



# Kanabec County Board of Commissioners

## Regular Meeting Agenda

The Meeting of April 21, 2020

*Pursuant to the Declaration of the Local State of Emergency by the Kanabec County Board of Commissioners on March 25, 2020 and pursuant to Minn. Stat. §13D.021, in-person meetings of the Kanabec County Board of Commissioners are not practical or prudent due to the COVID-19 health pandemic and the emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12. This is an Open Meeting and the public and media is urged to listen to the meeting via the phone number listed below.*

### To be held via telephone conference call:

Call-in number for public access: +1-408-418-9388 United States

Access Code: 967 440 410



### Location: County Board Room

*(limited access due to need for physical distancing)*

(Room 164 at the main courthouse lobby, Maple Ave Entrance)

County Courthouse, 18 North Vine St, Mora, MN 55051

**Scheduled Appointments:** Times are approximate and time allotted to each subject will vary. Appointment times may be changed at the discretion of the board.

The audience is invited to join the board in pledging allegiance:

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible with Liberty and Justice for all

9:00am a. Call the Meeting to Order

b. Roll Call

c. Pledge of Allegiance

d. Agenda approval

9:05am Recess county board to a time immediately following the FSB.

### Family Services Board

9:30am Kathy Burski, Public Health- COVID-19 Update

9:40am Jeff Anderson, Emergency Management- Extension of the Declaration of Local State of Emergency (expires on April 25, 2020)

9:45am Helen Pieper, Transit- MNDOT/Federal Funding for Transit & Staffing

10:00am Brian Smith, Sheriff- Bureau of Criminal Apprehension Joint Powers Agreement

10:10am Denise Snyder, Auditor/Treasurer

a. Property Tax Penalty Abatement Proposal

b. Waive ASAT Certification

<p style="text-align: center;">Kanabec County Board of Commissioners 4/21/2020 Regular Meeting Agenda (continued)</p>
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- c. Application for On-Sale and Sunday Liquor License Change for Firepit Bar and Grill
- d. Application On-Sale, Off-Sale and Sunday Liquor Licenses for Mauer Fish Lake Restaurant and Bar

**10:30am ~~Public Comment~~ \*\*\*There is no public comment at this meeting\*\*\***

10:40am Heidi Steinmetz, EDA Director- Small Business Loan Program Request

11:00am Chad Gramentz, Public Works

11:20am COVID-19 Personnel Considerations

- a. FFCRA Optional Exclusions
- b. Proposed Resolution for Pay and Benefits During Extended COVID-19 Pandemic
- c. List of Critical Sector Positions and Staffing Plan by Department
  - Barbara McFadden, County Attorney
  - Todd Eustice, Probation Director
  - Chuck Hurd, Family Services Director
  - Denise Snyder, Auditor/Treasurer
  - Tina VonEschen, Assessor
  - Kris McNally, Coordinator
- d. Discuss expectations for May 4th and beyond- Telecommuters, Public Access to Buildings, Board and Committee Meetings
- e. Accrual of PTO during non-work time (follow up from 4/7 meeting)

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Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
4. Gambling Request- MAYRA for Eagle's Cove
5. Commissioner Reports
6. Future Agenda Items
7. Discuss any other matters that may come before the County Board

ADJOURN

## **Kanabec County Family Services**

905 East Forest Avenue, Suite 150

Mora, MN 55051

Phone: 320-679-6350

Fax: 320-679-6351

### **Kanabec County Family Services Board**

#### **Agenda**

**April 21, 2020**

**9:05 a.m.**

- 1. Agenda Approval** **Pg. 1**
- 2. Director's Report** **Pg. 2-6**
  - Staffing
    - Social Worker on leave
    - Chemical Health Assessor retiring
  - COVID-19 Changes in Family Services
  - Ongoing Number of Children in Placement
- 3. Outpatient Substance Abuse Treatment Agreements (2)** **Pg. 7-23**
  - Action requested
  - See attached Agreements and resolutions
- 4. Welfare Fund Report** **Pg. 24**
  - See attached report
- 5. Financial Report** **Pg. 25-27**
  - See attached report
- 6. Abstract Approval** **Pg. 28-32**
  - See attached abstract and board vendor paid list
- 7. Other Business**
- 8. Adjourn**

# **Family Service Director's Report**

April, 2020

## **Staffing**

A social worker is out on leave. She is expected to return in mid-June.

The Chemical Health assessor is retiring. In lieu of replacing this position at this time, we are seeking the Board's approval to contract with two local agencies to provide the statutorily required chemical dependency assessments.

## **COVID 19 Changes in Family Services**

We have decreased the number of staff in the office at one time by at least 50% by staggering shifts and allowing some work to be completed remotely, including special projects and trainings. We have moved Social Workers to primarily work remotely, with one day required in the office each week to cover intakes and other necessary work in each unit.

Early on, we implemented policies to significantly reduce almost all contact face to face with clients, including those who live in congregate settings and are at most risk for COVID exposure. While DHS has waived the requirements to meet face to face with clients (with the exception of initial child protection investigations), we are still responsible to have contact via phone or video. Our support staff are integral to providing the day to day operations of our department. We have seen an increase in their workload as they provide direct support to the remote workers, scan mail to reduce risk of outside infection, and complete our normal business functions. Fiscal staff have additional responsibilities to track, integrate and report new tracking codes in relation to the COVID crisis, as well as maintaining revenue and remittance claims.

We currently do not have the technology available for child support and eligibility workers to complete all of their work remotely, even though the majority of their work could be completed off site. These areas will soon start to see additional work, given the recent lay-offs and terminations by two major local employers. We have included comparison numbers between 2019 and 2020 in your report. Given the economic impact of layoffs, and the uncertainty of how long the COVID crisis will last, we anticipate a greater increase in the need for our services within the next couple of weeks. We continue to look at many creative ways to reduce the number of staff in the office as much as possible, while also maintaining our staff to be prepared for major surges in workload.

Currently, we have implemented and are maintaining an information and referral line to help assist Public Health and support the community's needs. In addition to providing resource information, we are also gathering information about volunteers who are willing to be contacted to provide assistance. On a side note, we are unable to vet the names of the volunteers, but can pass along the information to those in need.

We continue to support those working in our office with safe and healthy practices, including social distancing, and washing hands frequently. If a staff member appears to be showing any signs of COVID 19, they will be told to go home. Fear of the virus, fear of keeping a job, and fear of having child care are all weighing heavily on staff. We are doing everything we can to let staff know they are valued and needed. It is vital that we keep trained and motivated staff so that they are able to continue to support our community and meet the increasing needs of people who live in Kanabec County.



We anticipate that grants for technology and other supports will become available in the near future. There is typically a short turn-around time on applying for these types of grants. I seeking the Board's direction on pursuing grants for our department. Can I apply for grants and if accepted request board approval at that time?

## **Children's Services**

### **Child Protection**

Currently, we are seeing an increase in calls from the school districts in our county asking for assistance in locating families who are not participating in on-line schooling. These are families that have not at all responded to the schools since on-line learning began. We are looking at these contacts as "outreaches" and have been partnering with both the schools and law enforcement to assist families in diminishing barriers to learning for their children.

In March 2019 through mid -April 2019 our intake number was 57. This year from March to mid-April our intake number is 36. Although there has been a decrease in the numbers, there are contributing factors to this. Initially, when the stay at home order began, people were concentrating on their crisis and transition plans and the number of reports appeared to be lower during this time. Most of our reports come from mandated reporters such as school staff and therapists. During this time, neither of these areas are having direct contact with children, yet we have seen our intake numbers revert to "normal" within the last couple of weeks which is concerning.

Just the overall thought that children are maintained in their homes with increased stress, decreased finances and in many cases, parents who do not have adequate coping mechanisms is extremely concerning. The child protection families that we have been working with are in crisis and we are working every day to come up with creative solutions on how we can keep children safe and increase their wellbeing and maintain our safety and wellbeing at the same time. Although DHS has waived most requirements for face to face visits, child protection still must make a face to face initial visit on any investigation that comes in. Our unit also has to rotate electronic devices at this time because we do not have enough for everyone which complicates things as well.

As the Stay at Home order continues, we are anticipating seeing an increase in reports of maltreatment and potentially in placements as well.

### **Children's Mental Health**

Children's Mental Health has been stable in intake numbers from 5 intakes during this period in 2019, to 4 intakes during this period. We have seen several children/adolescents hospitalized for mental health concerns. Many of these children/adolescents are struggling with the transition to telehealth or maybe deciding they are not going to participate in the services at all. We have had adolescents who are needing to be placed in Mental Health facilities and this is extremely difficult with some placements not accepting new referrals or with new Quarantine rules within the placements.

We are anticipating that as the Stay at Home order continues and without the availability of attending school and getting support from outside sources, we will continue to see deteriorating mental health with children/adolescents.

We are continuing to be very creative in how we are reaching out to families with the use of Zoom, Facetime, sending activity packets out to our kids and adolescents and doing whatever we can in order to continue to provide support and a lifeline.

## Child Support

### Cases Opened

February 2019 through April 13th 2019 = 18

February 2020 through April 13th 2020 = 30 (26 new; 4 pending)

Note: We've been helping clients navigate this public health crisis. The work to set up new cases has continued. Preparation and case management work continues. There is currently a backlog of cases for court and we anticipate court will continue once technology is put into place. Court just recently had us test ITV/phone hearings. This may get court operating sooner than expected. We are also in the middle of the COLA processing period for child support cases which means cases are selected for an increase in basic child support obligations. This typically results in increased contact due to questions and the contesting of the new obligation amounts. We expect this year to be even more contested than in the past as obligations will increase by 4.7%. During this crisis, money is tight and we expect to receive numerous contacts from Custodial Parents (CP) and Non-Custodial Parents NCPs alike. Child Support Offices have been instructed by the state to facilitate administrative resolutions to these contested adjustments. We are also anticipating a huge backlash relating to the stimulus checks coming out, as these have been selected for intercept.

The department is also utilizing staff out of financial assistance, fiscal, and child support to manage the COVID Hotline. We've been ensuring someone is able to answer this hotline 7 days a week.

## Financial Assistance

### Phone Helpdesk Calls

February 2020 – 753

March 2020 – 893 (missing one day of calls logged)

March 2019 – 879

### New Applications

Health Care (does not include online applications, these are only paper applications)

February 2020 – 82

March 2020 – 53

April (thru 13th) 2020 – 19

March 2019 – 66

### Others (Combined Application Forms, non-Health Care)

March 2020 – 79

April (thru 13th) 2020 – 24

March 2019 – 80

April (thru 13th) 2019 – 24

**Note:** We are anticipating an influx of assistance requests. We've kept very steady with last years' new requests for non-Health Care related programs, but we expect more. We've had a surge of phone calls the tail end of March. Just this week, two of our largest employers are furloughing or laying off most of their employees. Some employees are even losing their insurance in the middle of the month. We've already had a few calls on this and we expect more. The expectation is we will have more application requests. This results in the need of our staff to be available to process these requests and working with clients through the entire application process. We need to ensure the ability to effectively get these benefits out the door.

## **Fiscal**

In addition to our normal accounting duties we are processing screening documents and service agreement requests in RMS and MMIS (state systems) due to COVID-19 rate changes. These changes will all have to be reverted once the COVID-19 rates are adjusted back to what they were previously. Staff is updating SSIS with COVID-19 changes. Staff is communicating changes with social service and financial staff. We are also coordinating with social workers regarding clients/vendors/Payee Central for Social Welfare. Tracking of any accounting related to COVID-19

## **Adult Services**

2 staff are currently out of the office

- 1 has retired – will be contracting for CD assessments with 2 local agencies
- 1 is on leave – her caseload is being covered by the supervisor

**Mental Health** has seen an increase in the number of 72 hour holds – 4 within the last 2 weeks. We typically see that number or less in one quarter. Increase in symptomology for those with anxiety – CSP worker and case managers spending more time with people who need help coping. Increased need in delivering food and medications. Continue to schedule all mental health psychiatric services, which is being provided via telehealth

**DD/CADI** has seen a significant increase in the number of people at home during the day due to the closure of day programs (Industries/Phase) and schools. Staff is making more phone calls to be able to support those caregivers to help prevent caregiver burnout. Processing residential rate increases through CADI and DD waivers

**Elderly Services** – continues to see a need to support elderly who are living in their own homes, especially for those who are being hospitalized and unable to have paid support persons come into their homes. Increased need in delivering food, medications and supplies.

MN Choices has seen an increase in the number of new assessments

2-1-19 to 4-13-19 29 assessments

2-1-2020 to 4-13-2020 36 assessments

**Adult Protection** has maintained the same number of assessments for time periods of 2-1-19 to 4-13-19 and 2-1-20 to 4-13-20

3-1-19 to 4-13-19 11 intakes

3-1-2020 to 4-13-2020 11 intakes

**Licensing** – increased calls for those interested in becoming licensed for family child care and foster care

2-1-19 to 4-13-19 6 intakes

2-1-2020 to 4-13-2020 9 intakes

**Ongoing Update on Number of Children in Placement**

Last month we had 16 children in our care in out of home placements. We have 13 children in care this month compared to 15 last year for the same month. Teams are meeting regularly to identify permanent options for these children including reunification with their families with services. Kanabec County is not alone in this issue. We are up slightly over last year for the same month.

## PURCHASE OF SERVICES CONTRACT

The County of Kanabec, dba Kanabec County Family Services, at 905 Forest Avenue East, Suite 150, Mora, MN 55051 (hereinafter “the County”) and, Recovering Hope Treatment Center 2031 Rowland Rd, Mora, MN 55051 (hereinafter “the Contractor”) enter into this Agreement for the period from May 1, 2020 to December 31, 2020.

### WITNESSETH

WHEREAS, Minnesota Statutes, Chapter 254B establishes the Consolidated Chemical Dependency Treatment Fund to enable counties to provide chemical dependency treatment services to eligible clients;

WHEREAS, the County of Kanabec has designated the Contractor to provide chemical dependency treatment services pursuant to Minnesota Statutes, Chapter 245B, which outlines its duties, obligations, and responsibilities in this regard;

WHEREAS, the Contractor is an organization which has applied to be licensed under Minnesota Department of Human Services Rules 9530.4100-9530.4410, as required by Minnesota Statutes 245A.01-245A16, to provide Chemical Dependency Treatment services which are eligible for funding by the Consolidated Chemical Dependency Treatment Fund;

WHEREAS, the County, pursuant to Minnesota Statutes, Section 373.01, 373.02, 254B, and 256M.60 wishes to purchase such program services from the Contractor;

WHEREAS, the Contractor represents that it is duly qualified and willing to perform such services under Minnesota Rules, DHS License number 1047832, 1067221, 1064836, 1078348, and 1081190; and

WHEREAS, the County and the Contractor, according to Minnesota Rules, Part 9550.0040, Subparts 7 and 8, understand that this agreement serves such purpose as to place Consolidated Chemical Dependency Treatment Fund eligible clients and inebriate clients with the Contractor.

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

#### **I. Contractor’s Duties.**

- A. As specified in the Minnesota Biennial Children & Community Services Act and the Kanabec County Biennial Agreement, the County agrees to purchase and the Contractor agrees to furnish the following: Outpatient Treatment Services for alcoholic and chemically dependent persons ages 12 through 19.
- B. The Contractor agrees to provide upon request:
  - 1. An explicit description of the services to be provided;

## PURCHASE OF SERVICES CONTRACT

2. An exposition of the staffing including job descriptions and professional qualifications of personnel;
  3. An organizational chart;
  4. The licensed program capacity;
  5. Program content;
  6. Program budget; and
  7. Copies of license.
- C. The Contractor shall, in writing within 10 days, notify the County whenever it is unable to, or going to be unable to, provide the required quality or quantity of Purchased Services. Upon such notification, County shall determine whether such inability will require modification or cancellation of said contract.
- D. The Contractor shall participate in the Drug and Alcohol Abuse Normative Evaluation System (DAANES) or a comparable client information system, which meets the criteria and reporting requirements of Minnesota Rules, Part 9530.7030.

### II. **Cost and Delivery of Purchased Services.**

- A. The unit costs for providing services to clients eligible for Consolidated Chemical Dependency Treatment Fund reimbursement under Minnesota Rules, Parts 9530.7000 to 9530.7020 shall be:

Outpatient Treatment      \$35.03              per hour

- B. The unit costs for providing the following services for clients of Kanabec County eligible for Assessment, Screening, Case Support, and Placement are as follows:

Chemical Use Problem Assessment/Screening	\$150.00 per assessment
Chemical Use/Dependency Assessments	\$150.00 per assessment
Case Support	\$35.53 per hour
Placement Only	\$35.53 per occurrence

- C. Rates in effect may be subject to increase at the discretion of the MN Department of Human Services. The Contractor will be paid according to the increase set by MN DHS.
- D. The County does not employ a sufficient number of qualified assessors and the only qualified assessors available in the County have a direct shared financial interest or referral relationship resulting in shared financial gain with a treatment provider. A County designee providing assessments under a variance granted under Subpart 5 shall not place clients in treatment. The County designee shall gather information required under Part 9530.6620 and provide the local agency with the documentation required under Part 9530.6615, Subpart 4, items A to D. The local agency must make all placement decisions for clients assessed by a County designee under a variance.

