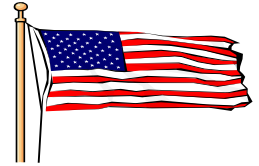




# Kanabec County Board of Commissioners

## Regular Meeting Agenda December 1, 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: 146 288 3763**

### **Video Meeting link:**

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=m0aed3d9776f702125bbfeb9ced5f9e41>

Meeting number: 146 288 3763

Password: rYne2AMXm22

### **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. Agenda approval

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

### **Public Health Board**

9:30am Todd Eustice, Probation Director- Juvenile Detention Center Contract

9:45am Brian Smith, Sheriff- a. Quarterly Report

b. COVID staffing plan

10:00am Denise Snyder, Auditor/Treasurer- Timber Sale discussion

10:10am Kanabec County-Welia Health Agreement on Transfer of Ownership

**10:30am Public Comment Call-in number for Public Comment 1-408-418-9388 Access Code: 146 288 3763**

10:45am Deanna Pomije, District Manager- Kanabec County Soil & Water Conservation District update

11:00am Barb McFadden, County Attorney- Agreement for hosted attorney system

11:05am Possible Land Acquisition /No Net Gain Resolution

11:15am Chad Gramentz, Public Works- Presentation of Employee Awards

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

- |                                   |  |
|-----------------------------------|--|
| 1. Minutes                        | b. ECSWC disbursement resolution                                   |
| 2. Paid Bills                     | c. MnCCC refund resolution   |
| 3. Regular Bills                  | 5. Bonding and 2021 Budget Discussion                              |
| a. Revenue Fund                   | 6. RFP for realtor services  |
| b. Road & Bridge                  | 7. Commissioner Reports  |
| c. COVID/Cares Act                | 8. Future Agenda Items   |
| 4. Funding resolutions:           | 9. Discuss any other matters that may come before the County Board |
| a. MCIT dividend check resolution |  |

ADJOURN

**Kanabec County Community Health Board**  
**AGENDA**  
**Tuesday, December 1, 2020**  
**9:00 a.m.**

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
  - Staffing –
  - Coronavirus
  - General Response
  - Vaccine Planning
  - Central MN Council on Aging (CMCOA)
4. Proclamation – County Health & Human Services Worker Day
  - Action requested page 3
5. 3<sup>rd</sup> Quarter Report page 4-19
  - See attached
6. Financial Reports
  - See attached
  - Trial Balance page 20-22
  - October Financial Report page 23-24
7. Abstract Approval page 25-32
  - Action Requested
  - See attached Abstract and Vendor List
8. Other Business
9. Adjourn

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

**Community Health Report**

**Staffing:**

No report

**Coronavirus:**

Current numbers will be provided at the meeting.

**General Response:**

The response continues to be focused on assisting the schools, responding to community calls, and providing education/guidance to local businesses.

- There has been daily or multiple times a day contact with school staff. Staff from Public Health and the schools run scenarios together, determine staff and student exclusions, discuss continuation of sports etc.
  - Schools make the ultimate decision about the learning models they will be in
  - Some schools (not in our county) have changed models because of staffing issues
- We have been available for calls with businesses that have had staff exposed to COVID and offered guidance regarding who to exclude from work and for how long
  - Businesses are needing to assess their ability to stay open based on staff availability
- We continue to participate in numerous local, regional and state calls/meetings.
- Staff continue to provide the Case Investigations and Contact Tracing for the positive cases in the county. The Department Operations Teams continue to assess our ability to provide this service. May look at joining the regional approach.

**Vaccine Planning:**

We are continuing to work with long-term care, assisted living, and Welia Health to create a vaccination plan for the first phase that will be focused on health care workers and then residents of long-term care/assisted living facilities. Public Health may assist those facilities they do not have the capacity to vaccinate their staff. We are also planning for providing vaccinations to the general public when available.

A plan for phase one vaccination is due to the MN Department of Health on December 4.

**Central MN Council On Aging :**

We were contacted on November 6<sup>th</sup> that we were awarded funding for 2021. We received \$36,193 up slightly from \$30,642 in 2020. This funding is used to support the Public Health Nurse Clinic which includes health assessment, foot care and medication set-up for residents 60 and older.

We made the decision to suspend services for four weeks due to the rise in Coronavirus cases in the community. The population served through the clinic is very vulnerable and at risk of serious illness if they contract COVID-19. We will reassess after three weeks and determine if we have appropriate staff available to provide the services and if the rates are better within the county.

STATE of MINNESOTA  
COUNTY of KANABEC

# Proclamation

- WHEREAS: County health and human services workers are dedicated to improving health, protecting the vulnerable, and providing outstanding public services to the people of Kanabec County through their prevention efforts, administration of programs, and provision of services; and
- WHEREAS: County health and human services workers are responsible for the prudent expenditure of millions of dollars annually and must meet the highest standards of job performance in program and services delivery; and
- WHEREAS: The duties performed by county health and human services workers require the use of a variety of skills in order to provide services to clients, communities, and the general public; and
- WHEREAS: The nature of federal and state legislation necessitates that county health and human services workers continually expand their knowledge, skills and expertise related to their professions and the needs of the communities they serve; and
- WHEREAS: The County of Kanabec recognizes the valuable public services that county health and human services workers perform each and every day for the health, prevention, and protection of Kanabec County residents.

*NOW, THEREFORE, WE THE KANABEC COUNTY BOARD OF COMMISSIONERS, do hereby proclaim Wednesday, December 9<sup>th</sup>, 2020, as:*

## COUNTY HEALTH AND HUMAN SERVICES WORKER DAY

IN WITNESS WHEREOF, I have hereunto set my hand this First Day of December, 2020.

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Kanabec County Board Chairperson



# Kanabec County Community Health

## Report to County Board

### July - September 2020

#### **Major Highlights**

I continue to be thankful for the team of individuals that work for Public Health. They continue to provide services in-person when necessary and virtually. Staff have had to juggle coverage of other people's schedules when some have been placed in Quarantine. Staff have stepped up to take on Case Investigation and Contact Tracing, answering calls from the community, responding to complaints about noncompliant businesses/events, providing information and technical assistance wherever needed, continually messaging to the community ways to stay safe, and now working to create a plan for vaccinating the community when the time comes.

**COVID-19** – Kanabec County Community Health continues to be very busy responding to the Coronavirus pandemic.

- Please refer to the Public Health Preparedness Coordinators report toward the end of this document. Activities listed there are shared by the two of us.
- Other staff has assisted with Public Information/messaging, Case Investigation/Contact Tracing, contacting businesses – offering Technical Assistance regarding Executive Orders/Mandates.

**Hepatitis A** – Staff continue to promote and offer Hep A vaccinations to at risk populations.

#### **Audits/Reporting**

- CMCOA conducted a site visit in August. No issues found.

#### **Grants written/funded/denied**

- Central MN Council on Aging Grant was submitted. This grant supports the Public Health Nurse Clinic which includes health assessment, screenings for depression, cognition, and risk of nursing home placement, and foot care by appointment. Medication set-up is available per doctor's order.
- Statewide Health Improvement Partnership (SHIP) grant information was submitted for the first year of a five year cycle. Pre-COVID, there was work being done to determine the scope and funding for the next five year cycle. This work was put on hold and funding/scope will remain the same for the first year of the new cycle.

#### **Strategic Plan / Community Health Assessment / Community Health Improvement Plan**

The annual reporting due date as well as the strategic plan, community health assessment and community health improvement plan has been postponed indefinitely. The Director as well as other public health staff continue to work on these as time permits and will submit as soon as they are complete.

#### **Trends**

- Difficult to determine trends at this time.

#### **Thinking Ahead**

- Kanabec County Community Health will continue to work with the schools through the provision of data so that they can determine the best learning model for the safety and well-being of staff and students.
- Kanabec County Community Health will be working with Welia Health, the local skilled nursing facility and assisted living facilities to create a vaccination plan for the first phase of COVID vaccination. Discussions will also begin regarding vaccinating other populations.

## Concerns and Challenges

- Home Care continues to deal with Medicare Rule changes and billing. All changes require process updates and billing updates and often coordination with our software to ensure everything is aligned. Our case mix which is heavier in MA, VA, and Waiver makes it difficult to reach revenue projections.

The following pages provide more detail about the programs provided through Kanabec County Community Health.

### ***Area: Family Health***

***Reporter: Kathy Burski***

***Provides oversight for the following programs: TANF Home Visiting, Health Promotion (Birth Defects, Follow Along, Early Hearing Detection and Intervention, MIECHV - Healthy Families America Home Visiting Program and Nurse Family Partnership Home Visiting, Nurse Family Partnership Expansion, WIC, Maternal Child Health, Child & Teen Check-up, SCHA Community Connector, and Dental Health.***

The Family Health Supervisor resigned her position at the end of this quarter. Ashley Berg will move from the Adult Health Supervisor to the Family Health Supervisor as soon as a replacement can be hired for her position. There was also a resignation of a Family Health Nurse Home Visitor during the quarter. This position will not be replaced at this time.

## Major Highlights

### **WIC (Women, Infant and Children)/ Maternal-Child Health Programs:**

- WIC participation increased again in the 3rd quarter. WIC served an average of 476 participants/month during 3rd quarter. This is an increase of 6% compared to 2nd quarter
- All WIC appointments continue to be done by phone and will continue to be done remotely until 30 days after the public health emergency declaration expires. HHS Secretary Azar made the decision in October to extend the PH emergency so WIC flexibilities are now in place through at least February 20, 2021.
- Efforts to increase participation rates and numbers continue: WIC staff are educating participants on the Minnesota My WIC App and assisting them to install this on their phones to receive appointment reminder messages. WIC staff continues to call all missed appointments to reschedule them. Reminder phone calls are also made to scheduled WIC appointment the day before. Patti Miller continues to post messages about the WIC program on social media.
- Prenatal clients continue to receive PHN assessments and breastfeeding support with their WIC appt. Extra time is being taken for assessment of emotional health during the pandemic. Most clients appreciate the opportunity to express how they are doing and enjoy the flexibility of being able to participate by phone.
- Support for breastfeeding mothers continues to be offered; the WIC coordinator continues to participate in the East Central Breastfeeding Coalition and currently serves as the chairperson for the group. The last meeting was held virtually on October 15<sup>th</sup>. This continues to be a great space to share information and ideas across organizations that support breastfeeding mothers.
- WIC coordinator just completed her 2 year term as the Chair of the WIC Advisory Group

### **Family Home Visiting Programs:**

- HFA Program remains accredited through 12/2021.
- 2 NFP graduations were celebrated 3<sup>rd</sup> quarter
- 4 new families enrolled in EBHV(Evidence Based Home Visiting), 4 NFP families & 0 HFA families
- Infants and children continue to be seen for medical concerns such as asthma, genetic disorders, developmental delays, eating issues, etc. Even though these cases can be time intensive, we continue to

make this population a priority due to access issues to appropriate services and complexity of healthcare coordination.

### **Immunizations/ Child & Teen Checkups Screens (C&TC) and Outreach/ Disease Prevention:**

- We continue to be the safety net for children & adult vaccinations. Immunization appointments are available to the public.
- In response to the Hepatitis A outbreak in MN the family health staff has provided education and vaccines to the high risk populations residing in Kanabec County. Twenty-two Hepatitis vaccines were administered 3<sup>rd</sup> quarter. Child-find and outreach efforts continue with families to provide education and direct services for lead screens. Nurses continue to complete lead screens, completing referral and follow-up for children indicated as having a high lead level per MDH algorithm.
- C&TC outreach efforts are a focus, locating and encouraging preventive care for children on Minnesota Health Care Programs.
- 4 C&TC screenings were completed 3<sup>rd</sup> quarter.
- 4 immunizations were provided for children and 3 for uninsured adults.

### **SCHA Community Connector (Kanabec):**

The Community Connector continues to play a vital role in keeping the team updated on SCHAs changes/initiatives and supports the connection of services to our families. This role continues to evolve. Meetings continue to take place to best support the structure of this role.

### **Other Family Health Activities and Highlights:**

- Family health team is involved in CQI learning collaborative with MDH. Currently the CQI learning collaborative through MDH is on hold due to COVID-19 activities and shifting of MDH staff.
- Kanabec County Family Health continues to have a presence on Facebook and Instagram in an effort to outreach and raise awareness of services.
- Minnesota Amish Health Program Group continues to offer health education to the Amish Community monthly. During 3<sup>rd</sup> Quarter this was completed through newsletter mailings and phone calls with the community.
  - No groups held during 3<sup>rd</sup> quarter due to COVID-19.

### **Thinking Ahead**

- Switching to a different evidence-based home visiting option called MESCH.
- Continue outreach efforts with health care systems and other referral sources to identify and increase the ability/desire of families to access Family Home Visiting services
- Family Health team has been exploring ideas for how to connect with referral sources during this ongoing pandemic and physical distancing
- Continue dialogue on how we ensure families are receiving appropriate services from providers and partners within the community; make effective and efficient use of all our community resources.
- Ensure healthy self-care for nurses during unprecedented time
- Continue conversations with Recovering Hope in effort to best collaborate to serve this at risk population.
- Continue to promote Public Health Services through increasing presences on social media and updating outreach material.
- Responding to COVID-19: maintain engagement with families, support staff, adapting processes for how to best serve at risk families and ensure health of staff.

### **Concerns and Challenges**

- The departure of a long-time supervisor and training in a new supervisor will be challenging, but there will be opportunities as well.

## Numbers Served

Total families seen in Family Home Visiting programs during this quarter= 66 distinct families with a total of 269 nursing assessments completed – down from 72 families and 291 assessments 2<sup>nd</sup> quarter.

- HFA= 17 families visited with 85 assessments; compared to 22 families visited with 116 nursing assessments completed 2<sup>nd</sup> quarter
- NFP= 18 families visited with 88 nursing assessments; compared to 19 families visited with 96 nursing assessments completed 2<sup>nd</sup> quarter
- TANF= 21 families visited with 51 nursing assessments completed; compared to 9 families and 36 nursing assessments 2<sup>nd</sup> quarter
- MCH infants and children= 2 family visited with 3 assessments completed; compared to 1 families and 1 assessment 2<sup>nd</sup> quarter
- MCH prenatal and postpartum= 24 women with 26 nursing assessments; compared to 31 women and 41 nursing assessment 2<sup>nd</sup> quarter
- 20 families provided with car seat education; compared to 7 in 2<sup>nd</sup> quarter
- 2 lead screens completed; 0 completed 2<sup>nd</sup> quarter
- 1 UBV completed; 1 completed 2<sup>nd</sup> quarter
- 5 Dental Varnishes completed; 0 completed 2<sup>nd</sup> quarter
- 476 WIC families served (average monthly participation for the past three months); 447 average for 2<sup>nd</sup> quarter

## Adult Nursing

**Reporter:** Ashley Berg, Nursing Supervisor

**Provides oversight for the following programs:** Home Care, Home Health Aide/Homemaker, MnCHOICES, Case Management - includes waiver programs – Elderly Waiver (EW), Community Access for Disability Inclusion (CADI), Alternative Care (AC), SCHA Community Connector, Public Health Nurse Clinics, and SCHA Care Coordination.

## Highlights

### Home Care

- 534 home care visits completed (Up 23 from last quarter)
  - 430 were visits made with a pay source of AC, MA, VA, EW, etc (Up 6 from last quarter)
  - 1 SCHA Med Rec (Same as last quarter)
  - 2 Home Care consult visits were made with no opens (down 1 from last quarter)
  - 101 Medicare visits were made (Up 17 from last quarter)
- Throughout the quarter, we served approximately 72-78 clients in their homes as an average census. This has decreased since last quarter.
- There were a total of 22 referrals (down 18 from last quarter). Of the 22 referrals, 2 were consultations (down 1 from last quarter), 17 were opened to home care, and 3 refusals over the phone with no visits to the home (same as last quarter). Currently we are opening at a 77% rate; this is down 3 % from last quarter and we are 8% away from our goal open rate per quarter.
- There were 830 HHA visits made (down 181 visits from last quarter). Of those visits, 110 Medicare HHA visits (same as last quarter) and 720 HHA visits with a pay source of AC, MA, or private pay (down 181 from last quarter).
- 381.25 hours were completed for homemaking ( Up 34.25 hours from last quarter)

**Public Health Nurse Clinic**

- 179 foot care visits (Up 126 from last quarter) 23 visits were either no show or cancelled
- 41 medication set visits completed (down 4 from last quarter).

**Case Management**

- Care coordination visits: 8 visits (Up 1 visit from last quarter).
- Nursing Home Care Coordination Hours: 19.25 hours (Down 6.75 hours from last quarter). No face to face visits were allowed with case management due to COVID 19.
- Care Connector-161.25 hrs (Down 71.25 hrs from last quarter)
- Case Aide: 205.25 hours spent on client specific billable hours (down 45.5 hours from last quarter)
- MnChoice Assessments: 14 (Up 9 from last quarter)
- MnChoices Re-assessments: 13 (down 1 from last quarter)
- MnChoice documentation: 77.25 hrs (After assessment/re-assessment documentation and follow up time) up 20.25 hrs from last quarter
- MnChoice service coordination: 33 hrs (Time invested prior to assessment) down 12.25 hrs.
- Care Coordination Indirect (coordination time in the office-billable): 557 hrs (down 116.25 hours from last quarter)
- Care Transition (visits and time required in office for coordination): 82.5 hours (Up 61.25 hours from last qtr)
- 10 (up 5 since last quarter) PAS completed
- Service Coordination 214.25 hrs (both client specific and general) – Up 18.75 hours since last quarter

**Challenges and Concerns:****Home Care:**

- A challenge that was identified this quarter was the introduction of Optum Care as a new pay source for the VA. Unfortunately, there was no notification that this was affecting home care but rather for urgent care facilities. This presented a need to obtain a new contract with Optum and is in process now.
- Staff mental health related to COVID 19 continued to be a challenge this past quarter. The constant change of requirements, guidance, and regulations among state and federal regulators make things difficult.
- Home care continues to have difficulty hiring a new home health aide. This may be due to several reasons which include: part time/intermittent, lack of benefits, COVID-19 and no guarantee of hours. In addition, we have a challenge of current staff leaving or reducing hours as they are able to obtain positions elsewhere with more hours and benefits.

**Public Health Nurse Clinic:**

- Due to suspending the clinic at the beginning of COVID, we needed to add make-up days and increase the amount of time between clients to allow for thorough cleaning. It took approximately six additional days to catch up.

**Case Management:**

- A continued challenge for case management is the inability to make face to face visits. As DHS and SCHA continue to provide guidance and allow telehealth assessments, staff find it difficult to connect with their clients. Case managers have the inability to read non-verbal cues and mostly rely on clients/caregivers to be honest when completing their assessments. These cues are important as it assists

the case managers in determining the level of care an individual is provided and determines their budget for the year.

- Communication between case managers and staff in the office has been tricky this quarter as each case manager had their own process for completing tasks.
- Staff will continue to work on streamlining processes.

### **Thinking Ahead**

#### **Home Care**

- Continuous planning in the event that home care nurses or home health aides are unable to work due to isolation or quarantine.

#### **Public Health Nurse Clinic:**

- None

### **Case Management**

- The case managers are maintaining their virtual or over the phone visits with their clients. They are aware that their ability to return to face to face visits will be at least one month after the peace time order ends

### **Updates:**

#### **Home Care**

- No updates at this time

#### **Public Health Nurse Clinic**

- In the middle of July we were able to return back to normal schedule

#### **Case management**

- No noted updates at this time

### **Training/TA Conducted/Provided**

#### **Home Care**

- Home Health Aides receive monthly continuing education that meets the requirements for their job description. We will promote monthly webinars from Josh Dye to our nurses and staff.

### **Training Attended**

**Case Management:** Case management has taken the opportunity over the last several months to increase their knowledge on person-centered trainings that co-inside with the assessments they are required to complete. They attend approximately one per week. In addition, they were required to complete the MnChoice support planning training for completing the RS Tool for assisted livings. This was a requirement for South Country and was put into effect in August.

### **Charts/Numbers Served**

#### **Home Care**

- We are averaging approximately 74-82 home care clients per month, with pay sources of private pay, Medicare, medical assistance, VA, and waiver.

## **Public Health Nurse Clinic**

- 170 nurse clinic clients.

