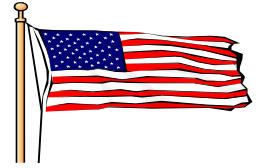




# Kanabec County Board of Commissioners

## Regular Meeting Agenda August 4, 2020

- The Meeting will be In-Person and Via WebEx (video / phone conference)
- The public may join the meeting via WebEx or in-person at the meeting room.
- If joining the meeting in-person, the total number of persons (including commissioners and staff) will be limited and social distancing/safety protocol will be in effect.



### **To be held via WebEx telephone call or video meeting:**

**Telephone call-in number for public access: 1-408-418-9388 Access Code: 146 760 0347**

### **Video Meeting link:**

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=ma5ad1a330e675f657b2dcf21a37bb733>

Meeting number: 146 760 0347

Password: tVJMZRMV662

### **To be held at: County Meeting Rooms 3 & 4**

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

Basement Level, Maple Ave Entrance

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

**Stairs and elevator to the basement level are accessible through the entrance lobby.**

**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. Pledge of Allegiance  
c. Roll Call  
d. Agenda approval

9:05am Recess County Board to a time immediately following the Public Health Board.  
**Public Health Board**

- 9:30am Brian Smith, Sheriff- a. 2020 MN Annual County Boat & Water Safety Grant Agreement  
b. Jail Discussion

- 9:45am Denise Snyder, Auditor Treasurer- a. Resolution Authorizing CARES Act COVID Election Grant  
b. Resolution Authorizing a County Absentee Ballot Board  
c. Resolution Setting Election Judge Wages  
d. Succession Plan discussion

10:10am Barb McFadden, Prosecution Contract with City of Braham

10:15am Chad Gramentz, Public Works- Courthouse maintenance painting

10:20am Chad Gramentz, Public Works & Kris McNally, Coordinator- New proposed policy: Kanabec County Commercial Driver's License Drug & Alcohol Policy

**10:30am Public Comment Call-in number for Public Comment 1-408-418-9388 Access Code: 146 760 0347**

### **Other business to be conducted as time is available:**

1. Minutes
2. Paid Bills
3. Regular Bills
4. SCORE Claims
5. CARES Act
  - a. Clifton Larson Allen, LLP consulting agreement
6. Allocating Funds to Social Service Focus Area
7. Planning Commission Vacancy
8. Commissioner Reports
9. Future Agenda Items
10. Discuss any other matters that may come before the County Board

**Kanabec County Community Health Board**  
**AGENDA**  
**Tuesday, August 4, 2020**  
**9:00 a.m.**

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-3
  - Staffing – HHA position
  - Coronavirus
  - Travel
  - Professional Development Academy
4. MN Department of Health Influenza grant Projects 2020
  - Action requested
  - See attached resolution page 4
5. SHIP Grant
  - Action Requested
  - See attached resolution page 5
6. MOA w/ Anoka Ramsey Community College for Nurse Clinical Experience
  - Action requested
  - See attached Agreement and resolution page 6-21
7. Financial Reports
  - See attached
    - Trial Balance page 22-24
    - June Financial Report page 25
8. Abstract Approval
  - Action Requested
  - See attached Abstract and Vendor List page 26-33
9. Other Business
10. Adjourn

Kanabec County Community Health/Timber Trails  
Director's Report  
August 2020

## **Community Health Report**

### **Staffing:**

We finally received a qualified applicant for Home Health Aide. We interviewed and offered the position to the candidate.

### **Coronavirus:**

Local Public Health continues to conduct the Contact Investigations/Contact Tracing for new positive cases in Kanabec County unless these cases are related to a congregate care facility or if it is a health care worker, the State will remain primary on those investigations.

Staff continues to participate in numerous calls/WebEx meetings daily to stay informed in all areas of response. As new orders/mandates/reopening plans are provided for different areas, staff reviews them and determines what technical assistance could be requested/provided to the local community and is available to provide technical assistance.

Department Head is actively participating in CARES Act Fund planning.

Current numbers/statistics will be provided during the Board meeting.

For up-to-date information you can look at the following website links:

Global Numbers: <https://coronavirus.jhu.edu/map.html>

State: <https://www.health.state.mn.us/diseases/coronavirus/situation.html>

Local: [https://www.kanabecounty.org/departments/kanabec\\_county\\_covid-19\\_data.php](https://www.kanabecounty.org/departments/kanabec_county_covid-19_data.php)

### **Travel:**

I am looking for permission to allow for some staff travel related to the grants/contract under which they work. This travel may be outside of Kanabec County as the grants/contracts are for services within multiple counties.

### **Professional Development Academy:**

In the Spring of this year, I had enrolled in the Professional Leadership Academy. The County had a scholarship granted to it and I received approval from the Board to utilize the scholarship and pay the remaining \$495 to participate. I requested to postpone my participation as it was to begin just when the Coronavirus response was beginning. A new cohort has started and I have participated in the onboarding webinar. I am excited to be participating in the Academy for the next 12 weeks.

It is a webinar-based distance learning program that is built around interactivity and community, while retaining the convenience of self-paced learning. The program is guided by an expert moderator to help keep participants on track, and a world-class faculty of prominent public, private and academic sector leaders deliver engaging and thought-provoking sessions.

As a reminder, the PDA focuses on five practical skills:

- **LEAD:** Engage teams and stakeholders to foster positive climates and exceed common expectations
- **ORGANIZE:** Plan, lead and execute organizational change more effectively and consistently
- **COLLABORATE:** Establish alignment and strong partnerships through building stronger relationships
- **COMMUNICATE:** Create clarity, confidence and community
- **DELIVER:** Measure projects and processes to deliver results aligned with county and community priorities

A world-class faculty of prominent public, private and university sector leaders will deliver each course. All module content is guided by an expert moderator.

Each 12-week HPLA course is divided into 4 three-week modules. Each module includes a one-hour live webinar and one-hour breakout discussion, plus daily assignments ranging from 3 to 35 minutes. Live webinars are recorded - so they can be viewed at a later time if there are schedule conflicts.

In addition to videos, reading, writing and reflection, participants are placed in a small group cohort where they'll build their network, receive support from peers facing similar challenges and opportunities and celebrate successes.



**Kanabec County Community Health # 8/4/2020**  
**MDH Influenza Vaccine Grant Projects Resolution**

**WHEREAS**, the Minnesota Department of Health has put out a Request for Proposals to provide Influenza Vaccine Projects for 2020 grant; and

**WHEREAS**, Kanabec County Community Health is qualified and willing to address the primary purpose for the grant funding, which is to enhance influenza vaccination coverage as a critical part of COVID-19 response work.

**THEREFORE**, the Kanabec County Community Health Director requests approval to apply for the Minnesota Department of Health (MDH) Influenza Vaccine Projects 2020 grant and to accept funding and sign the contract with MDH once said grant is approved by the State of Minnesota.

**NOW THEREFORE BE IT RESOLVED** that the Kanabec County Community Health Board approves the Kanabec County Community Health Director to apply for, accept if approved, and sign a contract with the Minnesota Department of Health for the Influenza Vaccine Projects 2020 grant.

**Kanabec County Community Health # 8/4/2020**  
**Statewide Health Improvement Program (SHIP) grant Resolution**

**WHEREAS**, the next round of the Statewide Health Improvement Plan (SHIP) grant applications (Nov. 1, 2020 – Oct. 31, 2025) are due in August, and

**WHEREAS**, Kanabec County Community Health has been the acting fiscal agent for the grant with bordering counties of Isanti, Mille Lacs and Pine and is willing and able to continue to manage in that role, and

**WHEREAS**, Isanti, Mille Lacs and Pine counties have qualified staff who are able to provide the services required in the grant.

**THEREFORE**, the Kanabec County Community Health Administrator requests approval to apply for the SHIP grant from the Minnesota Department of Health (MDH) and to accept funding of \$302,408 for the first year, and an undetermined amount at this time, for the 4 additional years, and sign the contract with MDH once said grant is approved by the State of Minnesota and also to sign contracts with Isanti, Mille Lacs and Pine counties for the purpose of providing staffing to implement the chosen strategies and carrying out the work plans, assisting with evaluation of the strategies, data reporting, and other duties as needed.

**NOW THEREFORE BE IT RESOLVED** that the Kanabec County Community Health Board approves the Kanabec County Community Health Administrator to apply for, accept if approved, and sign a contract with the Minnesota Department of Health for continuation of SHIP funding, and to sign agreements with Isanti, Mille Lacs and Pine counties to implement the chosen strategies and carry out the work plans, evaluation of strategies, data reporting and other duties as required by the SHIP grant.

**STATE OF MINNESOTA  
MINNESOTA STATE COLLEGES AND  
UNIVERSITIES MEMORANDUM OF AGREEMENT  
BETWEEN**

**ANOKA-RAMSEY COMMUNITY COLLEGE  
AND  
KANABEC COUNTY PUBLIC HEALTH**

This Agreement is entered into between the State of Minnesota, acting through its **Board of Trustees of the Minnesota State Colleges and Universities**, on behalf of Anoka-Ramsey Community College, 11200 Mississippi Blvd NW, Coon Rapids, Minnesota and 300 Spirit River Drive South, Cambridge, Minnesota (hereinafter "College/University"), and Kanabec County Public Health, 905 Forest Avenue East #127, Mora, MN 55051 (hereinafter "Facility").

This Agreement and any amendments and supplements thereto, shall be interpreted pursuant to the laws of the State of Minnesota.

**WITNESSETH THAT:**

WHEREAS, the College/University has established educational programs designed specifically to train professionals in certain health care specialties (the "Educational Programs"); and

WHEREAS, the Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements regarding academic programs and has delegated this authority to the College/University; and

WHEREAS, the Facility has suitable clinical facilities for the educational needs of the Educational Programs of the College/University; and

WHEREAS, it is in the general interest of the Facility to assist in educating persons to be qualified or better qualified personnel in the Educational Programs; and

WHEREAS, the College/University and the Facility are desirous of cooperating to furnish a clinical experience program for students enrolled in the Educational Programs at the College/University;

NOW, THEREFORE, it is mutually agreed by and between the College/University and the Facility:

**I. COLLEGE/UNIVERSITY RESPONSIBILITIES**

A. The College/University, which is accredited by the North Central Association of Colleges and Secondary Schools, is responsible for offering one or more of the Educational Programs. Each program shall be approved by appropriate state agencies, as required by state law or regulation.

- B. The College/University will supervise its students during the clinical experience program at the Facility. For nursing Educational Programs, the College/University will provide its nursing faculty to effectively implement the clinical experience program at the Facility and will provide at least one nursing faculty member for a clinical group of students as agreed to by Facility while the students are in the clinical experience program at the Facility. The College/University faculty so assigned to nursing Educational Programs will hold current R.N. licensure valid in the State of Minnesota or, as applicable, Wisconsin. For all other Educational Programs, unless otherwise agreed to in writing by Facility, the College/University will provide faculty that have the necessary background and skills, as well as a current Minnesota or Wisconsin license, as applicable. The College/University will provide Facility with the College/University faculty to student ratio and the on-site availability of College/University faculty and will require faculty to participate in orientation and other training sessions as Facility reasonably requires.
- C. The College/University faculty will be responsible for planning, directing and evaluating the students' learning experiences. The College/University faculty will attend the Facility's orientation for clinical experience instructors as deemed necessary by the College/University and the Facility.
- D. The College/University will provide the Facility, at its request, with objectives for the clinical experience program. Implementation of those objectives will be accomplished by the College/University in cooperation with the Facility's designated representative.
- E. The College/University will provide the Facility with a list of the students who are participating in the clinical experience program, the units within the Facility where they are assigned, and the dates of each student's participation in the program.
- F. The College/University will inform its faculty and students of the Facility's policies and regulations which relate to the clinical experience program at the Facility. College/University faculty and students must comply with Facility's policies and procedures which relate to the clinical experience program at the Facility. These policies and procedures may be changed by Facility at any time in its sole discretion and, upon notice to the College/University, compliance with such changed policies and procedures is required.
- G. The College/University will inform its faculty and the students who are participating in the clinical experience program that they are encouraged to carry their own health insurance and are responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.
- H. The College/University will maintain a record of students' health examinations and current immunizations and shall obtain students' permission to submit data regarding their health status to the Facility.
- I. The College/University agrees and represents that it will require all students and faculty to have completed a background study conducted in accordance with Minnesota Statutes Chapter 245C, Human Services Background Studies, as a pre-condition to participation

in the clinical experience. College/University will not assign a student or faculty member to the Facility if his/her background study documents ineligibility to have direct contact with Facility's patients or residents under applicable law or regulations. If requested, College/University shall provide the Facility with documentation regarding the completion or results of the background study pursuant to the written consent of the subject. Facility may reject any student for whom no background study is provided. In the event Facility requests a copy of the current background study for a student, the College/University agrees to provide Facility updated background study results on a continuing basis in a manner that will permit the Facility to always have on file a current copy of background study results for each student providing direct contract services at the Facility.

## **II. FACILITY RESPONSIBILITIES**

- A. The Facility will maintain current accreditation by The Joint Commission or any other appropriate and required accrediting body.
- B. The Facility is responsible for the safety and quality of care provided to its patients by the students who are participating in the clinical experience program at the Facility. In order to effectively fulfill that duty, it is agreed that Facility has ultimate control over all persons involved in the program and may immediately terminate the participation in the program of any of the students enrolled in the program where an emergency exists involving health and safety; and in all other (non-emergency) instances, Facility shall consult with the College/University before taking any action to terminate the participation of a student. When agreed to by Facility and the College/University, Facility will provide instructors that have the necessary background and skills, as well as a current Minnesota or Wisconsin license, as applicable, to supervise students participating in the clinical experience program at the Facility.
- C. The Facility will provide the College/University with a copy of its policies and regulations which relate to the clinical experience program.
- D. The Facility will permit the College/University faculty and students to use its patient care and patient service facilities for clinical instruction according to a mutually-approved plan.
- E. The Facility will allow a reasonable amount of Facility staff time for orientation and joint conferences with College/University faculty, for planning with College/University faculty, and for such other assistance as shall be mutually agreeable.
- F. When available, physical space such as offices, conference rooms, and classrooms of the Facility may be used by the College/University faculty and students who are participating in the clinical experience program.
- G. The College/University faculty and students participating in the clinical experience program will be permitted to use the Facility's library in accordance with the Facility's policies.
- H. To the extent already available at the Facility, Facility will make locker or cloak room facilities available for the College/University faculty students during assigned clinical

experience program hours. These facilities may be shared by other faculty and students. Facility is not and will not be responsible for any theft, loss, or damage to any items placed in available locker or cloak room facilities by faculty or students.

- I. The Facility assumes no responsibility for the cost of meals, uniforms, housing, parking or health care of College/University faculty and students who are participating in the clinical experience program. The Facility will permit College/University faculty and students who are participating in the clinical experience program to use any cafeteria on the same basis as employees of the Facility. The Facility will permit College/University faculty to use Facility parking spaces under the same policies governing Facility personnel.
- J. The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

K. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the American with Disabilities Act, 42 U.S.C. Chapter 12101 et seq., and any regulations promulgated to the Act. The College/University is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services and other areas covered by the ADA.

III. **MUTUAL RESPONSIBILITIES**

- A. The College/University and the Facility assume joint responsibility for the orientation of the College/University faculty to Facility policies and regulations before the College/University assigns its faculty to the Facility.
- B. **HIPAA.** Solely for the purposes of defining the students' and faculty roles in relation to the use and disclosure of the Facility's protected health information, the College/University and faculty engaged in activities pursuant to this Agreement are members of the Facility workforce, as that term is defined in 45 CFR 160.103. The College/University students and faculty are not, and shall not be construed to be, employees of Facility.

The College/University shall cooperate with Facility in complying with its obligations as a HIPAA covered entity, including, but not limited to, complying with its policies and procedures under the HIPAA Privacy Regulations, 45 CFR parts 160 and 164. Prior to placement at Facility, the College/University shall instruct its students and faculty to comply with Facility's policies and procedures governing the use and disclosure of individually identifiable health information.

- C. Personnel of the College/University and the Facility will communicate regarding planning, development, implementation, and evaluation of the clinical experience program. The communication may include but not be limited to:
- a. Communication to familiarize Facility personnel with the clinical experience program's philosophy, goals and curriculum;
  - b. Communication to familiarize the College/University faculty with the Facility's philosophy, policy and program expectations;
  - c. Communication to keep both parties and the parties' personnel who are assigned to the clinical experience program informed of changes in philosophy, policies and any new programs which are contemplated;
  - d. Communication about jointly planning and sponsoring in-service or continuing education programs (if appropriate);
  - e. Communication to identify areas of mutual need or concern;
  - f. Communication to seek solutions to any problems which may arise in the clinical experience programs; and
  - g. Communication to facilitate evaluation procedures which may be required for approval or accreditation purposes or which might improve patient care or the College/University's applicable Educational Program curriculum.

- D. **INSURANCE.** Each party, at its sole expense and at all times during the term of this Agreement, shall secure and maintain the following insurances (or comparable coverage under a program of self-insurance) covering itself and its employees who perform any work, duties or obligations in connection with this Agreement.

a. **Commercial General Liability Insurance**

The College/University will maintain Commercial General Liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. 3.736, subd. 4, with limits not less than \$500,000 per person and \$1,500,000 per occurrence for bodily injury and property damage.

The Facility will maintain Commercial General Liability insurance with limits not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate for bodily injury and property damage.

b. **Professional Liability Insurance**

The College/University will maintain Professional Liability insurance for participating students (and faculty, if applicable) or cause any student participating in the program to maintain Professional Liability insurance, with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

The Facility will maintain Professional Liability insurance covering itself and its employees, agents or assigns with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

If insurance covered by claims-made policies is discontinued, then extended reporting period coverage must be obtained and evidence of such coverage shall be provided to the other party.



c. **Additional Conditions:**

An Umbrella or Excess Liability insurance policy may be used to supplement the Facility's policy limits to satisfy the full policy limits required by the Agreement.

Each party shall provide to the other party upon request certificates of insurance or self-insurance evidencing the required coverage.

If Facility receives a cancellation notice from an insurance carrier affording coverage herein, Facility agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Facility's policy(ies) contain a provision that coverage afforded under these policy(ies) will not be cancelled without at least thirty (30) days' advance written notice to the University.

Each party, at its sole expense, shall provide and maintain Workers' Compensation insurance as such party may be required to obtain by law. The College/University is self-insured for Workers' Compensation purposes, and any such insurance extends only to employees of the College/University, not to students.

**IV. STUDENT REQUIREMENTS**

- A. Each student will be required, as a condition for participation in the clinical experience program, to submit the results of a health examination to the College/University and, if requested, to the Facility, to verify that no health problems exist which would jeopardize student or patient welfare. The health examination shall include an update of required immunizations. The health examination shall include a Mantoux test or chest x-ray and verification of immunity for rubeola and rubella. A list of those students with positive Mantoux or negative rubeola/rubella results may, at the request of the Facility, be provided to the Facility. Facility will inform the College/University of the specific requirements for the students and faculty, which the Facility may change at any time, and when possible upon 8 weeks advance notice to the College/University, when it deems such change necessary for the safety and care of its patients and employees. Facility may provide the College/University a student/faculty clinical requirements form to be filled out by the College/University and provided to the Facility. The Facility may amend its form at any time. The College/University will not be required to provide any medical records of the faculty or student to the Facility without the faculty or student's consent.
- B. Students participating in the clinical experience program shall be encouraged to carry their own health insurance.
- C. Students participating in the clinical experience program shall be responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.

**V. EMERGENCY MEDICAL CARE & INFECTIOUS DISEASE EXPOSURE**

- A. Any emergency medical care available at the Facility will be available to College/University faculty and students. College/University faculty and students will



be responsible for payment of charges attributable to their individual emergency medical care at either the Facility or the College/University.

- B. Any College/University faculty member or student who is injured or becomes ill while at the Facility shall immediately report the injury or illness to the Facility and receive treatment (if available) at the Facility as a private patient or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness shall be the sole responsibility of the College/University faculty member or student who receives the treatment and not the responsibility of the Facility or the College/University.
- C. The Facility shall follow, for College/University faculty and students exposed to an infectious disease at the Facility during the clinical experience program, the same policies and procedures which the Facility follows for its employees.
- D. College/University faculty and students contracting an infectious disease during the period of time they are assigned to or participating in the clinical experience program must report the fact to their College/University and to the Facility. Before returning to the Facility, such a College/University faculty member or student must submit proof of recovery to the College/University or Facility, if requested.

## **VI. LIABILITY**

Each party agrees that it 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 the other party and the results thereof. The College/University's liability shall be governed by the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable laws.

The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws.

## **VII. TERM OF AGREEMENT**

This Agreement is effective on the later of August 1, 2020, or when fully executed, and shall remain in effect until August 31, 2025. This Agreement may be terminated by either party at any time with or without cause upon 90 days' advance written notice to the other party. Termination by the Facility shall not become effective with respect to students then participating in the clinical experience program.

## **VIII. FINANCIAL CONSIDERATION**

- A. The College/University and the Facility shall each bear their own costs associated with this Agreement and no payment is required by either the College/University or the Facility to the other party, except that, where applicable, the Facility shall pay the tuition and other educational fees of students it places in the clinical experience program.
- B. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its patients pursuant to this Agreement.

## **IX. AMENDMENTS**

Any amendment to this Agreement shall be in writing and signed by authorized officers of each party.

**X. ASSIGNMENT**

Neither the College/University nor the Facility shall assign or transfer any rights or

obligations under this Agreement without the prior written consent of the other party, except that Facility may assign this Agreement to any party controlling, controlled by, or affiliated with Facility, without the College/University's consent. Notice of any assignment by Facility will be provided to the College/University within a reasonable time.

#### **XI. STATE AUDIT**

The books, records, documents and accounting procedures and practices of the Facility relevant to this Agreement shall be subject to examination by the College/University and the Legislative Auditor.

#### **XII. DATA PRIVACY**

The Facility and College/University must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the College/University in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Facility in accordance with this contract. The civil remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by either the Facility or the College/University.

In the event the Facility receives a request to release the data referred to in this clause, the parties agree to discuss the data and the request prior to the Facility responding.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

#### **XIII. OTHER PROVISIONS**

A. Participating Facility Sites. Facility agrees to permit the College/University to place its students and faculty, if applicable, at hospitals and clinics within Kanabec County Public Health (individually a "Site" and collectively, the "Sites") for the purpose of providing clinical experiences to College/University students. Facility will identify to the College/University specific Sites that have agreed to accept students and faculty from the College/University, and the College/University will assign students and faculty consistent with such identification. Facility may also identify, where applicable, the specific Educational Programs from which students will be accepted. Facility reserves the right to reject the College/University's placement of a student or faculty at a Site, including the number of students placed.

B. Services Provided by Site. Each Site, within the standard of patient care which it has established, will accommodate the clinical assignments and training planned by the College/University and its faculty, including attendance of students and faculty onSite units, use of reasonable amounts of Site staff time, and such other assistance as is mutually agreeable to the parties.

- C. Qualifications of Students. The College/University is responsible for assuring that the students placed in the Sites meet academic and clinical qualifications necessary to successfully participate in the clinical experience program at the Sites. The College/University will notify Site of any information it has with respect to a student that indicates that the student may pose a threat to the health or safety of patients or employees.
- D. Risk Management Fund. The College/University is a Minnesota State Agency and is self-insured through the Minnesota Risk Management Fund. The State's liabilities are stated in the Minnesota Torts Claims Act, Minn. Stat. 3.732 et seq. which prescribes the settlement of claims and the applicable limits and exclusions thereunder: \$1.5 million for any number of claims arising out of a single occurrence.
- E. Medicare Access. If legally required, for a period of 4 years from termination of this Agreement, the College/University will make available to authorized agents of the Secretary of Health and Human Services, this Agreement, any amendments to this Agreement, and any books, documents or records belonging to the College/University, its subcontractors (if applicable), or any related corporation that may be necessary to verify the nature and extent of any payments made to the College/University hereunder. Any such access will be in accordance with the written regulations established by the Secretary of Health and Human Services.
- F. Notices. Any notice pursuant to this Agreement must be in writing and must be personally delivered, sent by email, or sent by certified mail addressed to the parties at the addresses below or at such other address as they specify in written notice. Notices are effective upon personal delivery or when sent.

If to Facility: Kanabec County Public Health  
905 Forest Avenue East #127  
Mora, MN 55051

If to College/University:  
College Name: Anoka-Ramsey Community College  
Address: 11200 Mississippi Blvd NW  
Address:  
CSZ: Coon Rapids, MN 55433  
Attn: Sandra L. Kohler Dean of Nursing and Allied Health  
Email: Sandra.kohler@anokaramsey.edu

- G. Impossibility of Performance. Neither party will be deemed to be in default under this Agreement if it is prevented from performing its obligations hereunder for any reason beyond its control or is materially adversely affected in the performance of its obligations by acts of God, acts of civil or military authority, fires, floods or other natural disasters, strikes, governmental laws and regulations.
- H. No Third Party Beneficiaries. Nothing in this Agreement may be construed as creating any obligations by Facility or College/University to any person or entity not expressly made a party to this Agreement, including College/University's students or instructors or any other individuals employed by or under contract with the College/University.
- I. Severability. In the event that any provision hereof is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions hereof are nonetheless enforceable. Further, in the event such court determines that any provision hereof is held to be overbroad as written, such provision will be deemed amended to narrow its application to the extent necessary to make the provision enforceable according to applicable law and enforced as amended.
- J. Waiver. The failure of either party to insist in any one or more instances upon the performance of the terms, covenants, or conditions of this Agreement and to exercise any rights hereunder may not be construed as a waiver or relinquishment of future performance of any such term, covenant, or condition or the future exercise of such right. The obligations of the other party with respect to such future performance continues in full force and effect.
- K. Governing Law. This Agreement and all questions arising in connection with it is governed by the laws of the State of Minnesota.
- L. Excluded Providers. The College/University certifies that it is not presently excluded, debarred or otherwise ineligible to participate in federal health care programs and has not been convicted of a criminal offense that falls within the ambit of 42 U.S.C. § 1320a-7(a). The College/University shall use reasonable efforts to ensure that no assigned student or College/University employee who supervises students at a Site has been excluded, debarred or is otherwise ineligible to participate from Medicare or any other federally funded health care program under the provisions of the Social Security Act, 42 U.S.C. § 1320a-7. Reasonable efforts, for the purposes of this section, means that prior to assigning a student or College/University employee to the Site, the College/University will inquire with the U.S. Department of Health and Human Services by searching the database at: <http://www.oig.hhs.gov/fraud/exclusions.htm> or making other appropriate inquiry, if the database is unavailable. The College/University's reasonable efforts should not be construed as in any way substituting for any obligations that the Site may have to avoid employing excluded or debarred individuals. The College/University will immediately give written notice to Facility when College/University knows of any

debarment, exclusion or other event that makes the College/University or a student, employee, director, officer, agent or subcontractor of the College/University who directly participates in a clinical experience pursuant to this Agreement ineligible to participate in federal health care programs.

