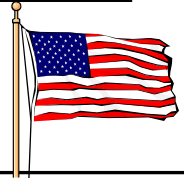




Kanabec County Board of Commissioners

Regular Meeting Agenda The Meeting of February 4, 2020

To be held at: County Board Room
(Room 164 at the main courthouse lobby, Maple Ave Entrance)
County Courthouse, 18 North Vine St, Mora, MN 55051



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

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

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

- 9:00am a. Pledge of Allegiance
b. Agenda approval
- 9:05am Recess county board to a time immediately following the PHB.
Public Health Board
- 9:30am Tracy Gullerud, Court Administrator Introduction
- 9:45am Todd Eustice, Probation Director- East Central Juvenile Detention Center contract and bill
- 10:00am Brian Smith, Sheriff
- a. BCA Human Trafficking Investigator's Task Force JPA
 - b. Emergency Management Performance Grant Agreement renewal
 - c. Food Service Management Agreement
 - a. 2020
 - b. Oct 2019- Jan 2020
 - d. Quarterly Sheriff's Report
 - e. Lease vs. buy squad cars
 - f. County Road 26 update

10:30am Public Comment

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
4. Consent Agenda
 - a. SCORE Claims, December
 - b. Gambling Permit, NWTF Northern Tough Toms
 - c. Gambling Permit, Pheasants Forever
 - d. Gambling Permit, Mora Traveling Baseball Association
 - e. Request to donate 6 used chairs (scheduled for disposal) to Mora Open Repeater Association
5. Gambling Policy with revisions
6. Welia Restated Bylaws
7. Former Jail Facility
8. Commissioner Reports
9. CLOSED SESSION-NEGOTIATIONS (This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
10. Future Agenda Items
11. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday, February 4, 2020
9:30 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
 - Staffing
 - New Case Management Nurse
 - Home Health Aide positions
 - Annual Reporting/MDH Deliverables
 - Statewide Health Improvement Partnership (SHIP) Work Group Participation
 - Statewide Community Health Services Advisory Committee (SCHSAC) Talking Points
 - See attached page 3
 - Transit
 - See Attached chart page 4
4. Telecommuting Request
 - Action Requested
 - See attached Telecommuting Policy, Agreement and resolution page 5-14
5. Financial Reports – see attached
 - Trial Balance page 15-17
 - December Financial Report page 18-19
6. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 20-29
7. Other Business
8. Adjourn

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

Community Health Report

Staffing:

The new nurse started in Case Management on January 13, 2020.

The most recent advertising for Home Health Aide openings resulted in four applications. We are hopeful that we will find a couple of good candidates to hire.

Annual Reporting/MDH Deliverables:

The final push is on to put the finishing touches on the grant deliverables (Strategic Plan, Community Health Assessment and Community Health Improvement Plan) and prepare the annual reporting for the Minnesota Department of Health. All are due March 31.

SHIP Work Group Participation

Two Kanabec County staff are taking part in the statewide SHIP planning. The Director is part of the Funding, Scope of Work and Requirements work group and Lori Swanson is a part of the Communications Work Group. Both groups will develop recommendations to inform SHIP's work priorities and functions over the next five year contract cycle (2021-2026).

State Community Health Services Advisory Committee Talking Points

- Please refer to the attached page of notes.

Transit:

2019 Ridership on the bus increased by 6% over 2018 in Kanabec County with a total of 30,893 rides given. Of those riders, 35% were disabled, 18% senior citizens, 39% were other adults, 2% youth/students, and 7% were children. Please see the attached chart for the types of trips provided.

- See attached chart for additional information

Volunteer driver miles increased by approximately 1% between 2018 and 2019.

State Community Health Services Advisory Committee (SCHSAC)

Take Home Points to Share

Friday, December 13, 2019

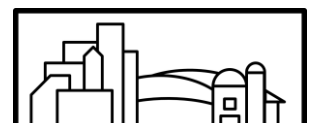
SCHSAC highlights

- SCHSAC is a valuable partnership between MDH and community health boards. In 2020, the advisory committee will make improvements to its operating procedures, structure and membership support.
- The statewide full-scale exercise, federally required every five years, will take place on June 17, 2020, using an anthrax response scenario. Community health boards, tribal health departments and regional Healthcare Coalitions are preparing for this event.
- Children need connection with their incarcerated parents. Counties have a unique opportunity to break the cycle and change outcomes.
 - These children and their families are generally not supported or even identified by service systems.
 - SCHSAC approved a report and recommendations to continue working with the Minnesota Sheriff's Association to increase awareness and collaborate across county departments and community organizations.
 - More information at www.health.state.mn.us/schsac under Workgroups.
- The election for 2020 SCHSAC Chair-Elect and selection of Regional EC Member and Regional EC Alternate for 2020 will take place at the next quarterly meeting on March 27, 2020.

News from the Health Commissioner

- Commissioner Malcolm is co-chairing the Health and Human Services Blue Ribbon Commission. The focus is on building greater efficiencies, savings and better outcomes for Minnesotans. Olmsted County Commissioner Sheila Kiscaden represents SCHSAC. More information available at <https://mn.gov/dhs/hhsbrc/>
- Commissioner Malcolm has convened the 21st Century Leadership Council to lead efforts to strengthen and transform Minnesota's system of state, local, and tribal public health departments. Find more at www.health.state.mn.us/schsac.
- MDH and public health leaders from eight tribal nations met in November 2019 to initiate a series of conversations about foundational public health responsibilities from a tribal perspective.
- Governor's budget comes out in March. During this bonding session, MDH will seek to repair the Public Health Lab, which provides services at the local, state, and national level.

SCHSAC contact: Becky Buhler, MDH, becky.buhler@state.mn.us or 651-201-5795

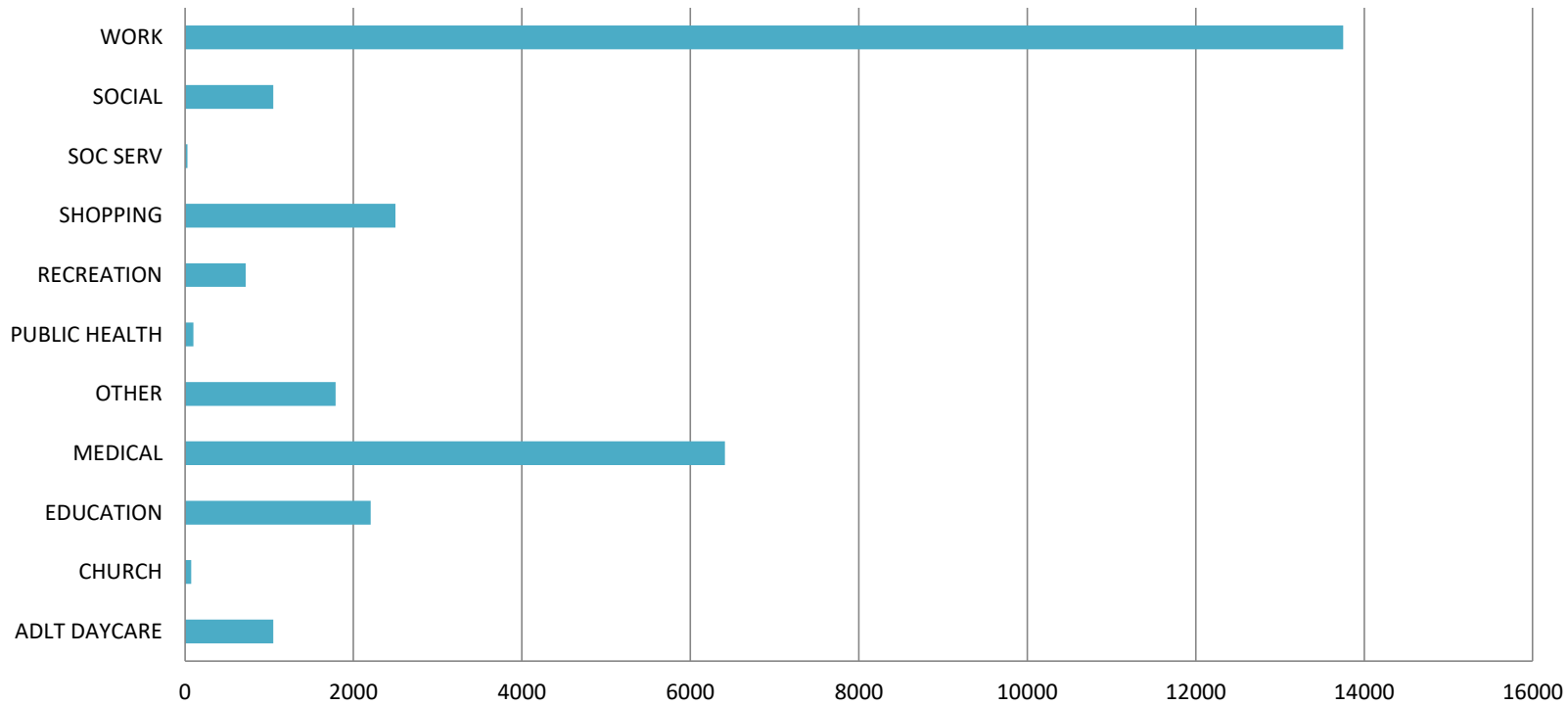


2019 2018

ADLT DAYCARE	1048	1759
CHURCH	74	123
EDUCATION	2204	1006
MEDICAL	6410	7437
OTHER	1787	4285
PUBLIC HEALTH	101	22
RECREATION	720	974
SHOPPING	2498	3819
SOC SERV	30	45
SOCIAL	1048	2755
WORK	13749	27116
	29669	51359

**Work includes trips to:
Disability Employment and Support Services
General Employment

Chart Title



	ADLT DAYCARE	CHURCH	EDUCATION	MEDICAL	OTHER	PUBLIC HEALTH	RECREATION	SHOPPING	SOC SERV	SOCIAL	WORK
Series1	1048	74	2204	6410	1787	101	720	2498	30	1048	13749

Telecommuting

I. POLICY STATEMENT

Kanabec County recognizes that there are limited circumstances in which it may need to provide options to the normal work environment in a manner that efficiently utilizes technology without compromising customer service or employee productivity.

To accomplish this, the County permits telecommuting in certain situations as an alternative work arrangement for County employees. The County's telecommuting program is not intended to be an option for most employees, and will only be approved in situations which warrant an alternative to normal work hours and when it benefits the County and its citizens.

II. DEFINITIONS

- A. Telecommuting:** To work all or part of the standard work week at an alternate site on a regular scheduled basis.
- B. Eligible participants:** Employees who have been recommended for telecommuting by the Department Head and approved by the County Board.
- C. Telecommuting Agreement:** A document that describes a specific alternative work site arrangement agreed to between the employee and the County Board.
- D. Core hours:** Those work hours during which the employee must be available for contact by the employer.

III. PURPOSE

This policy will define the Kanabec County telecommuting program and the guidelines and rules under which it will operate. It is intended to provide a general framework for county departments. Telecommuting in all Kanabec County departments is expected to comply with the following policy, while recognizing that special conditions or needs may exist that require additional policy at the departmental level.

IV. REMOTE ACCESS

Arrangements for remote access through a high speed internet connection will be subject to review and approval of the Information Systems Director to assure the security and the integrity of the Kanabec County computer network.

V. JOB CHARACTERISTICS

- Most job tasks do not require frequent direct contact with other employees
- Clearly defined tasks and deliverables
- Measurable work activities that can be monitored
- Established time frames and work points to achieve objectives and measure progress
- Many job tasks require concentration in a quiet setting
- Job can be performed without close supervision
- Job does not require access to special equipment only available at the regular work site
- Most communication in this position can be accomplished using technology rather than face-to-face contact
- Work environment must be free from excessive distractions

VI. EMPLOYEE CHARACTERISTICS

- Employees who have been recommended for telecommuting by the Department Head and approved by the County Board
- Proven ability to perform and proven job knowledge
- Ability to work independently and efficiently
- Self-motivated and self-disciplined
- Has a strong desire to make telecommuting work
- Above average work skills such as good planning, efficient time management, high level communication skills, ability to meet clear standards and objectives, comfort in working alone
- Must have a home environment conducive to a proper work atmosphere if working from home
- Can develop a protection process to maintain confidentiality and privacy at the telecommuter site
- Ability to troubleshoot and repair computer system problems of moderate complexity

VII. OFFICE SETUP

A. Hardware

1. Hardware furnished by the County will be in accordance with the telecommuting agreement.
2. When the telecommuting agreement is terminated for any reason all county-owned equipment must be returned and inventory taken to ensure everything is returned and in good repair.
3. The employee is responsible for the equipment and must immediately report any damages. The employee must take precautions to insure all equipment integrity.
4. If equipment malfunctions occur and work at home cannot be performed, other assignments will be given and the employee may be required to return to his or her regular office location.
5. The County's Electronic Data Policy (P-124) controls issues of personal usage of county-owned equipment.

B. Software

1. The County will provide all software.
2. The employee may not duplicate County software for personal use.
3. The Information Systems Department will maintain a record of county-owned software, hardware, and other property located at an alternate work location. A copy will be provided to the employee's supervisor.
4. No software may be run on county-owned equipment that is not approved by the Information Systems Department. The County may inspect any county-owned equipment and its contents.
5. The Information Systems Department will furnish anti-virus software for use by all telecommuters.

C. Copyright / Intellectual Property

1. The use of software, data, and supplies provided by the county at the remote site is limited to authorized persons and for purposes related only to business for the County.
2. All software, written documents, and other materials designed or developed by the employee on county time or with county equipment are considered the property of the county, whether it is on a county site or not.

D. Furnishings / Ergonomics

1. The employee is responsible for all costs of maintaining a home office, including: electricity, heating, property taxes, insurance and all other costs relating to the use of a home office.
2. The employee must provide his or her own ergonomically correct office furniture in the home office. The County must inspect and approve or office furniture prior to use.

E. Certification of Designated Workplace

1. The telecommuter is responsible for establishing and maintaining adequate workspace at the home location.
2. The workspace must accommodate equipment needed for work while telecommuting.
3. The space must be maintained in a safe condition, free from hazards and other dangers to the employee and to county-owned property.
4. The work environment must be free from excessive distractions.
5. On-site inspections may be conducted by the County's staff to determine whether all criteria have been met to fully integrate the workspace into an extension of the County.
6. County personnel may inspect the telecommuting worksite at any time during core work hours unless the employee has notified the agency that leave time is being taken.
7. If the employee refuses to consent to the inspections the telecommuting agreement may be terminated.

VIII. DOWNTIME

- A. The telecommuter must inform the Information Systems Department of equipment failure immediately.

- B. The supervisor may require the employee to come in and continue working or be assigned other duties until necessary repairs are made.
- C. Repeated circumstances of equipment failure, if owned by the employee, may be cause for termination of the telecommuting agreement.