## PURCHASE OF SERVICES CONTRACT

- E. The Contractor certifies that payment claims for Purchased Services will be in accordance with the rates of payment amounts authorized by the County or by the County or reservation of financial responsibility, on the Client Placement Authorization – CD Fund Form. The Contractor agrees to submit all charges in a form and manner acceptable to the Consolidated Chemical Dependency Treatment Fund invoice processing system for those services.
- F. Purchased services will be provided at 2031 Rowland Rd., Mora, MN 55051.

III. **Eligibility for Services.** The parties understand and agree that the eligibility of the client to receive the Purchased Services is to be determined in accordance with eligibility criteria established by Minnesota Statutes, Section 254B.04 and Minnesota Rules, Parts 9530.7015 to 9530.7020 for Consolidated Chemical Dependency Treatment Fund Services. The parties understand and agree that the County, or the County or reservation of financial responsibility, shall determine preliminary and final client eligibility in accordance with the assessment criteria of Minnesota Rules, Pars 9530.6600 to 9530.6655 and the eligibility criteria of Minnesota Rules, Parts 9530.7000 to 9530.7020 for Consolidate Chemical Dependency Treatment Fund Services. The parties understand and agree that when the County, or a County or reservation of financial responsibility refers a Consolidated Chemical Dependency Treatment Fund eligible clients to the Contractor for placement, the County, or County or reservation of financial responsibility shall complete a Client Placement Authorization –CD Fund form, the Department of Human Services will process and forward to the Contractor an Invoice-Chemical Dependency Fund Form, which shall be used by the Contractor when requesting payment for services provided to a client under the Consolidated Chemical Dependency Treatment Fund.

- A. It is understood and agreed by the parties that for Consolidated Chemical Dependency Treatment eligible clients, clients ad responsible relatives shall have fees charged and collected in accordance with the policies and procedures adopted by the Commissioner of Human Services in accordance with the provisions of Minnesota Statutes, Section 254B.06.
- B. The Contractor shall not charge any program or service fee to Consolidated Chemical Dependency Treatment eligible clients, nor shall the Contractor seek reimbursement for services from a client's responsible relatives or third-party payment sources.
- C. The County shall notify the Contractor, at the time of placement, of the units of service to be provided and of the dates of service. If, prior to the expiration of the service period, the County has determined that the client is no longer eligible to receive purchased services or that services are no longer needed or appropriate, the County shall notify the Contractor within 5 days of the determination. The County shall notify the client of proposed termination of services in writing at least 10 days prior to the proposed action, and of the client's right to appeal this proposed County action.
- D. The Contractor shall notify the County and the client in writing whenever the Contractor proposes to discharge or terminate service(s) to a client. The notice must



## PURCHASE OF SERVICES CONTRACT

be sent at least 5 days prior to the proposed date of discharge or termination of service(s). The Contractor shall not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or well-being of other clients.

- E. The Contractor shall establish written procedures for discharging a client, or terminating services to a client, in accordance with Minnesota Rules, Part 9530.6300 or 9530.3600.

### IV. **Payment for Purchased Services.**

- A. Submission of Invoices: The Contractor shall, within fifteen (15) working days following the last day of each calendar month, submit and invoice – Chemical Dependency Treatment Fund form, for each Consolidated Chemical Dependency Treatment Fund client for chemical dependency services purchased to the Department of Human Services. The invoice shall show: 1) the period of service; 2) a description of the services provided; 3) the rate, number of units, and amount for each service purchased; 4) gross charges; and 5) net charges.
- B. Authorization of Payment: For Chemical Dependency Treatment Fund eligible clients the Department of Human Services will review the invoice. The parties understand that, if the period of service, rate per unit of service, or number of units of service provided was not authorized by the County, or if the gross charges on the invoice exceed the maximum amount authorized by the County, the Department of Human Services shall modify the charges to be paid by the Consolidated Chemical Dependency Treatment Fund.
- C. Payment – Chemical Dependency Fund Eligible Clients: The Department of Human Services shall review the Invoice-Chemical Dependency Fund Form and make payment to the Contractor for reimbursement – eligible services payable under the Consolidated Chemical Dependency Treatment Fund. The parties understand that, pursuant to Minnesota Statutes, Section 245B.06, Subdivision 3, the Commissioner of Human Services shall pay eligible vendors for placements made by local agencies according to Minnesota Statutes, Section 245B.03 or by tribal designated agencies according to Minnesota Statutes, Section 245B.09.

### V. **Audit and Record Disclosures.** The Contractor shall:

- A. Send the following financial, statistical and social services reports to the County: 1) Quarterly program/service reports on individual clients, 2) A summary of each individual client's progress within thirty (30) days of discharge from service.
- B. Participate in the DAANES or comparable client information system and comply with the reporting requirements of Minnesota Rules, Par 9530.7030.

## PURCHASE OF SERVICES CONTRACT

- C. Allow personnel of the County, the Minnesota Department of Human Services, and the Department of Health and Human Services, access to the Contractor's facility and records at reasonable hours to exercise their responsibility to monitor purchased services and copy such materials as necessary.
  - D. Maintain all records pertaining to the contract at 2031 Rowland Rd., Mora, MN 55051 for four (4) years for audit purposes.
  - E. Cooperate with the monitoring procedures of the Minnesota Department of Human Services established pursuant to Minnesota Statutes, Chapter 254A.
  - F. Comply with Minnesota Department of Human Services Bulletin #87-51C, dated December 28, 1987 relating to maximizing available Federal funds for medical assistance recipients as follows:
    - 1) Enroll as a medical assistance, chemical dependency treatment provider.
    - 2) Obtain a physician recommendation for treatment for all medical assistance recipients.
    - 3) Maintain in each recipient's file a statement from a qualified physician recommending the level of service provided.
  - G. The County reserves the right to monitor the Contractor's performance under this contract by observation of direct service provision to clients and/or survey of agencies or individuals purchasing or receiving services.
- VI. **Safeguard of Client Information.** The use of disclosure by any party of information concerning an eligible client in violation of any rule or confidentiality provided for in Laws of Minnesota, Chapter 13, or for any purpose not directly connected with the County's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney or the client's responsible parent or guardian, in conformance with these laws and regulations. The person designated as responsible for the dissemination of data on individuals is the program director.
- All data collected, created, received, maintained, or disseminated for any purposes in the course of the Contractor's performance of this Agreement is governed by the MN Government Data Practices Act, Minnesota Statutes Chapter 13 or any other applicable State Statutes, any State Rules adopted to implement the Act, as well as Federal regulations on Data Privacy, including the Health Insurance Portability and Accountability Act (HIPAA).
- The Contractor agrees to abide strictly by these statutes, rules and regulations.
- VII. **Equal Employment Opportunity and Civil Rights and Non-discrimination.** When applicable, the Contractor agrees to comply with Title VI of the Civil Rights Act of

## PURCHASE OF SERVICES CONTRACT

1964 regarding meaningful access to services for people with Limited English Proficiency (LEP), Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504; (When applicable) Contractor certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363.073 (1982). This section shall not apply if the grant is for less than \$50,000 and the Contractor has employed twenty or less full-time employees during the previous 12 months.

VIII. **Fair Hearing and Grievance Procedures.** The County agrees to provide for a fair hearing and grievance procedure in conformity with Minnesota Rules, Parts 9530.665 and 9550.0092, and Minnesota Statutes, Section 256.045.

IX. **Bonding, Indemnity, Insurance, and Audit Clause.**

A. Bonding: The Contractor shall obtain and maintain at all times, during the term of this agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of \$50,000.

B. Indemnity: The Contractor agrees that it will at all times indemnify and hold harmless the County from any and all liability, loss, damages, costs or expenses which may be claimed against the County or Contractor. 1) By reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Agreement, or while on premises owned, leased, or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered, or otherwise contracted for by the Contractor or his assigns; or 2) By reason of any service client's causing injury to, or damage to, the property of another person during any time when the Contractor or his assigns, or employee thereof has undertaken or is furnishing the care and service called for under this Agreement

C. Insurance:

1. The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from the Contractor's operations under the Agreement, whether such operations be by the Contractor, or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts any one of them may be liable.

2. Contractor shall secure the following coverage and comply with all provisions noted. Certificate of Insurance shall be issued evidencing such coverage to the County.

a. **General Liability Insurance:**

## PURCHASE OF SERVICES CONTRACT

### Commercial General Liability Insurance (ISO CGL form)

#### Minimum Limits:

\$1,000,000 – each occurrence limits:

\$3,000,000 - general aggregate

\$2,000,000 – products/completed operations total limit

\$1,000,000 – personal injury and advertising liability

The policy is to be written on an occurrence basis. Certificates of Insurance must indicate if the policy is issued on a claims-made or Occurrence basis, and if coverage is provided for X, C, U hazards if Applicable. The policy will cover contractual liability, Kanabec County, its Officials and employees shall be added as additional insured with a cross liability/cross suits clause for the protection of the County.

b. Worker's Compensation and Employer's Liability: Per Minnesota Statute.

### X. **Conditions of the Parties' Obligations.**

- A. This Agreement may be canceled by either party at any time upon 30 day notice, in writing, delivered by mail or in person.
- B. Before the termination date specified in Section I of this Agreement, the County may evaluate the performance of the Contractor in regard to the terms of this Agreement to determine whether such performance merits renewal of Agreement.
- C. Any alterations, variation, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced in writing, duly signed, and attached to the original of this Agreement.
- D. No claim for services furnished by the Contractor, not specifically provided in the Agreement, will be allowed by the County, nor shall the Contractor do any work or furnish any material not covered by the Agreement, unless this is approved in writing by the County. Such approval shall be considered to be a modification of the Agreement.
- E. In the event that there is a revision of Federal regulations, which might make this Agreement ineligible for Federal financial participation, all parties will review the Agreement and renegotiate those items necessary to bring the Agreement into compliance with the new Federal regulations.
- F. It is understood and agreed that in the event the reimbursement to the Agency from local, state and federal sources is not obtained or continued at a level sufficient to allow for the purchase of the indicated quantity of purchased services, or if program

## PURCHASE OF SERVICES CONTRACT

and service needs change that necessitate the reallocation of funds to other areas, then the terms of this contract shall be renegotiated or the maximum County dollars reduced proportionately to the available funding remaining for these services.

- XI. **Subcontracting** The Contractor shall not enter into subcontracts for any of the goods or services contemplated under this Agreement without written approval of the County. All subcontracts shall be subject to the requirements of this contract. The Contractor shall be responsible for the performance of any subcontractor.
- XII. **Third Party Beneficiary.** The Commissioner of the Minnesota Department of Human Services is named as a third party beneficiary to this Agreement.
- XIII. **Compliance with Other Regulations.** The Contractor further agrees to comply with Minnesota Statutes Section 148A.03, Subd. 3 (Liability of an Employer).
- XIV. **Entire Agreement.** It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county social services agency relating to the subject matter hereof.

COUNTY OF KANABEC

RECOVERING HOPE TREATMENT CENTER

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

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

\_\_\_\_\_  
Kanabec County Board of Commissioners  
M. Kath Ellis, Chair

\_\_\_\_\_  
Program Director

ATTEST:

APPROVED AS TO FORM AND EXECUTION:

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

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

\_\_\_\_\_  
Kanabec County Coordinator

\_\_\_\_\_  
Kanabec County Attorney

## PURCHASE OF SERVICES CONTRACT

The County of Kanabec, dba Kanabec County Family Services, at 905 Forest Avenue East, Suite 150, Mora, MN 55051 (hereinafter “the County”) and, Teen Focus Recovery doing business at 475 South Dana Avenue, Rush City, MN 55069 and 209 East Maple Avenue, Mora, MN 55051 (hereinafter “the Contractor”) enter into this Agreement for the period from May 1, 2020 to December 31, 2020.

### WITNESSETH

WHEREAS, Minnesota Statutes, Chapter 254B establishes the Consolidated Chemical Dependency Treatment Fund to enable counties to provide chemical dependency treatment services to eligible clients;

WHEREAS, the County of Kanabec has designated the Contractor to provide chemical dependency treatment services pursuant to Minnesota Statutes, Chapter 245B, which outlines its duties, obligations, and responsibilities in this regard;

WHEREAS, the Contractor is an organization which has applied to be licensed under Minnesota Department of Human Services Rules 9530.4100-9530.4410, as required by Minnesota Statutes 245A.01-245A16, to provide Chemical Dependency Treatment services which are eligible for funding by the Consolidated Chemical Dependency Treatment Fund;

WHEREAS, the County, pursuant to Minnesota Statutes, Section 373.01, 373.02, 254B, and 256M.60 wishes to purchase such program services from the Contractor;

WHEREAS, the Contractor represents that it is duly qualified and willing to perform such services under Minnesota Rules, DHS License number 1047832, 1067221, 1064836, 1078348, and 1081190; and

WHEREAS, the County and the Contractor, according to Minnesota Rules, Part 9550.0040, Subparts 7 and 8, understand that this agreement serves such purpose as to place Consolidated Chemical Dependency Treatment Fund eligible clients and inebriate clients with the Contractor.

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

#### **I. Contractor’s Duties.**

A. As specified in the Minnesota Biennial Children & Community Services Act and the Kanabec County Biennial Agreement, the County agrees to purchase and the Contractor agrees to furnish the following: Outpatient Treatment Services for alcoholic and chemically dependent persons ages 12 through 19.

B. The Contractor agrees to provide upon request:

## **PURCHASE OF SERVICES CONTRACT**

1. An explicit description of the services to be provided;
  2. An exposition of the staffing including job descriptions and professional qualifications of personnel;
  3. An organizational chart;
  4. The licensed program capacity;
  5. Program content;
  6. Program budget; and
  7. Copies of license.
- C. The Contractor shall, in writing within 10 days, notify the County whenever it is unable to, or going to be unable to, provide the required quality or quantity of Purchased Services. Upon such notification, County shall determine whether such inability will require modification or cancellation of said contract.
- D. The Contractor shall participate in the Drug and Alcohol Abuse Normative Evaluation System (DAANES) or a comparable client information system, which meets the criteria and reporting requirements of Minnesota Rules, Part 9530.7030.

### **II. Cost and Delivery of Purchased Services.**

- A. The unit costs for providing services to clients eligible for Consolidated Chemical Dependency Treatment Fund reimbursement under Minnesota Rules, Parts 9530.7000 to 9530.7020 shall be:

Outpatient Treatment      \$35.03              per hour

- B. The unit costs for providing the following services for clients of Kanabec County eligible for Assessment, Screening, Case Support, and Placement are as follows:

Chemical Use Problem Assessment/Screening	\$150.00 per assessment
Chemical Use/Dependency Assessments	\$150.00 per assessment
Case Support	\$35.53 per hour
Placement Only	\$35.53 per occurrence

- C. Rates in effect may be subject to increase at the discretion of the MN Department of Human Services. The Contractor will be paid according to the increase set by MN DHS.
- D. The County does not employ a sufficient number of qualified assessors and the only qualified assessors available in the County have a direct shared financial interest or referral relationship resulting in shared financial gain with a treatment provider. A County designee providing assessments under a variance granted under Subpart 5 shall not place clients in treatment. The County designee shall gather information required under Part 9530.6620 and provide the local agency with the documentation



## PURCHASE OF SERVICES CONTRACT

- required under Part 9530.6615, Subpart 4, items A to D. The local agency must make all placement decisions for clients assessed by a County designee under a variance.
- E. The Contractor certifies that payment claims for Purchased Services will be in accordance with the rates of payment amounts authorized by the County or by the County or reservation of financial responsibility, on the Client Placement Authorization – CD Fund Form. The Contractor agrees to submit all charges in a form and manner acceptable to the Consolidated Chemical Dependency Treatment Fund invoice processing system for those services.
- F. Purchased services will be provided at Teen Focus Recovery 209 E. Maple Avenue, Mora, MN 55051 and 209 E. Maple Ave, Mora, MN 55051475

III. **Eligibility for Services.** The parties understand and agree that the eligibility of the client to receive the Purchased Services is to be determined in accordance with eligibility criteria established by Minnesota Statutes, Section 254B.04 and Minnesota Rules, Parts 9530.7015 to 9530.7020 for Consolidated Chemical Dependency Treatment Fund Services. The parties understand and agree that the County, or the County or reservation of financial responsibility, shall determine preliminary and final client eligibility in accordance with the assessment criteria of Minnesota Rules, Pars 9530.6600 to 9530.6655 and the eligibility criteria of Minnesota Rules, Parts 9530.7000 to 9530.7020 for Consolidate Chemical Dependency Treatment Fund Services. The parties understand and agree that when the County, or a County or reservation of financial responsibility refers a Consolidated Chemical Dependency Treatment Fund eligible clients to the Contractor for placement, the County, or County or reservation of financial responsibility shall complete a Client Placement Authorization –CD Fund form, the Department of Human Services will process and forward to the Contractor an Invoice-Chemical Dependency Fund Form, which shall be used by the Contractor when requesting payment for services provided to a client under the Consolidated Chemical Dependency Treatment Fund.