## **Case Management**

- Ability Care-18
- Single Care-49
- Nursing Home clients- 31
- AC-9
- EW-70
- CADI-26
- PCA only - 15

## ***Partners in Healthy Living/Statewide Health Improvement Partnership*** ***Lori Swanson, Health Promotion Coordinator***

### **Numbers Served**

Partners in Healthy Living is collaborating with **52** partners within the four settings of Community, Healthcare, Schools, and Workplace across the four counties. The Community Leadership Team met virtually on July 16, 2020 with **5** members and **4** coordinators in attendance and on September 17 with **4** members and **4** coordinators in attendance. The Workplace Wellness Committee met virtually on August 24, 2020, with **3** partners and **1** coordinator in attendance. PiHL staff held **2** individual virtual meetings with potential workplace partners for the new grant cycle starting November 1, 2020.

### **Training/TA conducted and attended**

- SHIP staff participated in and conducted the following:

July:

- Virtual Worksite Wellness Summit (Michelle)
- Take it outside! Campaign Webinar (Michelle)
- Beautiful Mind Summit (Michelle)
- The dangers of vaping: what kids need to know webinar (Alisha)
- Research into action: Tobacco minimum floor price law and adult smoking prevalence webinar (Alisha)
- Air quality & Covid-19 (lung health) Health impacts & racial disparities webcast (Alisha)
- Pedaling through the pandemic: How E-cycling keep post COVID cities moving (Alisha)
- Active play for all children: building evidence and advancing a culture of health (Alisha)
- Modeling health: How health systems can take action to reduce sugary drinks webinar (Alisha)
- The nature fix: why nature makes us happier, healthier, & more creative webinar (Alisha)
- School reopening during COVID webinar – (Alisha, Lori)
- Healthy food access: policies & prioritizing equity amidst the COVID crisis (Alisha, Lori)



- Equity through public health law webinar (Alisha)
- Mental Health & wellbeing community conversation (Alisha, Lori)
- Smoke free housing webinar(Alisha)
- Rise coalition meeting (Alisha)
- Farmers Market call (Alisha)
- Healthy eating & active living transition year guidance webinar (Alisha, Lori)
- Modeling Health – How health systems can take action to reduce sugary drinks WEBEX (Hailey)

#### August:

- Fruits and Veggies Score More Campaign webinar (Michelle)
- Flavored Tobacco It's a Social Justice Issue (Michelle)
- 8/26/Eliminating Sugary Drinks in Health Systems (Michelle)
- Mental Well-Being and Self Care (Michelle)
- MAPP Meeting (Alisha)
- Know your price: valuing black lives & property in America's black cities webinar (Alisha)
- Tobacco in rural America: reports from the field webinar (Alisha)
- Mental health & wellbeing community conversation (Alisha, Lori)
- Systemic racism & health webinar (Alisha)
- How COVID-19 sheds light on lung health & smoke free public housing webinar (Alisha)
- COVID-19 & mental health: special distancing not social distancing webinar (Alisha)
- Endgame policy, tobacco-free generation webinar(Alisha)
- MN prevention coffee chat (Alisha, Lori)
- Flavored tobacco back to school: it's a social justice issue (Alisha, Lori)
- Rise coalition meeting (Alisha)
- Eliminating sugary drinks in a large health system: leveraging data for systems change webinar (Alisha)
- Tobacco product waste prevention & mitigation webinar (Alisha)
- Mental wellbeing & self-care webinar (Alisha)
- Helping communities manage COVID-19: learning from age friendly approaches webinar (Alisha)
- MN prevention coffee chat: engaging youth & coalitions in a virtual world webinar (Alisha)
- Tobacco In Rural America – Reports from the field – WEBEX (Hailey)
- Connecting children with local foods and farmers through summer meal programs – WEBEX (Hailey)
- Evaluation results coffee chat with MDH via WEBEX (Lori)
- Healthy Food Retail WEBEX (Lori)
- 

#### September:

- Adverse Effects: Anxiety, Addiction and Pandemic Life – Hosted by Hazelden Betty Ford Center (Michelle)
- Avoiding COVID-19 Burnout: Self Care and Resiliency for Public Health Leaders (Wellbeing)
- Beyond Smoke and Mirrors: Science-Based Marijuana Prevention (Michelle)



- COVID-19, Mental Health, and the need for Equity – Hosted by Mental Health America (Michelle, Lori, Alisha)
- Region 4 virtual check in meeting (Alisha)
- Mental wellbeing & resiliency learning WebEx (Alisha)
- Right of way: Race, class, & the silent epidemic of pedestrian deaths in America
- Addressing cessation in priority populations webinar (Alisha)
- Avoiding COVID-19 burnout: self-care & resiliency webinar (Alisha)
- Systems change: Increasing treatment for tobacco dependence in behavioral health webinar (Alisha)
- State & national obesity data release webinar (Alisha, Lori)
- Identifying & addressing barriers to physical activity in the black community webinar (Alisha)
- MAPP meeting (Alisha)
- Counter tools healthy point of sale webinar: securing healthy food access through targeted programming (Alisha)
- Educational gardens support of food relief during COVID-19 (Alisha)
- Mental health & wellbeing community conversation (Alisha, Lori)
- Caring for kids in the COVID-19 era: promoting health equity & value webinar (Alisha)
- Youth leading the way: inspiring stories of youth creating safe, accessible neighborhoods (Alisha)
- Health equity: racial tensions- do coalitions have a role webinar (Alisha)

## **Major Highlights**

- Workplace Wellness partners have been focused on well-being efforts
- The Milaca Farmers Market was awarded a PiHL mini-grant for signage and vouchers for stall fees.
- The Mille Lacs County Farmers Market PICK program had a successful year of distributing and accepting PICK bucks at the Milaca and Princeton Farmers Markets for the 2020 season. This has been an extremely successful year despite the pandemic. A lot of youth and families of young children have utilized this program to the fullest.
- The Allina Health-Cambridge Medical Center Giving Garden was very successful again this year giving out 100+ pounds of produce to those in need.
- The Pine City Community garden had a successful growing season, and use of plots by community members. However, due to the pandemic the classes that were scheduled for this summer had to be adjusted a bit due to COVID, but there are already plans being discussed to expand classes for next year, and the Pine City gardening committee did a great job of partnering with our local master gardeners to help expand education for our community through online courses.
- The Planning Commission and City Council held a joint work session on August 20th to review and discuss the summary of input provided by the Comp Plan Committee. The commission and council provided their feedback, providing Oleson with direction for preparing a draft document. The council also approved an updated general work plan for this project. The goal was to adopt the Mora Comprehensive Plan update by the end of 2020; however, COVID has slowed the process and looking at the adoption taking place in early 2021.
- The Mora Area Farmers Market was able to secure funding for supplies and materials necessary to follow COVID-19 guidelines during this year's season.
- Created new SHIP work plans and budget for grant cycle 2021-2026

## **Thinking Ahead**

- The Community Leadership Team is considering an increase in the current \$1000.00 maximum per project in order to address the challenges our partners are facing in adopting policies, systems, and environmental changes due to the pandemic.
- Due to the current pandemic, modifications will be made to the PiHL mini-grant application to make it easier for partners to apply for funds for implementing a policy, system, or environmental change.

## **Concerns/Challenges**

- With schools moving to distance learning, it remains to be a challenge to work with our school partners on SHIP strategies.

## *Regional ATOD Prevention Coordinator*

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The Regional Prevention Coordinator position is one of only seven prevention coordinators in the State of Minnesota. The East Central prevention region includes the counties of Benton, Chisago, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Wright and the Mille Lacs Band of Ojibwe reservation. The role of the Regional Prevention Coordinator is to support the prevention efforts of individuals and communities within their region that are actively working on prevention strategies that include alcohol, tobacco and other drugs.

The RPC works with and provides technical assistance to community coalitions in Milaca, Pine County, Isanti County, Kanabec County, Little Falls, Sartell-St. Stephen, Mille Lacs County, Benton County, Sherburne County and the Statewide Health Improvement Partnership (SHIP) grantees in the region.

Jenilee Telander tendered her resignation in August and Brian Miner was hired and started in late October. The information below is from July and August activity based on monthly reports submitted to the Department of Human Services.

### **Highlights:**

The 'RPC Coffee Chats' began on Monday, August 17<sup>th</sup> and seemed to be well-received by the 60 participants that attended. People seemed to enjoy connecting with others around the state experiencing similar struggles. The second coffee chat was on Monday, August 31<sup>st</sup>.

### **Trends:**

Communities are looking for resources on providing mental health support to youth, parents, teachers and community members during the pandemic.

### **Thinking Ahead:**

How can we continue to support our communities during COVID with an ever changing landscape?

### **Concerns/Challenges:**

Zoom burnout and missing human, in person connection.

### **Meetings attended/Technical Assistance provided:**

- Region 3 P&Is – had an introductory call with Nicki, Jill, Katie and Melissa. Melissa and I also had a call with Nicki to provide further background of the projects. Melissa and I have continued to provide responses to strategic planning questions raised, and general technical assistance as needed until Nicki feels comfortable in her position.
- Attended Minnesota Prevention Alliance alcohol subcommittee on July 14<sup>th</sup> and quarterly meeting on July 23<sup>rd</sup>. Discussions with SW RPC and NE RPC regarding providing guidance on transitioning group's focus from community-based prevention to statewide prevention. Discussions with Bill Geary about the RFP for an evaluator for the coalition.
- **Milaca Community Coalition** – Working with Milaca on strategic planning to development an appropriate timeline. Attended monthly meeting on July 29<sup>th</sup>. Participated in an outdoor strategic planning sessions with coalition members was held on August 12<sup>th</sup>.
- I met with P&I Coordinator on August 7<sup>th</sup> to review agenda for meeting structure. Also, I worked with coordinator to finalize strategic plan form for approval and technical assistance regarding same. Check in call regarding transition plan with RPCs for SW MN and NW MN.
- **Pine County Chemical Health Coalition** – check in call with P&I Coordinator regarding strategic planning process plan and transition with RPCs for SW MN and NW MN.
- **Sherburne County Substance Use Prevention (SUP) Coalition** – requested from coalition coordinator to help with facilitation during upcoming coalition retreat in October. RPCs for NE MN and NW MN will help during Region 4 transition.
- Discussions with Milaca P&I Coordinator regarding upcoming strategic planning. Cancelled current meeting that was to be held in the middle of the month to wait until after the school district makes a decision regarding upcoming school year.
- Sherburne County Coordinator reached out regarding upcoming Ethics courses. Advised her to sign up for online course as nothing is scheduled for in person yet.
- Attended Substance Abuse of Kanabec County (SACK) monthly meeting virtually on July 7<sup>th</sup>.
- Called into the Pine County Chemical Health Coalition meeting on July 13<sup>th</sup>.

#### **Virtual Trainings attended:**

- Attended the CADCA conference which was held virtually on July 27<sup>th</sup> – 30<sup>th</sup>. I attended the following sessions:
  - CDC 101
  - DFC Management Transition
  - Bring Some Adventure to Your Work
  - Back of the Envelope Guide to Strategy
  - Meeting with Policy Leaders and Influentials
  - My Coalition is Stuck
  - Fire Up Their Imagination: Engaging Parents
- **August 17<sup>th</sup>** – RPC Coffee Chat
- **August 18<sup>th</sup>** – Historical Trauma webinar with Sam Simmons
- **August 19<sup>th</sup>** – Strategic Planning with Jeff Linkenbach
- **August 24<sup>th</sup>** – Cultural Iceberg webinar with Rebecca Slaby
- **August 26<sup>th</sup>** – Strategic Planning with Jeff Linkenbach
- **August 31<sup>st</sup>** – RPC Coffee Chat

**Reports:** During this quarter, staff submitted the following reports –

Worked on and submitted the end of the year report that was due on July 15<sup>th</sup>, as well as attended the 4-day virtual CADCA conference that took place at the end of the month. Also, continued to move the Bill Geary project forward by beginning to schedule monthly calls.

***Patti Miller, Health Promotions Coordinator  
Substance Abuse Coalition of Kanabec County (SACK)***

**Overview:**

The Substance Abuse Coalition of Kanabec County (SACK) continues to meet monthly via Webex and beginning in September, also in person. Our active membership has been limited over the past several months. However, those engaged continue to work towards finding new ways to connect with the community, schools, and other organizations to provide positive ways to stay healthy and engaged.

Northern Minnesota Suicide Prevention and Crisis Text Line Grant continues work throughout the PICKM Counties to provide trainings, community outreach, and awareness.

**Highlights:**

**July 2020**

**SACK Activity:**

The coalition partnered with the City of Mora to create “Mora Rocks the Parks”. In 2017, SACK began “Positivity in the Park” and has been working on a way to create sustainability through partnership and collaboration. Events were planned for each Tuesday in July and August and work was done to create flyers and connect with community partners for sponsorship and activities.

***Activities held at Library Park in July were:***

**Positivity Rocks.** Sponsored by Recovering Hope Treatment Center. Participants were provided with rocks, paint brushes, paint and ideas to create positivity rocks! Participants were encouraged to paint one to keep and one to donate to be hidden in the community by the City of Mora. *Approximately 50 participants.*

**Yoga in the Park.** Unfortunately this event was cancelled due to weather.

**Scavenger Hunt.** SACK sponsored this event. Participants were given age specific lists of items to find that were hidden in the park. Participants were given snacks and water after they completed their scavenger hunt. *Approximately 50 participants.*

**Yoga in the Park.** Sponsored by Recovering Hope Treatment Center. Yoga instructor, Deb Newton was at the park to lead participants in an introductory session of Yoga. Water was provided. *Approximately 10 participants.*

**Learn how to Play Pickle ball:** The City of Mora sponsored this event. Knowledgeable Pickle Ball players were on hand to show community members how to play the game. This event was held in the evening to generate interest of adults. *Approximately 10 participants.*

**Crisis Text Line Activity:**

Crisis Text Line Coordinators continued to work on strategies to reach community members and school districts with trainings, promotional material, and other suicide prevention measures. Coordinators worked through the new budget and work plan for the next year and identified ways in which funding could be shifted. Additional promotional CTL materials were purchased to give away as prizes, gifts, etc. to communities hosting small outdoor events (i.e. music in the park, outdoor story time, movies in the park, etc.).

**August 2020**

**SACK Activity**

Continued collaboration with City of Mora and Mora Rocks the Park events. Additional work with the city to help coordinate Fall Fest in a safe (COVID friendly) way.

***Activities held at Library Park in August for Mora Rocks the Park were:***

**Letters with Lily.** Sponsored by Welia Health. Participants were provided with paper, stickers, note cards, pencils, pens, crayons and other decorative items so they could create cards, signs and notes to citizens living in senior living settings. Lily Peterson was featured by Welia in June for having suggested the idea as part of a larger project at Welia Health. Lily was gracious and attended the event and helped create fun and uplifting messages. *Approximately 25 participants.*

**Fitness Fun.** Anytime Fitness sponsored this event. They had two fitness trainers at the park helping participants engage in healthy, safe fitness activities. *Approximately 5 participants.*

**Water Works.** Mora Area Fire Department was the sponsor of this event. A perfect day for fire trucks, water, and more water! *Approximately 75 participants.*

**Chalk the Walk.** Sponsored by Mora Area Youth Recreation Association. Bags of big chalk were handed out to participants so they could chalk the sidewalk through Library Park. They got to bring home some chalk, enjoy a treat and refreshment too! *Approximately 30 participants.*

**Take a Hike.** Sponsored by Welia Health and Knife Lake Concrete. This evening activity was set up to highlight walking routes within the city and also throughout the trails in the City of Mora. Participants were given a choice of walking route by distance (provided by Welia Health) and/or a map of the trail system. Each were encouraged to look for positivity rocks that had been hidden along the trails and were registered to win prizes given by Knife Lake Concrete. *Approximately 50 participants.*

**Crisis Text Line Activity**

Coordinators continued to discuss outreach activities and develop new ways of marketing the Crisis Text Line. Promotional materials were received and ideas on how to best utilize them for the return to school were discussed. An ordering form was created to send to school districts wishing to order material to give to students.

Additional training was approved for coordinators if they felt it was something needed and pertained to their work plan.

**September 2020**

**SACK Activity**

Continued collaboration with City of Mora to help coordinate Fall Fest in a safe (COVID friendly) way. Fall Fest held September 26, 2020 at Library Park.

SACK meet both in-person and virtually this month for the first time since March. Overall there was more participation and good discussion about how to move forward with our 100 cups of coffee interviews in the community. There is a need for substance abuse prevention efforts in the community. Antidotal evidence from school counselors and law enforcement both mentioned the need during our conversations. Narrowing down our focus remains the overall goal.

**Crisis Text Line Activity:**

Partnerships continue to create the best means of messaging in the community. Events like, Fall Fest, gave the opportunity to promote CTL. Other events and activities in the 7E region have also been provided with Crisis Text Line information and promotional material.

CTL Coordinators meet once a month and discuss challenges, success, and what the future of in-person and virtual trainings look like. COVID-19 presents many challenges and one of them is reaching our audience, especially in these highly stressful time for everyone. One thing remains a constant – we are all experiencing many of the same things across our communities. The team of CTL Regional Coordinators is strong and the commitment to outreach is impressive.

September was also Suicide Awareness Month and Suicide Awareness Day. Recovering Hope Treatment Center, Kanabec County Veteran’s Office, and Kanabec County Community Health pushed out messages on social media daily to create awareness and offer hope, resources, and information.

### **Thinking Ahead:**

SACK will continue to define community connectedness and work toward interviewing community members to find out what they believe the biggest “need” in substance use prevention is in Kanabec County.

Prevention work (and results) can be slow and has become slower with the inability to meet with people in person. We want to engage people in the community and while we can likely identify people we will make contact with, being face to face with them is the method by which we feel more comfortable. With COVID-19 being on the forefront of many of our partners minds (and workloads) the time partners have to devote to our work has also slowed. The questions of messaging and “what will they see and hear” is also a discussion point. The noise of politics, policy, and all things COVID seem to have removed the urgency or swept it under the rug so to speak. Those heavily invested know once the noise is removed, substance use and mental health will be an alarming issue (frankly it already is).

### **Trainings/Community Meetings Attended:**

#### **July:**

Opioid Community Task Force Meeting  
Social Media Engagement Webinar (Free)  
Mora Rocks the Park meeting and events

#### **August:**

Opioid Community Task Force Meeting  
Intergenerational Wisdom Webinar (Free)  
Mora Rocks the Park meeting and events

#### **September**

Mental Health America’s Annual Conference (virtual)  
Opioid Community Task Force Meeting  
CARES Meeting  
Veterans Administration Suicide Prevention (virtual)  
Debra Moore – U of MN Youth Engagement (virtual)

### **Trainings/Events Offered to Community:**

N/A



## **Trends**

Recently the Drug Taskforce in our region has made significant arrests and drug busts – which is encouraging. It will not eliminate the abuse or all the sources but their ability to help protect our community is one that should not be undervalued.

Mental Health concerns continue to be a talking point in our community – and across the nation. Resources are more difficult to get to our children and families but we continue to do the best we can – while taking care of our own mental health. People in careers designed to help others often fail miserably at providing proper care for themselves. The topic of self-care is becoming a buzz word and all too often we consider that a day at the spa or a new pair of shoes. Self-care must focus on taking care of ourselves from the inside – build resiliency and create an overall positive well-being.

It goes without saying that the world, the nation, our state and our county is tired of the endless messages about COVID-19. In a reactive society our prevention measures are sometimes met with resistance and the push back on public health and overall scientific modeling can be difficult to digest for those in the trenches of prevention. Our time, energy, and care for our community pushes us to work harder and become more creative.

We will continue to message the importance of positive coping strategies and resiliency to keep our community healthy and thriving. We are committed to providing resources, training opportunities and other educational pieces to our partners for them to share with other (or use them ourselves).

***Programs: Public Health Emergency Preparedness (PHEP) and Radiation Emergency Preparedness (REP)***  
***Coordinator: Kate Mestnik***

## **Activities**

- COVID-19: Continuation of :
  - Incident Command System and subsequently the Kanabec County Emergency Operations Center – Community Health Facilitates meetings. These occur every other week.
  - Departmental Operations Center Meetings - 3 and 4 meetings a week
- This quarter focused on working with the schools. Providing support to the school COVID coordinators/nurses/administration regarding opening plans. Weekly analysis of case numbers and the impact of positive cases on the schools, recommendations for learning model changes. At least weekly meetings.