M. Scope of Agreement. This Agreement governs the rights and duties of the parties

with respect to any and all students of the College/University receiving clinical experiences at Sites. This Agreement supersedes any agreements involving clinical experience of the College/University's students entered into between the parties prior to the Effective Date of this Agreement. The parties shall agree in writing as to the College/University programs that will be sending students to Sites and are covered by this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:

1. **FACILITY: Kanabec County Public Health**

Facility certifies that the appropriate person(s) have executed the Agreement on behalf of Facility as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature and printed name)
P

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Date

2. **COLLEGE/UNIVERSITY:**

By (authorized signature)
Printed Name: Sandra L.
Kohler, DNP, MSN, RN Title:



Dean of Nursing and Allied  
Health

Date

By (authorized signature and printed name)
Printed Name: Steve Crittenden
Title: VP of Academic and Student Affairs
Date

**3. AS TO FORM AND EXECUTION:**

By (authorized signature and printed name)
Title
Date

## **Resolution # KCCH – 8/4/2020**

### **Agreement for Clinical Training- Anoka Ramsey Community College Resolution**

**WHEREAS** Anoka Ramsey Community College is in need of Clinical Laboratory training sites, and

**WHEREAS**, Kanabec County Community Health has facilities for providing suitable training experience that meets the educational needs of the students enrolled at Anoka Ramsey Community College, and

**WHEREAS**, it is in the best interest of Kanabec County Community Health to provide a training site where College/University students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs.

**THEREFORE BE IT RESOLVED** to approve the Kanabec County Community Health Director to sign an Agreement with the State of Minnesota, through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Anoka Ramsey Community College and Kanabec County Community Health for Clinical Laboratory training effective August 1, 2020 through July 31, 2025.

Sheila  
7/27/20 10:32AM

\*\*\*\* Kanabec County \*\*\*\*



Page 1

As of Date: 06/2020

TRIAL BALANCE REPORT

Report Basis: 2 1 - Cash  
2 - Modified Accrual  
3 - Full Accrual

Save Report: N

Comment:

FUND Range From 15 Thru 15

\*\*\* Kanabec County \*\*\*



Sheila  
7/27/20 10:32AM

TRIAL BALANCE REPORT  
As of 06/2020

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

Account		Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
-----Assets-----					
1001	Cash	457,860.13	97,190.51	121,231.98	579,092.11
1003	Audit Adjustments To Cash	4,697.57	0.00	4,697.57-	0.00
1110	Taxes Receivable - Prior & Delinquent	11,551.96	0.00	11,551.96-	0.00
1201	Accounts Receivable (Acc)	152,250.88	0.00	152,250.88-	0.00
1261	Due From Other Funds (Acc)	13,365.21	0.00	13,365.21-	0.00
1281	Due From Other Governments (Acc)	271,211.24	0.00	271,211.24-	0.00
Total Assets		910,936.99	97,190.51	331,844.88-	579,092.11
---Liabilities and Balance-----					
Liabilities					
2020	Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021	Accounts Payable (Acc)	20,986.95 -	0.00	20,986.95	0.00
2030	Salaries Payable	126,275.60 -	0.00	126,275.60	0.00
2091	Due To Other Funds (Acc)	7,118.91 -	0.00	7,118.91	0.00
2100	Due To Other Governments	8,725.14 -	0.00	8,725.14	0.00
2101	Due To Other Governments (Acc)	18,395.46 -	0.00	18,395.46	0.00
2230	Deferred Inflows	11,551.96 -	0.00	11,551.96	0.00
Total Liabilities		193,577.19 -	0.00	193,054.02	523.17 -
Fund Balance					
2881	Assigned Fund Balance	717,360.03 -	0.00	0.00	717,360.03 -
2910	Revenue Control	0.00	336,751.61 -	1,193,797.87 -	1,193,797.87 -
2925	Expenditure Control	0.00	239,561.10	1,332,588.73	1,332,588.73
Total Fund Balance		717,360.03 -	97,190.51 -	138,790.86	578,569.17 -
Total Liabilities and Balance		910,937.22 -	97,190.51 -	331,844.88	579,092.34 -
488	Kanabec Pine Community Health (fka 59)				
-----Assets-----					
1001	Cash	0.11 -	0.00	0.00	0.11 -
Total Assets		0.11 -	0.00	0.00	0.11 -
---Liabilities and Balance-----					
Liabilities					
2030	Salaries Payable	0.10	0.00	0.00	0.10
2030	Salaries Payable	0.24	0.00	0.00	0.24
Total Liabilities		0.34	0.00	0.00	0.34
Total Liabilities and Balance		0.34	0.00	0.00	0.34

Sheila  
7/27/20 10:32AM

15 Community Health Fund

Account

15 Community Health Fund

\*\*\*\* Kanabec County \*\*\*\*

TRIAL BALANCE REPORT  
As of 06/2020

Report Basis: Modified Accrual



Page 3

Beginning  
Balance

0.00

Actual  
This-Month

0.00

Actual  
Year-To-Date

0.00

Current  
Balance

0.00

**Kanabec County Community Health - Board Financial Report**  
15-484

Through June 2020

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June
Pilt/flex pay/misc expenses VISA									
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Public Health Infrastructure									
Rev	410,257.00	50.41%	206,797.77	4,722.57	85.07	32,937.93	3,800.00	0.00	165,252.20
Exp	372,769.00	48.32%	180,136.91	64,018.82	40,933.14	26,164.56	17,401.60	13,788.09	17,830.70
Prevent Infectious Disease									
Rev	23,750.00	55.13%	13,093.34	589.25	776.11	307.04	148.92	11,272.02	0.00
Exp	29,730.00	36.37%	10,813.42	1,564.91	1,746.77	2,884.72	1,171.94	1,892.67	1,552.41
Environmental Health									
Rev	25.00	12.00%	3.00	0.00	0.00	3.00	0.00	0.00	0.00
Exp	4,636.00	7.17%	332.20	0.00	24.53	15.90	71.54	0.00	220.23
Healthy Communities-Adult Health									
Rev	290,166.00	54.20%	157,278.96	26,838.64	15,984.46	54,786.63	30,898.73	15,046.80	13,723.70
Exp	279,446.00	47.41%	132,485.77	25,538.66	23,199.25	22,512.64	14,273.58	28,722.70	18,238.94
Healthy Communities-Health Improvement									
Rev	502,296.00	57.09%	286,759.98	90,599.09	20,368.58	149.21	125,074.54	45,808.92	4,759.64
Exp	487,991.00	42.47%	207,226.90	34,377.47	36,839.45	37,189.50	38,770.61	33,690.24	26,359.63
Healthy Communities-Family Health									
Rev	938,192.00	47.46%	445,275.40	95,400.23	49,895.05	105,221.81	65,361.00	51,553.56	77,843.75
Exp	795,439.00	42.84%	340,743.55	73,994.77	53,074.98	53,948.94	47,061.31	47,243.65	65,419.90
Emergency Preparedness									
Rev	30,734.00	296.83%	91,227.50	670.76	6,678.87	75,000.00	0.00	8,877.87	0.00
Exp	28,258.00	187.63%	53,019.48	3,230.34	2,508.95	4,757.48	14,570.28	13,943.83	14,008.60
Assure Access-Case Management									
Rev	372,900.00	46.81%	174,563.68	26,896.20	65,152.83	16,250.51	10,003.78	23,893.42	32,366.94
Exp	376,002.00	42.87%	161,185.05	29,268.68	26,231.40	27,359.19	26,111.60	26,025.48	26,188.70
Assure Access-Home Care									
Rev	604,000.00	42.67%	257,729.77	46,584.52	44,750.98	48,790.41	41,591.31	33,207.17	42,805.38
Exp	798,049.00	53.00%	422,975.28	81,662.32	66,670.03	71,009.72	66,988.24	66,902.98	69,741.99
Agency Totals									
Rev	3,172,320.00	51.47%	1,632,729.40	292,301.26	203,691.95	333,446.54	276,878.28	189,659.76	336,751.61
Exp	3,172,320.00	47.57%	1,508,918.56	313,655.97	251,228.50	245,842.65	226,420.70	232,209.64	239,561.10

**outstanding payments/payments not yet posted**

Hep A grant	485.30
VSO	2,393.30
CTC	
DFC	
FAP	
LCTS	10,000.00
LPHG	24,262.32
MCH	3,650.68
MIECHV	50,817.41
PHEP	9,686.15
RPC	
SHIP	18,092.68
TANF	
WIC	20,465.00
MIIC	432.28
CMCOA	
MN Choice	3,125.00
Admin asst	2,624.10
mental hlth	7,761.00
Suicide Prev	
MHIG	15,785.51
Home care	94,268.81 estimate only see note below
	263,849.54

SCHA Connector - We get reimbursed twice a year. Not included above.

Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by paysource. Also, VA may pay up to two years after the date of service.

amount has changed

## Board Meeting 08/04/20

### Abstract Totals for Commissioner Vouchers

<b>Board Meeting 08/04/20</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	38,506.61	31	63
Abstract #2			
<b>Totals</b>	<b>38,506.61</b>	<b>31</b>	<b>63</b>

### Abstract Totals for Auditor Vouchers

<b>Board Meeting 08/04/20</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>			

Sheila  
7/30/20 10:09AM

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

Print List in Order By: 1  
1 - Fund (Page Break by Fund)  
2 - Department (Totals by Dept)  
3 - Vendor Number  
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N



Sheila  
7/30/20 10:09AM  
15 Community Health Fund

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	434 Ability Network Inc						
	15-484-487-8453-6211		206.67	July billing svc/eligibility	20M-0108739	Services & Charges	N
2	15-484-493-8452-6211		172.23	July billing svc/eligibility	20M-0108739	Services & Charges	N
1	15-484-496-8447-6211		247.38	July billing svc/eligibility	20M-0108739	Services & Charges	N
	434 Ability Network Inc		626.28	3 Transactions			
34	185 Bergstadt/Jennifer						
	15-484-490-8484-6331		0.57	July COVID-19 mileage		Mileage & Meals	N
33	15-484-496-8449-6331		175.96	Jun/Jul HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		176.53	2 Transactions			
35	1396 Biever/Laurie						
	15-484-496-8449-6331		429.53	Jun/Jul HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		429.53	1 Transactions			
4	278 City Of Mora						
	15-484-485-8444-6411		90.00	sponsor Mora Music in the Park		Supplies	N
	278 City Of Mora		90.00	1 Transactions			
36	1388 Elfstrum/Brenda						
	15-484-496-8449-6331		285.20	Jun/Jul HHA mileage		Mileage & Meals	N
	1388 Elfstrum/Brenda		285.20	1 Transactions			
37	3646 Felland/Becky						
	15-484-496-8447-6331		164.45	Jun/Jul home care mileage		Mileage & Meals	N
	3646 Felland/Becky		164.45	1 Transactions			
38	3501 Fratzke/Michelle						
	15-484-496-8447-6331		16.10	July home care mileage		Mileage & Meals	N
	3501 Fratzke/Michelle		16.10	1 Transactions			
40	1128 Glocke/Beverly						
	15-484-496-8448-6331		29.33	Jun/Jul HM mileage		Mileage & Meals	N
39	15-484-496-8449-6331		240.35	Jun/Jul HHA mileage		Mileage & Meals	N
	1128 Glocke/Beverly		269.68	2 Transactions			
5	4184 Health Dimension Rehabilitation Inc						
	15-484-496-8447-6211		13,975.70	June PT services		Services & Charges	N
6	15-484-496-8447-6211		921.43	June OT services		Services & Charges	N

Sheila  
7/30/20 10:09AM  
15 Community Health Fund

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
4184	Health Dimension Rehabilitation Inc		14,897.13	2 Transactions			
7	324 Healthcare First						
	15-484-496-8447-6211		104.74	July HHCAHPS fee	5129691	Services & Charges	N
	324 Healthcare First		104.74	1 Transactions			
41	234 Holland/Jeff						
	15-484-496-8447-6331		338.10	Jun/Jul home care mileage		Mileage & Meals	N
	234 Holland/Jeff		338.10	1 Transactions			
30	1112 Hopkins Medical Products						
	15-484-490-8484-6411		219.90	2 digital thermometers	IN00953396	Program Supplies	N
31	15-484-490-8484-6411		14.93	shipping and handling	IN00953396	Program Supplies	N
	1112 Hopkins Medical Products		234.83	2 Transactions			
8	3095 Isanti County Public Health						
	15-484-485-8468-6880		4,596.66	May Hlthy eat/active living		Grant Admin- Pass thru	N
9	15-484-485-8468-6880		86.12	May tobacco strategy		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		4,682.78	2 Transactions			
20	386 ITsavvy LLC						
	15-484-490-8484-6411		863.43	HP 470 G7 computer	01199245	Program Supplies	Y
	386 ITsavvy LLC		863.43	1 Transactions			
10	322 Kanabec County						
	15-484-450-0000-6205		110.50	2nd qtr admin postage		Postage	N
16	15-484-481-8481-6205		168.25	2nd qtr PHNC postage		Postage	N
17	15-484-481-8482-6205		4.00	2nd qtr Care Nav postage		Postage	N
13	15-484-485-8468-6205		3.10	2nd qtr SHIP postage		Postage	N
14	15-484-487-8451-6205		130.00	2nd atr HP postage		Postage	N
19	15-484-487-8453-6205		1.45	2nd atr MIECHV postage		Postage	N
11	15-484-487-8456-6205		188.40	2nd qtr WIC postage		Postage	N
12	15-484-487-8457-6205		65.65	2nd qtr MCH postage		Postage	N
15	15-484-487-8461-6205		503.35	2nd qtr CTC postage		Postage	N
18	15-484-493-8452-6205		179.35	2nd qtr CM postage		Postage	N
	322 Kanabec County		1,354.05	10 Transactions			
22	2162 Kanabec County Information Systems						
	15-484-450-0000-6203		541.32	2nd qtr phone service	6177	Telephone	N
21	15-484-450-0000-6380		3,750.00	3rd qtr IS service	6179	Interdepartmental Charges	N

Sheila  
7/30/20 10:09AM  
15 Community Health Fund

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
2162	Kanabec County Information Systems		4,291.32	2 Transactions			
23	132 Kanabec Publications		98.00	home care sign off forms	062020980	Program Supplies	N
	132 Kanabec Publications		98.00	1 Transactions			
32	377 Marco Inc		787.11	Sharp MX5070v copier agmt	27487767	Rental & Service Contracts Copier	N
	377 Marco Inc		787.11	1 Transactions			
24	1143 McKesson Medical-Surgical Govt Solution		15.94	COVID-19 supplies	092373617	Medical Supplies	N
	1143 McKesson Medical-Surgical Govt Solution		15.94	1 Transactions			
28	198 Mille Lacs Co. Community & Veterans Ser		3,885.99	June hlthy eat/active living		Grant Admin- Pass thru	N
29	15-484-485-8468-6880		1,057.62	June tobacco strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		4,943.61	2 Transactions			
42	1353 Nelson/Darla		443.90	Jun/Jul HHA mileage		Mileage & Meals	N
	1353 Nelson/Darla		443.90	1 Transactions			
43	927 Neumen/Cami		18.40	June home care mileage		Mileage & Meals	N
44	15-484-496-8447-6331		180.55	July home care mileage		Mileage & Meals	N
	927 Neumen/Cami		198.95	2 Transactions			
45	52 Olson/Autumn		32.20	Jun/Jul TANF mileage		Mileage & Meals	N
46	15-484-487-8450-6331		4.60	July HP mileage		Mileage & Meals	N
47	15-484-487-8451-6331		103.50	Jun/Jul MIECHV mileage		Mileage & Meals	N
48	15-484-487-8453-6331		6.90	July MCH mileage		Mileage & Meals	N
	52 Olson/Autumn		147.20	4 Transactions			
25	632 Pine County Health & Human Services		797.71	June hlthy eat/active living		Grant Admin- Pass thru	N
26	15-484-485-8468-6880		478.63	June tobacco strategy		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		1,276.34	2 Transactions			

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7/30/20 10:09AM  
15 Community Health Fund

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
479	Ring/Elsa					
51	15-484-477-8458-6331		120.75	Jun/Jul env hlth mileage		Mileage & Meals N
50	15-484-487-8450-6331		18.97	July TANF mileage		Mileage & Meals N
49	15-484-487-8453-6331		289.23	May-Jul MIECHV mileage		Mileage & Meals N
479	Ring/Elsa		428.95	3 Transactions		
1030	Ringler/Jennie					
52	15-484-496-8449-6331		208.73	Jun/Jul HHA mileage		Mileage & Meals N
1030	Ringler/Jennie		208.73	1 Transactions		
3174	Rosburg/Diane					
53	15-484-496-8447-6331		492.55	Jun/Jul home care mileage		Mileage & Meals N
3174	Rosburg/Diane		492.55	1 Transactions		
16326	Sarkisyan/Amber					
55	15-484-490-8484-6331		16.10	June Covid-19 ess svc mileage		Mileage & Meals N
54	15-484-496-8449-6331		262.20	Jun/Jul HHA mileage		Mileage & Meals N
16326	Sarkisyan/Amber		278.30	2 Transactions		
594	Wilttrout/Shari					
57	15-484-469-8440-6331		10.35	July DP&C mileage		Mileage & Meals N
56	15-484-487-8453-6331		43.70	Jun/Jul MIECHV mileage		Mileage & Meals N
594	Wilttrout/Shari		54.05	2 Transactions		
1246	WPS TriWest VAPC3					
27	15-484-496-8447-6880		42.60	overpayment recoupment S.J.	20A884870200	Medicare Pass Thru N
1246	WPS TriWest VAPC3		42.60	1 Transactions		
452	Zaiser/Kelly					
63	15-484-481-8481-6331		1.73	July PHNC mileage		Mileage & Meals N
58	15-484-487-8450-6331		11.50	July TANF mileage		Mileage & Meals N
59	15-484-487-8451-6331		22.43	July HP mileage		Mileage & Meals N
60	15-484-487-8453-6331		212.17	Jun/Jul MIECHV mileage		Mileage & Meals N
61	15-484-487-8457-6331		1.15	July MCH mileage		Mileage & Meals N
62	15-484-493-8452-6331		17.25	July CM mileage		Mileage & Meals N
452	Zaiser/Kelly		266.23	6 Transactions		
15 Fund Total:			38,506.61	Community Health Fund	31 Vendors	63 Transactions

Sheila  
7/30/20 10:09AM  
15 Community Health Fund

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
Final Total:		38,506.61	31 Vendors	63 Transactions	

Sheila  
7/30/20 10:09AM

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	38,506.61	Community Health Fund	
	All Funds	38,506.61	Total	Approved by, .....
				.....
				.....

# 9:30am Appointment

## Item a.

August 4, 2020

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> 2020 MN Annual County Boat & Water Safety Grant Agreement	<b>b. Originating Department/Organization/Person:</b> Kanabec County Sheriff's Office – Lakes and Trails Division
<b>c. Estimated time:</b> 2 Minutes	<b>d. Presenter(s):</b> Sheriff Brian Smith

**e. Board action requested:**

Request the Kanabec County Board to pass a resolution to accept the State of Minnesota Annual Boat & Water Safety Grant Agreement. The grant runs January 1, 2020 till June 30, 2021.

### Resolution # \_\_ - 8/4/20

**BE IT RESOLVED** to approve and authorize the Chairperson to sign the State of Minnesota Annual County Boat & Water Safety Grant Agreement, grant #177146 in the amount of \$4463.00 for the state fiscal year 2020 ending June 30, 2021.

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**f. Background:**

This grant program has been provided by the state to offset costs of Boat and Water safety and enforcement efforts in the counties.

**Supporting Documents:** Grant Agreement, Encumbrance worksheet, spending plan    **None**    **Attached:** ☒

<b>Date Received in County Coordinator's Office:</b>	7/23/20
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**Coordinators Comments:**

## **ALLOWABLE EXPENDITURES & REPORTING REQUIREMENTS**

### **2020 BOAT & WATER SAFETY STATE GRANT PROGRAM**

Use these guidelines when completing the proposed Budget --- Exhibit "A" form.

**GENERAL** - All of the expenditures listed below must be directly related to the boat and water safety program. When personnel or equipment costs are split between general law enforcement duties and boat and water safety work, the percentage paid out of the boat and water safety account may not exceed the percentage of time the individual or piece of equipment is actually used for boat and water safety enforcement. Boat and water safety activities are those activities outlined in: 1) M.S. § Chapter 86B, 2) Minn. Rules - Chapter 6110, 3) search and recovery operations in the waters of the state and 4) the portions of Chapter 169A that are applicable to motorboats.

**(SPENDING PLAN, INVOICES, ACCOUNTING and REPORTS)** - Invoices may be submitted at the end of the grant period or as often as monthly. The proposed expenditures listed on your spending plan (Exhibit A) must reasonably match both your invoice and annual year-end report. If you need to purchase or pay for something that was not on the original Spending Plan, you will need to first send in a revised plan (Exhibit A) signed by the sheriff or designee, and if approved by the State, proceed from there. The Grantee must satisfactorily submit all annual performance reports and reimbursement requests for each year of participation in this Program by the date(s) requested by the State, unless the Grantee requests an extension in writing and the State approves an extension in writing. Minnesota statutes and rules require that you have a separate account for the state boat & water safety funds.

**PERSONNEL** - Personnel expenses (including salary, insurance, social security, retirement, worker's compensation, etc.) for persons who are actually engaged in boating and water safety duties. Records or logs of time spent on the program are necessary to support these expenses and should be retained not less than three years. If officer hours are a part of your reimbursement, please send one (1) completed officer log for the time period in which reimbursement is being requested.

**SUPPLIES AND EXPENSES** - This includes uniforms, fuel, oil, lubricants, repairs, rental/lease costs (docks, buildings, office facilities, equipment, etc.), insurance, travel costs, training expenses and expendable supplies (fuel, rope, paint, printing, etc.). No cell phone charges will be allowed. All expenditures need to be verifiable as allowable expenditures under this grant. Items must be listed on Exhibit A (proposed spending plan) of this grant and be descriptive in nature.

**EQUIPMENT** - Includes boats, motors, trailers, buoys, depth locators, radios, etc. Equipment that is being used for general duties may be either charged to the boat and water safety account according to percentage of use or by mile/hour of operation. Mileage logs showing dates, odometer readings and assignment are necessary to support all vehicle use and should be retained not less than three years. If you purchase equipment and it is greater than \$5,000, please submit a copy of the purchase invoice. The purchase of snowmobiles and ATVs with boat and water funds is not allowed.

County sheriff's departments are urged to contact Boat and Water Safety at the Minnesota Department of Natural Resources for a determination prior to any questionable proposed expenditure. All expenditures are subject to state audit. Be sure to keep accurate documentation and records of all expenditures.





## **Conflict of Interest Disclosure**

### **Conflict of Interest**

As referenced in the Minnesota Department of Administrations Office of Grants Management's Policy 08-01, a conflict of interest, actual, potential, or perceived, occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it.

### **Actual Conflict of Interest**

An actual conflict of interest occurs when a decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. Examples included but not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in or partial or whole ownership of the other party's organization.
- One party is an employee, board member or family member of the other party.

### **Potential Conflict of Interest**

A potential conflict of interest may exist if one party has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. Examples included but not limited to:

- One party has a relationship, affiliation, or other interest that could create an inappropriate influence if one party is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. For example, when one party serves in a volunteer capacity for another party, it has the potential to, but does not necessarily create a conflict of interest, depending on the nature of the relationship between the two parties.

A disclosed potential conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

### **Perceived Conflict of Interest**

A perceived conflict of interest is any situation in which a reasonable third party would conclude that conflicting duties or loyalties exist.

A disclosed perceived conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflict

### **Individual Conflict of Interest**

A conflict of interest that may benefit an individual employee where actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to a friend, relative, acquaintance or business or organization with which they are involved.

An employee uses his/her status or position to obtain special advantage, benefit, or access to the grantee or grant applicant's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence

Revised June, 2019

**Organizational Conflict of Interest**

A conflict of interest can also occur with an organization that is a grant applicant or grantee of a state agency. Organizational conflicts of interest occur when:

- A grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties
- A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties
- A grantee creates an unfair competitive advantage in hiring for professional services or purchasing supplies or equipment by furnishing unauthorized proprietary information or source selection information that is not available to all competitors and create a path to one or a few.

**This section to be completed by Grantee's Authorized Representative:**

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement will report any actual, potential and perceived conflicts of interests by individual employees or are organization as a whole to the State's Authorized Representative.

Organization Name: Minnesota Department of Natural Resources

Project Name: 2020 State Boating Grant

Legal Citation:

2019 1st Special Session, Chapter 4, Article 1, Section 3, Subdivision 7, paragraph (c)

Authorized Representative Name: \_\_\_\_\_

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



**2020 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT AGREEMENT**

**ENCUMBRANCE WORKSHEET**

**Contract#** 177146      **PO#** 3-170963

**State Accounting Information:**

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2020	Source Type State	Vendor Number 0000197298-008
Total Amount \$4,463	Project ID R29G70CGFFY18	Billing Location R297000221	DUNS 017296687	

**Accounting Distribution:**

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A4CG002
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Grant Begin Date January 1, 2020	Grant End Date June 30, 2021
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Grantee Name and Address:  
Kanabec County Sheriff's Office  
18 N Vine Street, Suite 143  
Mora, MN 55051

Payment Address:  
(where DNR sends the check)  
Kanabec Co. Treasurer  
18 N. Vine St. #261A  
Mora, MN 55051

**2020 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Kanabec County Sheriff's Office, 18 N Vine Street, Suite 143, Mora, MN 55051, (017296687) ("Grantee"). The payment address for this grant agreement is Kanabec Co. Treasurer, 18 N. Vine St. #261A, Mora, MN 55051.