- A. It is understood and agreed by the parties that for Consolidated Chemical Dependency Treatment eligible clients, clients ad responsible relatives shall have fees charged and collected in accordance with the policies and procedures adopted by the Commissioner of Human Services in accordance with the provisions of Minnesota Statutes, Section 254B.06.
- B. The Contractor shall not charge any program or service fee to Consolidated Chemical Dependency Treatment eligible clients, nor shall the Contractor seek reimbursement for services from a client’s responsible relatives or third-party payment sources.
- C. The County shall notify the Contractor, at the time of placement, of the units of service to be provided and of the dates of service. If, prior to the expiration of the service period, the County has determined that the client is no longer eligible to receive purchased services or that services are no longer needed or appropriate, the County shall notify the Contractor within 5 days of the determination. The County shall notify the client of proposed termination of services in writing at least 10 days

## PURCHASE OF SERVICES CONTRACT

- prior to the proposed action, and of the client's right to appeal this proposed County action.
- D. The Contractor shall notify the County and the client in writing whenever the Contractor proposes to discharge or terminate service(s) to a client. The notice must be sent at least 5 days prior to the proposed date of discharge or termination of service(s). The Contractor shall not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or well-being of other clients.
  - E. The Contractor shall establish written procedures for discharging a client, or terminating services to a client, in accordance with Minnesota Rules, Part 9530.6300 or 9530.3600.

### IV. **Payment for Purchased Services.**

- A. Submission of Invoices: The Contractor shall, within fifteen (15) working days following the last day of each calendar month, submit and invoice – Chemical Dependency Treatment Fund form, for each Consolidated Chemical Dependency Treatment Fund client for chemical dependency services purchased to the Department of Human Services. The invoice shall show: 1) the period of service; 2) a description of the services provided; 3) the rate, number of units, and amount for each service purchased; 4) gross charges; and 5) net charges.
- B. Authorization of Payment: For Chemical Dependency Treatment Fund eligible clients the Department of Human Services will review the invoice. The parties understand that, if the period of service, rate per unit of service, or number of units of service provided was not authorized by the County, or if the gross charges on the invoice exceed the maximum amount authorized by the County, the Department of Human Services shall modify the charges to be paid by the Consolidated Chemical Dependency Treatment Fund.
- C. Payment – Chemical Dependency Fund Eligible Clients: The Department of Human Services shall review the Invoice-Chemical Dependency Fund Form and make payment to the Contractor for reimbursement – eligible services payable under the Consolidated Chemical Dependency Treatment Fund. The parties understand that, pursuant to Minnesota Statutes, Section 245B.06, Subdivision 3, the Commissioner of Human Services shall pay eligible vendors for placements made by local agencies according to Minnesota Statutes, Section 245B.03 or by tribal designated agencies according to Minnesota Statutes, Section 245B.09.

### V. **Audit and Record Disclosures.** The Contractor shall:

- A. Send the following financial, statistical and social services reports to the County: 1) Quarterly program/service reports on individual clients, 2) A summary of each individual client's progress within thirty (30) days of discharge from service.

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- B. Participate in the DAANES or comparable client information system and comply with the reporting requirements of Minnesota Rules, Par 9530.7030.
- C. Allow personnel of the County, the Minnesota Department of Human Services, and the Department of Health and Human Services, access to the Contractor's facility and records at reasonable hours to exercise their responsibility to monitor purchased services and copy such materials as necessary.
- D. Maintain all records pertaining to the contract at 475 South Dana Avenue, Rush City, MN 55069 for four (4) years for audit purposes.
- E. Cooperate with the monitoring procedures of the Minnesota Department of Human Services established pursuant to Minnesota Statutes, Chapter 254A.
- F. Comply with Minnesota Department of Human Services Bulletin #87-51C, dated December 28, 1987 relating to maximizing available Federal funds for medical assistance recipients as follows:
  - 1) Enroll as a medical assistance, chemical dependency treatment provider.
  - 2) Obtain a physician recommendation for treatment for all medical assistance recipients.
  - 3) Maintain in each recipient's file a statement from a qualified physician recommending the level of service provided.
- G. The County reserves the right to monitor the Contractor's performance under this contract by observation of direct service provision to clients and/or survey of agencies or individuals purchasing or receiving services.

- VI. **Safeguard of Client Information.** The use of disclosure by any party of information concerning an eligible client in violation of any rule or confidentiality provided for in Laws of Minnesota, Chapter 13, or for any purpose not directly connected with the County's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney or the client's responsible parent or guardian, in conformance with these laws and regulations. The person designated as responsible for the dissemination of data on individuals is the program director.

All data collected, created, received, maintained, or disseminated for any purposes in the course of the Contractor's performance of this Agreement is governed by the MN Government Data Practices Act, Minnesota Statutes Chapter 13 or any other applicable State Statutes, any State Rules adopted to implement the Act, as well as Federal regulations on Data Privacy, including the Health Insurance Portability and Accountability Act (HIPAA).

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The Contractor agrees to abide strictly by these statutes, rules and regulations.

- VII. **Equal Employment Opportunity and Civil Rights and Non-discrimination.** When applicable, the Contractor agrees to comply with Title VI of the Civil Rights Act of 1964 regarding meaningful access to services for people with Limited English Proficiency (LEP), Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504; (When applicable) Contractor certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363.073 (1982). This section shall not apply if the grant is for less than \$50,000 and the Contractor has employed twenty or less full-time employees during the previous 12 months.
- VIII. **Fair Hearing and Grievance Procedures.** The County agrees to provide for a fair hearing and grievance procedure in conformity with Minnesota Rules, Parts 9530.665 and 9550.0092, and Minnesota Statutes, Section 256.045.
- IX. **Bonding, Indemnity, Insurance, and Audit Clause.**
- A. Bonding: The Contractor shall obtain and maintain at all times, during the term of this agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of \$50,000.
- B. Indemnity: The Contractor agrees that it will at all times indemnify and hold harmless the County from any and all liability, loss, damages, costs or expenses which may be claimed against the County or Contractor. 1) By reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Agreement, or while on premises owned, leased, or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered, or otherwise contracted for by the Contractor or his assigns; or 2) By reason of any service client's causing injury to, or damage to, the property of another person during any time when the Contractor or his assigns, or employee thereof has undertaken or is furnishing the care and service called for under this Agreement
- C. Insurance:
1. The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from the Contractor's operations under the Agreement, whether such operations be by the Contractor, or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts any one of them may be liable.

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2. Contractor shall secure the following coverage and comply with all provisions noted. Certificate of Insurance shall be issued evidencing such coverage to the County.

a. General Liability Insurance:

Commercial General Liability Insurance (ISO CGL form)

Minimum Limits:

\$1,000,000 – each occurrence limits:

\$3,000,000 - general aggregate

\$2,000,000 – products/completed operations total limit

\$1,000,000 – personal injury and advertising liability

The policy is to be written on an occurrence basis. Certificates of Insurance must indicate if the policy is issued on a claims-made or Occurrence basis, and if coverage is provided for X, C, U hazards if Applicable. The policy will cover contractual liability, Kanabec County, its Officials and employees shall be added as additional insured with a cross liability/cross suits clause for the protection of the County.

b. Worker's Compensation and Employer's Liability: Per Minnesota Statute.

X. Conditions of the Parties' Obligations.

- A. This Agreement may be canceled by either party at any time upon 30 day notice, in writing, delivered by mail or in person.
- B. Before the termination date specified in Section I of this Agreement, the County may evaluate the performance of the Contractor in regard to the terms of this Agreement to determine whether such performance merits renewal of Agreement.
- C. Any alterations, variation, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced in writing, duly signed, and attached to the original of this Agreement.
- D. No claim for services furnished by the Contractor, not specifically provided in the Agreement, will be allowed by the County, nor shall the Contractor do any work or furnish any material not covered by the Agreement, unless this is approved in writing by the County. Such approval shall be considered to be a modification of the Agreement.
- E. In the event that there is a revision of Federal regulations, which might make this Agreement ineligible for Federal financial participation, all parties will review the

## PURCHASE OF SERVICES CONTRACT

Agreement and renegotiate those items necessary to bring the Agreement into compliance with the new Federal regulations.

- F. It is understood and agreed that in the event the reimbursement to the Agency from local, state and federal sources is not obtained or continued at a level sufficient to allow for the purchase of the indicated quantity of purchased services, or if program and service needs change that necessitate the reallocation of funds to other areas, then the terms of this contract shall be renegotiated or the maximum County dollars reduced proportionately to the available funding remaining for these services.
- XI. **Subcontracting** The Contractor shall not enter into subcontracts for any of the goods or services contemplated under this Agreement without written approval of the County. All subcontracts shall be subject to the requirements of this contract. The Contractor shall be responsible for the performance of any subcontractor.
- XII. **Third Party Beneficiary.** The Commissioner of the Minnesota Department of Human Services is named as a third party beneficiary to this Agreement.
- XIII. **Compliance with Other Regulations.** The Contractor further agrees to comply with Minnesota Statutes Section 148A.03, Subd. 3 (Liability of an Employer).
- XIV. **Entire Agreement.** It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county social services agency relating to the subject matter hereof.

COUNTY OF KANABEC

TEEN FOCUS RECOVERY

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

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

\_\_\_\_\_  
Kanabec County Board of Commissioners  
M. Kath Ellis, Chair

\_\_\_\_\_  
Program Director

ATTEST:

APPROVED AS TO FORM AND EXECUTION:

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

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

\_\_\_\_\_  
Kanabec County Coordinator

\_\_\_\_\_  
Kanabec County Attorney

**Resolution #      FS 4/21/20**  
**Recovering Hope for Chemical Dependency**  
**Treatment Services Agreement resolution**

**WHEREAS**, Minnesota Statutes Chapter 254B establishes the Consolidated Chemical Dependency Treatment Fund to enable counties to provide chemical dependency treatment services to eligible clients, and

**WHEREAS**, Kanabec County Family Services has designated Recovering Hope, a local agency to provide chemical dependency treatment services pursuant to Minnesota Statutes, Chapter 254B, and

**WHEREAS**, Recovering Hope is licensed to provide chemical dependency treatment services and is willing to provide said services, and

**WHEREAS**, this contract has been presented to the Kanabec County Family Services Board.

**THEREFORE BE IT RESOLVED** to approve the agreement for chemical dependency treatment services with Recovering Hope for the time period May 1, 2020 through December 31, 2020 at the rates approved by DHS and stated in the Agreement. .

**Resolution #      FS 4/21/20**  
**Teen Focus Recovery for Chemical Dependency**  
**Treatment Services Agreement resolution**

**WHEREAS**, Minnesota Statutes Chapter 254B establishes the Consolidated Chemical Dependency Treatment Fund to enable counties to provide chemical dependency treatment services to eligible clients, and

**WHEREAS**, Kanabec County Family Services has designated Teen Focus Recovery, a local agency to provide chemical dependency treatment services pursuant to Minnesota Statutes, Chapter 254B, and

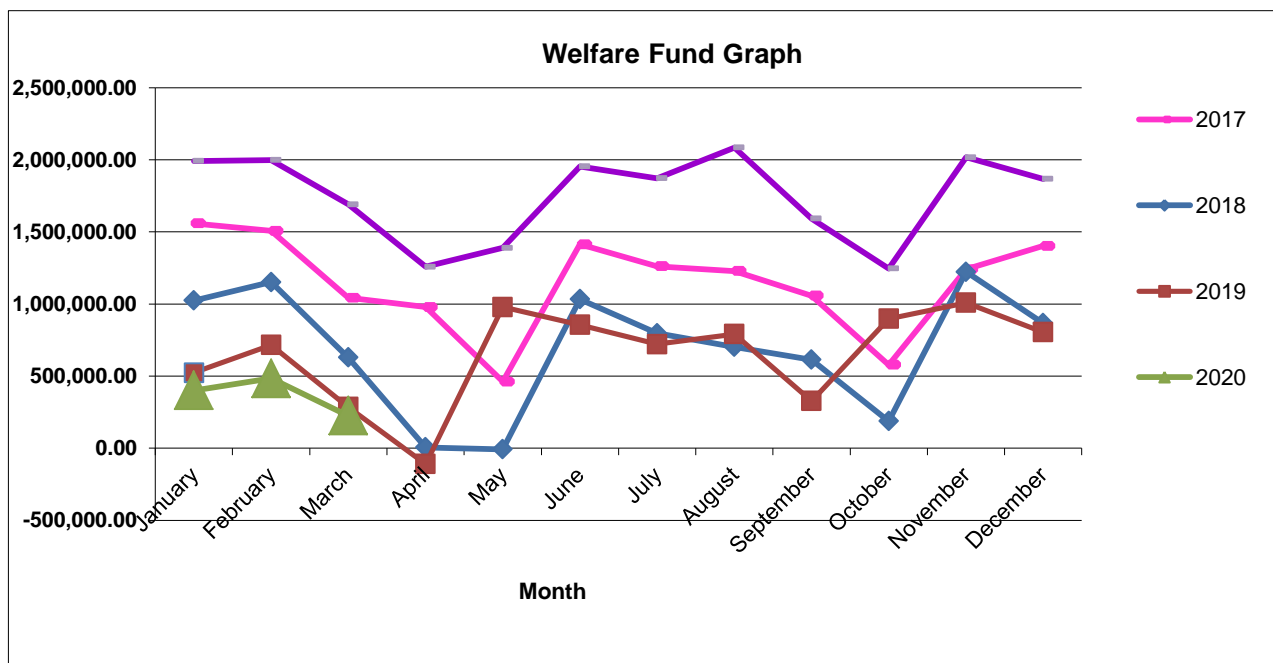
**WHEREAS**, Teen Focus Recovery is licensed to provide chemical dependency treatment services and is willing to provide said services, and

**WHEREAS**, this contract has been presented to the Kanabec County Family Services Board.

**THEREFORE BE IT RESOLVED** to approve the agreement for chemical dependency treatment services with Teen Focus Recovery for the time period May 1, 2020 through December 31, 2020 at the rates approved by DHS and stated in the Agreement. .