## **Thinking Ahead**

- Working on community vaccination plan
  - Partnership with Welia
  - Support to long-term care and assisted living facilities
  - Multiple phases – with targeted groups

## **Concerns/Challenges**

- Combat misinformation and belief that COVID is not a real disease, it is being overblown, or that it is not as severe and should not be treated with such caution.
- “Caution Fatigue” – people becoming tired of following the guidelines and restrictions and throwing caution to the wind and trying to “live life normally”

## **Training/TA/Services Provided**

- Long Term Care – appropriate masking practices, monitoring for symptoms of residents; Fit Testing training

- Schools – Continue to provide support with school case investigation and contact tracing, analysis of community numbers and potential impact of schools, recommendation of learning models
- Healthcare – Vaccination planning, surge capacity

#### Reoccurring Meetings

- Monday – DOC, CDC and LPH
- Tuesday – DOC, MDH and LPH, Healthcare Coalition Advisory Committee
- Wednesday – DOC, MDH and School Nurse, MDH and Long Term Care Facilities, PHEP Regional Sharing Session/Workgroup
- Thursday – DOC, EOC, Minnesota Hospital Association and MDH,
- Friday – DOC, PHEP Regional with MDH, LTC/SNF Regional HealthCare Coalition

#### Other Meetings

- Briefings with MDH/Governor’s Press Conference
- AL and SNF Regional Calls
- Amish workgroup outreach

#### Training Attended

- IQ Contact Tracing
- 

#### Exercises Conducted

- None this quarter

#### Exercises Attended

- None this quarter

#### Incidents

- Kanabec County COVID-19

#### Nuisance

Reporter: Elsa Ring, RN, PHN

Type of Nuisance: Caller is landlord in out of town location with problematic tenants. Concerns with uninhabitable conditions with children present. Caller was unsure of his ability to evict with COVID-19 and stay at home orders in place at the time.

Any resolution: Provided landlord with updated Minnesota Executive Order related to eviction process during COVID-19 period. Legal aid contact also provided for further legal advice and proper procedure.

Respectfully Submitted

Kathy Burski, Director/CHS Administrator



Sheila  
11/24/20 8:50AM

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



Page 1

As of Date: 10/2020

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  
11/24/20 8:50AM

TRIAL BALANCE REPORT  
As of 10/2020

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	457,860.13	35,113.16 -	89,912.40	547,772.53
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	35,113.16 -	363,164.46 -	547,772.53
---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	153,522.24 -	2,111,667.49 -	2,111,667.49 -
2925 Expenditure Control	0.00	188,635.40	2,281,777.93	2,281,777.93
Total Fund Balance	717,360.03 -	35,113.16	170,110.44	547,249.59 -
Total Liabilities and Balance	910,937.22 -	35,113.16	363,164.46	547,772.76 -
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  
11/24/20 8:50AM

15 Community Health Fund

Account

15 Community Health Fund

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

TRIAL BALANCE REPORT  
As of 10/2020

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 October 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	58.33% July	66.67% August	75.00% September
Pilt-Housing Authority												
Rev	0		92.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.32	0.00
Exp	0		8,109.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cares Act COVID-19 Grant												
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		77.97	0.00	0.00	0.00	0.00	0.00	0.00	26,450.14	0.00	0.00
Local Public Health Infrastructure												
Rev	410,257.00	61.28%	251,422.83	4,722.57	85.07	32,937.93	3,800.00	0.00	165,252.20	34,701.97	2,471.73	4,512.53
Exp	372,769.00	74.32%	277,052.97	64,018.82	40,933.14	26,164.56	17,401.60	13,788.09	18,599.70	28,720.94	28,785.75	17,272.74
Prevent Infectious Disease												
Rev	23,750.00	72.60%	17,241.60	589.25	776.11	307.04	148.92	11,272.02	0.00	50.00	515.30	3,141.32
Exp	29,730.00	92.06%	27,368.04	1,564.91	1,746.77	2,884.72	1,171.94	1,892.67	1,552.41	1,764.89	2,665.55	7,279.40
Environmental Health												
Rev	25.00	24.00%	6.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00
Exp	4,636.00	17.44%	808.49	0.00	24.53	15.90	71.54	0.00	220.23	345.32	120.75	10.22
Healthy Communities-Adult Health												
Rev	290,166.00	89.15%	258,668.72	26,838.64	15,984.46	54,786.63	30,898.73	15,046.80	13,723.70	25,437.20	41,712.02	24,861.60
Exp	279,446.00	71.56%	199,984.52	25,538.66	23,199.25	22,512.64	14,273.58	28,722.70	18,238.94	21,134.57	15,507.51	16,183.52
Healthy Communities-Health Improvement												
Rev	502,296.00	90.72%	455,707.07	90,599.09	20,368.58	149.21	125,074.54	45,808.92	4,759.64	77,254.74	35,163.01	49,162.34
Exp	487,991.00	72.21%	352,356.01	34,377.47	36,839.45	37,189.50	38,770.61	33,690.24	26,359.63	52,057.23	30,937.92	33,371.70
Healthy Communities-Family Health												
Rev	938,192.00	74.43%	698,256.63	95,400.23	49,895.05	105,221.81	65,361.00	51,553.56	77,843.75	88,496.37	35,963.43	95,941.24
Exp	795,439.00	66.58%	529,633.17	73,994.77	53,074.98	53,948.94	47,061.31	47,243.65	65,419.90	64,698.26	44,876.98	40,345.39
Emergency Preparedness												
Rev	30,734.00	333.01%	102,347.39	670.76	6,678.87	75,000.00	0.00	8,877.87	0.00	0.00	11,119.89	0.00
Exp	28,258.00	229.60%	64,881.68	3,230.34	2,508.95	4,757.48	14,570.28	13,943.83	14,008.60	-11,194.60	8,226.33	7,303.70
Assure Access-Case Management												
Rev	372,900.00	91.75%	342,143.87	26,896.20	65,152.83	16,250.51	10,003.78	23,893.42	32,366.94	46,808.90	33,724.24	28,710.16
Exp	376,002.00	73.06%	274,691.07	29,268.68	26,231.40	27,359.19	26,111.60	26,025.48	26,188.70	35,497.33	26,708.87	25,421.53
Assure Access-Home Care												
Rev	604,000.00	70.32%	424,712.59	46,584.52	44,750.98	48,790.41	41,591.31	33,207.17	42,805.38	40,577.21	33,962.53	49,964.33
Exp	798,049.00	90.61%	723,144.84	81,662.32	66,670.03	71,009.72	66,988.24	66,902.98	69,741.99	93,816.59	70,053.33	71,422.94
Agency Totals												
Rev	3,172,320.00	80.40%	2,550,599.02	292,301.26	203,691.95	333,446.54	276,878.28	189,659.76	336,751.61	313,326.39	194,724.47	256,296.52
Exp	3,172,320.00	77.49%	2,458,107.76	313,655.97	251,228.50	245,842.65	226,420.70	232,209.64	240,330.10	313,290.67	227,882.99	218,611.14

amount has changed

83.33%  
October

**outstanding payments/payments not yet posted**

	Hep A grant	303.00	
0.00	VSO		
8,109.00	CTC		
	DFC		
0.00	FAP		
-26,372.17	LCTS		
	LPHG	7,610.17	
2,938.83	MCH		
21,367.63	MIECHV	38,770.61	
	PHEP	156.45	
441.64	RPC	5,908.00	
4,844.78	SHIP	37,617.23	
	TANF	7,505.94	
0.00	WIC	15,032.00	
0.00	MIIC	432.28	
	CMCOA		
9,378.94	MN Choice		
14,673.15	Admin asst		
	mental hlth		
7,367.00	Suicide Prev	2,917.74	
28,762.26	MHIG	15,785.51	
	Home care	98,089.27	estimate only see note below
32,580.19			
38,968.99		230,128.20	
	SCHA Connector - We get reimbursed twice a year. Not included above.		
0.00			
7,526.77			
58,336.89	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.		
25,878.29			
42,478.75			
64,876.70			
153,522.24			
188,635.40			

## Board Meeting 12/01/20

### Abstract Totals for Commissioner Vouchers

Board Meeting 12/01/20	Amount	Vendors	Transactions
Abstract #1	28,898.43	31	67
Abstract #2			
<b>Totals</b>	<b>28,898.43</b>	<b>31</b>	<b>67</b>

### Abstract Totals for Auditor Vouchers

Board Meeting 12/01/20	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>			

Sheila  
11/25/20 8:27AM

\*\*\*\* 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  
11/25/20 8:27AM  
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	
60	434 Ability Network Inc						
	15-484-487-8453-6211		206.67	Nov billing svc/eligibility	20M-0175360	Services & Charges	N
59	15-484-493-8452-6211		172.23	Nov billing svc/eligibility	20M-0175360	Services & Charges	N
58	15-484-496-8447-6211		247.38	Nov billing svc/eligibility	20M-0175360	Services & Charges	N
	434 Ability Network Inc		626.28	3 Transactions			
39	185 Bergstadt/Jennifer						
	15-484-496-8449-6331		262.78	Oct-Nov HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		262.78	1 Transactions			
40	1396 Biever/Laurie						
	15-484-496-8449-6331		244.95	Oct-Nov HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		244.95	1 Transactions			
6	298 Childrens Dental Services						
	15-484-485-8475-6285		557.76	transport equip/staff 9/25/20		Contracted Work	N
65	15-484-485-8475-6285		557.76	transport staff/equip 10302020		Contracted Work	N
	298 Childrens Dental Services		1,115.52	2 Transactions			
18	1272 Dept. of Veterans Affairs-Financial Svce						
	15-484-496-8447-6880		437.36		6181K0092N	Medicare Pass Thru	N
19	15-484-496-8447-6880		195.62		6181K0093N	Medicare Pass Thru	N
20	15-484-496-8447-6880		62.48		6181K0094N	Medicare Pass Thru	N
21	15-484-496-8447-6880		93.72		6181K0095N	Medicare Pass Thru	N
22	15-484-496-8447-6880		31.24		6181K0096N	Medicare Pass Thru	N
23	15-484-496-8447-6880		421.74		6181K0098N	Medicare Pass Thru	N
24	15-484-496-8447-6880		87.36		6561K0076N	Medicare Pass Thru	N
25	15-484-496-8447-6880		174.48		6561K0077N	Medicare Pass Thru	N
28	15-484-496-8447-6880		84.48		6561K00780N	Medicare Pass Thru	N
26	15-484-496-8447-6880		351.36		6561K0078N	Medicare Pass Thru	N
27	15-484-496-8447-6880		225.28		6561K0079N	Medicare Pass Thru	N
29	15-484-496-8447-6880		32.08		6561K0081N	Medicare Pass Thru	N
30	15-484-496-8447-6880		56.32		6561K0082N	Medicare Pass Thru	N
31	15-484-496-8447-6880		87.36		6561K0083N	Medicare Pass Thru	N
32	15-484-496-8447-6880		140.80		6561K0084N	Medicare Pass Thru	N
33	15-484-496-8447-6880		84.48		6561K0085N	Medicare Pass Thru	N
34	15-484-496-8447-6880		394.24		6561K0086N	Medicare Pass Thru	N
35	15-484-496-8447-6880		58.24		6561K0087N	Medicare Pass Thru	N
	1272 Dept. of Veterans Affairs-Financial Svce		3,018.64	18 Transactions			



Sheila  
11/25/20 8:27AM  
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	
41	1388	Elfstrum/Brenda		251.28	Oct-Nov HHA mileage		Mileage & Meals	N
	1388	Elfstrum/Brenda		251.28	1 Transactions			
38	3646	Felland/Becky		205.85	Oct-Nov home care mileage		Mileage & Meals	N
	3646	Felland/Becky		205.85	1 Transactions			
7	324	Healthcare First		104.74	November HHCAHPS fee	5158146	Services & Charges	N
	324	Healthcare First		104.74	1 Transactions			
37	234	Holland/Jeff		221.95	Oct-Nov home care mileage		Mileage & Meals	N
	234	Holland/Jeff		221.95	1 Transactions			
14	3095	Isanti County Public Health		3,442.59	Oct hlthy eat/active living		Grant Admin- Pass thru	N
15		15-484-485-8468-6880		469.45	October tobacco strategy		Grant Admin- Pass thru	N
	3095	Isanti County Public Health		3,912.04	2 Transactions			
5	2162	Kanabec County Information Systems		3,750.00	4th qtr IS services	6181	Interdepartmental Charges	N
4		15-484-450-0000-6380		551.88	3rd qtr phone service	6183	Telephone	N
	2162	Kanabec County Information Systems		4,301.88	2 Transactions			
10	132	Kanabec Publications		98.00	annual subscription	102020980	Office Supplies	N
	132	Kanabec Publications		98.00	1 Transactions			
57	377	Marco Inc		787.11	Sharp MX5070v copier agmt		Rental & Service Contracts Copier	N
	377	Marco Inc		787.11	1 Transactions			
8	14361	Marco Technologies LLC.		3,800.00	Sharp MC-3115 copier agmt	8109279	COVID 19 Supplies	N
3		15-484-084-8484-6411		176.00	Sharp MX-3115N copier agmt	INV8137945	Supplies	N
	14361	Marco Technologies LLC.		3,976.00	2 Transactions			
	1143	McKesson Medical-Surgical Govt Solution						

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15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
13	15-484-496-8447-6432		85.10-	credit MMCAP FY 19		Medical Supplies	N
11	15-484-496-8447-6432		75.62	home care supplies	15265846,15272	Medical Supplies	N
12	15-484-084-8484-6432		111.20	covid-19 supplies	15440435	COVID19 Medical Supplies	N
1143	McKesson Medical-Surgical Govt Solution		101.72	3 Transactions			
4033	Mestnik/Kathryn						
42	15-484-450-0000-6412		10.53	admin office supplies		Office Supplies	N
4033	Mestnik/Kathryn		10.53	1 Transactions			
198	Mille Lacs Co. Community & Veterans Ser						
66	15-484-485-8468-6880		3,133.33	Oct hlthy eat/active living		Grant Admin- Pass thru	N
67	15-484-485-8468-6880		1,587.66	October tobacco strategy		Grant Admin- Pass thru	N
198	Mille Lacs Co. Community & Veterans Ser		4,720.99	2 Transactions			
8040	Miller, Patti						
43	15-484-485-8444-6331		62.10	Nov crisis text line mileage		Mileage & Meals	N
8040	Miller, Patti		62.10	1 Transactions			
610	Minnesota Homecare Association						
9	15-484-496-8447-6289		199.00	coding accuracy training		Staff Development	N
610	Minnesota Homecare Association		199.00	1 Transactions			
4134	Mora Area Chamber Of Commerce						
17	15-484-450-0000-6245		150.00	2021 annual membership	2020-1	Registration & Membership Dues	N
4134	Mora Area Chamber Of Commerce		150.00	1 Transactions			
1353	Nelson/Darla						
45	15-484-496-8448-6331		51.75	Oct-Nov HM mileage		Mileage & Meals	N
44	15-484-496-8449-6331		343.85	Oct-Nov HHA mileage		Mileage & Meals	N
1353	Nelson/Darla		395.60	2 Transactions			
927	Neumen/Cami						
46	15-484-496-8447-6331		74.18	October home care mileage		Mileage & Meals	N
47	15-484-496-8447-6331		162.15	November home care mileage		Mileage & Meals	N
927	Neumen/Cami		236.33	2 Transactions			
52	Olson/Autumn						
48	15-484-487-8450-6331		2.30	Oct-Nov TANF mileage		Mileage & Meals	N
49	15-484-487-8451-6331		4.60	Oct-Nov HP mileage		Mileage & Meals	N
50	15-484-487-8453-6331		105.80	Oct-Nov MIECHV mileage		Mileage & Meals	N

Sheila  
11/25/20 8:27AM  
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	
51	15-484-487-8457-6331		9.20	Oct-Nov MCH mileage		Mileage & Meals	N
	52 Olson/Autumn		121.90	4 Transactions			
	632 Pine County Health & Human Services						
1	15-484-485-8468-6880		1,433.34	Sept hlthy eat/active living		Grant Admin- Pass thru	N
2	15-484-485-8468-6880		711.87	September tobacco strategy		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		2,145.21	2 Transactions			
	15737 Positive Promotions, Inc.						
16	15-484-487-8461-6411		533.16	hand sanitizer with CTC logo	24807705	Supplies	N
	15737 Positive Promotions, Inc.		533.16	1 Transactions			
	2712 Raudabaugh/Carey						
52	15-484-493-8452-6331		63.25	November CM mileage		Mileage & Meals	N
53	15-484-496-8447-6331		29.90	November home care mileage		Mileage & Meals	N
	2712 Raudabaugh/Carey		93.15	2 Transactions			
	1030 Ringler/Jennie						
54	15-484-496-8449-6331		107.53	Oct-Nov home care mileage		Mileage & Meals	N
	1030 Ringler/Jennie		107.53	1 Transactions			
	3174 Rosburg/Diane						
36	15-484-496-8447-6331		226.61	Sep-Nov home care mileage		Mileage & Meals	N
	3174 Rosburg/Diane		226.61	1 Transactions			
	16326 Sarkisyan/Amber						
55	15-484-496-8449-6331		272.55	Oct-Nov home care mileage		Mileage & Meals	N
	16326 Sarkisyan/Amber		272.55	1 Transactions			
	1268 Tomczak/Kristi						
56	15-484-496-8449-6331		186.88	Oct-Nov home care mileage		Mileage & Meals	N
	1268 Tomczak/Kristi		186.88	1 Transactions			
	452 Zaiser/Kelly						
64	15-484-481-8481-6331		4.60	Oct-Nov PHNC mileage		Mileage & Meals	N
61	15-484-487-8450-6331		36.80	Oct-Nov TANF mileage		Mileage & Meals	N
62	15-484-487-8453-6331		159.85	Oct-Nov MIECHV mileage		Mileage & Meals	N
63	15-484-493-8452-6331		6.90	Oct-Nov CM mileage		Mileage & Meals	N
	452 Zaiser/Kelly		208.15	4 Transactions			

Sheila  
11/25/20 8:27AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
15 Fund Total:			28,898.43	Community Health Fund	31 Vendors	67 Transactions
Final Total:			28,898.43	31 Vendors	67 Transactions	

Sheila  
11/25/20 8:27AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	28,898.43	Community Health Fund	
	All Funds	28,898.43	Total	Approved by, .....
				.....
				.....

# 9:30am Appointment

December 1, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Regional Juvenile Center--Lino	<b>b. Origination:</b> Probation
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Todd Eustice

**e. Board action requested:**

Review the membership with RJC-Lino, to determine if we should continue with the membership or make changes.

---

**f. Background:**

Currently, Kanabec County has had a one bed membership with RJC-Lino since 1996. We have a contract and are responsible for the cost of one bed per year at the rate of \$264 per day. The contract ends on December of 2021. However, if there are any changes to the contract, it must be declared by December of 2020.

The last 5 years we have averaged just 60% of our beds used per day per year. Kanabec County is then financially responsible for any unused beds for the year (average 40%).

RJC Lino is available for placing juveniles for non-members for a higher cost (about \$30 per day), however non-members just aren't guaranteed a bed.

This is being reviewed only due to the financial cost, as RJC in my opinion, it is one of the most effective and professional programs in the state.

Last month when I met with the Kanabec County Board, I had stated I was interested in sharing a bed with Pine County. At this time, Pine County is unsure what its plans are regarding their membership. RJC does not allow for a County to have half a bed unless it shares a whole bed with another county.

Recommendation-- It would be my recommendation that Kanabec County not renew the membership.