IX. WORK SCHEDULE

- A. The work schedule of the telecommuter will be determined by the supervisor and made part of the Telecommuting Agreement.
- B. Core hours will be established during which the employee must be available for contact.
- C. The employee will be expected to attend all assigned office meetings related to the performance of his or her job, including meetings held on a telecommuting day.
- D. Telecommuters must notify their office if they leave their telecommuting location during established core hours.
- E. Work hours, overtime compensation and vacation schedules will conform to county policy and to terms otherwise agreed upon by the employee and the supervisor.
- F. If a telecommuter is sick during telecommuting hours, the telecommuter must report those hours worked and use sick leave, vacation or personal leave for hours not worked.
- G. The supervisor may require the employee to provide documentation concerning arrangements for dependent care during scheduled work hours.
- H. No County or work related meetings should be held at the telecommuting site without prior approval by the employee's supervisor.
- I. Telecommuting is not a substitute for dependent care.
- J. If a Telecommuter is found to be unavailable during scheduled hours the Telecommuting Agreement may be terminated.

X. SUPPLIES/INVENTORY MANAGEMENT/EXPENSES

- A. The county will provide the employee with the necessary supplies using normal office supply procurement procedures.
- B. Employees may not purchase supplies independently and seek reimbursement unless pre-authorized by their supervisor.
- C. Any telecommuting expenses not specifically covered in this policy will be addressed on a case-by-case basis between the employee and supervisor.

- D. Mileage to and from the employee's assigned office or home is not subject to reimbursement even if the employee is required to be in the office on a telecommute day.
- E. The telecommuter agrees that all county-owned property will be returned to the County at the County's request.

XI. TAXES AND LIABILITY

- A. Tax implications, local ordinance and zoning issues related to the home workspace shall be the responsibility of the telecommuter.
- B. An employee remains liable for injuries to third persons and/or family members on the employee's premises, including employee's remote workspace.
- C. An employee is covered by the County Workers' Compensation insurance policy while in telecommuting status and conducting county business. Any work injury that occurs must be reported to the supervisor immediately, using the County's standard injury reporting process.
- D. The employee's home is considered a work site only during scheduled working hours for purposes of Workers' Compensation.
- E. The County does not assume any liability for loss, damage or wear of employees owned equipment, furniture, etc. including: normal wear on home furnishings, any damage resulting from the installation of additional telephone lines, as well as any accidental damages due to the failure of the County equipment.
- F. The County will bear responsibility for repairing county-owned equipment in a timely manner.
- G. The County is responsible for insuring county-owned equipment.
- H. The telecommuting employee has the same responsibility for taking appropriate steps to minimize damage to county-owned property at the home site as at the office site.

XII. DATA SECURITY

- A. All county-owned software, data, and completed work must be backed up on a regular basis and stored separately.
- B. The employee and supervisor should discuss the type and form of data which will be taken to and from the alternate work site and agree on the security and transfer process necessary to meet the needs of their division.
- C. Telecommuting employees must provide reasonable security of data and information they carry to and from their office site.

- D. Disclosure of private or confidential data related to telecommuting is grounds for terminating the Telecommuting Agreement as well as other disciplinary action.

XIII. TELECOMMUTING AGREEMENT

- A. The employee, supervisor and Information Systems Director will be required to sign a Telecommuting/Extended Workplace Agreement (Attachment A) setting forth the terms and conditions of the telecommuting arrangement.
- B. The Telecommuting Agreement must be discussed and renewed annually, or whenever there is a major job change (such as a promotion), or whenever the employer or supervisor changes positions. Because telecommuting was selected as a feasible work option based on a combination of job characteristics, employee characteristics, and supervisor characteristics, a change in any one of these elements may require a review of the telecommuting arrangement.
- C. Telecommuting is a work arrangement between an individual employee and his/her supervisor. The telecommuter has no automatic right to telecommute. A supervisor has no authority to require an employee to telecommute unless it was a condition of employment or a requirement of the job description. Telecommuting employees and new supervisors are encouraged to continue telecommuting arrangements by mutual agreement; neither is required to continue a telecommuting arrangement when it is not in the best interests of either or both.

XIV. ASSESSMENT AND EVALUATION

The Information Systems Department will evaluate the effectiveness of the telecommuting program annually as it relates to the County's information systems and network.

TELECOMMUTING/EXTENDED WORKPLACE AGREEMENT

AS A KANABEC COUNTY TELECOMMUTER/EXTENDED WORKPLACE EMPLOYEE, I UNDERSTAND AND AGREE TO THE FOLLOWING:

1. I agree to perform services for Kanabec County (the County) as a Telecommuter/Extended Workplace Employee. I understand that this Agreement is voluntary and may be suspended or terminated at any time, by the County or me, with or without cause. I agree to report to my County work location, as required by my supervisor, for department meetings, trainings, etc.
2. I agree that the County must perform a site inspection prior to beginning work from the remote workplace. In addition, I agree to remedy any deficiencies identified from that inspection prior to beginning work from the remote work location.
3. I agree that my duties, obligations, responsibilities and conditions of employment with the County remain unchanged. My salary, retirement, benefits, and insurance coverage remains unchanged.
4. I agree that my work hours, overtime compensation (if any), vacation, sick leave and other terms and conditions of employment will conform to the current collective bargaining agreement and/or personnel policy as applicable.
5. I agree to restrict use of County provided equipment, software, data, supplies and furniture, located in my remote work site, to solely my use for purposes of conducting County business.
6. I agree to designate a remote work space, subject to the approval of my supervisor. I will protect the work space from hazards and dangers.
7. I agree to abide by the County's policies covering information, security, software, licensing and data privacy, as well as the requirements set forth in Minnesota's Government Data Practices Act and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
8. I agree that authorized County representatives can make on-site visits to my remote work location, without notice to me, to determine that the work area is suitable, safe, and free from hazards, and to maintain, repair, inspect, or retrieve County-owned equipment, software, data, and/or supplies.
9. I understand that, subject to the limitations in Minn. Stat. §466.04, the County is required by Minn.Stat. §466.07, Subd. 1, to defend and indemnify any of its officers and employees for damages, including punitive damages, claimed or levied against the officer or employee, provided that the officer or employee: (1) was acting in the performance of the duties of the position; and (2) was not guilty of malfeasance in office, willful neglect of duty, or bad faith.

I agree to be liable for all injuries and damages to third persons and/or members of my family at my home location which are not subject to Minn. Stat. §466.07. I agree to indemnify, and hold harmless Kanabec County, its board, officers, employees, and agents, from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any injuries or damages of any kind occurring at my home location and which are not subject to Minn. Stat. §466.07.

10. I understand that my remote work space is considered an extension of my County work space and therefore any injuries I may sustain in my remote work space during the course and scope of my employment is governed by the provisions of state worker's compensation laws. If I have a job-related accident during my remote work hours, I will report it to my supervisor immediately. In the event of an accident or injury, the County shall be permitted to make an immediate inspection and investigation of the circumstances of the injury.
11. I agree that any software, products, documents, reports, or data created as a result of my work related activities are owned by the County.
12. I agree to return all County-owned equipment, software, products, documents, and data if I leave my employment with Kanabec County or requested to do so by my supervisor. I agree to reimburse the County for any of the foregoing which is not returned. I further understand if I leave County employment, any amount owed for unreturned property will be deducted from any amounts due me.
13. I agree to comply with all State laws and County policies, including the safety policy telecommuting policy. I understand that failure to comply may result in loss of telecommuting/extended work place privileges and/or disciplinary measures, up to and including termination.
14. I agree that my performance will be monitored quarterly and performance objectives will be established by my supervisor, who will determine if performance expectations have been met.

Employee

Date

Supervisor

Date

Department Head

Date

CERTIFICATION

I, the undersigned, being the duly appointed recording officer of the County of Kanabec, State of Minnesota, certify that this Telecommuting/Extended Workplace Agreement was approved by the Kanabec County Board of Commissioners in the minutes of the _____ County Board of Commissioners meeting, these original records of Kanabec County being in my custody.

Certified this _____ day of _____, 20__.

County Coordinator

Kanabec County Community Health # 2/4/2020
Telecommuting Agreement Resolution

WHEREAS, Kanabec County Community Health has received a request for telecommuting, and

WHEREAS, the request is to permit a skilled employee to work with an alternative work arrangement, and

WHEREAS, the request has been reviewed by the Personnel Director and the Information Systems Director and does fall within the guidelines of the Telecommuting Policy.

THEREFORE BE IT RESOVLED, the Kanabec County Community Health Board approves the telecommuting agreement with Kate Mestnik for up to 120 days (4 months) as we can accommodate during the alternative work arrangement.

**** Kanabec County ****



As of Date: 12/2019
Report Basis: 2 1 - Cash
 2 - Modified Accrual
 3 - Full Accrual

Save Report: N

Comment:

FUND Range From 15 Thru 15

*** Kanabec County ***



Sheila
1/30/20 10:14AM

TRIAL BALANCE REPORT
As of 12/2019

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

Account		Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
-----Assets-----					
1001	Cash	769,512.53	85,507.79 -	469,803.95 -	299,708.58
1003	Audit Adjustments To Cash	5,029.33	0.00	5,029.33 -	0.00
1110	Taxes Receivable - Prior & Delinquent	11,027.23	0.00	11,027.23 -	0.00
1201	Accounts Receivable (Acc)	166,044.05	0.00	166,044.05 -	0.00
1261	Due From Other Funds (Acc)	14,655.45	0.00	14,655.45 -	0.00
1281	Due From Other Governments (Acc)	240,605.31	0.00	240,605.31 -	0.00
Total Assets		1,206,873.90	85,507.79 -	907,165.32 -	299,708.58
---Liabilities and Balance-----					
Liabilities					
2020	Accounts Payable	0.00	0.00	523.17 -	523.17 -
2021	Accounts Payable (Acc)	38,577.73 -	0.00	38,577.73	0.00
2030	Salaries Payable	121,929.22 -	0.00	121,929.22	0.00
2091	Due To Other Funds (Acc)	13,652.76 -	0.00	13,652.76	0.00
2100	Due To Other Governments	8,222.18 -	0.00	8,222.18	0.00
2101	Due To Other Governments (Acc)	31,293.93 -	0.00	31,293.93	0.00
2230	Deferred Inflows	11,027.23 -	0.00	11,027.23	0.00
Total Liabilities		224,703.05 -	0.00	224,179.88	523.17 -
Fund Balance					
2881	Assigned Fund Balance	982,171.08 -	0.00	0.00	982,171.08 -
2910	Revenue Control	0.00	170,015.25 -	3,489,170.18 -	3,489,170.18 -
2925	Expenditure Control	0.00	255,523.04	4,172,155.62	4,172,155.62
Total Fund Balance		982,171.08 -	85,507.79	682,985.44	299,185.64 -
Total Liabilities and Balance		1,206,874.13 -	85,507.79	907,165.32	299,708.81 -
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
1/30/20 10:14AM

15 Community Health Fund

Account

15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 12/2019

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 December 2019

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
Pilt/flex pay/misc expenses VISA											
Exp	0		-8,957.00	-9,381.00	0.00	9,063.00	0.00	0.00	-9,063.00	0.00	688.86
Rev	0		98.29	0.00	0.00	0.00	0.00	0.00	0.00	98.29	0.00
Local Public Health Infrastructure											
Exp	364,672.00	98.92%	360,718.00	59,231.65	39,336.87	36,227.68	23,586.46	21,831.56	27,882.31	23,763.37	33,550.16
Rev	396,052.00	100.44%	397,806.18	5,029.33	30,800.77	0.00	3,800.00	164,358.30	10,726.42	14,828.98	57.70
Prevent Infectious Disease											
Exp	32,983.00	84.68%	27,928.66	1,562.07	1,822.23	1,638.36	951.06	1,532.66	1,711.86	599.89	3,381.28
Rev	32,750.00	63.92%	20,932.29	153.63	1,630.94	3,120.40	36.78	1,770.76	0.00	2,565.70	171.40
Environmental Health											
Exp	9,454.00	7.78%	735.50	15.90	0.00	146.35	0.00	99.30	31.80	264.52	71.95
Rev	25.00	80.00%	20.00	0.00	0.00	3.00	0.00	0.00	5.00	6.00	0.00
Healthy Communities-Adult Health											
Exp	313,447.00	89.70%	281,152.62	26,298.66	20,251.60	29,655.55	23,608.06	20,310.81	31,100.21	19,839.12	24,894.27
Rev	325,503.00	97.92%	318,746.38	35,231.53	18,402.41	16,805.87	36,364.94	28,105.04	906.81	50,104.63	18,006.26
Healthy Communities-Health Improvement											
Exp	563,214.00	99.87%	562,464.01	42,709.01	41,196.58	50,405.79	38,297.20	46,056.54	25,007.80	71,102.73	50,269.59
Rev	573,947.00	98.02%	562,594.61	84,340.53	45,505.33	1,862.64	86,121.84	55,415.76	14,131.73	77,357.90	26,402.77
Healthy Communities-Family Health											
Exp	778,219.00	91.30%	710,497.18	54,501.58	53,799.44	71,400.99	54,931.78	56,605.24	62,340.54	73,738.00	74,454.21
Rev	827,852.00	103.57%	857,412.49	101,371.57	94,342.90	55,060.19	124,673.09	44,553.59	51,167.80	129,517.55	71,273.81
Emergency Preparedness											
Exp	34,285.00	69.93%	23,976.67	3,577.77	3,314.94	4,701.07	2,093.48	50.89	433.62	50.89	1,569.96
Rev	35,072.00	71.43%	25,050.35	5,700.05	3,804.71	0.00	0.00	12,385.36	0.00	0.00	43.47
Assure Access-Case Management											
Exp	306,064.00	106.61%	326,305.41	31,395.61	23,833.56	32,827.22	23,324.16	22,938.90	25,840.86	29,477.44	36,346.34
Rev	332,900.00	89.74%	298,747.78	21,082.59	18,256.65	23,362.04	30,910.98	44,037.78	13,466.28	15,722.21	21,911.20
Assure Access-Home Care											
Exp	782,763.00	121.26%	949,203.72	69,583.20	83,152.14	100,456.27	63,257.22	61,643.39	96,378.33	58,981.59	94,957.68
Rev	661,000.00	65.27%	431,461.28	22,075.25	31,699.32	53,613.26	15,570.55	47,561.79	25,418.05	64,719.45	25,132.19
h Country Health Alliance											
Exp	0.00		1,163,066.00	0.00	0.00	1,000,000.00	0.00	163,066.00	0.00	0.00	0.00
Rev	0.00		1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00
Agency Totals											
Exp	3,185,101.00	138.05%	4,397,090.77	279,494.45	266,707.36	1,336,522.28	230,049.42	394,135.29	261,664.33	277,817.55	320,184.30
Rev	3,185,101.00	122.85%	3,912,869.65	274,984.48	244,443.03	153,827.40	1,297,478.18	398,188.38	115,822.09	354,920.71	162,998.80

amount has changed

75.00%	83.33%	91.67%	100.00%	
September	October	November	December	
<u>outstanding payments/payments not yet posted</u>				
-582.86	0.00	0.00	318.00	CTC
0.00	0.00	0.00	0.00	DFC 16,503.87
				FAP 381.76
23,221.68	23,463.17	26,522.68	22,100.41	LCTS 12,000.00
0.00	128,504.42	21,262.21	18,438.05	LPHG
				MCH 11,407.39
2,987.75	4,083.43	5,263.52	2,394.55	MIECHV 28,984.52
1,343.44	213.10	6,999.18	2,926.96	PHEP 6,678.87
				RPC 27,171.00
50.88	0.00	38.90	15.90	SHIP 83,079.99
0.00	6.00	0.00	0.00	TANF 6,592.21
				WIC 8,781.00
23,354.77	20,369.60	19,590.00	21,879.97	MIIC 432.28
42,432.53	29,604.09	33,983.92	8,798.35	CMCOA
				MN Choice 3,125.00
38,980.25	66,060.25	43,979.21	48,399.06	Admin asst 2,593.37
3,511.61	105,665.40	31,993.21	30,285.89	mental hltf 7,646.84
				Suicide Pre 1,902.69
51,757.40	55,737.73	49,665.11	51,565.16	MHIG 25,672.44
73,868.91	44,715.18	4,780.73	62,087.17	Home care 147,934.68 estimate only see note below
1,310.84	2,035.51	1,881.23	2,956.47	390,887.91
0.00	0.00	3,026.13	90.63	
25,488.45	25,202.65	25,340.08	24,290.14	
9,030.57	12,914.75	61,543.07	26,509.66	SCHA Connector - We get reimbursed twice a year. Not included above.
97,076.18	65,582.89	73,952.59	84,182.24	
53,235.67	36,783.99	34,773.22	20,878.54	
				Home Care-This is the billed amount and we are paid a
0.00	0.00	0.00	0.00	percentage of that and that percentage varies by
0.00	0.00	0.00	0.00	paysource. Also, VA may pay up to two years after the
				date of service.
263,645.34	262,535.23	246,233.32	258,101.90	
183,422.73	358,406.93	198,361.67	170,015.25	

