



Jeffrey Babinski  
County Administrator

# HOUSTON COUNTY

304 South Marshall Street  
Caledonia, MN 55921  
TEL (507) 725-5827

Commissioners:  
District 1  
Jack Miller  
District 2  
Eric Johnson (Chair)  
District 3  
Robert Burns (Vice-Chair)  
District 4  
Teresa Walter  
District 5  
Greg Myhre

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## HOUSTON COUNTY BOARD OF COMMISSIONERS BOARD MEETING AGENDA

**9:30, November 24, 2020, County Board Room, Historic Courthouse**

**\*\*\*\*\*The meeting will be accessible to public participants via our conference call line at 312-626-6799 and entering meeting ID: 93972046026 and password 997078. Public attendees are requested to mute their line until addressed.\*\*\*\*\***

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### APPROVE AGENDA

### APPROVE PREVIOUS MINUTES

- October 27 – Public Hearing
- October 17 - Board Meeting and Workgroup Session

### PUBLIC COMMENT

### COVID-19 Update from Public Health

### CONSENT AGENDA

(Routine business items enacted by one unanimous motion. Commissioners may request moving items on the consent agenda to the Action Item list if they desire discussion before taking action.)

- 1) Approve Claims, Human Service & License Center disbursements.
- 2) Approve 2021 Amendment #8 to the Food Service Contract – Jail (Schiltz).
- 3) Approve the 2021 VSO Operational Enhancement Grant Program (Thoen).
- 4) Approve Resolution 20-57 VSO Operational Enhancement Grant Authorization (Thoen).
- 5) Affirm the following personnel actions:
  - i. Assessor's Office
    1. Assign Lucas Onstad from B24 Step 3, Certified MN Appraiser – Income Qualified to B25 Step 3, Accredited MN Appraiser effective retroactively to November 17, 2020.
    2. Assign Joseph Olson from B22 Step 2, Appraiser Trainee to B24 Step 1, Certified MN Appraiser – Income Qualified effective November 25, 2020.
    3. Assign David Feuerhelm from B22 Step 2, to B23 Step 1, Certified MN Appraiser effective November 25, 2020.

4. Accept the resignation of Leilani Powell, effective immediately with thanks for her service to the residents of Houston County.
5. Approve a competitive search for an Appraiser Trainee/Certified MN Appraiser/Accredited MN Appraiser.

## **APPOINTMENTS**

**9:40 Presentation by Emily Johnson, Fair Manager to present the Houston County Agricultural Society's 2020 Budget.**

## **ACTION ITEMS**

- 1) Consider approving the \$4000 annual additional appropriation to the Houston County Agricultural Society. (Babinski)
- 2) Consider approving CARES Act Grant allocations to SELCO (\$10,250), SEMCAC (\$10,000), SEEMS (\$5,000) and Hiawatha Valley (\$5,554). (Babinski)
- 3) Consider approving CARES Act allocations of for reimbursement of Pandemic Related expenses for Houston County PPE, cleaning supplies, personnel, and other appropriate expenses. (Babinski)

## **DISCUSSION ITEMS**

- 1) Administrator Updates
  - a. Budget Discussion Schedule
  - b. TNT Plans
  - c. Holiday Schedule
- 2) Commissioner Reports & Comments

## **CLOSING PUBLIC COMMENT**

## **ADJOURN**

**From:** [Houston county Fair](#)  
**To:** [Jeff Babinski](#)  
**Subject:** Commissioner Meeting  
**Date:** Wednesday, November 18, 2020 3:52:25 PM  
**Attachments:** [2018-2018 P&L.pdf](#)  
[2019-2020 P&L.pdf](#)  
[2020 Expense Breakdown.xlsx](#)

**\*\*\* HOUSTON COUNTY SECURITY NOTICE \*\*\***

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact HelpDesk.

Hello Jeff-

Here is the info to get the Houston County Ag Society or Fair Board on the agenda for the November 24th board meeting. I have included our 2018-2019 Profit and Loss along with our 2019-2020 Profit and Loss for the board members to compare. I would love to do a two year comparison, however after recommendation from the commissioners a short time back, we did some condensing and reorganizing of accounts last year and are unable to do a simple two year comparison.

Overall breakdown:	2018/2019	2019/2020
Income:	\$330,721	\$169,576
Expense:	\$232,698	\$105,480
Net Income:	\$98,024	\$ 64,097

Definitely down and we have not been able to do the general maintenance to the grounds that we do in a typical year without the sponsorship, vendor revenue and events hosted at the fairgrounds due to the pandemic.

I have also attached a breakdown that shows a month to month list of expenses and any income to give the board an idea of where the Ag Society has been financially throughout this year. Any other questions or information needed, please let me know. Thank you.

Will you be sending a link for the zoom meeting for next week?

Emily Johnson, Fair Manager

[Houston County Fair](#)

[PO Box 91](#)

[Caledonia, MN 55921](#)

[507-725-3397](#)