**Recitals**

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statute §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

**Grant Agreement**

**1 Term of Grant Agreement**

- 1.1 **Effective date:** January 1, 2020. Once this grant agreement is fully executed, the Grantee may claim reimbursement for 2020 grant expenditures incurred back to effective date. Reimbursements will only be made for expenditures made according to the terms of this grant agreement.
- 1.2 **Expiration date:** June 30, 2021. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.
- 1.4 **Incur Expenses.** Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after January 1, 2020 are eligible for reimbursement.

**2 Grantee's Duties**

The Grantee, who is not a state employee, will provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

**Reporting Requirements:** The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

**3 Time**

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

**4 Consideration and Payment**

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:
  - (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Four thousand four hundred sixty-three dollars (\$4,463).
  - (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Four thousand four hundred sixty-three dollars (\$4,463).
- 4.2 **Payment**
  - (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract.

4.3 Contracting and Bidding Requirements

- (a) Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

5 **Conditions of Payment**

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

6 **Authorized Representative**

The State's Authorized Representative is Rodmen Smith, Director, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, (651) 259-5361, rodmen.smith@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Brian R. Smith, Kanabec County Sheriff's Office, 18 N Vine Street, Suite 143, Mora, MN 55051. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Agreement Complete**

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8 **Liability**

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

9 **Audits (State and Single)**

Under Minn. Stat. §16B.98, subd. 8, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.

10 **Government Data Practices and Intellectual Property**

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

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

11 **Workers' Compensation**

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

- 12 **Publicity and Endorsement**  
12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.  
12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.
- 13 **Governing Law, Jurisdiction, and Venue**  
Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 14 **Termination**  
14.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.  
14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.  
14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:  
(a) It does not obtain funding from the Minnesota Legislature  
(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15 **Data Disclosure**  
Under Minnesota Statute § 270C.65, Subdivision 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.
- 16 **American Disabilities Act**  
The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design.
- 17 **Invasive Species Prevention**  
**WORK SITES WITH KNOWN AQUATIC INVASIVE SPECIES INFESTATIONS**  
Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Operational Order 113 is incorporated into this grant agreement by reference and may be found at [http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_113.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf). Duties are listed in Op Order 113 under Sections II and III (pp. 5-8).  
  
The grantee shall be responsible for becoming familiar with the location of any known infestations of aquatic pests. The DNR Infested Waters list is found at <https://www.dnr.state.mn.us/invasives/ais/infested.html>. The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.  
  
The grantee shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for (ex. zebra mussels) invasive species prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated. The grantee shall use the following inspection and removal procedures for decontamination prior to entering and when leaving the water body:  
(a) Prior to leaving the waterbody, drain all water from equipment, boats, trailers, bilges, live wells, coolers, bait buckets, engine compartments and any other areas where water may be trapped or contained. Immediately after leaving the water body, drain water from transom wells onto dry land.

- (b) Inspect boat hulls, propellers, trailers and other surfaces, scrape off any attached mussels, remove any aquatic plant material (fragments, stems, leaves, or roots) and dispose of removed mussels and plants in a garbage can prior to transporting any equipment on public roads.
- (c) Flush boats (inside and outside) and all other equipment with hot water of 105 - 110 degrees F for a period of 30 minutes or 140 degrees F for a period of 5 minutes; or, instead of flushing equipment, leave the equipment in a location so that it dries completely for a minimum of at least 5 consecutive full days. A car wash can be used for cleaning.
- (d) If equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.
- (e) Before reuse, aquatic equipment used in invertebrate infested waters shall be dried, rinsed with hot water or power washed to remove invertebrates. Aquatic equipment used in pathogen infested water(s) shall be disinfected, according to Appendix A, immediately after exiting water.

#### 1. STATE ENCUMBRANCE VERIFICATION

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

Signed: **Nina Quinn** Digitally signed by Nina Quinn  
Date: 2020.05.20 14:40:15 -05'00'

SWIFT Contract # 177146

Purchase Order # 3-170963

#### 2. GRANTEE:

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

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

Title: County Sheriff

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

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

Title: Chairperson of County Board

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

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

Title: County Auditor or Administrator

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

#### 3. STATE AGENCY: NATURAL RESOURCES

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

Title: Director, Enforcement Division – Central Office

Attachments: Exhibits "A" & "B"

Distribution:

- 1. DNR - OMBS
- 2. Grantee - 2 (Sheriff's Office & Co. Board)
- 3. State's Authorized Representative

# 9:30am Appointment

## Item b.

August 4, 2020

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Jail Discussion	<b>b. Originating Department/Organization/Person:</b> Kanabec County Sheriff's Office
<b>c. Estimated time:</b> 2 Minutes	<b>d. Presenter(s):</b> Sheriff Brian Smith

**e. Board action requested:** Discussion only.

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**f. Background:**

Supporting Documents: None ☒ Attached:

<b>Date Received in County Coordinator's Office:</b>	
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# 9:45am Appointment

## Item a.

**August 4, 2020**

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Resolution Authorizing CARES Act COVID Election Grant	<b>b. Origination:</b> Auditor/Treasurer's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Denise Snyder, Auditor/Treasurer

**e. Board action requested:**

Approve attached resolution.

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**f. Background:**

**Supporting Documents:** None

**Attached:** ☒

<b>Date received in County Coordinators Office:</b>	7/13/20
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**Coordinators Comments:**

\_\_\_\_\_ COUNTY BOARD OF COMMISSIONERS

Date: July \_\_, 2020

Resolution # \_\_\_\_\_

Offered by Commissioner \_\_\_\_\_

WHEREAS, the COVID-19 Pandemic requires additional efforts to make the election process safe, sanitary and effective; and

WHEREAS, the Office of the Minnesota Secretary of State is currently soliciting grant applications from counties for grants pursuant to Laws 2020, Chapter 77, section 4 and the federal CARES Act; and

WHEREAS, grants will be provided to each county pursuant to a formula set forth in Section H of the grant application provided by the Office of the Secretary of State; and

WHEREAS, the funds provided by the Office of the Secretary of State are provided for the purpose of the uses set forth in the federal CARES Act and as further restricted by Laws 2020, chapter 77, section 4, subdivision 4; and

WHEREAS, those purposes are primarily for the protection of persons involved with the election process including voters, as well as certain other purchases set forth in law; and

WHEREAS, the county will work with the municipalities within the county to determine a fair, equitable, and mutually agreeable allocation of the funds within the County and between municipalities, and if an agreement cannot be reached, the funds will be distributed pursuant to the OSS identified default allocation formula as determined by the Secretary and provided in Section E of the grant application; and

WHEREAS, the grant application is to be completed by the staff of the auditor and other staff responsible for the administration of elections in this county; and

WHEREAS, the grant application must be completed, certified by a county official, typically the chief county election official, returned to the Office of the Secretary of State and a grant agreement executed prior to the receipt of the funds to which the county is entitled pursuant to Sections E and F of the grant application; and

WHEREAS, Laws 2020, Chapter 77, section 4 requires a 20% match for the grant, with a 25% match for electronic roster purchases; and

WHEREAS, the grant agreement will reflect the grant application for each county; and

WHEREAS, additional assistance may be forthcoming later in this election cycle from state and federal funds, particularly those funds appropriated or these purposes by the Legislature; and

WHEREAS, there are continuing needs throughout the election cycle for both COVID-19 and election security efforts and concomitant costs; and

WHEREAS, time is of the essence;

THEREFORE, BE IT RESOLVED that the grant application in the form presented to this board and to be submitted to the Office of the Secretary of State is hereby approved; and

BE IT FURTHER RESOLVED, that the Board hereby appropriates the required match amount as indicated in the application for the purposes set forth in the grant application [ALTERNATIVE: BE IT FURTHER RESOLVED that the Board directs the spending of existing county funds in an amount equivalent to the required match indicated in the application on the purposes for which the grant is received]

BE IT FURTHER RESOLVED that the chief elections officer of the County and staff are directed to submit this approved grant application at the earliest opportunity; and

BE IT FURTHER RESOLVED, that when the grant agreement is provided to the chief elections officer of the county, that person is delegated the authority to execute that agreement and return it to the Office of the Secretary of State without further approval by this Board; and

BE IT FINALLY RESOLVED, that the chief elections officer of the county is hereby authorized to apply for any additional funds made available by the state for the defrayment of costs of efforts to combat COVID-19 in the election process and for the enhancement of election security, and to execute any grant agreements required to access those funds from this date until the general election on November 3, 2020. .

Adopted by the \_\_\_\_\_ County Board of Commissioners this \_\_\_\_\_ day of July, 2020.

# **CARES Act Grant Application**

In accordance with the requirements of Minnesota Laws 2020, Chapter 77  
**Minnesota Secretary of State Steve Simon**

## **Contents**

- A. Background and General Instructions – Page 1
- B. County Application – Page 3
- C. County Certification – Page 5
- D. Reporting Requirements – Page 6
- E. County Allocation – Page 7
- F. Allocation Formula – Page 9
- G. Default Municipal Allocation – Page 10

## **Section A. Background and General Instructions**

The Office of the Secretary of State (OSS) received funding through the 2020 CARES Act “to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.” Minnesota Laws 2020, Chapter 77, authorized the use of these funds within Minnesota, including allowing for distributing these funds to local governments for use consistent with the state and federal requirements.

A work group including members of the OSS staff, county representatives, and city representatives was tasked with determining a fair, equitable, and efficient way to allocate these funds to local governments through a grant-making process. The work group focused on allocation with these goals in mind:

1. Getting funds to counties/cities/towns directly to help with costs
2. Minimizing the complexity of the disbursement/reimbursement process
3. Sending out funds with direction on how to use and how to report back on use (and 20% match), avoiding a “reimbursement” process
4. Ensuring the state, counties, cities, and towns benefits equitably

The work group recommended, and the OSS adopted, a grant-making structure that provides a block-grant to Counties, with the instruction that Counties work with their municipalities to determine a fair, equitable, and mutually agreeable method for allocating the funds within the County and between municipalities. However, if a County and its encompassed municipalities cannot come to a mutual agreement, a default allocation mechanism is provided. Both the distribution of funds to Counties, and the default municipality distribution, are based on a formula using various election-related factors (see Section F for the allocation formula factors).

## **Application Process**

The OSS has divided the CARES Act funding based on a variety of election-related factors. In order for a County to receive the CARES Act funding allocation, the County must do the following:

1. Complete and return the following materials to the OSS via email and hard copy:
  - a. County Application Information (Section B)

- b. County Certification (Section C)
  - c. A County Resolution Authorizing the Acceptance of Resources
2. Complete and return the grant agreement (the OSS will send this once application materials are received).

#### **Distribution of Funds within the County**

Once a County receives the CARES Act funding, the County must work with the municipalities within the County to determine a fair, equitable, and mutually agreeable method for allocating the funds within the County and between municipalities. If an agreement cannot be reached by **September 8, 2020**, the County must distribute the funds based on the default allocation (See Section G).

All Counties receiving CARES Act funds under this agreement must report the allocation of local funding within the County to the OSS by **September 15, 2020**. At the time of this report, Counties must also certify that they have written agreements with municipalities on the distribution, or that the County has utilized the default allocation.

#### **Authorized Uses of the CARES Act Funding**

The use of the CARES Act funds is restricted by both Federal and State law. State law outlines the broad categories for which the funds can be used, including:

- (1) ensuring the health and safety of election officials and in-person voters, including the purchase of sanitation and disinfectant supplies;
- (2) public outreach and preparations for implementing social distancing guidelines related to voting, including additional signs and staff;
- (3) facilitation, support, and preparation for increased absentee voting, including voter education materials, printing, and postage;
- (4) preparation of training materials and administration of additional training of local election officials;
- (5) preparation of new polling place locations; and
- (6) purchasing an electronic roster system meeting the technology requirements of Minnesota Statutes, section 201.225, subdivision 2, along with equipment necessary to support the system.

The enabling legislation also specifies that a political subdivision is eligible to use the funds for no more than 75 percent of the total cost of purchasing an electronic roster system and necessary support equipment, and no more than 80 percent of the total cost of any other authorized activities. The OSS will be providing an FAQ on authorized uses of these funds, and any jurisdictions with questions about an authorized use should contact Julie Strother ([julie.strother@state.mn.us](mailto:julie.strother@state.mn.us)).

#### **Reporting Requirements**

Counties must report on the use of the funds allocated to the County, including the distribution and use by municipalities within the County by **November 16, 2020** (see reporting materials, Section D).

## Section B. County Application

County Contact Information	
County Name:	KANABEC COUNTY
Name of Individual Submitting Application:	Denise M. Snyder
Title of Individual Submitting Application:	Kanabec County Auditor-Treasurer
Address of Individual Submitting Application:	18 North Vine Street Suite 261A
	Mora MN 55051
E-Mail of Individual Submitting Application:	denise.snyder@co.kanabec.mn.us
Phone:	320.679.6430
Fax:	320.679.6431
Federal Tax ID of Jurisdiction:	41-6005815
Grant Application	
Description of the purpose of the grant request, including intended use of the funds and expected COVID-19 election-related costs:	
<div></div>	
Total Amount of Grant Request (cannot exceed the amount identified in Section F):	\$

Total Registered Voters Per Precinct within the County

*Please attach a list of the total registered voters per precinct within the County.*

## Section C. Certification

I certify that CARES Act Elections Grant funds will be used the County only for the purposes authorized in the federal CARES Act, as further restricted by Minnesota Laws 2020, Chapter 77.

I certify that I will work with the municipalities within the County to determine a fair, equitable, and mutually agreeable allocation of the funds within the County and between municipalities, and if an agreement cannot be reached, the funds will be distributed pursuant to the OSS identified default allocation.

I further certify that all information provided in this application is true and accurate.

**County Name:** Kanabec County

**Printed Name of Individual**  
**Submitting Application:** Denise M. Snyder

**Title of Applicant:** Kanabec County Auditor-Treasurer

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please send the original application via mail and send an electronic copy. Our office will send you confirmation of receipt of your electronic application or paper application, whichever arrives to the OSS first.

Mail original applications to:

MN Secretary of State  
Attention: Jenny Kurz  
Retirement Systems of Minnesota Building  
60 Empire Dr., Suite 100  
Saint Paul, MN 55103

Email a copy of the application to:

[Christine.Nelson@state.mn.us](mailto:Christine.Nelson@state.mn.us)



## Section D. Reporting Requirements

Reports must be submitted by November 16, 2020 to [elections.dept@state.mn.us](mailto:elections.dept@state.mn.us)

Progress Narrative		
<p>The CARES Act requires that states submit a report after each primary and general election that includes a "full accounting of the State's uses of the payments and an explanation of how such uses allowed the State to prevent, prepare for, and respond to coronavirus." Please provide a narrative report that describes how you and the municipalities within your county used the funds to address the pandemic, the challenges you faced in responding to it, and how you are meeting the requirement of a local 20% funding match, or 25% local funding match for electronic rosters. Describe the major issues you and the municipalities within your county faced in dealing with the pandemic in the election cycle.</p>		
Amount Expended and Unliquidated Obligations		
	Grant Funds	Local Match
<b>Voting Process Expenses:</b> Including additional costs for printing and mailing ballots, ballot tracking software, high speed scanners and letter opening equipment, hardware and software associated with absentee ballot administration.		
<b>Staffing:</b> Additional poll workers, election office staff diverted to pandemic response, temporary staff.		
<b>Security and Training:</b> Security for additional absentee materials, pre- and post-election cleaning of polling places, staff and poll worker training on prevention processes.		
<b>Communications:</b> Notifying public of changes in registration, ballot request options, precautions, or voting procedures.		
<b>Supplies:</b> Additional supplies required in the polling place, absentee voting locations, cleaning supplies, masks, or other election-related and pandemic related supplies.		
<b>Other (describe):</b>		
<b>Other (describe):</b>		
<b>TOTAL:</b>		

## Section E. County Allocation

County	Formula Alloc Amt for County/MCD Share per Agreement w/ MCD	Formula Amt to be Shared with MCDs in County if no Agreement w/ MCD	Resulting Amt for County Use
<b>Totals</b>	<b>\$ 4,990,039.20</b>	<b>\$ 2,875,164.04</b>	<b>\$ 2,114,875.16</b>
Aitkin	\$ 20,588.95	\$ 8,159.76	\$ 12,429.19
Anoka	\$ 272,782.08	\$ 182,066.65	\$ 90,715.43
Becker	\$ 36,098.76	\$ 19,563.75	\$ 16,535.01
Beltrami	\$ 39,429.43	\$ 18,781.02	\$ 20,648.41
Benton	\$ 26,454.30	\$ 14,048.43	\$ 12,405.87
Big Stone	\$ 6,198.30	\$ 1,036.54	\$ 5,161.76
Blue Earth	\$ 51,708.65	\$ 23,331.77	\$ 28,376.87
Brown	\$ 24,047.33	\$ 10,647.14	\$ 13,400.18
Carlton	\$ 31,684.30	\$ 15,395.00	\$ 16,289.31
Carver	\$ 85,912.07	\$ 45,179.39	\$ 40,732.68
Cass	\$ 27,765.02	\$ 9,552.78	\$ 18,212.24
Chippewa	\$ 12,198.49	\$ 5,241.51	\$ 6,956.98
Chisago	\$ 44,761.39	\$ 24,579.00	\$ 20,182.39
Clay	\$ 51,591.75	\$ 27,484.98	\$ 24,106.77
Clearwater	\$ 17,270.62	\$ 10,327.36	\$ 6,943.26
Cook	\$ 6,977.14	\$ 1,199.37	\$ 5,777.77
Cottonwood	\$ 21,166.29	\$ 13,159.41	\$ 8,006.88
Crow Wing	\$ 59,755.75	\$ 25,763.02	\$ 33,992.73
Dakota	\$ 354,248.62	\$ 195,877.54	\$ 158,371.09
Dodge	\$ 22,728.44	\$ 13,246.11	\$ 9,482.32
Douglas	\$ 39,495.29	\$ 17,775.21	\$ 21,720.08
Faribault	\$ 20,267.25	\$ 11,052.27	\$ 9,214.98
Fillmore	\$ 26,343.06	\$ 14,901.84	\$ 11,441.23
Freeborn	\$ 24,827.45	\$ 9,208.41	\$ 15,619.04
Goodhue	\$ 49,377.93	\$ 28,289.98	\$ 21,087.94
Grant	\$ 6,212.66	\$ 705.30	\$ 5,507.36
Hennepin	\$ 1,117,423.48	\$ 731,920.00	\$ 385,503.48
Houston	\$ 22,610.25	\$ 11,771.54	\$ 10,838.71
Hubbard	\$ 25,195.46	\$ 11,182.14	\$ 14,013.32
Isanti	\$ 32,936.36	\$ 18,095.40	\$ 14,840.96
Itasca	\$ 44,284.32	\$ 19,927.23	\$ 24,357.09
Jackson	\$ 13,125.04	\$ 5,978.60	\$ 7,146.44
Kanabec	\$ 19,642.65	\$ 11,491.78	\$ 8,150.87
Kandiyohi	\$ 47,074.65	\$ 26,652.58	\$ 20,422.07
Kittson	\$ 6,284.58	\$ 1,240.30	\$ 5,044.28
Koochiching	\$ 13,587.64	\$ 4,312.75	\$ 9,274.89
Lac Qui Parle	\$ 8,877.61	\$ 3,046.35	\$ 5,831.26
Lake	\$ 17,602.37	\$ 9,206.07	\$ 8,396.30
Lake Of The Woods	\$ 5,241.70	\$ 676.15	\$ 4,565.56
Le Sueur	\$ 22,089.68	\$ 9,852.85	\$ 12,236.83
Lincoln	\$ 14,820.62	\$ 9,165.02	\$ 5,655.60
Lyon	\$ 17,971.64	\$ 6,956.92	\$ 11,014.72

County	Formula Alloc Amt for County/MCD Share per Agreement w/ MCD	Formula Amt to be Shared with MCDs in County if no Agreement w/ MCD	Resulting Amt for County Use
Mahnomen	\$ 7,024.54	\$ 2,422.60	\$ 4,601.93
Marshall	\$ 8,624.73	\$ 1,150.82	\$ 7,473.91
Martin	\$ 23,352.21	\$ 12,272.85	\$ 11,079.36
McLeod	\$ 26,596.10	\$ 13,042.99	\$ 13,553.10
Meeker	\$ 24,368.48	\$ 12,867.67	\$ 11,500.81
Mille Lacs	\$ 24,978.51	\$ 13,354.72	\$ 11,623.78
Morrison	\$ 29,758.17	\$ 13,292.64	\$ 16,465.53
Mower	\$ 32,217.34	\$ 16,069.02	\$ 16,148.32
Murray	\$ 13,821.12	\$ 6,812.62	\$ 7,008.50
Nicollet	\$ 27,493.79	\$ 11,444.68	\$ 16,049.11
Nobles	\$ 20,463.30	\$ 9,424.18	\$ 11,039.12
Norman	\$ 6,624.22	\$ 1,131.25	\$ 5,492.97
Olmsted	\$ 139,222.61	\$ 71,385.62	\$ 67,836.99
Otter Tail	\$ 78,904.02	\$ 49,305.95	\$ 29,598.06
Pennington	\$ 17,529.56	\$ 9,422.18	\$ 8,107.39
Pine	\$ 29,607.74	\$ 16,363.81	\$ 13,243.93
Pipestone	\$ 8,320.52	\$ 2,753.16	\$ 5,567.36
Polk	\$ 27,112.57	\$ 12,109.67	\$ 15,002.90
Pope	\$ 17,194.81	\$ 9,061.40	\$ 8,133.41
Ramsey	\$ 421,304.25	\$ 281,413.28	\$ 139,890.97
Red Lake	\$ 6,575.01	\$ 2,219.57	\$ 4,355.43
Redwood	\$ 31,316.28	\$ 20,436.40	\$ 10,879.88
Renville	\$ 25,067.80	\$ 15,630.05	\$ 9,437.75
Rice	\$ 54,515.92	\$ 32,082.42	\$ 22,433.50
Rock	\$ 9,537.43	\$ 3,538.67	\$ 5,998.75
Roseau	\$ 12,218.49	\$ 2,975.74	\$ 9,242.74
Scott	\$ 108,479.69	\$ 68,568.25	\$ 39,911.44
Sherburne	\$ 62,746.80	\$ 37,008.98	\$ 25,737.82
Sibley	\$ 13,689.12	\$ 5,168.39	\$ 8,520.73
St. Louis	\$ 192,765.61	\$ 123,660.78	\$ 69,104.83
Stearns	\$ 124,273.40	\$ 74,877.58	\$ 49,395.82
Steele	\$ 33,438.05	\$ 18,301.40	\$ 15,136.65
Stevens	\$ 10,055.93	\$ 3,455.74	\$ 6,600.19
Swift	\$ 10,013.59	\$ 3,479.61	\$ 6,533.98
Todd	\$ 32,668.95	\$ 20,840.27	\$ 11,828.68
Traverse	\$ 6,016.40	\$ 1,888.49	\$ 4,127.92
Wabasha	\$ 27,595.38	\$ 15,720.18	\$ 11,875.20
Wadena	\$ 18,927.29	\$ 11,078.82	\$ 7,848.47
Waseca	\$ 19,678.29	\$ 10,724.65	\$ 8,953.64
Washington	\$ 218,118.00	\$ 106,273.26	\$ 111,844.74
Watsonwan	\$ 9,039.28	\$ 2,935.37	\$ 6,103.91
Wilkin	\$ 7,922.44	\$ 2,658.62	\$ 5,263.82
Winona	\$ 48,460.08	\$ 28,827.42	\$ 19,632.66
Wright	\$ 98,281.35	\$ 61,661.97	\$ 36,619.38
Yellow Medicine	\$ 15,460.67	\$ 8,001.08	\$ 7,459.59

## Section F. Allocation Formula

### County Block Grant Amount and City/Town Point-of-Reference Amount Factors

This is a high-level review of the calculation and factors considered by the work group in determining the county block grant amount and the city and town point-of-reference amounts. The concept is for the county block grant amount to be distributed by mutual agreement between the county and all the cities/townships within that county.

- \$8.32 million in CARES Act funding
  - 40% allocated to the OSS = \$3.33 million
  - 60% allocated to counties (and cities and townships) = \$4.99 million
- Of the \$4.99 million allocated to the counties (and cities and townships), it is distributed as follows and based on per-unit rates:
  - 2.5% is based on base allocation equally divided to each county = \$1,433.9193
  - 25.0% based on 2018 voter (Primary and General) count = \$0.3527 per voter
  - 20.0% based on 2018 General Absentee Voter count = \$1.7777 per voter
  - 20.0% is based on May 1 registered voter counts = \$0.2942 per voter
  - 20.0% is based on number of polling places = \$347.6168 per polling place
  - 2.5% is based on 2018 population = \$0.0222 per person
  - Precinct-based allocations equate to \$166.2221 per polling place precinct and \$27.3321 per mail ballot precinct
    - 10.0% is based on number of total precincts = \$121.4121 per precinct
    - 2.5% is based on number of polling place precincts = \$44.8100 additional per polling place precinct
    - -2.5% is based on number of mail ballot precincts = reduction of \$94.08 per mail ballot polling place

This results in a range of county block grants of \$5,241.70 to \$1,117,423.48. Median is \$24,827.45 and average is \$57,356.77.

- Of the \$4.99 million allocated to the counties (and cities and townships), the work group recommends the counties and their cities and townships work to distribute the county's block grant funding. If agreement cannot be reached, then the work group provides point-of-reference amounts for each city/township that operates an election day polling place. This totals \$2.875 million.
  - The original 60% county block allocation is split 20% county and 40% cities/townships. The county receives the funding for mail ballot precincts and for absentee voting (if they complete those tasks for the jurisdiction) the under this formula as well.
  - The same factors listed above apply.

This results in a range of distributions of \$30.82 to \$237,630.19. Median is \$589.66 and average is \$1,999.42.