Board Meeting 02/04/20

Abstract Totals for Commissioner Vouchers

Board Meeting 02/04/20	Amount	Vendors	Transactions
Abstract #1	64,588.43	49	115
Abstract #2			
Totals	64,588.43	49	115

Abstract Totals for Auditor Vouchers

Board Meeting 02/04/20	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
44	434 Ability Network Inc					
	15-484-487-8450-6211		61.74	January billing svc/elig	20M-0007868	Services & Charges N
45	15-484-487-8453-6211		185.21	January billing svc/elig	20M-0007868	Services & Charges N
43	15-484-493-8452-6211		154.34	January biling svc/elig	20M-0007868	Services & Charges N
42	15-484-496-8447-6211		216.06	January billing svc/elig	20M-0007868	Services & Charges N
	434 Ability Network Inc		617.35	4 Transactions		
	538 Berg/Ashley					
83	15-484-496-8447-6331		26.45	January home care mileage		Mileage & Meals N
103	15-484-496-8447-6331	P	3.48	December home care mileage		Mileage & Meals N
	538 Berg/Ashley		29.93	2 Transactions		
	185 Bergstadt/Jennifer					
82	15-484-496-8449-6331		228.85	January HHA mileage		Mileage & Meals N
102	15-484-496-8449-6331	P	10.44	December HHA mileage		Mileage & Meals N
	185 Bergstadt/Jennifer		239.29	2 Transactions		
	2736 Bernhardt/Maria					
79	15-484-487-8451-6331		9.20	January HP mileage		Mileage & Meals N
80	15-484-487-8453-6331		1.15	January MIECHV mileage		Mileage & Meals N
81	15-484-487-8457-6331		1.15	January MCH mileage		Mileage & Meals N
	2736 Bernhardt/Maria		11.50	3 Transactions		
	1396 Biever/Laurie					
78	15-484-496-8449-6331		274.28	January HHA mileage		Mileage & Meals N
	1396 Biever/Laurie		274.28	1 Transactions		
	3094 Burski/Kathy					
77	15-484-450-0000-6331		156.25	January admin mileage		Mileage & Meals N
	3094 Burski/Kathy		156.25	1 Transactions		
	981 Champ Software					
1	15-484-450-0000-6341		18,740.00	14 w/ HC NN licenses	52818	Rental & Service Contracts Copier N
				03/01/2020 02/28/2021		
	981 Champ Software		18,740.00	1 Transactions		
	1124 Control Solutions, Inc.					
29	15-484-469-8440-6432		498.00	Hep A mini grant-data logger		Medical Supplies N
30	15-484-469-8440-6432		24.13	Hep A mini grant shipping		Medical Supplies N
37	15-484-469-8440-6432		100.00	P/N LT 1001	CS9526	Medical Supplies N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
1124	Control Solutions, Inc.		622.13	3 Transactions			
76	1388 Elfstrum/Brenda		270.83	January HHA mileage		Mileage & Meals	N
101	15-484-496-8449-6331	P	22.62	December HHA mileage		Mileage & Meals	N
1388	Elfstrum/Brenda		293.45	2 Transactions			
86	3646 Felland/Becky		118.45	January home care mileage		Mileage & Meals	N
105	15-484-496-8447-6331	P	3.48	123119 home care mileage		Mileage & Meals	N
3646	Felland/Becky		121.93	2 Transactions			
106	3501 Fratzke/Michelle		28.75	January CM mileage		Mileage & Meals	N
107	15-484-496-8447-6331		8.05	January home care mileage		Mileage & Meals	N
3501	Fratzke/Michelle		36.80	2 Transactions			
74	1128 Glocke/Beverly		37.99	January HM mileage		Mileage & Meals	N
73	15-484-496-8449-6331		285.16	January HHA mileage		Mileage & Meals	N
100	15-484-496-8449-6331	P	22.62	December HHA mileage		Mileage & Meals	N
1128	Glocke/Beverly		345.77	3 Transactions			
2	21 Hampton Inn Duluth		298.00	lodging childrens MH conf	84689921	Mileage & Meals	N
3	15-484-485-8480-6331		44.34	tax childrens MH conf lodging	84689921	Mileage & Meals	N
21	Hampton Inn Duluth		342.34	2 Transactions			
4	4184 Health Dimension Rehabilitation Inc	P	8,475.72	December 2019 PT services		Services & Charges	N
5	15-484-496-8447-6211	P	1,660.62	December 2019 OT services		Services & Charges	N
6	15-484-496-8447-6211	P	154.52	Dec attempted visit credit		Services & Charges	N
4184	Health Dimension Rehabilitation Inc		9,981.82	3 Transactions			
7	324 Healthcare First		104.74	January 2020 HHCAHPS fee	162644	Services & Charges	N
324	Healthcare First		104.74	1 Transactions			
84	234 Holland/Jeff		279.45	January home care mileage		Mileage & Meals	N
15-484-496-8447-6331							

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
104	15-484-496-8447-6331	P	10.44	123119 home care mileage		Mileage & Meals	N
	234 Holland/Jeff		289.89	2 Transactions			
	12990 Innovative Office Solutions						
32	15-484-450-0000-6412		19.82	admin office supplies-envelope	IN2823416	Office Supplies	N
33	15-484-450-0000-6412		5.00-	credit inv 2416296 acct C40449	IN2823416	Office Supplies	N
31	15-484-485-8480-6411		90.90	RPC program supplies-binders	IN2823416	Program Supplies	N
	12990 Innovative Office Solutions		105.72	3 Transactions			
	3095 Isanti County Public Health						
34	15-484-485-8468-6880	P	2,059.46	Dec 2019 Hlthy eat/active live		Grant Admin- Pass thru	N
35	15-484-485-8468-6880	P	1,304.31	Dec 2019 tobacco strategy		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		3,363.77	2 Transactions			
	386 ITsavvy LLC						
8	15-484-485-8464-6411		89.97	HPC103XL notebook battery	01159957	Supplies	N
	386 ITsavvy LLC		89.97	1 Transactions			
	322 Kanabec County						
9	15-484-450-0000-6205	P	99.15	Q4 2019 admin postage		Postage	N
12	15-484-481-8481-6205	P	107.30	Q4 2019 PHNC postage		Postage	N
16	15-484-481-8482-6205	P	4.30	Q4 2019 Care Nav postage		Postage	N
15	15-484-485-8464-6205	P	22.55	Q4 2019 DFC postage		Postage	N
13	15-484-487-8451-6205	P	128.70	Q4 2019 HP postage		Postage	N
18	15-484-487-8453-6205	P	0.50	Q4 2019 MIECHV postage		Postage	N
10	15-484-487-8456-6205	P	59.95	Q4 2019 WIC postage		Postage	N
11	15-484-487-8457-6205	P	65.60	Q4 2019 MCH postage		Postage	N
14	15-484-487-8461-6205	P	576.60	Q4 2019 CTC postage		Postage	N
17	15-484-493-8452-6205	P	148.80	Q4 2019 CM postage		Postage	N
	322 Kanabec County		1,213.45	10 Transactions			
	653 Kanabec County Auditor						
46	15-484-450-0000-6331		64.86	January admn co vehicle use		Mileage & Meals	N
47	15-484-493-8452-6331		12.42	January CM co vehicle use		Mileage & Meals	N
	653 Kanabec County Auditor		77.28	2 Transactions			
	674 Kanabec County Family Services						
109	15-484-481-8446-6285		6,331.20	Knickerbocker January salary		Contracted Work - FS	N
111	15-484-481-8446-6285		962.36	Knickerbocker January hlth ins		Contracted Work - FS	N
112	15-484-481-8446-6285		474.84	Knickerbocker January PERA		Contracted Work - FS	N

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Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
113	15-484-481-8446-6285		467.77	Knickerbocker January FICA		Contracted Work - FS		N
110	15-484-481-8446-6331		25.29	Knickerbocker January mileage		Mileage & Meals		N
	674 Kanabec County Family Services		8,261.46	5 Transactions				
	132 Kanabec Publications							
19	15-484-496-8447-6412	P	98.00	250 CMS reg 0017 ICEP job	121952965	Office Supplies		N
	132 Kanabec Publications		98.00	1 Transactions				
	1236 MACMH							
28	15-484-485-8480-6289		340.00	child/adolescent MH conference	12368251	Staff Development		N
	1236 MACMH		340.00	1 Transactions				
	377 Marco Inc							
41	15-484-450-0000-6341		737.37	Sharp MX5070v copier agmt	0141357865000	Rental & Service Contracts Copier		N
	377 Marco Inc		737.37	1 Transactions				
	1143 McKesson Medical-Surgical Govt Solution							
49	15-484-469-8440-6432		118.38	DP&C supplies	73784027	Medical Supplies		N
48	15-484-496-8447-6432		88.90	home care supplies	73784027	Medical Supplies		N
115	15-484-487-8456-6432		5.62	WIC supplies	74939774 74946	Medical Supplies		N
114	15-484-496-8447-6432		36.47	home care supplies	74946218	Medical Supplies		N
	1143 McKesson Medical-Surgical Govt Solution		249.37	4 Transactions				
	198 Mille Lacs Co. Community & Veterans Ser							
20	15-484-485-8468-6880	P	2,942.83	Dec 2019 hlthy eat/active live		Grant Admin- Pass thru		N
21	15-484-485-8468-6880	P	2,942.84	Dec 2019 tobacco strategy		Grant Admin- Pass thru		N
	198 Mille Lacs Co. Community & Veterans Ser		5,885.67	2 Transactions				
	610 Minnesota Homecare Association							
22	15-484-496-8447-6289		99.00	Achieve PDGM code/bill webinar	200005338	Staff Development		N
	610 Minnesota Homecare Association		99.00	1 Transactions				
	1201 National WIC Association							
36	15-484-487-8456-6289		385.00	National WIC conf registration		Staff Development		N
				05/17/2020 05/20/2020				
	1201 National WIC Association		385.00	1 Transactions				
	1353 Nelson/Darla							
72	15-484-496-8449-6331		432.40	January HHA mileage		Mileage & Meals		N
99	15-484-496-8449-6331	P	38.86	December HHA mileage		Mileage & Meals		N

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
1353	Nelson/Darla		471.26	2 Transactions			
71	927 Neumen/Cami						
	15-484-496-8447-6331		243.23	January home care mileage		Mileage & Meals	N
	927 Neumen/Cami		243.23	1 Transactions			
53	52 Olson/Autumn						
	15-484-487-8450-6331		2.30	January TANF mileage		Mileage & Meals	N
54	15-484-487-8451-6331		9.20	January HP mileage		Mileage & Meals	N
55	15-484-487-8453-6331		135.70	January MIECHV mileage		Mileage & Meals	N
87	15-484-487-8453-6331	P	2.32	123119 MIECHV mileage		Mileage & Meals	N
56	15-484-487-8457-6331		25.30	January MCH mileage		Mileage & Meals	N
57	15-484-493-8452-6331		39.68	January CM mileage		Mileage & Meals	N
	52 Olson/Autumn		214.50	6 Transactions			
70	4074 Osterdyk/Dorothy						
	15-484-496-8449-6331		164.45	January HHA mileage		Mileage & Meals	N
98	15-484-496-8449-6331	P	34.80	December HHA mileage		Mileage & Meals	N
	4074 Osterdyk/Dorothy		199.25	2 Transactions			
23	632 Pine County Health & Human Services	P					
	15-484-485-8468-6880		2,780.60	Dec 2019 Hlty eat/active live		Grant Admin- Pass thru	N
24	15-484-485-8468-6880	P	3,185.00	Dec 2019 tobacco strategy		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		5,965.60	2 Transactions			
75	867 Pine Technical College						
	15-484-450-0000-6289		95.00	BLS instructor initial trng		Staff Development	N
	867 Pine Technical College		95.00	1 Transactions			
25	330 Prevent Child Abuse America						
	15-484-487-8453-6285		919.00	First half 2020 annual fee	MN012 20a	Contracted Work	N
	330 Prevent Child Abuse America		919.00	1 Transactions			
26	1313 Quill Corporation						
	15-484-450-0000-6412		138.44	admin office supplies	3664870	Office Supplies	N
39	15-484-450-0000-6412		307.61	admin office supplies	88580544	Office Supplies	N
40	15-484-487-8461-6412		203.69	CTC office supplies	88580544	Office Supplies	N
	1313 Quill Corporation		649.74	3 Transactions			
	2712 Raudabaugh/Carey						