**email:** [houstoncountyfair@rocketmail.com](mailto:houstoncountyfair@rocketmail.com)

**Website:** [www.houstoncountyfair.com](http://www.houstoncountyfair.com)

## HOUSTON COUNTY AGRICULTURAL SOCIETY

## Profit &amp; Loss

12/12/19

Accrual Basis

October 2018 through September 2019

	Oct '18 - Sep 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
412 · Gun Raffle Income	2,970.00
424.1 · Premium List Ads	8,238.00
426 · Horse Arena Rental Income	775.00
425.1 · horse arena rental	192.00
Grant income	20,000.00
sponsorship	15,325.00
Ambassador Sponsorship	125.00
Talent Show	31.00
Township Donations	11,400.00
T-Shirt Sales	323.00
409 · Grants	2,990.00
410 · Grandstand Sales	
concert income	23,540.00
Grandstand Other	2,590.00
Demo Derby	25,956.00
<b>Total 410 · Grandstand Sales</b>	<b>52,086.00</b>
411 · Parking Receipts	6,390.70
413 · Commercial Space	5,535.00
414 · Concessions	10,596.15
415 · Carnival	13,320.00
416 · Entry Fees	2,537.00
417 · Beer Tent Sales	32,726.00
418 · Donatlon-Livestock Bldg	67,849.69
419 · Other	6,500.86
420 · State Aid	12,480.80
421 · County Aid	24,000.00
422 · Donations-General	
422.1 · trivent choice dollars	656.00
422 · Donations-General - Other	1,765.00
<b>Total 422 · Donations-General</b>	<b>2,421.00</b>
423 · Building & Storage	25,197.83
424 · Expense Reimburse	5,484.01
425 · Other Rental	75.00
427 · Membership	651.00
7010 · Interest Income	501.85
<b>Total Income</b>	<b>330,721.89</b>
<b>Gross Profit</b>	<b>330,721.89</b>
<b>Expense</b>	
310 · Penalties - non deduct	554.57
746 · MN UBIT	5,547.00
745 · Federal 990T Tax Paid	4,465.00
741 · Contract Labor	4,915.00
736 · Filing Fee	25.00
712.2 · gun raffle expense	1,489.00
714.1 · Horse Pull Expense	1,080.00
713.6 · Family Day Expense	100.32
Kid Power Pedal Tractor Pull	745.00
Donation Expense	2,000.00
Ambassador Expense	300.00
Land Rental Expense	456.00
Depreciation	16,171.00
600 · Sales Tax Expense	490.00
610 · Beer Tent-Cost	
610.1 · beer & pop license	60.00
beer tent-Pop	3,428.25
610 · Beer Tent-Cost - Other	10,731.37

**HOUSTON COUNTY AGRICULTURAL SOCIETY**  
**Profit & Loss**  
 October 2018 through September 2019

	<u>Oct '18 - Sep 19</u>
Total 610 · Beer Tent-Cost	14,219.62
710 · Salaries	0.00
711 · Taxes-Payroll	
711.4 · SUI	6.00
Total 711 · Taxes-Payroll	6.00
712 · Fair Advertising/Promotions	
712.6 · Premium List Expense	7,303.92
712.5 · Fair Advertising/Signage	1,205.00
712.4 · Fair advertising/Radio	6,490.00
712.3 · Fair Advertising/Newspaper	2,334.26
712 · Fair Advertising/Promotions - Other	494.32
Total 712 · Fair Advertising/Promotions	17,827.50
712.1 · Web Advertising	194.50
713 · Grandstand Entertainment	
713.2 · Kids Day Expense	28.82
713 · Grandstand Entertainment - Other	250.00
Total 713 · Grandstand Entertainment	278.82
713..4 · Grandstand other	680.00
713.7 · Demolition Derby Expense	
713.75 · Demolition derby payout expense	14,600.00
713.7 · Demolition Derby Expense - Other	4,782.16
Total 713.7 · Demolition Derby Expense	19,382.16
714 · Entertainment	
Concert Expenses	35,056.41
714 · Entertainment - Other	11,875.00
Total 714 · Entertainment	46,931.41
715 · Premiums	
4-H Premiums-Cash Payout	4,148.00
Open Class Premiums-Cash Payout	6,549.00
Total 715 · Premiums	10,697.00
716 · Awards	
Ribbons and Stickers	2,652.44
Misc. Awards	219.75
Contest Awards	995.00
Total 716 · Awards	3,867.19
717 · Carnival Expense	19,142.46
718 · Judging	
4-H Judging	4,478.96
Open Class Judging	946.35
Total 718 · Judging	5,425.31
719 · Superintendents/Assistant	1,140.00
720 · Security/Parking	1,500.00
721 · Fair Administration	
721.2 · Office Supplies	2,333.30
721.3 · Conventions	715.32
721.4 · Dues	475.00
721.10 · Other	5,147.83
Total 721 · Fair Administration	8,671.45
722 · Rental Services	2,672.00
723 · Rental Equipment	6,600.00
724 · Maintenance & Repair	7,221.64
726 · Fuel	1,617.76

**HOUSTON COUNTY AGRICULTURAL SOCIETY**

**Profit & Loss**

October 2018 through September 2019

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	<u>Oct '18 - Sep 19</u>
727 · Utilities	14,645.62
728 · Phone	769.30
729 · Insurance	5,408.00
730 · Supplies	1,642.61
731 · Legal & Accounting	2,008.00
733 · Miscellaneous Expense	1,811.68
<b>Total Expense</b>	<u>232,697.92</u>
<b>Net Ordinary Income</b>	98,023.97
<b>Other Income/Expense</b>	
Other Expense	
Loan Fees	90.00
<b>Total Other Expense</b>	<u>90.00</u>
<b>Net Other Income</b>	<u>-90.00</u>
<b>Net Income</b>	<u><u>97,933.97</u></u>