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 9:45am Appointment

December 1, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Quarterly Report & COVID Staffing Plan	<b>b. Origination:</b> Sheriff's Office
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> County Sheriff, Brian Smith

**e. Board action requested:**

- a. Quarterly Report – see attached
- b. COVID Staffing Plan

---

**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**



*Kanabec County Sheriff*  
18 N Vine St, Suite 143 | Mora, MN 55051 | Phone: (320) 679-8400

Annual Consolidated Monthly

Tuesday, November 24, 2020  
9:38:52 am

\*\* For official use only \*\*

Report covering 01/01/2019 through 09/30/2019

Compared to 1/1/2020 through 9/30/2020

	JAN			FEB			MAR			APR			MAY			JUN			JUL			AUG			SEP			OCT			NOV			DEC		
	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-			
911 Hang-ups, Abandoned, & C	25	44	76	29	48	66	38	42	11	34	41	21	51	59	16	50	80	60	53	75	42	47	78	66	37	67	81	0	0	0	0	0	0			
Agency Assist	31	29	-6	28	25	-11	54	21	-61	34	16	-53	35	21	-40	32	35	9	42	30	-29	61	23	-62	56	30	-46	0	0	0	0	0	0			
Airplane - All incidents	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Alarms All (Home, Business, B	16	16	0	19	19	0	15	25	67	23	14	-39	13	16	23	13	25	92	26	19	-27	25	38	52	31	13	-58	0	0	0	0	0	0			
Alcohol Compliance Checks	0	0	0	0	0	0	0	0	0	0	0	0	22	0	-100	0	0	0	0	0	0	0	0	0	21	0	-100	0	0	0	0	0	0			
Animal-All Other	41	29	-29	21	31	48	24	34	42	41	32	-22	48	46	-4	39	37	-5	49	42	-14	41	51	24	63	41	-35	0	0	0	0	0	0			
Animal Bites	0	2	0	2	0	-100	0	0	0	1	0	-100	1	3	200	2	0	-100	0	2	0	1	1	0	1	1	0	0	0	0	0	0	0			
Animal Neglect	8	5	-38	1	3	200	1	2	100	2	0	-100	3	1	-67	2	0	-100	1	1	0	3	0	-100	2	0	-100	0	0	0	0	0	0			
County Dog Ordinance Violator	2	0	-100	1	1	0	2	1	-50	4	1	-75	4	1	-75	2	1	-50	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0			
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	-100	0	0	0	0	1	0	0	0	0	0	0	0			
Assault - All	3	1	-67	3	3	0	7	3	-57	4	10	150	1	6	500	6	4	-33	3	2	-33	4	10	150	4	5	25	0	0	0	0	0	0			
ATV Complaints - All including :	1	0	-100	2	0	-100	1	9	800	2	13	550	6	11	83	6	4	-33	6	4	-33	3	4	33	2	3	50	0	0	0	0	0	0			
Bicycle Calls	0	0	0	0	0	0	0	0	0	0	1	0	2	0	-100	1	0	-100	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0			
Boat and Water all calls includi	2	3	50	0	2	0	1	1	0	0	12	0	10	1	-90	16	7	-56	16	13	-19	14	0	-100	0	10	0	0	0	0	0	0	0			
Building Security Checks	0	0	0	0	0	0	0	4	0	0	7	0	0	7	0	0	6	0	0	3	0	0	6	0	0	2	0	0	0	0	0	0	0			
Burglary all calls	2	12	500	6	6	0	5	8	60	5	12	140	10	3	-70	9	9	0	7	15	114	11	8	-27	6	8	33	0	0	0	0	0	0			
City of Grasston ordinance viol	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0			
City of Mora ordinance violator	10	1	-90	4	1	-75	5	2	-60	3	1	-67	2	3	50	5	2	-60	2	1	-50	3	3	0	2	3	50	0	0	0	0	0	0			
City of Ogilvie ordinance violat	2	0	-100	1	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0			
City of Quamba ordinance viola	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0			
Civil Assist calls	14	23	64	12	28	133	13	42	223	30	28	-7	30	26	-13	29	39	34	38	22	-42	45	35	-22	26	22	-15	0	0	0	0	0	0			
Civil Process calls including pag	0	2	0	0	3	0	1	1	0	0	0	0	0	0	0	2	1	-50	4	1	-75	1	0	-100	3	1	-67	0	0	0	0	0	0			
Community	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	2	0	-100	0	0	0	0	0	0	0	0	0			
County Ordinance Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	2	0	1	0	-100	0	2	0	0	1	0	0	0	0	0	0	0			
Criminal Sexual conduct calls	2	2	0	3	3	0	6	1	-83	2	2	0	5	1	-80	2	1	-50	3	5	67	4	2	-50	4	3	-25	0	0	0	0	0	0			





Kanabec County Sheriff  
18 N Vine St, Suite 143 | Mora, MN 55051 | Phone: (320) 679-8400

## Annual Consolidated Monthly

Tuesday, November 24, 2020  
9:38:52 am

\*\* For official use only \*\*

Report covering 01/01/2019 through 09/30/2019

Compared to 1/1/2020 through 9/30/2020

	JAN			FEB			MAR			APR			MAY			JUN			JUL			AUG			SEP			OCT			NOV			DEC		
	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-			
Child Custody calls	5	15	200	7	5	-29	9	10	11	12	8	-33	8	3	-63	4	10	150	10	8	-20	8	6	-25	14	9	-36	0	0	0	0	0	0			
Damage to Property calls includ	5	9	80	5	8	60	9	9	0	9	19	111	16	14	-13	13	15	15	11	16	45	21	24	14	15	17	13	0	0	0	0	0	0			
Sudden Deaths and Bodies fou	1	0	-100	1	0	-100	1	0	-100	1	2	100	3	1	-67	1	2	100	1	2	100	0	2	0	1	1	0	0	0	0	0	0	0	0		
Disorderly Conduct calls	2	5	150	5	4	-20	5	4	-20	6	4	-33	4	8	100	3	13	333	8	7	-13	3	9	200	3	3	0	0	0	0	0	0	0	0		
DNR calls including Fish/Game/	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Domestic Disturbance/Assaults	10	8	-20	8	10	25	17	12	-29	16	9	-44	13	19	46	15	5	-67	15	11	-27	12	21	75	14	9	-36	0	0	0	0	0	0	0	0	
Drug calls - All	4	5	25	2	1	-50	2	1	-50	4	7	75	4	3	-25	4	1	-75	2	3	50	3	5	67	3	3	0	0	0	0	0	0	0	0	0	
Escorts - including Funerals, Ra	5	4	-20	0	0	0	2	4	100	6	2	-67	5	1	-80	5	2	-60	5	2	-60	7	5	-29	4	6	50	0	0	0	0	0	0	0	0	
Explosions all calls	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	1	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	
Extortion calls	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fires- Deputy Only or Outside I	5	4	-20	5	1	-80	2	7	250	13	12	-8	7	7	0	14	7	-50	1	10	900	4	4	0	3	8	167	0	0	0	0	0	0	0	0	
Fire- Pages DNR Fire	0	0	0	0	0	0	1	0	-100	2	3	50	0	2	0	0	1	0	0	0	0	0	1	0	1	0	-100	0	0	0	0	0	0	0	0	
Fire- Pages Mora Area Fire	6	3	-50	4	4	0	3	4	33	6	7	17	3	3	0	8	5	-38	8	3	-63	5	2	-60	4	2	-50	0	0	0	0	0	0	0	0	
Fire- Pages Ogilvie Fire	2	0	-100	2	0	-100	4	3	-25	2	4	100	1	4	300	3	2	-33	0	0	0	1	1	0	0	2	0	0	0	0	0	0	0	0	0	
Foot Patrol	15	23	53	13	20	54	14	19	36	19	1	-95	13	12	-8	15	13	-13	19	14	-26	17	13	-24	18	14	-22	0	0	0	0	0	0	0	0	
Forgery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	
Found - All calls including anim	3	4	33	2	4	100	3	8	167	2	12	500	6	7	17	2	14	600	3	12	300	14	17	21	8	14	75	0	0	0	0	0	0	0	0	
Fraud	8	10	25	13	7	-46	8	9	13	6	5	-17	8	7	-13	7	8	14	6	7	17	7	8	14	4	5	25	0	0	0	0	0	0	0	0	
Garbage Dumping complaints	1	0	-100	5	1	-80	1	0	-100	4	7	75	7	6	-14	6	4	-33	5	4	-20	3	6	100	2	5	150	0	0	0	0	0	0	0	0	0
Guns including permits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Harassing communications call:	4	6	50	9	2	-78	3	11	267	9	5	-44	6	11	83	7	9	29	15	3	-80	13	6	-54	7	7	0	0	0	0	0	0	0	0	0	0
Hazardous Materials Calls - all	0	0	0	0	0	0	1	0	-100	1	0	-100	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Health and Safety	11	6	-45	7	7	0	7	9	29	7	2	-71	9	4	-56	3	8	167	13	8	-38	16	12	-25	6	6	0	0	0	0	0	0	0	0	0	0
Secure Helipad	15	8	-47	11	9	-18	10	10	0	7	14	100	11	11	0	13	14	8	7	9	29	9	14	56	12	12	0	0	0	0	0	0	0	0	0	0
Hospice Deaths	5	5	0	2	1	-50	2	5	150	3	6	100	2	4	100	4	6	50	3	2	-33	2	6	200	0	4	0	0	0	0	0	0	0	0	0	0



*Kanabec County Sheriff*  
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Information and misc calls	32	28	-13	44	25	-43	49	27	-45	48	55	15	51	41	-20	50	45	-10	59	47	-20	44	61	39	36	74	106	0	0	0	0	0	0			
Jail Incidents - Non Criminal	1	0	-100	3	0	-100	1	0	-100	1	0	-100	1	0	-100	0	2	0	3	2	-33	4	2	-50	0	1	0	0	0	0	0	0	0			
Jail-Drugs	0	0	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	-50	0	0	0	0	0	0	0	0	0			
Jail Medical	0	2	0	0	0	0	0	0	0	1	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Jail-All OTHER (non-criminal)	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	1	0	-100	0	2	0	0	0	0	0	0	0	0	0	0			
Jail-Crim Sex (PREA)	0	0	0	1	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0			
Jail- Crim Sex (PREA-other cou	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Juvenile Alcohol complaints	2	2	0	0	3	0	1	1	0	0	0	0	1	0	-100	0	0	0	0	2	0	2	0	-100	1	1	0	0	0	0	0	0	0			
Juvenile Drug complaints	1	1	0	0	0	0	1	0	-100	0	0	0	2	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Juvenile calls excluding tobacc	6	11	83	7	6	-14	5	16	220	11	18	64	12	12	0	11	17	55	20	12	-40	19	13	-32	16	11	-31	0	0	0	0	0	0			
Juvenile Tobacco complaints	3	4	33	3	1	-67	6	1	-83	4	0	-100	1	0	-100	2	0	-100	0	0	0	0	0	0	2	0	-100	0	0	0	0	0	0			
Abduction / Kidnapping	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0			
All Lost calls including animals,	1	2	100	1	0	-100	1	2	100	1	1	0	0	0	0	0	0	0	0	2	0	2	0	-100	4	0	-100	0	0	0	0	0	0	0		
Maltreatment	50	55	10	37	34	-8	28	27	-4	28	22	-21	27	19	-30	32	18	-44	22	22	0	28	19	-32	36	25	-31	0	0	0	0	0	0			
Medical Emergency	104	112	8	121	105	-13	118	122	3	106	84	-21	108	86	-20	112	108	-4	121	109	-10	121	124	2	110	100	-9	0	0	0	0	0	0			
Medical - Drug Overdoses	1	2	100	0	3	0	2	1	-50	1	0	-100	1	1	0	1	0	-100	1	1	0	0	0	0	2	2	0	0	0	0	0	0	0			
Meetings and Presentations	2	1	-50	1	1	0	2	0	-100	0	0	0	0	0	0	2	0	-100	3	0	-100	0	1	0	2	2	0	0	0	0	0	0	0			
Missing Person(s)	1	3	200	1	3	200	4	2	-50	3	3	0	6	2	-67	3	3	0	7	4	-43	3	1	-67	6	1	-83	0	0	0	0	0	0			
Motorist Assist calls	17	18	6	21	9	-57	15	12	-20	12	5	-58	10	6	-40	12	15	25	11	17	55	8	8	0	11	7	-36	0	0	0	0	0	0			
Neighborhood Disputes	4	2	-50	6	1	-83	3	1	-67	5	10	100	5	3	-40	6	5	-17	11	3	-73	3	6	100	6	5	-17	0	0	0	0	0	0			
Noise complaints including louc	3	2	-33	2	2	0	2	5	150	7	12	71	6	16	167	7	13	86	20	28	40	11	20	82	10	20	100	0	0	0	0	0	0			
Parking Violations	0	1	0	1	1	0	2	0	-100	0	1	0	0	2	0	0	2	0	4	3	-25	0	1	0	2	1	-50	0	0	0	0	0	0			
Permit (Fireworks, Event, Othe	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
All Predatory Offender calls incl	90	92	2	25	14	-44	13	12	-8	85	2	-98	23	3	-87	17	17	0	107	97	-9	23	9	-61	16	10	-38	0	0	0	0	0	0			
All Public assist calls	20	22	10	17	14	-18	25	15	-40	24	24	0	37	14	-62	19	18	-5	28	21	-25	20	19	-5	17	16	-6	0	0	0	0	0	0			



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	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-			
Records checks including empl	7	8	14	12	7	-42	10	6	-40	10	4	-60	8	4	-50	8	3	-63	14	8	-43	8	8	0	10	8	-20	0	0	0	0	0	0			
Recovered goods including prop	0	1	0	0	1	0	0	0	0	0	1	0	0	2	0	0	1	0	0	1	0	0	2	0	0	1	0	0	0	0	0	0	0			
Resident Security Check	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0			
Road hazards	7	6	-14	15	10	-33	16	6	-63	12	12	0	8	1	-88	13	15	15	7	7	0	11	13	18	13	11	-15	0	0	0	0	0	0	0		
Robbery calls	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0		
Scams - All	5	13	160	18	9	-50	21	13	-38	11	5	-55	13	5	-62	14	11	-21	12	25	108	18	20	11	22	28	27	0	0	0	0	0	0	0	0	
Search Warrants	0	0	0	0	0	0	0	1	0	1	0	-100	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Shooting complaints	0	0	0	0	0	0	2	2	0	0	4	0	4	2	-50	3	9	200	4	6	50	6	5	-17	5	6	20	0	0	0	0	0	0	0	0	
Shoplifting complaints	1	1	0	0	1	0	0	0	0	0	2	0	1	0	-100	1	3	200	0	0	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	
Smoking Ban violations	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Snowmobile calls - all including	0	4	0	1	2	100	5	0	-100	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Snowbird Parking	46	30	-35	26	41	58	59	39	-34	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stolen Property calls - all	0	0	0	6	1	-83	1	2	100	3	6	100	2	1	-50	3	4	33	4	5	25	6	2	-67	5	5	0	0	0	0	0	0	0	0	0	0
Stop arm violations	2	0	-100	1	0	-100	0	0	0	2	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	2	0	-100	0	0	0	0	0	0	0	0	0
Sudden Deaths and Bodies fou	0	4	0	0	3	0	0	1	0	0	0	0	0	0	0	2	1	-50	1	0	-100	0	0	0	2	0	-100	0	0	0	0	0	0	0	0	0
Suicide-Death	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Suicide threats-attempts	7	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Suicide threats-attempts	2	3	50	5	7	40	11	11	0	13	7	-46	15	6	-60	7	6	-14	4	8	100	9	6	-33	4	2	-50	0	0	0	0	0	0	0	0	0
Suspicious calls including persc	64	37	-42	53	45	-15	49	76	55	85	77	-9	60	100	67	83	67	-19	81	122	51	99	111	12	83	125	51	0	0	0	0	0	0	0	0	0
Theft calls - all not including m	23	38	65	24	31	29	20	21	5	32	38	19	26	41	58	29	22	-24	40	28	-30	35	33	-6	40	35	-13	0	0	0	0	0	0	0	0	0
All Threat calls	7	7	0	7	4	-43	8	11	38	3	10	233	11	12	9	11	5	-55	10	4	-60	8	9	13	6	12	100	0	0	0	0	0	0	0	0	0
Tobacco compliance checks.	0	0	0	0	0	0	0	0	0	0	0	0	15	0	-100	0	0	0	0	0	0	0	0	0	16	0	-100	0	0	0	0	0	0	0	0	0
Traffic / Driving complaints	17	28	65	20	30	50	25	24	-4	38	21	-45	28	40	43	41	50	22	58	51	-12	46	53	15	52	41	-21	0	0	0	0	0	0	0	0	0
Traffic Accidents including all pi	10	23	130	14	18	29	14	4	-71	12	11	-8	16	6	-63	21	17	-19	13	21	62	18	17	-6	22	18	-18	0	0	0	0	0	0	0	0	0
Traffic violations all including ci	217	139	-36	124	138	11	216	79	-63	187	9	-95	187	26	-86	157	41	-74	112	45	-60	124	55	-56	107	52	-51	0	0	0	0	0	0	0	0	0



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Transport all (jail) except medi	27	26	-4	24	16	-33	30	16	-47	27	1	-96	26	5	-81	28	6	-79	25	8	-68	24	7	-71	24	8	-67	0	0	0	0	0	0	0		
Trespassing complaints	1	2	100	0	1	0	3	3	0	2	8	300	6	4	-33	7	3	-57	7	3	-57	3	4	33	4	10	150	0	0	0	0	0	0	0		
TZD -All Towards Zero Death st	0	0	0	0	0	0	0	0	0	29	0	-100	0	0	0	0	0	0	0	46	0	140	0	-100	55	18	-67	0	0	0	0	0	0	0	0	
Unwanted person non criminal	10	11	10	7	9	29	11	10	-9	20	10	-50	9	14	56	7	13	86	10	12	20	20	21	5	13	16	23	0	0	0	0	0	0	0	0	
Vandalism calls all except mail	0	2	0	0	0	0	1	0	-100	1	1	0	0	2	0	0	2	0	0	1	0	1	1	0	3	1	-67	0	0	0	0	0	0	0	0	
Vehicle theft all including moto	0	0	0	0	2	0	3	0	-100	1	1	0	0	5	0	2	4	100	0	2	0	3	3	0	0	2	0	0	0	0	0	0	0	0	0	
Violation of Court orders all inc	2	10	400	1	3	200	6	6	0	12	9	-25	5	3	-40	8	6	-25	5	15	200	3	2	-33	5	9	80	0	0	0	0	0	0	0	0	
Vehicle off Road/Vehicle in Ditch	12	39	225	39	14	-64	14	4	-71	3	5	67	5	5	0	1	8	700	6	1	-83	4	11	175	2	2	0	0	0	0	0	0	0	0	0	
Salvation Army	3	0	-100	2	0	-100	4	0	-100	1	0	-100	2	0	-100	2	0	-100	0	0	0	5	0	-100	4	0	-100	0	0	0	0	0	0	0	0	
Warrant entry and arrests	20	21	5	17	11	-35	19	9	-53	16	0	-100	19	0	-100	18	4	-78	28	6	-79	10	4	-60	15	4	-73	0	0	0	0	0	0	0	0	
Weapons offenses including fel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0		
Weather - Monthly Test	0	1	0	0	1	0	0	0	0	0	3	0	0	1	0	0	1	0	1	1	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	
Weather - Severe Storm Warni	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	2	0	-100	2	0	-100	1	0	-100	0	0	0	0	0	0	0	0	
Weather - Tornado Warning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	100	0	1	0	1	0	-100	0	0	0	0	0	0	0	0	
Welfare checks	25	37	48	24	24	0	22	22	0	24	27	13	23	28	22	27	26	-4	30	32	7	33	41	24	31	51	65	0	0	0	0	0	0	0	0	
	1120	1136	1	965	912	-5	1130	933	-17	1203	830	-31	1153	855	-26	1115	984	-12	1282	1189	-7	1338	1143	-15	1207	1087	-10	0	0	0	0	0	0	0	0	

# 10:00am Appointment

December 1, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Informal Timber Sale – Timberlane Forestry	<b>b. Origination:</b> Auditor/Treasurer
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Denise Snyder

**e. Board action requested:**

Approve the following resolution:

### Resolution #\_\_ – 12/1/20

Informal Timber Sale – Timberlane Forestry

**WHEREAS** Timberlane Forestry has requested a permit to remove timber on tax forfeited property, and

**WHEREAS** the request has been reviewed and appraised by a DNR Forester, and

**WHEREAS** the DNR Forester has set forth conditions, including but not limited to:

- 1) Removed only trees within the permit area.
- 2) Permit area is the area designated by the DNR within the SW1/4 of NW, Section 2, Haybrook Township (42-24)
- 3) No cutting allowed from March 15, 2021 to December 1, 2021
- 4) Timber to be removed is under the direction of the DNR and limited to:  
440 cords Aspen, 336 cords Red Maple, 159 cords Basswood, 105 cords Ash, and 221 cords of Paper Birch with an appraised sale value of \$13,717.65

**WHEREAS** this permit shall expire May 31, 2022:

**BE IT RESOLVED** to approve an informal timber sale and issue timber permit #33.20.183 for Timberlane Forestry to remove approved timber within the SW of NW of Section 2, Haybrook Township (07.00045.00), and

**BE IT FURTHER RESOLVED** that all conditions of set forth by the DNR Forester be met.

---

**f. Background:**

This is a follow up item from initial discussion at the 11/17/2020 Board of Commissioners meeting.