	2016	2017	2018	2019	2020
January	1,992,235.26	1,559,203.05	1,024,705.97	523,556.70	401,131.39
February	1,999,233.38	1,507,019.98	1,151,821.98	715,738.74	483,781.08
March	1,691,401.17	1,044,116.93	629,190.77	285,341.21	225,078.17
April	1,258,562.89	979,174.37	5,607.36	-109,902.43	
May	1,389,995.78	461,452.14	-7,853.46	979,247.26	
June	1,954,116.59	1,413,892.29	1,032,778.15	855,820.47	
July	1,872,392.93	1,262,151.35	796,820.09	721,467.48	
August	2,084,847.14	1,228,621.03	703,093.77	791,435.79	
September	1,592,681.58	1,058,187.52	613,301.63	326,963.03	
October	1,245,922.17	577,905.27	187,807.92	897,606.65	
November	2,017,277.21	1,241,274.27	1,222,983.64	1,008,939.34	
December	1,867,489.75	1,402,699.93	867,114.62	804,618.63	
Totals	20,966,155.85	13,735,698.13	8,227,372.44	7,800,832.87	1,109,990.64
Averages	1,747,179.65	1,144,641.51	685,614.37	650,069.41	369,996.88
6 month Avg.	1,780,101.80	1,128,473.23	731,853.61	758,505.15	636,859.21
Rolling 12 month Avg	1,747,179.65	1,144,641.51	685,614.37	650,069.41	615,515.57



Kanabec County Family Services - Board Financial Report							Through March 2020	
	Total year to date/			8.33%	16.67%	25.00%		
Department	Budget	% of budget	Total	January	February	March		
Income Main. Service								
Exp	678,361.00	27.67%	187,684.41	89,896.92	49,122.48	48,665.01		
Rev	385,517.00	18.82%	72,539.84	9,718.42	53,347.24	9,474.18		
Tax	286,164.00	1.42%	4,066.08	4,066.08				
State Shared Rev			0.00					
Recoveries								
Exp	19,100.00	33.68%	6,432.85	5,464.15	968.70	0.00		
Rev	19,100.00	47.04%	8,984.48	1,865.65	2,550.79	4,568.04		
Tax	24,470.00	1.42%	347.69	347.69				
State Shared Rev			0.00					
Burials								
Exp	25,000.00	7.00%	1,749.82	1,749.82	0.00	0.00		
Rev			0.00					
Tax			0.00					
Child Support								
Exp	365,059.00	27.72%	101,186.39	49,635.68	26,931.66	24,619.05		
Rev	412,000.00	20.61%	84,918.81	32,039.05	35,019.41	17,860.35		
Tax								
MA Services								
Exp	481,900.00	17.27%	83,207.42	36,097.18	23,224.65	23,885.59		
Rev	418,000.00	23.53%	98,361.81	19,714.22	26,547.78	52,099.81		
Tax	62,534.00	1.42%	888.55	888.55				
State Shared Rev			0.00					
Child Care								
Exp	245,206.00	2.57%	6,289.86	99.00	6,091.86	99.00		
Rev	244,025.00	42.89%	104,651.00		103,623.00	1,028.00		
Tax	1,133.00	1.42%	16.10	16.10				
State Shared Rev			0.00					
Fraud								
Exp	72,850.00	26.38%	19,218.28	7,755.07	5,485.23	5,977.98		
Rev			0.00					

Tax	71,144.00	1.42%	1,010.89	1,010.89				
State Shared Rev			0.00					
Adult Services								
Exp	2,500.00	14.43%	360.75	127.65	183.15	49.95		
Rev	3,280.00	0.73%	23.84	0.00	23.84	0.00		
Tax								
Dev. Disability								
Exp	91,389.00	21.13%	19,309.79	5,924.95	6,981.37	6,403.47		
Rev	68,790.00	22.63%	15,564.00	0.00	15,564.00	0.00		
Tax	21,978.00	1.42%	312.28	312.28				
State Shared Rev			0.00					
Mental Health								
Exp	1,205,626.00	25.18%	303,577.33	110,948.23	88,805.55	103,823.55		
Rev	665,494.00	17.76%	118,185.78	50,439.44	50,052.56	17,693.78		
Tax	527,693.00	1.42%	7,497.94	7,497.94				
State Shared Rev			0.00					
Health Innovation Grant								
Exp	78,272.00	25.44%	19,914.25	8,261.46	5,826.28	5,826.51		
Rev	78,272.00	25.44%	19,912.20	5,825.19	8,261.46	5,825.55		
Tax								
Chemical Dependency								
Exp	52,000.00	50.11%	26,059.00	25,500.40	558.60	0.00		
Rev	58,000.00	21.63%	12,547.06	2,257.33	9,341.95	947.78		
Tax								
Child Services								
Exp	573,675.00	17.59%	100,884.72	21,241.76	34,256.76	45,386.20		
Rev	268,212.00	20.46%	54,884.60	8,398.69	35,367.73	11,118.18		
Tax	298,399.00	1.42%	4,239.92	4,239.92				
State Shared Rev			0.00					
Social Services								
Exp	1,236,792.00	26.07%	322,463.63	128,849.78	95,332.51	98,281.34		
Rev	1,035,569.00	20.29%	210,149.57	34,832.74	120,203.42	55,113.41		
Tax	196,214.00	1.42%	2,787.98	2,787.98				
State Shared Rev			0.00					
Income Main. Admin								
Exp	83,880.00	25.86%	21,691.56	9,343.86	6,229.40	6,118.30		

Rev	52,372.00	19.71%	10,322.57	1,185.90	8,020.85	1,115.82		
Tax	30,814.00	1.42%	437.84	437.84				
State Shared Rev			0.00					
Social Services Admin.								
Exp	299,604.00	25.14%	75,330.39	31,020.27	22,961.43	21,348.69		
Rev	65,000.00	19.57%	12,721.00	0.00	12,721.00	0.00		
Tax	229,294.00	1.42%	3,258.01	3,258.01				
State Shared Rev			0.00					
FS Admin								
Exp	676,653.00	24.70%	167,133.97	73,657.18	44,903.62	48,573.17		
Rev	148,488.00	18.18%	26,993.59	3,615.68	19,867.91	3,510.00		
Tax	515,911.00	1.42%	7,330.53	7,330.53				
State Shared Rev			0.00					
Agency Totals								
Exp	6,187,867.00	23.63%	1,462,494.42	605,573.36	417,863.25	439,057.81		
Rev	3,922,119.00	21.69%	850,760.15	169,892.31	500,512.94	180,354.90		
Tax	2,265,748.00	1.42%	32,193.81	32,193.81	0.00	0.00		
State Shared Rev			0.00					
Total Revenue	6,187,867.00	14.27%	882,953.96	202,086.12	500,512.94	180,354.90		

# Board Approval Report

SSIS pymt. batch #: 109568338

Paid Cnty Vendor				Total Payments	Total Amount
Bliss/Jenny, 000010784				1	8,627.50
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Adult Outpatient Psychotherapy	452	1	8,627.50		
Blom/Susan, 000010800				2	1,875.28
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Adult Outpatient Psychotherapy	452	2	1,875.28		
CENTRAL MINNESOTA JOBS & TRAINING, 000015800				2	13,346.86
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Statewide MFIP Employment Services	237	2	13,346.86		
Central Mn Mental Health Center, 000011298				2	2,940.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Detoxification	371	2	2,940.00		
Community Living Options, 000011478				3	580.72
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Semi-Independent Living Services (SILS)	534	3	580.72		
Family Pathways, 000012298				7	755.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Family-Based Counseling Services	162	7	755.00		
Ignaszewski/Karissa, 000012959				1	10,890.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Adult Outpatient Psychotherapy	452	1	10,890.00		
Keilen/Jeanne, 000013431				1	90.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Child Respite Care	489	1	90.00		
Langston/Rayna, 000012334				1	32.80
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Adolescent Life Skills Training	146	1	32.80		
Little Sand Group Homes, 000013715				1	7,746.90
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Children's Group Residential Care	183	1	7,746.90		
Lutheran Social Services of Minnesota, 000013783				1	77.70
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Guardianship/Conservatorship	695	1	77.70		
MN DHS-SOS, 000011816				7	11,122.83
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
State-Operated Inpatient	472	7	11,122.83		
North Homes Inc., 000015171				3	5,810.70
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Child Family Foster Care	181	1	682.38		
Children's Residential Treatment	483	2	5,128.32		
Ogilvie Square Townhomes, 000015245				1	625.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Parent Support Outreach Services	167	1	625.00		
Options Residential, 000015334				1	1,136.15
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Child Family Foster Care	181	1	1,136.15		

# Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
PHASE, Inc., 000015579				2	747.68
Svc Description	Svc Code	Payments	Amount		
Day Training and Habilitation	566	1	491.68		
Transportation	516	1	256.00		
Richardson MD/Paul T, 000016136				1	5,000.00
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	1	5,000.00		
RSI, 000016246				2	392.27
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	2	392.27		
Slug Bug Lice Removal LLC, 000016613				1	140.00
Svc Description	Svc Code	Payments	Amount		
Parent Support Outreach Services	167	1	140.00		
Springer/Melissa Ann, 000016602				1	60.00
Svc Description	Svc Code	Payments	Amount		
Child Respite Care	489	1	60.00		
St. Cloud Metro Transit, 000016614				2	94.00
Svc Description	Svc Code	Payments	Amount		
Transportation	516	2	94.00		
Steps of Success, 000016736				1	4,928.07
Svc Description	Svc Code	Payments	Amount		
Children's Group Residential Care	183	1	4,928.07		
Volunteers Of America, 000017460				5	2,700.41
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	5	2,700.41		
Walinski/Linda R.N. M.A. L.P., 000017529				2	858.62
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	858.62		
<b>Report Totals:</b>				<b>51</b>	<b>80,578.49</b>

I hereby certify that the above amounts have been approved and allowed by the county Welfare Board for payment to the claimant as in each instance stated that said county Welfare Board authorizes and instructs the county Auditor and county Treasurer of said county to pay the same.

Signature

Title

Date

Vendor Name	Amount
Health Insurance Reimbursement	\$ 144.60
Jen Anderson	\$ 311.14
Health Insurance Reimbursement	\$ 699.78
Health Insurance Reimbursement	\$ 360.93
Health Insurance Reimbursement	\$ 578.28
Health Insurance Reimbursement	\$ 144.60
Rhonda Bergstadt	\$ 329.48
BillCare	\$ 295.00
Medical Mileage	\$ 69.96
Chelsey Bottelson	\$ 340.75
Medical Mileage	\$ 15.62
Health Insurance Reimbursement	\$ 298.58
Medical Mileage	\$ 79.64
Card Services	\$ 50.58
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 71.14
CW Technology (ZIX)	\$ 968.00
Cassandra Dahlberg	\$ 269.30
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 574.70
Krista Eye	\$ 48.30
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 5.72
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 224.00
Health Insurance Reimbursement	\$ 156.80
Health Insurance Reimbursement	\$ 144.60
Katie Heacock	\$ 117.86
Health Insurance Reimbursement	\$ 172.76
Health Insurance Reimbursement	\$ 144.60
Leah Hjort	\$ 663.49
Innovative Office Solutions	\$ 628.37
Itsavvy LLC	\$ 248.24
Medical Mileage	\$ 17.58
Health Insurance Reimbursement	\$ 144.60
Kanabec County Attorney	\$ 5,650.20
Kanabec County Aud Treasurer	\$ 10,857.97
Kanabec County Comm Health	\$ 55,410.08
Health Insurance Reimbursement	\$ 473.52
Health Insurance Reimbursement	\$ 394.30
Aliina Knickerbocker	\$ 16.45
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 335.17
Patricia Kruse	\$ 10.93
Medical Mileage	\$ 22.34
Kari Lindstrom	\$ 120.94
Alissa McDermeit	\$ 366.85
Metro Legal Services	\$ 20.00



Metro Sales	\$	383.49
Health Insurance Reimbursement	\$	144.60
Medical Mileage	\$	64.24
Minn Dept of Health (CS Paperwork)	\$	120.00
Kelly Mitchell	\$	98.33
Health Insurance Reimbursement	\$	180.96
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	337.10
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	344.24
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Premier Biotech Labs	\$	102.90
Medical Mileage	\$	988.46
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	348.50
Health Insurance Reimbursement	\$	530.76
Health Insurance Reimbursement	\$	411.52
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	872.32
Kurt Seidel	\$	219.75
Health Insurance Reimbursement	\$	120.56
Health Insurance Reimbursement	\$	144.60
Medical Mileage	\$	164.43
Health Insurance Reimbursement	\$	93.60
Medical Mileage	\$	324.28
Medical Mileage	\$	81.40
Medical Mileage	\$	4,680.00
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	306.28
Timber Trails	\$	15,788.07
Health Insurance Reimbursement	\$	144.60
Medical Mileage	\$	59.30
Pam Vojvodich	\$	68.13
Medical Mileage	\$	80.68
Health Insurance Reimbursement	\$	462.22
Health Insurance Reimbursement	\$	292.42
Health Insurance Reimbursement	\$	292.42
Sharon Wright	\$	50.03
DHS	\$	1,669.91
Health Insurance Reimbursement	\$	222.00
Health Insurance Reimbursement	\$	389.12
Health Insurance Reimbursement	\$	844.24
Danielle Linkert	\$	230.45

**TOTAL IFS DOLLARS**

**\$ 116,256.46**

**TOTAL SSIS DOLLARS**

98 Total IFS Vendors  
**\$ 80,578.49**

**GRAND TOTAL**

25 Total SSIS Vendors

**\$ 196,834.95**

0 Total Vendors

# 9:30am Appointment

April 21, 2020

---

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> COVID-19 Update	<b>b. Origination:</b> Public Health
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kathy Burski

**e. Board action requested:**

Information only-

Update the Board on the Status of COVID-19 in Kanabec County and local public health responses and needs.

---

**f. Background:**

Supporting Documents: None ☒ Attached:

<b>Date received in County Coordinators Office:</b>
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**Coordinators Comments:**

# 9:40am Appointment

April 21, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Extension of the Declaration of the Local State of Emergency	<b>b. Origination:</b> Emergency Management
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenter(s):</b> Jeff Anderson

**e. Board action requested:**

Consider and approve the following resolution:

### Resolution # \_\_\_\_\_ -4/21/2020

WHEREAS the Kanabec County Board of Commissioners issued a Declaration of Local Emergency on March 25, 2020; and

WHEREAS said Declaration of Local Emergency is set to expire on April 25, 2020; and

WHEREAS, the CDC has identified the continued public health threat posed by COVID-19, and has advised that person-to-person spread of COVID-19 will continue to occur; and

WHEREAS, the COVID-19 pandemic has impacted local residents, businesses and governmental entities of Kanabec County; and

WHEREAS Kanabec County Emergency Management recommends extending the Declaration of Local Emergency to follow the Governor's Emergency Executive Order 20-35;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby extends the Declaration of Local Emergency until May 13, 2020, unless further extended by an executive order on or before May 13, 2020.

---

**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 9:45am Appointment

April 21, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Transit Department and COVID-19 MnDOT & Federal Funding	<b>b. Origination:</b> Transit Department
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Helen Pieper

**e. Board action requested:**

Consider the request of the Transit Director for Transit staffing to remain 100% staffed despite fluctuating workloads due to Federal and State DOT funding availability.

**f. Background:**

**\*\*Federal and State DOT agencies have extensively publicized that they are holding transit harmless in this crisis.**

**DISPATCH:** Two out of three dispatch positions are not fully allocated to MN/DOT funding. We only need one dispatcher scheduled full time at this time, and that dispatcher must work at the transit facility (not able to set up to telecommute). One dispatcher may be out on leave. We are recommending continuing the other on her existing part-time intermittent status.

**DRIVERS:** One part-time driver has requested a voluntarily furlough. Our drivers are in very frontline positions. They pick up the general public and transport them in a confined space. Physical and social distancing on a bus is not possible. We need to remain fully staffed with drivers to be able to withstand one or two of our drivers becoming ill. We have worked with the highway department and have been able to find meaningful work for all 4 remaining drivers. I do not recommend any changes in these positions.

**ACCOUNT CLERK:** This position is needed to process and enter payments, process vouchers, process volunteer driver paperwork and drive bus as needed. I do not recommend any changes in this position.

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 10:00am Appointment

April 21, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> BCA Joint Powers Agreement	<b>b. Origination:</b> Sheriff's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Sheriff Smith

**e. Board action requested:**

Pass the attached resolution to enter into a JPA agreement with the MN BCA to allow them to help us pay for implementing the new FBI mandated crime reporting system prior to the January 1, 2021 deadline.

---

**f. Background:**

From Sheriff Smith:

The FBI has mandated all law enforcement agencies that collect crime data report that to a new reporting system called the National Incident-Based Reporting System. NIBRS replaces the old and antiquated system called CJRS. We are mandated to report our crime statistics to NIBRS by January 1, 2021.

To accomplish this, our records management system software vendor has to develop an interface adapter so that our system can send the required data to the BC and the FBI.

The ProPhoenix cost for developing this adapter is \$9,800. The requested JPA with the BCA will grant us \$8,000 of the needed \$9,800.

I have attached a sample resolution and the JPA from the BCA.

**Supporting Documents:** None

**Attached:** ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

RESOLUTION NO. \_\_\_\_ - 4/21/20

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE  
COUNTY OF KANABEC ON BEHALF OF ITS SHERIFFS DEPARTMENT**

WHEREAS, the County of Kanabec on behalf of its Sheriff's Department desires to enter into a Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to receive funding to use to implement an adapter to make its records management system compatible with Minnesota National Incident-Based Reporting System requirements for which the Kanabec County Sheriff's Department is eligible.

NOW, THEREFORE, BE IT RESOLVED by the County of Kanabec, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreement by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Kanabec on behalf of its Sheriff's Department, is hereby approved. A copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.

2. That the County Sheriff -, Brian Smith or his or her successor, is designated the Authorized Representative for the Kanabec County Sheriff's Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the agreement with the State.

To assist the Authorized Representative with the administration of the agreement, Chief Deputy Kevin Braiedy is appointed as the Authorized Representative's designee.

3. That Kathi Ellis -, the Chairperson of the Board of Commissioners for the County of Kanabec, and Brian Smith , the County Sheriff, are authorized to sign the State of Minnesota Joint Powers Agreement.

Passed and Adopted by the Kanabec County Board of Commissioners on this 21<sup>st</sup> day of April -, 2020.