**Houston County Agricultural Society**  
**Profit & Loss**  
 October 2019 through September 2020

	Oct '19 - Sep 20
Ordinary Income/Expense	
Income	
412 · Misc Income	
412.6 · MCIT Dividend	694.00
Total 412 · Misc Income	694.00
414 · Membership Dues	56.00
415 · Rental Income	
415.1 · Horse Arena Rental	1,700.00
415.2 · Grounds Rental	3,495.00
Total 415 · Rental Income	5,195.00
416 · Building/ Storage Rental (UBIT)	28,580.22
417 · Memorial Income	6,365.00
418 · Premium List Ad Income	162.00
422 · Donations	
422.1 · Thrivent Choice Dollars	409.00
422.2 · Township Donations	13,550.00
422.3 · Donations- Livestock Building	35,420.45
422.4 · General Donations	16,326.00
Total 422 · Donations	65,705.45
424 · County Aid	24,000.00
425 · State Aid- Premium Reimb	3,747.00
426 · Grant Income	
426.1 · Department of Ag	11,656.80
426.4 · Covid Grants	10,000.00
Total 426 · Grant Income	21,656.80
433 · Commercial/Booth Rental	1,410.00
434 · Food Vendor Rental	500.00
439 · Interest Income	553.81
440 · Expense Reimbursement	10,951.65
49900 · Uncategorized Income	0.00
Total Income	169,576.93
Expense	
712 · Misc. Fair Expenses	
712.3 · Kid Power Pedal Tractor Pull	377.50
Total 712 · Misc. Fair Expenses	377.50
713 · Grandstand Expenses	
713.1 · Demo Derby	1,500.00
713.8 · Thursday Concert	6,000.00
713.9 · Friday Concert	21,750.00
Total 713 · Grandstand Expenses	29,250.00
714 · Queen Scholarships	500.00
717 · Bank Fees	67.00
721 · Grant Expense	9,346.08
726 · Garbage/Cleanup	
726.1 · Richard's Sanitation- Garbage	394.06
726.3 · Port a Potties	200.00
Total 726 · Garbage/Cleanup	594.06
727 · Beer Tent Expense	
727.1 · Licensing- Pop & Beer	10.00
Total 727 · Beer Tent Expense	10.00

3:41 PM

11/15/20

Accrual Basis

# Houston County Agricultural Society

## Profit & Loss

### October 2019 through September 2020

	Oct '19 - Sep 20
728 · Advertising/Promotions	
728.4 · Fair Advertising/Newspaper	419.69
728.7 · Annual Notices	291.05
Total 728 · Advertising/Promotions	710.74
729 · Premiums	
729.1 · 4-H Premium-Cash Payout	809.50
Total 729 · Premiums	809.50
730 · Awards	
730.1 · Ribbons and Stickers	1,859.96
730.4 · Misc Awards	162.65
Total 730 · Awards	2,022.61
731 · Judging	
731.1 · 4-H Judging	2,060.00
Total 731 · Judging	2,060.00
732 · Fair Administration	
732.2 · Office Supplies	1,461.52
732.3 · Convention	1,605.32
732.4 · Membership Dues	490.00
732.5 · Paper Storage Fee	370.00
732.6 · Other	194.61
732 · Fair Administration - Other	19.50
Total 732 · Fair Administration	4,140.95
733 · Rental Services- Equipment	80.00
734 · Repairs & Maintenance	7,323.60
735 · Fuel	700.60
736 · Utilities	12,559.24
737 · Telephone	547.32
738 · Legal Services	8,514.78
739 · Accounting and Tax Prep Service	1,654.50
741 · Contract Labor	
741.1 · Groundskeeper	1,899.50
741.3 · Commission	2,592.00
Total 741 · Contract Labor	4,491.50
742 · Miscellaneous Expense	30.00
745 · Federal 990T Tax Paid	9,052.00
746 · MN UBIT	3,927.00
747 · Insurance Expense	6,071.00
Total Expense	104,839.98
Net Ordinary Income	64,736.95
Other Income/Expense	
Other Expense	
800 · Ask my Accountant	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	64,736.95



Expenses	March	April	May	June	July	August	September	October	November
City Of Caledonia- Utilities	1039.12	1146.85	656	636.76	655.48	748.04	884.86	759.06	829.82
Acetek	49.73	49.73	49.73	49.73	50.38	50.38	50.38	50.43	50.43
Repairs	1840	93.19	489.92	138.57	24.31	51.09			
Fair Supplies/ Awards	23.23	162.65			1836.73				
UBIT Taxes- MN	500			500			500		
UBIT Taxes- Federal	1000			1000			1000		
Fair Entertainment Deposit	1500								
Accounting Expense		887							
Legal Expenses		1296	86	126			126		
Advertising		33	74.19	68					
Taxes- mixed uped			5052						
Caledonia Oil- Fuel			331.6			294			
Lawn Mowing					1120	779.5		841	
Refund Fair Vendors					920				
4-H showcase Judges							2020		
4-H showcase Premiums							1449		
	5952.08	3668.42	6739.44	2519.06	4606.9	1923.01	6030.24	1650.49	880.25
Income									
Township	4000	2400	800	1600	400				
Sponsoship	9650	950	500	800				770	
MN Ag Grant	5319								
Commercial Booths			140						
Food Vender Booths									
Storage Income					3639			17943	
Rental Income					190				
Legal Settlement						5000			
County CARES Grant							5000		
City of Caledonia Covid Grant							5000		
4-H half of showcase								2190	
	18969	3350	1440	2400	4229	5000	10000	20903	

**AMENDMENT #8 TO THE FOOD SERVICE CONTRACT**

This Amendment is made and entered into by and between Houston County a ("Client"), and Summit Food Service, LLC ("Company") (collectively "the Parties").