Supporting Documents: None Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# **TIMBER PERMIT**

FOR THE CUTTING OF TIMBER WHICH IS SUBJECT TO SCALING BY THE COUNTY SCALER,  
ON TAX-FORFEITED LANDS IN KANABEC CO., MINNESOTA

Sales are made subject to the provisions of Chapter 355, Laws of 1941, as amended and subject to specific conditions, as listed hereunder and on the attached Timber Appraisal Report.

NAME: **Timberlane Forestry/Erik Eggen (218-232-3055)**

ADDRESS: **13116 Timberlane Dr S Baxter, MN 56425**

In Consideration of the sum of **thirteen thousand seven hundred seventeen and 65/100 Dollars (\$13,717.65)** payment of which is hereby acknowledged, you are hereby authorized to enter upon the following described land which has been forfeited to the State of Minnesota for non-payment of taxes:

**SWNW 2-42-24** Parcel 07.0045.00

and cut and remove only such timber as is listed below there from:

SPECIES	APPRAISED VOLUME & APPRAISED PRICE	PRICE BID	SALE
<b>Aspen 440 cds, Birch 221 cds (43% bolts), Maple 336 cds (23% bolts), Basswood 159 cds (69% bolts), Ash 105 cords (79% bolts)</b>		Accepted Bid Price	<b>\$13,717.65</b>

Balance due prior  
to cutting = **\$13,717.65**

Permit Expires: **May 31, 2022**

Said timber must be removed prior to **May 31, 2022** unless the Board of County Commissioners for good and sufficient reasons upon the recommendation of the forestry officer in charge agrees to extend this permit beyond said date. Extension may not be for more than one year.

The cost of scaling will be assumed by the holder of the permit at the following rates: \$20.00 per diem and necessary travel expense at the rate of \$.21 a mile to and from the job, \$10.00 will be charged for timber permit extensions. There will not be a free scale under this permit.

A charge of 10 percent will be added to the scale on peeled Poplar.

A charge of 20 percent will be added to the scale on peeled Balsam or peeled Spruce.

Unless specifically provided for herein or by a separate written agreement there shall not be alternate landing sites, or consumer scales.

On approved alternate landing agreements or Consumer Scale agreements, the producer or permit holder shall place the County Permit number on every load of products moved off the sale area. The number must be displayed or written on the load with lumber crayon large enough to be legible from the ground on the front driver's side.

Products located at an alternate landing will be sorted by species and product and be marked with the permit number at least once on each pile. The permit number will be displayed so that it is legible by a Scaler standing 20 feet from the pile.

IN TESTIMONY WHEREOF, the parties hereto have hereunto set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

STATE OF MINNESOTA

\_\_\_\_\_  
County Auditor of Kanabec Co. Minnesota

IN PRESENCE OF

BY

Purchaser

Receipt # \_\_\_\_\_ Date of Receipt \_\_\_\_\_

11/12/2020



# Timber Appraisal Report

SEQ.: \_\_\_\_\_ TRACT: \_\_\_\_\_

PAGE \_\_\_\_\_ OF \_\_\_\_\_

Permittee <b>Erik Eggen / Timberlane Forestry</b>	State Forest <b>Outside--00</b>	Sale Type <b>Informal</b>	RAD <b>344</b>	Permit Number <b>33.20.183</b>
Legal Description <b>SWNW Parcel 07.00045.00</b>	Section <b>2</b>	Township <b>42N</b>	Range <b>24W</b>	County <b>Kanabec--33</b>
Permit Date				

## CUTTING REQUIREMENTS

On-site meeting with the Timber Sale Administrator (TSA) must occur prior to starting sale.  
 IIII - Previous Sale - No cutting. XXXX - Cutting Area  
 TSA shall be notified at least 3 working days before the start/end of sale activities.  
 Location and construction of all roads/landings must be approved in advance by TSA.  
 Winter access only on frozen ground. Reserve all oak.  
 Cut all species listed below over 2" dbh. Stump height must not exceed 12 inches.  
 All roads are to be built and maintained at permittee's expense.  
 Limit rutting and exposure of mineral soil to less than 5% of filter strip.  
 No sale activities allowed between March 15th and Dec. 1st without approval from TSA.  
 Aspen must be utilized if at least 90% sound. High value hardwoods must be utilized if at least 50% sound.  
 Permittee may be directed by TSA to modify operations to limit rutting or other site damage.  
 No garbage/oil/fluids/debris shall be left or allowed to accumulate during the term of the sale.  
 On-site burial of waste or debris is strictly prohibited.  
 Leave dead snags standing where safety permits.

## SLASH DISPOSAL REQUIREMENTS

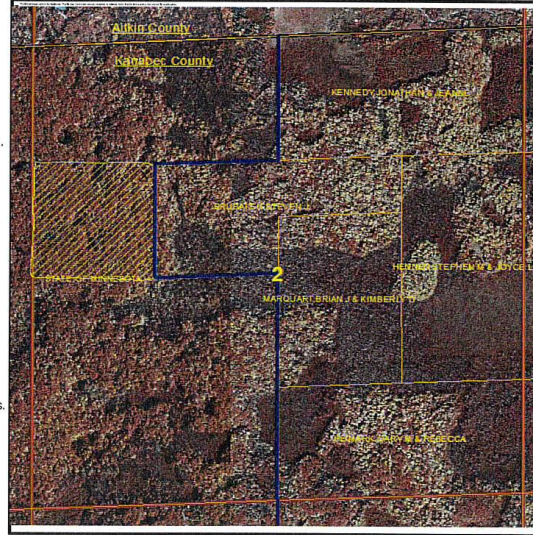
Log and scatter slash evenly within sale area. Maximum depth 3-feet. No piles/mats.  
 Keep all slash within sale boundaries.  
 Keep all drainages and wetlands free of slash.

## REMARKS

GPS - Lat: N46:9:12; Long: W93:20:31 (Degrees Minutes Seconds)  
 Sale must be completed in one logging season.  
 Violation of any sale regulation may result in a penalty as specified in the timber sale contract.  
 Permittee shall be held liable for the cost of correcting violations to this permit.  
 Kanabec County reserves the right to deny Permittee future timber sales for violation of any permit regulations.  
 Birch is 43% bolts, maple is 23% bolts, basswood is 69% bolts, and ash is 79% bolts

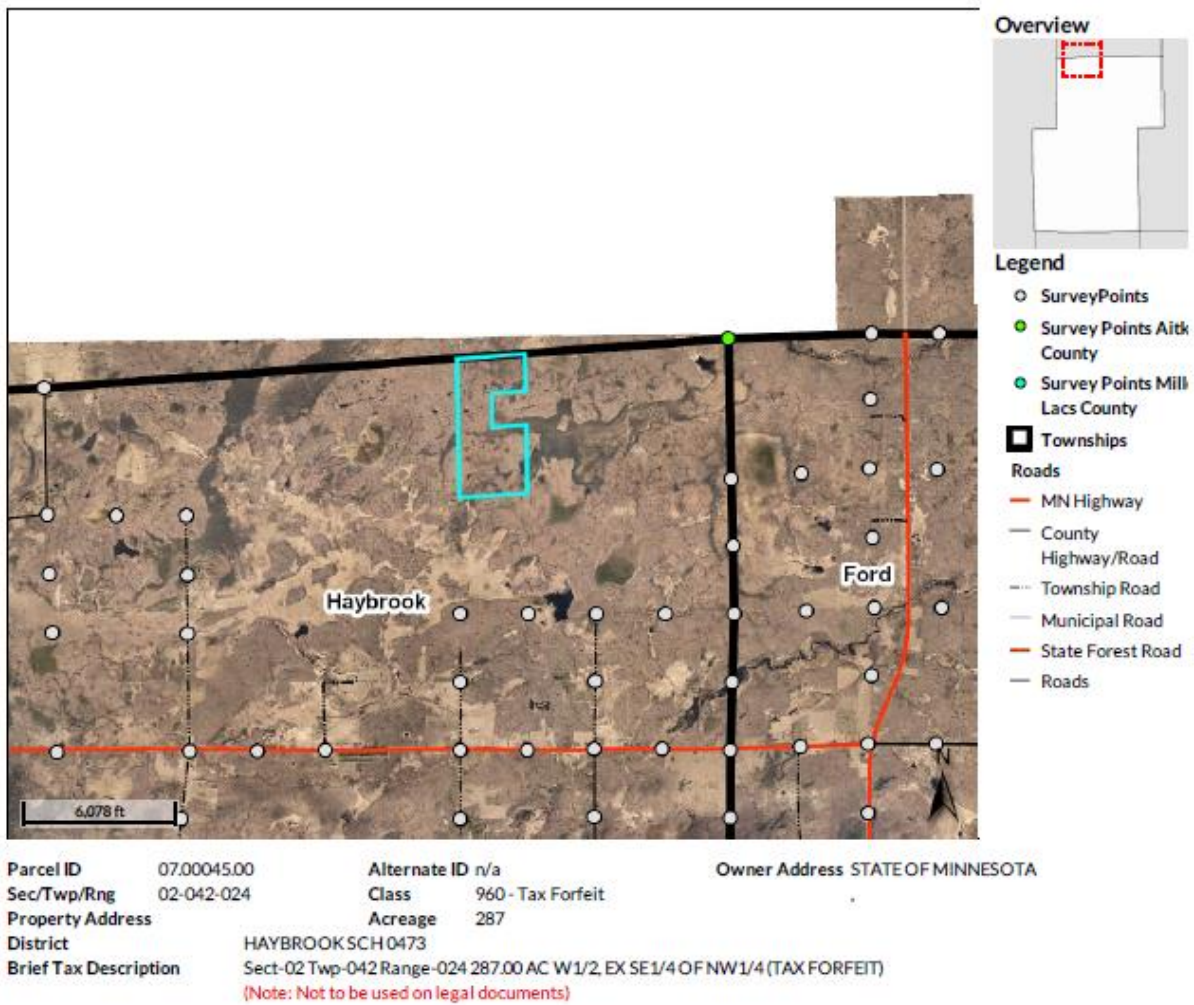
Sale expires May 31, 2022.

Scale (Mark One) ☒ 4" to Mile ☐ 8" to Mile



Bid # / SOAV *		Species		Product		Cords		MBF		Bid%	Top Diameter (inches)		Appraised Price	Appraised Value	Bid Price	Bid Value															
											Pulp	Bolts																			
*		Aspen		Pulpwood		440					3	6	\$13.00	\$5,720.00																	
*		Basswood		Pulp & Bolts		159					3	6	\$8.45	\$1,343.55																	
*		Red Maple		Pulp & Bolts		336					3	6	\$9.60	\$3,225.60																	
*		Paper Birch		Pulp & Bolts		221					3	6	\$11.00	\$2,431.00																	
*		Ash		Pulp & Bolts		105					3	6	\$9.50	\$997.50																	
*																															
Pole Sizes		10'		12'		14'		16'		20'		25'		30'		35'		40'													
Pole Prices																															
PULP, BOLTS, POLES BREAKDOWN											PRICE (Using PGF)				Appraised Value		Sale Acres 40														
Species		% Bolts		% Poles		Pulp		Bolts		Poles				Sec		FIM Type		Prescription Code		Acres D/S		Plan Stat		Section		Land Status		Forty or Lot		% Total Value	
Paper Birch		43%																													
Maple (soft)		23%																													
Basswood		69%																													
Ash		79%																													
Residual Tree Damage Factor = A \$25 penalty per tree will be assessed for each tree where more than 64 sq-in of bark is removed from over 5% of the RESERVE trees 8-in dbh or larger. Damaged trees may not be cut or removed.																															
Soil Type(s): Milaca, stony-Mora, stony-Cathro complex (fine sandy loam)																															
State Appraiser Signature										ID #				Date																	
Tony Miller/ Robert Gajewski														11/10/2020																	
Program Forester Approval														Date																	

☐ Additional sale regulations are detailed on attached pages Pre-Sale FIM \_\_\_\_ / \_\_\_\_; SRM \_\_\_\_ / \_\_\_\_; Post-Sale FIM \_\_\_\_ / \_\_\_\_; SRM \_\_\_\_ / \_\_\_\_; Sale Closed \_\_\_\_ / \_\_\_\_

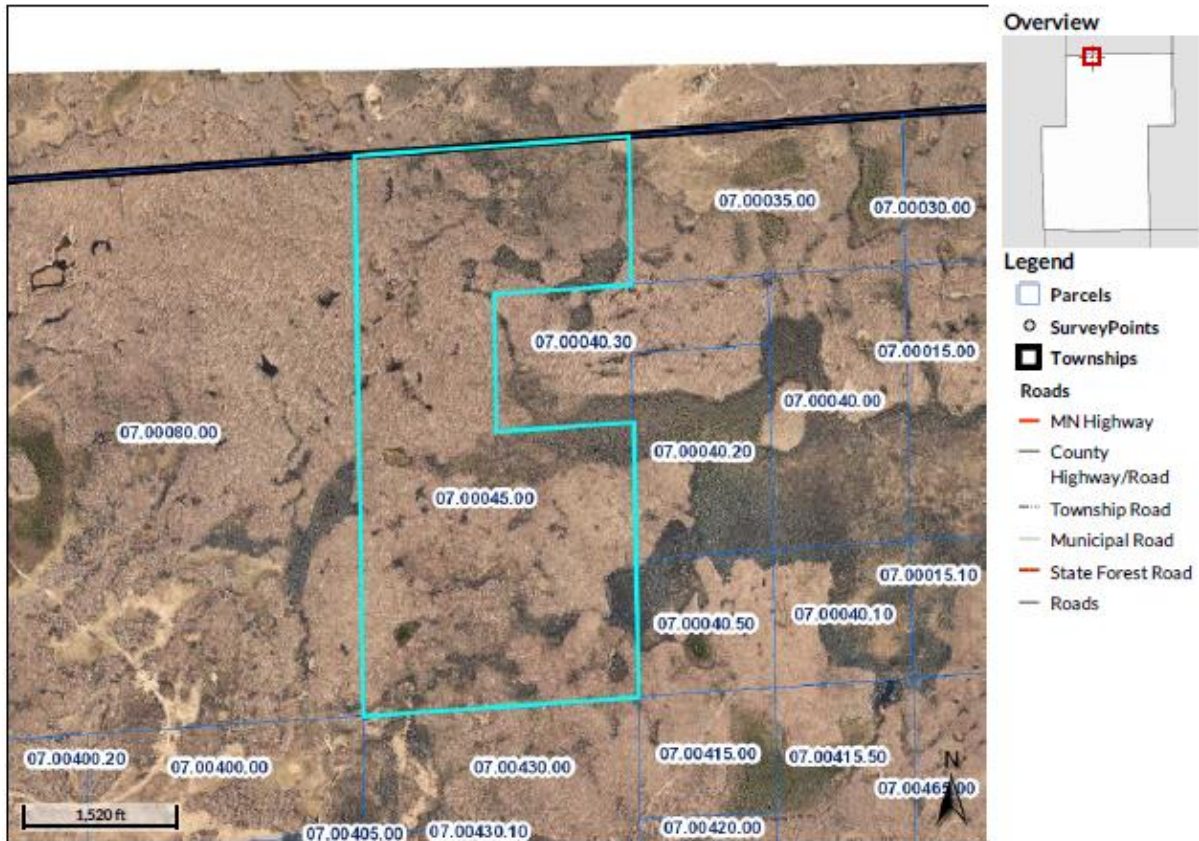


Date created: 11/23/2020

Last Data Uploaded: 11/23/2020 4:25:01 AM

Developed by  **Schneider**  
GEOSPATIAL





Parcel ID	07.00045.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	02-042-024	Class	960 - Tax Forfeit		
Property Address		Acreage	287		
District	HAYBROOKSCH 0473				
Brief Tax Description	Sect-02 Twp-042 Range-024 287.00 AC W1/2, EX SE1/4 OF NW1/4 (TAX FORFEIT)				
	(Note: Not to be used on legal documents)				

Date created: 11/23/2020

Last Data Uploaded: 11/23/2020 4:25:01 AM

Developed by  **Schneider**  
GEOSPATIAL

# 10:10am Appointment

December 1, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Kanabec County-Welia Health Agreement on Transfer of Ownership	<b>b. Origination:</b> Welia Health
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Board Chair Ellis

**e. Board action requested:**

**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 10:45am Appointment

December 1, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Kanabec County Soil & Water Conservation District Update	<b>b. Origination:</b> Kanabec County Soil & Water
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenter(s):</b> Deanna Pomije, SWCD District Manager

**e. Board action requested:**

**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

To the Board and Interested Parties

11-16-20

ON 11-15-17 Our bank erosion project started. We knew the Creek bank had been eroding for years. The heavy rains, river flooding, soaking of the soil. Along with thawing and freezing had increased the problem. Knowing something had to be done, we called the SWCD. Soon after we had a visit from them and the Duluth Engineering Office. We agreed on the proposed action. Our job now was to secure bids. This was delayed because <sup>I wanted</sup> to use local Contractors. Due to their work load, the difficulty of the work & rain, ~~None~~ <sup>None</sup> was interested in bidding. I did give out Plans & talked to at least 9 in this area, as a result we got one very high bid. Because of the delay we ran out of time for the year.

Finally 1-3-19 we finalized paper work. That spring the Weather Co-operated and work we started on 6-7-19 and completed on 6-13-19.

We were appreciative for the patience shown by all. Especially we thank Deanna Pomije. She took these two 80 year olds by the hand & made it work smoothly. The end Chances for excavating and Planting were great. Their care for our property was evident. Mary, the site engineer was present during the entire project. The visit before & after were appreciated.

OVER



Timely rains. watering, spraying for deer gave it a good start. By the end of the summer it was more than we expected.

Now 1 1/2 year later the native plant and grasses have re-seeded and the bank is secure. Best of all we have stopped the erosion & kept the river cleaner.

We again thank all who made this happen. We would have had a real problem, financially, handling this on our own. Now to our satisfaction it has been done.

Sincerely  
Jim & Lois Sorensen

## BEFORE



## AFTER



### Streambank and Shoreline Protection near the Snake River

Streambank and  
Shoreline  
Protection  
practices Reduce  
Erosion, Increase  
Infiltration and  
provide Pollinator  
Habitat

PROJECT AREA:  
4,167 SQ FT

COMPLETED  
JUNE 13TH, 2019



2008 Mahogany St #3  
Mora, MN 55051  
Kanabecswcd.org  
320-679-3982

# 11:00am Appointment

December 1, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Hosted Solution Agreement	<b>b. Origination:</b> County Attorney's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Barb McFadden, County Attorney

**e. Board action requested:**

### Resolution #\_\_\_\_ - 12/01/20

Prosecutor by Karpel Agreement resolution

**WHEREAS,** the Kanabec County Attorney's Office is in need of an electronic case management system to insure the capability of improved remote work functionality, the sharing of information and resources between agencies, record keeping and accountability for the work of the County Attorney's Office;

**WHEREAS,** Karpel Solutions has the ability and willingness to provide the technological hosted solution with their system Prosecutor by Karpel; and

**WHEREAS,** funding for the initial purchase and implementation of said solution has been approved through Cares Act Funding since it provides the ability for remote work for the County Attorney's Office staff.

**THEREFORE BE IT RESOLVED** Kanabec County Board of Commissioners approves the County Attorney entering into an Agreement with Karpel Solutions for the Prosecutor by Karpel system effective immediately and to be implemented as soon as reasonably possible despite the supply chain disruption.

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**f. Background:**

**Supporting Documents:** None

**Attached:** ☒

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



# 11:05am Appointment

December 1, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Possible Land Acquisition & Kanabec County's No Net Gain Resolution	<b>b. Origination:</b> Minnesota DNR, Pheasants Forever, & Landowner Mr. Shaun Fiedler
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenter(s):</b> Tim Marion, DNR

**e. Board action requested:**

---

### f. Background:

From 7/26/17:

Commissioner Dennis McNally led a discussion regarding a No Net Gain Policy.