County OF Kanabec

\_\_\_\_\_  
By: Kathi Ellis  
Its Chairperson of the Board of Commissioners

ATTEST:\_\_\_\_\_  
By: Brian Smith  
Its County Sheriff





# Joint Powers Agreement

## National Incident-Based Reporting System (NIBRS)

## State of Minnesota

This Agreement is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension [BCA] ("State"), and the County of Kanabec acting on behalf of its Sheriff's Department ("Governmental Unit").

### Recitals

1. Under Minnesota Statutes § 471.59, subdivision 10, the State is empowered to engage such assistance as deemed necessary. The BCA is the state agency that collects incident data and through which Minnesota crime statistics are reported to the Federal Bureau of Investigation (FBI). The FBI has established January 1, 2021, as the deadline by which all states must submit crime statistics in the National Incident-Based Reporting System (NIBRS) format. The State is in need of assistance from the Governmental Unit to implement and certify the integration of incident reporting and the submission of crime statistics in the NIBRS format as well as crime statistics unique to Minnesota (MN-NIBRS).
2. Law enforcement agencies in the State of Minnesota are required to report crime statistics to the State. Subsequently the State reports those statistics to the FBI pursuant to Minnesota Statutes § 299C.05. Current crime statistics reporting has less detail than is required to be MN-NIBRS compliant. The State has funding available to assist the Governmental Unit to implement and certify crime statistics reporting to meet MN-NIBRS requirements as well as submit incident data for use during investigations pursuant to Minnesota Statutes § 299C.40.

### Agreement

#### 1 Term of Agreement

- 1.1 **Effective Date.** The Agreement is effective on the date the State obtains all required signatures under Minnesota Statutes § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** The Agreement ends April 30, 2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Deadlines for Compliance.** All terms of this Agreement between parties must be satisfactorily fulfilled by December 31, 2020, with the exception of Governmental Unit Duty 12, which has a deadline of April 30, 2021.

#### 2 Agreement Between the Parties

The Governmental Unit Duties:

1. Continue to submit its crime statistics until its submissions have been certified by State as MN-NIBRS compliant.
2. Coordinate and communicate with any other government agencies using Governmental Unit's records management system ("RMS") to do crime reporting to ensure that all understand the benefits of transitioning to NIBRS.
3. Draft and execute an agreement with its RMS vendor to implement an electronic submission format that will report its incident data in a format that meets BCA and MN-NIBRS reporting requirements. The Governmental Unit's agreement with its RMS vendor must provide that the vendor:
  - (a) guarantees the Governmental Unit is compliant with State's requirements as listed below in Items 10 and 11 below;
  - (b) is notified by the Governmental Unit of changes to the requirements listed below in Items 9 and 10;
  - (c) is provided by the Governmental Unit with documentation of the Crime Reporting System ("CRS");
  - (d) is required to assist in the resolution of any errors during the testing period and the corrective fixes be available to existing and future MN-NIBRS installations at no additional cost;
  - (e) provides the Governmental Unit with any documentation necessary for the successful operation of the input submissions.
4. Submit the agreement draft with its RMS vendor to the State for approval prior to execution.
5. Create a project plan with its RMS vendor identifying how the vendor will ensure that all the work required for the Governmental Unit to submit incident data and MN-NIBRS complaint crime statistics are within the scope of this Agreement.
6. Submit the project plan with its RMS vendor to the State for approval.
7. Refrain from authorizing work on the implementation of the MN-NIBRS compliant submissions until the State

- approves the RMS vendor agreement draft, the agreement is executed, and the State approves the RMS vendor project plan.
8. Require the Governmental Unit's staff and the staff of the RMS vendor attend periodic status meetings and demonstrations organized by the State.
  9. Assure the RMS vendor installs a version of software that is compliant with the State requirements.
  10. Ensure that the implementation meets the requirements of the Minnesota Department of Public Safety's Security Architecture, State of Minnesota Non-Visual Access Standards ([https://mn.gov/mnit/assets/Std\\_State\\_Accessibility\\_tcm38-61585.pdf](https://mn.gov/mnit/assets/Std_State_Accessibility_tcm38-61585.pdf)), and the CRS Vendor Adapter Specifications, and the CRS Data Mapping Requirements, which are posted on the CJIS Launch Pad (<https://bcanextest.x.state.mn.us/launchpad/>). These documents and any revisions posted to the website are incorporated into this Agreement by reference. The Governmental Unit is responsible for checking the website periodically for updates to these documents and providing any changes to its RMS vendor.
  11. Test its electronic submissions in the State's test environment according to the "CRS Agency Vendor Test Plan" posted on the CJIS Launch Pad at <https://bcanextest.x.state.mn.us/launchpad/> located under MNJIS Training/ NIBRS. This document and any revisions posted to the website are incorporated into this Agreement by reference. The Governmental Unit is responsible for checking the website periodically for updates to these documents and providing any changes to its RMS vendor.
  12. Achieve certification for its electronic submissions by sending three (3) consecutive months of MN-NIBRS compliant statistics with an error rate below 4% each month, a requirement of all government agencies reporting crime utilizing the RMS.
  13. Transition reporting MN-NIBRS compliant crime statistics in coordination with the State at a date and time specified by the State.

The State's Duties:

1. Accept Governmental Unit's crime statistics in the existing format in use on the effective date of this Agreement.
2. Provide the Governmental Unit with documents listed in Items 10 and 11 above and maintain their accuracy including any changes made by the State or FBI.
3. Review Governmental Unit's agreement draft with its RMS vendor for the required content and either approve or disapprove the agreement. If the draft is disapproved, the State will notify Governmental Unit of the required changes to receive approval. State will review and act within ten (10) business days of receiving the agreement draft from the Governmental Unit.
4. Review Governmental Unit's project plan with its RMS vendor and either approve or disapprove the plan. If the plan is disapproved, the State will notify the Governmental Unit of the required changes to receive approval. State will review and act within ten (10) business days of receiving the plan from the Governmental Unit.
5. Schedule periodic status meetings and demonstrations as needed to ensure the project is completed.
6. Provide electronic schema and sample submission files that Governmental Unit can share with its RMS vendor.
7. Provide access to its test environment so that Governmental Unit can test its submissions.
8. Verify and validate Governmental Unit's submissions during the test period.
9. Provide training to Governmental Unit on the submission requirements and best practices for MN-NIBRS compliance.
10. Verify and validate Governmental Unit's submissions during the certification period including those made by government agencies using the RMS.
11. Issue written certification of MN-NIBRS compliance to Governmental Unit when the standards for submission have been met.
12. Provide access to its production environment and authorize Governmental Unit to switch to MN-NIBRS reporting following the written certification.

### 3 Payment

The State will make payments to the Governmental Unit in accordance with the following deliverables list.

Deliverable	Payment
Receipt of an executed Agreement between Governmental Unit and its RMS vendor	\$1,000
Approval of project plan	\$1,000
Receipt of mapping document of RMS data elements to CRS data elements	\$1,000
Submission of first successful test	\$1,000
Completion of training provided by vendor	\$1,000
Submission of RMS documentation to support successful operation (training and/or	\$1,000



administrative documentation)	
Successful completion of the CRS agency vendor NIBRS test plan by Governmental Unit staff	\$1,000
Certification of submissions of all appropriate investigative and crime data by the Governmental Unit	\$1,000

The total obligation of the State under this Agreement will not exceed **Eight Thousand and 00/100 Dollars (\$8,000.00)**.

#### 4 Authorized Representatives

The State's Authorized Representative is the person below or her successor:

Name: Dana Gotz, Deputy Superintendent  
Address: Department of Public Safety; Bureau of Criminal Apprehension  
1430 Maryland Avenue East  
Saint Paul, MN 55106  
Telephone: 651.793.1007  
Email Address: [dana.gotz@state.mn.us](mailto:dana.gotz@state.mn.us)

The Governmental Unit's Authorized Representative is the person below or his/her successor:

Name: Brian R Smith, Sheriff  
Address: 18 N Vine St, Suite 143  
Mora, MN 55051  
Telephone: 320.679.8420  
Email Address: [brian.smith@co.kanabec.mn.us](mailto:brian.smith@co.kanabec.mn.us)

#### 5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 5.3 Waiver.** If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

#### 6 Liability

The State and Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The State's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes §§ 466.01-466.15, and other applicable law.

#### 7 State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

#### 8 Government Data Practices

The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data

to the requesting party before the data is released.

**9 Venue**

Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**10 Termination**

**10.1 Termination.** The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

**10.2 Termination for Insufficient Funding.** The State may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit 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 agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

**11 E-Verify Certification (In accordance with Minnesota Statutes § 16C.075)**

For services valued in excess of \$50,000, Contractor certifies that as of the date of services performed on behalf of the State, Contractor and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. Contractor is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/VerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

**12 Continuing Obligations**

The following clauses survive the expiration or cancellation of this Agreement: 6, Liability; 7, State Audits; 8, Government Data Practices; and 9, Venue.

**THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK**

1. STATE ENCUMBRANCE VERIFICATION  
*Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.*

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

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

SWIFT PO Number: 3-66656

2. GOVERNMENTAL UNIT

By: BS: R. SA

Title: Sheriff

Date: 4-15-20

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

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

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

3. DEPARTMENT OF PUBLIC SAFETY;  
BUREAU OF CRIMINAL APPREHENSION

By: \_\_\_\_\_  
(with delegated authority)

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

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

4. COMMISSIONER OF ADMINISTRATION  
*As delegated to Office of State Procurement*

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

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



# 10:10am Appointment

April 21, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Property Tax Penalty Abatement Proposal	<b>b. Origination:</b> Auditor/Treasurer
<b>c. Estimated time:</b> 30 minutes	<b>d. Presenter(s):</b> Denise Snyder

**e. Board action requested:**

- a. Property Tax Penalty Abatement
- b. Waive ASAT Certification
- c. Name Change for Firepit Bar and Grill
- d. New liquor license application – Mauer Fish Lake Resort & Bar

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**f. Background:**

Supporting Documents: None

Attached: ☒

<b>Date received in County Coordinators Office:</b>	4/16/20
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**Coordinators Comments:**

**a. Property Tax Penalty Abatement Proposal**

**RESOLUTION NO. XX-4/21/2020**

**RESOLUTION OF THE KANABEC COUNTY BOARD OF COMMISSIONERS  
REQUESTING THAT THE KANABEC COUNTY AUDITOR-TREASURER ABATE  
THE PENALTY ON LATE PAYMENT OF  
PROPERTY TAXES FOR TAXES PAYABLE MAY 15, 2020**

**WHEREAS**, on March 13, 2020 Governor Tim Walz issued Emergency Executive Order 2020-01 declaring a Peacetime State of Emergency in response to the COVID-19 pandemic;

**WHEREAS**, on March 25, 2020 the Kanabec County Board of Commissioners adopted Resolution Number 2-3/25/20 declaring a local emergency in response to the conditions from COVID-19;

**WHEREAS**, the Kanabec County Board of Commissioners desires to provide temporary relief to its residents and businesses within the county that have been directly or indirectly impacted by the economic pressures caused by the COVID-19 pandemic;

**WHEREAS**, the Kanabec County Board of Commissioners recognizes that because of unemployment, lost or reduced wages and the loss of business income, the timely payment of property taxes due May 15, 2020 may be a major economic pressure for many county property owners and businesses;

**WHEREAS**, pursuant to Minn. Stat. §279.01, subd. 2, the County Board may, with the concurrence of the County Treasurer, abate the penalty for late payment of property taxes;

**WHEREAS**, the Kanabec County Board of Commissioners finds that imposing **the** full penalty for late payment of property taxes in 2020 would be unjust and unreasonable, and further finds that **partially** abating the penalties associated with the late payment of property taxes in 2020 furthers the economic interests of the County and its residents and business owners; and

**WHEREAS**, the Kanabec County Auditor-Treasurer has indicated that she concurs with the Board's findings and its desire to **partially** abate the penalty for late payment of taxes in 2020.

**NOW, THEREFORE, BE IT RESOLVED**, by the Kanabec County Board of Commissioners as follows:

1. Pursuant to Minn. Stat. § 279.01, subd. 2, the County Board hereby delegates to the Kanabec County Auditor-Treasurer the power to abate the penalty provided in Minn. Stat. §279.01 for the late payment of property taxes payable May 15, to the extent provided for in this Resolution.



2. The County Board further requests that the Kanabec County Auditor-Treasurer impose the following modified penalties for late payment of property taxes due and payable in 2020 for all applicable property classifications:
- For taxes paid between May 16, 2020 and June 30, 2020: a penalty of 1% of the unpaid tax otherwise due and owing.
  - For taxes paid between July 1, 2020 and July 31, 2020: a penalty of 2% of the unpaid tax otherwise due and owing.
  - For taxes paid on or after August 1, 2020: the penalty otherwise imposed by law. For reference purposes, the current penalty schedule is shown below.

Property Type:	2020										2021
	May 16	June 1	July 1	Aug 1	Sept 1	Oct 1	Oct 16	Nov 1	Nov 17	Dec 1	Jan 1
<b>Homesteads and Seasonal Rec.</b>											
1st half	2%	4%	5%	6%	7%	8%	8%	8%	-	8%	10%
2nd half	-	-	-	-	-	-	2%	4%	-	5%	7%
Both Unpaid	-	-	-	-	-	-	5%	6%	-	6.5%	8.5%
<b>Agricultural Homesteads</b>											
1st half	2%	4%	5%	6%	7%	8%	8%	8%	8%	8%	10%
2nd half	-	-	-	-	-	-	-	-	2%	4%	6%
Both Unpaid	-	-	-	-	-	-	-	-	5%	6%	8%
<b>Nonhomesteads</b>											
1st half	4%	8%	9%	10%	11%	12%	12%	12%	-	12%	14%
2nd half	-	-	-	-	-	-	4%	8%	-	9%	11%
Both Unpaid	-	-	-	-	-	-	8%	10%	-	10.5%	12.5%
<b>Agricultural Nonhomesteads</b>											
1st half	4%	8%	9%	10%	11%	12%	12%	12%	12%	12%	14%
2nd half	-	-	-	-	-	-	-	-	4%	8%	10%
Both Unpaid	-	-	-	-	-	-	-	-	8%	10%	12%
<b>Personal Property</b>	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%
<b>Manufactured Homes</b>											
1st half	-	-	-	-	8%	8%	8%	8%	8%	8%	8%
2nd half	-	-	-	-	-	-	-	-	8%	8%	8%

3. This Resolution does not limit the authority of the County Board or the Auditor-Treasurer to abate taxes or property values as otherwise provided by law.

**b. Waive ASAT Certification**

**Resolution XX – 4/21/2020**

**WHEREAS** the Kanabec County Board of Commissioners adopted Ordinance #27 Liquor Ordinance on 6/24/2015 defining the licensing of liquor establishments within Kanabec County;

**WHEREAS** Section 2.03 of this ordinance requires that a licensee and all its employees or agents who serve alcoholic beverages complete a responsible beverage server training annually before liquor license renewals are approved;

**WHEREAS** on March 25, 2020 the Kanabec County Board of Commissioners adopted Resolution #2-3/25/20 declaring a local emergency in response to the conditions from COVID-19;

**WHEREAS**, Kanabec County Community Health, the County Attorney, and County Auditor-Treasurer have determined that there is no timely, nor safe to way to conduct such training for the licensees due to the COVID-19 restrictions;

**BE IT RESOLVED** to waive the requirement of responsible beverage server training in Section 2.03 of Kanabec County Liquor Ordinance #27 for the license renewals in the liquor licensing year July 1, 2020 to June 30, 2021.

**c. Name change for Firepit Bar and Grill**

**Resolution XX – 4/21/2020**

**WHEREAS** the Kanabec County Auditor/Treasurer has received an application for an On-Sale and Sunday Liquor license from Fire Pit Bar and Grill LLC Inc dba Fire Pit Bar and Grill located at 1434 Ann River Road, Ogilvie MN;

**WHEREAS** the application is complete, included all necessary documentation, appear in accordance with County Policies and licensing requirements and the applicant is in good standing with the County;

**WHEREAS** the establishment located at this address has operated as Licensee Pink Diamond LLC dba Pink Diamond with these licenses since 2011;

**BE IT RESOLVED** to approve the On-Sale and Sunday Liquor License for Fire Pit Bar and Grill located at 1434 Ann River Road, Ogilvie , and will become effective May 5, 2020.

**d. New liquor license application – Mauer Fish Lake Resort & Bar**

**Resolution XX – 4/21/2020**

**WHEREAS** the Kanabec County Auditor/Treasurer has received applications for On-Sale, Off-Sale and Sunday Liquor licenses from Mauer Fish Lake Restaurant and Bar Inc dba Mauer Fish Lake Restaurant and Bar located at 674 Fish Lake Drive, Mora;

**WHEREAS** the applications are complete, included all necessary documentation, appear in accordance with County Policies and licensing requirements and the applicant is in good standing with the County;

**WHEREAS** the establishment located at this address presently operates with these licenses;

**BE IT RESOLVED** to approve the On-Sale, Off-Sale and Sunday Liquor Licenses for Mauer Fish Lake Restaurant and Bar located at 674 Fish Lake Drive, Mora, and will become effective April 27, 2020.