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
69	15-484-493-8452-6331		77.63	January CM mileage		Mileage & Meals N
2712	Raudabaugh/Carey		77.63	1 Transactions		
1030	Ringler/Jennie					
68	15-484-496-8448-6331		6.33	January HM mileage		Mileage & Meals N
97	15-484-496-8448-6331	P	1.16	December HM mileage		Mileage & Meals N
67	15-484-496-8449-6331		161.00	January HHA mileage		Mileage & Meals N
96	15-484-496-8449-6331	P	23.78	December HHA mileage		Mileage & Meals N
1030	Ringler/Jennie		192.27	4 Transactions		
3174	Rosburg/Diane					
85	15-484-496-8447-6331		159.39	January home care mileage		Mileage & Meals N
95	15-484-496-8447-6331	P	17.86	December HHA mileage		Mileage & Meals N
3174	Rosburg/Diane		177.25	2 Transactions		
641	Ruttger's Bay Lake Lodge					
27	15-484-485-8480-6331		402.92	lodging/meals PCN training	L1606	Mileage & Meals N
				04/20/2020 04/22/2020		
641	Ruttger's Bay Lake Lodge		402.92	1 Transactions		
16326	Sarkisyan/Amber					
66	15-484-496-8449-6331		244.95	January HHA mileage		Mileage & Meals N
94	15-484-496-8449-6331	P	20.30	December HHA mileage		Mileage & Meals N
16326	Sarkisyan/Amber		265.25	2 Transactions		
494	SHI International Corp					
38	15-484-487-8453-6412		240.00	4 Smart AC adapter 6412	B11213411	Office Supplies N
494	SHI International Corp		240.00	1 Transactions		
1083	Swanson/Lori					
64	15-484-485-8468-6331		29.90	Jan all strategy SHIP mileage		Mileage & Meals N
65	15-484-485-8468-6331		5.18	Jan WW-hlty eat/activ lvg mile		Mileage & Meals N
1083	Swanson/Lori		35.08	2 Transactions		
1893	Tamarac Medical,Inc					
108	15-484-487-8451-6432	P	20.00	2 blood lead tests	101381	Medical Supplies N
1893	Tamarac Medical,Inc		20.00	1 Transactions		
462	Telander/Jenilee					
50	15-484-485-8480-6331	P	71.34	December RPC mileage		Mileage & Meals N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
51	15-484-485-8480-6331		January RPC mileage		Mileage & Meals	N
52	15-484-485-8480-6331		January meals/parking		Mileage & Meals	N
462	Telander/Jenilee		3 Transactions			
594	Wilttrout/Shari					
93	15-484-469-8440-6331	P	December DP&C mileage		Mileage & Meals	N
62	15-484-487-8450-6331		January TANF mileage		Mileage & Meals	N
63	15-484-487-8453-6331		January MIECHV mileage		Mileage & Meals	N
92	15-484-487-8453-6331	P	December MIECHV mileage		Mileage & Meals	N
594	Wilttrout/Shari		4 Transactions			
1233	Wojcik/Erica					
61	15-484-496-8449-6331		January HHA mileage		Mileage & Meals	N
91	15-484-496-8449-6331	P	December HHA mileage		Mileage & Meals	N
1233	Wojcik/Erica		2 Transactions			
452	Zaiser/Kelly					
58	15-484-487-8450-6331		January TANF mileage		Mileage & Meals	N
59	15-484-487-8453-6331		January MIECHV mileage		Mileage & Meals	N
89	15-484-487-8453-6331	P	Nov/Dec MIECHV mileage		Mileage & Meals	N
60	15-484-493-8452-6331		January CM mileage		Mileage & Meals	N
88	15-484-493-8452-6331	P	December TANF mileage		Mileage & Meals	N
90	15-484-493-8452-6331	P	December CM mileage		Mileage & Meals	N
452	Zaiser/Kelly		6 Transactions			
15 Fund Total:			64,588.43	Community Health Fund	49 Vendors	115 Transactions
Final Total:			64,588.43	49 Vendors	115 Transactions	

Sheila
1/30/20

10:22AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 9

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	64,588.43	Community Health Fund	
	All Funds	64,588.43	Total	Approved by,
			
			

9:45 Appointment

February 4, 2020

REQUEST FOR BOARD ACTION

a. Subject: East Central Juvenile Detention Center contract and bill	b. Origination: East Central Juvenile Detention Center in Lino Lakes
c. Estimated time: 15 minutes	d. Presenter(s): Todd Eustice

e. Board action requested:

f. Background:

Supporting Documents: None ☒

Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:00am Appointment

Item a.

February 4, 2020

REQUEST FOR BOARD ACTION

a. Subject: Human Trafficking Investigators Task Force JPA	b. Origination: State of MN
c. Estimated time: 5 minutes	d. Presenter(s): Sheriff Brian Smith

e. Board action requested:

WHEREAS, Kanabec County supports efforts to investigate and prosecute human trafficking and sexual exploitation of children; and

WHEREAS, the State of Minnesota, through the Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension (“BCA”) wishes to work with Kanabec County Sheriff’s Department to accomplish this goal and has provided a Joint Powers Agreement to formalize the participation in accomplishing said goal;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the Human Trafficking Investigators Task Force Joint Powers Agreement and authorizes the Board Chair, Sheriff and County Coordinator to sign said document on behalf thereof.

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

1/30/2020

Coordinators Comments:



STATE OF MINNESOTA HUMAN TRAFFICKING INVESTIGATORS TASK FORCE JOINT POWERS AGREEMENT

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the County of Kanabec on behalf of its Sheriff's Office, 18 N Vine, Suite 143, Mora, MN 55051-1348 ("Governmental Unit").

Recitals

Under Minnesota Statutes § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to investigate and prosecute human trafficking and sexual exploitation of children. The Governmental Unit wants to participate in the Minnesota Human Trafficking Investigators Task Force ("MNHITF") as an affiliate member.

Agreement

1. Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five (5) years from the Effective Date unless terminated earlier pursuant to clause 12.

2. Purpose

The Governmental Unit and BCA enter into this Agreement to make the Governmental Unit part of the Minnesota Human Trafficking Investigators Task Force that will use a three-pronged approach to combat human trafficking and the sexual exploitation of children: **prevention, education, and enforcement**. The BCA will provide a Senior Special Agent who will serve as the Commander of the task force.

3. Standards

The Governmental Unit will adhere to the MNHITF Standards identified below.

- 3.1 Investigate human trafficking crimes committed by organized groups or individuals related to child sexual exploitation, sex trafficking with a focus on minors being trafficked, and labor trafficking.
- 3.2 Investigators will follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants and civil and criminal forfeitures. Investigators will follow proper legal procedures in securing evidence, including electronic devices.
- 3.3 Investigators will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.
- 3.4 Investigators will use, as appropriate, a broad array of investigative technologies and techniques.
- 3.5 Investigators will interview and prepare reports of victim rescues and be able to direct those victims to appropriate public and private resources to help ensure their safety and integration back into society.
- 3.6 Affiliate Task Force members must be willing to respond and/or work jointly on human trafficking crimes within their jurisdiction and complete their assigned duties for the duration of the term of this Agreement.

- 3.7 Investigators must be licensed peace officers.
 - 3.8 Affiliate members will investigate cases involving cross-jurisdictional, high impact and/or organized groups involving human trafficking. The assignment may require investigators to travel to neighboring jurisdictions as investigations expand or as assigned by the task force commander.
 - 3.9 Affiliate members will be asked to participate in pro-active operations deterring sexual exploitation of children and rescuing victims of human trafficking primarily focused on minors with the goal of identifying their traffickers.
 - 3.10 Affiliate Task Force members will prepare an operational briefing sheet for each active operation, to be approved by the task force commander.
 - 3.11 Affiliate Task Force members will prepare investigative reports to be submitted to the task force commander. Affiliate members must submit statistics to the task force commander on a quarterly basis.
 - 3.12 Affiliate members are assigned to their home agencies and may request assistance and resources on a case-by-case basis as approved by the task force commander.
 - 3.13 Affiliate Task Force members will utilize the MNHITF deconfliction system to share and receive information to promote deconfliction with other agencies.
- 4. Responsibilities of the Governmental Unit and the BCA**
- 4.1 The Governmental Unit will:
 - 4.1.1 Conduct investigations in accordance with provisions of the MNHITF Standards, identified in clause 3 above, and conclude such investigations in a timely manner.
 - 4.1.2 Maintain accurate records of prevention, education, and enforcement activities, to be collected and forwarded quarterly to the BCA for statistical reporting purposes.
 - 4.1.3 Assign, on a part-time basis, one or more employees of the Governmental Unit as members to the MNHITF. All employees of the Governmental Unit assigned as members, and while performing MNHITF assignments, shall continue to be employed and directly supervised by the same Governmental Unit currently employing that member. All services, duties, acts or omissions performed by the MNHITF member will be within the course and duty of the member's employment and therefore covered by the Workers Compensation and other compensation programs of the Governmental Unit including fringe benefits.
 - 4.1.4 Make a reasonable good faith attempt to be represented at all scheduled MNHITF meetings in order to share information and resources among the MNHITF members.
 - 4.1.5 Participate fully in any audits required by the Minnesota Human Trafficking Task Force.
 - 4.1.6 Maintain an electronic deconfliction system for use by MNHITF Affiliate members.
 - 4.2 The BCA will:
 - 4.2.1 Provide a Senior Special Agent who will serve as the Commander of the Task Force.
 - 4.2.2 Review and approve or decline reimbursement requests under clause 5.1 within three (3) business days of the reimbursement request.
 - 4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a member as an employee of the Governmental Unit.
- 5. Payment**
- 5.1 Governmental Unit must first submit a written request for funds and receive written pre-approval for the funds from BCA.
 - 5.2 Governmental Unit must supply original receipts to be reimbursed on pre-approved requests. Approved reimbursement will be paid directly by the BCA to the Governmental Unit within thirty (30) calendar days of the invoice date with payment made to the Governmental Unit Authorized Representative's address listed below.

6. Authorized Representatives

The BCA's Authorized Representative is the following person or his successor:

Name: Jeffrey Hansen, Deputy Superintendent
Address: Department of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Street East
Saint Paul, MN 55106
Telephone: 651.793.7000
E-mail Address: jeff.hansen@state.mn.us

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

Name: Brian Smith, Sheriff
Address: 18 N Vine, Suite 143
Mora, MN 55051-1348
Telephone: 320-679-8400
E-mail Address: Brian.smith@co.kanabec.mn.us

If the Governmental Unit's Authorized Representative changes at any time during this Agreement, the Governmental Unit must immediately notify the BCA in writing/email.

7. Assignment, Amendments, Waiver, and Agreement Complete

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

8. Liability

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

9. Audits

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

10. Government Data Practices

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

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

11. Venue

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

12. Expiration and Termination

12.1 Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

12.2 Upon expiration or earlier termination of this Agreement, the Governmental Unit shall provide the MNHITF Commander all investigative equipment that was acquired under this Agreement.

13. Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

SWIFT PO Number: _____

**3. DEPARTMENT OF PUBLIC SAFETY;
BUREAU OF CRIMINAL APPREHENSION**

By: _____

(with delegated authority)

Title: _____

Date: _____

2. GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions or ordinances.

By: B. R. Smith

Title: Kanabec County Sheriff

Date: 1-30-20

4. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

10:00am Appointment

Item b.

February 4, 2020

REQUEST FOR BOARD ACTION

a. Subject: Emergency Management Performance Grant Agreement - Renewal	b. Origination: MN Department of Public Safety
c. Estimated time: 5 minutes	d. Presenter(s): Sheriff Brian Smith

e. Board action requested:

WHEREAS, Kanabec County was awarded an Emergency Management Performance Grant in 2019; and

WHEREAS, said grant requires annual renewal and budget updates;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the updated Emergency Management Performance Grant Agreement for 2020 and authorizes the Board Chair and County Coordinator to sign on behalf thereof.

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

1/30/2020

Coordinators Comments:



Minnesota Department of Public Safety ("State") Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101-2190	Grant Program: 2019 Emergency Management Performance Grant Grant Agreement No.: A-EMPG-2019-KANABECCO-035
Grantee: Kanabec County 18 North Vine Street Suite #261A Mora, MN 55051-1386	Grant Agreement Term: Effective Date: 01/01/2019 Expiration Date: 02/29/2020
Grantee's Authorized Representative: Kanabec County Sheriff's Office / Emergency Management ATTN: Sheriff Brian Smith 100 South Vine Street Mora, MN 55051-1550 Phone: 320-679-8400 E-mail: brian.smith@co.kanabec.mn.us	Grant Agreement Amount: Original Agreement \$ 17,116.00 Matching Requirement \$ 17,116.00
State's Authorized Representative: Kyle Temme Homeland Security and Emergency Management 445 Minnesota St., Suite 223 St. Paul, Minnesota 55101-2190 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA 97.042 FAIN: EMC-2019-EP-00002 State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2019 Emergency Management Performance Grant Application ("Application") which is incorporated by reference into this grant agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2019 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/egrants>), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Agreement No. A-EMPG-2019-KANABECCO-035 / PO# 3000064280

2. GRANTEE

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

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

2019 (EMPG) Emergency Management Performance Grant

Organization:
Kanabec County

Budget Summary (Report)

EXHIBIT A
A-EMPG-2019-KANABECO-035

Budget		
Budget Category	Award	Match
Planning		
Cell Phone	\$610.00	\$0.00
Membership Dues	\$190.00	\$0.00
Planning-Travel, meals, lodging	\$1,000.00	\$0.00
Salary and Fringe	\$14,496.00	\$17,116.00
Supplies - Office	\$120.00	\$0.00
Total	\$16,416.00	\$17,116.00
Exercise		
Training - Travel, meals, lodging	\$700.00	\$0.00
Total	\$700.00	\$0.00
Total	\$17,116.00	\$17,116.00
Allocation	\$17,116.00	\$17,116.00
Balance	\$0.00	\$0.00

IMPORTANT SIGNATURE REQUIREMENTS

Authorization to execute grant agreements/amendments can be conferred by:

- 1) Statute, 2) Bylaws, or 3) Resolution

Resolution is not needed if the authorized officials below are signing the grant agreement. These officials may confer their grant signing authority to others by resolution, and they are the only acceptable signature on a resolution:

Statutory Cities	Mayor and City Clerk
County	Board Chair and Clerk of the Board
Non-Profit	Board Chair, or official authorized in bylaws

Legal authority for signing contracts for cities and counties is identified in statute. If not signed by the office/official(s) identified in statute, the authority may be delegated by resolution from the city council or county board. If a resolution delegates to more than one person and if the word “and” is used between the names, then **all named individuals must sign**. If a resolution uses the word “or” between the names, then **either individual may sign** the contract.

Statutory Cities: MS. 412.201 Execution of instruments

“Every contract, conveyance, license or other written instrument shall be executed on behalf of the city by the mayor and clerk, with the corporate seal affixed, and only pursuant to authority from the council.”

<https://www.revisor.leg.state.mn.us/statutes/?id=412.201>

Home Rule Charter Cities: MS. 410. Minneapolis, St. Paul and Duluth are the three Home Rule Charter Cities, sometimes referred to as “Cities of the First Class”. All three cities pass Resolutions that name an office/official(s) as authorized to sign a contract.