After reducing the county block grant amount by the point-of-reference amounts as listed, the county remaining portions (totaling \$2.1 million) result in a range of \$4,127.92 to \$385,503.48. Median is \$11,623.78 and average is \$24,308.91.

## Section G. Default Municipal Allocation

*To be used if a mutual agreement between the cities and counties cannot be reached.*

MCDs	Formula Alloc Amt
<b>Totals</b>	<b>\$ 2,875,164.04</b>
Aastad township	\$ 440.35
Acoma township	\$ 720.70
Acton township	\$ 485.86
Ada city	\$ 1,131.25
Adams city	\$ 596.22
Adams township	\$ 532.17
Adrian city	\$ 639.11
Afton city	\$ 2,552.93
Agram township	\$ 550.63
Aitkin city	\$ 913.81
Akeley city	\$ 482.18
Akron township	\$ 425.98
Alango township	\$ 456.27
Alaska township	\$ 441.49
Albany city	\$ 1,150.62
Albany township	\$ 636.47
Albert Lea city	\$ 7,189.89
Alberta township	\$ 588.17
Albertville city	\$ 3,369.74
Albion township	\$ 769.19
Alborn township	\$ 527.42
Alden township	\$ 448.21
Aldrich township	\$ 507.26
Alexandria city	\$ 6,119.55
Alta Vista township	\$ 438.19
Alton township	\$ 500.51
Altura city	\$ 492.44
Amador township	\$ 656.32
Amboy township	\$ 424.13
Amherst township	\$ 463.41
Amo township	\$ 419.21
Amor township	\$ 550.22
Andover city	\$ 16,327.55
Angora township	\$ 462.98
Ann Lake township	\$ 494.00
Ann township	\$ 433.28
Annandale city	\$ 1,237.07
Anoka city	\$ 9,180.31
Apple Valley city	\$ 31,456.38
Appleton city	\$ 705.58
Arbo township	\$ 666.22
Arco city	\$ 406.21
Arden Hills city	\$ 5,624.79
Arendahl township	\$ 477.30
Arlington city	\$ 924.58

Arlone township	\$ 476.51
Arna township	\$ 410.77
Arrowhead township	\$ 437.85
Arthur township	\$ 882.66
Ash Lake township	\$ 434.74
Ashland township	\$ 478.55
Ashley township	\$ 444.23
Athens township	\$ 951.73
Atkinson township	\$ 510.39
Atwater city	\$ 656.13
Audubon city	\$ 498.95
Audubon township	\$ 556.44
Ault township	\$ 422.61
Aurdal township	\$ 865.10
Aurora city	\$ 1,051.49
Aurora township	\$ 529.78
Austin city	\$ 7,777.36
Automba township	\$ 424.01
Avon city	\$ 923.49
Avon township	\$ 1,386.48
Babbitt city	\$ 1,002.89
Bagley city	\$ 646.80
Baldwin township	\$ 2,548.97
Balkan township	\$ 651.41
Balsam township	\$ 600.38
Bandon township	\$ 420.19
Barnesville city	\$ 1,795.18
Barnum township	\$ 742.42
Barry township	\$ 522.34
Bartlett township	\$ 483.90
Bassett township	\$ 397.01
Battle Lake city	\$ 645.04
Baudette city	\$ 676.15
Baxter city	\$ 4,073.40
Bayport city	\$ 1,143.57
Baytown township	\$ 1,095.04
Bear Creek township	\$ 421.52
Beatty township	\$ 559.67
Beaver Bay city	\$ 420.50
Beaver Bay township	\$ 912.36
Beaver Falls township	\$ 429.75
Beaver township	\$ 454.99
Becker city	\$ 1,495.11
Becker township	\$ 1,785.36
Bejou city	\$ 406.12
Belfast township	\$ 442.97
Belle Creek township	\$ 541.86
Belle Plaine city	\$ 2,155.32

Belle Plaine township	\$ 666.55
Belle Prairie township	\$ 568.42
Bellevue township	\$ 715.27
Beltrami Co. Unorganized	\$ 1,417.55
Belvidere township	\$ 522.57
Belview city	\$ 460.56
Bemidji city	\$ 5,437.90
Bemidji township	\$ 1,161.96
Bennington township	\$ 424.03
Benson city	\$ 1,694.43
Benton township	\$ 614.87
Benville township	\$ 404.78
Bertha city	\$ 492.35
Bertha township	\$ 460.69
Bethel city	\$ 512.27
Big Lake city	\$ 3,647.75
Big Lake township	\$ 3,663.34
Bingham Lake city	\$ 421.22
Birch Cooley township	\$ 442.94
Birchdale township	\$ 627.76
Birchwood Village city	\$ 726.82
Bird Island city	\$ 648.65
Bird Island township	\$ 438.83
Biwabik city	\$ 762.54
Biwabik township	\$ 692.37
Black Hammer township	\$ 463.65
Blackberry township	\$ 652.30
Blackduck city	\$ 530.27
Blackhoof township	\$ 696.05
Blaine city	\$ 35,022.48
Blakeley township	\$ 525.74
Blomkest city	\$ 436.47
Blooming Grove township	\$ 566.02
Blooming Prairie city	\$ 892.94
Blooming Prairie township	\$ 504.81
Bloomington city	\$ 41,902.17
Blowers township	\$ 447.49
Blue Earth city	\$ 1,915.80
Blue Earth City township	\$ 505.37
Blue Hill township	\$ 972.36
Blue Mounds township	\$ 438.97
Blueberry township	\$ 611.38
Bluffton city	\$ 435.34
Bluffton township	\$ 497.70
Bogus Brook township	\$ 765.09
Bondin township	\$ 472.49
Boon Lake township	\$ 479.09
Borgholm township	\$ 835.58
Bovey city	\$ 595.05
Bradford township	\$ 1,349.17
Braham city	\$ 1,131.31
Brainerd city	\$ 6,339.08
Brandon city	\$ 521.77
Breckenridge city	\$ 1,791.83
Breezy Point city	\$ 1,223.64

Breitung township	\$ 599.77
Bremen township	\$ 452.24
Brevator township	\$ 708.55
Bricelyn city	\$ 473.92
Bridgewater township	\$ 1,029.28
Bristol township	\$ 455.33
Brockway township	\$ 1,228.08
Brook Park township	\$ 486.20
Brookfield township	\$ 423.96
Brooklyn Center city	\$ 19,827.07
Brooklyn Park city	\$ 32,545.26
Brooks city	\$ 412.21
Brookston city	\$ 400.82
Brookville township	\$ 433.39
Brooten city	\$ 278.61
Browerville city	\$ 539.36
Brownsdale city	\$ 563.63
Brownston city	\$ 551.32
Bruce township	\$ 523.54
Brunswick township	\$ 738.78
Brush Creek township	\$ 439.90
Buffalo city	\$ 6,753.26
Buffalo Lake city	\$ 507.91
Buffalo township	\$ 977.32
Buhl city	\$ 703.49
Bullard township	\$ 437.57
Burbank township	\$ 524.77
Burleene township	\$ 468.56
Burlington township	\$ 805.31
Burnhamville township	\$ 588.48
Burnsville city	\$ 23,006.37
Burton township	\$ 424.94
Burtrum city	\$ 405.61
Buse township	\$ 523.69
Butler township	\$ 460.89
Byron city	\$ 960.30
Byron township	\$ 447.05
Cairo township	\$ 438.54
Caledonia city	\$ 1,411.20
Cambridge city	\$ 3,047.06
Cambridge township	\$ 1,106.38
Camden township	\$ 651.08
Cameron township	\$ 413.31
Camp 5 township	\$ 393.32
Camp Release township	\$ 461.17
Camp township	\$ 436.84
Canby city	\$ 775.48
Candor township	\$ 572.31
Canisteo township	\$ 578.24
Cannon City township	\$ 732.78
Cannon Falls city	\$ 1,964.17
Cannon Falls township	\$ 729.59
Canosia township	\$ 1,089.23
Carimona township	\$ 479.17
Carlisle township	\$ 430.81

Carlos city	\$ 513.71
Carlos township	\$ 1,101.10
Carlton city	\$ 660.84
Carrolton township	\$ 496.66
Carson township	\$ 467.60
Carsonville township	\$ 445.71
Carver city	\$ 1,687.62
Cascade township	\$ 2,349.16
Cass Lake city	\$ 556.12
Castle Rock township	\$ 794.72
Cedar Lake township	\$ 1,321.36
Cedar Valley township	\$ 447.52
Center City city	\$ 603.14
Center Creek township	\$ 438.28
Centerville city	\$ 2,036.85
Ceylon city	\$ 471.61
Champlin city	\$ 9,186.03
Chandler city	\$ 447.36
Chanhasen city	\$ 11,220.45
Charlestown township	\$ 431.58
Chaska city	\$ 8,621.84
Chatfield city	\$ 1,455.41
Chatfield township	\$ 539.13
Chatham township	\$ 822.68
Chengwatana township	\$ 633.90
Cherry Grove township	\$ 486.47
Cherry township	\$ 646.77
Chester township	\$ 489.91
Chisago City city	\$ 2,017.63
Chisago Lake township	\$ 2,285.79
Chisholm city	\$ 2,118.13
Circle Pines city	\$ 2,990.83
Clara City city	\$ 759.41
Claremont city	\$ 478.68
Claremont township	\$ 504.50
Clarissa city	\$ 534.99
Clark township	\$ 423.03
Clarkfield city	\$ 572.36
Clear Lake city	\$ 518.00
Clear Lake township	\$ 918.14
Clearbrook city	\$ 505.31
Clearwater city	\$ 1,178.13
Clearwater township	\$ 811.12
Clements city	\$ 416.50
Cleveland city	\$ 639.11
Cleveland township	\$ 676.01
Clinton Falls township	\$ 508.62
Clinton township	\$ 661.21
Clitherall city	\$ 399.90
Clitherall township	\$ 562.39
Cloquet city	\$ 5,497.64
Clover township	\$ 1,348.83
Cohasset city	\$ 1,321.83
Cokato city	\$ 1,084.16
Cokato township	\$ 772.70

Cold Spring city	\$ 1,719.74
Coleraine city	\$ 953.85
Colfax township	\$ 561.12
Collegeville township	\$ 662.02
Collinwood township	\$ 729.41
Cologne city	\$ 892.42
Columbia Heights city	\$ 10,783.90
Columbia township	\$ 503.97
Columbus city	\$ 2,400.40
Colvin township	\$ 494.89
Comfort township	\$ 681.57
Comfrey city	\$ 844.39
Compton township	\$ 555.43
Concord township	\$ 549.50
Cook city	\$ 601.97
Coon Rapids city	\$ 31,526.82
Copley township	\$ 600.11
Corcoran city	\$ 6,118.87
Corinna township	\$ 1,214.60
Corliss township	\$ 542.61
Cormorant township	\$ 725.53
Cottage Grove city	\$ 12,788.41
Cotton township	\$ 552.31
Cottonwood city	\$ 689.60
Courtland city	\$ 585.53
Crane Lake township	\$ 425.42
Credit River township	\$ 2,069.10
Crooked Creek township	\$ 451.93
Crooks township	\$ 436.60
Crookston city	\$ 3,660.33
Crosby city	\$ 1,002.43
Crosby township	\$ 409.69
Crosslake city	\$ 1,238.56
Crow Wing township	\$ 1,306.07
Crystal city	\$ 11,093.33
Culver township	\$ 452.53
Daggett Brook township	\$ 539.43
Dahlgren township	\$ 1,132.41
Dailey township	\$ 439.13
Dakota city	\$ 474.29
Dalbo township	\$ 589.89
Dale township	\$ 426.40
Dalton city	\$ 452.90
Dane Prairie township	\$ 685.97
Darwin city	\$ 471.08
Dassel city	\$ 768.75
Dassel township	\$ 854.46
Dawson city	\$ 827.94
Dayton city	\$ 3,538.11
Dead Lake township	\$ 537.58
Decoria township	\$ 715.73
Deephaven city	\$ 14,823.03
Deer Creek city	\$ 452.87
Deer Creek township	\$ 473.81
Deer River city	\$ 951.56

Deer River township	\$ 943.75
Deerfield township	\$ 540.72
Deerwood township	\$ 862.41
Delafield township	\$ 457.07
Delano city	\$ 3,031.21
Delavan city	\$ 428.04
Delavan township	\$ 474.35
Delhi city	\$ 396.41
Delhi township	\$ 461.92
Dell Grove township	\$ 586.41
Dellwood city	\$ 792.88
Denmark township	\$ 976.14
Dennison city	\$ 227.62
Dent city	\$ 425.70
Des Moines River township	\$ 423.80
Des Moines township	\$ 458.72
Detroit Lakes city	\$ 3,471.12
Detroit township	\$ 1,654.76
Dewald township	\$ 468.90
Dexter city	\$ 472.95
Dexter township	\$ 465.94
Diamond Lake township	\$ 426.55
Dilworth city	\$ 1,466.54
Dodge Center city	\$ 1,331.82
Dora township	\$ 621.13
Douglas township	\$ 603.70
Dover city	\$ 569.27
Dover township	\$ 491.05
Dovray township	\$ 430.41
Dovre township	\$ 1,105.05
Drammen township	\$ 408.58
Dresbach township	\$ 534.39
Dryden township	\$ 468.48
Duluth city	\$ 45,027.34
Duluth township	\$ 1,080.15
Dunbar township	\$ 448.97
Dundas city	\$ 837.87
Dunn township	\$ 671.46
Dunnell city	\$ 419.82
Eagan city	\$ 27,764.93
Eagle Bend city	\$ 500.28
Eagle Lake city	\$ 1,165.94
Eagle Lake township	\$ 518.37
Eagle Valley township	\$ 487.04
East Bethel city	\$ 5,128.27
East Grand Forks city	\$ 4,407.91
East Gull Lake city	\$ 977.57
East Lake Lillian township	\$ 429.63
East Side township	\$ 594.42
Eastern township	\$ 458.42
Echo city	\$ 441.77
Eckles township	\$ 767.23
Eddy township	\$ 468.48
Eden Lake township	\$ 825.61
Eden Prairie city	\$ 40,291.20

Eden Valley city	\$ 959.72
Edgerton city	\$ 712.64
Edina city	\$ 25,822.31
Edna township	\$ 668.79
Edwards township	\$ 458.97
Effington township	\$ 457.23
Eglon township	\$ 561.54
Eitzen city	\$ 455.37
Elba city	\$ 421.21
Elba township	\$ 477.95
Elbow Lake city	\$ 705.30
Elgin city	\$ 645.34
Elgin township	\$ 581.50
Elizabeth city	\$ 422.71
Elizabeth township	\$ 631.49
Elk River city	\$ 12,339.97
Elko New Market city	\$ 1,560.38
Elkton township	\$ 474.29
Ellington township	\$ 454.90
Ellsburg township	\$ 457.16
Elmdale township	\$ 649.26
Elmer township	\$ 420.66
Elmira township	\$ 492.46
Elmo township	\$ 459.54
Elmore township	\$ 433.38
Elmwood township	\$ 498.43
Ely city	\$ 1,907.59
Elysian city	\$ 310.88
Elysian township	\$ 743.82
Embarrass township	\$ 595.77
Emerald township	\$ 453.60
Emily city	\$ 683.55
Empire township	\$ 1,195.51
Erhard city	\$ 411.69
Erhards Grove township	\$ 509.15
Ericson township	\$ 441.44
Erie township	\$ 895.90
Erin township	\$ 645.69
Eureka township	\$ 841.31
Evansville city	\$ 543.75
Evansville township	\$ 453.63
Eveleth city	\$ 1,923.18
Everts township	\$ 668.84
Excelsior city	\$ 6,341.63
Eyota city	\$ 896.87
Eyota township	\$ 532.03
Fahlun township	\$ 493.57
Fair Haven township	\$ 830.33
Fairbanks township	\$ 413.55
Fairfax city	\$ 660.32
Fairmont city	\$ 5,262.33
Fairview township	\$ 670.73
Falcon Heights city	\$ 3,126.37
Falk township	\$ 434.22
Fall Lake township	\$ 646.40



Farden township	\$ 1,039.52
Faribault city	\$ 6,247.18
Farm Island township	\$ 768.50
Farmington city	\$ 7,828.00
Farmington township	\$ 505.94
Fawn Lake township	\$ 522.20
Fayal township	\$ 1,107.05
Featherstone township	\$ 641.82
Felton city	\$ 430.08
Fergus Falls city	\$ 6,805.14
Fergus Falls township	\$ 588.78
Fern township	\$ 463.92
Fertile city	\$ 582.46
Field township	\$ 501.78
Fifty Lakes city	\$ 567.98
Fillmore township	\$ 525.59
Fine Lakes township	\$ 424.56
Finlayson township	\$ 501.31
Fish Lake township	\$ 1,046.12
Fleming township	\$ 500.22
Flora township	\$ 438.59
Florence township	\$ 903.94
Florida township	\$ 413.53
Flowing township	\$ 408.01
Folden township	\$ 463.84
Foley city	\$ 940.44
Forada city	\$ 438.36
Ford township	\$ 441.07
Forest Lake city	\$ 7,478.80
Forest Prairie township	\$ 626.02
Forest township	\$ 797.92
Foreston city	\$ 499.67
Forestville township	\$ 492.22
Fort Ripley township	\$ 680.48
Fort Snelling Unorganized	\$ 449.85
Fortier township	\$ 404.23
Fosston city	\$ 719.09
Foster township	\$ 458.08
Franconia township	\$ 930.75
Franklin city	\$ 481.39
Franklin township	\$ 1,272.97
Frazee city	\$ 654.96
Fredenberg township	\$ 901.36
Freedom township	\$ 481.44
Freeman township	\$ 523.89
Freeport city	\$ 558.25
Fremont township	\$ 474.66
French Lake township	\$ 739.55
French township	\$ 604.83
Friberg township	\$ 620.54
Fridley city	\$ 14,192.74
Friendship township	\$ 446.61
Frohn township	\$ 839.90
Frost city	\$ 431.61
Fulda city	\$ 769.33

Gales township	\$ 418.07
Garfield city	\$ 457.80
Garrison township	\$ 665.77
Gaylord city	\$ 896.18
Gem Lake city	\$ 586.68
Genessee township	\$ 502.52
Georgetown township	\$ 416.75
Germania township	\$ 468.19
Germantown township	\$ 782.93
Gibbon city	\$ 570.71
Gilbert city	\$ 1,051.86
Gillford township	\$ 513.32
Gilmanton township	\$ 618.39
Girard township	\$ 653.59
Glasgow township	\$ 453.50
Glencoe city	\$ 2,742.34
Glendorado township	\$ 601.00
Glenwood city	\$ 1,422.22
Glenwood township	\$ 721.71
Glyndon city	\$ 679.40
Glyndon township	\$ 476.44
Gnesen township	\$ 980.58
Golden Valley city	\$ 11,544.26
Gonvick city	\$ 453.33
Goodhue city	\$ 668.49
Goodhue township	\$ 543.28
Goodland township	\$ 537.28
Goodview city	\$ 2,111.43
Gordon township	\$ 577.63
Gorman township	\$ 517.98
Graceville city	\$ 556.28
Graham township	\$ 542.54
Granada city	\$ 453.74
Grand Lake township	\$ 1,246.11
Grand Marais city	\$ 1,199.37
Grand Meadow city	\$ 655.85
Grand Rapids city	\$ 4,431.35
Granite Falls city	\$ 1,449.55
Granite Falls township	\$ 802.07
Granite Ledge township	\$ 588.37
Granite Rock township	\$ 435.44
Granite township	\$ 511.25
Grant city	\$ 1,842.45
Grant Valley township	\$ 934.24
Grass Lake township	\$ 637.56
Grasston city	\$ 414.33
Great Bend township	\$ 479.09
Great Scott township	\$ 518.11
Green Lake township	\$ 914.49
Green Valley township	\$ 481.51
Greenbush city	\$ 598.10
Greenbush township	\$ 713.18
Greenfield city	\$ 1,435.91
Greenfield township	\$ 803.94
Greenleaf township	\$ 595.80

Greenvale township	\$ 647.19
Greenwood city	\$ 671.15
Greenwood township	\$ 1,164.86
Grey Cloud Island township	\$ 481.71
Grey Eagle city	\$ 463.41
Grey Eagle township	\$ 569.46
Grove City city	\$ 512.79
Grove Lake township	\$ 461.47
Guthrie township	\$ 539.59
Hagali township	\$ 480.10
Halden township	\$ 422.99
Hallock city	\$ 659.29
Ham Lake city	\$ 8,754.94
Hamburg city	\$ 526.70
Hammer township	\$ 433.57
Hampton city	\$ 540.96
Hampton township	\$ 651.04
Hancock township	\$ 480.53
Hanover city	\$ 1,896.25
Hansonville township	\$ 406.69
Harmony city	\$ 678.36
Harmony township	\$ 468.13
Harris city	\$ 700.42
Harris township	\$ 1,492.33
Harrison township	\$ 562.15
Hart Lake township	\$ 878.03
Hart township	\$ 463.69
Hartford township	\$ 534.43
Hastings city	\$ 14,337.21
Havana township	\$ 553.65
Haven township	\$ 1,002.83
Haverhill township	\$ 881.16
Hawk Creek township	\$ 444.92
Hawley city	\$ 904.52
Hay Brook township	\$ 449.68
Hay Creek township	\$ 688.76
Hayfield city	\$ 700.13
Hayfield township	\$ 520.21
Hayward township	\$ 495.36
Hector city	\$ 621.08
Height of Land township	\$ 572.62
Helena township	\$ 940.96
Henderson city	\$ 646.28
Hendricks city	\$ 538.14
Hendricks township	\$ 441.98
Henning city	\$ 595.09
Henning township	\$ 490.29
Henrietta township	\$ 853.27
Henryville township	\$ 429.37
Hermantown city	\$ 5,144.23
Heron Lake city	\$ 525.79
Hewitt city	\$ 440.10
Hibbing city	\$ 8,247.89
Hickory township	\$ 404.93
High Forest township	\$ 688.06

Highland township	\$ 508.17
Highland township	\$ 428.58
Highwater township	\$ 429.53
Hillman township	\$ 505.51
Hills city	\$ 522.96
Hillsdale township	\$ 528.86
Hilltop city	\$ 511.49
Hinckley city	\$ 727.43
Hinckley township	\$ 584.36
Hines township	\$ 567.37
Hobart township	\$ 646.66
Hokah city	\$ 537.70
Hokah township	\$ 535.38
Holden township	\$ 521.60
Holding township	\$ 723.59
Holdingford city	\$ 577.39
Holland township	\$ 490.42
Hollywood township	\$ 695.10
Holmes City township	\$ 654.89
Holmesville township	\$ 544.37
Holst township	\$ 478.78
Holt township	\$ 467.92
Homer township	\$ 804.07
Homestead township	\$ 474.88
Honner township	\$ 396.90
Hope township	\$ 453.50
Hopkins city	\$ 10,081.79
Hornet township	\$ 433.54
Houston city	\$ 628.71
Houston township	\$ 508.66
Howard Lake city	\$ 866.88
Hoyt Lakes city	\$ 1,172.98
Hubbard township	\$ 616.42
Hugo city	\$ 6,129.66
Huntersville township	\$ 413.66
Hutchinson city	\$ 5,753.69
Ideal township	\$ 817.79
Independence city	\$ 2,229.54
Industrial township	\$ 594.59
Inman township	\$ 449.87
International Falls city	\$ 2,487.72
Inver Grove Heights city	\$ 22,295.64
Iona city	\$ 428.87
Iona township	\$ 459.97
Iosco township	\$ 568.06
Ironton city	\$ 529.05
Irving township	\$ 712.20
Isanti city	\$ 2,243.34
Isanti township	\$ 1,051.99
Isle city	\$ 611.11
Isle Harbor township	\$ 539.86
Itasca township	\$ 425.67
Ivanhoe city	\$ 549.76
Jackson city	\$ 1,641.29
Jackson township	\$ 703.88

Janesville city	\$ 1,003.53
Janesville township	\$ 547.73
Jeffers city	\$ 452.68
Jefferson township	\$ 412.24
Jevne township	\$ 472.18
Johnsonville township	\$ 408.12
Jordan city	\$ 2,616.88
Jordan township	\$ 481.74
Kabetogama township	\$ 433.90
Kalmar township	\$ 728.77
Kanabec township	\$ 596.25
Kandiyohi city	\$ 528.47
Kandiyohi township	\$ 570.46
Kandota township	\$ 604.04
Karlstad city	\$ 581.01
Kasota city	\$ 544.13
Kasson city	\$ 2,694.65
Kathio township	\$ 720.52
Keewatin city	\$ 679.24
Kellogg city	\$ 522.08
Kelsey township	\$ 424.05
Kensington city	\$ 455.49
Kenyon city	\$ 891.19
Kenyon township	\$ 491.62
Kerkhoven city	\$ 564.90
Kiester city	\$ 523.95
Kiester township	\$ 448.56
Kilkenny township	\$ 502.56
Kimball city	\$ 566.43
Kingman township	\$ 432.91
Kingston township	\$ 735.40
Kinney city	\$ 416.23
Kintire township	\$ 431.20
Knife Lake township	\$ 729.53
Koochiching Co. Unorganized	\$ 929.00
Kragnes township	\$ 464.00
Krain township	\$ 626.22
Kroschel township	\$ 443.92
Kugler township	\$ 440.94
La Crescent city	\$ 1,959.23
La Crescent township	\$ 782.86
La Garde township	\$ 426.48
La Prairie city	\$ 578.18
La Prairie township	\$ 445.66
Lake Andrew township	\$ 766.89
Lake Benton city	\$ 549.86
Lake Benton township	\$ 436.95
Lake City city	\$ 3,021.51
Lake Co. Unorganized	\$ 2,188.92
Lake Crystal city	\$ 1,039.52
Lake Elizabeth township	\$ 437.19
Lake Elmo city	\$ 4,014.39
Lake Eunice township	\$ 842.37
Lake Fremont township	\$ 433.03
Lake George township	\$ 507.71