# 10:40am Appointment

April 21, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Emergency Loan Program for Small Businesses	<b>b. Origination:</b> EDA
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter:</b> Heidi Steinmetz

### e. Board action requested:

EDA staff is requesting that the Kanabec County Board of Commissioners:

- 1) Allow the EDA to establish an Emergency Loan Program for small businesses (located outside of the city limits of Mora and located within the twelve townships that support the EDA) at the May 13, 2020 EDA meeting. This authorization would allow the EDA to approve a policy and application for the program.
- 2) Contribute \$10,000 towards the EDA's Emergency Loan Program for small businesses located outside of the city limits of Mora and within the twelve townships that support the EDA.

### f. Background:

Attached is a **draft** policy and application of the EDA's Emergency Loan Program for small businesses located outside of the city limits of Mora and located within the twelve townships that support the EDA.

Supporting Documents: Yes    Attached: ☒

Date Received in County Coordinator's Office:

Coordinators Comments:



## **Policy: Emergency Loan for Small Businesses**

The Kanabec County Economic Development Authority (EDA) exists to be a catalyst for economic growth in Kanabec County. The EDA provides both technical assistance and financial assistance to businesses located in Kanabec County. As a result of the COVID-19 pandemic and in anticipation of future pandemics and natural disasters, it is in the best interest of small businesses and Kanabec County's overall economy to create an Emergency Loan fund for small businesses located outside of the city limits of Mora and located within the twelve townships that support the EDA.

### **1. Goals and Objectives**

- Provide emergency financing for small businesses that are experiencing financial hardships due to COVID-19 and other natural disasters.
- Transfer \$20,000 of the EDA's fund balance to establish this new fund. Propose that the Kanabec County Board of Commissioners consider providing a one-time match of \$10,000 to help establish this new fund.
- Ensure that all of these short-term loans will be beneficial to Kanabec County and are paid back in a timely manner.
- Facilitate business survival, especially for small businesses, during COVID-19 and future disasters.
- Enhance, to the greatest extent possible, the retention of jobs throughout Kanabec County.

### **2. Eligible Applicants**

- All eligible applicants must have a physical, commercial location, whether owned or leased, that is located outside of the city limits of Mora and located within the twelve townships that support the EDA.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been in business since December 1, 2019.
- All eligible applicants must be current with Kanabec County property taxes.

### **3. Eligible Loan Activities**

- Operating capital to sustain the business until longer-term assistance programs are available
- Inventory or equipment needed to resume or re-structure operations of the business
- Other activities having sufficient merit as determined by EDA policy and EDA approval on a case-by-case basis

### **4. Other Considerations**

- Compliance with all government regulations, including Minnesota Department of Health requirements.
- Emergency Loan funds will be available for as long as they are available and/or until the EDA determines prudent.
- Applications will be considered and acted on by a newly established volunteer EDA Loan Committee.

- The EDA reserves the right to limit the amount of funds available for this program at any time.

## 5. Conflict of Interest

- Any EDA member that may indirectly or directly gain financially from loan transactions shall immediately inform the EDA of any potential conflict of interest, and shall abstain from any related votes.
- If a potential conflict of interest exists, all necessary steps will be taken to ensure that the loan application is processed in full accordance with EDA policies, and local and State regulations.

## 6. Loan Conditions

- Maximum loan amount is \$2,000. Applicants may request funding one time under this program.
- Interest rate will be 0% percent.
- Recipients will be charged a 1% loan origination fee, which will be due from the borrower at the time of closing.
- Loans will be for a maximum length of 24 months. Borrowers may prepay without penalty.
- Loan repayments may be deferred for up to six months.
- Repayment terms for loans will be determined on an individual basis, so long as the total principal balance is repaid within 24 months of the date of the first draw of loan funds by the borrower.
- Upon default of the loan, or the permanent closure or sale of the business, the loan immediately becomes due and payable in full.
- Loans are not transferable unless the transfer is approved by the EDA Board.
- Loan payment method will be automatic withdrawal ("ACH").

## 7. Application Requirements

- In order to be considered, this "Emergency Loan" application must be completed in its entirety accompanied by the following documents, by the applicant and submitted, if possible, by email to the EDA Director at [heidi.steinmetz@co.kanabec.mn.us](mailto:heidi.steinmetz@co.kanabec.mn.us). Applications will also be accepted via U.S. Mail at 18 North Vine Street, Mora, MN 55051.
  - Most recent federal tax return filed by the business
  - Income statements and balance sheets for the past year or current within 90 days, if the business has been in business less than one year
  - Personal credit report for each principal owner

### • Collateral

Personal and/or corporate guarantees will be required from all owners or partners with 20% or more ownership.



## Application: Emergency Loan for Small Businesses

Legal Business Name: \_\_\_\_\_

Type of Business (check one)	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC		
Length of Time in Business	Years      Months	Fed Tax ID#	MN State License
Mailing Address	City		Zip
Location Address	City		Zip
Business Phone	(      )	Business Fax	(      )
Email Address	Website Address		
Contact Name & Title			
Amount of Funding Requested	\$	Number of your employees who have been impacted by the pandemic or disaster	
How has the pandemic or disaster financially affected your business?			
For what purpose will these funds be used?			

### Principal #1

Name:	DOB:	SS#
Address:	City:	Zip:
Percentage of Ownership: _____%		

### Principal #2

Name:	DOB:	SS#
Address:	City:	Zip:
Percentage of Ownership: _____%		



**Primary Lender**

Name of Lender:	Phone:	Ref#
Address:	Fax:	
Contact Name & Title:		

**Eligible Applicants**

- All eligible applicants must have a physical, commercial location, whether owned or leased, that is located outside of the city limits of Mora and located within the twelve townships that support the EDA.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been in business since December 1, 2019.
- All eligible applicants must be current with Kanabec County property taxes.

**Application Requirements**

- In order to be considered, this "Emergency Loan" application must be completed in its entirety accompanied by the following documents, by the applicant and submitted, if possible, by email to the EDA Director at [heidi.steinmetz@co.kanabec.mn.us](mailto:heidi.steinmetz@co.kanabec.mn.us). Applications will also be accepted via U.S. Mail at 18 North Vine Street, Mora, MN 55051.
  - Most recent federal tax return filed by the business
  - Income statements and balance sheets for the past year or current within 90 days, if the business has been in business less than one year
  - Personal credit report for each principal owner

## EMERGENCY LOAN POLICY AUTHORIZATION FOR RELEASE OF INFORMATION

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. The Kanabec County Economic Development Authority (EDA) has the right to verify any information contained in this application, including credit reports on the individuals and the business, and may contact any individuals and institutions involved with the proposed project. The lenders named herein have the right to share information with the EDA, its Loan Committee and boards as is necessary to approve the application for its loan funds.

Signature/Title of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature/Title of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*The EDA retains final authority to determine if a business is eligible or not, and whether to approve a loan or not.*

For questions, call 320-209-5031 or 320-515-1674 or email [heidi.steinmetz@co.kanabec.mn.us](mailto:heidi.steinmetz@co.kanabec.mn.us).



**April 21, 2020**  
**11:00 a.m. Appointment Agenda of**  
**Chad T. Gramentz, PE**  
**Public Works Director**

- |                             |                          |
|-----------------------------|--------------------------|
| 1. Driver's License Service | Resolution #1 (04-21-20) |
| 2. Culvert Inventory        | Resolution #2 (04-21-20) |

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**Resolution #1 (4-21-20)**  
**Driver's License Service**

WHEREAS Kanabec County Public Works is a vendor for the State of Minnesota to provide driver's license services for residents, and

WHEREAS new licensing requirements and laws have challenged the capacity of the Public Works office to efficiently and cost effectively provide the service, and

WHEREAS a report summarizing the service challenges has been presented to the Board, and

WHEREAS the Public Works Director is requesting authorization to request that the State of Minnesota find and alternate vendor to provide driver's license services in Mora, MN.

THEREFORE BE IT RESOLVED to authorize the Public Works Department to send a request to the State of Minnesota to search for an alternate vendor to provide driver's license services in Mora, MN.

BE IT FURTHER RESOLVED that upon an alternate vendor securement, the Public Works Department is authorized to assist with the transition of services via a training and/or support agreement with the new vendor, and

BE IT FURTHER RESOLVED that Kanabec County continue to provide driver's license services if no suitable vendor is found.

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**Resolution #2 (4-21-20)**  
**Culvert Inventory Quotes**

WHEREAS the following quotes were received for aluminized culvert inventory:

Contech Engineered Solutions	\$
True North Steel	\$

WHEREAS \_\_\_\_\_ Solutions provided the low quote of \$\_\_\_\_\_, and

THEREFORE BE IT RESOLVED to accept the quote of \$\_\_\_\_\_ by \_\_\_\_\_ for aluminized culverts.

**\*Quotes will be provided at the Board Meeting**



## KANABEC COUNTY PUBLIC WORKS DEPARTMENT

*Chad T. Gramentz, PE, Public Works Director*  
903 Forest Avenue East, Mora, MN 55051  
320-679-6300

April 21, 2020

Mrs. Andrea Fasbender  
Driver Services Director  
MN Dept. of Public Safety  
445 Minnesota St., Suite 183  
St. Paul, MN 55101

**Re: Driver's License Station No. 633 – Discontinue Service**

Dear Mrs. Fasbender,

This letter is notification that Kanabec County wishes to discontinue providing driver's license services and is requesting you initiate the process to find an alternate vendor. Driver's license service at station 633 is provided by Kanabec County at the Public Works building located at 903 E. Forest Ave in Mora, MN.

Although the Kanabec County Board of Commissioners believes the community can be better served with this service provided elsewhere in the community, driver's license service will continue to be provided by Kanabec County until a replacement vendor is found. Additionally, Kanabec County is willing to assist with training and can be flexible with the transition of service if an acceptable arrangement can be reached with the new vendor.

Please contact me at [chad.gramentz@co.kanabec.mn.us](mailto:chad.gramentz@co.kanabec.mn.us) if you need additional information.

Sincerely,

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Chad T. Gramentz, PE  
County Engineer  
Public Works Director  
Kanabec County Public Works

# Memo



**To:** Kanabec County Commissioners

**CC:**

**From:** Chad Gramentz

**Date:** 4/16/2020

**Re:** Driver's License Services

Over the past few years driver's license processing has become more complex, time consuming, and costly to Kanabec County due to changes in application requirements and changes to law. This has presented staffing and profitability issues along with level of service that Kanabec County residents receive.

REAL ID, Enhanced ID, and changes to commercial driver's license laws have made the application process more complex. The application process takes longer and requires more document collection. This makes it difficult to keep employees that provide this service on a periodic basis up to date with all the technical requirements. These additional inputs have come without any increase in application fees. Below are the driver's license numbers for the past three years:

	<u>2017</u>	<u>2018</u>	<u>2019</u>
Driver's License Applications	4,113	3,920	4,650
Driver's License Earnings	\$32,904.00	\$31,360.00	\$37,200.00
Drivers License Hours	1,273.5	1,537.5	1,977.75
Wages (no fringe benefits)	\$25,432.72	\$29,019.85	\$39,061.91
Estimated Fringe Benefits	\$9,818.69	\$11,854.13	\$15,248.45
Total Earnings	\$(2,347.41)	\$(9,513.98)	\$(17,110.36)

Due to these factors a request will come before the Board to approve a request to the State of Minnesota to begin a search for an alternate vendor to provide driver's license services to our community. A vendor with the space, staff availability, and flexibility of business hours can more efficiently process applications and provide more convenience to our residents. To date, there is at least one private business in our community that has expressed interest in being a vendor.

*April 17, 2020*

If and alternate local vendor is selected, Kanabec County would need to provide a certain amount of training and/or support to ensure a smooth transition. There are limited training options provided by the State, therefore a successful transition would require some sort of mutually agreed upon training arrangement.

The job description for Secretary in public works assumes approximately 40% of the worker's time is processing driver's licenses. The past few years it has been essentially 99%. For the foreseeable future there are numerous administrative tasks to backfill the 40% void if driver's license service were discontinued at the County along with the worker's traditional tasks that have either been neglected or picked up by other employees. This position could be re-assessed at a future date.

# 11:20am Appointment

## Item a.

April 21, 2020

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> COVID-19 Response FFCRA– Optional Exclusions	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

### Resolution #\_\_ - 4/21/20

**WHEREAS**, the Families First Coronavirus Response Act (FFCRA) gives employers the option to exclude employees who are health care providers or emergency responders from paid leave benefits under the act; and

**WHEREAS** Kanabec County employs positions meeting the FFCRA's definitions of health care providers and emergency responders; and

**WHEREAS** Kanabec County believes these employees are imperative to public safety and public health in the fight against the spread of COVID-19, and therefore should receive the same FFCRA paid leave benefits as non-health care providers and non-first responders;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners chooses **not** to invoke the exclusion of FFCRA paid leave for County-employed health care workers and emergency responders, thus making them eligible for the FFCRA benefits.

**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

This resolution is supported by Sheriff Smith and Public Health Director Burski.

# 11:20am Appointment

## Item b.

**April 21, 2020**

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### REQUEST FOR BOARD ACTION

<b>Subject:</b> COVID-19 Response Personnel Considerations	<b>Origination:</b> Coordinator's Office
<b>Estimated time:</b> 45 minutes	<b>Presenter(s):</b> Kris McNally, Coordinator

**Board action requested:**

Consider proposed Resolution # \_\_\_\_ -4/21/20 Kanabec County Pay and Benefits During  
Extended COVID -19 Pandemic

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**Background:**

**Supporting Documents:** None:    **Attached:** ☒

<b>Date received in County Coordinators Office:</b> .....
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**Coordinators Comments:**

## **Resolution # \_\_\_\_\_ -4/21/20**

### **Kanabec County Pay Benefits During Extended COVID -19 Pandemic**

**WHEREAS**, on March 25, 2020 by Resolution # 5-3/25/20 the Kanabec County Board of Commissioners authorized allowing current, active employees to receive their regular pay and benefits (based on existing status) from March 14<sup>th</sup> through April 24<sup>th</sup> if they experienced a reduction in hours due to lack of work; or illness or quarantine/isolation orders related to the COVID-19 outbreak; and further, that employees would be required to use PTO/banked vacation/banked sick time for any vacation, personal time, sickness not related to COVID-19 and for work refusal from March 14<sup>th</sup> through April 24<sup>th</sup> ; and

**WHEREAS**, also on March 25, 2020, Governor Walz issued Executive Order 20-20 directing Minnesotans to Stay at Home except to engage in exempted activities and critical sector work; and

**WHEREAS**, on April 8, 2020, Governor Walz extended the Stay at Home order until 11:59pm on May 3, 2020;

**BE IT THEREFORE RESOLVED** that it is the intent of the Kanabec County Board of Commissioners to make sure that all necessary functions of Kanabec County are accomplished in a timely manner and to always make sure that the funds entrusted to us by the public are well spent.

**BE IT FURTHER RESOLVED** that as we go forward this will be accomplished by making sure that all county employees are spending work hours doing necessary, productive work. Starting with the new pay period April 25th until such time as the State of MN stay at home order is in effect (currently until May 4th) department heads will follow the following guidelines:

1. Under direction of the Board of Commissioners, Department heads will determine which employees need to continue to report to the work site. All employees who are required to report to work on-site will continue to do so. All employees who are telecommuting or partially telecommuting/partially working on-site will continue to do so unless directed otherwise by their department head. Some employees may be directed not to report to work or to report to work on a less frequent basis.

2. Benefit eligible employees who cannot work from home and who are directed not to report to work, or who are working less than their regular schedule of hours, may use accrued compensated absence time (comp time, PTO, banked sick, banked vacation) or uncompensated absence time to account for the balance of their work week.

3. Eligible employees who qualify for FFCRA paid leave may use those hours before other accrued compensated absence hours between April 1- December 31, 2020 until their FFCRA hours are exhausted.

4. The county contribution to health insurance will be maintained through June 30, 2020 regardless of the employee's use of compensated absence/uncompensated absences. If



the employee pays a portion of their insurance benefits; the employee will need to make arrangements to continue their current coverage.

5. If applicable, seniority will continue to accrue during this period as if working regular hours. Respective collective bargaining agreement language will be applied as indicated.

6. Temporary furloughs may be issued if employees exhaust compensated absence time and continue to be directed not to report to work. Respective collective bargaining agreement language will be applied as indicated.

7. Employees who wish to use FMLA, EMB or other medically-based leave of absences continue to be required to provide all medical certifications in accordance with the applicable laws and policies.