County Board: MS. 375.13 Chair

“The county board, at its first session in each year, shall elect from its members a chair and a vice-chair. The chair shall preside at its meetings and sign all documents requiring signature on its behalf. The chair’s signature, attested by the clerk of the county board, shall be binding as the signature of the board. In case of the absence or incapacity of the chair, the vice-chair shall perform the chair’s duties. If the chair or the vice-chair are absent from any meeting, all documents requiring the signature of the board shall be signed by a majority of it and attested by the clerk.”

<https://www.revisor.leg.state.mn.us/statutes/?id=375.13>

10:00 Appointment

Item c. – Part a.

February 4, 2020

REQUEST FOR BOARD ACTION

a. Subject: Food Service Partnership Agreements for 2/1/20-1/31/21	b. Origination: Summit Food Service, LLC
c. Estimated time: 5 minutes	d. Presenter(s): Sheriff Brian Smith

e. Board action requested:

WHEREAS Kanabec County and Summit Food Service, LLC entered into a certain Food Partnership Agreement effective January 12, 2010; and

WHEREAS both parties have agreed to extend the partnership; and

WHEREAS the parties now desire to amend said Agreement upon the terms and conditions stated herein effective February 1, 2020-January 31, 2021,

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the Amendment to the Food Service Partnership Agreement and authorizes the Board Chair and County Attorney to sign on behalf thereof.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:	1/30/2020
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Coordinators Comments:

AMENDMENT TO THE FOOD SERVICE PARTNERSHIP AGREEMENT

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

WHEREAS, Client and Company have entered into a certain Food Partnership Agreement (the "Contract"), effective January 12, 2010;

WHEREAS, Client and Company have agreed to extend the partnership; and

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

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

1. **Term.** This Agreement shall be extended for an additional year beginning February 1, 2020 through January 31, 2021.
2. **Price.** Company shall charge and Client shall pay:

Inmate Population	Price per Meal
30 – 34	\$6.299
35 – 39	\$5.540
40 – 44	\$4.970
45 – 49	\$4.597
50 – 54	\$4.305
55 – 59	\$4.070
60 – 64	\$3.879
65 – 69	\$3.716
70 – 74	\$3.587

3. **Menu Cycle.** The Menu shall now rotate Cold Breakfast, Hot Lunch and Cold Dinner.
4. **Inmate Labor.** Client will reduce the required number of inmate workers each day by one.

This Amendment is effective as of February 1, 2020. All other terms and conditions of the original Contract (as modified from time to time) shall remain in full force and effect unless otherwise amended as provided in the Contract.

KANABEC COUNTY

Signature: Brian R. Smith
Name: Brian R. Smith
Title: Sheriff
Date: 1-30-20

SUMMIT FOOD SERVICE, LLC.

Signature: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: Board Chair
Date: _____

APPROVED AS TO FORM:

By: _____
Name: _____
Title: Kanabec County Attorney
Date: _____

10:00am Appointment

Item c. – Part b.

February 4, 2020

REQUEST FOR BOARD ACTION

a. Subject: Food Service Partnership Agreements for 10/1/19-1/31/20	b. Origination: Summit Food Service, LLC
c. Estimated time: 5 minutes	d. Presenter(s): Sheriff Brian Smith

e. Board action requested:

WHEREAS Kanabec County and Summit Food Service, LLC entered into a certain Food Partnership Agreement effective January 12, 2010; and

WHEREAS both parties have agreed to extend the partnership; and

WHEREAS the parties now desire to amend said Agreement upon the terms and conditions stated herein effective October 1, 2019 - January 31, 2020,

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the Amendment to the Food Service Partnership Agreement and authorizes the Board Chair and County Attorney to sign on behalf thereof.

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

1/30/2020

Coordinators Comments:

**AMENDMENT NUMBER SEVEN
TO THE FOOD SERVICE MANAGEMENT AGREEMENT
BETWEEN KANABEC COUNTY, MINNESOTA AND SUMMIT FOOD SERVICE, LLC**

This Amendment Number Seven is made by and between Kanabec County, (hereinafter referred to as "Client"), whose address is 18 North Vine Street, Mora, Minnesota 55051, and A'viands, LLC now known as Summit Food Service, LLC (hereinafter referred to as "Summit"), whose address is 1751 County Road B West, Suite 300, Roseville, Minnesota 55113.

WHEREAS, A'viands and Client have entered into that certain Food Service Management Agreement, as amended (hereinafter referred to as the "Agreement"), effective upon occupancy on January 12, 2010; and

WHEREAS, both parties now desire to amend said Agreement upon the terms and conditions stated herein.

NOW, THEREFORE, the parties, intending to be legally bound hereby, mutually agree hereto that the Agreement is hereby modified as follows:

1. Section 1: Terms of the Agreement:

As of October 1, 2019, Prices shall be amended as follows:

<u>Inmate Meal Count Range</u>	<u>Base Price</u>
Less than 33	To be negotiated
34-39	\$5.58
40-45	\$4.86
46-51	\$4.35
52-57	\$3.95
58-63	\$3.63
64-70	\$3.38
71-76	\$3.14

This Amendment Number Seven shall be effective as of October 1, 2019. All other terms and conditions of the original Agreement (as modified from time to time) shall remain in full force and effect unless otherwise amended as provided in the Agreement.

COUNTY OF KANABEC, MN

By: [Signature]
Name: Bolan R. Smith
Title: Sheriff
Date: 10-1-19

SUMMIT FOOD SERVICE, LLC

By: _____
Name: _____
Title: _____
Date: _____



By: _____
Name: _____
Title: Board Chair
Date: _____

APPROVED AS TO FORM:

By: _____
Name: _____
Title: Kanabec County Attorney
Date: _____



10:00am Appointment

Item d.

February 4, 2020

REQUEST FOR BOARD ACTION

a. Subject: Quarterly Report	b. Origination: Sheriff's Department
c. Estimated time: 15 minutes	d. Presenter(s): Sheriff Brian Smith

e. Board action requested:

See attached report

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

Thursday, January 30, 2020
2:30:21 pm

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

Report covering 01/01/2018 through 12/31/2018
Compared to 1/1/2019 through 12/31/2019

	JAN			FEB			MAR			APR			MAY			JUN			JUL			AUG			SEP			OCT			NOV			DEC		
	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-			
911 Hang-ups, Abandoned, & (0	25	0	0	29	0	0	38	0	0	34	0	0	51	0	0	50	0	0	53	0	0	47	0	0	37	0	0	49	0	6	48	700	24	36	50
Agency Assist	28	31	11	25	28	12	23	54	135	29	34	17	40	35	-13	47	32	-32	32	42	31	45	61	36	31	56	81	38	33	-13	33	40	21	34	20	-41
Airplane - All incidents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	2	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	
Alarms All (Home, Business, B	14	16	14	15	19	27	15	15	0	21	23	10	22	13	-41	18	13	-28	24	26	8	14	25	79	18	31	72	15	22	47	15	29	93	23	17	-26
Alcohol Compliance Checks	0	0	0	0	0	0	0	0	0	0	0	0	0	22	0	0	0	0	0	0	0	0	0	0	42	21	-50	0	0	0	0	0	0	0	0	
Animal-All Other	31	41	32	15	21	40	20	24	20	19	41	116	28	48	71	37	39	5	34	49	44	35	41	17	38	63	66	72	63	-13	36	56	56	19	36	89
Animal Bites	1	0	-100	0	2	0	0	0	0	0	1	0	1	1	0	2	2	0	0	0	0	0	1	0	0	1	0	1	1	0	1	2	100	1	1	0
Animal Neglect	0	8	0	0	1	0	0	1	0	0	2	0	0	3	0	0	2	0	0	1	0	0	3	0	0	2	0	0	3	0	1	1	0	4	2	-50
County Dog Ordinance Violatio	9	2	-78	4	1	-75	3	2	-33	3	4	33	6	4	-33	7	2	-71	8	0	-100	10	1	-90	8	0	-100	10	0	-100	9	0	-100	6	0	-100
Arson	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	0	0	0	0	0	0	0	
Assault - All	6	3	-50	5	3	-40	4	7	75	0	4	0	7	1	-86	10	6	-40	9	3	-67	3	4	33	4	4	0	3	5	67	4	9	125	7	4	-43
ATV Complaints - All including	0	1	0	0	2	0	2	1	-50	3	2	-33	2	6	200	6	6	0	4	6	50	1	3	200	2	2	0	0	2	0	3	0	-100	1	0	-100
Bicycle Calls	0	0	0	1	0	-100	0	0	0	0	0	0	1	2	100	0	1	0	0	0	0	3	0	-100	1	0	-100	2	0	-100	2	0	-100	1	0	-100
Boat and Water all calls includi	3	2	-33	1	0	-100	1	1	0	1	0	-100	9	10	11	34	16	-53	33	16	-52	11	14	27	0	0	0	10	6	-40	0	0	0	0	0	0
Building Security Checks	0	0	0	1	0	-100	0	0	0	2	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
Burglary all calls	11	2	-82	1	6	500	2	5	150	9	5	-44	12	10	-17	7	9	29	7	7	0	13	11	-15	9	6	-33	12	6	-50	10	6	-40	5	4	-20
City of Grasston ordinance viol	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	1	0	
City of Mora ordinance violatio	3	10	233	1	4	300	5	5	0	9	3	-67	13	2	-85	8	5	-38	15	2	-87	15	3	-80	11	2	-82	5	5	0	5	1	-80	0	0	0
City of Ogilvie ordinance violati	0	2	0	0	1	0	0	1	0	1	0	-100	0	0	0	1	0	-100	0	1	0	0	0	0	1	0	-100	2	0	-100	0	0	0	0	1	0
Civil Assist calls	30	14	-53	20	12	-40	26	13	-50	34	30	-12	33	30	-9	33	29	-12	20	38	90	40	45	13	26	26	0	33	21	-36	24	31	29	9	13	-44
Civil Process calls including pay	1	0	-100	2	0	-100	0	1	0	2	0	-100	1	0	-100	0	2	0	2	4	100	2	1	-50	1	3	200	2	1	-50	0	0	0	1	7	600
Community	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	-100	1	1	0	2	2	0	1	0	-100	1	1	0	0	2	0	1	1	0
County Ordinance Violation	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	0	0	0	0	0	0	2	0	
All Court and Courthouse calls	1	0	-100	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	0	0	0
Criminal Sexual conduct calls	4	2	-50	5	3	-40	9	6	-33	4	2	-50	4	5	25	1	2	100	2	3	50	5	4	-20	1	4	300	3	1	-67	7	4	-43	4	1	-75



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	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-			
Child Custody calls	3	5	67	9	7	-22	10	9	-10	10	12	20	10	8	-20	8	4	-50	7	10	43	14	8	-43	12	14	17	7	4	-43	6	4	-33	19	6	-68
Damage to Property calls inclu	5	5	0	13	5	-62	7	9	29	9	9	0	12	16	33	12	13	8	24	11	-54	17	21	24	18	15	-17	14	15	7	13	13	0	13	7	-46
Sudden Deaths and Bodies fou	1	1	0	0	1	0	0	1	0	0	1	0	0	3	0	0	1	0	0	1	0	2	0	-100	0	1	0	0	0	0	1	0	-100	0	0	0
Disorderly Conduct calls	0	2	0	0	5	0	1	5	400	0	6	0	0	4	0	0	3	0	2	8	300	2	3	50	0	3	0	0	6	0	2	4	100	0	5	0
Domestic Disturbance/Assaults	16	10	-38	10	8	-20	19	17	-11	15	16	7	15	13	-13	22	15	-32	14	15	7	24	12	-50	20	14	-30	14	11	-21	5	10	100	15	12	-20
Drug calls - All	3	4	33	2	2	0	5	2	-60	7	4	-43	4	4	0	7	4	-43	5	2	-60	1	3	200	3	3	0	6	6	0	6	2	-67	2	7	250
Escorts - including Funerals, Ri	0	5	0	5	0	-100	0	2	0	0	6	0	2	5	150	3	5	67	3	5	67	6	7	17	2	4	100	2	2	0	3	3	0	3	3	0
Explosions all calls	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1	0	-100	0	1	0	0	0	0	0	0	0	0	0	
Extortion calls	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	0	0	0	0	0	0	0	0	0	
Fires- Deputy Only or Outside I	5	5	0	4	5	25	6	2	-67	14	13	-7	11	7	-36	7	14	100	10	1	-90	7	4	-43	3	3	0	10	9	-10	6	5	-17	4	2	-50
Fire- Pages DNR Fire	0	0	0	0	0	0	1	1	0	1	2	100	6	0	-100	0	0	0	1	0	-100	1	0	-100	0	1	0	0	0	0	0	0	0	0	0	0
Fire- Pages Mora Area Fire	6	6	0	2	4	100	1	3	200	3	6	100	1	3	200	4	8	100	5	8	60	8	5	-38	7	4	-43	6	5	-17	7	2	-71	3	9	200
Fire- Pages Ogilvie Fire	1	2	100	1	2	100	0	4	0	3	2	-33	3	1	-67	3	3	0	1	0	-100	2	1	-50	0	0	0	1	1	0	1	2	100	0	0	0
Foot Patrol	8	15	88	22	13	-41	19	14	-26	15	19	27	18	13	-28	18	15	-17	26	19	-27	27	17	-37	19	18	-5	17	25	47	11	17	55	9	16	78
Forgery	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	1	-50	0	0	0	0	0	0	0	0	0
Found - All calls including anim	5	3	-40	4	2	-50	6	3	-50	6	2	-67	6	6	0	7	2	-71	14	3	-79	9	14	56	4	8	100	6	6	0	5	6	20	5	3	-40
Fraud	2	8	300	7	13	86	9	8	-11	9	6	-33	3	8	167	7	7	0	2	6	200	5	7	40	3	4	33	10	8	-20	10	8	-20	5	7	40
Garbage Dumping complaints	3	1	-67	1	5	400	3	1	-67	0	4	0	3	7	133	7	6	-14	3	5	67	3	3	0	4	2	-50	5	5	0	5	1	-80	1	0	-100
Guns including permits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	-100	1	0	-100	2	0	-100	0	0	0	0	1	0	0	0	0
Harassing communications call	9	4	-56	3	9	200	4	3	-25	2	9	350	12	6	-50	8	7	-13	13	15	15	10	13	30	9	7	-22	9	12	33	7	8	14	9	3	-67
Hazardous Materials Calls - all	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Health and Safety	34	11	-68	20	7	-65	26	7	-73	34	7	-79	41	9	-78	51	3	-94	53	13	-75	53	16	-70	40	6	-85	41	6	-85	27	7	-74	4	9	125
Secure Helipad	3	15	400	10	11	10	6	10	67	3	7	133	15	11	-27	14	13	-7	13	7	-46	9	9	0	9	12	33	5	14	180	6	16	167	15	13	-13
Hospice Deaths	2	5	150	2	2	0	1	2	100	1	3	200	4	2	-50	1	4	300	2	3	50	2	2	0	3	0	-100	2	4	100	3	0	-100	2	3	50
Information and misc calls	35	32	-9	24	44	83	27	49	81	38	48	26	32	51	59	37	50	35	39	59	51	28	44	57	31	36	16	50	34	-32	29	32	10	44	26	-41