**WHEREAS**, The Parties have entered into a certain Food Service Contract (the "Agreement"), effective March 8, 2011.

**WHEREAS**, The Parties have agreed to extend with pricing adjustment the partnership; and

**WHEREAS**, The Parties now desire to amend said Agreement upon the terms and conditions stated herein.

**NOW, THEREFORE**, the parties, intending to be legally bound hereby, mutually agree as follows:

1. **Term.** This Agreement shall be extended for an additional year beginning October 30, 2020.
2. **Price.** Company shall charge and Client shall pay:

INCREASE PCT.	POPULATION SCALE	CURRENT PRICE	REQUESTED RATE
3.3%	0-15	\$6.855	\$7.081
	16-25	\$4.648	\$4.801
	26-35	\$3.254	\$3.361
	36-40	\$2.614	\$2.700
	41-45	\$2.441	\$2.522
	46-50	\$2.277	\$2.352
	51-55	\$2.138	\$2.209
	56-60	\$2.033	\$2.100
	61-65		\$1.992
	66-70		\$1.883
	71-75		\$1.775
	76-80		\$1.666
	81-85		\$1.558
	86-90		\$1.449
	91-95		\$1.341
	96 +		\$1.232
	Snack	\$0.900	\$0.930
	Kosher and Halal	\$5.671	\$5.858
	Supplements	\$1.547	\$1.598

This Amendment is effective as of October 30, 2020. All other terms and conditions of the original Agreement (as modified from time to time) shall remain in full force and effect unless otherwise amended as provided in the Agreement.


**CLIENT HOUSTON COUNTY BOARD CHAIRPERSON**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**COMPANY: Summit Food Service, LLC**

Signature: \_\_\_\_\_  
Name: Marlin C. Sejnoha, Jr.  
Title: President & CEO  
Date: \_\_\_\_\_

**CLIENT HOUSTON COUNTY ATTORNEY**

Signature:   
Name: Samuel D. Jaudt  
Title: HC Atty  
Date: 11-18-2020

*Approved as to Form*

## RESOLUTION OF HOUSTON COUNTY

BE IT RESOLVED by Houston County that the County enter into the attached **Grant Agreement** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2019, Chapter 10 Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by Houston County that Robert Thoen, the County Veterans Service Officer, be authorized to execute the FY2021 CVS0 Grant Agreement (an example of which is attached) for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at a regular meeting of the County Board Chair this second day of August, 2020.

Board Chair  
\_\_\_\_\_  
*Authorized Signature and Title*

August 5, 2019  
*Date*

STATE OF MINNESOTA

### Houston County

I, Jeff Babinski do hereby certify that I am the custodian of the minutes of all proceedings had and held by the County Board of said Houston County, that I have compared the above resolution with the original passed and adopted by the County Board of said Houston County at a regular meeting thereof held on the first Wednesday day of August 2019 at 7:30 pm that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this first Wednesday of August 2019 and have hereunto affixed the seal of the County.

\_\_\_\_\_  
*Authorized Signature and Title*

(Raised SEAL HERE)



STATE OF MINNESOTA  
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS

COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM

GRANT AGREEMENT

This grant agreement is between the State of Minnesota, acting through its Commissioner of the **MINNESOTA DEPARTMENT OF VETERANS AFFAIRS** ("State" or "MDVA") and **HOUSTON COUNTY**, 611 Vista Drive, Caledonia, MN 55921, ("Grantee").

**Recitals**

1. Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2019 1<sup>st</sup> Special Session, Chapter 10, Article 1, Section 37, Subdivision 2, the State is empowered to enter into this grant.
2. The State is in need of enhancing the operation of the County Veterans Service Offices (CVSO). This grant must be used to enhance the operations of the Grantee's CVSO under Minnesota Statutes §197.608, Subdivision 4(a), and should not be used to supplant or replace other funding.
3. The Minnesota Legislature has funded grants to the counties through MDVA for many years. The established practice has been to provide advanced payments of the full grant amount to the Grantee. This has been done to ensure that the counties have sufficient funds available to conduct programming and complete the tasks required by the grant. The counties often have limited cash reserves and do not have the financial capabilities to make grant expenditures first and wait for reimbursements from the State. Therefore, based on their past performance, MDVA is confident that the Grantee will be able to account for the grant funds and abide by the terms of the grant agreement.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

**Grant Agreement**

**1. Term of Grant Agreement**

- 1.1 **Effective date: December 1<sup>st</sup> 2020**, Per [Minn. Stat. §16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.
- 1.2 **Expiration date: June 30<sup>th</sup>, 2021**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** 8. State Audit; 9. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

## 2. Grantee's Duties

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

- 2.1 Comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4 (a) (1).
- 2.2 Conduct this grant only as authorized under Minnesota Statute 197.608, Subd.4. This grant must not be used to supplant any existing funding, or to duplicate any programs or services available to Veterans from other agencies or organizations.
- 2.3 Conduct the CVSO Operational Enhancement Grant Program ("Program") by purchasing one, or more, of the allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, which is attached and incorporated into this grant agreement. If the Grantee wishes to purchase a good or service not listed on the approved items list of the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, they must submit an email request to the State Authorized Representative listing the item, the estimated cost, and how the item will benefit county veterans. The item may only be purchased with grant funds upon receipt of written approval from State Authorized Representative.
- 2.4 Comply with the requirements as specified in the MDVA Grants Manual (Rev. 6), Attachment B, which is incorporated into this grant agreement by reference and available on the MDVA Website – Grants Page: <http://mn.gov/mdva/resources/federalresources/grants/>). In the event that any provision of the MDVA Grants Manual (Rev. 6), Attachment B, is not consistent with any language of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.5 Upon executing the grant agreement, the Grantee must submit to the State for approval:
  - 2.5.1 A Conflict of Interest Disclosure Form (page 1 only) for Grantee staff members with fiscal and/or programmatic responsibilities for administering the grant as required in the MDVA Grants Manual (Rev. 6), Attachment B;
  - 2.5.2 The current annual County Budget for the CVSO Program, a sample of which is attached and incorporated into this grant agreement as Attachment C; and
  - 2.5.3 A County Board Resolution, a sample of which is attached and incorporated into this grant agreement as Attachment D.
- 2.6 If at any time during administering the grant, a personal or professional conflict of interest situation becomes apparent, the Grantee shall disclose that conflict immediately to the State Authorized Representative in writing as provided for in the MDVA Grants Manual (Rev. 6), Attachment B, to determine if corrective action is necessary.
- 2.7 Upon the conclusion of this Project, the Grantee must close out the grant as specified in the MDVA Grants Manual (Rev. 6), Attachment B to the satisfaction of the State, in order to account for all grant funds expended. Grantees must document expenditures using the CVSO Budget Expenditure Spreadsheet, Attachment E, in Excel format, a sample of which is attached and incorporated into this grant agreement. Grant expense supporting documentation (e.g. invoices and receipts) must be retained on-file and must be made available to the State Authorized Representative upon request.
- 2.8 In the event that any provision of the Grantee's charter or mission, incorporated into this grant agreement by reference, is not consistent with any portion of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.9 Allow the State, at any time, to conduct periodic site visits and inspections to ensure work progress as specified in the MDVA Grant Manual (Rev. 6), Attachment B, including a final inspection upon grant completion.

