,796.89-

Journal Entries

916.08-

770,350.52

Fund Total

1,244,173.51-

5,832,864.50-

2,605,284.20-

10 Public Works Department

132,050.89-

Receipts

1,271,695.16

2,985,320.02

Disbursements

203,222.99-

1,379,873.94-

Payroll

113,929.50-

503,317.36-

Journal Entries

0.00

1,349,791.85

Fund Total

954,542.67

2,451,920.57

2,319,869.68

11 Community and Veterans Services

123,670.57

121

Veterans Services

Disbursements

173.40-

8,248.09-

Payroll

10,947.45-

53,088.41-

Journal Entries

0.00

3,482.85

Dept Total

11,120.85-

57,853.65-

65,816.92

11 Community and Veterans Services

7,648,652.59

420

Income Maintenance

Receipts

73,701.30

506,688.27

Disbursements

57,537.50-

209,566.08-

Payroll

147,146.62-

607,242.65-

Journal Entries

0.00

38,059.07

Dept Total

130,982.82-

272,061.39-

7,376,591.20

11 Community and Veterans Services

430

Social Services

Receipts

271,828.54

1,585,653.82

Disbursements

5,817.50-

84,183.48-

**** Mille Lacs County ****

TREASURER'S CASH TRIAL BALANCE

As of 12/2020

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Fund	Beginning Balance	This Month	YTD	Current Balance
Disbursements		35,198.91-	234,516.17-	
SSIS		364,353.14-	4,625,595.80-	
Payroll		420,400.67-	3,863,281.77-	
Journal Entries		1,237,135.45	2,514,582.89	
Dept Total		795,246.25	774,473.54-	3,456,494.96-
11 Community and Veterans Services	481	Public Health		
	1,103,790.61			
Receipts		62,315.54	888,364.41	
Disbursements		20,450.53-	128,093.62-	
Payroll		95,851.55-	804,301.43-	
Journal Entries		78,057.06	157,836.39	
Dept Total		24,070.52	113,805.75	1,217,596.36
Fund Total	7,481,891.18	1,524,161.55	1,948,466.62-	5,533,424.56
12 General Ditch Fund				
	770,493.16			
Receipts		0.00	38,768.60	
Disbursements		932.00-	403,882.62-	
Journal Entries		19,084.57	76,845.84	
Fund Total		18,152.57	288,268.18-	482,224.98
15 Family Ties Fund	411	Family Ties - Lets 2.5% Admin Allocation		
	114,146.87			
Journal Entries		518.03	2,955.42	
Dept Total		518.03	2,955.42	117,102.29
15 Family Ties Fund	413	Family Ties - Lets 97.5% Allocation		
	15,858.78-			
Journal Entries		6,574.60	1,523.75-	
Dept Total		6,574.60	1,523.75-	17,382.53-
Fund Total	98,288.09	7,092.63	1,431.67	99,719.76
35 Debt Service Fund				

Mille Lacs County

MLERIC
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TREASURER'S CASH TRIAL BALANCE

As of 12/2020

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts	1,567,395.58	147,389.22	1,786,376.11	
Disbursements		850.00-	1,552,101.53-	
Journal Entries		399,430.08	645,250.93	
Fund Total		545,969.30	879,525.51	2,446,921.09
 37 Capital Projects Fund	 4,291,101.12	 0.00	 39,123.95	
Receipts		4,991.14-	269,719.86-	
Disbursements		778.34-	1,439,701.86-	
Journal Entries		5,769.48-	1,670,297.77-	
Fund Total				2,620,803.35
 61 Internal Service Fund	 89,993.73	 14,091.60	 170,771.63	
Receipts		0.00	135,501.29-	
Disbursements		14,091.60	35,270.34	
Fund Total				125,264.07
 71 Trust Fund	 3,037.90	 46.10	 97.45	
Receipts		0.00	60.78-	
Disbursements		13.51	13.51	
Journal Entries		59.61	50.18	
Fund Total				3,088.08
 75 State Agency Fund	 17,295.52	 11,494.79	 129,028.46	
Receipts		10,278.39-	1,114,143.72-	
Disbursements		489,555.00	1,010,209.80	
Journal Entries		490,771.40	25,094.54	
Fund Total				42,390.06

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*** Mille Lacs County ***
TREASURER'S CASH TRIAL BALANCE

As of 12/2020

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
77 County Agency Fund	7,291.76			
Receipts		264,859.83	3,107,294.27	
Disbursements		41,307.22-	3,093,169.70-	
Journal Entries		834.80	10,304.09	
Fund Total		224,387.41	24,428.66	31,720.42
81 Taxes & Penalties Fund	2,890,021.89			
Receipts		1,879,095.48	36,959,743.28	
Disbursements		687.00-	121,395.86-	
Journal Entries		18,973,531.84-	38,043,049.51-	
Fund Total		17,095,123.36-	1,204,702.09-	1,685,319.80
83 Towns & Cities Fund	0.70			
Receipts		0.00	36,799.56	
Disbursements		3,750,559.84-	7,533,930.67-	
Journal Entries		3,750,559.14	7,497,130.41	
Fund Total		0.70-	0.70-	0.00
85 School Districts Fund	0.00			
Disbursements		348,573.91-	7,910,366.21-	
Journal Entries		3,952,241.91	7,910,366.21	
Fund Total		3,603,668.00	0.00	0.00
87 Region 7E Fund	0.00			
Disbursements		22,555.68-	45,590.98-	
Journal Entries		22,555.68	45,590.98	
Fund Total		0.00	0.00	0.00
All Funds	20,418,987.16			

Mille Lacs County



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TREASURER'S CASH TRIAL BALANCE

As of 12/2020

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		4,719,009.40	66,528,266.83	
Disbursements		5,673,606.02	44,653,067.84	
SSIS		364,353.14	4,625,595.80	
Payroll		2,489,666.60	21,502,184.77	
Total		3,808,616.36	4,252,581.58	16,166,405.58

Mille Lacs County

TREASURER'S CASH TRIAL BALANCE



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As of Date: 12/2019

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TREASURER'S CASH TRIAL BALANCE

As of 12/2019

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
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1 County Revenue Fund

Receipts	6,354,327.79			
Disbursements		405,454.95	5,568,520.44	
Payroll		943,175.96-	8,538,609.92-	
Journal Entries		1,106,954.79-	12,623,834.66-	
Settlement		72,558.60	4,843,510.24	
		0.00	6,310,722.91	
Fund Total		1,572,117.20-	4,439,690.99-	<u>1,914,636.80</u>

10 Public Works Department

Receipts	2,392,111.38			
Disbursements		28,972.90	3,770,943.38	
Payroll		548,721.04-	11,970,351.35-	
Journal Entries		116,728.91-	1,691,905.72-	
Settlement		299,541.65	8,494,060.33	
Transfers		0.00	53,660.55	
		0.00	239,021.16	
Fund Total		336,935.40-	1,104,571.65-	1,287,539.73

11 Community and Veterans Services

	121		420	
	Veterans Services		Income Maintenance	
Receipts	156,110.27			
Disbursements		20.00	20.00	
Payroll		1,088.01-	10,116.85-	
Journal Entries		12,120.65-	146,599.56-	
Settlement		0.00	66,450.02	
		0.00	87,096.58	
Dept Total		13,188.66-	3,149.81-	152,960.46

11 Community and Veterans Services

Receipts	7,995,877.93			
Disbursements		74,434.76	1,880,507.74	
Payroll		159,251.17-	868,955.63-	
Journal Entries		135,729.58-	1,778,104.94-	
Settlement		0.00	726,097.01	
		0.00	951,739.42	

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



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6/3/21

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TREASURER'S CASH TRIAL BALANCE

As of 12/2019

Fund **Beginning Balance**

This Month

YTD

Current Balance

Dept Total

220,545.99-

911,283.60

8,907,161.53

I1 Community and Veterans Services

430

Social Services

2,784,815.87-

Receipts

404,080.10

5,730,143.02

Disbursements

21,950.11-

250,767.60-

SSIS

376,704.25-

4,454,016.06-

Payroll

277,091.44-

3,522,023.37-

Journal Entries

20,989.02-

1,138,562.95

Settlement

0.00

1,460,895.51

Dept Total

292,654.72-

102,794.45

2,682,021.42-

I1 Community and Veterans Services

481

Public Health

832,796.56

Receipts

51,832.42

985,843.47

Disbursements

7,691.89-

135,425.07-

Payroll

54,686.25-

741,006.32-

Journal Entries

0.00

69,924.53

Settlement

0.00

91,657.44

Dept Total

10,545.72-

270,994.05

1,103,790.61

Fund Total

6,199,968.89

536,935.09-

1,281,922.29

7,481,891.18

I2 General Ditch Fund

98,348.90

Receipts

0.00

54.67

Disbursements

280,499.77-

621,089.32-

Journal Entries

0.00

1,246,708.04

Settlement

0.00

46,470.87

Fund Total

280,499.77-

672,144.26

770,493.16

I5 Family Ties Fund

411

Family Ties - Lcts 2.5% Admin Allocation

111,005.28

Journal Entries

721.40

3,141.59

Dept Total

721.40

3,141.59

114,146.87

I5 Family Ties Fund

413

Family Ties - Lcts 97.5% Allocation

Mille Lacs County

MLERIC
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TREASURER'S CASH TRIAL BALANCE

As of 12/2019



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries	14,178.87			
Dept Total		20,267.62	30,037.65-	15,858.78-
Fund Total	125,134.15	20,989.02	26,896.06-	98,288.09
 35 Debt Service Fund	 975,154.73			
Receipts		21,734.00	804,959.46	
Disbursements		850.00-	968,518.00-	
Journal Entries		0.00	327,269.34	
Settlement		0.00	428,530.05	
Fund Total		20,884.00	592,240.85	1,567,395.58
 37 Capital Projects Fund	 9,417,526.72			
Receipts		16,545.41	5,538,575.58	
Disbursements		258,967.33-	857,541.13-	
Journal Entries		299,541.65-	9,575,046.17-	
Settlement		0.00	6,607.28	
Transfers		0.00	239,021.16-	
Fund Total		541,963.57-	5,126,425.60-	4,291,101.12
 61 Internal Service Fund	 54,928.08			
Receipts		26,069.26	161,175.82	
Disbursements		7,739.98-	126,110.17-	
Fund Total		18,329.28	35,065.65	89,993.73
 71 Trust Fund	 3,028.05			
Receipts		0.00	60.78	
Disbursements		0.00	50.93-	
Fund Total		0.00	9.85	3,037.90

*** Mille Lacs County ***

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TREASURER'S CASH TRIAL BALANCE

As of 12/2019

Fund	Beginning Balance	This Month	YTD	Current Balance
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75 State Agency Fund

Receipts	18,245.43	10,059.07	110,751.08	
Disbursements		451,499.93-	1,271,493.64-	
Journal Entries		0.00	443,595.29	
Settlement		0.00	716,197.36	
Fund Total		441,440.86-	949,91-	17,295.52

77 County Agency Fund

Receipts	192,881.60-	475,394.20	2,888,640.67	
Disbursements		38,065.78-	2,699,162.13-	
Journal Entries		892.72	10,694.82	
Fund Total		438,221.14	200,173.36	7,291.76

81 Taxes & Penalties Fund

Receipts	921,587.39	1,529,113.20	35,399,670.89	
Disbursements		36.00-	143,072.38-	
Journal Entries		110,288.25-	14,488,376.08-	
Settlement		0.00	18,799,787.93-	
Fund Total		1,418,788.95	1,968,434.50	2,890,021.89

83 Towns & Cities Fund

Disbursements	0.00	3,390,007.47-	7,749,256.25-	
Journal Entries		18,589.54	3,390,008.17	
Settlement		0.00	4,359,248.78	
Fund Total		3,371,417.93-	0.70	0.70

85 School Districts Fund

Disbursements	0.00	452,336.28-	7,575,326.94-	
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Mille Lacs County



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TREASURER'S CASH TRIAL BALANCE

As of 12/2019

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries	18,046.72		3,313,832.28	
Settlement	0.00		4,261,493.66	
Fund Total		434,289.56-	0.00	0.00
87 Region 7E Fund				
Disbursements		19,605.29-	45,072.81-	
Journal Entries		200.67	19,605.29	
Settlement		0.00	25,467.52	
Fund Total		19,404.62-	0.00	0.00
All Funds	26,367,529.91			
Receipts		3,043,710.27	62,839,867.00	
Disbursements		6,581,486.01-	43,830,919.12-	
SSIS		376,704.25-	4,454,016.06-	
Payroll		1,703,311.62-	20,503,474.57-	
Total		5,617,791.61-	5,948,542.75-	20,418,987.16

- On the financial statement funds will be reported as non-spendable, restricted, committed or assigned; any remaining balance will be reported as unassigned and used for day-to-day operations of the County to provide for emergency expenditures and to cover expenditures for revenues not yet received.
- The County's policy is to have a balance on December 31 of unrestricted funds, committed, assigned, and unassigned, in the amount of 30 - 40% of the following year's operating budget.

Special Revenue Funds

Public Works Fund (10) – used for the Public Works Department, which is responsible for the construction and maintenance of roads, bridges, and other projects affecting County roadways. The County Administrator is responsible for the administration of this fund.

- On the financial statement funds will be reported as non-spendable, restricted, or committed, with the remaining balance classified as assigned and used for the day-to-day operations of the Public Works Department to provide for emergency expenditures and to cover expenditures for revenues not yet received. Any negative fund balance will be listed as unassigned.
- The County's policy is to have a balance on December 31 of unrestricted funds, committed, and assigned in the amount of 20-30% of the following year's operating budget.

Community and Veterans Services Fund (11) – used for the Community & Veterans Services agency, which is responsible for the provision of economic assistance and community social services programs. The County Administrator is responsible for the administration of this fund.

- On the financial statement funds will be reported as non-spendable, restricted, or committed, with the remaining balance classified as assigned and used for the day to day operations of Community & Veterans Services to provide for emergency expenditures and to cover expenditures for revenues not yet received. Any negative fund balance will be listed as unassigned.
- The County's policy is to have a balance as of December 31 of unrestricted funds, committed and assigned, in the amount of 35 - 45% of the following years operating budget.

General Ditch Fund (12) – used for the financing of the County ditch system; construction and repairs deemed to benefit the properties against which special assessments are levied. The County Auditor-Treasurer is responsible for the administration of this fund.

- On the financial statement funds will be reported as restricted per M. S. 103E. Ditches are funded through property tax assessments. Any negative fund balance will be listed as unassigned.
- The fund balance shall be evaluated annually (approximately December) by the Environmental Resources Manager to determine the balances required for sufficient funds to finance ditch maintenance as it is needed. This determination is usually done in preparation for the annual ditch assessment for inclusion on property taxes (approximately January).

Debt Service Fund (35) – used for the financing of the County’s general long term debt. The County Administrator is responsible for the administration of this fund.

- Funds will be reported on the financial statement as restricted for those funds levied per M.S. 475.61. Per M.S. 475.612, taxes must be levied to obtain sufficient funds to make principal and interest payments, plus 5%, until such time as the debt is paid off. Other receipts and transfers will be presented as committed or assigned funds, per this policy definition. Any negative fund balance will be listed as unassigned.
- The County’s policy is to have a balance sufficient on December 31 so that when final tax settlement dollars are added in January, there shall be sufficient funds to pay the next bond payment. When new bonds are established, the receipts for one year will be used for the following year’s bond payments.

Capital Projects Fund (37) – used for the financing of the County’s capital acquisition, construction, and improvement of capital assets. The County Administrator is responsible for the administration of this fund.

- On the financial statement funds will be reported as restricted, committed, or assigned. Bond funds will be restricted for the purpose issued. The board will commit funds according to planned capital expenditures. Any remaining balance will be assigned by the Board’s assignee according to the Capital Improvement Plan. Any negative fund balance will be listed as unassigned.
- The fund balance on December 31 should be the total of the current unspent amount from bonds sold to be used for specific projects and amounts being held in the fund for a planned future capital project.
- Any unused funds for a specific project shall be transferred to the Debt Service account for reduction of corresponding debt, transferred to another capital project, or used as otherwise deem appropriate by the County Board or their designee.

PROPRIETARY FUNDS

Internal Service Fund (61) – used for the County’s self-insured dental plan.

- The County’s policy is to maintain a fund balance of 30% of the 2 year average annual premium amount as a fund reserve.
- The fund balance will be evaluated each year by the County Administrator as employee benefit packages and budgets are prepared. Premiums will be adjusted annually to maintain the reserve balance.

FIDUCIARY FUNDS

Trust Fund (71) – used for funds the County Auditor-Treasurer is holding for the cemeteries, missing heirs, and Court Administration. The County Auditor-Treasurer is responsible for administration of this fund.

- Since this fund consists of resources the County Auditor-Treasurer is holding for others, no fund balance requirement is appropriate. All resources will be held until paid out for the appropriate person or group.

Agency Funds – funds held for others. All monies received will be disbursed in accordance with the Fund's purpose; therefore, there is no required fund balance amount. Account balances shall be reconciled annually.

Region 7E Fund (87) – accounts for the funds collected by the County and disbursed to the East Central Regional Development Commission. The Auditor-Treasurer is responsible for the administration and reconciliation of funds.

School Districts Fund (85) – accounts for the school districts' share of taxes collected by the County. The Auditor-Treasurer is responsible for the administration and reconciliation of funds.

Towns and Cities Fund (83) – accounts for the collection and payment of taxes due to towns and cities. The Auditor-Treasurer is responsible for the administration and reconciliation of funds

State Agency Fund (75) – accounts for receipt and remittance of funds collected for the State of Minnesota. Accounts pertaining to the Land Services operations shall be reconciled by the Land Services Director by January 31 for the previous year end and reported to the Administrative Financial Specialist. Other accounts will be administered and reconciled by the Auditor-Treasurer.

County Agency Fund (77) – accounts for collection and remittance of funds for employee benefits. Accounts shall be administered and reconciled by the County Administrator by March 31 for the previous year.

The flex spending accounts will be evaluated annually as to balance of funds from the year's activity. An excess balance will be maintained as a reserve to use in years where shortages occur. Funds will be transferred to or from the general fund as needed to keep sufficient balances and avoid excess reserves.

Family Ties Fund (15) – accounts for the receipts and disbursements of the Family Ties Collaborative. The Community & Veterans Services Director is responsible for the administration and reconciliation of these accounts.

Taxes & Penalties Fund (81) – accounts for the collection of real estate taxes and forfeited tax sale proceeds and their payment to various taxing districts. The Auditor-Treasurer is responsible for the administration and reconciliation of funds.

FUND BALANCE EVALUATION PROCESS

By April of each year, the County Administrator will review and report to the Board all fund balances according to the fund balance classifications as of December 31 of the previous year.

Based upon the Statement of Position by the Office of the State Auditor, *Fund Balances for Local Government*, the County shall maintain an unrestricted (committed, assigned, unassigned) fund balance as of December 31 equal to the following:

- 30 - 40% of the current year General Fund operating budget in the General Fund;
- 35 - 45% of the current year Community & Veterans Services Fund operating budget in the Community & Veterans Services Fund; and
- 20-30% of the current year Public Works Fund operating budget in the Public Works Fund.

“Operating budget” is defined as all expenses other than those budgeted for Capital Expenditures.