Lake Hattie township	\$ 436.08
Lake Lillian township	\$ 435.67
Lake Mary township	\$ 767.49
Lake Park city	\$ 543.11
Lake Park township	\$ 518.08
Lake Sarah township	\$ 513.05
Lake Shore city	\$ 1,017.23
Lake St. Croix Beach city	\$ 749.89
Lake Stay township	\$ 423.99
Lake township	\$ 516.35
Lake View township	\$ 899.53
Lake Wilson city	\$ 466.01
Lakefield city	\$ 1,146.99
Lakeland city	\$ 976.91
Lakeland Shores city	\$ 495.88
Lakeport township	\$ 1,001.29
Lakeside township	\$ 1,007.18
Laketown township	\$ 945.72
Lakeville city	\$ 24,826.21
Lakewood township	\$ 1,130.29
Lakin township	\$ 494.20
Lamberton city	\$ 586.83
Lamberton township	\$ 437.63
Landfall city	\$ 502.07
Lanesboro city	\$ 658.63
Lauderdale city	\$ 1,389.48
Lavell township	\$ 470.49
Le Center city	\$ 921.27
Le Ray township	\$ 598.36
Le Roy city	\$ 629.87
Le Roy township	\$ 478.37
Le Sauk township	\$ 863.29
Le Sueur city	\$ 1,699.06
Leaf Lake township	\$ 559.36
Leaf Mountain township	\$ 471.43
Leaf River township	\$ 851.82
Leaf Valley township	\$ 540.13
Lee township	\$ 397.99
Leiding township	\$ 504.94
Lemond township	\$ 529.42
Lengby city	\$ 406.52
Lent township	\$ 1,319.34
Leon township	\$ 1,155.71
Leslie township	\$ 563.19
Lester Prairie city	\$ 812.20
Leven township	\$ 556.34
Lewiston city	\$ 749.85
Lexington city	\$ 980.55
Lexington township	\$ 623.79
Liberty township	\$ 582.82
Lida township	\$ 645.74
Lilydale city	\$ 814.51
Limestone township	\$ 427.36
Linden Grove township	\$ 419.15
Lindstrom city	\$ 1,828.54

Lino Lakes city	\$ 11,220.30
Linwood township	\$ 3,056.24
Lismore city	\$ 433.91
Lismore township	\$ 416.16
Litchfield city	\$ 3,344.30
Litchfield township	\$ 637.83
Little Canada city	\$ 5,685.42
Little Elk township	\$ 457.26
Little Falls city	\$ 3,297.38
Little Falls township	\$ 873.34
Little Sauk township	\$ 590.82
Livonia township	\$ 2,739.16
Lodi township	\$ 451.88
Lone Pine township	\$ 552.11
Long Beach city	\$ 510.62
Long Lake city	\$ 1,168.46
Long Prairie city	\$ 969.29
Long Prairie township	\$ 618.36
Lonsdale city	\$ 1,394.37
Loretto city	\$ 682.65
Louisville township	\$ 791.46
Lowry city	\$ 465.00
Lucan city	\$ 431.41
Luverne city	\$ 2,534.15
Lyle city	\$ 509.93
Lyle township	\$ 482.48
Lynden township	\$ 945.07
Lyons township	\$ 435.19
Mabel city	\$ 552.59
Macville township	\$ 430.32
Madelia city	\$ 848.99
Madison city	\$ 842.90
Madison Lake city	\$ 723.95
Mahnomen city	\$ 651.70
Mahtomedi city	\$ 3,436.59
Maine Prairie township	\$ 931.97
Maine township	\$ 613.17
Malmö township	\$ 494.96
Manannah township	\$ 520.06
Mankato city	\$ 16,172.46
Mantorville city	\$ 709.14
Mantorville township	\$ 940.10
Maple Grove city	\$ 40,466.78
Maple Grove township	\$ 1,090.94
Maple Lake city	\$ 954.21
Maple Lake township	\$ 1,417.25
Maple Plain city	\$ 1,151.61
Maple Ridge township	\$ 610.37
Maple township	\$ 488.10
Mapleton city	\$ 812.70
Maplewood city	\$ 20,552.90
Maplewood township	\$ 469.25
Marble township	\$ 423.25
Marcell township	\$ 536.54
Marine on St. Croix city	\$ 683.57

Marion township	\$ 1,929.61
Marsh Creek township	\$ 420.20
Marshall city	\$ 4,189.31
Marshan township	\$ 741.36
Marshfield township	\$ 440.72
Martin township	\$ 481.57
Martinsburg township	\$ 421.44
Marysville township	\$ 957.67
Maxwell township	\$ 431.29
May township	\$ 2,039.43
Mayer city	\$ 950.10
Mayhew Lake township	\$ 615.58
Maynard city	\$ 481.02
Mayville township	\$ 475.08
Maywood township	\$ 635.55
Mazeppa city	\$ 599.97
Mazeppa township	\$ 608.51
McDavitt township	\$ 532.22
McGregor township	\$ 409.95
Meadowlands city	\$ 406.76
Meadowlands township	\$ 480.41
Medford city	\$ 694.65
Medford township	\$ 531.69
Medicine Lake city	\$ 525.74
Medina city	\$ 4,062.54
Melrose city	\$ 1,387.22
Melville township	\$ 434.86
Menahga city	\$ 722.43
Mendota city	\$ 441.62
Mendota Heights city	\$ 6,281.41
Meriden township	\$ 559.76
Merton township	\$ 484.05
Middletown township	\$ 439.94
Middleville township	\$ 680.30
Midway township	\$ 1,316.06
Milaca city	\$ 1,131.65
Milaca township	\$ 820.51
Millerville township	\$ 491.21
Millwood township	\$ 673.57
Milo township	\$ 774.66
Milroy city	\$ 433.75
Milton township	\$ 600.05
Miltona city	\$ 488.50
Miltona township	\$ 676.37
Minden township	\$ 1,208.60
Minerva township	\$ 447.94
Minneapolis city	\$ 237,630.19
Minneola township	\$ 587.84
Minneota city	\$ 744.12
Minneota township	\$ 458.09
Minnesota Lake city	\$ 292.90
Minnesota Lake township	\$ 433.94
Minnetonka Beach city	\$ 778.28
Minnetonka city	\$ 40,203.27
Minnetrista city	\$ 5,357.81

Minnewaska township	\$ 548.76
Mission Creek township	\$ 519.08
Mission township	\$ 679.16
Money Creek township	\$ 557.23
Montevideo city	\$ 2,072.07
Montgomery city	\$ 1,159.24
Monticello city	\$ 5,247.87
Monticello township	\$ 1,313.69
Montrose city	\$ 1,203.53
Moorhead city	\$ 15,085.43
Moose Creek township	\$ 456.97
Moose Lake city	\$ 809.44
Moose Lake township	\$ 677.24
Mora city	\$ 1,218.25
Moran township	\$ 534.87
Moranville township	\$ 608.64
Morcom township	\$ 407.83
Morgan city	\$ 589.40
Morgan township	\$ 444.41
Morken township	\$ 439.97
Morrill township	\$ 539.27
Morris city	\$ 3,455.74
Morristown city	\$ 631.87
Morristown township	\$ 568.60
Morse township	\$ 1,794.12
Morton city	\$ 466.61
Motley city	\$ 272.46
Mound city	\$ 5,698.68
Mounds View city	\$ 6,033.09
Mount Pleasant township	\$ 501.02
Mountain Iron city	\$ 1,912.65
Mountain Lake city	\$ 916.43
Mountain Lake township	\$ 458.92
Mud Lake Unorganized	\$ 380.75
Munch township	\$ 457.51
Nashwauk city	\$ 657.80
Nashwauk township (balance)	\$ 608.93
Nelson city	\$ 424.08
Nerstrand city	\$ 472.67
Nessel township	\$ 1,003.44
New Avon township	\$ 433.99
New Brighton city	\$ 14,095.19
New Germany city	\$ 488.47
New Hartford township	\$ 631.32
New Haven township	\$ 783.66
New Hope city	\$ 11,728.74
New Independence township	\$ 478.67
New London city	\$ 753.56
New London township	\$ 1,365.40
New Market township	\$ 1,531.49
New Prague city	\$ 2,792.44
New Richland city	\$ 678.81
New Ulm city	\$ 6,909.94
New York Mills city	\$ 636.55
Newport city	\$ 1,313.75

Newry township	\$ 488.78
Newton township	\$ 600.84
Nicollet city	\$ 681.22
Nidados township	\$ 506.70
Nininger township	\$ 665.96
Nisswa city	\$ 1,115.27
Nokay Lake township	\$ 644.12
Nora township	\$ 940.61
Norden township	\$ 481.48
Nordland township	\$ 746.45
Norman township	\$ 451.48
Normanna township	\$ 633.45
North Branch city	\$ 3,752.56
North Branch township	\$ 916.61
North Germany township	\$ 458.07
North Hero township	\$ 422.42
North Mankato city	\$ 5,781.55
North Oaks city	\$ 3,931.48
North St. Paul city	\$ 5,682.47
North Star township	\$ 466.89
North township	\$ 552.82
Northern township	\$ 1,824.61
Northfield city	\$ 12,415.20
Northfield township	\$ 656.40
Northland township	\$ 436.80
Northrop city	\$ 436.56
Norton township	\$ 519.60
Norway Lake township	\$ 481.22
Norway township	\$ 480.48
Norwegian Grove township	\$ 473.95
Norwood Young America city	\$ 1,340.41
Nowthen city	\$ 2,547.89
Oak Grove city	\$ 5,072.59
Oak Park Heights city	\$ 10,300.67
Oak Valley township	\$ 462.55
Oakdale city	\$ 2,148.09
Ogema township	\$ 459.26
Ogilvie city	\$ 467.20
Olivia city	\$ 986.44
Omro township	\$ 413.54
Onamia city	\$ 551.31
Onamia township	\$ 518.31
Orange township	\$ 476.39
Orion township	\$ 541.83
Orono city	\$ 6,259.91
Oronoco city	\$ 841.03
Oronoco township	\$ 1,086.46
Orr city	\$ 459.00
Orrock township	\$ 1,359.12
Orton township	\$ 433.79
Ortonville city	\$ 480.27
Orwell township	\$ 435.47
Osage township	\$ 597.04
Osakis city	\$ 1,162.42
Osakis township	\$ 568.29

Osceola township	\$ 419.83
Oshkosh township	\$ 442.28
Osseo city	\$ 1,518.25
Otsego city	\$ 6,719.94
Otter Tail township	\$ 582.61
Ottertail city	\$ 575.11
Otto township	\$ 549.08
Owatonna city	\$ 10,290.18
Owatonna township	\$ 582.08
Oxford township	\$ 672.85
Paddock township	\$ 466.92
Page township	\$ 581.82
Palmer township	\$ 1,124.08
Palmyra township	\$ 441.69
Park Rapids city	\$ 1,690.92
Parke township	\$ 545.79
Parkers Prairie city	\$ 631.72
Parkers Prairie township	\$ 494.68
Partridge township	\$ 565.02
Paxton township	\$ 532.19
Paynesville city	\$ 1,143.43
Paynesville township	\$ 823.47
Peace township	\$ 658.15
Pease city	\$ 437.26
Pelican Rapids city	\$ 826.89
Pelican township	\$ 571.05
Pembina township	\$ 518.10
Penn township	\$ 468.89
Pennock city	\$ 491.64
Pepin township	\$ 505.33
Pequaywan township	\$ 449.21
Pequot Lakes city	\$ 1,060.85
Perch Lake township	\$ 670.37
Perham city	\$ 1,127.31
Perham township	\$ 651.31
Petersburg township	\$ 450.15
Pierz city	\$ 723.71
Pike Bay township	\$ 738.09
Pike Creek township	\$ 672.59
Pike township	\$ 527.23
Pillager city	\$ 30.82
Pilot Mound township	\$ 486.08
Pine City city	\$ 1,088.69
Pine City township	\$ 762.87
Pine Island city	\$ 1,651.65
Pine Island township	\$ 559.13
Pine Lake township	\$ 1,628.21
Pine Point township	\$ 427.13
Pine River city	\$ 639.83
Pine River township	\$ 657.62
Pine Springs city	\$ 1,722.70
Pipestone city	\$ 1,633.94
Plainview city	\$ 1,557.38
Plainview township	\$ 509.97
Pleasant Grove township	\$ 615.58

Pleasant Hill township	\$ 527.45
Pleasant Prairie township	\$ 445.08
Plymouth city	\$ 51,398.10
Pokegama township	\$ 1,152.06
Polk Centre township	\$ 397.64
Pomroy township	\$ 491.74
Poplar River township	\$ 408.86
Popple township	\$ 519.48
Port Hope township	\$ 606.39
Portage township	\$ 439.09
Prairie View township	\$ 440.80
Preston city	\$ 742.98
Preston Lake township	\$ 448.16
Princeton city	\$ 763.35
Princeton township	\$ 977.70
Prinsburg city	\$ 557.84
Prior Lake city	\$ 13,304.06
Proctor city	\$ 1,297.62
Quamba city	\$ 409.01
Queen township	\$ 448.20
Quincy township	\$ 469.09
Racine city	\$ 488.77
Racine township	\$ 512.04
Ramsey city	\$ 12,834.20
Randall city	\$ 532.21
Randolph city	\$ 511.32
Randolph township	\$ 614.43
Ranier city	\$ 896.03
Rapidan township	\$ 735.01
Ravenna township	\$ 1,108.66
Raymond city	\$ 592.38
Red Eye township	\$ 517.45
Red Lake Falls city	\$ 1,398.51
Red Rock township	\$ 604.33
Red Wing city	\$ 7,715.28
Redwood Falls city	\$ 2,615.76
Redwood Falls township	\$ 436.27
Regal city	\$ 393.04
Reno township	\$ 515.63
Renville city	\$ 648.48
Revere city	\$ 396.58
Reynolds township	\$ 526.77
Rice city	\$ 804.02
Rice Lake city	\$ 2,045.89
Riceland township	\$ 510.49
Richfield city	\$ 18,919.98
Richmond city	\$ 766.63
Richmond township	\$ 586.51
Richville city	\$ 397.99
Richwood township	\$ 563.37
Ripley township	\$ 429.06
Riverside township	\$ 483.05
Riverton township	\$ 511.53
Robbinsdale city	\$ 8,080.67
Rochester city	\$ 50,068.08

Rochester township	\$ 2,094.65
Rock Creek city	\$ 800.07
Rock Dell township	\$ 590.72
Rockford city	\$ 1,860.36
Rockford township	\$ 1,423.78
Rocksbury township	\$ 1,023.44
Rockville city	\$ 1,105.82
Rockwood township	\$ 1,007.25
Rogers city	\$ 6,711.76
Rolling Forks township	\$ 421.48
Rolling Green township	\$ 457.29
Rollingstone city	\$ 592.86
Rollingstone township	\$ 582.89
Roosevelt township	\$ 1,004.61
Roscoe township	\$ 615.27
Rose Hill township	\$ 422.58
Roseau city	\$ 1,021.10
Rosemount city	\$ 9,592.83
Roseville city	\$ 22,123.80
Roseville township	\$ 538.36
Rosewood township	\$ 492.28
Round Lake city	\$ 460.95
Round Prairie township	\$ 541.62
Royal township	\$ 424.26
Royalton city	\$ 335.35
Royalton township	\$ 692.70
Runeberg township	\$ 498.67
Rush City city	\$ 915.40
Rush Lake township	\$ 700.72
Rushford city	\$ 857.28
Rushford Village city	\$ 634.89
Rushmore city	\$ 484.82
Rushseba township	\$ 624.31
Russell city	\$ 473.36
Rutledge city	\$ 425.92
Sabin city	\$ 517.93
Sacred Heart city	\$ 496.30
Sacred Heart township	\$ 459.51
Salem township	\$ 725.23
San Francisco township	\$ 669.13
Sanborn city	\$ 465.06
Sand Creek township	\$ 855.73
Sanders township	\$ 461.62
Sandstone city	\$ 697.82
Sandstone township	\$ 584.11
Sandy township	\$ 502.31
Santiago township	\$ 850.11
Sartell city	\$ 8,948.73
Sauk Centre city	\$ 1,650.65
Sauk Rapids city	\$ 4,322.29
Sauk Rapids township	\$ 556.20
Savage city	\$ 15,377.48
Scambler township	\$ 542.97
Scandia city	\$ 2,822.36
Scandia Valley township	\$ 840.78

Scanlon city	\$ 668.21
Sciota township	\$ 523.99
Seaforth city	\$ 396.18
Sebeka city	\$ 548.24
Seely township	\$ 434.93
Selma township	\$ 433.42
Severance township	\$ 448.81
Shafer city	\$ 640.38
Shafer township	\$ 1,085.11
Shakopee city	\$ 19,288.61
Shamrock township	\$ 768.67
Shaokatan township	\$ 441.75
Sharon township	\$ 587.84
Sheldon township	\$ 464.05
Shell Lake township	\$ 472.39
Sherburn city	\$ 661.16
Sheridan township	\$ 429.83
Sherman township	\$ 459.99
Shetek township	\$ 485.54
Shevlin city	\$ 415.79
Shevlin township	\$ 497.42
Shieldsville township	\$ 717.17
Shingobee township	\$ 1,240.81
Shoreview city	\$ 17,102.51
Shorewood city	\$ 5,966.52
Silver Bay city	\$ 1,313.17
Silver Creek township	\$ 1,972.91
Silver Lake city	\$ 581.63
Silver Lake township	\$ 540.07
Silver Leaf township	\$ 500.69
Silver township	\$ 512.14
Silverton township	\$ 428.24
Sinclair township	\$ 429.46
Sioux Agency township	\$ 446.50
Skelton township	\$ 503.14
Skree township	\$ 441.60
Slayton city	\$ 1,021.45
Slayton township	\$ 498.01
Sleepy Eye city	\$ 1,612.15
Sletten township	\$ 421.40
Smiley township	\$ 528.67
Solem township	\$ 453.86
Solway township	\$ 1,005.68
Somerset township	\$ 603.31
South Bend township	\$ 768.75
South Branch township	\$ 457.37
South Fork township	\$ 592.71
South Harbor township	\$ 611.63
South St. Paul city	\$ 7,356.35
Southbrook township	\$ 404.96
Southside township	\$ 843.81
Sparta township	\$ 634.65
Spencer Brook township	\$ 877.75
Spicer city	\$ 730.19
Spring Grove city	\$ 696.05



Spring Lake Park city	\$ 4,002.18
Spring Lake township	\$ 1,514.17
Spring Park city	\$ 1,445.21
Spring Prairie township	\$ 450.69
Spring Valley city	\$ 1,030.34
Spring Valley township	\$ 541.19
Springdale township	\$ 430.92
Springfield city	\$ 1,280.67
Springfield township	\$ 419.00
Springvale township	\$ 837.21
Spruce Grove township	\$ 473.31
St. Anthony city	\$ 6,065.75
St. Augusta city	\$ 1,649.09
St. Bonifacius city	\$ 1,363.55
St. Charles city	\$ 1,361.21
St. Charles township	\$ 527.16
St. Clair city	\$ 599.35
St. Cloud city	\$ 31,627.65
St. Francis city	\$ 2,983.83
St. George township	\$ 716.52
St. James city	\$ 1,629.01
St. Johns township	\$ 496.95
St. Joseph city	\$ 2,948.41
St. Joseph township	\$ 732.89
St. Lawrence township	\$ 552.63
St. Leo city	\$ 405.64
St. Louis Co. Unorganized	\$ 1,309.17
St. Louis Park city	\$ 31,357.81
St. Marys Point city	\$ 524.04
St. Mathias township	\$ 565.81
St. Michael city	\$ 8,161.31
St. Olaf township	\$ 496.43
St. Paul city	\$ 147,379.70
St. Paul Park city	\$ 598.54
St. Peter city	\$ 4,396.37
St. Stephen city	\$ 631.13
St. Wendel township	\$ 1,080.02
Stacy city	\$ 763.60
Stanchfield township	\$ 717.15
Stanford township	\$ 1,058.49
Stanton township	\$ 739.24
Staples city	\$ 1,373.41
Staples township	\$ 538.67
Star Lake township	\$ 523.20
Star township	\$ 410.21
Starbuck city	\$ 712.38
Stewart city	\$ 494.38
Stewartville city	\$ 1,988.00
Stillwater city	\$ 8,777.88
Stillwater township	\$ 1,119.80
Stockholm township	\$ 651.59
Stockton city	\$ 577.05
Stoney Brook township	\$ 460.67
Stony River township	\$ 445.84
Storden city	\$ 451.97

Storden township	\$ 437.80
Stowe Prairie township	\$ 504.13
Straight River township	\$ 593.42
Sturgeon township	\$ 431.28
Sugar Bush township	\$ 524.12
Sullivan township	\$ 420.69
Summit Lake township	\$ 498.18
Summit township	\$ 958.95
Sunburg city	\$ 415.56
Sundown township	\$ 427.34
Sunfish Lake city	\$ 584.48
Sunrise township	\$ 987.69
Sverdrup township	\$ 604.77
Swan River township	\$ 591.66
Swanville township	\$ 521.61
Swede Grove township	\$ 472.64
Swedes Forest township	\$ 417.81
Sylvan township	\$ 311.72
Taconite city	\$ 931.59
Taylor Falls city	\$ 696.87
Ten Lake township	\$ 635.22
Thief River Falls city	\$ 4,304.54
Thomastown township	\$ 626.81
Thomson township	\$ 1,956.90
Three Lakes township	\$ 424.79
Tintah city	\$ 397.37
Tintah township	\$ 391.42
Todd township	\$ 1,127.84
Toivola township	\$ 441.63
Tonka Bay city	\$ 1,305.70
Tordenskjold township	\$ 547.97
Torning township	\$ 514.70
Tower city	\$ 918.02
Tracy city	\$ 860.53
Transit township	\$ 454.83
Trelipe township	\$ 442.79
Trimont city	\$ 578.05
Trondhjem township	\$ 435.43
Trosky city	\$ 406.57
Trout Lake township	\$ 752.90
Troy township	\$ 457.92
Truman city	\$ 662.64
Tumuli township	\$ 523.86
Turtle Creek township	\$ 465.28
Turtle Lake township	\$ 804.21
Twin Lakes township	\$ 1,066.20
Two Harbors city	\$ 2,484.86
Two Inlets township	\$ 463.14
Two Rivers township	\$ 603.24
Tyler city	\$ 680.69
Ulen city	\$ 496.17
Ulen township	\$ 420.68
Underwood city	\$ 490.44
Underwood township	\$ 435.23
Union Grove township	\$ 565.10



Urness township	\$ 466.41
Utica city	\$ 448.84
Utica township	\$ 532.20
Vadnais Heights city	\$ 7,329.79
Vail township	\$ 443.68
Vasa township	\$ 671.89
Verdi township	\$ 411.85
Vergas city	\$ 479.98
Vermilion Lake township	\$ 498.76
Vermillion city	\$ 514.74
Vermillion township	\$ 738.13
Verndale city	\$ 512.25
Vernon township	\$ 577.09
Vesta city	\$ 442.50
Vesta township	\$ 432.00
Victor township	\$ 711.18
Victoria city	\$ 4,121.96
Villard city	\$ 446.73
Villard township	\$ 555.00
Vining city	\$ 402.28
Viola township	\$ 556.62
Virginia city	\$ 4,678.88
Waasa township	\$ 467.14
Wabana township	\$ 575.43
Wabasha city	\$ 1,834.72
Wabasso city	\$ 554.10
Waconia city	\$ 6,429.73
Waconia township	\$ 778.69
Wacouta township	\$ 542.36
Wadena city	\$ 2,369.24
Wadena township	\$ 637.88
Wagner township	\$ 475.27
Wahkon city	\$ 467.96
Waite Park city	\$ 3,831.00
Walcott township	\$ 674.14
Walden township	\$ 426.35
Waldorf city	\$ 436.61
Walker city	\$ 670.18
Walnut Grove city	\$ 528.66
Walters city	\$ 398.41
Waltham city	\$ 423.19
Wanamingo city	\$ 668.83
Wanamingo township	\$ 526.76
Wanda city	\$ 403.56
Wang township	\$ 460.63
Ward township	\$ 515.85
Warren city	\$ 770.07
Warren township	\$ 553.36
Warroad city	\$ 747.90
Warsaw township	\$ 1,366.52
Waseca city	\$ 4,211.51
Wasioja township	\$ 626.10
Watab township	\$ 1,310.75
Waterbury township	\$ 429.41
Waterford township	\$ 551.48

Watertown city	\$ 1,549.75
Watertown township	\$ 786.45
Waterville city	\$ 843.24
Waterville township	\$ 601.91
Watkins city	\$ 588.45
Watopa township	\$ 450.98
Waverly city	\$ 814.59
Waverly township	\$ 439.77
Wayzata city	\$ 3,515.09
Webster township	\$ 1,315.00
Welch township	\$ 621.56
Welcome city	\$ 573.44
Wellington township	\$ 434.90
Wells city	\$ 946.05
Wells township	\$ 847.15
West Albany township	\$ 488.96
West Concord city	\$ 571.24
West Lakeland township	\$ 1,745.68
West St. Paul city	\$ 8,047.10
West Union city	\$ 403.77
West Union township	\$ 458.08
Westbrook city	\$ 589.43
Westbrook township	\$ 454.19
Westfield township	\$ 502.16
Westline township	\$ 428.33
Westport township	\$ 445.76
Wheatland township	\$ 759.03
Wheaton city	\$ 1,099.70
Wheeling township	\$ 556.33
White Bear Lake city	\$ 13,708.05
White Bear Lake township	\$ 523.62
White Bear township	\$ 7,061.56
White Pine township	\$ 393.13
White township (balance)	\$ 1,318.86
Whited township	\$ 639.86
Whitefield township	\$ 531.99
Whitewater township	\$ 437.41
Wilder city	\$ 400.55
Wilkinson township	\$ 487.30
Willernie city	\$ 525.36
Williams township	\$ 420.26
Willmar city	\$ 8,196.10
Willmar township	\$ 522.17
Willow Lake township	\$ 436.28
Wilma township	\$ 406.03
Wilmington township	\$ 497.60
Wilson township	\$ 722.28
Wilton township	\$ 487.85
Windemere township	\$ 913.66
Windom city	\$ 2,501.62
Wing River township	\$ 502.91
Winnebago city	\$ 677.84
Winnebago City township	\$ 432.64
Winnebago township	\$ 444.70
Winona city	\$ 12,196.65

Winsor township	\$ 408.16
Winsted city	\$ 917.85
Winthrop city	\$ 758.52
Winton city	\$ 435.04
Wiscoy township	\$ 497.80
Wolf Lake township	\$ 454.47
Wood Lake city	\$ 479.60
Woodbury city	\$ 26,391.15
Woodland city	\$ 655.43
Woodland township	\$ 725.17
Woodside township	\$ 984.44
Woodville township	\$ 795.52
Worthington city	\$ 6,022.16

Wuori township	\$ 571.93
Wyanett township	\$ 934.10
Wykeham township	\$ 471.91
Wykoff city	\$ 515.10
Wyoming city	\$ 2,721.59
York township	\$ 466.94
Young America township	\$ 595.96
Yucatan township	\$ 489.90
Zimmerman city	\$ 2,044.69
Zumbro township	\$ 607.72
Zumbrota city	\$ 1,738.44
Zumbrota township	\$ 573.20

# 9:45am Appointment

## Item b.

August 4, 2020

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Resolution Authorizing a County Absentee Ballot Board	<b>b. Origination:</b> Auditor/Treasurer's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Denise Snyder, Auditor/Treasurer

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

#### RESOLUTION #\_\_ – 8/4/20

##### AUTHORIZING A COUNTY ABSENTEE BALLOT BOARD

**WHEREAS** the county board did by Resolution # 11 – 7/9/2008, establish a county absentee ballot board;

**WHEREAS** this resolution will be updated to reflect current absentee ballot board needs;

**BE IT RESOLVED** to amend the Kanabec County Board of Commissioners Resolution #11 – 7/9/2008 as follows:

The absentee ballot board would consist of up to four auditor-treasurer staff and two election judges appointed by the Auditor-Treasurer, that have received training in the handling of absentee ballots and consist of different major political parties to conform with party balance required by Minnesota Statute; exceptions being deputy auditor-treasurer staff being exempt from party balance.