### 3. Time

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

### 4. Consideration and Payment

4.1 **Consideration.** Consideration for all services performed by Grantee pursuant to this grant agreement shall be paid by the State as follows:

4.1.1 **Compensation.** The Grantee will be paid an Advanced Payment lump sum of **\$TOTAL\_DOLLARS»** and must utilize funds for allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A.

4.1.2 **Travel Expenses.** Travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement is an allowable expense. The total travel budget may comprise all or a portion of the Total Obligation. The Grantee will report all travel-related expense on the Travel Log (as provided in the MDVA Grant Manual (Rev. 6), Attachment B) in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Travel and subsistence expenses incurred outside Minnesota is allowed, when necessary for the accomplishment of routine tasks (e.g. transporting Veterans to medical appointments, attending conferences etc.) related to the CVSO work.

4.1.3 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed **\$«FY2020\_TOTAL\_DOLLARS», (DOLLARS\_SPELLLED\_OUT» DOLLARS.)**

#### 4.2 Payment

4.2.1 **Invoices.** The State will promptly pay the Grantee an Advance Payment lump sum payment upon execution of this grant agreement.

4.2.2 **Eligible Costs.** In order to be eligible for grant funds, costs must be reasonable, necessary, and allocated to the grant, permitted by appropriate State cost principles, approved by the State and determined to be eligible pursuant Minnesota Statutes §197.608, as amended by Minnesota Laws 2019 1<sup>st</sup> Special Session, Chapter 10, Article 1, Section 37, Subdivision 2 and this grant agreement.

4.2.3 **Unexpended Funds.** If the work specified in the Grantee's Duties is not completed, or is completed without expending the budgeted total of MDVA grant funds, the Grantee shall apply MDVA grant funds towards the total cost properly expended on the Tasks specified in the Grantee's duties, and shall promptly return to the MDVA any funds greater than \$25.00 not so expended. All advance payments on the grant must be reconciled within 12 months of issuance or within 20 business days of the end of the grant period, whichever comes first.

#### 4.3 Contracting and Bidding Requirements.

4.3.1 Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.

4.3.2 Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.

- 4.3.3 Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- 4.3.4 The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
  - Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
  - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)
- 4.3.5 The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- 4.3.6 The grantee must maintain support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- 4.3.7 Notwithstanding 4.3.1 – 4.3.4., the State may waive bidding process requirements when:
- 4.3.7.1 Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; and
- 4.3.7.2 It is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- 4.3.8 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.
- 4.3.9 The grantee must not contract with vendors who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>
- 4.3.10 The Grantee will record all contract and bidding quotes according to the bidding threshold specified above on the Contract and Bidding Log Sheet, as provided in the MDVA Grants Manual (Rev. 6), Attachment B, and submit this record with the Final Report (as applicable).

## 5. Conditions of Payment

All services provided by the Grantee under this grant agreement 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, or will return payment already received, for work found by the State to be **unsatisfactory** or performed in violation of federal, state, or local law. The Grantee will be bound by the MDVA Grant Manual, (Rev. 6), Attachment B, as provided by the State.



## 6. Authorized Representative

The State's Authorized Representative is **Liz Kelly**, Grants Specialist, Minnesota Department of Veterans Affairs, Veterans Service Building, 20 West 12<sup>th</sup> Street, St. Paul, Minnesota 55155, 651-201-8225, [liz.kelly@state.mn.us](mailto:liz.kelly@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 agreement.

The Grantee's Authorized Representative is **ROBERT THOEN**, CVSO, Houston County, 611 Vista Drive, Caledonia, MN, 55921, 507-725-5805, [Robert.thoen@co.houston.mn.us](mailto:Robert.thoen@co.houston.mn.us), or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

## 7. Assignment, Amendments, Waiver, and Grant Agreement Complete

7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State and a fully executed assignment agreement executed by the same parties who executed and approved this grant agreement, or their successors in office.

7.2 **Amendments.** Any amendments to this grant agreement 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 agreement, or their successors in office.

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

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

## 8. Liability

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 agreement 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 agreement.

## 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 **Definitions.** For the purpose of this Section, the following words and phrases have the assigned definitions:

10.1.1 "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this Contract.

- 10.1.2 “Pre-Existing Intellectual Property” means intellectual property developed prior to or outside the scope of this Grant Agreement, and any derivatives of that intellectual property.
- 10.1.3 “Works” means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Contractor, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Contract. “Works” includes Documents.
- 10.2 **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 agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. 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.
- 10.3 **Intellectual Property Rights**
- 10.3.1 **Intellectual Property Rights.** The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents *created and paid for under this grant agreement*. The Grantee assigns all right, title, and interest it may have in the works and the documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State’s ownership interest in the works and documents.
- 10.3.2 **Obligations**
- 10.3.2.1 **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee will immediately give the State’s Authorized Representative written notice thereof, and must promptly furnish the State’s Authorized Representative with complete information and/or disclosure thereon.
- 10.3.2.2 **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities.
- 10.3.2.3 **Indemnification.** Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee’s expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property

rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

## 11. Copyright.

The Grantee shall save and hold harmless the State of Minnesota, its officers, agents, servants and employees, from liability of any kind or nature, arising from the use of any copyrighted or noncopyrighted compositions, secret process, patented or nonpatented invention, article or appliance furnished or used in the performance of the Grant Agreement.