# 11:20am Appointment

## Items c-e

April 21, 2020

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### REQUEST FOR BOARD ACTION

<b>Subject:</b> COVID-19 Response Personnel Considerations	<b>Origination:</b> Coordinator's Office
<b>Estimated time:</b> 45 minutes	<b>Presenter(s):</b> Kris McNally, Coordinator

**Board action requested:**

- c. Review and provide direction on Critical Sector Position and Staffing Plan by Department
- d. The Executive Order to Stay-at-Home is currently set to expire on May 3<sup>rd</sup>. Discuss expectations for employee telecommuting, public access to buildings, and upcoming board and committee meetings.
- e. Discuss accrual of PTO during non-worked COVID-19 time (follow up item from 4/7).

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**Background:**

**Supporting Documents:** None: ☒ **Attached:**

<b>Date received in County Coordinators Office:</b>
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**Coordinators Comments:**

# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**April 7, 2020**

The Kanabec County Board of Commissioners held a Regular Board Meeting via telephone conference call at 9:00am on Tuesday, April 7, 2020, 2020 pursuant to adjournment with the following Board Members present on-site: Dennis McNally, Craig Smith. The following board members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. Others present on-site: County Coordinator Kris McNally, HR Specialist Kim Christenson, and Recording Secretary Kelsey Schiferli. Others participating via telephone included: County Attorney Barbara McFadden, County Recorder Lisa Holcomb, County Auditor Treasurer Denise Snyder, Public Health Director Kathy Burski, EDA Director Heidi Steinmetz, EDA Chairperson Lonnie Ness, and Deputy Auditor Tax Roberta Anderson.

The Vice-Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – Dennis McNally introduced a motion to approve the agenda with the following changes: Add discussion regarding a letter to school board. Add use of FFCRA Sick Pay & EFMLA to Agenda Item #6.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #2 – Craig Smith introduced a resolution to recess the board meeting at 9:06am to a time immediately following the Public Health Board.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor

Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

The Kanabec County Public Health Board met at 9:06am on Tuesday, April 7, 2020 pursuant to adjournment with the following Board Members present on-site: Dennis McNally, Craig Smith. The following board members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. Public Health Director, Kathy Burski presented the Public Health Agenda via telephone.

Action #PH3 – Dennis McNally introduced a motion to approve the Public Health Agenda with the following addition: Amendment to CMCOA Contract.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

Public Health Director Kathy Burski gave the director's report. Information only, no action was taken.

Action #PH4 – Les Nielsen introduced a motion to approve the payment of 102 claims totaling \$37,817.27 on Community Health Funds.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #PH5 – Gene Anderson introduced the following resolution and moved its adoption:

**Resolution #PH5 – 4/7/20**  
CMCOA Revised Agreement Resolution

**WHEREAS**, Kanabec County Community Health an Agreement with Central MN Council on Aging (CMCOA) for services under Title III of the Older Americans Act, and

**WHEREAS**, COVID-19 is requiring some alterations as to how Kanabec County Community Health provides services, and

**WHEREAS**, CMCOA is allowing Kanabec County Community Health to provide telephonic assurance calls to the elderly to keep in touch and assure they are staying healthy.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the Kanabec County Community Health Director to sign a revised agreement with Central MN Council on Aging in order to continue providing services to residents under the Title III of the Older Americans Act.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #PH6 – Dennis McNally introduced a motion to adjourn Public Health Board at 9:21am and to meet again on May 5, 2020 at 9:05am.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

The Board of Commissioners reconvened.

Action #7 – Gene Anderson introduced a motion to approve the March 17, 2020 Regular Board Minutes and the March 25, 2020 Emergency Meeting Minutes as presented.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #8 – Dennis McNally introduced a motion to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Consolidated Communications	1,019.77
Minnesota Energy Resources Corp	9,418.53
Office of MN.IT Services	1,300.00
Quadient Finance USA, Inc.	4,500.00
VISA	34.74
East Central Energy	1,175.87
WiarCom, Inc	618.45
Huth, Gary & Ramona	322.00
Treasurer, Kanabec County	38.00
Kanabec County Auditor-Treasurer	4,699.53
Kanabec County Auditor HRA	48,972.00
Further	717.00
Kanabec County Auditor HRA	318.00
Verizon Wireless	210.06
East Central Energy	304.36
Life Insurance Company of North America	648.10
MNPEIP	142,300.44
Sun Life Financial	3,967.80
The Hartford Priority Accounts	2,197.47
VSP Insurance Co	259.84
Verizon Wireless	749.47
Mora Municipal Utilities	13,756.08
CW Technology	1,169.40

**23 Claims Totaling: \$238,696.91**

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #9 – Gene Anderson introduced a motion to approve the following claims on the funds indicated:

**Revenue Fund**

<b>Vendor</b>	<b>Amount</b>
1st Choice Document Destruction	108.00
1st Choice Document Destruction	78.00
1st Choice Document Destruction	67.25
1st Choice Document Destruction	12.00
1st Choice Document Destruction	90.00
1st Choice Document Destruction	18.00
1st Choice Document Destruction	24.00
1st Choice Document Destruction	78.00
4Imprint, Inc	439.03
4Imprint, Inc	312.89
Ace Hardware	43.03
Advanced Correctional Healthcare	358.20
American DataBank	44.45
Aspen Mills	224.46
Aspen Mills	1,156.45
Auto Value Mora	217.65
Anderson, Jeff	512.22
Bob Barker	722.28
Braham Motor Service Inc	101.36
Card Services	113.58
Clifton Larson Allen LLP	281.42
Curtis, Michael	1,191.02
Corporate Connection, Inc	818.50
DKN Construction	9,600.00

DS Solutions	43.47
ECM Publishers	174.00
Election Systems & Software Inc	827.89
Election Systems & Software Inc	3,613.11
Electric Motor Service	784.97
Environmental Systems Research Institute	2,081.00
Fairview Health Services	123.00
Glen's Tire	24.45
Government Forms and Supplies	592.02
Grainger	115.75
Grand Event Center	614.53
Hoefert, Robert	1,463.72
Hohn's Auto Body & Glass	2,992.74
Ingebrand Funeral Home	830.00
Kanabec County Highway Department	5,334.96
Kanabec County Highway Department	3,028.78
Kanabec County Highway Department	21.27
Kanabec County Highway Department	13.84
Kanabec Publications	2,566.19
Manthie, Wendy	858.25
Marco, Inc	159.00
Matthew Bender, LexisNexis	206.10
Mattson Electric	4,295.00
Mattson Electric	1,733.65
MCCC BIN#135033	12,462.50
McKinnis & Doom PA	212.50
McKinnis & Doom PA	93.50
McNally, Dennis	125.35
Mid-American Research Chemical	398.82
Milaca Chiropractic Center	80.00
Minnesota Monitoring, Inc	36.00
Moore, David	10.00
Mora Municipal Utilities	318.07
Nelson, Jerald	94.30
Nelson, Ronette	526.13
Northern Star Food Equipment	397.00
Office Depot	54.66
Office Depot	83.92
Office Depot	53.88
Office Depot	194.52
PD's Embroidery	45.00



Quadient Leasing USA, Inc	1,686.42
Reliance Telephone, Inc	1,500.00
REVIZE LLC	1,900.00
RS Eden	87.11
Rupp, Anderson, Squires & Waldspurger, PA	1,409.29
Sea Change Print Innovations	220.61
Simplifile	2,759.31
Snyder, Denise	123.35
Snyder, Denise	41.80
Stellar Services	720.88
Strelow, David	35.65
Summit Food Service Management	8,845.67
Sunshine Printing	200.00
Thomson-Reuters-West	588.30
Tinker & Larson Inc	229.00
Van Alst, Lillian	291.53
Visser, Maurice	710.47
Zamora, Ray	1,702.00
<b>83 Claims Totaling:</b>	<b><u><u>\$87,347.02</u></u></b>

#### **Road & Bridge Fund**

<b>Vendor</b>	<b>Amount</b>
Ace	434.44
Auto Value	3,792.49
Boyer Trucks	68.87
Central McGowan	36.20
Compass Minerals	3,971.00
Crawford's Equipment	350.77
Federated Co-ops	276.92
Fleetpride	33.64
FS Solutions	56.38
Grainger	295.77
J. R. Oil	50.00
Kanabec County Highway Department	55.50
Kris Engineering	650.00
Little Falls Machine	270.28
Marco	188.00
MEG Corp	105.00
MEI Total Elevator Solutions	489.59
Mille Lacs County	282.73

Minncomm Utility	20,833.02
MN Dept of Public Safety	25.00
North Central International	342.21
Nuss Truck	353.54
Office Depot	104.97
Oslin lumber	28.00
Sawatzky, Fred	29.34
Ultra Plumbing Services	1,700.00
USIC	140.00
Water Laboratories	16.00
Westling, Nathan	171.76
Ziegler	491.63
<b>30 Claims Totaling:</b>	<b><u>\$35,208.61</u></b>

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
 Craig Smith, in favor  
 Les Nielsen, in favor  
 Gene Anderson, in favor  
 Kathi Ellis, in favor

Whereupon the motion was passed.

Action #10 – Dennis McNally introduced a motion to approve a consent agenda including all of the following actions:

## **Resolution #10a – 4/7/20**

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

**WHEREAS** the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

**BE IT RESOLVED** to approve the Application for Exempt Permit for Knife Lake Sportsmen’s Club for a raffle event to be held at Knife Lake Sportsmen’s Club, 2825 Hwy 65, Mora, MN 55051 on September 5, 2020.

## **Resolution #10b – 4/7/20**

### **SCORE CLAIMS**

**WHEREAS** the board has been presented with claims for recycling efforts to be paid from SCORE Funds, and

**WHEREAS** these claims have been reviewed, tabulated and approved by the Kanabec County Solid Waste Officer, and

**WHEREAS** SCORE Funds appear adequate for the purpose;

**BE IT RESOLVED** to approve payment of the following claims on SCORE Funds:

Waste Management	\$3,216.64
Quality Disposal	\$3,189.20
Arthur Township	\$400.00
Total	\$6,805.84

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

EDA Director Heidi Steinmetz and EDA Chairperson Lonnie Ness met with the County Board via telephone to request approval to create an emergency loan fund for small businesses and to consider potential funding options for said fund.

Action #11 – Gene Anderson introduced a motion to authorize the EDA board to discuss the establishment of an Emergency Loan Program for small businesses with funding from reallocation of \$10,000 of the EDA's 2020 budget to a special fund restricted for said program during the April 8, 2020 EDA meeting.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, opposed  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor

Kathi Ellis, in favor

Whereupon the motion was passed.

Action #12 – Dennis McNally introduced the following resolution and moved its adoption:

## **Resolution #12 – 4/7/20**

**WHEREAS** the Kanabec County Board of Commissioners wishes to sell parcel 10.00450.00, and

**WHEREAS** a tentative land transaction agreement has been reached with the adjoining land owner which would allow proceeding to the next step in the land sale process, and

**WHEREAS** Attorney Scott Anderson has reviewed the proposed land transaction and determined it acceptable and within the legal parameters of MN Statute 373.01,

**BE IT RESOLVED** that the Kanabec County Board of Commissioners approves the tentative land transaction and hereby directs the Coordinator to proceed with securing a value determination from the County Assessor;

**BE IT FURTHER RESOLVED** if said value determination is deemed similar, the County Coordinator is directed to schedule a public hearing pursuant to Minnesota Statute 373.01 as soon as possible and remotely if the County is still under a Declared State of Emergency due to health pandemic.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

County Auditor Denise Snyder met with the Board via telephone to discuss matters concerning her department.

Action #13 – Craig Smith introduced a motion to defer fees for liquor license renewals until June 19, 2020.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken

thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #14 – Gene Anderson introduced a motion to approve online training for election training, provided the Auditor Treasurers Office continues to provide assistance for election judges who may not have the internet or require additional assistance with online training.

The motion was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

The Board held a discussion regarding the possibility of holding a mail ballot only for the primary election in August. Information only, no action was taken.

County Auditor Denise Snyder led a discussion regarding the May 15<sup>th</sup> property tax deadline. Most counties are waiting for guidance from the State since extension of the deadline is being discussed statewide and there is significant impact on all stakeholders. Information only, no action was taken.

Deputy Auditor Tax Roberta Anderson met with the Board via telephone to discuss a repurchase request.

Action #15 – Craig Smith introduced a motion to approve the application to repurchase for Parcel 10.00775.40 from Denise Gonsior to repurchase her property at 2590 Legend St, Mora at a total cost of \$6,972.46 if paid in full by April 30, 2020.

The motion was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, opposed  
Craig Smith, in favor

Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

County Coordinator Kris McNally led a discussion regarding essential/critical sector workers and department updates.

Action #16 – Craig Smith introduced a motion to direct department heads to determine which positions within their respective departments are required to maintain the critical functions of their department and to submit that information to the Coordinator for consideration at the next board meeting; and that department heads are also directed to define, prepare and submit a list of tasks within their departments that are necessary and that could be performed by employees from other departments.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

County Coordinator Kris McNally led a discussion regarding the Families First Coronavirus Response Act Sick Pay and the Expanded Family Medical Leave Act.

Action #17 – Gene Anderson introduced the following motion and moved its adoption:

## **Resolution #17 – 4/7/20**

**WHEREAS** Kanabec County Board Resolution #5 – 3/25/20 addressed employee pay for a reduction in hours due to lack of work; or illness or quarantine/isolation orders related to the COVID-19 outbreak; and

**WHEREAS** Resolution #5-3/25/20 did not address childcare issues; and

**WHEREAS** the Families First Coronavirus Response Act (FFCRA) was effective April 1, 2020 and provides up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying employees caring for his or her child or children whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons;

**BE IT THEREFORE RESOLVED** that employees who qualify for FFCRA paid sick leave and expanded family medical leave for the specified reasons related to child care are eligible to apply for use of that federally mandated benefit as of April 1, 2020.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

Commissioner Craig Smith led a discussion regarding the accrual of PTO hours on non-working time during the COVID pandemic. Information only, no action was taken.

County Coordinator Kris McNally gave an update on the county owned property at 330 Forest Ave. A developer is coming for a showing of the property today. Information only, no action was taken.

Commissioner Craig Smith led a discussion regarding the upcoming School Board Referendum.

Action #18 – Craig Smith introduced a motion for the County Board to send a letter to the Mora School Board, Governor Tim Walz, the Minnesota Secretary of State, and the Minnesota Department of Education to request postponing the upcoming school referendum scheduled on May 12, 2020 until the general election on November 3, 2020 due to the COVID-19 pandemic and related health concerns.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, opposed  
Gene Anderson, in favor  
Kathi Ellis, opposed

Whereupon the motion was passed.

Future agenda items: Accrual of PTO hours on non-working time during the COVID pandemic.