During the annual review of fund balances, the following options shall be considered in the order they are listed for those funds having balances larger than allowed by this policy:

1. Any funds in excess of the limits indicated that are intended to be left in excess will be documented as to the circumstances for such intention. When determining if an excess balance should be reduced, the following items will be taken into consideration: planned construction of roads or buildings, potential need of major equipment purchases, tax delinquency rate trends, financial stability of the State of MN, and any pending litigation.
2. Inter-fund transfers may be processed to ensure all funds are at the levels specified above. Individual fund balance transfers of more than \$10,000 that take place as part of this process must be approved by the County Board.
3. If funds in excess of the limits indicated are not to be left in excess, they shall be transferred to the Debt Service Fund for future debt service obligations and bond refunding programs.
4. In the event that there are no future debt service obligations, the funds in excess of 45% of the current year’s operating budget shall be transferred to the capital projects fund for projects outlined in the County’s capital improvement plan.

If, at any time, the balance of any of these funds is less than that stated above, the budget will be adjusted accordingly so that proper fund balances can be achieved by the following year.

FINANCIAL STATEMENT PRESENTATION

As per GASB 38, *Certain Financial Statement Note Disclosures*, all inter-fund transfers will be documented in the notes to the financial statement.

Fund Balance Classifications will be presented in the Financial Statement in Aggregate with details presented in the notes to the financial statements.



FUND BALANCE POLICY

Approved 12/20/11

Revision Approved 1/16/18

Purpose: To ensure the long-term economic stability of Mille Lacs County by maintaining an adequate level of financial resources to fund operations, to adapt to revenue shortfalls and/or unanticipated expenditures, and to help ensure stable tax rates.

FUND BALANCE CLASSIFICATIONS

The assignment of fund balances is based primarily on the extent to which the County is bound to observe constraints imposed upon the use of the resources. The five classifications of funds are:

Non-spendable funds: Funds that are not in a spendable form or are legally limited to be used for a particular purpose. Included in this category are amounts reserved for inventories, funds which are non-cash items and therefore not available for spending, and amounts not available due to advances to other funds or other governments, or prepaid items.

Restricted funds: Funds that are subject to externally enforceable restrictions. The funds may be subject to statutes or rules, contributors, or creditors.

Committed funds: Funds whose use is authorized only by resolution of the County Board. Such authorization can be changed only by Board resolution. Action to commit funds for a specific year must be done before the end of the year with the exact amounts for such commitment to be determined at a later date, but before the completion of the financial statements.

Assigned funds: Funds for which the County has an intended purpose. This intention for usage will be determined by the County Board or their assignee. For all funds other than the General Fund, any amount that is not committed will be assigned based on the function of the fund.

Unassigned funds: Funds in the General Fund for which a higher level of restriction has not been imposed. Unassigned amounts are available for any purpose. Any Governmental Fund, other than the General Fund, having a negative balance will report the negative balance as unassigned.

FUND CLASSIFICATIONS, DESCRIPTIONS AND BALANCE POLICIES

Minnesota laws govern the flow of major revenue sources into the County treasury. County fund balances, which are measured as of December 31, are the primary source of funds available to the County for operating expenses during the first five months of the next fiscal year. An adequate fund balance will provide the County with the cash flow required to finance expenditures and avoid short-term borrowing.

Fund Balance usage will be as follows: when a fund balance includes both restricted and non-restricted funds, the restricted funds will be used first. For unrestricted fund usage, funds will be used in the following order: committed, assigned, and then unassigned amounts.

GOVERNMENTAL FUNDS

General Fund (01) – the primary operating fund for all the financial resources of the general government, except those required to be accounted for in another fund.

Series 2019B (Ditch)				
Period Ending	Principal	Coupon	Interest	Debt Service
8/1/2019				
2/1/2020	-		22,007.91	22,007.91
8/1/2020	-		17,925.00	17,925.00
2/1/2021	45,000.00	3.00%	17,925.00	62,925.00
8/1/2021	-		17,250.00	17,250.00
2/1/2022	45,000.00	3.00%	17,250.00	62,250.00
8/1/2022	-		16,575.00	16,575.00
2/1/2023	45,000.00	3.00%	16,575.00	61,575.00
8/1/2023	-		15,900.00	15,900.00
2/1/2024	45,000.00	3.00%	15,900.00	60,900.00
8/1/2024	-		15,225.00	15,225.00
2/1/2025	50,000.00	3.00%	15,225.00	65,225.00
8/1/2025	-		14,475.00	14,475.00
2/1/2026	50,000.00	3.00%	14,475.00	64,475.00
8/1/2026	-		13,725.00	13,725.00
2/1/2027	50,000.00	3.00%	13,725.00	63,725.00
8/1/2027	-		12,975.00	12,975.00
2/1/2028	50,000.00	3.00%	12,975.00	62,975.00
8/1/2028	-		12,225.00	12,225.00
2/1/2029	50,000.00	3.00%	12,225.00	62,225.00
8/1/2029	-		11,475.00	11,475.00
2/1/2030	55,000.00	3.00%	11,475.00	66,475.00
8/1/2030	-		10,650.00	10,650.00
2/1/2031	60,000.00	3.00%	10,650.00	70,650.00
8/1/2031	-		9,750.00	9,750.00
2/1/2032	60,000.00	3.00%	9,750.00	69,750.00
8/1/2032	-		8,850.00	8,850.00
2/1/2033	60,000.00	3.00%	8,850.00	68,850.00
8/1/2033	-		7,950.00	7,950.00
2/1/2034	60,000.00	3.00%	7,950.00	67,950.00
8/1/2034	-		7,050.00	7,050.00
2/1/2035	65,000.00	3.00%	7,050.00	72,050.00
8/1/2035	-		6,075.00	6,075.00
2/1/2036	55,000.00	3.00%	6,075.00	61,075.00
8/1/2036	-		5,250.00	5,250.00
2/1/2037	55,000.00	3.00%	5,250.00	60,250.00
8/1/2037	-		4,425.00	4,425.00
2/1/2038	55,000.00	3.00%	4,425.00	59,425.00
8/1/2038	-		3,600.00	3,600.00
2/1/2039	55,000.00	3.00%	3,600.00	58,600.00
8/1/2039	-		2,775.00	2,775.00
2/1/2040	60,000.00	3.00%	2,775.00	62,775.00
8/1/2040	-		1,875.00	1,875.00

2/1/2041	60,000.00	3.00%	1,875.00	61,875.00
8/1/2041	-		975.00	975.00
2/1/2042	65,000.00	3.00%	975.00	65,975.00
Total	<u>1,195,000.00</u>		<u>455,957.91</u>	<u>1,650,957.91</u>

Period Ending	Series 2018B Real Estate Historic Court House					Series 2018B Bonds					Series 2018A Bonds					Series 2018A Equipment					Total Levy
	Principal	Coupon	Interest	Debt Service	Lost	Principal	Coupon	Interest	Debt Service	Lost	Principal	Coupon	Interest	Debt Service	Lost	Principal	Coupon	Interest	Debt Service	Lost	
8/1/2021	325,000	3.65%	15,235.00	141,135.00	15,235.00	350,000	3.00%	10,500.00	95,518.75	10,500.00	150,000	4.00%	6,000.00	261,500.00	20,000.00	15,500.00	20,000.00	4.00%	800.00	3,34,585.00	686,618.75
8/1/2022	-	-	13,933.75	33,933.75	13,933.75	-	-	-	149,618.75	149,618.75	-	-	-	48,500.00	48,500.00	-	-	-	-	27,912.75	156,368.75
8/1/2023	130,000	3.00%	3,950.00	141,085.75	3,950.00	365,000	3.00%	10,950.00	139,868.75	10,950.00	155,000	4.00%	6,200.00	48,500.00	48,500.00	-	-	-	-	3,35,728.75	155,368.75
8/1/2024	130,000	4.00%	5,200.00	141,085.75	5,200.00	375,000	3.00%	11,250.00	139,868.75	11,250.00	165,000	4.00%	6,600.00	45,400.00	45,400.00	-	-	-	-	3,40,088.75	179,793.75
8/1/2025	135,000	4.13%	5,581.25	141,085.75	5,581.25	385,000	3.00%	11,550.00	139,868.75	11,550.00	170,000	4.00%	6,800.00	42,100.00	42,100.00	-	-	-	-	3,37,068.75	183,778.44
8/1/2026	135,000	4.38%	5,818.75	141,085.75	5,818.75	395,000	3.00%	11,850.00	139,868.75	11,850.00	175,000	4.00%	7,000.00	38,700.00	38,700.00	-	-	-	-	3,32,993.75	190,669.75
8/1/2027	135,000	4.38%	5,818.75	141,085.75	5,818.75	395,000	3.00%	11,850.00	139,868.75	11,850.00	175,000	4.00%	7,000.00	38,700.00	38,700.00	-	-	-	-	3,32,993.75	190,669.75
8/1/2028	135,000	4.38%	5,818.75	141,085.75	5,818.75	395,000	3.00%	11,850.00	139,868.75	11,850.00	175,000	4.00%	7,000.00	38,700.00	38,700.00	-	-	-	-	3,32,993.75	190,669.75
8/1/2029	135,000	4.38%	5,818.75	141,085.75	5,818.75	395,000	3.00%	11,850.00	139,868.75	11,850.00	175,000	4.00%	7,000.00	38,700.00	38,700.00	-	-	-	-	3,32,993.75	190,669.75
8/1/2030	135,000	4.38%	5,818.75	141,085.75	5,818.75	395,000	3.00%	11,850.00	139,868.75	11,850.00	175,000	4.00%	7,000.00	38,700.00	38,700.00	-	-	-	-	3,32,993.75	190,669.75
8/1/2031	135,000	4.38%	5,818.75	141,085.75	5,818.75	395,000	3.00%	11,850.00	139,868.75	11,850.00	175,000	4.00%	7,000.00	38,700.00	38,700.00	-	-	-	-	3,32,993.75	190,669.75
8/1/2032	135,000	4.38%	5,818.75	141,085.75	5,818.75	395,000	3.00%	11,850.00	139,868.75	11,850.00	175,000	4.00%	7,000.00	38,700.00	38,700.00	-	-	-	-	3,32,993.75	190,669.75
8/1/2033	135,000	4.38%	5,818.75	141,085.75	5,818.75	395,000	3.00%	11,850.00	139,868.75	11,850.00	175,000	4.00%	7,000.00	38,700.00	38,700.00	-	-	-	-	3,32,993.75	190,669.75
8/1/2034	135,000	4.38%	5,818.75	141,085.75	5,818.75	395,000	3.00%	11,850.00	139,868.75	11,850.00	175,000	4.00%	7,000.00								

LOST eligible	
Principal	500,000.00
Interest	384,987.50
Total	884,987.50

MILLE LACS COUNTY
CASH TRIAL BALANCE

December 31, 2020

-----Year to Date-----

-----Cash Balance-----

	DB	CR	DB
CASH DEPOSITORIES	86,947,253.99	70,780,848.41	\$ 16,166,405.58
COUNTY TREASURER, TRUSTEE	850.00		850.00
COUNTY TREASURER, INVESTMENTS	14,395.00		14,395.00
COUNTY OFFICIAL CHANGE FUND		850.00	
INVESTMENTS		14,395.00	
COUNTY REVENUE	26,057,877.21	29,285,457.51	
PUBLIC WORKS DEPARTMENT	10,065,589.99	9,933,539.10	132,050.89
CVS	14,724,977.67	20,258,402.23	
COUNTY DITCH FUND	436,581.29	918,806.27	
LCTS	220,306.62	320,026.38	
DEBT SERVICE	1,698,914.61	4,145,835.70	
CAPITAL PROJECTS	1,709,863.53	4,330,666.88	
ISF FUND	135,501.29	260,765.36	
TRUST	60.78	3,148.86	
NO. CENTRAL DRUG TASK FORCE			
STATE AGENCY	1,114,560.38	1,156,950.44	
COUNTY AGENCY	3,093,221.65	3,124,942.07	
TAXES AND PENALTIES	38,164,446.07	39,849,765.87	
TOWNS & CITIES	7,533,931.37	7,533,931.37	
SCHOOL DISTRICTS	7,910,366.21	7,910,366.21	
REGION 7E	45,590.98	45,590.98	
Totals	199,874,288.64	199,874,288.64	16,313,701.47

des -----
CR

850.00
14,395.00
3,227,580.30
5,533,424.56
482,224.98
99,719.76
2,446,921.09
2,620,803.35
125,264.07
3,088.08
0.00
42,390.06
31,720.42
1,685,319.80
0.00
0.00
0.00
16,313,701.47

MILLE LACS COUNTY
CASH TRIAL BALANCE

December 31, 2019

	-----Year to Date-----		-----Cash Balance-----
	DB	CR	DB
CASH DEPOSITORIES	89,207,396.91	68,788,409.75	20,418,987.16
COUNTY TREASURER, TRUSTEE	850.00		850.00
COUNTY TREASURER, INVESTMENTS	14,395.00		14,395.00
COUNTY OFFICIAL CHANGE FUND		850.00	
INVESTMENTS		14,395.00	
COUNTY REVENUE	21,228,455.39	23,143,092.19	
PUBLIC WORKS DEPARTMENT	13,667,428.74	14,954,968.47	
CVS	12,063,331.40	19,545,222.58	
COUNTY DITCH FUND	621,089.32	1,391,582.48	
LCTS	183,341.02	281,629.11	
DEBT SERVICE	968,518.00	2,535,913.58	
CAPITAL PROJECTS	10,725,108.01	15,016,209.13	
ISF FUND	126,110.17	216,103.90	
TRUST	50.93	3,088.83	
NO. CENTRAL DRUG TASK FORCE			
STATE AGENCY	1,271,622.78	1,288,918.30	
COUNTY AGENCY	2,892,063.33	2,899,355.09	
TAXES AND PENALTIES	33,431,236.39	36,321,258.28	
TOWNS & CITIES	7,749,256.25	7,749,256.95	
SCHOOL DISTRICTS	7,575,325.94	7,575,325.94	
REGION 7E	45,072.81	45,072.81	
Totals	201,770,652.39	201,770,652.39	20,434,232.16

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850.00
14,395.00
1,914,636.80
1,287,539.73
7,481,891.18
770,493.16
98,288.09
1,567,395.58
4,291,101.12
89,993.73
3,037.90
0.00
17,295.52
7,291.76
2,890,021.89
0.70
0.00
0.00
20,434,232.16

MILLE LACS COUNTY
CASH TRIAL BALANCE

	December 31, 2018		
	-----Year to Date-----		-----Cash Balance-----
	DB	CR	DB
CASH DEPOSITORIES	88,984,737.44	62,617,207.53	26,367,529.91
COUNTY TREASURER, TRUSTEE	850.00		850.00
COUNTY TREASURER, INVESTMENTS	28,864.96	14,469.96	14,395.00
COUNTY OFFICIAL CHANGE FUND		850.00	
INVESTMENTS	14,469.96	28,864.96	
COUNTY REVENUE	18,579,007.67	24,933,335.46	
PUBLIC WORKS DEPARTMENT	10,328,999.93	12,721,111.31	
CVS	12,172,863.55	18,372,832.44	
COUNTY DITCH FUND	67,122.44	165,471.34	
LCTS	177,466.53	302,650.68	
DEBT SERVICE	718,027.50	1,693,182.23	
CAPITAL PROJECTS	1,139,650.85	10,557,177.57	
ISF FUND	127,264.60	182,192.68	
TRUST	14,577.69	17,605.74	
NO. CENTRAL DRUG TASK FORCE	0.00	0.00	
STATE AGENCY	1,323,749.83	1,341,995.26	
COUNTY AGENCY	3,113,417.32	2,920,535.72	192,881.60
TAXES AND PENALTIES	35,443,355.23	36,364,942.62	
TOWNS & CITIES	7,730,023.14	7,730,023.14	
SCHOOL DISTRICTS	7,305,749.33	7,305,749.33	
REGION 7E	44,439.62	44,439.62	
Totals	187,314,637.59	187,314,637.59	26,575,656.51

des -----
CR

	850.00
	14,395.00
	6,354,327.79
	2,392,111.38
	6,199,968.89
	98,348.90
	125,184.15
	975,154.73
	9,417,526.72
	54,928.08
	3,028.05
	0.00
	18,245.43
	921,587.39
	0.00
	0.00
	0.00
	26,575,656.51

MILLE LACS COUNTY
CASH TRIAL BALANCE

December 31, 2017

	-----Year to Date-----		-----Cash Balance-----
	DB	CR	DB
CASH DEPOSITORIES	78,674,784.56	59,957,427.70	18,717,356.86
COUNTY TREASURER, TRUSTEE	850.00		850.00
COUNTY TREASURER, INVESTMENTS	28,864.96		28,864.96
COUNTY OFFICIAL CHANGE FUND INVESTMENTS		850.00	
COUNTY REVENUE	20,658,966.93	28,097,201.79	
PUBLIC WORKS DEPARTMENT	6,884,501.59	9,000,974.51	
CVS	11,635,728.08	17,112,438.44	
COUNTY DITCH FUND	46,481.25	140,233.90	
LCTS	207,869.72	346,624.47	
DEBT SERVICE	1,816,121.33	2,616,616.43	
CAPITAL PROJECTS	1,472,046.01	2,329,236.83	
ISF FUND	144,975.91	177,368.12	
TRUST	79.72	3,136.35	
NO. CENTRAL DRUG TASK FORCE	4,869.21	4,869.21	
STATE AGENCY	1,658,295.23	1,685,884.96	
COUNTY AGENCY	2,763,728.13	2,770,623.19	
TAXES AND PENALTIES	33,545,548.95	35,271,360.72	
TOWNS & CITIES	7,488,078.56	7,488,078.56	
SCHOOL DISTRICTS	7,303,021.46	7,303,021.46	
REGION 7E	44,303.50	44,303.50	
TOTALS	174,379,115.10	174,379,115.10	18,747,071.82

ces -----

CR

850.00
28,864.96
7,438,234.86
2,116,472.92
5,476,710.36
93,752.65
138,754.75
800,495.10
857,190.82
32,392.21
3,056.63
0.00
27,589.73
6,895.06
1,725,811.77
0.00
0.00
0.00
18,747,071.82

RISKS OF USING PERSONAL E-MAIL FOR GOVERNMENT BUSINESS



Date: December 2020

Elected local officials may have a choice between using a government entity-provided or a personal e-mail account for conducting government business.

In the past, public officials' use of personal e-mail accounts for public business has unfortunately given rise to allegations that they must be trying to hide something from public scrutiny. Questions have also been raised as to whether by using a personal account or server, the

government official had properly secured private or sensitive government data.

Whether officials should use government-entity or personal e-mail accounts for official business is ultimately a policy decision for the governing body and the elected official. When making this decision, there are a few issues to keep in mind. (These considerations also apply to employees using personal e-mail accounts for government business.)

Data Retention and Retrieval

The Minnesota Government Data Practices Act (MGDPA), as well as the government entity's records retention schedule, generally apply to e-mails involving government business regardless of whether the e-mails are in a government-entity or a personal e-mail account.

Under the MGDPA, government data is defined as all data collected, created, received, maintained or disseminated by government entities. The MGDPA does not define government data based upon where that data is stored or its format (paper or electronic). Rather the definition of government data relies on whether it involves the operations of the government entity.

When a valid request for government data is made, the government entity has an obligation to provide access to that data, regardless of whether it is stored on the entity's computer system or its official's personal e-mail account. Failure to provide access to government data when legally required could be a violation of the Data Practices Act.