## 12. 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.

## 13. Publicity and Endorsement

13.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement 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 agreement. All projects primarily funded by state grant appropriation must publicly credit the Minnesota Department of Veterans Affairs, and list MDVA as a Sponsor on the Grantee's website when practicable.

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

## 14. Governing Law, Jurisdiction, and Venue

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

## 15. Termination

15.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee may be required to return to the MDVA any funds provided to Grantee in advance, determined on a pro rata basis from the date of termination.

15.2 **Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, 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. If the Grantee does not commence the grant project within six (6) months of the effective date of this grant agreement, as evidenced by the incurrence of documented expenses for eligible grant costs, then this grant agreement shall be reviewed by MDVA, and may be terminated and the funds returned to MDVA to be reallocated.

15.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant agreement if:

15.3.1 It does not obtain funding from the Minnesota Legislature;

15.3.2 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 grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

## 16. 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.

**APPROVED:**

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_

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

SWIFT Contract/PO No(s). \_\_\_\_\_

**3. STATE AGENCY**

By: \_\_\_\_\_

(with delegated authority)

Title: \_\_\_\_\_

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

**2. GRANTEE - HOUSTON COUNTY**

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

## ATTACHMENT A CVSO Grant - Items Approved/Disapproved – FY2021

Minnesota Statute § 197.608, as amended, provides that this grant may be utilized for the following general purposes.

- To provide outreach to the county's veterans.
- To assist in the reintegration of combat veterans into society.
- To collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.
- To reduce homelessness among veterans.
- To enhance the operations of the county veterans service office.

Only the items approved on this form are authorized for purchase using grant funds. The MDVA will seek recovery from your county for any items not on this list that have been purchased with grant funds.

*Expenses must be incurred (e.g. invoice date/service period) before the end of the grant period (June 30, 2021)*

### EQUIPMENT & SUPPLIES

<b>Monitors</b> and Dual monitor video cards	<b>Teleconferencing equipment</b>
<b>Laptops/Tablet PC's/I-Pad</b> (including accessories)	<b>Paper shredders</b> or shredding contracts
<b>Personal computers</b> - Desktop	<b>TV /DVD combinations</b>
<b>Printers/Scanners</b>	<b>Mobile broadband data access device/Hotspot</b>
<b>Phone &amp; Internet Service/Cellular Phones/ Smart Phones/Headsets</b> – (extended year calling plans or maintenance not allowed)	<b>Fax machines</b> and installation of initial phone line
<b>Photo copiers</b> (or 12 month lease) (Including user maintenance agreements.)	<b>Cell Phone Repeater</b> (and installation)
<b>Digital Video Recorders, Cameras , Projectors – LCD/DLP</b>	<b>Office Supplies</b> related to administering the CVSO grant (e.g. copy paper, toner cartridges, ink cartridges, label printers and supplies etc.).
<p><b>Office Furniture</b> that <i>is necessary</i> and is directly related to computerization and organization efforts (required furniture for newly purchased equipment such as computer desk, printer stand, scanner table, etc. or other items to increase organization like filing cabinets, etc.).</p> <p><b>Office Furniture</b> that <i>is necessary</i> and is directly related to *new/increased staffing (desk, chair, cubicles, etc.).</p> <p>Note: Locking filing cabinets, sit/stand desk accessories and new furniture to accommodate Veterans' visits in VSO office OK anytime.</p>	

### COMPUTER SOFTWARE, TRAINING & REFERENCE MATERIALS

<b>Extended Warranties/extended maintenance contracts</b> – on equipment and related software <u>purchased during current grant cycle only</u> . (1 year max)	<b>Veterans Information/Case Management Systems and Software</b> (Including user maintenance agreements.) <b>Reference Materials</b> (Medical dictionaries, VA rules and regulations manuals, etc.).
<p><b>CVSO Trainings/Webinars</b></p> <ul style="list-style-type: none"> <li>• * <b>NACVSO Accreditation/CEU/CVA Training (Transportation, Lodging and Registration only)</b></li> <li>• <b>Training at local colleges</b> – Includes all staff in CVSO Office and must relate to the position of CVSO/ACVSO. (Must be pre-approved)</li> <li>• <b>Admin Staff Training</b> MACVSO Assistant and Secretaries Conference</li> </ul> <p>* Allowed for CVSOs and ACVSOs who are qualified under <a href="#">MS 197.601</a>.</p>	

## MARKETING



LinkVet Logo is required for all marketing and promo items. The smaller, modified logo may only be used for small promo items (e.g. pen)

minnesotaveteran.org | 1-888-LinkVet (546-5838)

**Marketing Expenses** Display Boards, Radio Airtime, TV Airtime, Newspaper Ads, Billboards, CVSO Staff & Volunteer Drivers shirts & jackets

**Publicity Items** (*Magnets, Brochures, holiday cards, Challenge Coins – must include reference to LinkVet*) up to a maximum of **15% of the annual CVSO grant amount.** (e.g. Total Grant Amount \$7,500 = \$1,125 publicity items.)

## MISCELLANEOUS

**Salary Expenses** for new, increased CVSO staff that provide direct services to Veterans... not eligible when replacing retired CVSOs.

Note – Salaries for new, increased staff may also be applied to CVSO grant in subsequent years.