This absentee ballot board would remain in effect until the County Board rescinds or revises the authority.

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**f. Background:**

Supporting Documents: None ☒ Attached:

<b>Date received in County Coordinators Office:</b>	7/30/20
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**Coordinators Comments:**

# 9:45am Appointment

## Item c.

August 4, 2020

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Resolution Setting Election Judge Wages	<b>b. Origination:</b> Auditor/Treasurer's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Denise Snyder, Auditor/Treasurer

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

#### RESOLUTION #\_\_\_ - 8/4/20

##### RESOLUTION SETTING WAGES FOR COUNTY ELECTION JUDGES

**WHEREAS** the County Auditor-Treasurers is experiencing an excessive increase in absentee voting requests due to the COVID-19 pandemic;

**WHEREAS** the County Auditor-Treasurer will need to hire county election judges to assist office with testing and processing absentee voting requests and ballot processing;

**WHEREAS** the County Auditor-Treasurer will be receiving grant funds from the Cares Act Election Grant to cover additional costs due to COVID-19 for the 2020 election cycle;

**BE IT RESOLVED** that the County Board authorizes the County Auditor-Treasurer to hire no more than four(4) trained county election judges for assisting the office in election machine testing and absentee ballot processing for this 2020 election cycle;

**BE IT FURTHER RESOLVED** that the rate of pay will be set at \$15.00 per hour.

**f. Background:**

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office: 7/30/20

Coordinators Comments:

# 9:45am Appointment

## Item d.

**August 4, 2020**

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Succession Plan Discussion	<b>b. Origination:</b> Auditor/Treasurer's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Denise Snyder, Auditor/Treasurer

**e. Board action requested:** Discussion only.

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**f. Background:**

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

<b>Date received in County Coordinators Office:</b>
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<b>Coordinators Comments:</b>
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# 10:15am Appointment

August 4, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Prosecution Contract with City of Braham	<b>b. Origination:</b> Attorney's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Barbara McFadden

**e. Board action requested:** Approve attached agreement.

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**f. Background:**

Supporting Documents: None

Attached: ☒

<b>Date received in County Coordinators Office:</b>	7/22/20
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**Coordinators Comments:**

**RETAINER AGREEMENT FOR CRIMINAL PROSECUTION SERVICES  
BETWEEN THE CITY OF BRAHAM WITHIN KANABEC COUNTY  
AND THE COUNTY OF KANABEC  
FOR THE PERIOD OF JANUARY 1, 2020 THROUGH DECEMBER 31, 2020**

WHEREAS, the City of Braham desires to retain the County of Kanabec to provide professional prosecution services through the Kanabec County Attorney's Office; and

WHEREAS, the County of Kanabec agrees to provide the services of the Kanabec County Attorney's Office to provide such prosecution services on behalf of the City of Braham; and

WHEREAS, the City of Braham and the County of Kanabec County deem it mutually advantageous to set forth the details of their relationship in writing;

NOW, THEREFORE, the City of Braham and the County of Kanabec hereto agree that the following shall constitute a retainer agreement for prosecution services:

**SERVICES PROVIDED.**

The County of Kanabec shall provide all prosecution services through the Kanabec County Attorney's Office for the City of Braham for criminal offenses occurring within the City of Braham located within Kanabec County, including services to victims of crime as provided in Minnesota Statute Chapter 611A.

Criminal Prosecution services include, but are not limited to, all petty misdemeanors and misdemeanor offenses committed within the corporate limits of the City within Kanabec County. Principal duties include:

1. Provide advice, consultation, and training where required to the City, its departments and staff in the interpretation, investigation, and enforcement of statutes and ordinances, in connection with prosecution of criminal cases.
2. Prepare criminal complaints where facts warrant.
3. Evaluate all cases where a plea of not guilty is entered.
  - A. Prosecute if warranted.
  - B. Prepare pre-trial motions or notices if required.
  - C. Seek additional investigations if required.
  - D. Negotiate resolutions by plea where advisable.
4. Represent the City in all pre-trial proceedings.
5. Perform legal research and prepare legal briefs where required and advisable.
6. Try all Court and Jury cases.
7. Examine and evaluate all Appeals to Appellate Courts; refer to the Office of the Minnesota Attorney General as necessary.

8. In conjunction with the Office of the Minnesota Attorney General try all appeals in Appellate Courts where warranted.

TERM OF AGREEMENT.

The retainer agreement shall remain in effect from January 1, 2020 through midnight December 31, 2020. Either party may terminate the contract either with or without cause upon 90-days written notice to the other party of its intent to do so. In the event of termination, both parties agree to adjust payments due or received to reflect \$125.00 per month for any month or partial month that the contract is in effect.

COMPENSATION FOR SERVICES.

The City of Braham shall pay the County of Kanabec on or before September 1, 2020 the full amount for the contract period of January 1, 2020 through December 31, 2020: \$1,500.00.

Dated: 7/21/20 CITY OF BRAHAM  
By: Patricia Carlson  
Patricia Carlson, Mayor

Dated: 7/21/20  
By: Angela Grafstrom  
Angela Grafstrom, Administrator

Dated: \_\_\_\_\_ COUNTY OF KANABEC  
By: \_\_\_\_\_  
Kathi Ellis, Chairperson  
Dated: \_\_\_\_\_  
By: \_\_\_\_\_  
Kris McNally, County Coordinator

APPROVED AS TO FORM AND EXECUTION:

Dated: \_\_\_\_\_  
By: \_\_\_\_\_  
Barbara McFadden  
Kanabec County Attorney



# 10:20am Appointment

August 4, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> New Policy- Kanabec County Commercial Driver's License Drug and Alcohol Policy	<b>b. Origination:</b> Federal Motor Carrier's Safety Administration Drug and Alcohol Testing Regulations 49 CFR Part 382
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Chad Gramentz, County Engineer & Kris McNally, Coordinator

**e. Board action requested:**

### Resolution #\_\_ - 8/04/20

**WHEREAS** the Federal Motor Carrier Safety Administration's (FMCSA) Drug and Alcohol Testing Regulations recently changed to require additional responsibilities by the employer as well as CDL applicants and employees; and

**WHEREAS** Kanabec County employees CDL drivers in Public Works; and

**WHEREAS** the proposed policy has been reviewed by legal counsel and has been recommended for implementation;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby adopts the Commercial Driver's License Drug and Alcohol Policy effective immediately.

**f. Background:**

Supporting Documents: None      Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:** *CDL drivers in the Public Transit department are covered under the Federal Transit Administration (FTA) of the U.S. Department of Transportation's Title 49 Code of Federal Regulations (CFR) Part 655, and are excluded from the FMCSA's requirements*



KANABEC  
COUNTY

*Minnesota*

Policy: P-XXX  
Approved:  
Effective:  
Supersedes (Eff):

# **KANABEC COUNTY**

## **COMMERCIAL DRIVER'S LICENSE DRUG & ALCOHOL POLICY**

## **POLICY STATEMENT**

Kanabec County recognizes that work performance and safety suffers when employees use or abuse drugs and/or alcohol. Kanabec County wishes to provide a safe workplace for our employees, customers and general public by maintaining a drug and alcohol free workplace. Kanabec County has established this policy on the use of drugs and alcohol, including testing for drugs and alcohol as mandated by Title 49 CFR Part 382.

All employees are strictly prohibited from using, possessing, selling, transferring, transporting, or being under the influence of drugs or alcohol while working, performing job duties, while on the Employer's premises, or while operating the Employer's vehicles or equipment. Any employee found to be in violation of this policy is subject to disciplinary actions, up to and including termination of employment.

## **COVERAGE AND APPLICABILITY**

In response to regulations issued by United States Department of Transportation (DOT), Kanabec County has established this policy on Alcohol and Controlled Substances applicable to all drivers who operate commercial motor vehicles that require a commercial driver's license under 49 CFR Part 383 are subject to the Federal Motor Carrier's Safety Administration's drug and alcohol use and testing regulations 49 CFR Part 382. The County also has a separate Policy on Controlled Substance and Alcohol Testing for employees not covered by DOT regulations.

All applicants, including persons currently employed by Kanabec County, that apply for a position where job duties include operating commercial motor vehicles, will be required to submit to a pre-employment drug test if a job offer is made.

Given the significant dangers of alcohol and controlled substance use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment. Moreover, the County is required by federal law to implement and maintain a policy which addresses certain requirements related to drug and alcohol use and associated testing for its CDL drivers.

## **PROCEDURE**

To ensure this policy is clearly communicated to all drivers and applicants, and in order to comply with applicable federal law, drivers and applicants are required to review this policy, sign the "CDL Driver Acknowledgement of DOT Drug and Alcohol Policy" form [see Appendix A], and return this documentation to the Human Resources Department.

Because changes in the applicable law and the County's practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the County will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law. This policy does not in any way affect or change the status of any at-will employee.

Any revisions to federal or state law will take precedent over this policy to the extent the policy has not incorporated those revisions.

## DEFINITIONS

The following definitions shall define the terms as used in this policy. In the event any conflict should arise between the definitions of term herein and the definitions of those terms in DOT rules, regulations interpretations or guidance, the definitions herein shall be deemed superseded and the DOT rules, regulations interpretations or guidance shall control.

**Accident** means an occurrence involving a CMV operating on a public road which results in:

1. A fatality; or,
2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or,
3. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

**Actual knowledge** means actual knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the driver, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or a controlled substance, or a driver's admission of alcohol or controlled substance use under the provisions of Sec. 382.121. Direct observation as used in this definition means observation of alcohol or controlled substance use and does not include observation of driver behavior or physical characteristics sufficient to warrant reasonable suspicion testing under Sec. 382.307.

**Adulterated Specimen** means a specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

**Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

**Alcohol Concentration** means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an alcohol test conducted under 49 CFR Part 40.

**Alcohol Confirmation Test** means a subsequent test using EBT, following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.

**Alcohol Screening Device (ASD)** means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration and appears on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications of NHTSA.

**Alcohol Screening Test** means an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

**Alcohol Use** means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol.

**Breath Alcohol Technician (BAT)** means a person who instructs and assists employees in the alcohol testing process and operates an Evidential Breath Testing Device (EBT).

**Chain of Custody** means a procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF).

**Collection site** means a place designated by Kanabec County, where individuals present themselves for the purpose of providing a urine specimen for a drug test.

**Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse)** means the FMCSA database that 49 CFR Part 382, Subpart G requires employers and service agents to report information to and to query regarding drivers who are subject to the DOT controlled substance and alcohol testing regulations.

**Commercial Motor Vehicle (CMV)** means a motor vehicle or combination of motor vehicles used to transport passengers or property if the vehicle:

1. Has a gross combination weight rating (GCWR) of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating (GVWR) of 26,001 or more pounds; or
3. Is designed to transport 16 or more passengers including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act, (49 USC 5103(b)) and which requires the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).

**Confirmation (or confirmatory) drug test** means a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

**DHHS** is the Department of Health and Human Services or any designee of the Secretary of the Department of Health and Human Services.

**Dilute Specimen** means a specimen with creatinine and specific gravity values that are lower than expected for human urine.

**Disabling Damages** means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

1. *Inclusions.* Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.
2. *Exclusions.*
  - a) Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
  - b) Tire disablement without other damage even if no spare tire is available.
  - c) Headlight or taillight damage.

- d) Damage to turn signals, horn or windshield wipers which make them inoperative

**Driver** means any person who operates a commercial motor vehicle. This includes, but is not limited to: Full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors. All “drivers” are “employees” for purpose of this policy.

**Drugs (or Controlled Substances)** means the substance for which laboratories are required to test for under 49 CFR Part 40 and FMCSA regulations as each may be amended from time to time.

**Employee** means any person who is designated in a DOT Agency regulation as subject to drug testing and/or alcohol testing. For purposes of drug testing, the term employee has the same meaning as the term “donor” does in connection with Custody and Control Forms and Department of Health and Human Service regulations and guidance.

**Evidential Breath Testing Device (EBT)** means an device that is approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 alcohol concentration, and appears on ODAPC’s Web page for “Approved Evidential Breath Measurement Devices” because it conforms with the model specifications available from NHTSA.

**FMCSA** is the Federal Motor Carrier Safety Administration.

**Initial Drug Test (also known as a screening drug test)** means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolite.

**Laboratory** means any US laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

**Licensed medical practitioner** means a person who is licensed, certified, and/or registered, in accordance with applicable federal, state, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

**Medical Review Officer (MRO)** means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug test results.

**Negative return-to-duty test result** means a return-to-duty test with a negative drug test result and/or and alcohol test with an alcohol concentration of less than 0.02 as described in 49 CFR Part 40.305.

**Prescription Medications** means the use (by a driver) of legally prescribed medications issued by a licensed health care professional familiar with the driver's work related responsibilities.

**Random selection** means a mechanism for selection of employees for testing where each employee has an equal chance of being selected each time selection are made.

**Reasonable suspicion** means that the Employer believes the appearance, behavior, speech, etc. of an employee are indicative of the use of a drugs or alcohol based on the observation of at least one (1) supervisor or official who has received training in the identification of behaviors indicative of drug and/or alcohol use.

**Safety sensitive function** means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
2. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations, or otherwise inspecting servicing, or conditioning any CMV at any time;
3. All time spent at the driving controls of a CMV in operation;
4. All time, other than driving time, in or upon any CMV except time spent resting in a sleeper berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle;

**Screening Test Technician (STT)** means anyone meeting the requirements for a BAT that may act as a Screening Test Technician, provided that the individual has demonstrated proficiency in the operation of non-evidential screening device.

**Service Agent or Third Party Administrator** means any person or entity, other than an employee of the employer, who provides services specified under this part to employers and/or employees in connection with DOT drug and alcohol testing requirements.

**Substance Abuse Professional (SAP)** means a person who evaluates employees who have violated a DOT alcohol and drug regulation and makes recommendations concerning education, treatment. Follow-up testing, and aftercare.

**Substituted Specimen** means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

## **RESPONSIBILITIES**

All employees are strictly prohibited from using, possessing, selling, transferring, transporting, or being under the influence of drugs or alcohol while working, performing job duties, while on the employer's premises, or while operating the employer's vehicles or equipment.

It is Kanabec County's responsibility to provide testing for drivers that is in compliance with all federal and state laws and regulations, and within the provisions of this policy. Kanabec County will

retain all records related to this testing. Kanabec County's designated person(s) to retain records, monitor, facilitate, and answer questions pertaining to these procedures is the Kanabec County Engineer and/or the Kanabec County Coordinator (or designee).

The supervisor(s) of drivers is responsible to be able to make reasonable suspicion observations to determine if the driver is impaired in some way, and be prepared to implement the requirements of this policy if necessary.

The driver is responsible for complying with the requirements set forth in this policy. The driver will not use, have possession of, abuse, or have the presence of alcohol or any controlled substance in excess of regulation-established threshold levels while on duty. The driver will not use alcohol within 4 hours prior to performing a safety-sensitive function, while performing a safety-sensitive function, or as required under post-accident testing.

The driver must submit to alcohol and controlled substances tests administered under Part 382.

The driver is responsible to inform their supervisor of any prescription medication use prior to performing a safety-sensitive function which may have an effect on their driving ability. The driver may be required to present written evidence from a health care professional which describes the effects such medications may have on the driver's ability to perform safety-sensitive functions. Kanabec County reserves the right to seek additional opinions from qualified medical personnel concerning the potential effects of the prescribed medication on a driver's ability to perform safety-sensitive functions, and to prohibit a driver from performing safety-sensitive functions while they are taking prescription medications. Any such prohibition from will be without prejudice and the driver will be allowed to return to duty upon ceasing to use the medication or when Kanabec County determines safety-sensitive duties will not be affected upon review of sufficient information, provided by a qualified medical personnel.

## **PROHIBITED DRUG AND ALCOHOL RELATED CONDUCT**

The following alcohol and drug related activities are prohibited by the FMCSA for operators of Commercial Motor Vehicles:

1. Reporting for duty or remaining on duty to perform safety sensitive duties while having an alcohol concentration of 0.04 or greater.
2. Being on duty or operating a CMV while possessing alcohol, unless that alcohol is manifested as a part of a shipment. This includes the possession of medicines containing alcohol (prescription or over the counter), unless the package seal is unbroken.
3. Using alcohol while performing safety sensitive duties.
4. Performing safety sensitive duties within four (4) hours after using alcohol.
5. When required to submit a post-accident test, using alcohol within eight (8) hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
6. Refusing to submit to an alcohol or drug test required by post-accident, random, reasonable cause, return to duty, or follow up testing requirements.
7. Reporting for duty or remaining on duty, requiring the performance of safety sensitive duties, when the driver uses any drug, except when instructed to by a licensed physician



who has advised the driver that the substances do not adversely affect the driver's ability to operate a CMV.

8. Reporting for duty, remaining on duty, or performing a safety sensitive duty after testing positive for drugs.

### **OTHER ALCOHOL RELATED CONDUCT**

FMCSA rules require that in the event of an alcohol test result equal or greater than 0.02 BAC, but less than 0.04 BAC the employee will not be permitted to perform safety-sensitive duties for a minimum of 24 hours.

### **TYPE OF TESTING REQUIRED**

**PRE-EMPLOYMENT TESTING (Sec. 382.301):** All applicants, including people currently employed by the Employer, applying for a job where duties include operating a CMV, are required to submit to pre-employment testing for drugs, if a job offer is made. The offer is contingent upon all of the following:

1. A negative result of the drug test
2. The applicant's written agreement authorizing all former employers to release to the Employer all information about the applicant concerning the following items within the last three (3) years:
  - a) alcohol tests with result of 0.04 BAC or greater,
  - b) positive test results for drugs,
  - c) refusals to be tested,
  - d) any SAP referrals or evaluations
3. The receipt of acknowledgements from all former employers in a manner satisfactory to the Employer indicating that none of the items referenced in paragraph 2 above have occurred with respect to the applicant.
4. Verification that applicant has submitted electronic consent through the Commercial Driver's License Drug and Alcohol Clearinghouse granting access to the applicant's Clearinghouse records to determine whether the Driver:
  - a) Has a verified positive, adulterated, or substituted controlled substances test result;
  - b) Has an alcohol confirmation test with a concentration of 0.04 or higher;
  - c) Has refused to submit to a test in violation of §382.211;
  - d) That an employer has reported actual knowledge, as defined at §382.107;
  - e) That the driver used alcohol on duty in violation of §382.205;
  - f) That the driver used alcohol before duty in violation of §382.207;
  - g) That the driver used alcohol following an accident in violation of §382.209;
  - h) That the driver used controlled substance in violation of §382.213.
5. Completion of a successful query of the Commercial Driver's License Drug and Alcohol Clearinghouse indicating that none of the items referenced in paragraph 4 above have occurred with respect to the applicant.

An applicant who submits a specimen which the MRO verifies and reports to be an adulterated or substituted specimen will be deemed to have refused to submit to testing.

The employer will not consider an applicant for employment who received a verified positive test

result.

An applicant who refuses to submit to a controlled substance test shall be disqualified from further consideration for the conditionally offered position.

**POST-ACCIDENT TESTING (Sec. 382.303):** If a driver is involved in an accident, the driver shall immediately notify their Supervisor. The driver is subject to post-accident testing if the accident involved:

1. a fatality,
2. bodily injury with immediate medical treatment away from the scene,
3. disabling damage to any motor vehicle requiring tow away, or
4. the driver receiving a citation.

The driver may also be subject to post-accident testing at the discretion of the supervisor without the meeting the above listed reasons, including, but not limited to, involvement in an accident resulting in \$500.00 or more in damage to one or more motor vehicle(s) as estimated by the supervisor.

The driver will be tested for drugs and alcohol as soon as possible following the accident. The driver must remain readily available for testing. If the driver isn't readily available for alcohol and drug testing, the driver may be deemed as refusing to submit to testing. A driver involved in an accident may not consume alcohol for 8 hours or until testing is completed.

If the alcohol test is not administered within 2 hours following the accident the Designated Employer Representative (DER) or designee(s) will prepare a report and maintain a record stating why the test was not administered within two hours.

If the alcohol test is not administered within 8 hours following the accident, all attempts to administer the test will cease. The DER or designee(s) will prepare a report and record of why the test was not administered will be prepared and maintained.

The drug test must be administered within 32 hours of the accident. If the test could not be administered within 32 hours, all attempts to test the driver will cease. The DER or designee(s) will prepare and maintain a record stating the reasons why the test was not administered within the allotted time frame.

**RANDOM TESTING (Sec 382.305):** Random testing will be spread reasonably throughout the calendar year. All random alcohol and drug tests will be unannounced, with each driver having an equal chance of being tested each time selections are made. The selection of drivers for random alcohol and controlled substances testing will be made by a scientifically valid method as described in Sec. 382.305(i). At least the minimum percent of the average number of driver positions as required by FMCSA will be tested for each year.

A driver may be tested for alcohol while performing a safety-sensitive function, just before performing a safety-sensitive function, or just after completing a safety-sensitive function.

The driver must proceed immediately to the assigned collection site when notified of being randomly selected for testing.

**REASONABLE SUSPICION TESTING (Sec. 382.307):** If the driver's supervisor or another official designated to supervise drivers believes a driver is under the influence of alcohol or drugs, the driver will be required to undergo a drug and/or alcohol test. Reasonable suspicion alcohol testing is only authorized if the observations are made during, just preceding, or after the driver is performing a safety-sensitive function.

The basis for requiring testing will be specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. A written record of the observations leading to an alcohol or controlled substance reasonable suspicion test, signed by the supervisor or official who made the observation, will be completed within 24 hours of the observed behavior or before the results of the alcohol or controlled substances test are released, whichever is first.

The driver's supervisor or another official will immediately remove the driver from any and all safety-sensitive functions and take the driver or make arrangements for the driver to be taken to a testing facility.

If an alcohol test is not administered within two hours following a reasonable suspicion determination, the DER or designee(s) will prepare and maintain a record stating the reasons why the test was not administered within 2 hours. If the test was not administered within 8 hours after a reasonable suspicion determination, all attempts to administer the test shall cease. A record of why the test was not administered must be prepared and maintained.

Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the County permit the driver to perform or continue to perform safety-sensitive functions until (1) an alcohol test is administered and the driver's alcohol concentration is less than .02; or (2) 24 hours have elapsed following the determination of reasonable suspicion.

**RETURN-TO-DUTY TESTING (Sec 382.309):**

The County reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policy and collective bargaining agreements. Except as otherwise required by law, the County is not obligated to reinstate or requalify such drivers for a first positive test result.

Should the County consider reinstatement of a DOT covered driver, the driver must undergo a SAP evaluation and participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol testing with a result indicating an alcohol concentration of less than 0.02 and/or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP determines if the driver has completed the education/treatment as prescribed.

The employee is responsible for paying for all costs associated with the return-to-duty test. The controlled substance test will be conducted under direct supervision.

**FOLLOW-UP TESTING (Sec. 382.311):** The County reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable

personnel policies and collective bargaining agreements. Except as otherwise required by law, the County is not obligated to reinstate or requalify such drivers.

Should the County reinstate a driver following a determination by a SAP that the driver is in need of assistance in resolving problems associated with alcohol use and/or use of controlled substances, the County will ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-up testing will be directed by the SAP and will consist of at least 6 tests in the first 12 months following the driver's return to duty. Follow-up testing will not exceed 60 months from the date of the driver's return to duty. The SAP may terminate the requirement for follow-up testing at any time after the first 6 tests have been administered, if the SAP determines that such testing is no longer necessary. The employee is responsible for paying for all costs associated with follow-up tests.

Follow-up testing will be conducted only when the driver is performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions.

**COST OF REQUIRED TESTING.** The County will pay for the cost of pre-employment, post-accident, random, and reasonable suspicion controlled substance and alcohol testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

## **TESTING PROCEDURES**

All testing shall be conducted in accordance with 49 CFR Part 40 and any published guidance, interpretation or amendments. If any conflict arises between the procedure described below and the currently effective provisions of 49 CFR Part 40, the currently effective provision shall control.

**DRUG TESTING PROCESS:** Drug testing is conducted by analyzing an employee's urine specimen. Laboratory analysis of specimens consists of testing for the following classes of drugs at the cutoff levels determined by DOT:

1. Amphetamines/Methamphetamines
2. Cocaine
3. Opioids
4. Phencyclidine
5. THC (marijuana, hashish, etc.)

In accordance with FMCSA regulations, the urine specimens will be collected using the split sample collection method. The employee will provide a urine sample at an employer designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split", seal the specimen bottles, complete the chain of custody form (CCF), and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the employee.