Action #13 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve the following resolution:

#### Resolution #13- 7/26/17

Instituting "No Net Gain" of land by Minnesota Department of Natural Resources (DNR) or any tax exempt land trust.

**WHEREAS**, Minnesota Statute 84.944 Subdivision 3, pursuant to Minnesota Statute 97A.145 Subdivision 2, allows the Kanabec County Board of Commissioners to prohibit the purchase of land by the MN DNR in Kanabec County, and

**WHEREAS**, the further acquisition of land by the MN DNR and environmental land trusts further erodes the tax base of Kanabec County, and

**WHEREAS**, the State of Minnesota PILT payment is uncertain dollars;

**THEREFORE BE IT RESOLVED**, the Kanabec County Board hereby established a "No Net Gain" policy for both MN DNR and all Environmental Land Trusts. No new lands may be "acquired" unless an equal amount of property is sold back or transferred to private ownership. The Kanabec County Board of Commissioners also petitions the MN DNR to do a complete inventory of all lands currently owned in Kanabec County and evaluate each parcel for possible sale back to private ownership.

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Policy: A-105  
Approved: January 26, 2011  
Effective: February 1, 2011  
Supersedes (Eff): October 15, 2007

## **DNR LAND PURCHASES**

### **I. POLICY STATEMENT**

**WHEREAS**, in accordance with Minnesota Statutes 97A.145, Subd 2, the Commissioner of the Department of Natural Resources (DNR) may request the Kanabec County Board of Commissioners to authorize the DNR to acquire land in Kanabec County for water, forestry, wildlife, and natural plant community conservation purposes, and

**WHEREAS** the DNR has used its authority to place an ever increasing share of county land in a protected status prohibiting its use for any private purpose; these actions by the DNR have the effect of weakening the county tax base and raising taxes for all county residents, and

**WHEREAS**, other than property purchased under 97A.145, Subd 2 the DNR exercises its authority for property acquisition without input from the citizens of Kanabec County or its elected officials, and

**WHEREAS** requests pursuant to 97A.145, Subd 2 are the county's only realistic means to temporarily slow the DNR's inexorable takeover of Kanabec County;

**BE IT RESOLVED** that it is the policy of the Kanabec County Board of Commissioners that requests pursuant to 97A.145, Subd 2 are denied except where the property is entirely surrounded by state-owned land and without legal road access.

**97A.145 WETLANDS FOR WILDLIFE.**

Subdivision 1. **Acquisition; generally.** (a) The commissioner or the commissioner of administration may acquire wetlands and bordering areas, including marshes, ponds, small lakes, and stream bottoms for water conservation relating to wildlife development. The lands that are acquired may be developed for wildlife, recreation, and public hunting. The wetlands may be acquired by gift, lease, purchase, or exchange of state lands.

(b) The commissioner may also acquire land owned by the state and tax-forfeited land that is suitable for wildlife development. The wetlands may not be acquired unless public access by right-of-way or easement from a public road is also acquired or available. In acquiring wetlands under this section the commissioner shall assign highest priority to type 3 and 4 wetlands, as defined in United States Fish and Wildlife Service Circular No. 39 (1971 edition), that are public waters. Lands purchased or leased under this section may not be used to produce crops unless needed for wildlife. The commissioner may designate, by written order published in the State Register, land acquired under this section as a wildlife management area for purposes of the outdoor recreation system. Designations of wildlife management areas are exempt from the rulemaking provisions of chapter 14 and section 14.386 does not apply.

Subd. 2. **Acquisition procedure.** (a) Lands purchased or leased under this section must be acquired in accordance with this subdivision.

(b) The commissioner must notify the county board and the town officers where the land is located and furnish them a description of the land to be acquired. The county board must approve or disapprove the proposed acquisition within 90 days after being notified. The commissioner may extend the time up to 30 days. The soil and water conservation district supervisors shall counsel the county board on drainage and flood control and the best utilization and capability of the land.

(c) If the county board approves the acquisition within the prescribed time, the commissioner may acquire the land.

(d) If the county board disapproves the acquisition, it must state valid reasons. The commissioner may not purchase or lease the land if the county board disapproves the acquisition and states its reasons within the prescribed time period. The landowner or the commissioner may appeal the disapproval to the district court having jurisdiction where the land is located.

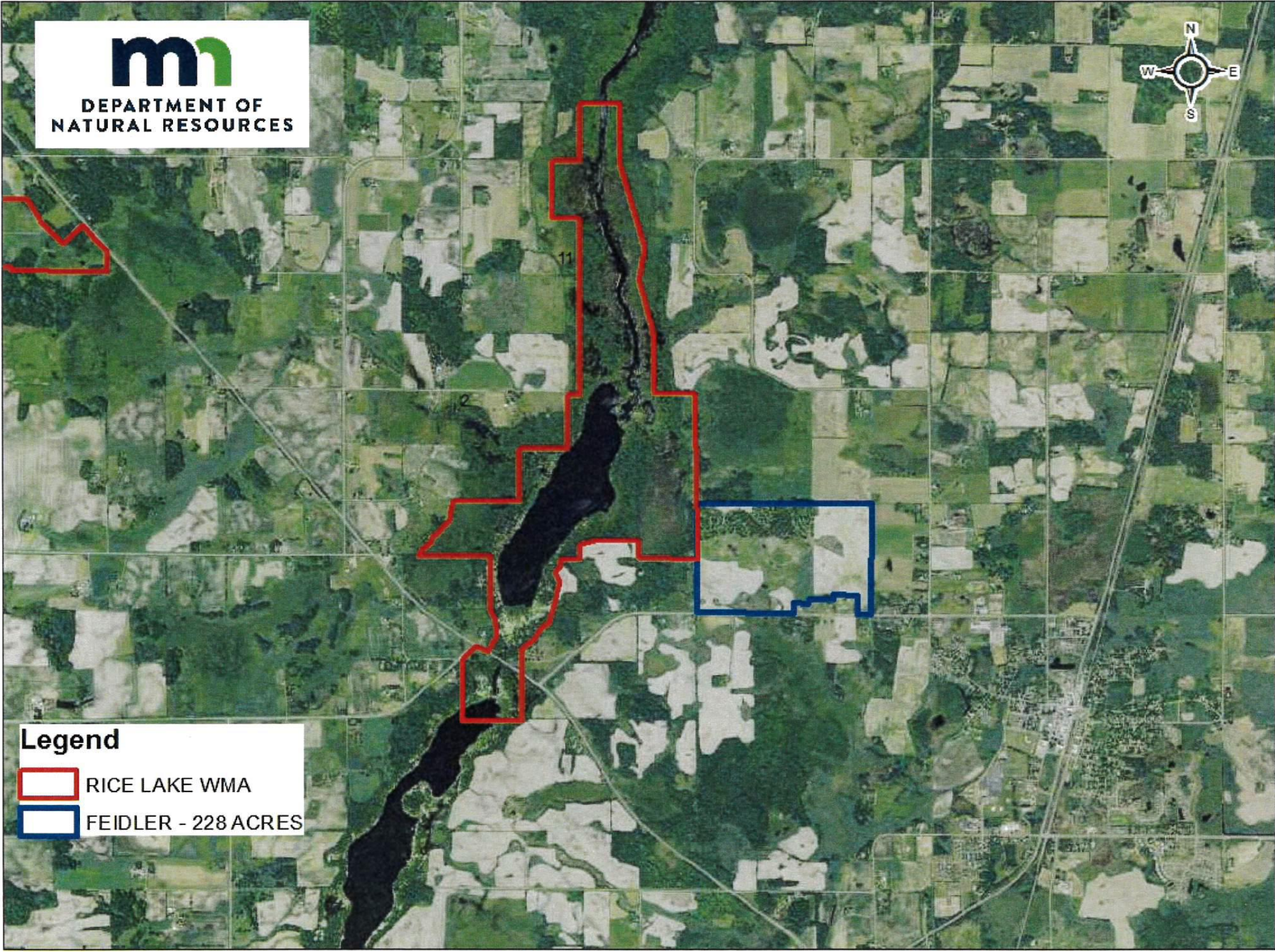
(e) The commissioner or the owner of the land may submit the proposed acquisition to the Land Exchange Board if: (1) the county board does not give reason for disapproval, or does not approve or disapprove the acquisition within the prescribed time period; or (2) the court finds that the disapproval is arbitrary and capricious, or that the reasons stated for disapproval are invalid.

(f) The Land Exchange Board must conduct a hearing and make a decision on the acquisition within 60 days after receiving the proposal. The Land Exchange Board must give notice of the hearing to the county board, the commissioner, the landowner, and other interested parties. The Land Exchange Board must consider the interests of the county, the state, and the landowner in determining whether the acquisition is in the public interest. If a majority of the Land Exchange Board members approves the acquisition, the commissioner may acquire the land. If a majority disapproves, the commissioner may not purchase or lease the land.

Subd. 3. **Management.** If a drainage outlet is petitioned and drainage proceedings are conducted under the Drainage Code, chapter 103E, the commissioner should not interfere with or unnecessarily delay the proceedings.

**History:** 1986 c 386 art 1 s 28; 1990 c 391 art 10 s 3; 2004 c 221 s 40







	Kanabec Sales											
	<b>Transaction #</b>	<b>County</b>	<b>Twp</b>	<b>Rng</b>	<b>Sec</b>	<b>40's</b>	<b>Acres</b>	<b>Land Type</b>	<b>Admin</b>	<b>Program</b>	<b>Offered</b>	<b>status</b>
SRI	SAL0133146	Kanabec	42	24	22	NESE, SESE	10.68	Acquired	Wildlife	WMA - Pit #3084	2018 Public Auction	sold
SRI	SAL0133167	Kanabec	38	23	30	NWNW, NENW, SENW	68.31	Acquired	Wildlife	WMA - Joseph O'Brien	2019 Public Auction	sold
SRI	SAL0133174	Kanabec	42	23	13	NWNW, N of River	4.9	Acquired	Forestry	SFT- Snake River	2019 Public Auction	Sale Pending - Over the Counter sale

# 11:15am Appointment

December 1, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Presentation of Employee Awards	<b>b. Origination:</b> Public Works
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Public Works Director Chad Gramentz

**e. Board action requested:**

---

**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES  
CORRECTIONS IN RED**

**November 17, 2020**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, November 17, 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 and Recording Secretary Kelsey Schiferli.

The meeting was held in the Kanabec County Jail Training Room located at 100 S Vine St, Mora, MN 55051 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 Les Nielsen and carried unanimously to approve the agenda with the following addition: Closed session at 11:30 to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Action #2 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to recess the Board Meeting at 9:05am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:05am on Tuesday, November 17, 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 #FS3 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the Family Services Board Agenda with the following changes: Remove the Mille Lacs County Psychiatric Services Resolution and the Pine County Psychiatric Services Resolution from the 2021 Annual Contracts Consent Agenda.

Financial Services Supervisor Tim Dahlberg met with the Board via WebEx to give an update on the financial area and how it's been affected by COVID-19. Information only, no action was taken.

Steven Hansberry met with the County Board via WebEx to request that the board consider appointing Jack & Mary Doughty to the Health & Human Services Advisory Committee. The Board advised for the Doughty's to submit a letter of interest to the County Coordinator for consideration of appointment to the committee during the Organizational Meeting in January 2021.

Action #FS4 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #FS4 - 11/17/20**

#### Clay County Document Management Hosting Agreement resolution

**WHEREAS**, Kanabec County Family Services is in need of an electronic document management system to insure the capability of sharing resources, authority and accountability for human services programs, and

**WHEREAS**, Clay County has the ability and willingness to provide the technological “Host Environment” with a centrally located server in Moorhead, MN, and

**WHEREAS**, Next Chapter Technology, Inc. will continue to provide the software, software maintenance and professional services needed for the system.

**THEREFORE BE IT RESOLVED** Kanabec County Family Services Board approves the Family Services Director entering into an Agreement with Clay County, through its Human Services Division for technically hosting an electronic document management system for the period January 1, 2021 through December 31, 2021 and shall automatically renew for successive one (1) year renewal terms on January 1, 2022 unless either party delivers written Notice of Termination as defined in the Agreement.

Action #FS5 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolution:

### **Resolution #FS5 - 11/17/20**

#### Children's Mental Health Grant Agreement Resolution

**WHEREAS**, the STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) is empowered to enter into contracts for the following services: mental health screenings, assessments, and referrals for diagnostic assessment and/or treatment for children within the child welfare and juvenile justice populations (prioritizing funds for uninsured and underinsured children) and,

**WHEREAS**, such a contract has been presented to Kanabec County Family Services for the term January 1, 2021 through December 31, 2021, and



**WHEREAS**, Kanabec County Family Services represents that it is duly qualified and willing to perform these services.

**THEREFORE BE IT RESOLVED** to approve an Agreement with the Minnesota Department of Human Services and Kanabec County, doing business as Kanabec County Family Services to provide Children's Mental Health services commencing January 1, 2021 through December 31, 2021.

*Action #FS6* – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolution:

### **Resolution #FS6 - 11/17/20**

#### **MOU for Foster Children Transportation Resolution**

**WHEREAS**, it is directed by the State of Minnesota that Local Education Agencies and Child Welfare agencies will collaborate in order to establish transportation procedures for foster care youth to ensure their educational stability, and

**WHEREAS**, Ogilvie Public Schools and Kanabec County Family Services agree to collaborate to design a comprehensive transportation plan to ensure that transportation for children in foster care is arranged, provided and funded when a best interest determination indicates that the student should remain in the school of origin, and

**WHEREAS**, Kanabec County Family Services and Ogilvie Public Schools agree that transportation must be provided in a "cost effective" manner and that all federal, state and local funding sources should be maximized to ensure transportation costs are not unduly burdensome to one agency.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board approves the Family Services Director signing an MOU with Ogilvie Public Schools for a Transportation Procedures Agreement to provide transportation for foster care youth to ensure their educational stability, effective upon the date of execution.

*Action #FS7* – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #FS7a - 11/17/20**

#### **Psychological Services Contract – Rob Lininger**

**WHEREAS**, the Family Services Agency does contract for psychological evaluations and counseling services pursuant to MS §235.461 through 235.486 and 235.487 through 235.488 through the Minnesota Comprehensive Adult Mental Health Act and the MN Comprehensive Children's Mental Health Act, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for the year 2021;

**THEREFORE BE IT RESOLVED** to approve an agreement for psychological evaluations and counseling services for the year 2021, not to exceed \$8494.20 with Rob Lininger for the time period January 1, 2021 through December 31, 2021.

### **Resolution #FS7b - 11/17/20**

Psychiatric Services Contract – Dr. Paul Richardson

**WHEREAS**, the Family Services Agency does contract for psychiatric services, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for the year 2021;

**THEREFORE BE IT RESOLVED** to approve an agreement for psychiatric services for the year 2021 with Dr. Paul Richardson for 4 hours per week at \$250 per hour for the time period January 1, 2021 through December 31, 2021.

### **Resolution #FS7c - 11/17/20**

Psychological Services Contract –Karissa Ignaszewski

**WHEREAS**, the Family Services Agency does contract for psychiatric evaluations and counseling services for the Region 7E Mental Health Project, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for a period beginning January 1, 2021 and ending December 31, 2021, and

**WHEREAS**, this position is fully funded by the Regional Adult Mental Health Initiative Funds;

**THEREFORE BE IT RESOLVED** to approve an agreement for psychiatric services for the period beginning January 1, 2021 and ending December 31, 2021 with Karissa Ignaszewski.

### **Resolution #FS7d - 11/17/20**

Psychiatric Services Contract Jenny Bliss– resolution

**WHEREAS**, the Family Services Agency does contract for psychiatric evaluations and counseling services for the Region 7E Mental Health Project, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for a period beginning January 1, 2021 and ending December 31, 2021, and

**WHEREAS**, this position is fully funded by the Regional Adult Mental Health Initiative Funds;

**THEREFORE BE IT RESOLVED** to approve an agreement for psychiatric services for the period beginning January 1, 2021 and ending December 31, 2021 with Jenny Bliss.

### **Resolution #FS7d - 11/17/20**

#### **Regional AMHI Medication Management/Client Outreach Resolution**

**WHEREAS**, the Region 7E Adult Mental Health Initiative has funds available to provide regional adult mental health outpatient medication management and client outreach services through management of the Region 7E's website, and

**WHEREAS**, Isanti County, as fiscal agent for the Regional Adult Mental Health Initiative (AMHI) is also the contracting entity and wishes to contract with Kanabec County, through its Family Services Agency to provide said medication management services and management of the Region 7E website, and

**WHEREAS**, Kanabec County Family Services is willing and able to provide said medication management services and management of the Region 7E website.

**THEREFORE BE IT RESOLVED** that the Kanabec County Family Services Board approves entering into an agreement with Isanti County, on behalf of the Region 7E Adult Mental Health Initiative for regional adult mental health outpatient medication management and client outreach services through management of the Region 7E mental health website for the period January 1, 2021 through December 31, 2021.

### **Resolution #FS7e - 11/17/20**

#### **Contract with Charlene Gabrielson for Custody Evaluations Resolution**

**WHEREAS**, Kanabec County Family Services is in need of someone to perform custody evaluations, and

**WHEREAS**, Charlene Gabrielson is qualified and willing to perform this function for the Family Service agency, and

**WHEREAS**, the Family Services Director is recommending contracting with Charlene Gabrielson to perform custody evaluations.

**THEREFORE BE IT RESOLVED** that the Kanabec County Family Services Board approves the Family Services Director contracting with Charlene Gabrielson for custody evaluations for an amount not to exceed \$900 per evaluation commencing January 1, 2021 through December 31, 2021.

The Board reviewed the Kanabec County Family Services Third Quarter 2020 Reports.

Action #FS8 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the payment of 106 claims totaling \$185,831.89 on Welfare Funds.

Action #FS9 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to adjourn Family Services Board at 9:39am and to meet again on December 15, 2020 at 9:05am.

The Board of Commissioners reconvened.

Public Health Director Kathy Burski met with the County Board to give an update regarding the COVID-19 pandemic. Information only, no action was taken.

Deputy Auditor Tax Karen McClellan met with the Board to discuss matters concerning the Auditor/Treasurer's Department.

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

## **Resolution #10 – 11/17/2020**

**WHEREAS** the Kanabec County Auditor/Treasurer has received applications for On-Sale and Sunday Liquor licenses from Just North Properties LLC dba Northwoods Steakhouse located at 2732 MN-65, Mora;

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

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

**BE IT RESOLVED** to approve the On-Sale and Sunday Liquor Licenses for Just North Properties LLC dba Northwoods Steakhouse located at 2732 MN-65, Mora, and will become effective January 1, 2021.

Deputy Auditor Tax Karen McClellan presented a request for approval of a timber permit.

The Chairperson called for a motion on the resolution for Informal Timber Sale – Timberlane Forestry three times. The resolution failed for lack of a motion.

The Board requested further information regarding the tax forfeited property located

within the SW ¼ of NW of Section 2, Haybrook Township (07.00045.00) before making a decision regarding the issuance of timber permit #33.20.183 for Timberlane Forestry to remove approved timber within the aforementioned area.

MN DNR Area Wildlife Manager Tim Marion, Pheasants Forever State Coordinator Eran Sandquist, and Landowner Shaun Fiedler met with the County Board to present a proposed state land acquisition.

**Action #11** – Dennis McNally introduced a motion to **disapprove** the State's proposed acquisition of MN Production Ag. LLC, Kanabec County, Grass Lake Township, Section 34 Township 38N Range 23W PID #06.02280.00. The motion was duly seconded by Craig Smith and the following voted:

IN FAVOR: Dennis McNally, Craig Smith

OPPOSED: Gene Anderson, Kathi Ellis, Les Nielsen

ABSTAIN: None

Whereupon the motion failed.

**Action #12** – Gene Anderson made a motion to table the State's proposed acquisition of MN Production Ag. LLC, Kanabec County, Grass Lake Township, Section 34 Township 38N Range 23W PID #06.02280.00 pending further information regarding Kanabec County's No Net Gain Policy.

County Coordinator Kris McNally led a discussion regarding the bid results of the Knife Lake Land Sale.