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Jail Incidents - Non Criminal	3	1	-67	1	3	200	0	1	0	1	1	0	0	1	0	1	0	-100	0	3	0	0	4	0	2	0	-100	1	0	-100	2	4	100	0	2	0
Jail-Drugs	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	1	0	0	
Jail Medical	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	0	0	0	0	0	0	0	0	0	
Jail-All OTHER (non-criminal)	0	0	0	0	0	0	1	0	-100	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Jail-Crim Sex (PREA)	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	1	0	0	0	0	0	0	0	0	0	
Jail- Crim Sex (PREA-other cou	0	0	0	0	0	0	0	1	0	0	0	0	2	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Juvenile Alcohol complaints	1	2	100	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	0	0	1	0	3	1	-67	1	2	100	0	1	0
Juvenile Drug complaints	0	1	0	0	0	0	0	1	0	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	
Juvenile calls excluding tobacco	3	6	100	11	7	-36	10	5	-50	4	11	175	9	12	33	13	11	-15	15	20	33	12	19	58	13	16	23	13	21	62	11	6	-45	9	10	11
Juvenile Tobacco complaints	0	3	0	2	3	50	0	6	0	1	4	300	5	1	-80	0	2	0	0	0	0	0	0	0	0	2	0	1	3	200	1	2	100	6	1	-83
Abduction / Kidnapping	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	0	0	0	0	0	0	0
All Lost calls including animals,	0	1	0	0	1	0	0	1	0	3	1	-67	3	0	-100	1	0	-100	1	0	-100	2	2	0	4	4	0	1	1	0	1	3	200	1	1	0
Maltreatment	32	50	56	33	37	12	32	28	-13	39	28	-28	41	27	-34	20	32	60	20	22	10	30	28	-7	21	36	71	28	49	75	17	43	153	16	28	75
Medical Emergency	130	104	-20	104	121	16	98	118	20	89	106	19	117	108	-8	128	112	-13	105	121	15	114	121	6	120	110	-8	109	105	-4	99	126	27	106	124	17
Medical - Drug Overdoses	0	1	0	0	0	0	0	2	0	0	1	0	0	1	0	0	1	0	0	1	0	0	0	0	0	2	0	0	4	0	1	1	0	0	2	0
Meetings and Presentations	3	2	-33	3	1	-67	3	2	-33	2	0	-100	4	0	-100	1	2	100	3	3	0	2	0	-100	3	2	-33	4	2	-50	0	3	0	1	0	-100
Missing Person(s)	1	1	0	0	1	0	2	4	100	2	3	50	1	6	500	2	3	50	5	7	40	5	3	-40	4	6	50	7	6	-14	4	2	-50	2	3	50
Motorist Assist calls	29	17	-41	19	21	11	13	15	15	18	12	-33	14	10	-29	19	12	-37	16	11	-31	20	8	-60	13	11	-15	12	14	17	16	13	-19	14	16	14
Neighborhood Disputes	1	4	300	3	6	100	4	3	-25	6	5	-17	10	5	-50	4	6	50	11	11	0	5	3	-40	3	6	100	5	8	60	4	3	-25	3	1	-67
Noise complaints including loud	1	3	200	2	2	0	2	2	0	2	7	250	9	6	-33	11	7	-36	18	20	11	8	11	38	5	10	100	3	5	67	3	6	100	0	0	0
Obstruction of Justice and Law	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	0	0	0	0	0	
Parking Violations	2	0	-100	2	1	-50	1	2	100	0	0	0	0	0	0	0	0	0	0	4	0	1	0	-100	0	2	0	1	0	-100	3	2	-33	1	3	200
Permit (Fireworks, Event, Othe	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	-100	
All Predatory Offender calls inc	101	90	-11	20	25	25	22	13	-41	91	85	-7	20	23	15	18	17	-6	94	107	14	21	23	10	31	16	-48	95	96	1	16	14	-13	14	12	-14
All Public assist calls	20	20	0	14	17	21	14	25	79	17	24	41	23	37	61	18	19	6	37	28	-24	32	20	-38	25	17	-32	30	12	-60	18	8	-56	20	13	-35



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Records checks including empl	12	7	-42	9	12	33	10	10	0	8	10	25	14	8	-43	5	8	60	10	14	40	13	8	-38	6	10	67	9	9	0	15	5	-67	9	10	11	
Recovered goods including pro	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	
Resident Security Check	1	0	-100	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	0	0	0	0	0	0	
Road hazards	11	7	-36	8	15	88	14	16	14	8	12	50	9	8	-11	10	13	30	43	7	-84	12	11	-8	7	13	86	11	7	-36	11	11	0	6	10	67	
Robbery calls	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	1	0	0	0	0	0	0	0	0	0	0	
Scams - All	4	5	25	11	18	64	6	21	250	9	11	22	11	13	18	18	14	-22	14	12	-14	16	18	13	24	22	-8	12	23	92	5	12	140	9	14	56	
Search Warrants	1	0	-100	1	0	-100	0	0	0	1	1	0	0	0	0	1	0	-100	1	1	0	7	0	-100	0	0	0	0	0	0	0	0	0	1	0	-100	
Shooting complaints	2	0	-100	5	0	-100	1	2	100	1	0	-100	6	4	-33	5	3	-40	4	4	0	2	6	200	2	5	150	4	1	-75	3	1	-67	3	0	-100	
Shoplifting complaints	0	1	0	1	0	-100	1	0	-100	0	0	0	2	1	-50	1	1	0	1	0	-100	2	0	-100	0	0	0	1	1	0	0	0	0	1	1	0	
Snowmobile calls - all including	1	0	-100	0	1	0	0	5	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	1	1	0	
Snowbird Parking	22	46	109	35	26	-26	70	59	-16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57	59	4	25	29	16	
Stolen Property calls - all	1	0	-100	1	6	500	0	1	0	3	3	0	3	2	-33	0	3	0	5	4	-20	3	6	100	5	5	0	5	1	-80	0	1	0	0	1	0	
Stop arm violations	1	2	100	5	1	-80	1	0	-100	0	2	0	3	1	-67	0	0	0	0	0	0	0	0	0	1	2	100	1	2	100	4	0	-100	1	0	-100	
Sudden Deaths and Bodies fou	1	0	-100	0	0	0	0	0	0	0	0	0	1	0	-100	0	2	0	0	1	0	0	1	0	-100	0	2	0	1	1	0	1	1	0	0	0	0
Suicide-Death	0	1	0	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	2	0	-100	
Suicide threats-attempts	6	7	17	4	1	-75	9	0	-100	8	0	-100	8	0	-100	9	0	-100	7	0	-100	5	0	-100	4	0	-100	4	0	-100	6	0	-100	7	0	-100	
Suicide threats-attempts	0	2	0	0	5	0	0	11	0	0	13	0	0	15	0	0	7	0	0	4	0	0	9	0	0	4	0	0	6	0	0	9	0	1	4	300	
Suspicious calls including pers	41	64	56	33	53	61	75	49	-35	56	85	52	80	60	-25	101	83	-18	82	81	-1	92	99	8	106	83	-22	79	79	0	76	54	-29	76	38	-50	
Theft calls - all not including m	29	23	-21	30	24	-20	33	20	-39	19	32	68	30	26	-13	45	29	-36	35	40	14	36	35	-3	42	40	-5	39	42	8	27	38	41	35	24	-31	
All Threat calls	7	7	0	8	7	-13	11	8	-27	6	3	-50	6	11	83	15	11	-27	12	10	-17	10	8	-20	15	6	-60	10	8	-20	7	8	14	10	3	-70	
Tobacco compliance checks.	0	0	0	0	0	0	0	0	0	0	0	0	0	15	0	0	0	0	0	0	0	0	0	0	29	16	-45	0	0	0	0	0	0	0	0	0	
Traffic / Driving complaints	27	17	-37	29	20	-31	22	25	14	24	38	58	33	28	-15	51	41	-20	50	58	16	48	46	-4	48	52	8	37	38	3	36	39	8	25	35	40	
Traffic Accidents including all p	21	10	-52	21	14	-33	11	14	27	13	12	-8	16	16	0	15	21	40	24	13	-46	13	18	38	15	22	47	18	10	-44	24	24	0	23	16	-30	
Traffic violations all including ci	255	217	-15	263	124	-53	244	216	-11	272	187	-31	286	187	-35	262	157	-40	241	112	-54	293	124	-58	202	107	-47	224	157	-30	238	143	-40	226	177	-22	
Transport all (jail) except medi	24	27	13	30	24	-20	28	30	7	30	27	-10	29	26	-10	22	28	27	22	25	14	20	24	20	33	24	-27	19	28	47	21	25	19	19	20	5	



Kanabec County Sheriff
18 N Vine St, Suite 143 | Mora, MN 55051 | Phone: (220) 679-8400

Annual Consolidated Monthly

Thursday, January 30, 2020
2:30:21 pm

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

Report covering 01/01/2018 through 12/31/2018
Compared to 1/1/2019 through 12/31/2019

	JAN			FEB			MAR			APR			MAY			JUN			JUL			AUG			SEP			OCT			NOV			DEC		
	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-	2018	2019	+/-			
Trespassing complaints	3	1	-67	4	0	-100	1	3	200	1	2	100	3	6	100	4	7	75	5	7	40	5	3	-40	5	4	-20	3	4	33	7	4	-43	3	3	0
TZD -All Towards Zero Death s	0	0	0	0	0	0	0	0	0	43	29	-33	0	0	0	24	0	-100	0	0	0	43	140	226	0	55	0	0	0	0	0	0	60	75	25	
Unwanted person non criminal	8	10	25	15	7	-53	16	11	-31	6	20	233	21	9	-57	14	7	-50	13	10	-23	9	20	122	8	13	63	18	23	28	7	11	57	5	8	60
Vandalism calls all except mail	1	0	-100	1	0	-100	0	1	0	1	1	0	0	0	0	1	0	-100	3	0	-100	2	1	-50	5	3	-40	1	2	100	6	0	-100	4	0	-100
Vehicle theft all including moto	1	0	-100	2	0	-100	1	3	200	1	1	0	2	0	-100	3	2	-33	2	0	-100	1	3	200	3	0	-100	1	1	0	0	1	0	2	2	0
Violation of Court orders all inc	7	2	-71	5	1	-80	10	6	-40	5	12	140	4	5	25	6	8	33	7	5	-29	3	3	0	18	5	-72	7	9	29	4	7	75	1	4	300
Vehicle off Road/Vehicle in Ditch	12	12	0	12	39	225	9	14	56	12	3	-75	3	5	67	3	1	-67	6	6	0	5	4	-20	5	2	-60	7	7	0	6	18	200	17	33	94
Salvation Army	15	3	-80	9	2	-78	5	4	-20	7	1	-86	12	2	-83	2	2	0	8	0	-100	7	5	-29	3	4	33	7	6	-14	3	3	0	2	1	-50
Warrant entry and arrests	4	20	400	12	17	42	18	19	6	16	16	0	19	19	0	14	18	29	19	28	47	15	10	-33	22	15	-32	20	22	10	21	19	-10	13	10	-23
Weather - Monthly Test	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	1	0	0	1	0	0	1	0	0	1	0
Weather - Severe Storm Warning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	2	0	0	1	0	0	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	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Welfare checks	28	25	-11	27	24	-11	38	22	-42	22	24	9	18	23	28	33	27	-18	25	30	20	34	33	-3	32	31	-3	32	41	28	30	23	-23	20	21	5
	1156	1120	-3	1030	965	-6	1097	1130	3	1154	1203	4	1256	1153	-8	1331	1115	-16	1399	1282	-8	1383	1338	-3	1270	1207	-5	1298	1249	-4	1121	1126	0	1094	1039	-5

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

January 21, 2020

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

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the January 7, 2020 minutes with the following correction: Resolution #35 was a split vote: IN FAVOR: Kathi Ellis, Dennis McNally, Craig Smith. OPPOSED: Gene Anderson, Les Nielsen. Whereupon the resolution was passed.

Action #3 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to recess the board meeting at 9:03am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:03am on Tuesday, January 21, 2020 pursuant to adjournment with the following Board Members present: Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Absent: Gene Anderson. Family Services Director, Chuck Hurd presented the Family Services Agenda.

Action #FS4 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the Family Services Agenda as presented.

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

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

Resolution #FS5 – 1/21/20

Family Services Social Worker Resolution

WHEREAS the case load for the Kanabec County Care Coordinator for South Country Health Alliance is at or above maximum capacity for the current employee, and

WHEREAS a request is being made for an additional Social Worker position in Family Services to help with this case load, and

WHEREAS this position will be funded by South Country Health Alliance reimbursements, and

BE IT RESOLVED that the County Board authorizes the Family Service Director and the County Personnel Director to hire a full time Social Worker to fill the position at Step A, Range 13 of the pay plan which is \$25.86 per hour or the rate set by internal promotion, and

BE IT FURTHER RESOLVED that the continuation of this position is contingent on full funding, and

BE IT FURTHER RESOLVED to authorize the Family Service Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Cheryl Jenkins, Fiscal Supervisor gave an accounting update. Information only, no action was taken.

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

Resolution #FS6 - 1/21/20

Delegation Agreement

WHEREAS, South Country Health Alliance (SCHA) desires to delegate care coordination services to Kanabec County, and

WHEREAS, the care coordination services are intended to be provided by a team member to foster communication among SCHA members, providers, staff and other organizations, and

WHEREAS Kanabec County desires to provide the delegated services in accordance with SCHA policies and procedures and in compliance with applicable federal and state laws and regulations and National Committee for Quality Assurance accreditation standards, and

THEREFORE BE IT RESOLVED to approve a Delegation Agreement between South Country Health Alliance and Kanabec County for the time period January 1, 2020 through December 31, 2020.

Action #FS7 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the payment of 139 claims totaling \$222,392.60 on Welfare Funds.

Action #FS8 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to adjourn Family Services Board at 9:20am and to meet again on February 18, 2020 at 9:05am.

The Board of Commissioners reconvened.