Once the specimen is received by the testing laboratory, the laboratory will inspect the specimen bottles and the CCF for the presence of any fatal or correctable flaws. The laboratory will then conduct the initial testing on the specimen to determine if the specimen contains sufficient quantity of any Drug to warrant further testing. The testing laboratory will also conduct validity testing on the

specimen to determine whether certain adulterants or foreign interfering substances are present in the urine, if the urine was diluted, or if the specimen was substituted.

If the results of the initial drug test are negative, no further testing will be conducted. If the results of the initial drug test are positive, the laboratory will perform a confirmation testing on the specimen for each of the substances identified in the initial test. The results of any confirmation tests will be the laboratory's final test result.

Drug test results are reported directly to the MRO by the testing laboratory. The MRO reviews the laboratory results, verifies the results, then reports the results directly to the employer. If the laboratory results are negative, the MRO performs an administrative review only. If the laboratory's test result is confirmed positive, adulterated or substituted the MRO performs an administrative review and interviews the employee in order to provide an opportunity to explain the test result. The MRO will contact the employee directly, on a confidential basis, to determine whether the employee wishes to discuss the test result. The MRO will determine whether a legitimate medical explanation exists to explain the laboratory result. If no legitimate medical explanation is offered for the laboratory's test result the MRO shall verify the test results as positive for drugs, or as a refusal to test because of adulterated or substituted and report the results to the employer.

The MRO shall notify each employee that the employee has 72 hours in which to request a test of the split specimen. If the employee requested an analysis of the split specimen within 72 hours of having been informed of a verified positive test, the MRO shall direct the laboratory, in writing, to transfer the split specimen to another DHHS-SAMHSA certified laboratory for analysis. If the employee has not contacted the MRO within 72 hours, the employee may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the employee from timely making contact. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact him or her within 72 hours, the MRO will direct the analysis of the split specimen.

If after making reasonable efforts and documenting those efforts, the MRO is unable to reach the employee directly, the MRO must contact the employer, who shall direct the employee to contact the MRO.

The MRO may verify a test positive without having communicated directly with the employee about the test results under the following circumstances:

1. The employee expressly declines the opportunity to discuss the test results.
2. Neither the MRO nor the employer is able to reach the employee within 10 days of the date on which the MRO received the test result from the laboratory.
3. The employee has not contacted the MRO within 72 hours of being instructed to do so by the employer.

### Special Urine Specimen Collection Situations

#### *The Observed Collection*

In most circumstances the employee will provide the urine specimen in a private enclosure. However, in limited situation the employee is required to be observed while providing the required

urine specimen. A direct observation collection is required in the situations listed below:

1. For all Return-to-Duty Follow-up drug tests
2. If the collector observes materials brought to the collection site or if the employee's conduct clearly indicates an attempt to tamper with a specimen;
3. If the employee provides a specimen with a temperature out of range;
4. If the employee provides a specimen that appears to have been tampered with;
5. If the laboratory reported to the MRO that a specimen was invalid, and the MRO reported to the employer that there was not an adequate medical explanation for the result, the employee must submit a second specimen under direct observation;
6. If a positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed, then the employee must submit a second collection under direct observation; and
7. If the laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2mg/dL but less than or equal to 5 mg/dL, then the employee must submit to a second collection under direct observation.

In an observed collection, a person of the same gender will accompany the donor into the urination area to observe the urination process. The observer is required to direct the donor to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the observer, by turning around, that the donor does not have a prosthetic device. The observer must then watch the donor urinate into the collection container. Specifically the observer must watch the urine go from the donor's body into the collection container

*Employee is unable to provide sufficient specimen*

If the employee is unable to provide the appropriate quantity of urine, the collection site person will instruct the employee to drink up to 40 ounces of fluids distributed over a period of up to three hours or until the employee has provide a sufficient sample. If the employee is still unable to provide a complete sample, the test shall be discontinued and the employer notified. The employee will be instructed to obtain, within 5 working days, an evaluation from a licensed physician acceptable to the MRO to determine if the employee's inability to provide a specimen is genuine or constitutes a refusal to test.

**TESTING LABORATORY:** All drug testing will be conducted by a laboratory certified by DHHS-SAMHSA to perform drug testing for DOT regulations. The laboratory shall be chosen by the Employer or its service agent.

**ALCOHOL TESTING PROCESS:** The FMCSA alcohol test rules require alcohol screening tests to be administered by a breath alcohol technician (BAT) using an evidential breath testing device (EBT) or alcohol screening device (ASD); or by a screening test technician (STT) using an ASD. The technician will first administer an alcohol screening test. Any result less than 0.02 alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02 or greater a second test, an alcohol confirmation test, must be performed. The alcohol confirmation test must be conducted on an EBT administered by a BAT. The test must be conducted within 15–30 minutes of the alcohol screening test. The results of the alcohol confirmation test will be the final test result. If the employee attempts and fails to provide an adequate amount of breath, the employer will direct the employee to obtain written evaluation from a licensed physician to

determine if the employee's inability to provide a breath sample is genuine or constitutes a refusal to submit to testing. Alcohol test results are reported directly to the employer.

### **REFUSAL TO SUBMIT TO TESTING**

An employee subject to this policy shall have refused to submit to testing when he/she:

1. Fails to appear for a test after being directed to do so by the employer;
2. Fails to remain at the test site until the test is completed;
3. Fails to provide a urine specimen for a required drug test or fails to attempt to provide a breath or saliva specimen for a required alcohol test;
4. Fails to permit the direct observation or monitoring of the provision of their urine specimen for drug test when required by DOT regulations;
5. Fails to provide a sufficient amount of urine or breath for a drug or alcohol test and it has been determined through a medical evaluation that there was not adequate medical explanation for the failure;
6. Fails or declines to take a second test that the employer or collector has directed the employee to take;
7. Fails to undergo a medical examination as directed by the MRO as part of the result verification process or as directed by the employer as part of the DOT required insufficient specimen procedure;
8. Fails to sign the certification statement at Step 2 on the Alcohol Testing Form (for an alcohol test);
9. Fails to cooperate with any part of the testing process (e.g. refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);
10. For an observed collection, fails to follow the observer's instructions to raise clothing above waist, lower clothing and underpants, and turn around to permit the observer to determine if the donor has any type of prosthetic or other device that could be used to interfere with the collection process;
11. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process;
12. Admits to the collector or MRO that he/she adulterated or substituted the specimen;
13. Has a test result that is verified by the MRO as adulterated or substituted.
14. Engages in other conduct that clearly obstructs the test process.

**CONSEQUENCES OF REFUSAL TO SUBMIT TO TESTING:** An employee who refuses to submit to alcohol and/or controlled substance test required by this policy will not be permitted to perform safety-sensitive functions and will be considered insubordinate which will result in disciplinary action, up to and including immediate termination from employment. In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements, beginning January 6, 2020, the County will report a driver's refusal to submit to a DOT test for controlled substance or alcohol use to the Clearinghouse within three business days.

**ADULTERATED/SUBSTITUTED SPECIMENS:** Any employee who submits a specimen which the MRO verifies and reports to be an adulterated or substituted specimen will have refused to submit to testing.

**DILUTED SPECIMENS:** Any specimen submitted by an employee which the MRO verifies and reports as a POSITIVE diluted specimen will be treated as a verified positive test.

Any employee who submits a specimen which the MRO verifies and reports as a NEGATIVE diluted specimen will be directed to immediately take another test. The test of any second test conducted shall be the final test result.

### **EMPLOYEE/APPLICANT RIGHTS TO A SPLIT SAMPLE TEST**

All applicants and employees subject to the drug testing provisions of this policy that receive a confirmed positive test result for the use of drugs, have the right to request, at employee or applicant expense, a confirming retest of the split urine sample.

If the confirming retest is negative, no adverse action will be taken against the employee, and an applicant will be considered for employment.

### **DISCIPLINE**

Any employee found to be in violation of this policy is subject to disciplinary action, up to and including termination of employment. Nothing in this policy limits or restricts the right of the employer to discipline or discharge an employee for conduct which violates the employer's policies or rules. Except as otherwise required by law, the County is not obligated to reinstate or requalify such drivers for a first positive test result.

### **FMCSA CONSEQUENCES TO EMPLOYEES ENGAGING IN PROHIBITED CONDUCT**

Employees who have engaged in prohibited conduct are subject to the following consequences according to FMCSA rules:

1. The employee will be immediately removed from safety-sensitive functions;
2. The employee will not be permitted to perform safety-sensitive functions;
3. The employees will be referred to a SAP and advised by the employer of the resources available to him/her in evaluating and resolving problems associated with the misuse of alcohol and/or the use of drugs;
4. If the employer retains the employee, the employee must complete an initial evaluation by a SAP who will determine what assistance the employee needs in resolving problems associated with alcohol misuse and/or drug use;
5. The SAP will make a recommendation for education or treatment and refer the employee to an appropriate educational or treatment program;
6. The employee must complete a follow-up evaluation with the SAP to determine if the employee has successfully carried out the SAP's educational or treatment recommendations;
7. If the SAP believes any ongoing services are needed to assist an employee to maintain sobriety or abstinence from drug use after the employee resumes the performance of safety-sensitive duty, the employee must comply with these recommendations and the employer or its agent may monitor and document the



- employee's participation in the recommended services;
8. Before the employee will be allowed to return to performing of a safety-sensitive duties, he/she must undergo a return-to-duty testing. If the conduct involved the use of alcohol, the employee must submit to an alcohol test with a result indicating breath alcohol level of less than 0.02. If the conduct involved the use of drugs, the employee must submit to a drug test with a verified negative test result received;
  9. The employee shall also be subject to unannounced follow-up alcohol and/or drug testing.

## **LOSS OF CDL LICENSE FOR TRAFFIC VIOLATIONS IN COMMERCIAL AND PERSONAL VEHICLES**

Effective August 1, 2005, the FMCSA established strict rules impacting when CDL license holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if their CDL changes in any way.

## **CONFIDENTIALITY/RECORDKEEPING**

All driver alcohol and controlled substance test records are considered confidential (Sec. 382.401). For the purpose of this policy/procedure, confidential recordkeeping is defined as records maintained in a secure location with controlled access.

Driver alcohol and controlled substance test records will only be released in the following situations (Sec. 382.405):

1. to the driver, upon his/her written request;
2. upon request of a DOT agency with regulatory authority over Kanabec County;
3. upon request of state or local officials with regulatory authority over Kanabec County;
4. upon request by the United States Secretary of Transportation;
5. upon request by the National Transportation Safety Board (NTSB) as part of a crash investigation;
6. upon request by subsequent employers upon receipt of a written request by a covered driver;
7. to the decision maker in a lawsuit, grievance, or administrative proceeding initiated by or on behalf of the individual, and arising from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results) of this part (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver). Additionally, an employer may disclose information in criminal or civil actions in accordance with 49 CFR § 40.323(a)(2).
8. upon written consent by the driver authorizing the release to a specified individual.

## **COMMERCIAL DRIVER'S LICENSE DRUG AND ALCOHOL CLEARINGHOUSE REPORTING REQUIREMENT**

Beginning in 2020, Kanabec County will be required to query and report to the Commercial

Driver's License Drug and Alcohol Clearinghouse prior to hiring new drivers, will conduct annual checks of existing CDL drivers, and, as required by 49 CFR Part 382, Subpart G, the following information will be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse:

1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to a drug or alcohol test;
4. An employer's report of actual knowledge of, as defined at 49 CFR §382.107:
  - a) On duty alcohol use pursuant to 49 CFR §382.205;
  - b) Pre-duty alcohol use pursuant to 49 CFR §382.207;
  - c) Alcohol use following an accident pursuant to 49 CFR §382.209;
  - d) Drug use pursuant to 49 CFR §382.213;
5. An SAP's report of the successful completion of the return-to-duty process;
6. A negative return-to-duty test; and
7. An employer's report of completion of follow-up testing.

**[See APPENDIX B- Driver Consent for Limited Queries of the Federal Motor Safety Administration (FMCSA) Drug and Alcohol Clearinghouse]**

In addition, a driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or a controlled substance, including any records pertaining to his or her alcohol or controlled substance tests.

## **TRAINING AND ASSISTANCE**

**Driver Education and Training (Sec. 382.601):** All drivers will be given information regarding the requirements of Part 382 and this policy by Human Resources or their supervisor.

**Training for Supervisors (Sec. 382.603):** Kanabec County shall ensure all persons designated to supervise drivers receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substances use. The training will be used by the supervisors to determine whether reasonable suspicion exists to require a driver to undergo testing under § 382.307. The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. Recurrent training for supervisory personnel is not required.

**Referral, Evaluation, and Treatment (Sec. 382.605):** A list of substance abuse professionals will be provided to all drivers who fail an alcohol test or test positive for drugs. According to FMCSA regulations, prior to returning to duty, a driver must be evaluated by a SAP and must complete the treatment recommended by the SAP. Successful completion of a return to duty test and all follow-up tests is mandatory. All cost associated with referral, evaluation, and treatment is the sole responsibility of the driver/employee.

**EMPLOYEE ASSISTANCE PROGRAM:** Kanabec County has in place a formal Employee Assistance Program (EAP) to assist employees with addressing serious personal or work related problems at any time. The County's EAP provides confidential, cost-free, short-term counseling to

employees and their families. Employees who have an alcohol or other drug abuse problems are encouraged to seek assistance before a problem affects their employment status. Employee Assistance Programs are available through Sand Creek Group Ltd. at 1-800-550-6248 or [www.sandcreekeap.com](http://www.sandcreekeap.com)

### **DESIGNATED EMPLOYER REPRESENTATIVE (DER)**

The DER will coordinate the implementation, direction, and administration of the alcohol and drug testing policy for the employer. The DER is the individual(s) employed by the Employer who is identified by the employer as able to receive communications and test results from service agent and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation process. Employee questions concerning this policy should be directed to the DER.

Our Designated Employer Representative(s) are:

Chad Gramentz  
County Engineer  
320-679-6302

or

Kris McNally  
County Coordinator  
320-679-6440

### **MISCELLANEOUS**

The Employer retains the right to modify this policy to conform to changes in regulation or law.

This policy is not intended to alter the at-will nature of employee's employment with Employer and shall not be construed to create any contract for, or promise of, continued employment.

## APPENDIX A

TO

### FMCSA DRUG AND ALCOHOL POLICY

#### CDL Driver Acknowledgement of Receipt of Employer Policy

I, \_\_\_\_\_, acknowledge that I have received a copy of the Kanabec County FMCSA Drug and Alcohol Policy. I have read, understand and agree that I will abide by the Employer policies. I also understand that the Employer has the right to modify this policy as changes in regulation, law, or as the Employer otherwise determines is necessary.

**EMPLOYEE:**

I understand that violation of the DOT regulations and/or Employer policies would be an act of misconduct and/or gross misconduct, and failure to comply is grounds for disciplinary action, up to and including termination.

I further acknowledge that I have voluntarily signed this document below and that my signature is evidence of my agreement to and acceptance of these terms and conditions of my employment.

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

Printed Name: \_\_\_\_\_ Witness Signature: \_\_\_\_\_

**APPLICANT:**

I understand my conditional job offer will be withdrawn if I refuse to test or test positive for a controlled substance.

I further acknowledge that I have voluntarily signed this document below and that my signature is evidence of my agreement to and acceptance of these terms and conditions of my pre-employment testing.

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

Printed Name: \_\_\_\_\_ Witness Signature: \_\_\_\_\_

## APPENDIX B

**TO**

**FMCSA DRUG AND ALCOHOL POLICY**

**Driver Consent for:  
Limited Queries of the Federal Motor Safety Administration (FMCSA)  
Drug and Alcohol Clearinghouse**

I, \_\_\_\_\_, hereby provide consent to Kanabec County to conduct limited queries of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exist in the Clearinghouse.

I understand that if a limited query conducted by Kanabec County indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to Kanabec County without first obtaining additional specific consent from me.

I further understand that if I refused to provide consent for Kanabec County to conduct a limited query of the Clearinghouse, Kanabec County must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

This consent will remain in effect through the duration of my employment with Kanabec County and authorizes Kanabec County to conduct limited queries as often as needed to comply with FMCSA requirements.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CDL Number

# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**July 21, 2020**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, July 21, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden, and Recording Secretary Kelsey Schiferli.

The meeting was held in meeting rooms 3 & 4 in the basement of the courthouse to allow for social distancing due to COVID-19. The meeting was also held via WebEx for anyone wishing to attend virtually.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the agenda with the following addition: Discussion regarding condensed County Board Minutes.

Action #2 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the July 7, 2020 minutes as presented.

Action #3 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Blacks Excavating	13,500.00
Carda, Jeff	11,655.00
Kadlec Excavating of Mora, Inc	17,000.00
Minnesota Department of Finance	5,406.00
R & R Septic	15,000.00
Verizon Wireless	5,050.67
Juola, Jane	100.00
Quality Disposal	164.25
Minnesota Department of Finance	34.50

Minnesota Department of Health	1,062.50
Kanabec County Aud-Treas	4,699.53
Consolidated Communications	1,037.02
Kwik Trip Inc	5,529.75
Midcontinent Communications	187.36
Minnesota Energy Resources Corp	3,635.67
Chamberlain Oil	2,252.67
East Central Energy	174.62
Card Services (Coborn's)	51.71
Health Partners	6,295.26

**19 Claims Totaling: 92,836.51**

Action #4 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following claims on the funds indicated:

**Revenue Fund**

<b>Vendor</b>	<b>Amount</b>
A and E Cleaning Services	550.00
Advanced Correctional Healthcare	17,584.25
Aspen Mills	74.00
Assured Security	292.50
Auto Value Mora	105.08
Bob Barker	49.15
Braham Motor Service Inc	688.01
Bureau of Criminal Apprehension	120.00
Coborn's Inc	6.62
Curtis, Michael	858.79
Dearborn National Life Insurance Co	751.85
East Central Exterminating	125.00
East Central Regional Library	79,806.50
ECM Publishers	261.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
G & N Enterprises	4,175.34
Glen's Tire	5,488.65
Glen's Tire	48.00
Glen's Tire	70.80
Granite City Jobbing Co	629.70
Granite City Jobbing Co	125.81
Handyman's Inc	58.44
Handyman's Inc	736.20

Hoefert, Robert	768.20
Hospital Pathology Associates	250.00
Ingebrand Funeral Home	430.00
IT SAVVY	145.66
Kanabec Publications	188.00
Kanabec Publications	1,192.26
Kastenbauer, Paul	220.27
Kev's Depot	300.00
Marco	134.68
Marco	159.00
Matthew Bender LexisNexis	208.10
Medical Disposal Systems	210.04
MEI Total Elevator Solutions	1,033.00
Midcontinent Communications	693.51
Milaca Chiropractic Center	80.00
Minnesota Monitoring Inc	330.00
MNCCC	170.00
Nelson, Ronette	190.33
Novus, Gary Fix & Son	210.00
Office Depot	118.42
Office Depot	31.41
Office Depot	27.09
O'Reilly Auto Parts	90.49
PD's Embroidery	20.00
Phoenix Supply	1,800.00
Quality Disposal	388.36
Quality Disposal	199.35
Quality Disposal	24.15
Reliance Telephone Inc	4,700.00
RELX Inc DBA LexisNexis	187.58
Rupp, Anderson, Squires & Waldspurger, PA	1,287.22
Sea Change Print Innovations	4,184.67
SHI	968.00
Snyder, Denise	224.22
Snyder, Denise	17.40
State of Minnesota - BCA	780.00
State of Minnesota Public Safety BCA	270.00
Stellar Services	354.16
Summit Food Service Management	3,781.55
Tactical Solutions	544.00
Thomson-Reuters-West	588.30



Van Alst, Lillian	669.88
Visser, Maurice	617.55
Zamora, Ray	970.60
<b>68 Claims Totaling:</b>	<b><u>149,358.18</u></b>

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

<b>Vendor</b>	<b>Amount</b>
A and E Cleaning Services	1,300.00
A M Aggregate	3,521.14
Ameripride	674.51
Bjorklund Companies	3,653.44
BlueTarp Financial	114.46
Braham Motor Services	688.01
Brock White	536.94
BuckleyII	1,107.50
Envirotech Services	7,082.64
Fluegge's Ag	1,272.20
Glens Tire	713.29
Gopher State One-Call	51.30
Hjort	3,385.00
Johnson Hardware	99.96
Kanabec County Petty Cash	52.50
Knife River	2,245.88
Marco Inc	371.29
Med Compass	625.00
Nuss Truck	1,480.43
Olson Power & Equipment	533.24
Owens Auto Parts	238.66
Sanitary Systems	140.00
USIC Locating	70.00
Westling, Nathan	36.40
<b>23 Claims Totaling:</b>	<b><u>\$29,993.79</u></b>

Action #5 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to recess the Board Meeting at 9:07am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:07am on Tuesday, July 21, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Family Services Director, Chuck Hurd presented the Family Services Agenda.

Action #FS6 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the Family Services Board Agenda as presented.

Tim Dahlberg, Financial/Child Support Supervisor met with the County Board via WebEx to give a presentation regarding cost effective health insurance. Information only, no action was taken.

Chuck Hurd, Family Services Director gave the Director's Report.

Action #FS7 - It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #FS7 - 7/21/20**

**WHEREAS**, Family Services is in need of upgrading the Case Works server and software in order to continue to receive support and utilize the items they now operate, and

**WHEREAS**, Kanabec County Family Services has been offered an alternative to purchasing a new server and software, and

**WHEREAS**, Clay County is willing and able to host their Case Works server for Kanabec County's use which in the long term would save the County money while enabling the added value of staff being able to send files electronically and the use of the MNsure add on.

**THEREFORE**, the Human Services Director is recommending that Kanabec County Family Services contract with Clay County for use of their Case Works server rather than upgrading their own and purchasing new software.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board approves the Human Service Director contracting with Clay County and Next Chapter Technology for the provision of the Case Works system with the County Attorney's approval of the contract language.

Action #FS8 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the payment of 97 claims totaling \$148,926.98 on Welfare Funds.

Chuck Hurd, Family Services Director led a discussion regarding children's out of home placement services in Minnesota and related funding. Information only, no action was taken.

Action #FS9– It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to adjourn Family Services Board at 9:31am and to meet again on August 18, 2020 at 9:05am.

The Board of Commissioners reconvened.

Charlie Strickland Jr., Kanabec County Health and Human Service Advisory Committee Vice Chair met with the County Board to discuss Resolution #FS6 – 12/19/18 Establish Health and Human Services Advisory Committee and MN Statute 402.03. Information only, no action was taken.

Erica Bliss, Veterans Service Officer met with the County Board to discuss matters concerning her department.

*Action #10* – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolution:

### **Resolution #10 – 7/21/20**

Annual MDVA Grant

**WHEREAS** the County Veterans Service Office recommends we apply for the MDVA Operational Enhancement Grant. This is an annual grant offered to counties, and

**WHEREAS** grant money must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office;

**BE IT RESOLVED** to authorize Kanabec County Veterans Service Officer Erica Bliss to sign the grant agreement on behalf of the County Board.

**BE IT FURTHER RESOLVED** that the Kanabec County Board approves the application of the Veterans Operational Grant for FY21.

Erica Bliss, Veterans Service Officer led a discussion regarding potential upcoming changes to her work schedule. The Board expressed consensus to allow Erica Bliss' schedule to remain flexible as needed.

Tina Von Eschen, County Assessor met with the County Board to discuss matters concerning her department.

Tina Von Eschen, County Assessor led a discussion regarding an abatement for Knife Lake Parcel 10.00450.00. Information only, no action was taken.

*Action #12* – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

### **Resolution #12 - 7/21/20**

**WHEREAS** the Auditor Treasurer's Office and County Assessor's Office have recommended changing to an alternate Tax and CAMA system; and

**WHEREAS** the Auditor Treasurer's Office and County Assessor's Office have determined that MCIS will fit the needs of Kanabec County and is the most financially viable option for Kanabec County at this time; and

**WHEREAS** the Auditor Treasurer's Office and County Assessor's Office have performed their due diligence, applied for membership with Minnesota Counties Information Systems (MCIS), and have officially been accepted for membership;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves membership with Minnesota Counties Information Systems (MCIS).

Action #13 – Les Nielsen introduced the following resolution and moved its adoption:

### **Resolution #13 - 7/21/20**

**WHEREAS** Kanabec County is under contract for an aerial flight in spring of 2021; and

**WHEREAS** EagleView has provided us with an updated budget proposal to provide 556 square miles of 9" GSD/Orthomosaic and 25 square miles of 3" GSD as shown on the map, Disaster Response Program, Oblique Imagery Bundle with 3 years of Electronic Field Study Maintenance and Support, and Pictometry Connect; and

**WHEREAS** EagleView has provided us a proposal with ChangeFinder at a cost of \$8,925 to complete Building Outlines and perform Change Detection; and

**WHEREAS** the original proposal from December 1, 2017 estimated the 2021 flight to cost \$53,497.75; and

**WHEREAS** the most current proposal with updated technology estimates the 2021 flight to cost \$58,345 for an overall increase of \$4,847.25; and

**WHEREAS** the most current proposal with updated technology estimates the 2024 flight to cost \$54,180, a decrease of \$4,165; and

**WHEREAS** over the course of the contracted flights an increase of \$682.25 will provide the ChangeFinder outlines and change detection; and

**WHEREAS** this aerial photography meets the needs of the Assessor's Office, Sheriff's Office, and Highway Department; and

**WHEREAS** the Kanabec County GIS Committee met and fully supports the budget proposal being presented;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves and signs the updated budget proposal from EagleView.

The motion for the adoption of the foregoing Resolution was duly seconded by Gene Anderson and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Gene Anderson, Kathi Ellis, Dennis McNally, Les Nielsen  
**OPPOSED:** Craig Smith  
**ABSTAIN:**

whereupon the resolution was declared duly passed and adopted.

Tina Von Eschen, County Assessor led a discussion regarding follow-up to questions posed at the CBAE meeting. Information only, no action as taken.

Tina Von Eschen, County Assessor led a follow-up discussion regarding Welia Health Property Taxation. Information only, no action was taken.