Likewise, any litigation holds¹ or litigation discovery requests² would apply to e-mails involving a certain matter regardless if it is stored on a personal computer/e-mail or government computer/system.

Under the Official Records Act (Minn. Stat. § 15.17) and the Records Management Act (Minn. Stat. § 138.17), government entities and officials must make and preserve all records necessary to a full and accurate knowledge of their official activities. A government entity can only destroy official records pursuant to the timelines found in the entity's approved records retention schedule.

Under these Acts, a board member using a private e-mail account has an obligation to retain and transfer any e-mail messages and attachments that are official records to the government entity for storage and retention. Board members should work with

the entity's responsible authority to understand the types of e-mails that may be considered an official record. Similarly board members should work with the responsible authority and I.T. department on a process to transfer e-mails that are official records for storage and retention.

Data retention and retrieval can be more challenging when government and personal data is commingled in one e-mail account. This can make it more difficult for the government entity to respond to a Data Practices Act or litigation-related discovery request, or to secure data for records retention or a litigation hold. It can also be more inconvenient and cumbersome for the owner(s) of the account.

Board members using personal e-mail accounts should be aware that they may need to give government entity staff, its attorneys and/or the courts access to the official data in that account, and possibly the account itself under certain circumstances, such as a litigation hold or discovery request. This can be particularly challenging if the personal e-mail account is used for more than just official government business.

Data Privacy and Security

Board members using personal e-mail addresses should be aware and take affirmative action to ensure the privacy and security of the government data, particularly if receiving private data (such as personnel data) or attorney-client privileged communications. This may include confirming that the e-mail service provider has appropriate safeguards in place to avert security breaches.

Board members should also ensure no one has access to their e-mail accounts. Sharing an e-mail account with a spouse or another individual may raise questions about whether that individual can access data that he or she has no legal right to view or whether attorney-client privilege has been waived.

As a best practice, all accounts should have strong passwords and follow the government entity's policies and practices for data security.

Outside Employer's E-mail

Using an outside employer's e-mail account for government business may be similarly problematic.³ Many employers have policies or work under the presumption that all data housed in their accounts or servers can be viewed or accessed by management. There could be a violation of the MGDPA if the outside employer views private government data, even if it is on the employer's e-mail server.

Board members who use their outside employer's e-mail address for government business should be prepared to instruct their employer to suspend routine business operations, such as automatic e-mail deletion, or to provide access to the employer's e-mail account if there is a government entity litigation hold or records request. If an outside employer would be unwilling to do this, the board member should strongly consider using a government entity e-mail account for government business.

If a personal or outside employer's e-mail account is hacked or otherwise viewed by someone who should not have access to the government data, the board member or official should immediately notify the government entity's administrative staff, legal counsel and information technology department. The government entity may need to investigate and take appropriate measures if a violation of the Data Practices Act or a data breach has occurred.

It's a Policy Decision

The decision of whether to use government entity, personal or outside employer e-mail accounts for official government business is ultimately a policy decision for the governing body. MCIT recommends discussing the topic thoroughly with legal counsel. Ultimately, board members may prefer to have a government entity e-mail address because it is easier and more secure to keep official government business separate from personal correspondence in the event that there is a data practices request or litigation.

More information about the use of personally owned technology for government business can be found in the MCIT Resource Employee-owned Technology in the Workplace.

1 A litigation hold is a written notice to employees, officials and other individuals instructing them to retain and not destroy any documents, data and other information related to an issue that is or may be subject to litigation.

2 A discovery request permits a party in a lawsuit to demand that another party produce or permit inspection of documents or tangible items in its possession, custody and control. This could include a personal computer or e-mail account.

3 "Outside employer" refers to another organization with which the public official is employed.

The information contained in this document is intended for general information purposes only and does not constitute legal or coverage advice on any specific matter.

W.S. 04

**STATE OF MINNESOTA
GRANT CONTRACT**

**DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT
OFFICE OF BUSINESS FINANCE**

**Special Appropriations Grant Contract
Grant No: DRLF-16-0001-V-FY17
Lake Mille Lacs Area Economic Relief Program**

This grant contract is between the State of Minnesota, acting through the Department of Employment and Economic Development, Office of Business Finance, ("STATE") and the Mille Lacs County, 635 2nd St SE, Milaca, MN 56353 ("GRANTEE").

Recitals

1. Under Minnesota 2016 Session Laws, Chapter 189, the State is authorized to enter into this grant.
2. The Lake Mille Lacs Area is in need to economic relief to assist eligible businesses adversely affected by a decline in walleye fishing on Lake Mille Lacs.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.

Grant Contract

1 Term of Grant Contract

1.1 *Effective date:* September 12, 2016.

Per Minnesota Statute §16B.98 Subd. 5 and Minnesota Statute §16B.98, Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed.

1.2 *Expiration date:* June 30, 2017, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 *Survival of Terms.* The following clauses survive the expiration or cancellation of this grant contract: Exhibit A Repayments 2.1(h); 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

2.1 *Duties, Deliverables, and Completion Dates*

The Grantee, who is not a state employee, will:

- a. Perform the duties specified in Exhibit A which is attached and incorporated into this Grant Contract.
- b. Comply with the provisions of Minnesota Session Laws, Chapter 189, Article 7, Section 46, which is incorporated into this Grant Contract.
- c. Grantee shall make all reasonable efforts to collect and shall bear all costs associated with monitoring, servicing, reporting, and enforcing the terms of any Loan Agreement associated with this Grant Contract.

W.S 134

2.2 Provisions for Contracts and Sub-grants.

(a) Contract Provisions. The Grantee must include in any contract and sub-grant, including any Loan Agreements, in addition to provisions that define a sound and complete agreement, such provisions that require contractors and sub-grantees to comply with applicable state and federal laws.

(b) Job Listing Agreements. Minn. Stat. § 116L.66, subd.1, requires a business or private enterprise to list any vacant or new positions with the state workforce center if it receives \$200,000 or more a year in grants from the State. If applicable, the business or private enterprise shall list any job vacancy in its personnel complement with MinnesotaWorks.net at www.minnesotaworks.net as soon as it occurs.

(c) Payment of Contractors and Subcontractors. The Grantee must ensure that all contractors and subcontractors performing work covered by this grant are paid for their work that is satisfactorily completed.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant, time is of the essence.

4 Consideration and Payment

4.1 Consideration. The total obligation of the State under this grant contract will not exceed \$3,615,000. Any funds that have not been disbursed by the Grantee for business financing by June 30, 2017 must be returned to the State.

4.2. Payment. The State will disburse funds to the Grantee pursuant to this Contract, based upon payment requests submitted by the Grantee and reviewed and approved by the State. Eligible costs include the costs identified in Section 2.1 of this Contract that are incurred during the contract period.

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Bart Bevins, Senior Loan Officer, Office of Business Finance, 332 Minnesota Street South - Suite E200, St. Paul, MN, 55101, P: (651) 259-7424, bart.bevins@state.mn.us, or his / her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Pat Oman, 635 2nd St SE, Milaca, MN 56353, P: (320) 983-8349. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Complete

7.1 Assignment. The Grantee shall neither assign nor transfer any rights or obligations under this grant

W.S. 314

contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments. Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver. If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete. This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

Subject to the provisions and limitations of Minn. Stat. § 466, the Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under Minn. Stat. § 16B.98, subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property

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

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

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12 Publicity and Endorsement

12.1 *Publicity.* Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

12.2 *Endorsement.* The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 *Termination by the State.* The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 *Termination for Cause.* The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 *Termination for Insufficient Funding.* The State may immediately terminate this grant contract if:

- a) It does not obtain funding from the Minnesota Legislature;
- b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Accounting

For all expenditures of funds made pursuant to this Contract, the Grantee must keep financial records,

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including properly executed contracts, invoices, and other documents sufficient to evidence in proper detail the nature and propriety of the expenditures. Accounting methods must be in accordance with generally accepted accounting principles.

17 List of Vacancies

The Grantee must comply, if appropriate, with Minn. Stat. § 116L.66, which provides that a business or private enterprise must list any vacant or new positions with the state workforce centers if it receives \$200,000 or a more a year in grants or loans from the State. This provision must be incorporated into any loan agreements or sub-grants. If applicable, the Grantee shall list any job vacancy in its personnel complement with MinnesotaWorks.net at www.minnesotaworks.net as soon as it occurs.

18 Conflict of Interest

The Grantee must comply with the Conflict of Interest provisions of Minn. Stat. §§ 471.87 – 471.88.

19 Minnesota Business Subsidy Law

Per Laws of Minnesota 2016, chapter 189, the Grantee is not required to comply with the Minnesota Business Subsidy Law, Minn. Stat. §§ 116J.993 – 116J.995.

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1. STATE ENCUMBRANCE VERIFICATION

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

Signed: DARRELL SCARBOROUGH

Date: 9/15/2016

SWIFT Contract/PO No(s).SC115277 PO3000268949 PR23261

3. STATE AGENCY

By: Keri McKinn
(with delegated authority)
Title: Deputy Commissioner

Date: 09-23-16

2. GRANTEE

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

By: Kyle Teegs

Title: Board Chairman

Date: 8-20-16

By: Paul

Title: County Administrator

Date: 9/20/2016

Distribution:
Agency
Grantee
State's Authorized Representative

**EXHIBIT A
GRANTEE DUTIES**

The Grantee, who is not a State employee, will,

1. Provide grants or loans to eligible businesses adversely affected by a decline in walleye fishing on Lake Mille Lacs through the Lake Mille Lacs Area Economic Relief Program using the requirements of Minnesota Session Laws, Chapter 189, Article 7, Section 46 using the program and information specified in Exhibit A, which is attached and incorporated into this Grant Contract.
2. Provide tourism promotion grants to the Mille Lacs Tourism Council.
3. Provide assistance only to those eligible businesses located in the following locations in Aitkin, Crow Wing or Mille Lacs counties: townships of Hazelton, Wealthwood, Malmo or Lakeside (Aitkin County); city of Garrison, townships of Garrison or Roosevelt (Crow Wing County); or the cities of Isle, Wahkon, Onamia or townships of East Side, Isle Harbor, South Harbor or Kathio (Mille Lacs County).
4. Submit criteria, procedures and requirements to be used by Grantee in determining eligibility for assistance, evaluating, awarding and administering the grant and loan program to the State for review and approval prior to request for funds.
5. Establish performance measures as noted in Minnesota Session Laws, Chapter 189, Article 7, Section 46.
6. Assist the State in any monitoring activities associated with this grant agreement.
 - 6.1 Payment of Prevailing Wages to Contractors. Minn. Stat. § 116J.871 applies if a business receives \$500,000 or more in State loan funds and the State funds are used for construction, installation (including equipment), remodeling and repairs.
 - 6.2 Surety Deposits Required for Construction Contracts. Minn. Stat. § 290.9705, pertains to foreign corporations that perform construction work in Minnesota and applies if state funds are used for construction.
 - 6.3 Job Listing Agreement. Minn. Stat. § 1161L.66, subd. 1, applies when a business or private enterprise receives \$200,000 or more per year in funds from the State. When applicable, the business or private enterprise shall agree to enter into a Job Listing Agreement with the MN Department of Employment and Economic Development.
7. Repay to the State 100% of each principal and interest payment made by each Borrower.
8. Submit to the State a monthly report of all transactions completed and funded through this grant agreement including a summary of each transaction including the name of the business receiving assistance, the location of the business, amount of assistance, terms of assistance, amortization schedule (if applicable), performance measures and other information requested by the State at its sole discretion.

- 9.** Submit loan repayments to the State on a quarterly basis noting the individual loan repayments that constitute the total payment until the last loan is repaid.
- 10.** By October 1 of each year, provide an annual report summarizing the status on the status of all transactions including, but not limited to, loan repayments, business status and performance measures as of June 30 of each year.
- 11.** Keep financial records, including properly executed contracts, invoices, receipts, vouchers, and other documents sufficient to evidence in proper detail the nature and propriety of the expenditures made pursuant to this Grant Contract. Accounting methods must be in accordance with generally accepted accounting principles.
- 12.** Complete the project in accordance with the approved budget within the time frames specified in this Grant Contract.
- 13.** Promptly notify the State of any proposed material change in the scope of the program, prior to implementation.
- 14.** Have on file the necessary documentations to show that all project funds have been used for the purposes stated in the loan package materials presented in Exhibit B.

EXHIBIT B PROGRAM ADMINISTRATION

Per Minnesota Laws Chapter 189, section 46, Subd. 3, businesses applying for the Mille Lacs Area Economic Relief Program must be eligible for assistance. Exhibit B – 1 displays the brochure that explains the County's program and eligibility requirements.

Each business interested in assistance will begin the process by submitting a single page pre-application (Exhibit B – 2) that details all the requirements that need to be met in order to be considered for the full application. In addition, potential wealth creation opportunities or performance metrics will also be requested (Exhibit B – 3). In general, the Mille Lacs County Staff (Administrative Financial Specialist) will review the loan application for eligibility that it meets the criteria per Minnesota Laws, Chapter 189, section 46, Subd. 3 as outlined in the pre-application.

Once the pre-application is approved, a business will submit the full application (Exhibit B – 4). This application will present information that will be necessary to be considered a complete application. Among the requested items are a marketing plan, collateralization (for the loan), pro forma and historical financial statements, schedule of debts, and a summary of experience in the industry. The Community Development Coordinator will use a loan review checklist (Exhibit B – 5) to verify the final loan application is complete and all required deliverables have been submitted.

The County Administrator will conduct loan review and analysis, and complete a loan summary sheet with a recommendation to be reviewed by the Mille Lacs County Board for approval. In addition, the Small Business Development Center located at Central Lakes College may assist the process by providing comments on submitted business plans. The loan summary sheet (Exhibit B – 6) will be used by staff to document the financial analysis that will be completed including, but not limited to, trend analysis of historical and proforma financial statements, cash flow, and a number of financial ratios included but not limited to the following: sales growth, current, quick, debt to equity, cash flow, credit, collateralization, debt coverage. Risk factors identified through the financial analysis will provide the information needed to identify an appropriate term, interest rate, and subordination. The interest rate (and level of any forgiveness), given the distressed nature condition the borrowers, will begin with zero percent and increase as these risk factors are identified. Collateralization, business/personal guarantees; and UCC filing for equipment will provide additional mechanisms for the loan terms to be met. Clawbacks will be place on any loans where payment deferral or forgiveness is utilized. This information will be summarized in the loan summary sheet with a recommendation that will go the Mille Lacs County Board.

The legislation also allows funds to be used for tourism promotion grants that will be awarded to the Mille Lacs Tourism Council. The Council will accept applications from organizations seeking to promote and/or market the Mille Lacs area. Preliminary background on the Mille Lacs Area Tourism Grant Program and associated preliminary application is shown in Exhibit B – 7. The program will provide funds to eligible local business applicants (e.g., hotels, motels, campgrounds, tourism-related businesses) for advertising/ marketing pieces that are designed to attract people to the region. Mille Lacs County staff will complete the eligibility review while the Mille Lacs Tourism Council will recommend approval to the Mille Lacs County Board.

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Exhibit B – 1
Program Information
Mille Lacs Lake Area Economic Relief Loan Program

Mille Lacs Lake Area Economic Relief Loan Program



Pat Oman
Mille Lacs County Administrator
635 2nd St SE
Milaca, MN 56353
(320) 983-8218
pat.oman@co.mille-lacs.mn.us

Mille Lacs Lake Area Economic Relief Loan Program

Purpose

Mille Lacs County initiated the Mille Lacs Lake Area Economic Relief Loan Program in partnership with the Department of Employment and Economic Development; the program was approved in the 2016 State Legislative session. The purpose is to stimulate private investment and economic relief by providing financing to new and expanding businesses in the Mille Lacs Lake area. The program seeks to enhance business ability to create and preserve jobs, increase property tax revenue, and promote continued community development.

Funds provided by this program are intended to complement the business financing services of local institutions and other economic development lenders. By acting in partnership, the financial community is able to provide more capital without increasing the risk to any one participant.

Basic Eligibility Requirements

To qualify for assistance, per MN Laws, Chapter 189, Article 7, Section 46, subd. 3, an applicant must:

1. Be a business located within one of the following municipalities surrounding Mille Lacs Lake.
 - Aitkin County: Hazelton, Wealthwood, Malmo, and Lakeside Townships
 - Crow Wing County: City of Garrison; Garrison and Roosevelt Townships
 - Mille Lacs County: Cities of Isle, Wahkon, and Onamia; East Side, Isle Harbor, South Harbor, and Kathio Townships
2. Be an eligible business from the following industries as defined in the North American Industry Classification System: accommodation, restaurants, bars, amusement and recreation, food and beverages retail, general and miscellaneous retail, sporting goods, museums, historical sites, health and personal care, gas stations, general merchandise, business and professional membership, movies, or non-retailer as determined by Mille Lacs County in consultation with the Commissioner of Employee and Economic Development.
3. Document a reduction of at least ten percent in gross receipts in any two-year period since 2010.

Key Review Considerations

Several credit factors come under consideration in the review process. Applicants must:

- Demonstrate creditworthiness
- Prove repayment ability
- Pledge adequate collateral to secure the loan
- Establish strong management capability
- Be unable to obtain similar financing
- Personally guarantee the loan

The following key considerations are also critical to the applicant review process, due to the high demand for limited funds. Applicants must demonstrate that they meet or exceed one or more of the following:

- The project will create or retain jobs.
- The project will have an additional economic impact on the area, including, but not limited to, creating new property tax revenue.
- The project has proven/established community development benefit.

Use of Funds

Loan funds may be used for the following:

- Business expansion
- Redevelopment
- Site improvements
- Building construction
- Building renovation and leasehold improvement
- Machinery and equipment acquisition

Loan Terms and Conditions

The maximum loan request amount that will be considered under this program is \$100,000; the minimum loan request amount is \$5,000. The interest rate will be determined at the time the loan is approved by Mille Lacs County, and may be increased depending on a loan risk assessment, including, but not limited to, a credit review, collateral review, and a financial analysis.

Loan terms and amortization schedules will be considered to a maximum of 20 years. Loan/grant closing costs will be paid for by the borrower.

Loans with deferred or forgivable options must remain in the local community for a minimum of five years after the closing date of the loan. The maximum loan deferral period must not exceed five years from the date the loan is approved. The maximum amount of a loan that may be forgiven must not exceed 50 % of the principal amount, and may be forgiven only if the business has remained in operation in the community for at least ten years after the loan was approved.

Grant opportunities are available to a maximum amount of \$50,000 for those applicants who do not qualify for a loan.

Application Process

Applicants are encouraged to submit the preliminary loan application to determine project eligibility. Following review by Mille Lacs County staff, applicants will be notified whether a final application will be considered. Applicants may require business planning assistance in completing the full application.

Once eligibility has been determined, applicants may begin filling out the Full Loan Application forms. The Full Application is due within 30 days from the preliminary application approval, and must be submitted to the Mille Lacs County Administrative Services Office for review. A loan summary with a recommendation will be made and presented to the Mille Lacs County Board of Commissioners for approval.

Pre-application commitments are good for 30 days and loan commitments are good for 90 days, unless specified otherwise.