Action #9 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Holiday Credit Office	4,897.68
Minnesota Department of Finance	6,098.50
Mora Municipal Utilities	12,199.20
Spire Credit Union	14,586.92
Minnesota Department of Finance	46.80
Kwik Trip Inc	3,949.91
Minnesota Unemployment Insurance	2,660.04
MN PIE	180.00
Quality Disposal	385.01
East Central Engery	44.85
Minnesota Energy Resources Corp	1,841.62
Mora Motor Vehicle	1,601.75
Health Partners	5,880.78
Life Insurance Company of North America	648.10
14 Claims Totaling:	<u>55,021.16</u>

Action #10 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
A & E Cleaning Services	500.00
Advanced Correctional Healthcare	61.18
American DataBank	126.05
Anderson, Jeffrey	350.00
Aspen Mills	700.12
Association of Training Officers of MN	250.00
Bachman, Fran	86.20
Bob Barker	61.76

Bureau of Criminal Apprehension	120.00
Coborn's Inc.	1,055.93
Coborn's Pharmacy	61.90
Colors by Craig	75.00
Commissioner of Revenue	250.00
Consolidated Communications	740.94
Consolidated Communications	68.49
Consolidated Communications	172.16
Consolidated Communications	73.78
Curtis, Michael	695.75
D&T Ventures	225.00
DM Stamps & Specialties	23.80
DVS Renewal	134.75
E911 IES	129.24
East Central Exterminating	125.00
East Central Solid Waste Commission	21.26
EDAM	170.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
FBG Service Corporation	785.00
Glen's Tire	709.84
Glen's Tire	161.60
Grainger	42.78
Grainger	661.77
Granite City Jobbing Co	170.35
Granite City Jobbing Co	308.38
Granite Electronics	2,750.00
Handyman's Inc	129.99
Highway 23 Coalition	1,500.00
Hoefert, Robert	729.41
Horizon Towing	149.63
IAED	50.00
Industrial Health Services	89.80
Ingebrand Funeral Home	430.00
Innovative Office Solutions LLC	60.76
Johnson's Hardware & Rental	129.43
Kanabec County Highway Department	3,180.95
Kanabec County Highway Department	31.52
Kanabec County Highway Department	27.19
Kanabec Publications	495.00
Kanabec Publications	1,245.60
M&I Lockbox: MCCC	7,233.25
M&I Lockbox: MCCC	16,137.50

M&I Lockbox: MCCC	5,106.00
M&I Lockbox: MCCC	300.00
M&I Lockbox: MCCC	11,400.00
M&I Lockbox: MCCC	1,500.00
M&I Lockbox: MCCC	1,832.51
MACAI	85.00
MACVSO	250.00
MacTek Systems Inc	7,124.00
Manthie, Wendy	660.78
Marco	134.68
Marco, Inc	159.00
Maxfield Research & Consulting	2,500.00
MCCC Bin #135033	179.32
McKinnis & Doom PA	59.50
McKinnis & Doom PA	144.50
Midcontinent Communications	127.79
Midcontinent Communications	58.35
Minnesota Department of Agriculture	10.00
Minnesota Sheriffs' Association	5,645.55
MN Public Transit Association	695.00
Mora Motor Vehicle	38.50
Mora Motor Vehicle	57.75
NACO	450.00
NACVSO	50.00
Nelson, Ronette	369.95
Northland Fire Protection	601.20
Northland Securities Inc	1,500.00
Northstar	173.55
Office Depot	73.92
O'Reilly Auto Parts	6.96
Owens Auto Parts	20.78
Pakor Inc	50.97
Peterson, Fram & Bergman	311.50
Premium Waters Inc	21.59
Quality Disposal Systems	190.00
Quality Disposal Systems	24.15
Reliance Telephone, Inc	1,500.00
RS Eden	6.55
Stellar Services	978.81
Summit Food Service Management	5,139.34
Thomson Reuters West	1,040.00
Thomson Reuters West	605.98
Tinker & Larson	95.00

Twps/Cities/Schools/County/ECRDC/KLID	127,767.93
Van Alst, Lillian	49.45
Visser, Maurice	404.57
Zamora, Ray	1,040.13
98 Claims Totaling:	<u>231,023.66</u>

Road and Bridge Fund

Vendor	Amount
A and E Cleaning	1,000.00
Ameripride	672.80
Boyer Trucks	25.00
Compass Minerals America	20,166.33
DLT Solutions	8,967.00
FS Solutions	56.38
Glen's Tire	154.00
IT SAVVY	2,529.47
J A Smith Companies	1,020.00
Kanabec County Highway Department	59.30
Lakes Gas Co.	70.80
Maney International Inc.	372.49
M & H Appliance	459.95
Northern States Supply	62.05
Nuss Truck Equipment	1,422.59
Office Depot	60.31
Owens Auto Parts	431.51
Power Plan (RDO)	1,604.90
Quality Disposal Systems Inc	160.00
Scientific Sales Inc	94.00
USDA	1,877.01
Wiarcom	618.45
22 Claims Totaling:	<u>41,884.34</u>

Action #11 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #11 – 1/21/20

WHEREAS Kanabec County has long supported the principle of equitable pay relationships, and

WHEREAS Kanabec County is required by Minnesota Statute to submit a Pay Equity

Report for the data in place as of December 31, 2019;

BE IT RESOLVED that the Kanabec County Board of Commissioners approves the attached Pay Equity Report and authorizes the Chairperson to sign the Pay Equity Report electronically;

BE IT FUTHER RESOLVED that the Kanabec County Board of Commissioners directs the Personnel Director to submit the report and all necessary supporting data to the Pay Equity Office, post the required notice, and disseminate the required notice to union representation in the jurisdiction.

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

Resolution #12 – 1/21/20

BE IT RESOLVED to re-appoint Nick Solomon to the Board of Adjustment for a three year term commencing immediately and expiring January 3, 2023.

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

Resolution #13 – 1/21/20

BE IT RESOLVED to appoint Rhonda Olson to the Planning Commission for a three year term commencing immediately and expiring January 3, 2023.

Erica Bliss, Veteran Service Officer met with the County Board to propose a request to attend the NACVSO Conference.

Action #14 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve sending Erica Bliss, Veteran Service Officer to County Veteran Service Officer National Training in Atlanta, GA June 6-12, 2020.

Action #15 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #15 – 1/21/20

BE IT RESOLVED to appoint Lisa Holcomb to the Safety Committee for a three year term commencing immediately and expiring January 3, 2023.

Action #16 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #16 – 1/21/20

BE IT RESOLVED to appoint Jon Sanford to the Water Plan Committee for a three year term commencing immediately and expiring January 3, 2023.

Kris McNally led a discussion regarding the 2020 Board Meeting Schedule. The November meeting falls on Election Day, November 3, 2020. According to MN Statute 204C.03, meetings on Election Day are only prohibited between 6:00 p.m. and 8:00 p.m.

Action #17 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to set the date for the County Board of Appeals and Equalization Meeting to be Monday, June 15, 2020 at 6:30 p.m. and offer appointments until 7:00 p.m. to meet statutory requirements.

Action #18 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to set the date for the Truth in Taxation Meeting to be Thursday, December 3, 2020 at 6:30 p.m.

Action #19 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #19 - 1/21/20

WHEREAS Kanabec County is participating in the Snake River Watershed Comprehensive Watershed Management Planning, known as One Watershed, One Plan; and

WHEREAS the Steering Committee of the Snake River One Watershed One Plan has developed a Memorandum of Agreement for all parties participating in the Snake River One Watershed One Plan, and

WHEREAS the Memorandum of Agreement has been vetted by the Aitkin, Pine, Kanabec and Mille Lacs County Attorneys,

BE IT RESOLVED that Kanabec County Board of Commissioners approves this Memorandum of Agreement for development of the Snake River Comprehensive Watershed Plan (One Watershed One Plan) and authorizes the Board Chair to sign said Memorandum of Agreement.

Kris McNally presented the 2019 Gravel Tax Report. Information only, no action was taken.

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

Action #20 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #20 – 1/21/2020

WHEREAS Kanabec County is eligible for voting equipment grant funds from the Minnesota Secretary of State's Office in the amount of \$100,000 (\$5,000 per precinct);

WHEREAS Kanabec County acknowledges that funds may be prorated by the Secretary of State's office if statewide grant requests exceed the \$2,000,000 appropriation available, which may reduce the \$5,000 maximum allotted to each precinct;

WHEREAS Kanabec County will use voting equipment grant funds received to replace the assistive voting devices purchased in 2006 with new assistive voting equipment in twenty (20) Kanabec County precincts and that a county match of 50% is required;

BE IT RESOLVED to approve the "County Application for Voting Equipment Grant" as submitted by the Auditor-Treasurer.

Kathi Ellis explained that on Wednesday, January 15, 2020, a federal judge in the US District Court of Appeals in Maryland approved an injunction on the Executive Order regarding refugee resettlement. According to the Association of Minnesota Counties, "this decision effectively rules local governments cannot exercise veto power over refugee resettlement in their jurisdictions."

10:00 a.m. – The Chairperson called for Public Comment. Those that responded included:

Dave Halvorson	Landfill Odors & Refugee Resettlement
Greg Wahlstrom	Refugee Resettlement
Rhonda Olson	Board Meeting Dates & Parking
David Nielsen	Refugee Resettlement
Jim Evenson	Refugee Resettlement
Jerry Crowell	Refugee Resettlement
Angie Johnson	Refugee Resettlement
John Perry	Refugee Resettlement
Ken Munson	Mini Landfill & Refugee Resettlement
Kenny Stumpf	Refugee Resettlement

10:41 a.m. – The Chairperson closed Public Comment.

Kris McNally led a discussion regarding the composition of the Extension Committee. The Board expressed consensus to keep the Extension Committee as is, and an effort should be made to recruit members from each district, but it is not a requirement.

Craig Smith led a discussion regarding the former jail facility.

Action #21 – Craig Smith introduced a resolution to tear down the former jail facility.

The motion died for lack of a second.

The Board expressed consensus to discuss this at the next meeting when all board members are present.

Kris McNally presented the preliminary December 2019 budget report. Information only, no action was taken.

Barbara McFadden led a discussion regarding the Knife Lake Park. The Board expressed consensus to decline the continuation of the MnDOT project due to the property condemnation required in the process.

Future Agenda: Former Jail Facility

Action #22 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to adjourn the meeting at 11:11 a.m. and to meet again in regular session on Tuesday, February 4, 2020 at 9:00 a.m.

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>
E C Riders	1,517.39	2020 BM #1 Snake River Trail	Unallocated
Minnesota Energy Resources Corp	9,776.40	Gas Utilities	Various
City of Quamba	1,166.52	1Q Sewer Payoff	Taxes & Penalties
VSP Insurance Co	537.28	Vision Insurance Coverage	Employee Benefits
Holiday Credit Office	114.73	Gas Credit Cards	Various
Kanabec County Auditor HRA	18,000.00	Retirement Disbursements	HR
Totalfunds	4,500.00	Postage	Unallocated
East Central Energy	796.90	Intersection Lighting	Highway
MN County Engineers Assn	450.00	MCEA 2020 Dues	Highway
WiarCom Inc	618.45	Vehicle monitoring for trucks	Highway
MN PEIP	138,797.90	Health Insurance Premiums	Employee Benefits
Sun Life Financial	3,887.46	Life Insurance Premiums	Employee Benefits
12 Claims Totaling:	<u><u>180,163.03</u></u>		

Agenda Item #4a

February 4, 2020

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 2/4/20

SCORE CLAIMS

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

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

WHEREAS SCORE Funds appear adequate for the purpose;

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

Waste Management	\$2,109.00
Quality Disposal	\$3,764.40
Arthur Township	\$400.00
Total	\$6,273.40

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (December)	\$3,364.40	\$3,364.40
WASTE MANAGEMENT (December)	\$2,109.00	\$2,109.00
Sub-Total	\$5,473.40	\$5,473.40
Recycling Center Incentive Payments:		
Quality Disposal (December)	\$400.00	\$400.00
Arthur Township (December)	\$400.00	\$400.00
TOTAL PAYMENTS =		\$6,273.40

Date received in County Coordinators Office: Various dates in January

January 1, 2019 SCORE Fund balance = \$164,663.04

Revenue: 01-391-392-0000-5332 = \$

Expenditure: 01-391-392-0000-6211 = \$93,992.09

Current SCORE Funds balance is = \$70,670.95

Agenda Item #4b

February 4, 2020

REQUEST FOR BOARD ACTION

a. Subject: Gambling Approval	b. Originating Department/Organization/Person: NWTF – Northern Tough Toms
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolutions:

Resolution #__ – 2/4/20

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for NWTF – Northern Tough Toms for a raffle event to be held at Moose Lodge, 2353 103rd Ave, Braham, MN 55006 on April 25, 2020.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office: January 2020

Coordinators Comments:

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: NWTF- Northern Town Toms Previous Gambling Permit Number: X 36142
 Minnesota Tax ID Number, if any: 06-1714573 Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: 2339 Quail St
 City: Brook Park State: MN Zip: 55007 County: Kanabec
 Name of Chief Executive Officer (CEO): Jenemiah Sims
 CEO Daytime Phone: 612-720-6454 CEO Email: sims.jenemiah@hotmail.com
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- ☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ A current calendar year **Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☒ IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Moose Lodge
 Physical Address (do not use P.O. box): 2353 103rd Ave
 Check one:
☒ City: BRAM Zip: 55006 County: KANABEC County
☐ Township: _____ Zip: _____ County: _____
 Date(s) of activity (for raffles, indicate the date of the drawing): 4-25-2020

Check each type of gambling activity that your organization will conduct:

- ☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
<div style="border: 1px solid black; padding: 5px; text-align: center;"> The city or county must sign before submitting application to the Gambling Control Board. </div>	TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 21 Jan 20
(Signature must be CEO's signature; designee may not sign)

Print Name: Jermaine Sims

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

An equal opportunity employer

Business Record Details »

Minnesota Business Name

The National Wild Turkey Federation, Inc.**Business Type**

Nonprofit Corporation (Foreign)

MN Statute

303

File Number

625012-2

Home Jurisdiction

Virginia

Filing Date

09/12/2003

Status

Active / In Good Standing

Registered Office Address1010 Dale Street North
St. Paul, MN 55117
USA**Registered Agent(s)**

REGISTERED AGENT SOLUTIONS, INC.

Filing History

Filing HistorySelect the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	09/12/2003	Original Filing - Nonprofit Corporation (Foreign) (Business Name: The National Wild Turkey Federation, Inc.)	
<input type="checkbox"/>	10/30/2018	Registered Office and/or Agent - Nonprofit Corporation (Foreign)	

Agenda Item #4c

February 4, 2020

REQUEST FOR BOARD ACTION

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

e. Board action requested: Approve the following resolutions:

Resolution #__ – 2/4/20

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for Pheasants Forever for a raffle event to be held at Pheasant Ridge, 1547 Imperial St, Ogilvie, MN 55658 on March 28, 2020.

f. Background:

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

Date received in County Coordinators Office: January 2020

Coordinators Comments:

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Pheasants Forever Previous Gambling Permit Number: _____
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: 575 322nd Lane NW
 City: Cambridge State: MN Zip: 55008 County: Isanti
 Name of Chief Executive Officer (CEO): Gary Lillion
 CEO Daytime Phone: 763 843-9417 CEO Email: Lillion4@hotmail.com
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):

Physical Address (do not use P.O. box): Pheasant Ridge
1547 Imperial St Ogilvie, MN 56358

Check one:

☐ City: _____ Zip: _____ County: _____
☒ Township: BURNSWICK Zip: 56358 County: Kanabec

Date(s) of activity (for raffles, indicate the date of the drawing): 03/28/2020

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p align="center">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p align="center">The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p align="center">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
---	---

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature] Date: 1-14-2020

(Signature must be CEO's signature; designee may not sign)

Print Name: GARY LEE LILION

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

An equal opportunity employer

Internal Revenue Service
District Director

APR - 4 1988

Department of the Treasury

P O BOX A-3290, DPN 22-2
CHICAGO, IL 60690

Date: APR 01 1988

Employer Identification Number:
41-1429149

Contact Person:
AUGUSTA L. SIMPSON

Contact Telephone Number:
(312) 886-1278

PHEASANTS FOREVER
P O BOX 75473
ST PAUL, MN 55175

Our Letter Dated:
Oct. 6, 1982
Caveat Applies:
No

Dear Applicant

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are an organization of the type described in section 509(a)(2). Your exempt status under Code section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of such status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(2) organization.