Tina Von Eschen, County Assessor led a discussion regarding the training and certification of an Appraiser Trainee in her department. The Board expressed consensus to authorize the Appraiser Trainee to attend training off site as long as masking and sanitizing measures are followed, and the employee must work from home for one week after the training ends.

**10:38am** – The Chairperson called for Public Comment. Those that responded included:

Paul Hoppe	Comments regarding zoning in Ann Lake Township.
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**10:41am** – The Chairperson closed public comment.

Action #14 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to approve the following resolution:

## **Resolution #14 – 7/21/20**

**WHEREAS** on April 7, 2020 the Kanabec County Board of Commissioners approved a request by the Knife Lake Sportsmen’s Club for lawful gambling within Kanabec County, and

**WHEREAS** the at the time of the approval the application was complete, included all necessary documentation, appeared in accordance with County Policies and the applicant and facility owners were in good standing status with the County, and

**WHEREAS**, the Knife Lake Sportsmen’s Club postponed the lawful gambling event due

to the COVID-19 pandemic and are now requesting a change of date and location for their event, and

**WHEREAS** the applicant and updated facility owners are currently in good standing status with the County, and

**WHEREAS** the MN Gambling Control Board has provided guidance on the process for this change,

**BE IT RESOLVED** the Kanabec County Board of Commissioners approves the change of date and location for the Knife Lake Sportsmen's Club event to be held at Northwoods Steakhouse, 2732 Hwy 65 N, Mora, MN 55051 on February 6, 2021.

Barbara McFadden, County Attorney led a discussion regarding the Veterans Restorative Justice Program. Information only, no action was taken.

Roberta Anderson, Deputy Auditor Tax met with the County Board to host a demo from online auction company, Public Surplus.

Action #15 – Les Nielsen introduced a motion for Public Surplus to host the 2020 Kanabec County Tax Forfeited Land Sale as an online auction on a trial basis for one year without a contract.

The motion for the adoption of the foregoing Resolution was duly seconded by Gene Anderson and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Gene Anderson, Kathi Ellis, Craig Smith, Les Nielsen  
**OPPOSED:** Dennis McNally  
**ABSTAIN:**

whereupon the resolution was declared duly passed and adopted.

Action #16 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to add 101 George St E, Ogilvie, PID 23.00730.00 to the 2020 Tax Forfeited Land Sale with a minimum bid of \$20,000.

Kris McNally, County Coordinator led a discussion regarding a revised joint powers agreement with Central Minnesota Emergency Medical Services Region (CMEMS). Information only, no action was taken. Board consensus was in support of the language changes in the agreement consistent with the County Attorney's approval of the agreement's language changes.

Kris McNally gave the County Coordinator's Report. Information only, no action was taken.

Dennis McNally led a discussion regarding the length of the condensed County Board minutes in the newspaper. Information only, no action was taken.

The Board held a discussion regarding driver's license services. Information only, no action was taken.

Action #17 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to close the meeting at 12:09pm pursuant to the Open Meeting Law, Minn. Stat. §13D.05, subd. 3(b) to discuss matters related to pending litigation which are attorney-client privileged and that are not public data under the Minnesota Government Data Practices Act. Those present during the closed portion of the meeting include Commissioners Gene Anderson, Les Nielsen, Kathi Ellis, Dennis McNally, and Craig Smith; as well as Personnel Director Kris McNally and County Attorney Barb McFadden.

Action #18 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to reopen the meeting at 12:32pm.

Action #19 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to adjourn the meeting at 12:36pm and to meet again in regular session on Tuesday, August 4, 2020 at 9:00am.

*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>
Clifton Larson Allen LLP	766.50	FY2019 Audit Services	Unallocated
Further	667.25	Admin Fees	HR
Quadient Finance USA, Inc.	5,000.00	Postage for PSB & Courthouse	Unallocated
East Central Energy	1,127.09	Intersection Lighting	Highway
Weinberg, Eric	100.00	Driveway Permit Refund	Highway
Life Insurance Company of North America	648.10	Accident, Group Hospital, and Critical Illness Ins	Employee Benefits
MNPEIP	146,756.82	Health Insurance Premiums	Employee Benefits
Sun Life Financial	3,883.38	Life Insurance Premiums	Employee Benefits
VSP Insurance Co	263.40	Vision Insurance Premiums	Employee Benefits
East Central Energy	500.00	Veteran Emergency Grant	VSO
Kanabec County Auditor HRA	10,866.68	HRA Deposits	HR
Mora Municipal Utilities	19,697.26	Electric, Water, Sewer	Various
Office of MN.IT Services	1,300.00	WAN	IS
Chamberlain Oil	442.38	Shop Supplies	Highway
East Central Energy	217.22	Intersection Lighting	Highway
Harms, Lynn	500.00	Driveway Permit Refund	Highway
WiarCom, Inc	1,236.90	Vehicle Monitoring for Trucks	Highway
Card Services (Coborn's)	33.75	Wellness Snack Supplies	Employee Wellness
<b>18 Claims Totaling:</b>	<b><u><u>\$194,006.73</u></u></b>		



# Agenda Item #3

## Regular Bills - Revenue Fund

### Bills to be approved: 8/4/20

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	IAEMD	<u>150.00</u>	EMD Recert, A/R Beginning Balance
		<b>150.00</b>	
ASSESSOR	Jacobs, Tim	<u>88.75</u>	MNDOR License Renewal
		<b>88.75</b>	
BUILDINGS MAINTENANCE	Assured Security	<u>160.50</u>	Lock & Labor Service Charge
		<b>160.50</b>	
COMPUTER EXPENSES	MNCCC	<u>12,462.50</u>	3rd Quarter Support and Fees
		<b>12,462.50</b>	
COUNTY ATTORNEY	Grainger	55.00	Chair Mat
COUNTY ATTORNEY	IT SAVVY LLC	839.88	HP Probook
COUNTY ATTORNEY	MN Alliance on Crime	150.00	MAC Annual Membership
COUNTY CORONER	River Valley Forensic Services	<u>250.00</u>	Contract Monthly Medical Examiner
		<b>1,294.88</b>	
ECONOMIC DEVELOPMENT	Johnson, Aerial	<u>990.00</u>	CCB Forgivable Loan Program
		<b>990.00</b>	
ELECTIONS	SWIFT	<u>109.26</u>	PVC Mailing
		<b>109.26</b>	

ENVIRONMENTAL SERVICES	Carda, Eugene	105.88	BOA Hearing Per Diem & Mileage
ENVIRONMENTAL SERVICES	Kanabec Publications	29.23	Public Notice BOA
ENVIRONMENTAL SERVICES	O'Brien, Pat	123.28	BOA Hearing Per Diem & Mileage
ENVIRONMENTAL SERVICES	Peterson, Ronald	117.48	BOA Hearing Per Diem & Mileage
		<b>375.87</b>	
HUMAN RESOURCES	Ratwik, Roszak and Maloney PA	<b>36.00</b>	Professional Services Regarding COVID-19 Issues
		<b>36.00</b>	
INFORMATION SYSTEMS	IT SAVVY LLC	17.80	RAM Mount
		<b>17.80</b>	
PROBATION & JUVENILE PLACEMENT	Anoka County Corrections	792.00	East Central RJC Juvenile Detention
PROBATION & JUVENILE PLACEMENT	Eustice, Todd	19.08	Office Supplies Reimbursement
		<b>811.08</b>	
PUBLIC TRANSPORTATION	Curtis, Michael	813.05	Volunteer Mileage
PUBLIC TRANSPORTATION	Hoefert, Robert	829.15	Volunteer Mileage
PUBLIC TRANSPORTATION	Kanabec County Information Systems	4,200.00	Service & Support Contracts for 2020
PUBLIC TRANSPORTATION	Nelson, Jerald	17.83	Volunteer Mileage
PUBLIC TRANSPORTATION	Nelson, Ronette	588.23	Volunteer Mileage
PUBLIC TRANSPORTATION	Premium Waters, Inc.	15.09	Bottled Water Supplies
PUBLIC TRANSPORTATION	Van Alst, Lillian	998.19	Volunteer Mileage
PUBLIC TRANSPORTATION	Verizon Wireless	210.06	Monthly Phone Charges
PUBLIC TRANSPORTATION	Visser, Maurice	1,039.03	Volunteer Mileage
PUBLIC TRANSPORTATION	Zamora, Ray	983.25	Volunteer Mileage
		<b>9,693.88</b>	
SHERIFF	Aspen Mills	128.88	Uniforms
SHERIFF	Cambridge Medical Center	1,285.40	Victim Sexual Assault Exam
SHERIFF	Emergency Automotive Technologies	13,634.89	New Squads Chargeguard, LED, Lighthouse
SHERIFF	MN Highway Safety & Research Center	890.00	Class Fees

SHERIFF	O'Reilly Auto Parts	56.98	Wiper Blades
		<b>15,996.15</b>	
SHERIFF - CITY OF MORA	O'Reilly Auto Parts	21.07	Wiper Blades
		<b>21.07</b>	
SHERIFF - JAIL/DISPATCH	Ace Hardware	25.47	2 litter pans, empty paint can
SHERIFF - JAIL/DISPATCH	Auto-Chlor System	1,584.45	Soap/Softener
SHERIFF - JAIL/DISPATCH	East Central Exterminating	240.00	Aug Services
SHERIFF - JAIL/DISPATCH	Eric Hanson Consulting	1,925.00	Building Control Services
SHERIFF - JAIL/DISPATCH	Grainger	43.51	Push-in Connector
SHERIFF - JAIL/DISPATCH	Stellar Services	283.12	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Services Management	14,941.00	Inmate Meals
SHERIFF - JAIL/DISPATCH	Welia Health	681.69	Hospital/Clinic & ER Visit
		<b>19,724.24</b>	
UNALLOCATED	Granite City Jobbing	680.65	Copy Paper, 20 Cases
UNALLOCATED	Kanabec County Auditor-Treasurer	199,234.50	EDA 10% Cares Act Grant
		<b>199,915.15</b>	
VETERAN SERVICES	Bos, Henry	150.00	Designated Donation - Adjustable Bed, Veteran
VETERAN SERVICES	Kanabec County Community Health	2,393.30	Media Engagement Work Jan-Jun 2020
VETERAN SERVICES	Mora Bakery	62.50	Coffee Talk Donuts
		<b>2,605.80</b>	
47 Claims Totaling:		<b>264,452.93</b>	

**Agenda Item #3**  
**Regular Bills - Road & Bridge**  
**Bills to be approved: 8/4/20**

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>
Auto Value	1,504.39	Shop Supplies
Brock White Company	546.71	Repair Parts
Crawford's Equipment Inc	41.55	Repair Parts
Dultmeier Sales	73.73	Repair Parts
Fahrner Asphalt Sealers	64,450.00	Crack sealing
Houtsma, Brandon	400.00	Maintenance Supplies
Kanabec County Highway Department	52.50	Petty Cash, Postage
Knife River Corp	1,761,199.61	Project Payments
MN Dept of Transportation	3,560.19	Material Testing
Mustang Signs & Graphics	285.00	Truck Decals
Nuss Truck Equipment	1,015.71	Repair Parts
Office Depot	181.79	Office Supplies
Pomp's Tire	5,568.08	Tires
Swanston Equipment Corp	710.04	Repair Parts
S.W. Asphalt Inc.	4,648.00	Bitumous Patching
USIC	360.00	Locates

**16 Claims Totaling: \$1,844,597.30**

# Agenda Item #4

August 4, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> SCORE Claims - June	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> -- minutes	<b>d. Presenter(s):</b> None

**f. Board action requested:**

### Resolution #\_\_ – 8/4/20

#### 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	\$3,163.30
Quality Disposal	\$4,679.40
Arthur Township	\$0.00
Total	\$7,842.70

**g. Background:**

Provider	Billed	Paid Amount
<b>QUALITY DISPOSAL (June)</b>	\$4,279.40	\$4,279.40
<b>WASTE MANAGEMENT (June)</b>	\$3,163.30	\$3,163.30
<b>Sub-Total</b>	<b>\$7,442.70</b>	<b>\$7,442.70</b>
<b>Recycling Center Incentive Payments:</b>		
<b>Quality Disposal (June)</b>	\$400.00	\$400.00
<b>Arthur Township (June)</b>	\$0.00	\$0.00
<b>TOTAL PAYMENTS =</b>		<b>\$7,842.70</b>

**Date received in County Coordinators Office:** Various dates in July

**January 1, 2020 SCORE Fund balance = \$136,476.22**

**Revenue: 01-391-392-0000-5332 =**

**Expenditure: 01-391-392-0000-6211 = \$43,123.99**

**Current SCORE Funds balance is = \$93,352.23**

# Agenda Item #5a

August 4, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Clifton Larson Allen, LLP Engagement Agreement	<b>b. Origination:</b> CARES Act Committee
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

**Resolution #\_\_ 8/4/20**

**WHEREAS**, the CARES Act guidance is complex and continues to change; and

**WHEREAS**, the Kanabec County CARES Act committee wishes to utilize the professional services of Clifton Larson Allen, LLP to provide consultation on CARES Act matters on an as needed basis; and

**WHEREAS** Clifton Larson Allen, LLP agrees to provide those services; and

**WHEREAS** the County Attorney has reviewed the agreement and finds it acceptable; and

**WHEREAS** the CARES Act consultant fees are eligible for CARES Act reimbursement;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners approves the agreement and authorizes the Board Chair to sign said document on their behalf.

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### **f. Background:**

The Kanabec County CARES Act Committee is asking the Board to support an as-needed consultation agreement with CLA due to frequently changing guidance from the U.S. Treasury Department and the Minnesota Management and Budget Office. The committee believes this consultation will be an important resource for compliance support for the committee's processes.

**Supporting Documents:** None

**Attached:** ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**



CliftonLarsonAllen LLP  
CLAAconnect.com

July 24, 2020

Kris McNally  
Kanabec County  
18 N Vine St, Ste 181  
Mora, MN 55051

We are pleased to confirm and outline our understanding of the terms and objectives of our engagement and the nature and limitations of the consulting services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Kanabec County, Minnesota ("you," "your," or "the County") related to the CARES Act. If it meets with your approval, this letter will serve as an agreement made by and between CLA and Kanabec County.

#### **Objectives**

We understand that you may need guidance/assistance regarding the CARES Act supporting documentation and related reporting requirements. Specifically, you are requesting hourly consulting services to help answer your CARES Act related questions.

We will perform the engagement in accordance with the Statement on Standards for Consulting Services issue by the American Institute of Certified Public Accountants.

#### **Approach**

The consulting services provided by CLA are not intended or designed to provide you any form of assurance that you met the legal standards required by the CARES Act. As such, we recommend that you confer with legal counsel if you have any questions about any legal questions or concerns.

Upon request of the County, CLA shall make its resources available to provide additional financial and operational consultative services to the County. Such services will be performed under a separate engagement letter, subject to completion of our normal engagement acceptance procedures, including determining whether we can provide the service and maintain our independence. The terms and fees of such an engagement would be documented in that separate engagement letter.

#### **Client information requirements**

The County agrees it is solely responsible for the accuracy, completeness, and reliability of all of the County's data and information that it provides CLA for our engagement. The County agrees it will provide any requested information on or before the date we commence performance of the services.

#### **Management responsibilities**

For all nonattest services we may provide to you, including these consulting services, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services. County management accepts sole responsibility for all decisions made regarding the CARES Act and that CLA will not perform any management functions as part of this engagement.

Our firm has adopted a team approach to client service, which means that CLA will provide the entity with a team of people who have the relevant knowledge and experience to perform the work plan outlined above. Rebecca Field,

Principal, will lead the consultation engagement. Other CLA staff members will also perform roles necessary to fulfill the requirements of the engagement.

Professional standards require us to be independent with respect to you in the performance of audit and other attest services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to our audit and other attest engagements. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on your audit or other attest engagements without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

#### **Scope of agreement**

This agreement applies to all aspects of our relationship and to any other or additional services CLA may render to the county at any time, unless they are covered by a separate written agreement that the County and CLA both sign.

#### **Professional fees**

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Our invoices, including applicable state and local taxes, will be rendered throughout the project as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and related fees and to reimburse us for all out-of-pocket expenditures through the date of termination.

Hourly consulting services requested will be at the applicable hourly rate depending on CLA staff experience level. The table below shows the range of billing rates by experience level:

Consultant	Rate Range
Principals	\$260 - \$400
Manager, Engagement directors and senior consultants	\$200 - \$260
Seniors	\$150 - \$200
Staff	\$100 - \$150

In the event CLA's services are terminated for whatever reason, the county will promptly compensate CLA for all professional services rendered, related fees, and out-of-pocket expenditures through the date of termination.



***Other fees***

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

***Finance charges and collection expenses***

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

***Limitation of remedies***

Our role is strictly limited to the tasks and projects described in this letter, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based on our communications with you or our reports. You will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans, and for implementing any plans you may develop, including any that we may discuss with you. CLA has no duty to ensure that the County's accounting, billing, coding, compliance, or reimbursement practices, systems, or reports comply with applicable laws or regulations, all of which remain the County's sole responsibility.

You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party") and that this limitation of remedies provision is governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any deliverables, plans, actions, or results of this engagement, except to the extent authorized by this agreement. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this engagement agreement, but any recovery on any such claim shall not exceed the portion of the total fees actually paid by you to CLA that corresponds to the particular service(s) that give(s) rise to the claim (i.e., the specific service(s) that a CLA party performed in such a manner as to cause CLA to be liable to you).

***Time limitation***

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit and from obtaining legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within the shorter of the following limitation periods:

- Within twelve (12) months from the date of our last billing for services performed under this engagement letter, or

- Within twelve (12) months after the termination by either party of either this agreement or the County's ongoing relationship with CLA.

These limitation periods apply and begin to run even if the County has not suffered any damage or loss, or has not become aware of the existence or possible existence of a dispute.

#### **Confidentiality and restricted use of information**

CLA will hold the information supplied by the County to us in confidence and CLA will not disclose it to any other person or party, unless the County authorizes us to do so, it is published or released by the County, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

The County agrees any reports or deliverables CLA provides to the County are only for the internal use of the County's management. They may not be distributed to any other person or party, for any purpose, without our prior written consent. The County further agrees to hold any information, reports, or deliverables that CLA provides to the County in confidence and agrees that the County will not disclose such to any other person or party, unless CLA authorizes the County to do so, it is published or released by us, or it becomes then publicly known or available other than through disclosure by the County.

#### **Record retention**

Our working papers, including any copies of your records that we chose to make, are our property and will be retained by us in accordance with our established records retention policy. This policy states, in general, that we will retain our working papers for a period of seven years. After this period expires, our working papers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The working papers and files of our firm are not a substitute for the County's records.

#### **Other**

This agreement will remain in effect until it is terminated by either party on thirty (30) days written notice, with or without cause. In the event of termination, the terms of this agreement shall survive and remain in effect. Any notices under this agreement shall be sent to the County at the address noted above and to us at:

CliftonLarsonAllen LLP  
Attn: Rebecca Field, Principal  
220 South 6<sup>th</sup> Street  
Suite 300  
Minneapolis, MN 55402

#### **Confidentiality and restricted use of information**

CLA will hold the information supplied by the County to us in confidence and CLA will not disclose it to any other person or party, unless the County authorizes us to do so, it is published or released by the County, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

The County agrees any reports or deliverables CLA provides to the County are only for the internal use of the County's management. They may not be distributed to any other person or party, for any purpose, without our prior written

consent. The County further agrees to hold any information, reports, or deliverables that CLA provides to the County in confidence and agrees that the County will not disclose such to any other person or party, unless CLA authorizes the County to do so, it is published or released by us, or it becomes then publicly known or available other than through disclosure by the County.

We do not anticipate the need to request, collect, or review any protected health information (PHI) as part of this engagement. If in the process of performing services there is an identified need to share or provide PHI, a Health Insurance Portability and Accountability Act (HIPAA) Business Associates Agreement (BAA) shall be mutually agreed to and signed by both parties if not already present between CLA and Kanabec County.

#### **Agreement**

CLA appreciates the opportunity to assist the County and believes that this letter accurately summarizes the terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please contact us.

If the County agrees with the terms of this engagement as described in this letter, please sign and date the enclosed copy and return it to us. By returning this letter of engagement, the County is authorizing us to commence our services.

Sincerely,

**CliftonLarsonAllen LLP**

*Rebecca Field*

Rebecca Field, CPA  
Engagement Principal  
612-397-3053  
Rebecca.field@CLAconnect.com

#### **Acceptance and acknowledgement**

On behalf of Kanabec County, I acknowledge that the terms of this agreement accurately state our understanding with CLA, and Kanabec County agrees to be bound by them.

Authorized Signature: \_\_\_\_\_

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

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

# Agenda Item #5b

August 4, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> CARES Act Allocation to Social Service Focus Area	<b>b. Origination:</b> Coronavirus Relief Fund
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

**Resolution #\_\_ - 8/4/20**

**WHEREAS**, Governor Walz has taken executive action to authorize distribution of Federal CARES Act funds to Minnesota counties, townships and cities for relief efforts related to the COVID-19 pandemic, and

**WHEREAS**, the U.S. Department of Treasury and Minnesota Management Budget Office have provided guidance on eligible and ineligible expenses, as well as instructions for spending and reporting, and

**WHEREAS**, Kanabec County has received \$ 1,992,345.00 in Cares Act Funding; and

**WHEREAS**, Kanabec County's intent is to maximize the relief impact of these funds both internally and across our County, and

**WHEREAS**, the Kanabec County Cares Act Committee has defined three focus areas for local relief: Social Services, Business & Non-Profits, and Government; and

**WHEREAS**, the Kanabec County Cares Act Committee is recommending a phased allocation approach to the focus areas as new rules and guidance emerges from the U.S. Treasury Department and MMB; and

**WHEREAS**, the Business and Non-Profit focus area was allocated no less than 10% (\$199,234.50) of the Cares Act funds by County Board Resolution #19-7/7/20 to be administered by the Kanabec County EDA; and

**WHEREAS**, the Kanabec County Cares Act Committee wishes to continue to move forward with a first-round allocation of \$300,000 dollars to the Social Service focus area;

**BE IT RESOLVED** that the Kanabec County Board of Commissioners approves the first-round allocation of \$300,000 of Cares Act funds to the Social Service focus area.

**f. Background:**

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

**Date received in County Coordinators Office:**

**Coordinators Comments:**

The Social Service focus area includes individual supports for COVID mitigation and response including, but not limited to, housing (short term), mental health, child care, transportation, medication & physical health, education, access to services, homelessness, etc. within the compliance guidelines of the U.S. Treasury and MMB.

# Agenda Item #5

## Item c.

August 4, 2020

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> CARES Act General Update	<b>b. Origination:</b> Cares Act Committee
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:** Information Only

The Kanabec County CARES Act Committee met on 7/29/20.

Letters and certification forms have been sent to the local governments within Kanabec County that were not eligible to receive a direct distribution: City of Quamba, City of Grasston and Ford Township.

These local governments are eligible for up to \$75.34 per person for eligible Cares Act expenses:

Quamba	123	\$9,266.82
Ford	154	\$11,602.36
Grasston	158	<u>\$11,903.72</u>
		\$32,772.90

To date staff has been in communication with City of Quamba staff as they work on their plan for eligible purchases.

The Auditor Treasurer and Coordinator are planning to hold an informational meeting with township representatives to discuss the differences in the election Cares Act funds and the non-election Cares Act funds; and to share the general eligible/ineligible expense information we have received to date.

The Kanabec County Governmental focus area committee is scheduled to meet next week to review and prioritize initial funding requests and complete a preliminary screening of Cares Act funding eligibility.

**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# Agenda Item #6

August 4, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Planning Commission Vacancy	<b>b. Origination:</b> Planning Commission
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b>

**e. Board action requested:**

Mr. Jensen resigned his position on the Planning Commission effective 7/27/2020.

Provide direction to the Coordinator's Office on refilling this vacancy at this time.

**f. Background:**

**PLANNING COMMISSION**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rhonda Olson	01/21/20	01/03/23	1 <sup>st</sup>
Earl Bracewell	02/13/19	01/03/22	1 <sup>st</sup>
Dennis McNally	01/02/18	01/05/21	2 <sup>nd</sup>
Ron Hallin	01/08/19	01/03/22	2 <sup>nd</sup>
Dave Etter	01/10/18	01/05/21	1 <sup>st</sup>
<del>Scott Jensen</del>	<del>06/12/19</del>	<del>01/03/22</del>	<del>1<sup>st</sup></del> resigned 7/27/20
Pat O'Brien (Board of Adjustment member)	03/13/19	01/03/22	5 <sup>th</sup>
Chad Gramentz (non-voting)	01/02/18	01/05/21	2 <sup>nd</sup>

Must be a resident of Kanabec County. At least two must be from unincorporated areas of the county (not in a city). No more than one shall be an employee or elected official of the County. One must be from the Board of Adjustment. No voting member shall have received, during the 2 years prior to appointment, any substantial portion of income from business operations involving the development of land within the county for urban and urban related purposes.

Description: Reviews proposed plats and makes recommendations to the County Board concerning implementation of the Kanabec County Subdivision and Platting Ordinance. Periodically, the Planning Commission reviews existing County Ordinances and makes recommendations to the County Board regarding changes.

Supporting Documents: None      Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

**Kelsey Schiferli**

---

**From:** Teresa Wickeham  
**Sent:** Tuesday, July 28, 2020 7:04 AM  
**To:** Kelsey Schiferli  
**Subject:** FW: Planning Board Resignation

Kelsey,  
FYI

*T. Wickeham*  
Environmental Services Supervisor  
Kanabec County  
903 Forest Ave E  
Mora MN  
320-679-6456

---

**From:** Scott Jensen [<mailto:sjensen1957@live.com>]  
**Sent:** Monday, July 27, 2020 4:12 PM  
**To:** Teresa Wickeham  
**Subject:** Planning Board Resignation

Dear Teresa,

Because of the fact that I have moved back to Anoka County I will be resigning from the Kanabec County Planning board as of today, July 27<sup>th</sup>, 2020.

Thanks for the opportunity to have served on this county board. If you have any questions, my cell number is 763-232-6233.

Sincerely,

Scott T Jensen  
Formally of:  
2070 Point Trail  
Mora, MN 55051

Sent from Mail for Windows 10