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Exhibit B – 2
Preliminary Loan Application
Mille Lacs Lake Area Economic Relief Loan Program

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Preliminary Loan Application
Mille Lacs Lake Area Economic Relief Loan Program

I. Name of Business _____

 Address _____ City _____ State _____ Zip _____

 Contact Person _____ Phone _____

 Date Established _____ ☐ New Business ☐ Business Expansion

II. **Type of Business**

☐ Sole Proprietorship _____

☐ Corporation _____

☐ Partnership _____

Brief Description of Applicant's Business: _____

Description of Project for which Financing is Requested: (Attach additional pages, if necessary)

III. **Loan Request**

 Economic Relief Fund Request \$ _____ Proposed Interest Rate: _____

 Total Cost of Project \$ _____

IV. **Loan Requirements / Benefit Assessment (please check all that apply)**

☐ Projected job generation within two-year timeframe:

 Existing Jobs _____ + Jobs Created _____ = Total Jobs: _____

☐ Projected annual increase in property tax revenue \$ _____

☐ Document 10% Reduction in Gross Receipts

☐ Business Located in Mandated Area

☐ Qualified Industry as Defined within the North American Industry Classification System (NAICS)

☐ Description of community development benefit from project: _____

V. **How did you learn about this program?**

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Exhibit B – 3
Wealth Creation Performance Measures
Mille Lacs Lake Area Economic Relief Loan Program

Wealth Creation Performance Measures (measured monthly, quarterly, annually):

- Loans Approved
- Loan Amounts Financed
- New Property Taxes Generated
- Property Taxes Realized Over Five Years
- Interest Income of Revolving Loan Funds
- Jobs Created / Retained
- Loan Portfolio Default Rate
- Leveraged Financing from Private Institutions
- Economic Development Wealth Created
- Return on Investment

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Full Application
Mille Lacs Lake Area Economic Relief Loan Program

Name of Business _____

Business Address _____ City _____ State _____ Zip _____

Business Phone _____

<u>Principals</u>	<u>Address</u>	<u>Phone</u>	<u>Email</u>
-------------------	----------------	--------------	--------------

1) _____

2) _____

Type of Business: _____ Date Established: _____

- ☐ Sole Proprietorship
- ☐ Corporation
- ☐ Partnership

- ☐ New Business
- ☐ Business Expansion

Participating Bank: _____

Address _____ City _____ State _____

Phone _____ Contact Person _____

Participating Lender: _____

Address _____ City _____ State _____

Phone _____ Contact Person _____

Legal Counsel: _____

Address _____ City _____ State _____

Phone _____ Contact Person _____

Accountant: _____

Address _____ City _____ State _____

Phone _____ Contact Person _____

Application Assistance Provided by: _____

Address _____ City _____ State _____

Phone _____ Contact Person _____

To be Signed by Applicant:

"I declare that the information provided in this application is true and complete to the best of my knowledge. I understand that Mille Lacs County, or its authorized representative, has the right to verify this information and will be in contact with those individuals and institutions involved in the proposed project, as well as credit references, and further authorize those individuals, institutions, and credit references to release to Mille Lacs County, or its authorized representative, the information the county deems necessary to verify the information provided herein. False information, in addition to disqualifying me from further consideration for financial assistance, may also subject me to criminal and/or civil consequences including, but not limited to: criminal prosecution for the offense of theft; and/or perjury; and/or litigation to recover the county's expenses related to reviewing this application; and/or the costs to collect any loan balances. I understand that either the State of Minnesota or Mille Lacs County may release information for public purposes regarding the project, excluding any confidential information, and that if such release of information occurs Mille Lacs County and/or the State of Minnesota will not be required to pay any additional money or provide additional compensation of any type. I understand that completing this application does not guarantee receipt of financing; and further understand that receipt of financing is not intended to create a joint enterprise between the State of Minnesota and/or Mille Lacs County and any party, including the undersigned applicant."

By _____

Its _____ Date _____

Full Application (continued)

Loan Requirements/Benefit Assessment (please check all that apply)

- ☐ Projected job generation within two-year timeframe:

Existing Jobs: FT _____ PT _____

Jobs created with this funding: FT _____ PT _____

Jobs retained with this funding FT _____ PT _____

- ☐ Projected annual increase in property tax revenue \$ _____

- ☐ Documented Reduction in Gross Receipts:

- ☐ Business Located in Mandated Area

- ☐ Qualified Industry as defined within the North American Industry Classification System (NAICS)

- ☐ Description of community development benefit: _____

Source and Use of Funds

<i>Purpose for Which Funds are to be Used</i>	<i>Economic Relief Loan</i>	<i>Bank(s)</i>	<i>Equity</i>	<i>Other:</i>	<i>Other:</i>	<i>Other:</i>	<i>Total</i>
Property Acquisition	\$	\$	\$	\$	\$	\$	\$
Site Improvement							
Building Renovation							
New Construction							
Machinery & Equipment							
Working Capital							
Inventory							
Debt Refinancing							
Other (Specify)							
Other (Specify)							
Total	\$	\$	\$	\$	\$	\$	\$

Project Cost and Request Summary

	<i>Economic Relief Loan</i>	<i>Bank(s)</i>	<i>Equity</i>	<i>Other:</i>	<i>Other:</i>	<i>Other:</i>	<i>Total</i>
Amount	\$	\$	\$	\$	\$	\$	\$
% of Project Cost	%	%	%	%	%	%	%
Terms (years)	yr.	yr.	yr.	yr.	yr.	yr.	yr.
Amortization	yr.	yr.	yr.	yr.	yr.	yr.	yr.
Interest Rate	%	%	%	%	%	%	%
Debt Service	yr.	yr.	yr.	yr.	yr.	yr.	yr.
Lien Position							
Collateral							
Guarantee							

Required Exhibits

The following exhibits are components of a business plan, which applicants are encouraged to complete. Please clearly label exhibits. The legibility, completeness, and organization of the information provided directly impacts staff review time. Please contact the Mille Lacs County Administrator (see cover) if you have questions.

EXHIBIT 1: History and Description of Business

Briefly describe the past operation of the business and/or events leading up to its creation. Include information on the product lines or services, management, key employees, the operation's growth, and its affiliates.

EXHIBIT 2: The Project and Related Marketing Plan

Describe the proposed project for which funding is being requested. Detail the marketing strategy and describe how it will support the planned business expansion or start up. Include information on the following:

- Current customers and target markets (provide copies of contracts, purchase orders, etc., which relate to the loan request)
- Manufacturing process and materials
- Major suppliers
- Competition and comparison of products
- Pricing, distribution, and promotion

EXHIBIT 3: Detailed Source and Use of Proceeds

Detail how the total amount of project funds will be used, including all sources of funds. Attach written cost estimates.

EXHIBIT 4: List of Collateral

Provide a detailed list of all collateral offered, new and existing, its value, and security position by funding source. Values of existing equipment should be supported by an independent appraisal. Proof of insurance and a UCC filing of equipment shall be secured prior to closing.

EXHIBIT 5: Commitment Letters

Include firm commitments from banks and/or other participating lenders stating the terms and conditions of their financing.

EXHIBIT 6: Impact on Community/Jobs/Revenue

Describe how the proposed project will benefit the community or area in which the business is located. Be specific in terms of the type and number of jobs created or preserved, the wage rates, and the proposed hiring schedule. Include the annual projected increase to property tax revenue created in the Mille Lacs Lake area, and/or how this project will enhance community development. All relevant statements will be required as part of the loan closing documents, including, but not limited to, a job creation statement and/or property tax estimate.

EXHIBIT 7: Financial Statements

Provide balance sheets, income statements, and cash flow statements for the past three years, as well as an interim statement that is less than 90 days old. Include footnotes and relevant accounting policies.

EXHIBIT 8: Schedule of Business Debts

List original amount and date, present balance, interest rate, monthly payment, maturity, collateral, and personal guarantees; indicate whether the loan is current or delinquent.

EXHIBIT 9: Projections

Provide two years pro forma balance sheets, income statements, and cash flow stated on a monthly and annual basis. Define the assumptions used to derive the projections.

EXHIBIT 10: Resumes and Personal Financial Statements

Provide resumes of all principals. Also provide current, dated, and signed personal financial statements on all principals with a significant interest in the business.

EXHIBIT 11: Affiliates

Provide a description of any affiliates or subsidiaries of the business or principals requesting assistance, as well as balance sheets and income statements for the past two years.

EXHIBIT 12: Appraisals/Proposed Lease/Purchase Options or Agreements

Mille Lacs County will use the applicable County Assessor's estimated market value for any real estate which is a subject of the proposed financing, or which is offered as a major source of collateral to secure the loan. Also include copies of existing or proposed lease(s), purchase options or agreements, or other financial arrangements.

EXHIBIT 13: Partnership Certificate of Authorization or Corporate Certificate of Authority

Include minutes of the corporate meeting adopting this certification, where applicable. Evidence of the corporate action approving the funding request will be required at closing.

EXHIBIT 14: Other Required Attachments

- Copy of last year's business income tax statement
- Copy of last year's personal income tax statement of principals
- Evidence of payment of last quarter's payroll tax
- Evidence of Workers' Compensation insurance coverage
- Credit review, including credit scores (must be within last 6 months)

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Exhibit B – 5
Loan Review Checklist
Mille Lacs Lake Area Economic Relief Loan Program

W.S4

Mille Lacs County Loan Review

Business Name: _____

Preliminary Application Review Date: _____ Approved: Yes No

Full Application:

- ☐ Page One Complete

- ☐ Page Two Complete

- ☐ Exhibit 1 – History and Description of Business

- ☐ Exhibit 2 – The Project and Related Marketing Plan

- ☐ Exhibit 3 – Detailed Sources and Use of Proceeds

- ☐ Exhibit 4 – List of Collateral

- ☐ Exhibit 5 – Commitment Letter

- ☐ Exhibit 6 – Impact on Community/Jobs/Revenue/ Legislative Requirements

- ☐ Exhibit 7 – Financial Statements

- ☐ Exhibit 8 – Schedule of Business Debts

- ☐ Exhibit 9 – Projections

- ☐ Exhibit 10 – Resumes and Personal Financial Statements

- ☐ Exhibit 11 – Affiliates

- ☐ Exhibit 12 – Appraisals/Proposed Lease/Purchase Option or Agreements

- ☐ Exhibit 13 – Partnership Certificate of Authorization or Corporate Certificate of Authority

- ☐ Exhibit 14 - Other

- ☐ Copy of Last Year's Business Income Tax Statement

- ☐ Copy of Last Year's Personal Income Tax Statement of Principals

- ☐ Evidence of Payment of Last Quarter's Payroll Tax (if applicable)

- ☐ Evidence of Workers' Compensation Insurance Coverage

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Exhibit B – 6
Loan Summary Sheet
Mille Lacs Lake Area Economic Relief Loan Program

Applicant

Loan Request:

Interest Rate:

Amortization/Term:

Payment:

Loan Source: Mille Lacs Area Economic Relief Loan

Business Information:

Project Information:

Financial Analysis:

Historical Financial Statements (Trend Analysis)

Proforma Financials (Trend Analysis)

Sales Growth Ratios

Current Ratios

Quick Ratios

Debt to Equity Ratios

Cash Flow:

Credit Review:

Collateral:

Risk Analysis:

Other Financing Opportunities:

Loan Recommendation:

Exhibit B – 7
Program Information and Applications
Mille Lacs Lake Area Tourism Grant Program

**2016-2017
MILLE LACS LAKE AREA
TOURISM GRANT PROGRAM**



Contact Information:
Pat Oman, County Administrator
Mille Lacs County Administrative Services Office
635 2nd St SE
Milaca, MN 56353
(320) 983-8218
pat.oman@co.mille-lacs.mn.us
www.co.mille-lacs.mn.us

W.S 4

**2016-2017 Mille Lacs Lake Area
Tourism Grant Program**



The Mille Lacs Lake Area Tourism Council thanks you for your interest in its tourism grant program. The purpose of this program is to enhance the tourism experience, promote tourism, and increase the number of visitors and overnight stays in the Mille Lacs Lake Area.

The following guidelines ensure an open, fair, and competitive process for all.

1. **Grant Eligibility:** Grant funds are intended to be used for advertising, marketing, and innovative promotional initiatives for events and/or businesses in the Mille Lacs Lake Area. Your event/business must demonstrate a history of, or great potential for, significantly increasing the number of overnight stays in the Mille Lacs Lake Area (hotels, resorts, or campgrounds), and/or generating positive economic impact for tourism-based businesses. Projects limited to serving the local community without a long-term goal for growth and regional outreach are not likely to be funded.
2. **Legal Status:** Applicants must be recognized as a corporation by the Secretary of State, or be an association licensed with a state/federal agency. (Religious organizations are not eligible to apply.)
3. **Grant Limit:** Funding amount granted will be from \$100 to \$5,000 per approved application. No single applicant shall be considered to receive more than one tourism grant for the same project per year.
4. **Standard Acknowledgment:** As a stipulation of accepting grant funds, the recipient shall publicly acknowledge the Mille Lacs Lake Area Tourism Grant Program's support of their event/business by including the statement "Funding received from the Mille Lacs Lake Area Tourism Grant Program" on their website and on all advertising, documents, press releases, signage, and virtual services presented to the media. Failure to comply may affect an applicant's eligibility for future funding. (Digital files for the Mille Lacs Lake Area Tourism Council logo are available upon request.)
5. **Award Criteria:** Grant proposals will be selected based on compatibility with the goals and objectives of the Mille Lacs Lake Area Grant Program. Preference will be given to innovative initiatives for events that attract a significant number of hotel guests and visitors by reaching a new market. Special consideration will be given to marketing of events that demonstrate great potential for improving occupancy rates in hotels and/or increasing local business revenues.
6. **Initiatives:** Marketing initiatives may include, but are not limited to, media and/or print advertising, direct mail, email campaigns, web site development, and internet marketing. Projects should promote the Mille Lacs Lake Area as a desirable destination by emphasizing lodging, dining, shopping, and attractions. The following expenses will not be reimbursed through the grant program:
 - Standard operating expenses (rent, utilities, insurance, payroll, etc.)
 - Signage for cities/townships
 - Travel expenses (mileage, air fare, transportation, lodging, etc.)
 - Prizes awarded as a promotion of the tourism event
 - Reimbursement of expenses occurring prior to grant approval
 - Purchase of equipment

7. **Application:** Each applicant is required to submit an application that will provide information about their organization or entity, as well as:

- A specific marketing plan outlining how the grant funds would be utilized
- The estimated total number of people attending the event
- The anticipated benefit (direct or intangible) to Mille Lacs Lake Area hotels and/or the businesses serving tourists to the area
- A proposed method for quantifying and measuring return on investment (ROI).

The grant application form is available on both the Mille Lacs County and the Mille Lacs Area Tourism Council websites. Failure to complete the application in full or to submit the required materials may result in disqualification of the application.

8. **Approved Funding:** Grant amounts will be determined based on available funding for this grant award cycle. Mille Lacs County reserves the right to determine the dollar amount and number of grants awarded per year. Advertising programs should be aimed at media that will reach non-residents. Local advertising (local publications, local high school sports programs, etc.) will not be funded. Grant evaluations will be based on the following criteria:

- Geographic representation
- Demonstrated local support
- Marketing strategy
- Benefit to the local community
- Projected economic impact

In the event that a member of the Mille Lacs County Board or the Mille Lacs Area Tourism Council also serves on the board of an applicant organization, or is affiliated in any other manner, it is mandatory that said member abstain from the review and/or approval of that grant application.

9. **Disbursement:** Grant funds will be disbursed on a reimbursement basis *upon completion of the final report*, including return on investment (ROI) information, W-9 form, and an itemized list of expenses with copies of invoices/receipts attached, within 30 days from the conclusion of the event/project, but no later than June 30, 2017. Copies of brochures; tear sheets of any print advertising; samples of any audio, video or web advertising purchased with grant funds; as well as survey results, statistics, and any other data compiled in conjunction with this marketing campaign, must accompany the grant final report.
10. **Deadline:** It shall be the sole responsibility of the grant recipient to adhere to any deadlines relative to utilization of grant funds. County staff shall not be responsible for notifying grant recipients of impending or expired deadlines. *Awarded amounts must be utilized by June 30, 2017.* If the funds are not expended prior to that date, the applicant must submit to the grant committee a written explanation of why the funds were not used. Failure of a grant recipient to comply with the deadline may result in their disqualification.
11. **Compliance/Usage:** Grant funds are intended solely for the purpose of marketing, advertising, or promotion of the applicant's event or business. No funds will be released for marketing that commenced prior to award of the grant. It should not be presumed that grant funds will be awarded on an annual basis; nor should availability of grant awards be considered an annual part of any applicant's budget.
12. **Submitting Application:** Applications will be accepted at the Mille Lacs County Administrative Services Office, 635 2nd Street SE, Milaca, MN 56353 or via email to pat.oman@co.mille-lacs.mn.us.

Grant Procedure

1. The applicant will complete all sections of the application, sign it, and attach required documentation (estimates of eligible expenses and proof of corporation or licensed business status), then submit the application and attachments to the Mille Lacs County Administrative Services Office for preliminary review.
2. Mille Lacs County will review the grant applications, and assess their merit based on the potential for increasing tourism in the area, as well as determining which may offer the best potential return on investment (ROI).
3. Mille Lacs County will make a recommendation to the Mille Lacs Area Tourism Council to approve or reject each proposal. A grant may be awarded for less than requested. The amount funded depends on the number of applications received, funds available, and the potential of the project.
4. The Mille Lacs Lake Area Tourism Council will review the application and county's recommendation, and determine whether the proposal will receive preliminary approval for funding of the project.
5. The applicant implements the project/event as planned and outlined in the application.
6. The applicant will complete the final report on the project/event and submit it, along with copies of invoices, return on investment (ROI) information, and completed W-9 form. **All information and invoices must be submitted to the Mille Lacs County Administrative Services Office within 30 days after the event/project concludes, but no later than June 30, 2017.**
7. Mille Lacs County staff will review the Final Reports submitted by the grant recipients; compare the original allocation amount to the reimbursement requested in the final report; and make a recommendation to the Mille Lacs County Board of Commissioners for reimbursement of expenses.
8. Mille Lacs County Board of Commissioners must approve reimbursement recommendations prior to the ASO submitting paperwork to release payment of grant funds.
9. The reimbursement check will be mailed to the grant recipient/organization.

***Mille Lacs Area Tourism Grant Program
Application***

1. Briefly describe your organization and its mission.
2. Has your organization received support from a Tourism Grant Program in the past? If so, when and for what purpose? How will your organization utilize or partner with existing tourism promotion resources in the Mille Lacs Lake Area?
3. Projected total number of visitor that will attend your event:
4. Projected number of out-of-town day visitors resulting from event:
5. Projected number of overnight hotel stays resulting from event:
6. How many additional people are you hoping to attract to this event/program? What do you expect the economic benefit will be to your community or region as a result of this advertising/marketing campaign?
7. What tracking mechanism will you use to identify how the tourist/visitor/customer heard about your event/program?

W.S.d

8. If awarded a Mille Lacs Lake Area Tourism Grant, what specific marketing/promotional initiative(s) would your organization invest in? Please indicate estimated cost(s) of each initiative below.

Description of New Advertising Initiative	Estimate for Initiative (Request)	Invoice for Initiative (Reimbursement – Economic Development Department Use Only)
Total	\$	\$

9. How will your organization track event/project attendance and return on investment (ROI)? What measures will be taken to document impact on local businesses and Mille Lacs Lake Area hotels? What types of visitor data will you collect, and how will you collect it?

☐ Verification of Secretary of State Status Federal ID # _____ - _____

Certification: I, the undersigned, do hereby attest and warrant that I am duly authorized by the organization named on this form to execute the Grant Application Request for Funding; that I have read and understood the grant guidelines and requirements fully; and that the information represented herein is true and correct to the best of my knowledge. I will review this application with Mille Lacs County staff.