Action #19 – Gene Anderson introduced a motion to adjourn the meeting at 11:04am and to meet again in regular session on April 21, 2020 at 9:00am.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor  
Craig Smith, in favor  
Les Nielsen, in favor  
Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

*Signed* \_\_\_\_\_  
Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

*Attest:* \_\_\_\_\_  
Board Clerk



## Agenda Item #2

### Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Midcontinent Communications	750.78	Utilities	Transit
Spire Credit Union	6,397.77	See Below	
Verizon Wireless	3,115.17	County Cellphones	Various
Kwik Trip Inc	946.20	Gas	Highway
Consolidated Communications	1,013.22	Monthly Phone Bill	Various
East Central Energy	179.98	Intersection Lighting	Highway
Kanabec County Auditor HRA	7,200.00	D Weepie 3/5 Retirement	HR
Kanabec County Auditor/Treasurer	4,699.53	Vehicle Leases	Sheriff
Midcontinent Communications	185.76	Phone lines & outside internet	Various
Minnesota Department of Finance	5,289.00	State Fees & Surcharges	Recorder
Minnesota Department of Finance	33.00	Real Estate Assurance	State Revenue Fund
Minnesota Department of Health	765.00	Well Certificate Fees	State Revenue Fund
Minnesota Energy Resources Corp	5,905.26	Gas Utilities	Various
<b>13 Claims Totaling:</b>	<b><u>36,480.67</u></b>		
Spire Credit Union	150.00	Nat'l Joint Powers Conf	Coord
	298.92	Crowne Plaza Reserv/KM	Coord
	114.50	Crown Awards/supplies	HR
	184.95	IS Domain Renewal	IS
	24.99	Amazon/Netgear switch	IS
	24.98	Amazon/P-touch tape	IS
	37.98	Amazon/WiFi Adapter	IS
	39.88	Amazon/WiFi Adapter	IS
	35.98	Amazon/WiFi Adapter	IS
	252.00	Supreme Court Lawyer Reg	Attorney
	29.99	Amazon/Logitech USB mouse	Assessor
	322.32	Amazon/Office Supplies	Assessor
	8.99	Amazon/cable	Environmental Svcs
	445.57	Amazon/monitor mount	Environmental Svcs
	169.49	FaucetDepot/parts	Building Maintenance
	107.32	RECEIL IT/Ceiling vent parts	Building Maintenance
	264.46	Amazon/Golf Tourn Supplies	VSO
	363.80	Delta Air	VSO
	24.56	Flight Ins.	VSO
	38.66	Vista Print	VSO
	35.29	Amazon/books	VSO
	34.95	Aunt Fannies/cleaning supplies	VSO
	33.24	Amazon/supplies	VSO

13.91	Amazon/Office Supplies	VSO
15.56	Amazon/Notary Stamp	VSO
13.95	Amazon Prime Membership	Sheriff
275.00	BCA Training/SM	Sheriff
275.00	BCA Training/CO	Sheriff
143.88	Breezy Point Reserv/SM	Sheriff
143.88	Breezy Point Reserv/CO	Sheriff
85.99	DVD Player	Sheriff
85.49	Amazon/Monitor	Jail
22.54	Jail/Post IT Notes	Jail
30.59	Jail/ light filters	Jail
48.35	Jail/permanent mounting tape	Jail
6.45	Jail/Office supplies	Jail
116.99	Clothing Allowance/CD	Jail
32.00	DOC inmate	Jail
32.00	DOC inmate	Jail
37.42	Amazon/wall mount for TV	Jail
34.37	Amazon/wall file & glove disp	Jail
18.46	Jail/fingerpritrn cardholder	Jail
50.00	BCA Training/JW	911 Emergency
247.97	Amazon/monitors & cable	Probation
70.45	Checksforless	Highway
150.00	DOL/CG	Highway
70.20	Amazon/printer	Welfare
109.79	Amazon/printer	Welfare
390.43	Amazon/document scanner	Welfare
11.00	Avality Subscription Fee	Community Health
33.00	Avality Subscription Fee	Community Health
36.98	Lakeshore Learning/MIECHV	Community Health
109.90	Amazon/MIECHV supplies	Community Health
223.95	Amazon/MIECHV supplies	Community Health
17.82	CPR training masks	Community Health
27.50	Avality Subscription Fee	Community Health
17.82	CPR training masks	Community Health
38.50	Avality Subscription Fee	Community Health
17.81	CPR training masks	Community Health
300.00	MNEfile/Civil Complaint Filing	Forfeited Tax Sale

60 Claims Totaling: 6,397.77



# Agenda Item #3

## Regular Bills - Revenue Fund

### Bills to be approved: 4/21/20

Department Name	Vendor	Amount	Purpose
ASSESSOR	Kwik Trip Inc	42.08	Gas
ASSESSOR	Marco Inc	159.00	Lease Agreement
		<b>201.08</b>	
BUILDINGS MAINTENANCE	DKN Construction	20,600.00	Roof replacement project
BUILDINGS MAINTENANCE	East Central Exterminating	125.00	March Services
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	Cleaning Services
BUILDINGS MAINTENANCE	Grainger	243.64	Supplies
BUILDINGS MAINTENANCE	Granite City Jobbing	491.48	Paper products/spray
BUILDINGS MAINTENANCE	Johnson's Hardware	128.04	Supplies
BUILDINGS MAINTENANCE	Quality Disposal	388.36	March Services
		<b>28,386.76</b>	
COMPUTER EXPENSES	M&I Lockbox: MCCC	1,500.00	Annual Dues
		<b>1,500.00</b>	
COUNTY ATTORNEY	M&I Lockbox: MCCC	9,090.00	Maintenance, Projects
		<b>9,090.00</b>	
COUNTY CORONER	Ingebrand Funeral Home	430.00	Removal & Transport
COUNTY CORONER	Methven Funeral and Cremation Services	400.00	Removal & Transport
COUNTY CORONER	Ramsey County	2,616.75	Autopsy/Toxicology
		<b>3,446.75</b>	
COUNTY EXTENSION	Regents of the University of MN	13,796.93	Jan-Mar '20 MOA Billing
		<b>13,796.93</b>	
COUNTY RECORDER	Kanabec Publications	70.00	Printed Envelopes

		<u>70.00</u>	
ECONOMIC DEVELOPMENT	Initiative Foundation	<u>1,550.00</u>	Pledge 2020
		<b>1,550.00</b>	
ELECTIONS	SWIFT	<u>92.20</u>	PVC Mailing
		<b>92.20</b>	
EMPLOYEE BENEFITS	Health Partners	<u>6,209.56</u>	Dental Premiums
		<b>6,209.56</b>	
ENVIRONMENTAL SERVICES	Wickeham, Teresa	<u>74.75</u>	Mileage Reimbursement
		<b>74.75</b>	
HUMAN RESOURCES	Kanabec Publications	26.25	Employment Ad
HUMAN RESOURCES	Ratwik, Roszak & Maloney, PA	<u>630.00</u>	Professional Services
		<b>656.25</b>	
INFORMATION SYSTEMS	IT SAVVY LLC	3,982.05	5 Laptops
INFORMATION SYSTEMS	IT SAVVY LLC	1,272.80	2 Laptops
INFORMATION SYSTEMS	IT SAVVY LLC	184.36	HP Switch POE
INFORMATION SYSTEMS	Office of MNIT Services	<u>1,300.00</u>	Wide Area Network
		<b>6,739.21</b>	
JAIL PROJECT FUND	Northland Trust Services Inc	<u>87,637.50</u>	2015A Jail Ref Bonds Int
		<b>87,637.50</b>	
LAW LIBRARY	Thomson-Reuters-West	<u>325.13</u>	Law Library Invoice
		<b>325.13</b>	
PROBATION & JUVENILE PLACEMENT	RS Eden	<u>20.40</u>	Drug Testing
		<b>20.40</b>	
PUBLIC TRANSPORTATION	A and E Cleaning Services	550.00	Cleaning Services

PUBLIC TRANSPORTATION	American Door Works	1,450.00	Garage door installation
PUBLIC TRANSPORTATION	Curtis, Michael	861.03	Volunteer Driver
PUBLIC TRANSPORTATION	Glen's Tire	70.30	Bus Maintenance
PUBLIC TRANSPORTATION	Granite City Jobbing	139.47	Office Supplies
PUBLIC TRANSPORTATION	Hoefert, Robert	895.85	Volunteer Driver
PUBLIC TRANSPORTATION	Industrial Health Service Network Inc	44.90	Drug Screen
PUBLIC TRANSPORTATION	Johnson's Hardware	22.07	Supplies
PUBLIC TRANSPORTATION	Kanabec County Highway Dept	1,056.61	Fuel
PUBLIC TRANSPORTATION	Kanabec Publications	158.00	Advertising
PUBLIC TRANSPORTATION	Kwik Trip Inc	1,535.72	Gas
PUBLIC TRANSPORTATION	Marco	134.68	Printer Contracts
PUBLIC TRANSPORTATION	Meta13	100.00	Website Fee
PUBLIC TRANSPORTATION	Nelson, Jerald	121.90	Volunteer Driver
PUBLIC TRANSPORTATION	Nelson, Ronette	116.73	Volunteer Driver
PUBLIC TRANSPORTATION	Premium Waters Inc	21.59	Bottle water supplies
PUBLIC TRANSPORTATION	Quality Disposal	24.15	March Services
PUBLIC TRANSPORTATION	Stenstrom Collission & Detail	400.00	Car wash tokens
PUBLIC TRANSPORTATION	Tinker & Larson	50.39	Oil Change
PUBLIC TRANSPORTATION	Van Alst, Lillian	11.50	Volunteer Driver
PUBLIC TRANSPORTATION	Visser, Maurice	629.63	Volunteer Driver
PUBLIC TRANSPORTATION	Zamora, Ray	705.53	Volunteer Driver
		<b>9,100.05</b>	
SANITATION	East Central Solid Waste Commission	427.91	MSW/recycle
SANITATION	Kanabec Publications	393.75	HHW Ad
SANITATION	Kanabec Publications	191.25	HHW Ad
		<b>1,012.91</b>	
SHERIFF	Aspen Mills	373.38	Uniforms
SHERIFF	AT&T Mobility	655.35	Phones/Connected Devices
SHERIFF	Glen's Tire	121.80	Tire Repairs
SHERIFF	Hirsch, Autumn	212.35	Supply Reimbursement
SHERIFF	Kwik Trip Inc	3,808.85	Gas
SHERIFF	Northern Star Food Equipment	761.00	Service Call

SHERIFF	Office Depot	59.15	Office Supplies
SHERIFF	State of Minnesota - BCA	635.00	Permit to Carry
		<b>6,626.88</b>	
SHERIFF - CITY OF MORA	AT&T Mobility	44.67	Sheriff Phone
SHERIFF - CITY OF MORA	Glen's Tire	24.45	Tire Repairs
		<b>69.12</b>	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	17,390.29	Medical/Pharmacy
SHERIFF - JAIL/DISPATCH	Anchor	279.19	Shipping on PPE
SHERIFF - JAIL/DISPATCH	Aspen Mills	25.43	Uniforms
SHERIFF - JAIL/DISPATCH	Coborn's Inc.	2,010.71	Comdata Direct
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	Cleaning Services
SHERIFF - JAIL/DISPATCH	Grainger	105.96	Ignition Module
SHERIFF - JAIL/DISPATCH	Granite City Jobbing	404.17	Garbage bags
SHERIFF - JAIL/DISPATCH	IT SAVVY LLC	205.75	Ethernet Bulk 1000ft
SHERIFF - JAIL/DISPATCH	Kwik Trip Inc	128.45	Gas
SHERIFF - JAIL/DISPATCH	Quality Disposal	199.35	March Services
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	1,500.00	Canteen Phone Cards
SHERIFF - JAIL/DISPATCH	State of Minnesota Public Safety BCA	270.00	CJDN Access Fees
		<b>23,104.10</b>	
UNALLOCATED	Kanabec Publications	539.44	Minutes, COVID Ads
UNALLOCATED	Minnesota UI	2,089.48	UI Benefits 1st Qtr
UNALLOCATED	MN Counties Insurance Trust	2,500.00	Deductible for C#18PC1158
		<b>5,128.92</b>	
VEHICLE POOL	Kwik Trip Inc	166.25	Gas
		<b>166.25</b>	
VETERAN SERVICES	Kwik Trip Inc	234.87	Gas
		<b>234.87</b>	
81 Claims Totaling:		<b>205,239.62</b>	

# **Agenda Item #3** **Regular Bills - Road & Bridge** **Bills to be approved: 4/21/20**

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
A and E Cleaning	550.00	Cleaning Services
Ameripride	784.49	Towels, Coveralls, Uniforms
Beaudry Oil Propane	3,512.83	Fuel
Central McGowan	2,557.69	Welding Supplies
Crawford's Equipment	107.92	Repair Parts
Federated Co-op	68.46	Repair Parts
Glen's Tire	105.00	Fix Tires
Gopher State One-call	10.80	Locates
Granite City Jobbing	392.11	Paper
Johnson Hardware	7.94	Maintance Supplies
Kanabec County Highway Department	55.00	Petty Cash, Postage
Kris Engineering	33,723.17	Cutting Edges
Midwest Machinery Co	177.33	Repair Parts
MN Energy Resources	563.98	Natural Gas
Northern States Supply	468.66	Nuts, Bolts, Washers
Office Depot	169.65	Office Supplies
Oslin Lumber	660.00	Ground Maintance Supplies
Owens Auto Parts	101.07	Repair Parts
Post Master	550.00	Stamps
Power Plan	1,707.08	Repair Parts
Quality Disposal Systems Inc.	164.25	Garbage Pickup
Safety-Kleen Systems	407.85	Parts Washer Service
Scientific Sales	103.70	Safety
Scott's Lawn & Landscapes	9,911.25	Snow Removal
<b>24 Claims Totaling:</b>	<b><u>\$56,860.23</u></b>	



# Agenda Item #4

April 21, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Gambling Approval	<b>b. Originating Department/Organization/Person:</b> MAYRA
<b>c. Estimated time:</b> 2 Minutes	<b>d. Presenter(s):</b> None

**e. Board action requested:** Approve the following resolutions:

### Resolution #\_\_ – 4/21/20

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

**WHEREAS** the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

**BE IT RESOLVED** to approve the Premises Permit Application for the Mora Area Youth Recreation Association (MAYRA) for charitable gambling to be held at Eagle's Cove, 764 Fish Lake Drive, Mora, MN 55051.

**f. Background:**

**Supporting Documents:** None:    **Attached:** ☒

<b>Date received in County Coordinators Office:</b>	4/13/20
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**Coordinators Comments:**

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

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

**Mail the application and required attachments to:**Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113**Questions?** Call 651-539-1900 and ask for Licensing.**ORGANIZATION INFORMATION**Organization Name: Mora Area Youth Rec. Assn. License Number: B-01119-Chief Executive Officer (CEO) Patti Miller Daytime Phone: \_\_\_\_\_Gambling Manager: Bonnie Greski Daytime Phone: 612-816-2274**GAMBLING PREMISES INFORMATION**Current name of site where gambling will be conducted: Eagles Cove

List any previous names for this location: \_\_\_\_\_

Street address where premises is located: 764 Fish Lake Dr. Mora Mnr.  
(Do not use a P.O. box number or mailing address.)City: \_\_\_\_\_ OR Township: \_\_\_\_\_ County: Kanabec Zip Code: 55051

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

☐ Yes ☒ No If no, attach LG215 Lease for Lawful Gambling Activity.

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

Is any other organization conducting gambling at this site? ☐ Yes ☒ No ☐ Don't know

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

Has your organization previously conducted gambling at this site? ☐ Yes ☒ No ☐ Don't know**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**Bank Name: Neighborhood Natl Bank Bank Account Number: \_\_\_\_\_Bank Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: **MN** Zip Code: \_\_\_\_\_**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

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

**MN****MN****MN**

**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION**

<b>CITY APPROVAL</b> <b>for a gambling premises</b> <b>located within city limits</b>	<b>COUNTY APPROVAL</b> <b>for a gambling premises</b> <b>located in a township</b>
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel:  _____	Signature of County Personnel:  _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <b>Local unit of government must sign.</b> </div>	<b>TOWNSHIP NAME:</b> _____  <b>Complete below only if required by the county.</b> On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)  Print Township Name: _____  Signature of Township Officer: _____  Title: _____ Date Signed: _____

**ACKNOWLEDGMENT AND OATH**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.</li> <li>2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.</li> <li>3. I have read this application and all information submitted to the Board is true, accurate, and complete.</li> <li>4. All required information has been fully disclosed.</li> <li>5. I am the chief executive officer of the organization.</li> </ol> | <ol style="list-style-type: none"> <li>6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.</li> <li>7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.</li> <li>8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.</li> <li>9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.</li> <li>10. I understand the fee is non-refundable regardless of license approval/denial.</li> </ol> |
|--|---|

**Signature of Chief Executive Officer (designee may not sign)**

**Date**

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

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

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

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

*An equal opportunity employer*

**Business Record Details »**

Minnesota Business Name

**Mora Area Youth Recreation Association, Incorporated****Business Type**

Nonprofit Corporation (Domestic)

**MN Statute**

317A

**File Number**

O-679

**Home Jurisdiction**

Minnesota

**Filing Date**

04/23/1976

**Status**

Active / In Good Standing

**Renewal Due Date**

12/31/2020

**Registered Office Address**2643 Jade St  
Mora, MN 55051  
USA**Number of Shares**

NONE

**Registered Agent(s)**

Jane Skramstad

**President**Patti Miller  
2178 233rd Avenue  
Mora, MN 55051  
USA

## Filing History

**Filing History**Select the item(s) you would like to order: 

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	04/23/1976	Original Filing - Nonprofit Corporation (Domestic) (Business Name: Mora Area Youth Recreation Association, Incorporated)	

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	04/23/1976	Nonprofit Corporation (Domestic) Business Name (Business Name: Mora Hockey Association, Incorporated)	
<input type="checkbox"/>	10/12/1976	Amendment - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	03/31/1980	Nonprofit Corporation (Domestic) Business Name (Business Name: Mora Area Youth Recreation Association, Incorporated)	
<input type="checkbox"/>	12/31/1997	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	05/07/1998	Nonprofit Corporation (Domestic) Other	
<input type="checkbox"/>	06/14/2001	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	09/20/2005	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	07/25/2006	Nonprofit Corporation (Domestic) Other	
<input type="checkbox"/>	09/26/2006	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	2/27/2013	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
	2/28/2014	Involuntary Dissolution Name Hold Release - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	8/11/2014	Annual Reinstatement - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	8/28/2014	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	