## VETERANS SERVICES

**Payments made to a third party on behalf of a Veteran**, their survivors or their dependents, such as mortgage, rent, auto loans, insurance, credit cards, etc. ~~without~~ prior State approval only.

### **Veteran Homelessness**

- Expenses related to the goal of reducing Veteran homelessness (*Must be MDVA pre-approved*).
- Supplies for Homeless Vets (e.g. backpacks)

### **Transportation expenses**

related to the transport of Veterans needing to access their benefits (Including van/vehicle purchases/lease for this primary purpose, maintenance, fuel, etc.)

### **Medical Expenses**

- To pay for 2<sup>nd</sup> opinions on previously denied VA disability claims.
- Assisted listening devices

### **“Outreach” Expenses**

such as benefits fairs, town halls and seminars are allowed for events when CVSO staff are physically present to handout Veteran information and answer Veteran’s questions. (*Refreshments & food over \$500.00 must be pre-approved*)

### **Returning Service Member Reintegration**

- Including travel expenses to official reintegration events
- Veteran Trainings/Webinars

### **Veteran Medallions**

- **Veteran Medallion Samples (VA Marker)** (three sizes) to display in the office
- **Veteran Cemetery Markers/Flag Holders** (Replacement of damaged/stolen MDVA supplied)
- **Veteran Cemetery Markers/Flag Holders** (New for Veterans not eligible for MDVA supplied)

**Gift Cards (gas, food, bus, hotel etc.)** All Gift Card purchases applied to a grant in a given year must be logged on the Gift Certificate Log and be distributed to Veterans within the same grant period.

### **CVSO Staff Meals**

related to official CVSO travel is allowable as specified in Chapter 15 – Expense Reimbursement per the State’ “Commissioner’s Plan” located at MMB Website. <https://mn.gov/mmb-stat/000/az/labor-relations/commissioners-plan/contract/commissioners-plan-accessible.pdf>

**Expenses related to the collaboration with other social service agencies**, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.

*Note: A detailed Account Activity Statement including 1) Veteran Name, 2) Total Dollars, 3) Payee info and 4) Description is required for the Final Closeout Report.*

**\*NOTE: The maximum purchase price for certain items does NOT include tax or shipping charges.**

### **Items Not Approved:**

- Direct cash assistance payments to Veterans, their survivors or dependents.
- Donations & Sponsorships (including donations to Veteran Service Organization events)

# Attachment B

**MDVA Grant Manual Rev. 6** (available on the MDVA Website - Grants Page:  
<https://mn.gov/mdva/resources/federresources/grants/>)



# Attachment C

## County Budget EXAMPLE - County Veteran Service Office Program

12/13/18 10:27AM

\*\*\*

COUNTY

\*\*\*



Page 2

01 FUND GENERAL REVENUE FUND

USER- SELECTED BUDGET REPORT

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>2019 BUDGET</u>	<u>Spent Year To Date Mo. 01 - 12</u>
121 DEPT Veterans Service Officer			
01-121-000-0000-6103	Salaries- Full Time	68,126	0
01-121-000-0000-6150	Life Insurance	48	0
01-121-000-0000-6153	Health Insurance	10,200	0
01-121-000-0000-6163	Pera - Employer	5,100	0
01-121-000-0000-6175	Fica- Employer	5,100	0
01-121-000-0000-6201	Telephone	800	0
01-121-000-0000-6202	Postage	318	0
01-121-000-0000-6225	Veterans Rides	22,500	0
01-121-000-0000-6240	Advertising/Notices/Subscriptions	1,250	0
01-121-000-0000-6241	Conf.Exp/Regs/Trng/Dues	665	0
01-121-000-0000-6262	Data Proc. Serv. & Support	1,000	0
01-121-000-0000-6330	Travel Expenses - Mileage	2,355	0
01-121-000-0000-6331	Lodging & Parking	1,500	0
01-121-000-0000-6335	Meals - Taxable	200	0
01-121-000-0000-6340	Rentals & Service Agreements	52	0
01-121-000-0000-6401	Office Supplies	250	0
01-121-558-0000-5302	OUTREACH & OPERATIONS GRANT	7,500	0
01-121-558-0000-6240	Advert/Legal Notices/Subsc.	3,000	0
01-121-558-0000-6260	Prof.&Tech.Services	4,500	0
<b>DEPT 121 Veterans Service Officer</b>	<b>Revenue</b>	<b>7,500-</b>	<b>0</b>
	<b>Expend.</b>	<b>126,964</b>	<b>0</b>
	<b>Net</b>	<b>119,464</b>	<b>0</b>
<b>FUND 01 GENERAL REVENUE FUND</b>	<b>Revenue</b>	<b>7,500-</b>	<b>0</b>
	<b>Expend.</b>	<b>126,964</b>	<b>0</b>
	<b>Net</b>	<b>119,464</b>	<b>0</b>
<b>Final Totals</b>	<b>Revenue</b>	<b>7,500-</b>	<b>0</b>
	<b>Expend.</b>	<b>126,964</b>	<b>0</b>
	<b>Net</b>	<b>119,464</b>	<b>0</b>

Copyright 2010- 2017 Integrated Financial Systems

# Attachment D

## County Board Resolution EXAMPLE

### RESOLUTION OF ABC County

BE IT RESOLVED by ABC County that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county Veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2019, 1<sup>st</sup> Special Session, Chapter 10, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the ABC County that John Smith the County Veteran Service Officer be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at a monthly meeting of the County Board Chair this second day of August, 2019.

Board Chair Signature

Authorized Signature and Title

August 2, 2019

Date

STATE OF MINNESOTA

ABC County


I, Clerk Name, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the County Board of said ABC County, that I have compared the above resolution with the original passed and adopted by the County Board of said ABC County at a monthly meeting thereof held on the first Thursday of August, 2019 at 7:30 pm that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this first Thursday of August, 2019, and have hereunto affixed the seal of the County.