Signature of Authorized Representative:	Date:

W.S. 4

Mille Lacs Area Tourism Grant Final Report

Name of Organization

Date of Event / Project

Event/Project Description:

Contact Person

Address

Phone Number

City, State, Zip

Email Address

1. Where did you spend the tourism grant funds, and did they provide the desired results? Provide a detailed list of advertising expenditures.

2. Looking back at your application, how would you measure the success of your project and the return on investment (ROI)? (For instance, did you measure success by the number of people who attended the event, or did you use another measure of success?)

3. What were the results? (For instance, if you measured success by the number of people who attended, how many did attend?)

4. How many people from outside of the county attended? How did you determine this number?

5. What strategies worked well with this year's event? What would you change?

W.S4

☐ Credit Report, Including Score

Add Mille Lacs County to Insurance Policy: _____ (date)

Renew UCC Filing: _____ (date)

Other Notes:



Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

Eligible Jurisdictions & Allocations

Direct Recipients

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

Indirect Recipients

- Non-entitlement units (\$19.5 billion)



Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



For More Information: Please visit www.treasury.gov/SLFRP

For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960

For General Inquiries: Please email SLFRP@treasury.gov for additional information



Example Uses of Funds

Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages

Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund

Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.

Land Services Update for Work Session 6/4

1. General office update: permits, complaints, and staffing level
2. Confirmation of Public Meeting at Princeton Town Hall - 6/24 at 6:30
 - a. Ditch committee after – Eric probably not in attendance?
 - b. John Kolb – Rinke Noonan in attendance
3. Executing contract with Houston Engineering for Construction Management of CD02 Repair
 - a. See attachment
 - b. \$48,500
 - c. Sooner than later? Or after bid acceptance?
4. Central applicators – herbicide used in past is all that's allowed near water
 - a. Maintenance spraying is needed on many ditches, but not assessed for this year.
5. Tire collection – about \$1100 per container (previous years quote)
 - a. Late summer/fall tire collection event?
6. SSTS ordinance revision - see attachment
 - a. Increase time to fix "Failing to Protect Groundwater" to 2 years (from 10 months)
 - b. Reword "imminent threat to public health and safety" section for clarity
 - c. Cut winter restrictions on permit applications
 - d. Replace "new lot" rule with administrative variance process
 - e. Cut "nonconforming systems" section – it does not apply to anything
 - f. Cut soils inspection prior to permit issuance, one inspection during construction
 - g. Cut option to allow installer photographs instead of inspection
7. Vacate Soo Line Trail Easement in Onamia for Housing Development
 - a. Mille Lacs Corporate Ventures, through their attorney, is proposing a new housing development in Onamia. The development is within the Soo Line Plat. Within the plat is the old Soo Line Trail easement, and nearby is the new ATV trail that was constructed as part of the trail re-alignment (for bridge over Hwy 169).
 - b. See attached survey and aerial.



Maple Grove Office 763.493.4522 763.493.5572

7550 Meridian Circle North, Suite 120 Maple Grove, MN 55369

W.57

VIA Email: Dillon.hayes@millelacs.mn.gov

October 28, 2020

Dillon Hayes
Environmental Resources Manager/Land Commissioner
Mille Lacs County
635 2nd Street SE
Milaca, MN 55353

Subject: Mille Lacs County Ditch 2 Repair Construction Plans and Management

Dear Mr. Hayes:

The following is a proposal for engineering services related to the construction of repairs to Mille Lacs County Ditch (CD) 2. The primary tasks include coordination with local road authorities, preparation of construction plans and bid documents, and assistance with bid procurement.

Additionally, Houston Engineering Inc. (HEI) can provide construction staking and observation services and manage the repairs, should the County need outside assistance for those services. County staff may or may not have the capacity to fulfill the roles of construction staking and management for this project; however, there are several advantages to having a consultant provide these services. These include:

- Guaranteed capacity to provide for the needs of the project, in a timely fashion. Construction projects often require action within days or hours of noticing from a contractor.
- Experience with public drainage system projects. These projects have many nuances that are unique, such as bank stabilization practices and conformance to the restrictions and obligations of Minnesota Statute 103E.
- Continuity with the designer of the construction plans. Nearly every drainage system repair project encounters unforeseen site conditions that require adjustments to the initial plan. It is important that coordination occur between the construction manager and the project designer occur during the life of the project. Ideally, the construction manager and the project designer are the same person/firm.

Professional Services Rendered:**Phase 1 - Plan Development Services:**

HEI will provide the following professional services for the development of project plans through bid procurement:

1. Meet with local road authorities that own crossings identified as needing repair to determine whether 1) crossings will be replaced as part of the repair and those costs billed to the road authority OR the road authority will replace the crossing at a separate time, and 2) final design and installation requirements. HEI will prepare revisions to the final design as necessary.
2. Complete final design of the channel repairs, tree removal, and culvert replacements, based on recommendations of the July 20, 2020 CD 2 Repair Report prepared by HEI.
3. Prepare a Stormwater Pollution Prevention Plan (SWPPP) and incorporate the SWPPP into the construction documents. HEI may assist the contractor with applying for the Construction General Permit.
4. Prepare one set of construction plans, specifications and bid documents (includes one draft for review).
5. Develop an Engineer's Opinion of Probable Construction Cost.
6. Assist Mille Lacs County with the bid letting process by preparing the bid documents, bid advertisement, addressing bidder questions, preparation of one addendum, pre-bid meeting (virtual), review of the bids received and prepare a memorandum recommending the preferred Bidder.

Phase 2 - Construction Management Services

HEI can provide a variety of construction management services to Mille Lacs County on a time and materials basis. Balancing the need for oversight on the project with fiscal responsibility, we recommend HEI provide the following services:

1. Construction staking for the open channel and culvert construction. Stakes will be set to define the limits for the work limits and the construction of key project features, including culverts and channel depth of cut. We anticipate setting the stakes once. Any additional re-staking is considered outside of the scope of this task order and is typically the responsibility of the contractor.
2. Cart-time construction observation for the project. Assuming a construction schedule of 30 workdays, we estimate 144 hours of construction observation. The amount of time necessary for inspection may vary based on performance of Contractor.
3. Review and processing of contract documents, including up to 2 change orders
4. Processing of up to 3 pay requests
5. Weekly construction meetings (assume 7 including preconstruction meeting and punch-list walk-through).
6. Creation of record drawings based upon an as-built survey.

Deliverables:

The deliverables for the Task Order consist of the following:

Phase 1 - Plan Development Services

- Meeting with the three local road authorities (all attend one meeting)
- Draft and Final Project Manual, including construction plan sheets, specifications, and bid documents.
- Quantities and Preliminary Probable Opinion of Construction Cost.
- Bid Advertisement
- Pre-Bid Meeting (virtual)
- Bid Opening Meeting (virtual)
- Bid Recommendation Memo

Phase 2 - Construction Management Services

- Seven construction meetings: a pre-construction meeting, and six weekly construction meetings.
- Various contract documents including Notice of Award, Notice to Proceed, Change Orders, Payment Certification, and Project Acceptance.
- Daily Construction Observation Reports (for each day HEI is on site)
- Record Drawings.

Schedule and Compensation:

HEI will perform the professional services identified above on a time and materials basis. We estimate the cost for Phase 1 - Plan Development Services (Items 1-7 above) to be **\$21,300** and will not exceed that cost without prior authorization from Mille Lacs County. Since the effort required for construction management is dependent on the efficiency of the contractor and conditions encountered during construction, we cannot provide a fixed cost for Phase 2 services. However, we recommend Mille Lacs County budget an amount of **\$48,500** for Phase 2 Construction Management



Services. The budget assumes that plans and specifications will be completed by March 1, 2021, bidding will be completed by May 1, 2021, and construction will be completed by June 1, 2022.

Assumptions:

The estimated compensation for the execution of the tasks identified within the "Professional Services Rendered" section of this Task Order is based upon the following assumptions:

1. The project scope will be consistent with the recommendations specified in the Mille Lacs County Ditch 2 Repair Report dated July 2, 2020.
2. Construction plan set is expected to include an estimated 12 sheets.
3. Construction specifications will utilize HEI's internal construction specification template.
4. The estimated amount of observation time required by HEI is 144 hours, assuming part-time observation (8 hours per day, 3 days a week) during the construction schedule (assuming 6 weeks). Generally, we recommend observation at all times of culvert installation, at the start of each construction task, and periodic check-ins during other construction activities.
5. Mille Lacs County will coordinate the placements of advertisements for bidding the project. HEI will manage the remainder of the bid process.
6. All meetings will be completed via virtual means.
7. The contractor is responsible for replacement of any disturbance of staking they cause.
8. No permitting from the DNR or COE is required.
9. Work through wetlands is considered "no loss" and will require no permitting under the wetland conservation act (WCA).
10. Acquisition of easements will not be required for the project.

We look forward to the opportunity to serve Mille Lacs County. Please contact me directly if you have any questions regarding our proposed scope or budget. If the Board authorizes staff to engage HEI for one or both phases, please let us know their decision and we can prepare a consulting services agreement to match their desired scope.

Sincerely,
HOUSTON ENGINEERING, INC.

A handwritten signature in black ink that reads 'Garrett Monson'.

Garrett Monson, MS, PE
Project Manager
Direct: 763.493.6688
gmonson@houstoneng.com

A handwritten signature in black ink that reads 'Chris Otterness'.

Chris Otterness, PE
Principal-in-Charge
Direct: 763.493.6665
cotterness@houstoneng.com

OFFICIAL COPY

MILLE LACS COUNTY CODE OF ORDINANCES

ORDINANCE NO.: ADMN-07

MILLE LACS COUNTY SUBSURFACE SEWAGE TREATMENT SYSTEM ORDINANCE

ARTICLE ONE: PURPOSE AND AUTHORITY

- 101 **STATUTORY AUTHORIZATION.** This ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes §115.55, Minnesota Statutes §145A.01 through §145A.08, Minnesota Statutes §375.51, and Minnesota Administrative Rules Chapters 7080, 7081, and 7082. All statutory references contained herein assume that they may be amended from time to time and such amendments are adopted by reference.
- 102 **PURPOSE.** The purpose of this ordinance is to establish the following:
- (1) Minimum standards for and regulation of SSTS in unsewered, incorporated and unincorporated areas, of Mille Lacs County; and
 - (2) Permit requirements for installation, alteration, repair or expansion of SSTS; and
 - (3) Requirements for all SSTS permitted under the revised Minnesota Administrative Rules, Chapters 7080 -7082, to be operated under an approved management plan; and
 - (4) Standards for upgrade, repair, replacement, or abandonment of SSTS; and
 - (5) Provisions for enforcement of these requirements; and

(6) Penalties for failure to comply with these provisions.

103 INTENT. It is intended by Mille Lacs County that this Ordinance will promote the following:

(1) The protection of lakes, rivers and streams, wetlands, and groundwater in Mille Lacs County essential to the promotion of public health, safety, welfare, socioeconomic growth, and development of the County in perpetuity.

(2) The regulation of proper SSTS construction, reconstruction, repair and maintenance, to prevent the entry and migration of contaminants, thereby protecting the degradation of surface water and groundwater quality.

(3) The establishment of minimum standards for SSTS placement, design, construction, reconstruction, repair and maintenance to prevent contamination and, if contamination is discovered, the identification and control of its consequences and the abatement of its source and migration.

(4) The regulation of privy vaults and other non-water carried sewage collection and storage facilities.

104 EFFECTIVE DATE. The provisions set forth in this ordinance shall become effective on August 4, 2020.

ARTICLE TWO: GENERAL PROVISIONS

201 DEFINITIONS. Unless specifically defined, words or phrases used in this ordinance shall be interpreted to give them the same meaning they have as defined in Minnesota Statutes and give this ordinance it's most reasonable application. For the purpose of this ordinance, the words "must" and "shall" are mandatory and not permissive. All distances, unless otherwise specified, are measured horizontally.

AS-BUILT: Drawings and documentation specifying the final in-place location, elevation, size, and type of all system components, distance(s) and location(s) of all system components in relation to pertinent improvements, property lines, water bodies, and other items as required. These records must identify the results of materials testing and describe conditions during construction. Information provided must be verified by a certified statement.

BEDROOM: For the sole purpose of estimating design flows from dwellings, a room that is designed or used for sleeping.

CERTIFICATE OF COMPLIANCE: A written document issued by the County certifying that a system is in compliance with applicable requirements at the time of inspection.

COUNTY: The Mille Lacs County Board of Commissioners or their designee.

LOT: A parcel of land in a plat recorded in the office of the county recorder or registrar of titles, or a parcel of land created and conveyed using a specific legal description.

LOT LINE ADJUSTMENT: The adjustment or relocation of a lot line between two (2) or more lots, parcels, or tracts, where an additional lot parcel or tract is not created.

MPCA: The Minnesota Pollution Control Agency.

NOTICE OF NONCOMPLIANCE: A written document issued by the County giving notice that the SSTS in question is not in compliance with applicable requirements at the time of inspection.

SALE OR TRANSFER OF PROPERTY: The act by which a party conveys title from one entity to another. The sale and every other method, direct or indirect, of disposing or parting with property, or with an interest therein, or with the possession thereof, absolutely or conditionally, voluntarily, by or without judicial proceedings, as a conveyance, sale, mortgage, gift, or otherwise.

SSTS: Either an individual or a mid-sized subsurface sewage treatment system.

STRUCTURE: Anything constructed or erected on the ground or attached to the ground or on-site utilities, including, but not limited to, buildings, factories, sheds, detached garages, cabins, manufactured homes, recreational vehicles not meeting the exemption criteria specified in the Mille Lacs County Development Ordinance, and other similar items.

- 202 **SCOPE.** This ordinance regulates the siting, design, installation, alteration, operation, maintenance, monitoring, and management of all SSTS within the identified jurisdiction including but not necessarily limited to: individual SSTS, cluster or community SSTS, privy vaults, and other non-water carried SSTS. All sewage within the identified jurisdiction shall be treated and dispersed by an approved SSTS that is sited, designed, installed, operated, and maintained in accordance with the provisions of this ordinance or by a system that has been permitted by the MPCA.
- 203 **JURISDICTION.** The regulations herein governing SSTS shall apply to all areas of the County, except those held in trust by the United States on behalf of the Mille Lacs Band of Ojibwe and cities/townships that have adopted and enforce SSTS regulations on their own behalf.
- 204 **ADMINISTRATION.**

(1) State of Minnesota

Where a single SSTS or group of SSTS under single ownership within one-half mile of each other, have a design flow greater than 10,000 gallons per day, the owner or owners shall make application for and obtain a State Disposal System (SDS) permit from the Minnesota Pollution Control Agency (MPCA). For any SSTS that has a measured daily flow for a consecutive seven-day period which equals or exceeds 10,000 gallons per day, a SDS permit is required.

SSTS serving establishments or facilities licensed or otherwise regulated by the State shall also conform to the requirements of this ordinance.

(2) County

The County shall administer the SSTS program and all provisions of this ordinance. The County shall review, revise and update this ordinance as necessary. The County shall employ or retain under contract qualified and appropriately licensed professionals to administer and operate the SSTS program.

(3) Cities and Townships

Any jurisdiction within the County that regulates SSTS must, at a minimum, comply with the standards and requirements of this ordinance. The standards and ordinance of the jurisdiction may be more restrictive than this ordinance.

205 VALIDITY. The validity of any part of this ordinance shall not be affected by the invalidity of any other parts of this ordinance where the part can be given effect irrespective of any invalid part or parts.

206 LIABILITY. Any liability or responsibility shall not be imposed upon the County or any of its officials, employees, or other contract agent, its employees, agents or servants thereof for damage resulting from the defective construction, operation, or abandonment of any onsite or cluster treatment system regulated under this rule by reason of standards, requirements, or inspections authorized hereunder.

ARTICLE THREE: GENERAL REQUIREMENTS

301 RETROACTIVITY. Permits issued prior to the effective date of this ordinance shall remain valid, under the terms and conditions of issuance, until they expire. Installation of a system permitted under prior standards may commence provided commencement occurs prior to the expiration of the permit.

302 UPGRADE, REPAIR, REPLACEMENT, AND ABANDONMENT.

(1) SSTS Capacity Expansions

~~The applicant of a permit to construction the addition of a bedroom to an existing structure has ten (10) months to upgrade, repair, or replace the existing system, provided the existing system is not compliant for the number of bedrooms identified in the permit, and not found to be an imminent threat to public health or safety.~~

Expansion of any existing SSTS shall include any system changes that are necessary to bring the entire system into compliance with the prevailing provisions of this ordinance at the time of the expansion.

(2) Failure to Protect Groundwater

An SSTS that is determined not to be protective of groundwater in accordance with Minnesota Administrative Rules §7080.1500, Subpart 4. B. shall be upgraded, repaired, replaced, or abandoned by the owner in accordance with the provisions of this ordinance within ~~ten (10)~~ **twenty-four (24)** months of receipt of a Notice of Noncompliance.

(3) Imminent Threat to Public Health or Safety

An SSTS that is determined to be an imminent threat to public health or safety in accordance with Minnesota Rules, Chapter 7080.1500, Subp.4A shall be upgraded, repaired, replaced or abandoned by the owner in accordance with the provisions of this Ordinance within 10 months of receipt of a Notice of Noncompliance. The imminent threat to public health or safety must be removed within ten (10) days of notification.

~~The owner of a SSTS that is determined to be an imminent threat to public health or safety in accordance with Minnesota Administrative Rules, §7080.1500, Subpart 4. A. shall, within ten (10) days of receipt of a Notice of Noncompliance, convert the existing septic tank to a water tight holding tank.~~

~~If the septic tank cannot be utilized as a holding tank, it must be replaced within ten (10) days and the new tank shall be utilized as a holding tank until the failing components are upgraded, repaired, replaced, or abandoned. The County may grant an extension of up to thirty days in the event that inclement weather or site conditions prohibit access by trucks and equipment to install the replacement tank.~~

~~Further, the owner shall then upgrade, repair, replace, or abandon the failing system components within the same construction season, or if the receipt of the Notice of Noncompliance occurs within the time period of November 1 to April 15, then such change, repair, or replacement must be completed by June 1 of the calendar year immediately following.~~

(4) Abandonment

Any SSTS, or any component thereof, which is no longer intended to be used, must be abandoned in accordance with Minnesota Administrative Rules Chapter 7080.

303 SSTS IN FLOODPLAINS. An SSTS shall not be located in a floodway, and wherever possible, the location of a SSTS within any part of a floodplain should be avoided. If no option exists to locate a SSTS outside of a floodplain, location of a SSTS within the flood fringe is allowed if the requirements in Minnesota Administrative Rules §7080.2270 and all relevant local requirements are met.

304 CLASS V INJECTION WELLS. All owners of new or replacement SSTS that are considered to be Class V injection wells, as defined in the Code of Federal Regulations, Title 40, Part 144, are required by the Federal Government to submit SSTS inventory information to the Environmental Protection Agency as described in CFR40 Part 144. Further, owners are required to identify all Class V injection wells in property transfer disclosures.

305 LICENSURE. No person shall engage in design, installation, alteration, repair, maintenance, operation, pumping, or inspection of SSTS without an appropriate and valid license and/or certification issued by the MPCA in accordance with Minnesota Administrative Rules Chapter 7083 except as exempt in the same Chapter.