**10:40am** – The Chairperson called for public comment three times. None Responded.

**10:41am** – The Chairperson closed public comment.

The discussion regarding the Knife Lake Land Sale continued. The Board expressed consensus to hire a realtor to sell the properties. Kris McNally will prepare a Request for Proposal to hire a realtor.

South Country Health Alliance CEO Leota Lind met with the Board via WebEx to give the South Country Health Alliance 2020 Report. Information only, no action was taken.

**11:26am** – County Attorney Barb McFadden arrived.

**11:37am** – The Board took a five minute break.

**11:42am** – The Board reconvened.

Public Works Director Chad Gramentz and Assistant Engineer Jay Munson met with the Board to discuss matters concerning the Public Works Department.

Action #13 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

### **Resolution #13 – 11/17/20**

2019 Forest Avenue Project  
Final Payment

**WHEREAS** the following projects have in all things been completed and in accordance with the contract and the County Board being fully advised in the premises:

SAP 033-606-022                      CSAH 6

**THEREFORE BE IT RESOLVED** that we do hereby accept said completed project for and on behalf of the County of Kanabec and authorize final payment to Knife River Corporation, in the amount of \$80,568.49.

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

### **Resolution #14 – 11/17/20**

Kanabec County ADA Transition Plan for Public Rights of Way

**WHEREAS**, the County Board acknowledges the purpose and need for the creation and enactment of an Americans with Disabilities Act transition plan for Public Rights of Way in Kanabec County MN, and

**WHEREAS**, the County Board desires to identify and charge the County Engineer with the tasks of the ADA Coordinator for Kanabec County, and

**WHEREAS**, the County Board desires to receive Public input regarding the creation of an ADA transition plan, and the County Board being fully advised in the premises:

**THEREFORE BE IT RESOLVED**, that the County Board authorizes the Public Works Director / County Engineer to create an ADA transition plan for County Board approval, and

**BE IT FURTHER RESOLVED**, that the County Board authorizes the Public Works Director / County Engineer to serve as the ADA Coordinator, and

**BE IT FURTHER RESOLVED**, that the County Board authorizes the Public Works Director / County Engineer to solicit Public input through access on the County website,

advertisement in the official paper posted 3 consecutive weeks with any and all comments taken through December 30, 2020, and

**BE IT FURTHER RESOLVED**, that the County Board authorizes the Public Works Director / County Engineer to give a status report and update to the Board on or before February 28, 2021.

Public Works Director Chad Gramentz led a discussion regarding Federal Transportation Alternatives projects in Kanabec County. The Board expressed consensus for Chad to write a letter of support for these projects on behalf of the County.

Public Works Director Chad Gramentz led a discussion regarding back up plans for snow plowing in the event of a COVID outbreak.

Action #15 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to authorize the hire of snow plow drivers on a temporary basis in the event that the Public Works Department requires additional drivers due to the COVID-19 pandemic.

Action #16 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolutions:

### **Resolution #16a – 11/17/20**

Purchase Hydraulic Thumb for CAT 314E Excavator

**WHEREAS** the Public Works Director requests to purchase a hydraulic thumb for the CAT 314E excavator to improve efficiency of operations, and

**WHEREAS** Zeigler CAT provided the following quote:

CAT Pro Series Hydraulic Thumb and Installation	\$12,160.00
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**THEREFORE BE IT RESOLVED** to accept the quote of \$12,160.00 by Zeigler CAT for a CAT Pro Series hydraulic thumb and installation.

### **Resolution #16b – 11/17/20**

Purchase Hydraulic Thumb for John Deere 410G Backhoe

**WHEREAS** the Public Works Director requests to purchase a hydraulic thumb for the John Deere 410G Backhoe to improve efficiency of operations, and

**WHEREAS** RDO Equipment has provided the following quote:

Paladin Hydraulic Thumb and Installation	\$9,700.00
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**THEREFORE BE IT RESOLVED** to accept the quote of \$9,700.00 by RDO Equipment for a Padalin hydraulic thumb and installation.

Public Works Director Chad Gramentz led discussions regarding a gravel update and the MNDot Knife Lake Rest Area. Information only, no action was taken.

Action #17 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to close the meeting at 11:54am pursuant to the Open Meeting Law, Minn. Stat. §13D.05, subd. 3.c.3 to develop or consider offers or counteroffers for the transfer of real or personal property which is 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. Welia CEO Randy Ulseth was present for a portion of the closed meeting.

Action #18– It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to reopen the meeting at 1:07pm.

Action #19 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve a consent agenda including approval of the November 3, 2020 minutes as presented and approval of the following claims on the funds indicated:

#### **Revenue Fund**

<b>Vendor</b>	<b>Amount</b>
A and E Cleaning Services	525.00
Ace Hardware	124.69
Ace Hardware	84.52
Advanced Correctional Healthcare	26,406.70
American DataBank	61.65
AT&T Mobility	809.23
AT&T Mobility	44.83
Birkaker, Laura	11.50
Braham Motor Service Inc.	383.50
Carda, Eugene	85.44
Card Services	159.50
Methven Funeral and Cremation Services	800.00
Coborn's Inc.	6.49
Michael Curtis	1,422.69
CW Technology	1,250.40
Debra K. Beauvais, RPR-CRR	142.35
ECM Publishers	310.00
East Central Exterminating	145.00



East Central Solid Waste	83.43
Electric Motor Service, Inc	697.00
Emma's Pizza	33.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Glen's Tire	260.15
Glen's Tire	107.80
Glen's Tire	80.00
Granite City Jobbing Company	131.96
Granite City Jobbing Company	998.40
Granite Electronics	359.00
Handyman's Inc	60.60
HelpSystems	381.40
Hoefert, Robert	1,186.80
IAEMD	100.00
Indianhead Foodservice Distributor	99.01
IT SAVVY	104.82
Johnsons Hardware	146.83
Johnsons Hardware	1,069.74
Kanabec County Highway Department	101.85
Kanabec County Highway Department	46.94
Kanabec Publications	70.00
Kanabec Publications	641.00
Kanabec Publications	120.00
Kanabec Publications	377.21
Kanabec Publications	224.50
Kanabec Publications	205.00
Kanabec SWCD	169.42
LexisNexis	187.58
Manthie, Wendy	1,062.03
Marco	159.00
Marco	3,135.77
Marco	134.68
McKinnis & Doom PA	178.50
Milaca Chiropractic Center	80.00
Mille Lacs SWCD	402.36
Minnesota Dept. of Labor & Industry Financial Services Office	220.00
Minnesota Monitoring, Inc.	248.00
Minnesota Pollution Control Agency	60,949.10
Mora Bakery	42.50
MRA	135.00

Nelson, Jerald	127.08
Nelson, Ronette	536.30
Northstar Computer Forms, Inc.	173.55
Oak Gallery	33.09
O'Brien, Pat	91.24
Office Depot	87.98
Office Depot	137.15
Peterson, Ronald	88.92
Premium Waters, Inc.	23.96
Quality Disposal Systems	24.15
Quality Disposal Systems	388.36
Quality Disposal Systems	199.35
Ramsey County	1,445.00
Regents of the University of MN	300.00
Reliance Telephone, Inc	200.00
Salmonson, Stefan	95.16
Sawatzky, Fred	78.48
Stellar Services	156.23
Summit Food Service Management	3,774.76
Summit Food Service Management	12.00
Tinker & Larson Inc	707.82
Uline	120.64
Van Alst, Lillian	77.63
Veolia Environmental Services	6,825.43
Visser, Maurice	828.23
Williams Towing & Repair	310.00

**85 Claims Totaling: 131,401.42**

### Road & Bridge

<b>Vendor</b>	<b>Amount</b>
A & E Cleaning Services	1,050.00
Ace	121.28
Aramark	462.60
Berndt, Steve	300.00
Bjorklund Companies	230.45
Bluetarp Financial	281.25
Campbell, Gary	600.00
Cargill Incorporated	13,385.86
Diesel Laptops	1,690.00
Glens Tire	361.50

Gopher State One-Call	22.95
Houtsma, Brandon	300.00
Kanabec County - Petty Cash	45.00
Kanabec County Times	69.00
Knife River Corporation	3,135.30
Kwik Trip	24.36
Lake Superior College	250.00
Marco, Inc	296.29
MN Department of Labor	10.00
MN Energy	202.97
MN Paving & Materials	5,826.25
Mora Chevrolet Buick	407.50
Northern Safety	889.97
Northern States Supply	31.28
Nuss Truck Equipment	1,757.15
Oak Gallery	14.53
Office Depot	117.49
Owens Auto Parts	2,478.13
Pomp's Tire Service	5,103.80
Post Master	550.00
Power Plan	1,159.30
Quality Disposal	164.25
RTVision	3,000.00
Speedtech Lights	450.69
S.W. Asphalt	12,793.00
USIC Locating Serices	80.00
<b>36 Claims Totaling:</b>	<b><u>\$57,662.15</u></b>

#### **COVID & CARES Act**

<b>Vendor</b>	<b>Amount</b>
Anderson, Roberta	19.15
Ann River Winery	6,250.00
Backwoods Road Retreat	3,750.00
City of Quamba	593.26
DataWorks Plus LLC	17,058.80
DKN Construction	75,930.00
Driven Fab, LLC	2,500.00
Family Pathways	2,500.00
IT SAVVY LLC	654.00

Jeff's Auto & Tire	1,250.00
Kanabec County Agricultural Society	2,000.00
Kanabec History Center	3,000.00
KBEK 95.5FM	945.00
Kuehn Limosine Service, LLC	6,250.00
Mora Fire Dept. Relief Association	2,000.00
Mora HRA	2,500.00
Mora Lions Club	2,000.00
Mora United Methodist Church	3,000.00
Northland Business Systems	6,317.00
Ogilvie Public Schools	60,000.00
Ogilvie Raceway	7,500.00
RD Metal Works	1,200.00
Soft N Gentle Healing Touch	3,750.00
SHI	1,897.00
TIERNEY	193,095.29
TIERNEY	102.28
Trio Community Church	2,000.00
True Directions	3,000.00

**28 Claims Totaling: \$411,061.78**

Action #20—Craig Smith introduced a motion to approve the following paid claims. The motion was duly seconded by Les Nielsen and the following voted:

IN FAVOR: Gene Anderson, Kathi Ellis, Craig Smith, Les Nielsen

OPPOSED: Dennis McNally

ABSTAIN:

Whereupon the motion was passed.

<u>Vendor</u>	<u>Amount</u>
City of Mora	445.28
Mora Public Schools	-222.64
Ann Lake Twp	30,536.73
Arthur Twp	77,869.70
Braham Public Schools	52,789.64
Brunswick Twp	54,991.30
City of Braham	15,843.18
City of Grasston	7,743.66
City of Isle	300.00
City of Mora	467,388.09
City of Ogilvie-Clerk	47,748.55

City of Quamba	29,104.08
Comfort Twp	51,181.79
Comm of Finance-Treas Div	170.08
East Cent. Reg Dev Commission	10,076.78
East Central School District	18,619.51
Ford Twp	30,869.21
Grass Lake Twp	33,068.43
Haybrook Twp	25,973.05
Hillman Twp	24,412.54
Hinckley Finlayson Schools	19,646.33
Isle Public Schools	16,394.01
Kanabec County	108,685.66
Kanabec Twp	36,376.86
Knife Lake Improvement District	14,878.14
Knife Lake Twp	49,496.54
Kroschel Twp	17,698.97
Milaca Public Schools	5,122.40
Mora Public Schools	627,562.08
Ogilvie Public Schools	166,219.06
Peace Twp	55,399.14
Pine City Public Schools ISD 578	29.40
Pomroy Twp	42,744.13
Southfork Twp	16,530.58
Whited Twp	26,365.21
Kanabec County Auditor HRA	6,000.00
Midcontinent Communications	24.21
Mora Municipal Utilities	15,368.29
Quadient Finance USA, Inc.	5,658.95
Spire Credit Union	19,989.72
Verizon Wireless	4,217.53
East Central Energy	82.62
The Hartford Priority Accounts	2,169.97
Consolidated Communications	1,048.33
Kanabec County Auditor HRA	6,000.00
Kanabec County Auditor-Treas	12,535.63
Kwik Trip Inc.	5,979.14
Midcontinent Communications	187.71
Minnesota Department of Finance	5,895.50
Minnesota Energy Resources Corp	6,727.39
Office of MN.IT Services	2,600.00
VISA	3,495.89

Dearborn National Life Insurance Co	743.99
Health Partners	6,460.75
<b>54 Claims Totaling:</b>	<b><u>\$2,287,243.09</u></b>

Action #21 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

## **Resolution #21 - 11/17/20**

**WHEREAS**, Kanabec County 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 Cares Act Committee recommends the following expenditures for approval using Cares Act funds:

\$ 2,615.45	Additional election grant match/election administration expenses
\$20,000.00	Mora Schools (technology or staffing)
\$20,000.00	Ogilvie Schools (technology or staffing)
\$ 8,572.68	ECRL Cost Recovery System Request
\$74,890.50	EDA for additional round of business grants to businesses that applied & qualified for first round funding
\$ 1,000.00	Laptop cases
\$ 5,361.24	Cellular iPads and cases X 8
\$ 4,000.00	Additional marketing- county specific message

**WHEREAS**, the Cares Act committee also recommends payments on eligible claims to the cities and townships with populations under 200;

**WHEREAS**, the Cares Act Committee area recommends allocating all remaining Cares Act funds/Coronavirus Relief Funds to the Kanabec County revenue fund to meet payroll expenses for public safety, public health, human services and similar employees whose services are substantially dedicated to mitigation or responding to the COVID-19 public health emergency pursuant to U.S. Treasury Guidance eligible expenses item A.2.;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners approves the expenditure request of the Cares Act Government Committee as stated.

Board Chair Ellis postponed the Commissioner Reports until the next meeting.

Future agenda items: Not Net Gain, Timber Sale

Board Chair Ellis cancelled the noticed special closed meeting scheduled for Friday, November 20, 2020.

Action #22 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to adjourn the meeting at 1:21pm and to meet again in regular session on Tuesday, December 1 , 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>
Further	672.85	Nov 20 Admin Fees	HR
Kanabec County Auditor-Treas	8,818.71	Leased Vehicles	Various
City of Grasston	10,708.09	CARES Relief	CARES Act COVID-19 Grant
CliftonLarsonAllenLLP	85.00	CARES Relief Consult	CARES Act COVID-19 Grant
East Central Energy	1,310.41	Intersection Lighting	Highway
East Central Regional Library	8,572.68	CARES Relief	CARES Act COVID-19 Grant
Ford Township	5,080.21	CARES Relief	CARES Act COVID-19 Grant
Fuller, John R Jr	472.00	2020 Abatement	Taxes & Penalties Fund
Fuller, John R Jr	474.00	2020 Abatement	Taxes & Penalties Fund
Lennartson, Randy	500.00	Driveway Permit Refund	Highway
Minnesota Energy Resources Corp	49.02	Rental Property Gas	Jail
Shoua, Her	500.00	Driveway Permit Refund	Highway
Simplifile	2,530.00	Refund MRT	Mortgage Registry & State Deed Tax Fund
<b>13 Claims Totaling:</b>	<b><u><u>\$39,772.97</u></u></b>		



# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 12/1/20

Department Name	Vendor	Amount	Purpose
ASSESSOR	MAAO Region III Shelly Maloney, Treasurer	100.00	2021 Membership Dues
		<b>100.00</b>	
BUILDINGS MAINTENANCE	Grainger	85.60	Snow Shovels
BUILDINGS MAINTENANCE	Mattson Electric	75.00	Check Courthouse Boiler Pump
BUILDINGS MAINTENANCE	Mid-American Research Chemical	312.88	Urinal Screens
BUILDINGS MAINTENANCE	Oslin Lumber	25.39	4x8 5/8 sheetrock-fire code & 4x4 8' treated pine
		<b>498.87</b>	
COUNTY COORDINATOR	Marco	477.00	Quarterly Billing
		<b>477.00</b>	
COUNTY RECORDER	Office Depot	105.83	Office Supplies
		<b>105.83</b>	
ECONOMIC DEVELOPMENT	Initiative Foundation	1,550.00	Donation from EDA
		<b>1,550.00</b>	
ELECTIONS	Nelson, Gladys	45.53	G2020 PER Judge
ELECTIONS	Sea Change Print Innovations	275.49	G2020 Precinct Kits 19
ELECTIONS	Tracy, Patricia	36.17	G2020 PER Judge
		<b>357.19</b>	
EMPLOYEE BENEFITS	Life Insurance Company of North America	648.10	Group Hospital, Critical Illness, Accident Insurance
EMPLOYEE BENEFITS	MN PEIP	147,940.88	December Health Insurance Premiums
EMPLOYEE BENEFITS	Sun Life Financial	3,871.24	December 2020 Life Insurance Premiums
EMPLOYEE BENEFITS	VSP Insurance Co.	294.40	Vision Coverage for December 2020

		<b>152,754.62</b>	
INFORMATION SYSTEMS	CW Technology	2,199.00	Renewal
INFORMATION SYSTEMS	CW Technology	1,400.00	Renewal
		<b>3,599.00</b>	
PROBATION & JUVENILE PLACEMENT	Office Depot	163.41	Office Supplies
PROBATION & JUVENILE PLACEMENT	RS Eden	10.45	Drug Testing Oct
		<b>173.86</b>	
PUBLIC TRANSPORTATION	Curtis, Michael	1,401.32	Volunteer Driver
PUBLIC TRANSPORTATION	Hoefert, Robert	1,212.68	Volunteer Driver
PUBLIC TRANSPORTATION	Hoglund Bus & Truck Company	128.06	Bus Parts
PUBLIC TRANSPORTATION	Kanabec County Highway Dept	255.69	Bus Repairs & Fuel
PUBLIC TRANSPORTATION	Manthie, Wendy	964.85	Volunteer Driver
PUBLIC TRANSPORTATION	Nelson, Jerald	89.70	Volunteer Driver
PUBLIC TRANSPORTATION	Nelson, Ronette	559.88	Volunteer Driver
PUBLIC TRANSPORTATION	Van Alst, Lillian	161.00	Volunteer Driver
PUBLIC TRANSPORTATION	Visser, Maurice	821.10	Volunteer Driver
PUBLIC TRANSPORTATION	Zamora, Ray	151.23	Volunteer Driver
		<b>5,745.51</b>	
SHERIFF	City of Mora	47,255.40	State Police Aid Reimbursement 2018 payable 2019
SHERIFF	Michael Keller, Ph.D., L.P.	650.00	Psych New Employee
SHERIFF	Novus Glass	600.00	2 Windshield Installations
SHERIFF	SHI	997.00	Docking Station and Mounting Component
SHERIFF	St. Cloud State University	445.00	EVO/PIT Refresher, Online Course
SHERIFF	Summit Food Services Management	12.00	Training
		<b>49,959.40</b>	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	84.59	Pharmacy DOC
SHERIFF - JAIL/DISPATCH	East Central Exterminating	240.00	Dec Services
SHERIFF - JAIL/DISPATCH	St. Louis County	366.43	2020 Radio Board Expense
SHERIFF - JAIL/DISPATCH	Stellar Services	277.78	Canteen

SHERIFF - JAIL/DISPATCH	Summit Food Services Management	<u>11,058.50</u>	Inmate Meals
		<b>12,027.30</b>	
UNALLOCATED	Clifton Larson Allen LLP	<u>1,579.25</u>	FY2019 Audit Services
		<b>1,579.25</b>	
<b>41 Claims Totaling:</b>		<u><u><b>\$ 228,927.83</b></u></u>	

**Agenda Item #3b**  
**Regular Bills - Road & Bridge**  
**Bills to be approved: 12/1/20**

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
Bjorklund Companies	139.50	Gravel
Cargill Incorporated	10,180.49	Road Salt
Granite City Jobbing	1,164.25	Sidewalk Salt
Kanabec County Highway Department	30.00	Petty Cash, Postage
MN Department of Labor and Industry	100.00	Elevator Inspection
Mora Chevrolet	63.25	Repair Parts
Northern Central International	1,561.52	Repair Parts
Northern States Supply	29.60	Shop Supplies
Pomp's Tire	2,010.88	Tires
Premier Outdoor Services	1,510.00	Snow Removal
Ray's Gravel	600.13	Gravel
Scientific Sales	94.00	Safety Glasses
S. W. Asphalt Inc	9,000.00	Patching on CR 17
Towmaster	18,291.92	Install truck box
Wiarcom Inc	1,350.60	GPS Monitoring on Equipment