Clerk Signature Authorized Signature and Title

# Attachment E - Sections One and Two

## Final Report & Budget Expenditure Spreadsheet

	A	B	C	D	E	F	G	H
1								
2	<b>Date:</b> _____							
3	County Name: _____							
4	CVSO Representative Name: _____							
5	Reported Grant Expenditure Amount: \$ _____							
6	Grant Period: <b>FY2020</b>							
7	<b>SECTION ONE - CVSO Final Report/Summary Statement</b>							
8	<p>Grant Expenditure Summary Statement</p> <p>In 1-2 paragraphs, please describe the background/context for this year's CVSO grant expenditures. For instance:</p> <ul style="list-style-type: none"> <li>• Do the County's grant expenditures address a particular "gap" in services to Veterans unique to your County?</li> <li>• Are your expenditures related to new programming this year?</li> <li>• Are there other <u>_____ County?</u></li> </ul>							
9								
10								
11	<b>SECTION TWO - CVSO Metrics</b>							
12	1. Total number of Full-time (% FTE) CVSO Staff (filled): _____							
13	2. Total number of Full-time (% FTE) CVSO Staff (open): _____							
14	3. Total County CVSO Program Budget: _____							
15	4. Total Number Veteran/Family <b>Office Visits</b> (inc. Phone mtgs): _____							
16	5. Total Number Veteran/Family <b>Outreach Events</b> (CVSO Staff Must Be Present): _____							
17	6. Approximate Total Number Veterans served at <b>Outreach Events</b> : _____							

# Attachment E- Section Three-Example Final Report & Budget Expenditure Spreadsheet

1	A	B	C	O	E	F	G	H	I	
1	Budget Expenditure Spreadsheet Example									
2	Date grant was executed (last signature on Grant Agreement) on:				9/17/2019					
3	Date grant was "live" (60-day rule- Legislative Grants Only) on:				7/19/2019					
4	<i>I certify that all invoice(s) dates/service &amp; payroll period(s) are ON or AFTER the grant "live" date.</i> Yes No (If questions, contact Grant Administrator)									
5	<i>Enter each individual invoice/receipt expenditure separately. Add rows as needed and adjust the Excel formulas.</i>							Total Expenditures (e.g. Receipts)	TOTAL EXPENDITURES by Budget Category (to Date)	
6	BUDGET CLASS	Budget category (e.g. Publicity, Travel, Equipment etc.)	Budget Item (e.g. Star Tribune, Apple Store, Office Max.)	Vendor/ Business Name (e.g. Star Tribune, Apple Store, Office Max.)	Invoice Date or Service Dates (must be "on" or "after" grant "live" date)	Was Link/Verified/ referenced?	Invoice Number (if applicable)			
7										
8	ADMINISTRATION	Office	Information Management	Vetra Spec	8/15/2019		#6588231	\$ 750.00	\$ 750.00	
9		Advertising	Newspaper Advertising	Star Tribune	12/1/19 - 6/30/20	y	#3405	\$ 4,050.00		
10		Advertising	Newspaper Advertising	Pioneer Press	9/1/19 - 12/31/19	y	# 41994	\$ 1,080.00		
11		Equipment	Apple iPhone and MacBook	Office Max	3/22/2020		#7723489	\$ 1,294.00	\$ 9,702.89	
12		Travel	(See Travel Log for individual expenditures)					\$ 2,578.90		
13	OPERATIONS	Office Furniture (New employee)	Desk & chair	Best Buy	9/4/2019		#21336008	\$ 699.99		
14		Veteran Services & Events	Veteran Transportation to Medical Appointment	Rainbow Rider, Inc	7/19/19 - 6/30/20 (pro-rated)		# 402	\$ 897.21		
15			Homeless Veteran Lodging (2 nights)	Super 8 Hotel	12/1/19 - 12/2/2019		#76990	\$ 386.68	\$ 1,486.21	
16	SUPPORT SERVICES		Veteran Booth	County Fair	3/1/2020 - 3/30/2020		#25	\$ 202.32		
17								\$ 11,939.10	\$ 11,939.10	
18	SUB-TOTAL								\$ 11,939.10	\$ 11,939.10
19	Difference Paid by the County								\$ (1,939.10)	\$ (1,939.10)
20	Column Total			Column Total				\$ 10,000.00	\$ 10,000.00	

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
November 24, 2020**

**Date Submitted: 11.18.2020**

**By: Tess Kruger, HRD/Facilities Mgr.**

**HR CONSENT AGENDA REQUEST**

**Assessor's Office**

- Assign Lucas Onstad from B24 Step 3, Certified MN Appraiser – Income Qualified to B25 Step 3, Accredited MN Appraiser effective retro to November 17, 2020
- Assign Joseph Olson from B22 Step 2, Appraiser Trainee to B24 Step 1, Certified MN Appraiser – Income Qualified effective November 25, 2020
- Assign David Feuerhelm from B22 Step 2, to B23 Step 1, Certified MN Appraiser November 25, 2020
- Accept the resignation of Leilani Powell, effective immediately and thank her for her service to the County
- Approve a competitive search for an Appraiser Trainee/Certified MN Appraiser/Accredited MN Appraiser

<b><u>Reviewed by:</u></b>	<input checked="" type="checkbox"/> County Administrator <input checked="" type="checkbox"/> Finance Director <input type="checkbox"/> IS Director	<input type="checkbox"/> County Attorney <input type="checkbox"/> County Engineer <input type="checkbox"/> Other (indicate dept)	<input type="checkbox"/> Assessor <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Zoning Adminis Environ Services
<b><u>Recommendation:</u></b>				
<b><u>Decision:</u></b>				