Individuals who obtain a signed site evaluation and design report from a licensed design business may construct their own system to serve a dwelling that is owned by the individual and functions solely as a dwelling or seasonal dwelling for that individual.

Individuals who choose to install their own system as noted above are responsible for fulfillment of all applicable requirements in Minnesota Administrative Rules Chapter 7080, all local requirements, and the installer's responsibilities as defined in Minnesota Administrative Rules §7083.0760, Subpart 2. Furthermore, the execution of an indemnification agreement will be required at the time of application for the necessary construction permit.

306 PROHIBITIONS. It is unlawful for any person to maintain, occupy, or use any structure intended for human occupancy, or any structure equipped with facilities that would facilitate the discharge of sewage, that does not have a compliant wastewater treatment system in accordance with the provisions of this Ordinance.

It is unlawful for any person to construct, maintain, or use any SSTS regulated under this ordinance that results in the surface discharge of sewage unless a National Pollutant Discharge Elimination System permit has been issued by the MPCA.

Systems prohibited by Minnesota Administrative Rules Chapter 7080 are prohibited by the adoption of these provisions.

ARTICLE FOUR: SSTS STANDARDS

401 STANDARDS ADOPTED BY REFERENCE. The County hereby adopts and incorporates by reference Minnesota Administrative Rules, Chapters 7080 and 7081 in their entirety as now constituted and from time to time amended. This adoption does not supersede the County's right or ability to adopt additional or more restrictive local standards that are in compliance with Minnesota Statute §115.55.

402 LOCAL AMENDMENTS TO ADOPTED STANDARDS. The following provisions are local amendments to those standards found in Minnesota Administrative Rules:

(1) All new and upgraded SSTS for individual dwellings ~~located on parcels of record created prior to June 1, 2015~~ shall be sized for a Classification I dwelling.

(2) Clean outs shall be provided on each lateral with only one sweep in the pipe, and placed within an insulated waterproof container flush with the finished ground surface.

~~(3) With exception of holding tanks, no designs will be accepted during the period between November 1st and April 15th of the subsequent year, unless the County determines that weather and site conditions are appropriate for accurate soil verifications.~~

(4) For uses not defined in Minnesota Administrative Rules, the following holding tank capacities are required:

- a. Detached accessory structures with plumbing and/or bathroom facilities: A minimum of one (1) 500 gallon holding tank

Any use of a holding tank will require the property owner to enter into and comply with the standards of a holding tank agreement supplied by the County.

(5) Compliance inspections for existing systems shall include a site sketch with all setbacks noted, size of tanks and drainfield, and soil borings (unless two borings have already been completed by different inspectors).

- (6) When available, structures used for human occupancy shall be connected to a municipal/public sewer system and may not utilize an SSTS for the treatment and dispersal of sewage. Connection to an available municipal/public system must occur within ten (10) years of that system being available for connection, unless the existing SSTS is found to be noncompliant or an imminent public health threat, in which case it shall be immediately connected to the municipal system. The SSTS must then be abandoned consistent with Minnesota Administrative Rules.
- (7) Type III Systems as described in Minnesota Administrative Rules §7080.2300 deviating from the standards described in Minnesota Administrative Rules §7080.2220 Subpart 2. A. must be designed with thirty-six (36) inches of clean sand meeting the requirements in Minnesota Administrative Rules §7080.2220 Subpart 3. C.
- (8) Holding tanks may be utilized as a compliant wastewater treatment system in accordance with the provisions of this Ordinance, provided that the property owner to enter into and comply with the standards of a holding tank agreement supplied by the County.
- (9) Any activity involving an existing system that requires a permit pursuant to Article 5 of this ordinance shall require that the entire system be brought into compliance with all applicable provisions of this ordinance.
- (10) New lots created after January 23, 1996 shall have a minimum of two (2) soil treatment and dispersal areas that support systems as described in Minnesota Administrative Rules §7080.2200 to §7080.2230 or site conditions described in §7081.0270 Subparts 3 to 7 as applicable, or successor rules.

New lots created after June 1, 2015 unable to meet these provisions must be designed in one of the following manners comply with the following:

- a. ~~Holding tanks as described in Minnesota Administrative Rules §7080.2290 with two (2) times the minimum storage capacity; annual reporting of pumping records shall be required, or~~
- b. Variances from this specific provision may be processed administratively. The Mille Lacs County Land Services Director may process administrative variance requests made on forms provided by the County. In granting a variance, the Land Services Director may impose conditions in the granting of the variance to ensure compliance and to protect adjacent properties and the public interest. A full system designed using the appropriate contour loading rate based on the soil type, structure and depth to saturated soils. In no case will the use of a

~~contour loading rate of twelve (12) be allowed and a minimum of six (6) inches of unsaturated soil is required. To determine the appropriate contour loading rate, refer to the worksheet entitled "Effluent Absorption and Contour Loading Rates for Determining Absorption Area Size and Configuration Using Detailed Soil Descriptions" attached as Appendix A to this ordinance.~~

- ~~i. The County will allow additional perforation spacing (3.5 to 5 feet) per Minnesota Administrative Rules §7080.2050 Subpart 4E Table VI: "Maximum Number of Perforations per Pressure Distribution Lateral" or successor rules; and~~
- ~~ii. The County will allow all four (4) classifications for design flow in accordance with Minnesota Administrative Rules, §7080.1860 Table IV: Design Flow, or successor rules.~~

~~New lots created after June 1, 2015 shall be deed restricted to limit the system design as noted above. Such deed restriction shall be prepared by the County and filed against the property in in the Mille Lacs County Recorder's Office.~~

403 **LOADING RATE.** Minnesota Administrative Rules, §7080.2150 Subpart 3E, Table IX and Table IXa, are both adopted by reference and can be used to size SSTS infiltration areas.

404 **SETBACKS.** On-site sewage treatment systems must be setback from the ordinary high water level in accordance with the following:

Natural Environment Lake:	150 feet
Recreational Development Lake:	75 feet
General Development Lake:	50 feet
Wild River:	150 feet
Remote River:	150 feet
Scenic River:	100 feet
Forested river:	100 feet
Transition River Segments:	100 feet
Recreational River:	75 feet
Agricultural, Urban and Tributary River:	75 feet

- 405 **COMPLIANCE CRITERIA, EXISTING SSTS.** SSTS built after March 31, 1996 or located in a Shoreland area, Wellhead Protection area, or serving a food, beverage, or lodging establishment as defined under Minnesota Administrative Rule §7080.1100, Subpart 84 shall have a three-foot vertical separation to the periodically saturated soil and/or bedrock. Existing systems that have greater than or equal to 30.6" vertical separation to the bottom of the drainfield may be considered compliant under this ordinance. Additionally, Type IV systems that were permitted with reduced vertical separation shall be deemed compliant provided they meet the permitted reduction. The vertical separation measurement shall be made outside the area of system influence but in an area of similar soil.

All other system compliance criteria shall be as defined in Minnesota Administrative Rules §7080.1500 Subpart 1 through Subpart 6.

- 406 **MANAGEMENT PLANS.** Management plans are required for all new or replacement SSTS. Existing SSTS that are not operated under a management plan or operating permit must have treatment tanks inspected and provide for the removal of solids every three years if the accumulation meets the limit described in Minnesota Administrative Rules §7080.2450.
- 407 **VARIANCES.** A property owner may request a variance from the standards specified in this ordinance in accordance with the procedure described in the Mille Lacs County Development Ordinance, Article 12.

The Board of Adjustment shall have the authority only to consider variances to horizontal setbacks from property lines, rights of way, structures, or buildings.

Variances that pertain to the standards and requirements of the State of Minnesota must be approved by the affected State Agency pursuant to the requirements of the State Agency.

ARTICLE FIVE: SSTS PERMITTING

- 501 **PERMITS REQUIRED.** It is unlawful for any person to construct, install, modify, replace, or operate a SSTS without a permit. A permit shall be obtained from the County prior to the installation, construction, replacement, modification, alteration, repair, rejuvenation, remediation, or capacity expansion of a SSTS. The purpose of this permit is to ensure that the proposed construction activity is sited, designed, and constructed in accordance with the provisions of this ordinance by appropriately certified and/or licensed practitioner(s).
- 502 **CONSTRUCTION PERMIT APPLICATION REQUIREMENTS.** A permit shall be obtained by the property owner or an agent of the property owner, from the County prior to the installation of a new SSTS, the replacement of an existing SSTS, or for

any repair or replacement of components that will alter the original function of the system.

Permit applications shall be made on forms provided by the County, and signed by the applicant or their designee and the system designer. The application shall include the documents listed below:

- (1) Mille Lacs County Application for SSTS Permit.
- (2) Site Evaluation Report described in Minnesota Administrative Rules §7080.1730.
- (3) Design Report described in Minnesota Administrative Rules §7080.2430.
- (4) Management Plan described in Minnesota Administrative Rules §7082.0600.
- (5) Type II Holding Tank Service Agreement, for systems utilizing a holding tank as described in Minnesota Administrative Rules §7080.2290.
- (6) Type IV and V Operating permit as described in Section 503 of this ordinance.
- (7) Application fee set by the Mille Lacs County Board of Commissioners.

If there is a change in size due to a change in the home design, the changed design forms must be submitted to and approved by the County before installation. A revised set of home plans must also be submitted for the office prior to the issuance of a Certificate of Compliance.

For all systems Minnesota Administrative Rules §7080.1720 Subpart 4 requires three soil observations per site. New construction requires the submittal of three additional soil observations for an alternate site. Percolation tests are required for soil borings completed without the use of a pit. The soil observation locations and soil treatment and dispersal area shall be marked and protected from disturbance, compaction, or other damage by staking, fencing, posting, or other effective method.

~~If the system location changes, soils will have to be verified by the County for the new location. Verification of soils at the new location will require payment of the re-inspection fee payable before or at the time of verification.~~

- 503 APPLICATION REVIEW. The County shall review a permit application and supporting documents within fifteen (15) business days from the date of receipt of the application to determine completeness. Incomplete applications will be denied, and returned to the applicant with a statement of the reasons for denial.

Upon satisfaction that the proposed work will conform to the provisions of this ordinance, the County shall issue a written permit authorizing construction of the SSTS as designed within the timeframe allowed by statute.

If the permit application does not meet the requirements of this ordinance the County shall deny the application. A notice of denial shall be provided to the applicant, with a statement of the reasons for denial.

In the event that for any reason the applicant makes a significant change to the approved application, the applicant must file an amended application detailing the changed conditions for approval prior to initiating or continuing construction, modification, or operation for review.

504 APPEAL. The applicant may appeal the decision to deny the Construction Permit in accordance with the procedure described in the Mille Lacs County Development Ordinance, Article 12.

505 PERMIT VALIDITY. A construction permit is valid for one (1) year from the date of issuance.

The County may grant a six (6) month extension of the permit if the construction has commenced prior to the original expiration date of the permit and significant progress has been made.

The County may suspend or revoke a permit issued under this section for any false statements, misrepresentations of facts on which the permit was issued, or unauthorized changes to the original system's design, layout, or function. A notice of, and the reasons for, suspension or revocation shall be conveyed in writing to the permit holder. If suspended or revoked, installation or modification of a treatment system may not commence or continue until a valid permit is obtained.

506 OPERATING PERMIT. An operating permit shall be required for all Type IV, and V systems and any system installed in accordance with Minnesota Administrative Rules Chapter 7081. Upon issuance of the operating permit, the owner shall comply with the parameters set forth by the permit. Operating permit parameters must meet or exceed Minnesota Administrative Rule §7082.0600 Subpart 2.

When a property is sold or transferred the County shall issue a new operating permit in the new owner's name and the new property owner shall comply with the parameters set forth in the permit.

SSTS with required operating permits located on properties acquired by financial institutions through the foreclosure process shall not be considered noncompliant due

to a lack of monitoring. Upon sale of the foreclosed property, the new owner must comply with the requirements of the existing operating permit.

All operating permits for Type III systems existing at the time of the adoption of this provision shall be considered null and void.

ARTICLE SIX: COMPLIANCE

- 601 ~~NONCONFORMING SYSTEMS. Mille Lacs County shall require reconstruction of existing nonconforming sewage systems whenever a property is sold or transferred, or when a permit or variance to add a bedroom is required to a property.~~

~~Programs to upgrade nonconforming systems implemented by the County include the following:~~

- ~~(1) A systematic review of existing records to determine which systems in the jurisdiction are nonconforming and requiring reconstruction when necessary.~~
- ~~(2) A systematic on-site inspection program including all properties where adequate record of conformance does not exist, identifying nonconforming or illegal systems and requiring reconstruction when appropriate.~~
- ~~(3) A notification or education program that is oriented toward convincing substantial numbers of property owners to evaluate their sewage systems and voluntarily upgrade the sewage treatment systems, if nonconforming; or~~
- ~~(4) Other programs found to be acceptable to the Commissioner of the Minnesota Department of Natural Resources, when impacting shoreland districts.~~
- ~~(5) A notification or education program for new landowners informing them of the system type, operating permit and management plan requirements, and/or applicable requirements.~~

- 602 **NEW CONSTRUCTION OR REPLACEMENT.** Compliance inspections must be performed on new or replacement SSTS to determine compliance with Minnesota Administrative Rules and the provisions of this ordinance.

It is the responsibility of the SSTS installer to notify the County, during the hours of operation of County offices, at least 24 hours before any required inspection. The installer shall provide the County with the permit and property identification numbers at this time.

Inspections shall take place during the hours of operation of County offices. The installer shall be present at the time of inspection. Any sewage treatment component covered before approval shall be uncovered at the discretion of the County.

If, for any reason, the installer fails to comply with the provisions of this ordinance, and by doing so necessitates the execution of subsequent inspections, a re-inspection fee will be assessed in an amount set by the Mille Lacs County Board of Commissioners for each subsequent inspection.

Inspections will be conducted during construction. The tank must be set, all distribution media and lines installed, and a soil pit made available on the contour to verify vertical separation. Soil separation inspections conducted prior to construction may be done for a fee set by the Mille Lacs County Board of Commissioners.

The following inspections are required, as applicable:

(1) Soil Verification.

(2) Tank Inspection.

(3) Soil Treatment System Inspection.

If the County is not able to provide inspection within twenty-four (24) hours of the requested inspection time the installer may seek approval to cover the system. If approval is granted, date stamped photographs of the entire uncovered system must be provided with the required as-built form.

- 603 CERTIFICATES OF COMPLIANCE. The satisfactory completion of construction and necessary inspections as specified by this ordinance shall be documented by issuance of a Certificate of Compliance, certifying that the construction of the system was completed in conformance to the approved design documents. Certificates of Compliance for new systems and/or new system components are valid for five (5) years.

No SSTS shall be placed into operation until a valid Certificate of Compliance has been issued.

A completed as-built, on a form provided by the County, is required before the issuance of a Certificate of Compliance in accordance with Minnesota Administrative Rule §7083.0760. The County reserves the right to refuse any as-built that does not accurately convey the distance(s) and location(s) of all system components, pertinent improvements, property lines water bodies or other items as required. The County reserves the right to refuse future inspections and permits should the as-built not be submitted.

- 604 COMPLIANCE INSPECTIONS REQUIRED. In all areas within the County's jurisdiction, a Compliance Inspection is required:

(1) Prior to the issuance of a permit or variance to add a bedroom to a structure; or

- (2) For all variances or permits for new construction in the shoreland and wild and scenic river districts; permits issued for re-roofing, siding or window/door replacement are exempt from this provision provided that there is at least one previous compliance inspection on file with the County since the installation of the SSTs; or
- (3) Prior to the sale or transfer of property, unless explicitly exempt below:
 - a. The sale or transfer of property in which the affected tract is devoid of structures.
 - b. The sale or transfer of property in which the affected tract is connected exclusively to a municipal wastewater treatment system.
 - c. The sale or transfer does not require the filing of a Certificate of Real Estate Value, as described in Minnesota Statutes §272.115.

Compliance inspections shall be conducted by a MPCA certified and licensed professional.

Compliance inspection forms are required to be submitted by the MPCA licensed inspector within 15 days of the inspection, on forms provided by the MPCA.

Compliance inspections may be conducted from November 1 to April 15. If the sale or transfer of property necessitating the inspection is to occur during this period, the sellers of the property may sign an agreement, on a form provided by the County, to subject the property to a compliance inspection. This agreement must be signed by the affected parties, notarized, and submitted to the County.

ARTICLE SEVEN: ENFORCEMENT

- 701 CAUSE TO ISSUE A NOTICE OF VIOLATION. Any person, firm, agent, or corporation who violates any of the provisions of this ordinance, or who fails, neglects, or refuses to comply with the provisions of this ordinance, including violations of conditions and safeguards, or who knowingly makes any material false statement or knowing omission in any document required to be submitted under the provisions hereof, shall be guilty of a misdemeanor and upon conviction thereof, shall be punishable as defined by Minnesota Statutes. Each day that a violation exists shall constitute a separate offense.
- 702 NOTICE OF VIOLATION. The County shall issue a Notice of Violation to any person determined to be violating provisions of this ordinance. The notice of violation shall contain:

- (1) A statement documenting the findings of fact determined through observations, inspections, or investigations; and
- (2) A list of specific violation(s) of this ordinance; and
- (3) Specific requirements for correction or removal of the specified violation(s); and
- (4) A mandatory time schedule for correction, removal and compliance with this ordinance.

The County shall transmit the Notice of Violation by U.S. Mail, and the Notice shall be deemed received three business days after the Notice was placed in the U.S. Mail. Failure of actual receipt of a Notice of Violation that has been served by depositing the same in the U.S. Mail shall not be deemed a defense in an enforcement proceeding under provision 703.

- 703 PROSECUTION. In the event of a violation or threatened violation of this ordinance, the County may, in addition to other remedies, initiate appropriate civil action or proceedings to prevent, prosecute, restrain, correct or abate such violations or threatened violations and it shall be the duty of the County Attorney to commence such civil action. It shall be the duty of the County Attorney and County Sheriff to perform such duties as may be necessary to enforce the provisions of this ordinance.
- 704 STATE NOTIFICATION OF VIOLATION. In accordance with state law, the County shall notify the MPCA of any inspection, installation, design, construction, alteration or repair of an SSTS by a licensed/certified person or any septage removal by a licensed pumper that is performed in violation of the provisions of this ordinance.

ARTICLE EIGHT: DISPUTE RESOLUTION

The County shall be the deciding authority on disputes with or between licensed businesses for SSTS design or compliance purposes. It shall be at the businesses cost to hire a Minnesota licensed professional soil scientist who is a certified SSTS designer or inspector to present information to the County, if deemed necessary, for a final decision. The County will render findings of fact for any final decision rendered.

ARTICLE NINE: INTERPRETATION

In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the governing body and shall not be deemed a limitation or repeal of any other powers granted by Minnesota Statutes.

ARTICLE TEN: SEVERABILITY

W.57

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.

ARTICLE ELEVEN: ABROGATION AND GREATER RESTRICTIONS

It is not intended by this ordinance to repeal, abrogate, or impair any other existing County ordinance, easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.

ARTICLE TWELVE: REPEALER

This ordinance repeals the Mille Lacs County Code of Ordinances Ordinance No. ADMN-07 Mille Lacs County Subsurface Sewage Treatment System Ordinance adopted June 19, 2018, Document Number 406673, and all amendments thereto.

Passed and approved this 4th day of August, 2020 by the Mille Lacs County Board of Commissioners.