**15**

**Claims Totaling: 46,126.14**

# Agenda Item #3c

## Regular Bills - COVID & CARES Act Claims

### Bills to be approved: 12/1/20

Department/Fund	Vendor	Amount	Purpose
CARES Act COVID-19 Fed Grant - EDA	A Cut Above Salon, Inc.	1,875.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	AmericInn Mora by Wyndham	3,750.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Ann River Winery	3,125.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Backwoods Road Retreat	1,875.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Beautifully Bronzed	625.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Central MN Jobs & Training Services	1,000.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Crystal Bar & Grill	3,750.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Diversified Bronze	2,500.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Double J Café	3,125.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Driven Fab, LLC	1,250.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Family Pathways	1,250.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Freddie's Restaurant & Banquet Center	3,750.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Grace Lutheran Church	2,000.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Jeff's Auto & Tire	625.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Kanabec Area Chamber of Commerce	500.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Kanabec County Agricultural Society	1,000.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Kanabec History Center	1,500.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Kuehn Lkimosine Service, LLC	3,125.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Lake Street Family Dental	3,125.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	MAYRA	3,000.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Mora Dental Center, LLC	3,750.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Mora Fire Dept. Relief Assoc.	1,000.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Mora HRA	1,250.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Mora Lions Club	1,000.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Mora Lodge 223	3,000.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Mora United Methodist Church	1,500.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	New Generation Bakery	1,875.00	2nd Installment of CARES Pandemic Relief Grant Award

CARES Act COVID-19 Fed Grant - EDA	NorthPost, Inc.	2,500.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Ogilvie Raceway	3,750.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Paradise Theatre	3,500.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	PHASE-Industries	5,000.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Seven County Senior Federation	3,000.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Soft N Gentle Healing Touch	1,875.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	The Cardinal's Nest	3,125.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	The Grand Event Center	3,125.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Trio Community Church	1,000.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	True Directions	1,500.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Universal Apparel	1,250.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Vasaloppet, Inc.	1,000.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	White Tail Tool, Inc.	3,125.00	2nd Installment of CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Zion Lutheran Church & Preschool	1,500.00	2nd Installment of CARES Pandemic Relief Grant Award
		<b>91,375.00</b>	
CARES Act COVID-19 Grant	City of Quamba	3,359.95	Technology for Remote Time and Staff Time (Administration)
CARES Act COVID-19 Grant	CliftonLarsonAllen	260.00	CARES Act Consultation Services Through 11/23/20
CARES Act COVID-19 Grant	KBEK-FM	500.00	Advertising (Radio) Public Health Mitigation Info
CARES Act COVID-19 Grant	Ratwik, Roszak & Maloney, PA	54.00	Questions Regarding Face Coverings r/t COVID Mitigation
		<b>4,173.95</b>	
COVID-19 Grant - Building Maintenance	Assured Security	43,338.50	Addition of handicap door openers at Hwy, PSB, Transit, Courthouse
COVID-19 Grant - Building Maintenance	DKN Construction	1,680.00	Supply and install 2 new countertops at highway building
COVID-19 Grant - Building Maintenance	Handyman's Inc	10,570.48	Automatic Flush Valves & Sink Supply Line
COVID-19 Grant - Building Maintenance	Oslin Lumber	6.67	1 x 8 - 8' #3 pine
COVID-19 Grant - Building Maintenance	Tierney	22,493.65	Window intercom, rechargeable lithium ion DC operation
		<b>78,089.30</b>	
COVID-19 Grant - IS	Tierney	2,254.73	DS Large training room 3, 4
		<b>2,254.73</b>	
<b>51 Claims Totaling:</b>		<b><u>\$175,892.98</u></b>	

Dept #

9 CARES Act COVID-19 Fed Grant - EDA  
11 CARES Act COVID-19 Fed Grant - Family Services  
41 COVID-19 Grant - Auditor/Treasurer  
71 COVID-19 Grant - Elections  
66 COVID-19 Grant - IS  
84 CARES Act COVID-19 Grant  
107 COVID-19 Grant - Environmental Services  
110 COVID-19 Grant - Building Maintenance  
251 COVID-19 Grant - Jail  
701 COVID-19 Grant - EDA  
8484 COVID-19 Grant



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# Agenda Item #4a

December 1, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> MCIT Dividend Disbursement	<b>b. Origination:</b> MCIT
<b>c. Estimated time:</b> 10 Minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**Board action requested:**

### **Resolution #\_\_\_ – 12/01/20 MCIT Dividend**

**WHEREAS**, Kanabec County has received a dividend from MCIT in the amount of \$104,231; and

**WHEREAS**, the Retiree Accrued Sick Pay account balance is - **\$18,874**, and

**WHEREAS**, the Commissioners are planning to initiate a comprehensive plan update in 2021, and

**WHEREAS**, the Commissioners believe the most prudent use of the funds is to address the fund balance deficit in the Retiree Accrued Sick Pay account and to plan for the 2021 expenditure for comprehensive planning;

**NOW THEREFORE BE IT HEREBY RESOLVED**, that the County Auditor/Treasurer is authorized to process the MCIT dividend payment as follows:

**\$54,231** to fund the Retiree Accrued Sick Pay Account.

**\$50,000** to the fund balance assigned to the Comprehensive Plan

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### **Background:**

The above items were discussed and tentatively approved during 2021 budget discussions.

**Supporting Documents:** None X **Attached:**

**Date Received in County Coordinator's Office:**

November 23, 2020

**Coordinators Comments:**

# Agenda Item #4b

December 1, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> ECSWC Disbursement	<b>b. Origination:</b> East Central Solid Waste Commission
<b>c. Estimated time:</b> 10 Minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

Board action requested:

### Resolution # \_\_\_ – 12/01/20 ECSWC Disbursement

**WHEREAS**, Kanabec County has received a disbursement from East Central Solid Waste in the amount of \$117,000; and

**WHEREAS**, the Commissioners believe the most prudent use of the funds is to put them in the County's reserve fund to address future shortfalls or imminent, unplanned County needs;

**NOW THEREFORE BE IT HEREBY RESOLVED**, that the County Auditor/Treasurer is authorized to deposit the ECSWC disbursement into the general reserve fund.

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#### Background:

The above item was discussed and tentatively approved during 2021 budget discussions.

Supporting Documents: None X Attached:

Date Received in County Coordinator's Office:	November 23, 2020
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Coordinators Comments:

# Agenda Item #4c

## December 1, 2020

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> MnCCC Returned Funds	<b>b. Originating Department/Organization/Person</b> Auditor/Mainframe – Karen McClellan
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Karen McClellan

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

**Whereas** the MnCCC unused funds from the LRMS Tax & CAMA rewrite were returned to participating counties, and

**Whereas** Kanabec County received a check in the amount of \$18,902.25 for their share, and

**Whereas** these funds may be needed to offset expenses of transitioning to and implementing the MCIS Tax & CAMA system, and

**Whereas** Kanabec County has a fund that is a dedicated fund called Future Capital Equipment 01.041.063.0000.6480 already established;

**THEREFOR BE IT RESOLVED** that the County Board approves depositing the \$18,902.25 refund into the Future Capital Equipment fund 01.041.063.0000.6480 dedicated to expenses that will occur in Kanabec County's move to MCIS.

**f. Background:** The monies have been refunded relating to the LRMS project. We know that we will have costs associated with the purchase and moving to the new MCIS system, and this money can help offset some of those expenses. If we deposit the money into the Future Capital Equipment, this is a dedicated fund and the monies will be there when we need them.

**Supporting Documents:** Quote ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# Agenda Item #5

December 1, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Bonding & 2021 Budget	<b>b. Origination:</b> Board of Commissioners
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b>

**e. Board action requested:**

1. Discuss bonding in 2021
2. Discuss changes to preliminary budget  
~Coordinator budget reduction

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**f. Background:**

Supporting Documents: None      Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

Coordinator's budget to decrease by \$16,975 in part because of the Commissioner's action to fund the Retiree Accrued Sick Pay account with funds from the MCIT dividend check in 2020. Also, the County Share of the health insurance was reduced to \$95,000 from \$100,237 because the PEIP premium increase was 9.7% not 10%.

 2020 BUDGET SUMMARY	2020 Net Budgets	2021 Expend	2021 Receipts	2021 from Fund Balance	2021 Net Budget
Assessor	\$ 468,228	\$ 583,286	\$ 93,450		\$ 489,836
Attorney	\$ 554,714	\$ 750,418	\$ 171,900	\$ -	\$ 578,518
Auditor/Treasurer					
Office	\$ 538,930	\$ 609,911	\$ 48,500		\$ 561,411
Elections	\$ 103,000	\$ 71,640	\$ -		\$ 71,640
Mainframe Expenses	\$ 88,626	\$ 137,582	\$ 52,240	\$ -	\$ 85,342
Auditor/Treasurer Total	\$ 749,120				\$ 718,393
Commissioners	\$ 190,385	\$ 188,509	\$ 5,000		\$ 183,509
Coordinator	\$ 441,009	\$ 636,971	\$ 86,850	\$ 95,000	\$ 455,121
Court Administrator	\$ 34,500	\$ 37,500	\$ -	\$ -	\$ 37,500
Law Library	\$ (3,000)	\$ 9,000	\$ 12,000	\$ -	\$ (3,000)
Culture & Recreation	\$ 8,750	\$ 8,750	\$ -	\$ -	\$ 8,750
E Central Reg Library	\$ 163,989	\$ 161,681	\$ -		\$ 161,681
Extension	\$ 84,986	\$ 85,161	\$ -		\$ 85,161
Information Systems	\$ 398,586	\$ 460,508	\$ 50,592		\$ 409,916
Probation					
Office	\$ 367,738	\$ 548,162	\$ 178,767		\$ 369,395
Probation Fees	\$ -	\$ 13,000	\$ 13,000		\$ -
Probation Total	\$ 367,738	\$ 561,162	\$ 191,767		\$ 369,395
Public Works					
Building Maintenance	\$ 635,934	\$ 660,594	\$ 57,038	\$ -	\$ 603,556
Environmental Services					
Office		\$ 270,641	\$ 102,218	\$ 62,800	\$ 105,623
Water Plan		\$ 15,071	\$ 15,071		\$ -
Wetlands		\$ 25,103	\$ 25,103		\$ -
Shorelands		\$ 4,090	\$ 4,090		\$ -
ISTS		\$ 18,600	\$ 18,600		\$ -
Env. Services Total	\$ 109,146				\$ 105,623
Sanitation	\$ -	\$ 127,423	\$ 87,115	\$ 40,308	\$ -
Surveyor	\$ -	\$ 17,500	\$ -	\$ 10,000	\$ 7,500
Public Works Total	\$ 752,580				
Recorder	\$ 52,347	\$ 228,833	\$ 173,100	\$ 16,200	\$ 39,533
Sheriff					
Law Enforcement	\$ 1,598,382	\$ 2,644,522	\$ 1,023,427		\$ 1,621,095
Boat & Water	\$ 3,100	\$ 4,463	\$ 4,463	\$ -	\$ -
Snowmobile		\$ 4,410	\$ 4,410	\$ -	\$ -
ATV		\$ 3,154	\$ 3,154	\$ -	\$ -
Reserves		\$ 8,000	\$ 8,000	\$ -	\$ -
Coroner	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ 40,000
Emergency Mgmt	\$ 17,056	\$ 34,112	\$ 17,056	\$ -	\$ 17,056
Jail/Dispatch	\$ 3,023,543	\$ 3,486,719	\$ 434,056	\$ -	\$ 3,052,663
E-911 System		\$ 125,100	\$ 89,238	\$ 35,862	\$ -
Sheriff's Total	\$ 4,682,018				\$ 4,730,814
Transit	\$ (2,742)	\$ 1,112,101	\$ 1,112,101	\$ -	\$ (0)
Unallocated	\$ (2,549,163)	\$ 472,159	\$ 2,863,082	\$ -	\$ (2,390,923)
Veteran's Services	\$ 103,783	\$ 123,790	\$ 13,000	\$ 3,000	\$ 107,790
Revenue Fund Totals	\$ 6,479,328	\$ 14,289,626	\$ 6,958,388	\$ 263,170	\$ 7,068,068
Road & Bridge Fund	\$ 2,348,552	\$ 9,590,006	\$ 7,406,645	\$ 100,000	\$ 2,083,361
Family Services Fund	\$ 2,265,748	\$ 6,219,694	\$ 3,960,872		\$ 2,258,822
Community Health Fund	\$ 339,657	\$ 3,106,222	\$ 2,717,763		\$ 388,459
EDA Fund	\$ 147,996	\$ 153,200	\$ 3,200		\$ 150,000
Railroad Authority	\$ 1,429	\$ 1,017	\$ 100		\$ 917
Bond Fund	\$ 1,029,739	\$ 1,040,524	\$ 6,500		\$ 1,034,024
Net Levy 2020:	\$ 12,612,449	\$ 34,400,289	\$ 21,053,468	\$ 363,170	\$ 12,983,651
				NET LEVY 2021=	12,983,651
2019 CPA = \$1,098,443					
2020 CPA= \$1,194,206				REVISION DATE:	11/18/20
2021 CPA= \$1,191,242		Current % =	2.94%		
2021 Proposed Levy comparison vs 2020:					
1%	2%	3%	4%	5%	6%
12,738,573	12,864,698	12,990,822	13,116,947	13,243,071	13,369,196

# Agenda Item #6

December 1, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Real Estate Services RFP	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally

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

### Resolution #\_\_ - 12/01/20

**WHEREAS** Knife Lake Parcel B and Knife Lake Parcel C were listed for sale pursuant to MN Statute 373.01, and

**WHEREAS** neither parcel received any bids through this process, and

**WHEREAS** MN Statute 373.01 allows the County to contract with a real estate broker to sell property if it remains unsold after advertising in compliance with this statute,

**BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby directs the County Coordinator to advertise the attached RFP for the County's real estate professional services.

**BE IT FUTHER RESOLVED** that if the property at 330 Forest Avenue East, Mora, MN 55051 does not sell through the statutory 373.01 advertising process, this property may be added to the scope of services under the real estate professional service agreement.

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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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# REQUEST FOR PROPOSAL

to provide

## REAL ESTATE PROFESIONAL SERVICES

for

Kanabec County

18 North Vine Street

Mora, Minnesota

**The Kanabec County Coordinator will accept written proposals  
until 3:00p.m. on Monday, December 21, 2020.**

**ADVERTISEMENT**

## **REQUEST FOR PROPOSAL: REAL ESTATE SERVICES**

Kanabec County ("County") is seeking proposals from real estate brokers/firms to sell property owned by the County located in Knife Lake Township pursuant to MN Statute 373.01.

It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with Kanabec County to supply real estate services as outlined herein.

The property to sell consists of 2 County fee-owned parcels currently listed as Parcel Identification Number 10.00450.00 and further described as follows:

### **Knife Lake Parcel B (2.35 Acres±):**

That part of the Northwest Quarter of the Southeast Quarter and that part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the South Quarter corner of said Section 10 (the south line of the Southwest Quarter of said Section 10 having an assumed bearing of North 89 degrees 47 minutes 48 seconds East); thence North 1 degree 26 minutes 27 seconds East a distance of 2533.91 feet; thence South 60 degrees 16 minutes 05 seconds West 89.60 feet; thence South 42 degrees 42 minutes 55 seconds East 61.69 feet to the point of beginning of the property to be described; thence North 80 degrees 30 minutes 26 seconds West 91.63 feet; thence North 41 degrees 52 minutes 56 seconds West 232.45 feet, more or less, to the East-West Quarter line of said Section 10; thence westerly along said East-West Quarter line 180.92 feet; thence South 13 degrees 59 minutes 50 seconds East 307.36 feet; thence South 74 degrees 25 minutes 30 seconds East 249 feet, more or less, to the shoreline of Knife Lake; thence northeasterly along said shoreline 210 feet, more or less, to the intersection with a line that bears South 42 degrees 42 minutes 55 seconds East from the point of beginning; thence North 42 degrees 42 minutes 55 seconds West 82 feet, more or less, to the point of beginning.

### **Knife Lake Parcel C (2.60 Acres±):**

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the South Quarter corner of said Section 10 (the south line of the Southwest Quarter of said Section 10 having an assumed bearing of North 89 degrees 47 minutes 48 seconds East); thence North 1 degree 26 minutes 27 seconds East a distance of 2533.91 feet; thence South 60 degrees 16 minutes 05 seconds West 89.60 feet; thence South 42 degrees 42 minutes 55 seconds East 61.69 feet; thence North 80 degrees 30 minutes 26 seconds West 91.63 feet; thence North 41 degrees 52 minutes 56 seconds West 232.45 feet, more or less, to the East-West Quarter line of said Section 10; thence westerly along said East-West Quarter line 180.92 feet to the point of beginning of the property to be described; thence South 13 degrees 59 minutes 50 seconds East 307.36 feet; thence South 74 degrees 25 minutes 30 seconds East 249 feet, more or less, to the shoreline of Knife Lake; thence southwesterly along said shoreline 210 feet, more or less, to the intersection with the northeasterly line of Lot 1, NELSON'S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence northwesterly and northerly along said line to the intersection with said East-West Quarter line; thence easterly along said East-West Quarter line a distance of 181.00 feet, more or less, to the point of beginning.

To be considered, the proposal must be received by the County Coordinator by **3:00 p.m. on**

**Monday, December 21, 2020** and be clearly marked on the outside "Proposal – Real Estate Services".

The proposals will be reviewed by staff to allow for a summary to be prepared for consideration by the Kanabec County Board of Commissioners. The Kanabec County Board of Commissioners will make the final selection at 11:00 a.m. at their Organizational/Regular meeting on Tuesday, January 5, 2021.

The real estate broker/firm will be paid strictly on commission basis and will be expected to work closely with Kanabec County personnel and provide weekly reports to the County Coordinator.

Kanabec County reserves the right to reject any and all proposals, or parts of proposals, when it is determined to be in the best interest of the County. There is no expressed or implied obligation for Kanabec County to reimburse responding persons for any expenses in preparing proposals in response to this request.

Specifications are available at:

Kanabec County Coordinator's Office  
18 North Vine Street Suite 181  
Mora, MN 55051  
Telephone: 320-679-6440  
FAX: 320-679-6441  
e-mail: [coordinator@co.kanabec.mn.us](mailto:coordinator@co.kanabec.mn.us)

## **SPECIFICATIONS**

## **REQUEST FOR PROPOSAL: REAL ESTATE BROKERAGE PROFESSIONAL SERVICES**

### **A. SCOPE OF SERVICES**

The successful firm shall agree to contract with Kanabec County to provide the following:

- Perform market analysis
- Develop and implement strategies for sale of property
- Work with the County staff to negotiate the sale of the property with buyers/prospects
- Comply with MN Statute 373.01 regulations
- Coordinate real estate transaction closings
- Handle all other customary activities and services associated with real estate transactions. Attendance and presentations at meetings of Board of Commissioners may be required.

### **B. BROKER'S QUALIFICATIONS**

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State Real Estate Commission.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have experience with residential and shoreland zoning and properties.

### **C. INSURANCE REQUIREMENTS**

For proposal purposes, proposers must submit copies of certificates of insurance for general liability and workers compensation. The successful contractor must provide original certificates prior to commencing services.

### **D. FEE SCHEDULE**

The proposed fee schedule shall include the following items:

- State your commission rate for selling properties for all situations.

### **E. TERM OF CONTRACT**

The contract period for the successful broker/firm will be project specific not to exceed one year with renewable options up to three additional one year terms. The contract may be terminated by either party with 60 (sixty) days prior notice.

#### **F. EVALUATION AND AWARD PROCESS**

Issuance of this RFP and receipt of proposals does not commit the County to award a contract. Kanabec County reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

#### **G. ORAL PRESENTATION/INTERVIEWS**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted.

Interviews are optional and may or may not be conducted.

#### **H. SELECTION CRITERIA**

1. Knowledge of local real estate market and surrounding region.
2. Residential and commercial real estate experience, qualifications and references.
4. Proven real estate track record.
6. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP.
7. Fee schedule