COUNTY OF MILLE LACS
BOARD OF COMMISSIONERS

ATTEST:

Roger Tellinghuisen, Chair

Pat Oman, Administrator

MOVED BY:
SECONDED:
IN FAVOR:
OPPOSED:

Drafted by: Mille Lacs County
Administrative Services Office
635 2nd Street SE
Milaca, MN 56353

Appendix A: Effluent Absorption and Contour Loading Rates for Determining Absorption Area Size and Configuration Using Detailed Soil Descriptions

Table IX. Effluent absorption and contour loading rates for determining absorption area size and configuration using detailed soil descriptions.*

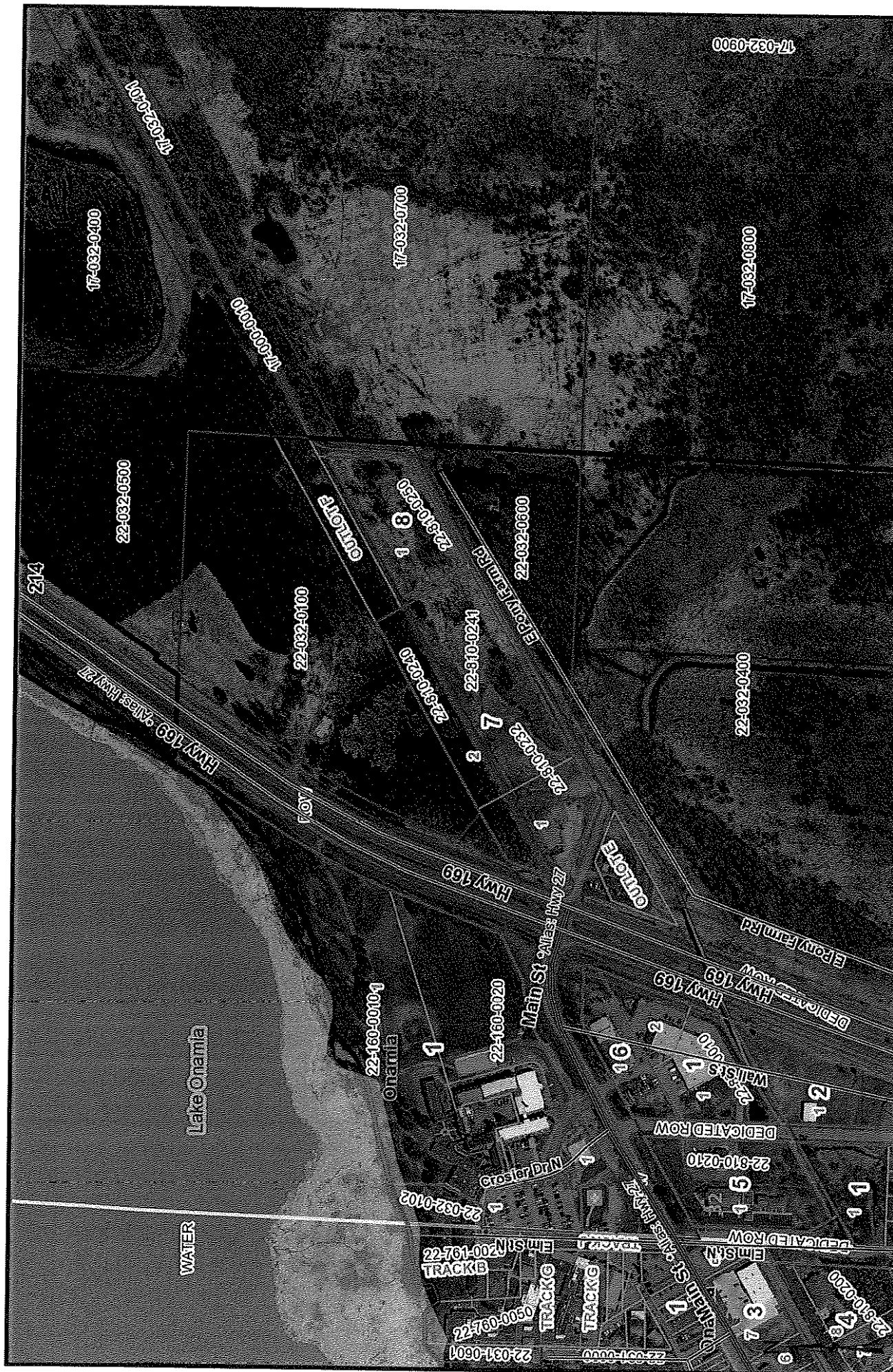
USDA Soil Classification		Absorption Loading Rate (gpd/ft²)		Contour Loading Rate (gpd/ft)†					
				0-3% Slope		4-7% Slope		8-10% Slope	
				Horizon Depth (in.) [§]	Horizon Depth (in.)	Horizon Depth (in.)	Horizon Depth (in.)	Horizon Depth (in.)	Horizon Depth (in.)
Texture	Structure and Grade	Effluent Treatment Level	CI	≥6-12	≥6-12	≥6-12	≥6-12	≥6-12	>10% Slope
very coarse sand, coarse sand, loamy coarse sand, or loamy coarse sand	single grain [#]	A, A-2, B, B-2††	LR**	6	8	8	8	8	8
	single grain [#]	LR	LR	5	6	7	8	8	8
sand, loamy sand	single grain [#]	0.5†	0.5†	3.5	4.5	4.5	4.5	4.5	5
	single grain or weak††	0.8	0.8	3	3.5	3.5	3.5	3.5	4
fine sand, loamy fine sand, very fine sand, loamy very fine sand	weak to strong non-play††	0.6	0.6	3.5	4.5	4.5	4.5	4.5	5
	massive††	0.4	0.4	3	3.5	3.5	3.5	3.5	4
coarse sandy loam, sandy loam	moderate to strong non-play††	0.6	0.6	4	4.5	4.5	4.5	4.5	5
	massive or weak††	0.5	0.5	3.5	4.5	4.5	4.5	4.5	5
fine sandy loam, very fine sandy loam, loam	moderate to strong non-play††	0.6	0.6	3	3.5	3.5	3.5	3.5	4
	massive or weak††	0.4	0.4	3	3.5	3.5	3.5	3.5	4
silt loam	moderate to strong non-play††	0.5	0.5	3	3.5	3.5	3.5	3.5	4
	massive or weak††	0.4	0.4	3	3.5	3.5	3.5	3.5	4
sandy clay loam, clay loam, silty clay loam *	moderate to strong non-play††	0.4	0.4	3	3.5	3.5	3.5	3.5	4
	massive or weak††	0.3	0.3	3	3.5	3.5	3.5	3.5	4
silt, sandy clay, silty clay, clay *	moderate to strong non-play††	0.2	0.2	3	3.5	3.5	3.5	3.5	4

- * Only applies to original soil horizons with < 50% coarse fragments (particle sizes having > 2.00 mm nominal diameters, i.e. gravel or coarser). Absorption area surfaces must not be in contact with soil horizons having ≥ 50% coarse fragments.
- † Estimated rates for ISTS. For soil conditions not included in the table, e.g. non-original soil, <6 in., ≥ 50% coarse fragments, firmer consistence, etc., evaluation of soil morphology and contour loading rate by a by a licensed Professional Soil Scientist (PSS) who is also an MPCA-licensed SSTS designer (Designer) is required. Rates projected using hydraulic conductivities measured by a licensed PSS-Designer supersede table estimates.
- ‡ Pressure distribution required.
- § Unsaturated.
- ¶ Residential strength septic tank effluent with up to 170 mg BOD₅/L, 60 mg TSS/L, and 25 mg O&G/L.
- ‡ Additionally pretreated septic tank effluent with up to 25 mg CBOD₅/L and 30 mg TSS/L.
- * Non-cemented, loose to very friable consistence.
- ** L.R = Liner required. Use clean sand for liner, to separate distribution media from soil, and its associated absorption loading rate (1.0 gpd/ft²).
- †† Very friable to friable consistence.
- ‡‡ Very friable to firm consistence.
- * 4:1 slope required for mound down-slope toe.

MILLE LACS
COUNTY

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.



ALTERNATIVE WORK SITE SUMMARY
JUNE 4, 2021

W.S.8

<u>Department</u>	<u>Unit</u>	<u>Supervisor</u>	<u># of employees</u>	<u>AWS</u>	
CVS	OSS/Case Aide/VSO	Beth Crook	21	5	
CVS	Financial Assistance	Beth Sumner	12	8	
CVS	Disability Services	Char Kohlgraf	13	13	
CVS	Community Health	Kay Winterfeldt	13	9	
CVS	Fiscal Services	Paul Prokosch	10	8	
CVS	Child Protection	Suzanne Lehwica	13	11	
		TOTAL CVS EMPLOYEES	82	54	66%
Probation		ASO	10	0	
Assessor's Office		Daryl Moeller	6	0	
Land Services Office		Chris Berg	5	0	
Public Works		Neal Knopik/Reed			
County Attorney's Office		Pederson/Kevin Schultz	19	1	
		Joe Walsh	18	14	
		Noleen Lange	7	0	
Technology Services		Michael Virnig	4	0	
Auditor - Treasurer's Office		Eric Bartusch	5	0	
ASO		County Coordinator	10	0	
PSAP		Andy Beckstrom	11	0	
Jail		Bradley Hunt	32	0	
SO		Don Lorge	42	0	
		TOTAL COUNTY EMPLOYEES	251	69	27%

COVID-19 Preparedness Plan for Mille Lacs County

Mille Lacs County is committed to providing a safe and healthy workplace for all workers. To ensure that, Mille Lacs County has developed the following Preparedness Plan in response to the COVID-19 pandemic. The County Administrator/Coordinator, staff, and County Board are all responsible for implementing this plan. The goal is to mitigate the potential for transmission of COVID-19 in workplaces, and requires full cooperation among workers and the County Board. Only through this cooperative effort can Mille Lacs County establish and maintain the safety and health of workers and workplaces.

Mille Lacs County is serious about safety and health and keeping employees working at Mille Lacs County. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. This Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to the board and staff; and
- management and supervision necessary to ensure effective implementation of the plan.

Employees Exhibiting Symptoms of COVID-19

Employees are encouraged to self-monitor for symptoms of COVID-19. The following policies and procedures are to be used to assess employees' health status before entering the workplace and by employees who report they are sick or experiencing COVID-19 symptoms at work.

An employee who is sick should stay home. If an employee is displaying COVID-19 symptoms, supervisors should speak privately with the employee, while practicing social distancing. An employee may be isolated in the workplace until sent home. A supervisor may require an employee to leave the workplace, as a safety consideration for the health of others and the public.

Supervisors should consult with a member of the Administrative Services Office prior to sending an employee home for these reasons and must notify the Assistant County Administrator/Personnel Director or HR Manager/Personnel Director if an employee is sent home. If an employee is experiencing symptoms while at home the employee should report symptoms to their supervisor/member of management. The supervisor/member of management will report the information to the Assistant County Administrator/Personnel Director or HR Manager/Personnel Director. Employees should refrain from discussing a coworker's condition due to data privacy laws. If an employee has concerns, they should speak privately with their supervisor or contact the Assistant County Administrator/Personnel Director. A supervisor shall request a doctor's note if needed for use of sick leave benefits.

COVID-19 Preparedness Plan for Mille Lacs County

If any employee is confirmed to have COVID-19, the employee should email holly.wilson@millelacs.mn.gov or karly.fetters@millelacs.mn.gov as soon as possible. If an employee becomes aware of a confirmed COVID-19 case, and were in contact with the positive case within a 6-foot distance for longer than a cumulative 15 minutes, the employee should notify their supervisor. As recommended by the CDC, if an employee is confirmed to have COVID-19, MDH or a trained designee will conduct a contact investigation and employees will be notified if they had possible exposure to COVID-19 in the workplace. To protect privacy as required by state and federal law, Mille Lacs County will not identify by name an individual who has contracted COVID-19. Employees exposed to a coworker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. Mille Lacs County will work closely with medical health providers and rely on advice from federal and local authorities to manage transmission risk and containment.

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Mille Lacs County has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees may utilize accrued vacation, sick, comp time, and floating holidays as applicable in their collective bargaining agreement and other County policies if accrued time has been exhausted. Employees with insufficient available paid leave hour balances may request to accrue a negative sick leave balance not to exceed 80 hours if the required paperwork is completed and approved.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Mille Lacs County guidance and guidelines for entering county facilities will be followed.

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19: Fever, Cough, Shortness of breath/difficulty breathing, or New loss of taste/smell. Or at least two of these symptoms: Chills, Repeated shaking with chills, Muscle pain, New or Severe Headache, Sore throat, Nausea, Vomiting, Diarrhea, Excessive Fatigue.

Staff will be required to report any onset of symptoms to their supervisor immediately. If symptoms occur at work, the worker must leave the workplace immediately after reporting symptoms and should seek a diagnosis. In the event of an exposure in the workplace, supervisors should notify Facilities Operations so the work area can be properly disinfected by designated staff. If symptoms occur at home staff should report this to their supervisor and follow MLC guidelines prior to returning to work. If an employee begins to show symptoms or tests positive for

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COVID-19 Preparedness Plan for Mille Lacs County

COVID-19, the employee will need to isolate for 10 days from the day the symptoms start or the test results come back.

What to Do if You Have Had Close Contact With a Person With COVID-19

In general, a close contact means being less than 6 feet from someone for 15 minutes or more throughout a 24-hour period. However, even shorter periods of time or longer distances can result in spread of the virus. If you have had close contact with someone who has COVID-19, you need to stay home and away from others (quarantine). COVID-19 can take up to 14 days to make you sick, and some people with COVID-19 never feel sick, so you need to separate yourself from others so you don't spread the virus without knowing it.

When you do not need to quarantine:

If someone has recovered from COVID-19 in the past 90 days and is exposed again, they do not need to quarantine if ALL of the following are true:

- Their illness was laboratory confirmed in the past 90 days.
- They have fully recovered.
- They do not currently have any symptoms of COVID-19.

If someone has completed COVID-19 vaccination (two doses in a two-dose series or one dose in a one-dose series) and is exposed, they do not need to quarantine if ALL of the following are true:

- The COVID-19 exposure was at least 14 days after their vaccination series was fully completed.
- The COVID-19 exposure was within 90 days of their final dose of the vaccination series.
- They do not currently have any symptoms of COVID-19

How to quarantine

The safest option is to stay home and away from others for 14 days. In certain situations, you may end your quarantine after 10 days, or after seven days with a negative COVID-19 test result. You cannot end your quarantine before seven days for any reason.

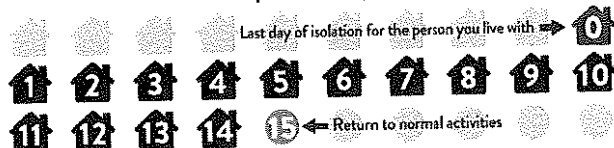
You should stay away from others for 14 days if:

- Someone in your home has COVID-19. The 14-day quarantine period starts the day after the person with COVID-19 completes their isolation period.
- You live in a building with other people, where it's either easy to spread the virus or there are many people at high risk for getting COVID-19, like a long-term care facility.
- You work in health care, or congregate care setting, such as long-term care or a correctional facility.

If you live with someone who has COVID-19, you should quarantine during the time they might be contagious (their isolation period), as well as the 14 days after when you could develop COVID-19. **This may mean you need to quarantine for 24 days or more.**

COVID-19 Preparedness Plan for Mille Lacs County

The Safest Option: 14-Day Quarantine



A shortened quarantine period may be considered if **ALL** of the following are true:

- You have not had any symptoms.
- You have not had a positive test for COVID-19.
- No one in your home has COVID-19, and you do not live in a building with other people, where it's hard to stay away from others and easy to spread the virus to multiple people, like a long-term care facility.
- You do not work in health care or congregate care setting, such as long-term care or a correctional facility.
- You had a defined exposure, meaning a known exposure with a beginning and an end.

If all of the above conditions are true, quarantine may be shortened to:

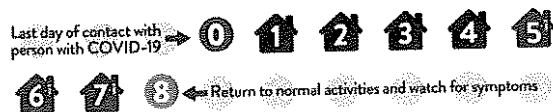
- 10 days without testing—normal activities begin on day 11.

Under Certain Conditions: 10-Day Quarantine



- Seven days with a PCR-negative test (not an antigen test or antibody/blood test) if you got tested at least five full days after the last time you were in contact with someone with COVID-19. Normal activities begin on day eight.

With a Negative COVID-19 Test Between Days 5-7: 7-Day Quarantine



After stopping quarantine:

- Wear a mask, stay 6 feet from others, wash hands, and avoid crowds or settings with people who are at risk of severe illness from COVID-19.
- Watch for symptoms until 14 days after exposure. If any symptoms occur, stay away from others right away and get tested.

You cannot end your quarantine before seven days for any reason.

The guidelines in this plan are based on CDC guidelines for critical workers within government facilities. All Mille Lacs County employees are considered critical.

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COVID-19 Preparedness Plan for Mille Lacs County

Return to work guidelines:

People with COVID-19 who have stayed home (home isolated) due to symptoms may return to the workplace in accordance with the following guidance:

1. If you are experiencing symptoms or receive a positive test for COVID-19, stay home until all of these things are true:
 - It has been at least 10 days since your symptoms first started; and
 - You are fever-free for 24 hours without using fever-reducing medicine; and
 - Your symptoms of COVID-19 are better.
 - You may need to stay home longer than 10 days if your symptoms are not improving or become worse, you have conditions that weaken your immune system, or you have been in the hospital. Talk to your doctor or clinic for instructions.
2. If you are experiencing symptoms and receive a negative test for COVID-19, and you have not had an exposure to someone with a confirmed positive COVID-19 test, you may return to the workplace.
3. If you've had an exposure to someone with a confirmed positive COVID-19 test, and you are not experiencing symptoms, please refer to the guidance on p. 4 and p. 5p.3-5 of this document to determine the necessary length of quarantine.

In all of the scenarios above, employees will be expected to follow the protocols regarding social distancing, self-monitoring/pre-screening, and sanitation practices detailed in this Preparedness Plan.

In all cases, **follow the guidance of your healthcare provider and public health department.** The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

Mille Lacs County has leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Workers with underlying medical conditions or who have household members with underlying health conditions should speak with their supervisor or the Personnel Director.

Handwashing

Handwashing guidelines have been posted in all county restroom locations. Basic infection prevention measures are being implemented. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Hand sanitizer will be placed in areas for easy access by workers and visitors.

Respiratory etiquette: Cover your cough or sneeze

MDH guidance for respiratory etiquette have been posted throughout county facilities. Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of

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COVID-19 Preparedness Plan for Mille Lacs County

tissues in the trash and wash or sanitize their hands immediately afterward. A poster that includes information on proper etiquette will be displayed for all to see.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: staff are encouraged to use telework, flexible work hours to work from home, staggered shifts and additional shifts to reduce the number of employees in the workplace at one time; maintain social distancing requirements of at least six feet; signage posted with instructions for employees and visitors. The County Administrator Coordinator will quickly alert and communicate with all staff any safety concerns. Mille Lacs County meeting room occupancy limits are as follows:

- Board Room - Wellness Capacity: 20 Seated People
- Conference Room A - Wellness Capacity: 6 Seated People
- Conference Room C - Wellness Capacity: 4 Seated People
- Conference Room D - Wellness Capacity: 12 Seated People
- Historic Courthouse Breakroom - Wellness Capacity: 10 Seated People
- Wellness Room – Wellness Capacity: 1 Seated Person

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A shield will be placed at front counters and front counter area workstations to separate visitors and workers. A physical barrier or signage will be created to remind visitors not to enter the work area without permission. Waiting area will be structured to create 6 feet of separation and guests will be asked to wait in a designated area until service can be provided with adequate social distancing.

The maximum occupancy for a vehicle is one person; if more than one person needs to ride in a vehicle, cloth face masks are required. The latest [announcement from Governor Walz](#) strongly recommends face coverings indoors for Minnesotans who are not fully vaccinated.

Limit social gatherings of people interactions:

- Limit the interaction of workers with other workers, customers, clients, and visitors across floors, buildings, campuses, and worksites, to the extent possible. Use alternative means of interaction and communication (e.g., walkie-talkies, phones, headphones), to the extent possible to allow workers to communicate from a distance.
- Communal serving or sharing of food are strongly discouraged.

If you are not vaccinated (including children):

- Keep at least 6 feet away from people from other households.

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- Wear a mask indoors and outdoors when you cannot keep 6 feet away from others.

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If you are fully vaccinated:

- Learn more at [About COVID-19 Vaccine: For fully vaccinated people](#).

Vaccinated or not vaccinated, MDH strongly recommends that you:

- Wear a mask in specific settings, such as health care settings, correctional settings, shelters or businesses, and communities that set their own face covering rules. Refer to [Face Covering Requirements and Recommendations](#).
- Wash your hands often, with soap and water. Wash for at least 20 seconds.
- If soap and water are not available, use hand sanitizer that is at least 60% alcohol.
- [Hand Hygiene](#)
- Follow guidance on staying home (quarantine) if you were exposed to someone who has COVID-19. People who are fully vaccinated may not need to quarantine in many situations. Learn more at [Close Contacts and Tracing](#).
- Stay home if you are sick.
- [Cover Your Cough](#): cough or sneeze into your elbow or a tissue. Throw used tissues in the trash. Wash your hands.
- Work from home if possible.
- Clean and then disinfect surfaces. Learn more at [CDC: Cleaning and Disinfecting Your Home](#).

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Emergency Executive Order 20-81: Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19

Mille Lacs County is a public entity. Therefore, members of the public and employees must wear a face covering in accordance with [Emergency Executive Order 20-81](#). If you are an employee who is exempt from this requirement under Paragraph 8 of this Executive Order, please contact Holly Wilson in the Administrative Services Office. Employees should not attempt to determine if members of the public who are not wearing a face covering in accordance with this order are exempt under Paragraph 8 of the Executive Order. Employees should review Paragraph 9 of this Executive Order to determine situations where face coverings may temporarily be removed, and contact their supervisor with any questions.

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COVID-19 Preparedness Plan for Mille Lacs County

Housekeeping

Stringent housekeeping practices are being implemented by Mille Lacs County, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, controls, door handles, elevator panels, railings, copy machines, etc. Routine cleaning is conducted by maintenance staff by disinfecting surfaces such as all railings, hard surfaces, and door handles. Maintenance staff are taking additional measures to limit the spread of germs such as wearing gloves while cleaning.

Communications and training

This Preparedness Plan was communicated to all workers through posting in campus breakrooms and on the county employee website. Additional communication will be ongoing and provided to all workers. This Preparedness Plan has been certified by the Mille Lacs County Administrator Coordinator and will be updated as necessary.

Certified by:

Holly Wilson, Assistant County Administrator
Lisa Herges, Interim County Coordinator

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

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COVID-19 Preparedness Plan for Mille Lacs County

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

[http://di.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_businesses.p
df](http://di.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_businesses.pdf)

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

[www.epa.gov/pesticide_registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

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Position Description

ASSISTANT COUNTY ADMINISTRATOR/PERSONNEL DIRECTOR

Department: Administrative Services Office
 Grade: U
 Reports to: County Administrator
 FLSA Overtime Status: Exempt
 Revision Date: July, 2020 May, 2021

OBJECTIVE

The Assistant County Administrator/Personnel Director develops and administers Mille Lacs County personnel programs, including the areas of recruitment, selection, labor relations, position classification, and compensation. Assigned to function as Acting County Administrator in the absence of the County Administrator. This position is responsible for reviewing, analyzing, and coordinating changes in web content on Mille Lacs County's external and internal web sites.

SCOPE

Works under direction of the County Coordinator/Administrator. Provides supervision to office staff. In the absence of the County Administrator, this position is responsible for the management of the affairs of the County for which the County Administrator has authority.

ESSENTIAL FUNCTIONS

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

1. Provides direct supervision over other department heads as assigned by the County Administrator.
- 2.1. Manages and directs personnel programs and services, such as recruitment and selection, classification and compensation, employee relations, records administration, employee benefits, and employee evaluation. Implements and participates in all recruitment and selection processes, in consultation with appropriate department heads. Develops employee relations programs. Coordinates staff development, training, education, and orientation programs.
- 3.2. Analyzes and interprets rules and employment laws; and, develops and recommends new or revised policies as necessary. Implements approved policies. Ensures compliance with the Fair Labor Standards Act, Family Medical Leave Act, Americans with Disabilities Act, Minnesota Public Employment Labor Relations Act, Minnesota Veterans Preference Act, and other related laws and regulations. Advises department heads to ensure the appropriate and consistent interpretation/application of personnel policies and employment law for the County.
- 4.3. Participates in labor contract negotiations, grievances, arbitrations, court, and/or administrative proceedings as needed. Designated negotiator in absence of the County Administrator. Investigates accusations of policy or bargaining contract violations.
- 5.4. Manages the County's insurance programs, including the areas of workers' compensation, tort, and auto liability, and required reports to meet state and federal OSHA 300 log requirements.



Position Description

- ~~6. Develops and maintains a strategic plan for the County's web presence based on management priorities, policy directions, and goals; responsible for content on the County website, ensuring that it complies with the MN Government Data Practices Act.~~
- ~~7.5. Uses independent judgment to provide supervision and leadership to department personnel under the span of control. Makes recommendations on matters of hiring and discipline; conducts ongoing feedback, coaching, mentoring, and timely formal reviews of performance for staff; provides training and work direction, ensuring staff knows and follows department and County rules, as well as sound work and safety practices, in order to accomplish the job objectives and avoid injury or loss.~~
- ~~8.6. Responsible for communications that maintain relationships key to the function of the County; plans and carries out communications at a level that can impact the morale and performance of staff.~~
- ~~9.7. Responsible for development and implementation of County-wide policies relating to data management, including records retention, document storage, scanning, and forms standardization.~~
- ~~10.8. Provides budgeting information to County Coordinator/Administrator concerning employee-related cost projections and other requested budgetary data.~~
- ~~11.9. Performs other job-related duties as assigned.~~

MINIMUM QUALIFICATIONS

The job requires a ~~bachelor's~~ master's degree in business or public administration, with a human resource focus; and three or more years of experience in government operations or human resource management, including budgeting experience; OR an equivalent combination of education and experience sufficient to perform the essential functions of the position. A valid driver's license is required. ~~Knowledge of web technology is preferred.~~ Must successfully complete a criminal history background check.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of laws and regulations related to personnel, including the Data Practices Act, Minnesota Veterans Preference Act, Fair Labor Standards Act, Minnesota Public Employment Labor Relations Act, ADA, FMLA, COBRA, and other employment laws; Equal Employment Opportunities requirements and the principles of Affirmative Action; employment testing, classification, and compensation; administrative practices; the operation of the County Board and its committees; personnel policies, labor contracts; procedures and practices of collective bargaining; rules and procedures of the Minnesota Bureau of Mediation Services; the political and organizational structure of Mille Lacs County government; the rules, regulations, and laws affecting the Mille Lacs County Administrative Services Office; the principles, practices, and procedures used in records management operations, including electronic systems; Occupational Safety and Health Act, including the Employee Right-to-Know Law, and related occupational, safety, and health regulations; the Minnesota Workers' Compensation Law and its administration.

Skill in analyzing personnel problems and developing solutions.



Position Description

Ability to communicate effectively, both orally and in writing; present arguments logically, both orally and in writing; analyze information and formulate decisions or recommendations based on that analysis; develop and maintain effective working relationships with the Mille Lacs County Administrator, Mille Lacs County Commissioners, department heads, human resource officers from other jurisdictions, co-workers, and the general public; use discretion in the handling of confidential information; maintain records and prepare reports; make decisions or recommendations in the absence of specific or concrete guidelines; operate all job-related equipment; demonstrate effective oral English communication skills; understand and carry out oral and written instructions.

EQUIPMENT USED

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

WORKING CONDITIONS

Work is performed in and around an office setting; frequent movement is required, including standing and sitting, walking indoors and outdoors to various departments, and climbing and descending stairs. Subject to frequent interruptions; requires significant use of a keyboard. ~~Regular local travel is required, which may include driving in inclement weather.~~ The job requires dealing with and calming individuals who may be emotionally charged over an issue. There is frequent attention to detail and continual deadlines; required to work under pressure.

PHYSICAL REQUIREMENTS

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

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

ADA CONSIDERATIONS

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

Board approved: 2/20/185/23/2021



2021/2022 Committee Appointments

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

Duties of a County Commissioner

A publication of the Association of Minnesota Counties.

County commissioners are a county's key policymakers, overseeing the operation and administration of the county. Commissioners are the elected officials of a county's legislative branch, the County Board of Commissioners, serving in a similar role as a city councilmember or a state representative or senator. Commissioners are responsible for overseeing the county's management and administration, representing county interests at the state and federal level, participating in long-range planning, and managing the county budget and finances.

Constituent and County Representative

Similar to other legislative bodies, the members of the County Board of Commissioners are elected by specific geographic districts in their home county. Your commissioner is responsible for representing the interests of your community during regular meetings of the county board and at state and federal events.

Commissioners meet regularly in policy-specific sub-committees to thoroughly examine county issues. The number and topics of sub-committees are unique to each county, but most counties include committees related to the topics of parks, public health, public safety, etc. Commissioners can choose to serve on their county's board of appeal and equalization to respond to disputes regarding appraised property values.

Much of a commissioner's time is spent serving on advisory boards or commissions that provide direct and indirect county services. These include: airports, libraries, community corrections, local public health boards, day care centers, nursing homes, hospitals, and joint solid waste commissions.

Commissioners serve as county representatives at public and private industry events at the state and federal level. Commissioners communicate their home county's concerns to state legislators and federal policymakers, and promote economic development in the county at events for business groups and civic organizations.

Most county boards meet on Tuesdays, three times per month. Commissioners determine the meeting schedule at the start of each year.

County Management

County boards have five commissioners, unless the county has 100,000+ residents and decides to increase to a seven-member board.

State law defines the roles and responsibilities of commissioners including what commissioners can regulate through ordinances and resolutions. Commissioners develop and adopt county laws on a wide variety of topics such as public health, parks, solid waste management, roads and highways, zoning and land use.

One of the central roles commissioners perform in county management is overseeing the personnel system. Commissioners authorize personnel rules that affect county employee recruitment, classification, compensation, and termination. In many counties, they hire the administrative head of the county who is responsible for the day-to-day management of county services. Commissioners are also responsible for filling mid-term vacancies for the elected county offices of auditor, treasurer, sheriff, recorder, attorney, and coroner.

Commissioners also participate in activities that shape the future of their county through long-range planning initiatives, such as:

- **Lake improvement districts:** A program that preserves and protects an identified lake area.
- **Capital improvement plan:** A timeline for improvements to county assets such as administrative buildings, roads and bridges, public works facilities.
- **Comprehensive plan:** A guide for the future development of the county or any portion of the county including the development of policies, statements, goals, and interrelated plans; only for counties with fewer than 300,000 residents.

In Minnesota, the average salary for a commissioner is \$26,845 per year.

Interested in becoming a commissioner?

To be eligible, you must be:

- **A district resident for 30+ days.**
- **21+ years of age.**
- **Eligible to vote.**
- **A citizen of the United States.**

County Budgets and Finances

Commissioners have the difficult tasks of approving the annual county budget and determining the county's tax levy. Commissioners have to balance the needs of the county with the ability to raise revenues and pay for mandated state and federal programs. In their budget decisions, commissioners consult with county departments and their constituents to decide the funding for programs and projects in transportation, human services, public safety, public health, and energy and environment.

Mandated state programs are a major cost driver for counties and are often under-funded by the state. Commissioners authorize the receipt of and/or application for state and federal grants to pay for these programs, in addition to using local property tax dollars to supplement costs.

Commissioners also develop and approve the county's capital improvement budget, which includes projects that usually last multiple years and require a significant public funding investment. Commissioners may adopt a capital improvement plan spanning at least five years and covering a wide variety of county needs from new highway maintenance vehicles to remodeling a historic courthouse.

Once commissioners know the total expenditures of the county budget, they determine the property tax levy. Outside of raising the levy, commissioners may explore other revenue sources such as new taxes and fees to cover the costs of the operating and capital budgets. For example, commissioners may decide to instate a wheelage tax or local option sales tax to support highway and other transportation projects.

In addition to the budget approval process, commissioners are responsible for the ongoing financial concerns of the county. Commissioners can direct the treasurer to invest public funds into governmental bonds, notes, bills, mortgages, and other securities. They also settle receipts and expenses of the county and monitor its overall fiscal health through reports from county officials and staff. ■

Did you know?

AMC is here to help county officials better serve their communities.

Visit www.mncounties.org for more information on issues that matter most to counties.



**Association of
Minnesota Counties**

125 Charles Avenue, St. Paul, MN 55103-2108
Main Line: 651-224-6540, Fax: 651-6540
www.mncounties.org



Association of Minnesota Counties

AMC 2021 POLICY COMMITTEE & VOTING DELEGATE APPOINTMENTS

2021 AMC POLICY COMMITTEE APPOINTMENTS

*Counties must appoint at least one commissioner or county official to each of the five AMC policy committees.
Individuals may not serve as a voting member on more than one policy committee.*

2021 County Board Chair	David Oslin
Policy Committee	2021 Policy Committee Member
Environment & Natural Resources Policy Committee	Chris Berg, Environmental Resources Director
General Government Policy Committee	~~Holly Wilson, Assistant County Administrator~~ Dave Oslin
Health & Human Services Policy Committee	Genny Reynolds, County Commissioner
Public Safety Policy Committee	~~David Oslin, County Commissioner~~ Julie Peterson
Transportation & Infrastructure Policy Committee	Neal Knopik, County Engineer

2021 AMC VOTING DELEGATE APPOINTMENTS

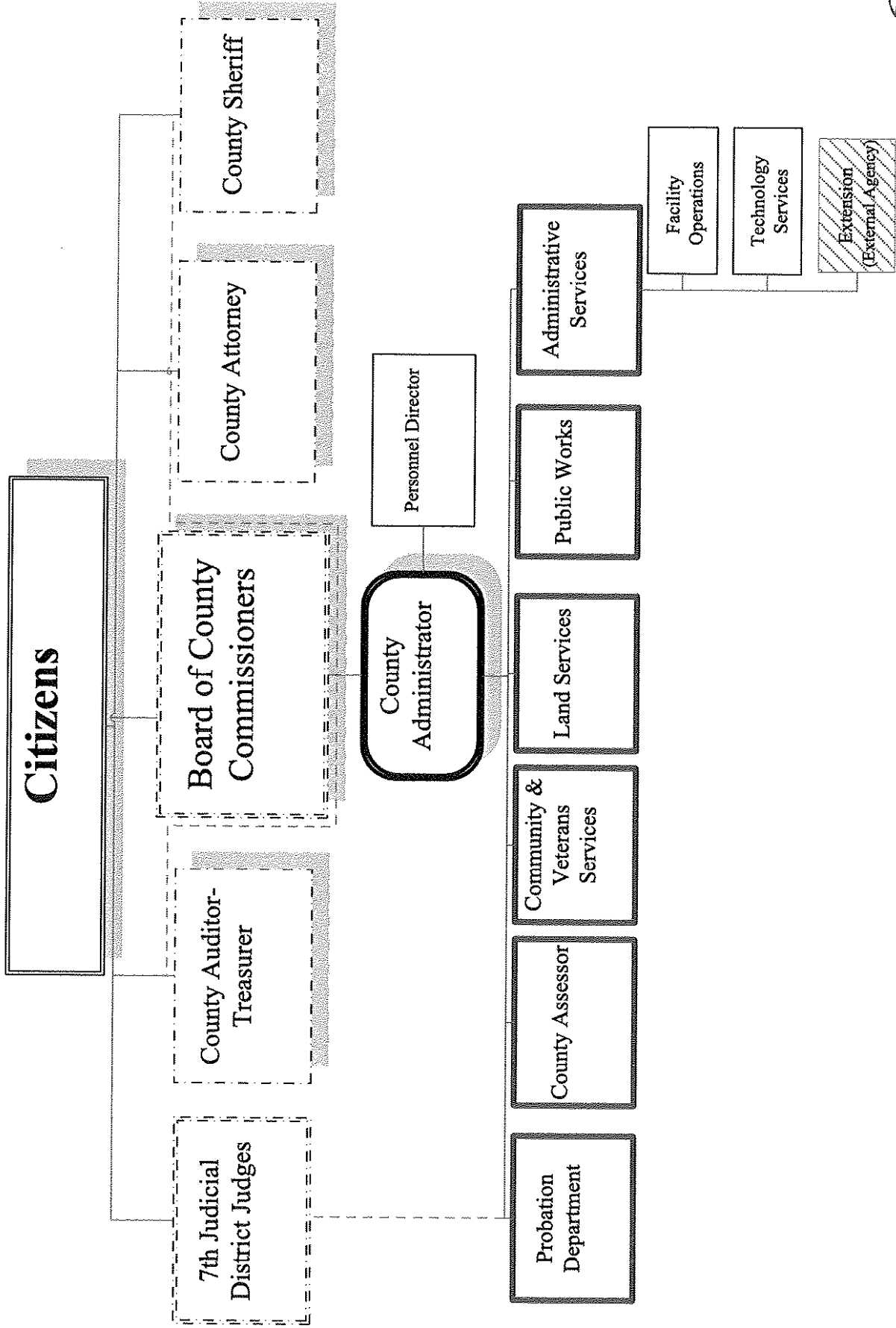
*Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2021 in the spaces below.
Voting delegates are permitted to cast votes on behalf of one's county during official AMC meetings/business.*

1	Genny Reynolds, County Commissioner
2	David Oslin, County Commissioner
3	~~Holly Wilson, Asst County Administrator/Personnel Director~~ Julie Peterson, Emergency Manager
4	Mike Virnig, Technology Services Manager
5	Mike Wimmer, Economic Development Manager
6	Beth Crook, CVS Director
7	Chris Berg, Environmental Resources Director
8	Neal Knopik, County Engineer

ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS

Section 1. Association Delegates Each member county shall be entitled to a number of delegates equal to three more than the number of persons on the board of county commissioners of the member county. Delegates shall be appointed annually by the county board from among the officials and employees of the county. Each delegate so appointed shall be eligible to vote at any meeting of the Association or to be elected an officer or director of the Association. The right to vote at any meeting of the Association or to hold an office or directorship in the Association shall terminate when such person ceases to be a delegate from a member county or the county that delegate represents ceases to be a member of the Association. A vacancy in the office of delegate shall be filled by the county board for the unexpired term.

Please return to Laurie Klupacs @ lkupacs@mncounties.org



Mille Lac County Organizational Structure Chart