If the heading of this letter indicates that a caveat applies, the caveat below or on the enclosure is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

Letter 1050 (DD/CG)

Business Record Details »

Minnesota Business Name

PHEASANTS FOREVER, INC.**Business Type**

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

V-156

Home Jurisdiction

Minnesota

Filing Date

08/05/1982

Status

Active / In Good Standing

Renewal Due Date

12/31/2020

Registered Office Address2345 Rice Street
Suite 230
Roseville, MN 55113
USA**Number of Shares**

NONE

Registered Agent(s)

CORPORATION SERVICE COMPANY

PresidentHoward K Vincent
1783 BUERKLE CIRCLE
ST PAUL, MN 55110
USA

Filing History

Filing HistorySelect the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	08/05/1982	Original Filing - Nonprofit Corporation (Domestic)	

<input type="checkbox"/>	Filing Date	Filing	Effective Date
	08/05/1982	Nonprofit Corporation (Domestic) Business Name (Business Name: PHEASANTS FOREVER, INC.)	
<input type="checkbox"/>	08/14/1985	Nonprofit Corporation (Domestic) Restated Articles	
<input type="checkbox"/>	01/09/1986	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	03/28/1990	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	09/22/1994	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	04/04/1996	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
	04/04/1996	Nonprofit Corporation (Domestic) Restated Articles	
<input type="checkbox"/>	01/16/2007	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	01/19/2007	Annual Reinstatement - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	6/26/2015	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	

Agenda Item #4d

February 4, 2020

REQUEST FOR BOARD ACTION

a. Subject: Gambling Approval	b. Originating Department/Organization/Person: Mora Traveling Baseball Association
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolutions:

Resolution #__ – 2/4/20

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

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

BE IT RESOLVED to approve the Premises Permit Application for the Mora Traveling Baseball Association for charitable gambling to be held at Springbrook Golf Course, 2276 200th Ave, Mora, MN 55051.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office: January 2020

Coordinators Comments:

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

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

Mail the application and required attachments to:Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113**Questions?** Call 651-539-1900 and ask for Licensing.**ORGANIZATION INFORMATION**

Organization Name: Mora Traveling Baseball Association License Number: Pending

Chief Executive Officer (CEO) Kyle Smart Daytime Phone: 612-390-2578

Gambling Manager: Samantha Anderson Daytime Phone: 320-266-3240

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: The Mora Country Club
d.b.a. Springbrook Golf Course

List any previous names for this location:

Street address where premises is located: 2276 200th Ave
(Do not use a P.O. box number or mailing address.)

City: Mora OR Township: _____ County: Kanabec Zip Code: 55051

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

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

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

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

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

Has your organization previously conducted gambling at this site? ☐ Yes ☒ No ☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Spire Credit Union Bank Account Number: Pending

Bank Street Address: 112 S. Lake St City: Mora State: **MN** Zip Code: 55051

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
<u>2332 Hwy 65</u>	<u>Mora</u>	MN	<u>55051</u>
_____	_____	MN	_____
_____	_____	MN	_____

LG214 Premises Permit Application

6/15 Page 2 of 2

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; text-align: center;"> Local unit of government must sign. </div>	TOWNSHIP NAME: _____
	Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 340.312, Subd. 2.) Print Township Name: _____ Signature of Township Official: _____ Title: _____

Going to the
Comfort Township
meeting on 2/3/20
Will bring approval
documentation.

ACKNOWLEDGMENT AND OATH

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

Signature of Chief Executive Officer (designee may not sign)

Date

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

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

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

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

An equal opportunity employer

Business Record Details »

Minnesota Business Name

Mora Traveling Baseball Association**Business Type**

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

928234500038

Home Jurisdiction

Minnesota

Filing Date

1/20/2017

Status

Active / In Good Standing

Renewal Due Date

12/31/2020

Registered Office Address125 Wood Str N
Mora, MN 55051
USA**Registered Agent(s)**

Jayson Pautzke

PresidentJayson Edward Pautzke
2112 Pine Street
Mora, MN 55051
USA**Filing History****Filing History**Select the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	1/20/2017	Original Filing - Nonprofit Corporation (Domestic) (Business Name: Mora Traveling Baseball Association)	

To: Kanabec County Commissioners

From: Kyle Smart

Re: Pull Tab proceeds spending.

Hello,

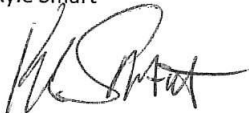
The Mora Travelling Baseball Association will be using the net proceeds from the pull tabs to benefit youth activities in Mora and surrounding community, primarily youth baseball, but also robotics, wrestling, FFA, and Ogilvie-Mora swimming etc.

Some of the planned baseball spending includes balls, bats, gloves, protective equipment, field maintenance, uniforms, and assistance with fees.

100% of the proceeds will be contributed to youth programs in Kanabec County.

Thank you for your consideration of our gambling license application so we can provide a great youth experience in Kanabec County.

Kyle Smart

A handwritten signature in black ink, appearing to read 'K. Smart', with a stylized flourish at the end.

CEO and Vice President of the Mora Traveling Baseball Association

Agenda Item #4e

February 4, 2020

REQUEST FOR BOARD ACTION

a. Subject: Donation of Used Chairs	b. Origination: Maintenance Department
c. Estimated time: 5 minutes	d. Presenter(s):

e. Board action requested:

Approve the following:

Resolution #__ - 2/4/20

WHEREAS Kanabec County has replaced chairs on the 3rd floor of the Courthouse, and

WHEREAS these chairs have surpassed their scheduled useful life expectancy and are scheduled for disposal, and

WHEREAS a local, non-profit group in good standing with the Secretary of State has requested 6 of these chairs as a donation,

THEREFORE be it resolved that the Kanabec County Board of Commissioners approves donating 6 chairs scheduled for disposal to be donated to the Mora Open Repeater Association.

f. Background:

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #5

February 4, 2020

REQUEST FOR BOARD ACTION

a. Subject: Gambling Policy A-107 with revisions	b. Origination: Board of Commissioners
c. Estimated time: 10 minutes	d. Presenter(s):

e. Board action requested:

Review existing policy with recommended updates per Board of Commissioners 11-20-19 and 12-18-19 meetings.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

GAMBLING

I. POLICY STATEMENT

The Kanabec County Board of Commissioners has the responsibility to review for requests for lawful gambling in Kanabec County. It is the intent of the board to approve such requests when, in the opinion of the Kanabec County Board of Commissioners, the best interests of the county are being served.

II. POLICY GUIDELINES

- A. In the event of any question about application of this policy, decisions of the county board shall be final. Decisions of the board on individual cases will not necessarily limit the board's actions on future cases.
- B. It is the intent of the Kanabec County Board of Commissioners to limit the issuance of gambling permits in Kanabec County to non-profit organizations with a vested interest in the county. It is the policy of Kanabec County that, prior to the approval and issuance of any gambling permit in Kanabec County, the non-profit organization must first provide the county with ~~one of either the following~~:
1. proof of a registered address as a non-profit ~~organization in Kanabec County, or and~~
 2. ~~proof of active status and good standing for the current calendar year from the Minnesota Secretary of State, and~~
 3. a written guarantee that a minimum of 75% of the net proceeds will go to contributions within Kanabec County, ~~and~~
 4. evidence of meeting the above requirement by completing the Gambling Report on page three of this policy. ~~Organizations with exempt/excluded permits must submit the report within 30 days of the event. Organizations with a perpetual/premise permit are required to submit the report annually.~~
 5. ~~Failure to provide the Gambling Report and/or failure to contribute 75% of the net proceeds in Kanabec County may result in denial of future permit applications.~~
- C. It is the intent of the Kanabec County Board of Commissioners that, prior to the approval and issuance of any ~~perpetual/premise~~ (pull tabs, paddle wheel, bar bingo, tip boards, etc.) gambling permit in Kanabec County, the non-profit organization seeking license must first provide the county proof of township approval. Evidence of approval shall be completion of the form depicted on page two of this policy. ~~Organizations seeking exempt or excluded permit applications are not required to seek township approval prior to application to the Kanabec County Board of Commissioners.~~

Township Certification of Gambling Approval for Perpetual/Premise Permit Applications

State of Minnesota
County of Kanabec
Certification of the Minutes of the Town Board of Supervisors

Township of _____

Minutes of the meeting held: _____, 20____
(date)

The minutes of the above named Town Board Meeting indicate that the request of

_____ to conduct lawful gambling
(party requested gambling approval)

described as _____
(type of gambling, i.e., pull-tabs, raffle, bingo, etc)

to be conducted at _____
(name and address of facility)

was approved by the Town Board.

I, the undersigned certify that the information above has been carefully compared with the original records of the above named Town Board, Kanabec County, Minnesota, those records being in my custody, and is a true reflection of these minutes.

In Witness Whereof, I have hereunto placed my hand and signature:

(signature)

(printed name)

Certified this _____ day of _____, 20__.

Kanabec County Gambling Report

As per County Policy A-107 Section B, organizations are required to provide documentation that a minimum of 75% of the net proceeds go toward contributions within Kanabec County. **Please complete the following report providing proof of these requirements and submit to the Kanabec County Coordinator within 30 days of your event (exempt/excluded permits) or annually (perpetual/premise permits).**

Organization Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

	Location A	Location B	Location C
Gross Receipts			
Prizes Paid			
Taxes Paid			
Pre Expense Income			
Total Expenses			
Site Profit			

Total Profit _____ x .75 = _____

Please provide a separate list of **organizations within Kanabec County** along with the **dollar** amount that was distributed to each.

Agenda Item #6

February 4, 2020

REQUEST FOR BOARD ACTION

a. Subject: Restated Welia Bylaws	b. Origination: Welia Health
c. Estimated time: 10 minutes	d. Presenter(s):

e. Board action requested:

WHEREAS, pursuant to Minnesota Statutes, Chapter 376, as amended, the County Board of Kanabec County, Minnesota, has established a county hospital and has committed the care, management and operation of Kanabec Hospital to a hospital board consisting of nine 9 members; and

WHEREAS, the hospital board of Kanabec Hospital has changed the name to Welia Health; and

WHEREAS, the hospital board of Welia Health must be governed by a comprehensive set of bylaws in order to carry out the duties delegated to it by the county board; and

WHEREAS, the hospital board of Kanabec County dba Welia Health has prepared this set of restated bylaws for adoption by the county board of Kanabec County.

NOW, THEREFORE, the county board of Kanabec County does hereby adopt these bylaws under which the Hospital Board shall operate.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



BYLAWS

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RESTATED BYLAWS OF WELIA HEALTH

PREAMBLE

WHEREAS, pursuant to Minnesota Statutes, Chapter 376, as amended, the county board of Kanabec County, Minnesota, has established a county hospital and has committed the care, management and operation of Kanabec Hospital to a hospital board consisting of nine 9 members; and

WHEREAS, the hospital board of Kanabec Hospital has changed the name to Welia Health and

WHEREAS, the hospital board of Welia Health must be governed by a comprehensive set of bylaws in order to carry out the duties delegated to it by the county board; and

WHEREAS, the hospital board of Kanabec County dba Welia Health has prepared this set of restated bylaws for adoption by the county board of Kanabec County.

NOW, THEREFORE, the county board of Kanabec County does hereby adopt these bylaws under which the Hospital Board shall operate as follows:

DEFINITIONS

The following terms shall have the meanings indicated whenever used herein:

1. The term "county board" means Kanabec County Board of Commissioners.
2. The term *Governing Board* or "board" means the Welia Health Board, as appointed by the Kanabec County Board of Commissioners.

3. The term "medical staff" means the medical staff of Welia Health which is governed by its own set of bylaws, subject to approval by the Board.
4. The term "bylaws" means these bylaws of Welia Health, whether in the form originally adopted or as the same are amended or restated from time to time.
5. The term Welia Health shall mean the Critical Access Hospital, and related clinics called Welia Health and four clinics, located in Kanabec and Pine Counties of Minnesota.

ARTICLE I

NAME

Section 1. Name. The name of the health system shall be:

Welia Health

ARTICLE II

PURPOSES

Section 2. Purposes. The purpose of the health system shall be:

- a. To operate a health system to care for the whole person recognizing physical, emotional and spiritual needs which require the patients to receive emergency, inpatient and outpatient care without regard to age, sex, disability, nationality, color or religious creed.
- b. To carry on educational activities related to rendering care of the sick and injured and for the promotion of health, which in the opinion of the Board may be justified by the facilities, personnel, funds or other requirements that are, or can be, made available.
- c. To promote and carry on scientific research related to the care of the sick and injured, which in the opinion of the Board, may be justified by the facilities, personnel, funds or other requirements that are, or can be, made available.

- d. To participate, so far as circumstances may warrant, in any activity designed and carried on to promote the general health of the communities served.
- e. To receive in furtherance of the aforesaid objects, donations, gifts, and voluntary contributions for its maintenance and development.

ARTICLE III

BOARD

Section 1. Operating Standards. In carrying out its purposes, the health system shall act to assure that services are provided with safety, dignity and privacy to patients and personnel; with respect for the psychological, social, spiritual and physical beliefs and needs of patients and their families; in a way that fosters self-respect, mutual respect and personal and professional development of employees and medical staff; and that the health system will be operated in a fiscally-responsible manner through constant attention to efficient and economical operation and by actively seeking funds for Welia Health programs and facilities. The health system shall also develop and maintain the ability to address conflicting values and ethical dilemmas as well as complaints and disputes among patients, families, medical staff, employees, the institution and the community.

Section 2. Powers. The health system shall have those powers described in Minnesota Statutes, Sections 376.009-376.08, 144.581 and 317A.161 (or the corresponding provisions of any future statutes relating to the powers of the health system), and all explicit and implied powers necessary to carry out the purposes of the health system.

Section 3. Composition. The Board shall be composed of nine members. The membership shall be two (2) duly elected Commissioners of the County of Kanabec and seven (7) members appointed from the community at large pursuant to Minnesota Statute §376.06. Two of the appointed members will be active members of the Medical Staff. The Welia Health Chief Executive Officer and the physician liaison shall serve in an ex officio capacity only and shall not be entitled to vote.

Section 4. Appointment of Community-At-Large Members: Terms. Welia Health board members appointed from the community-at-large shall be recommended for appointment by the Nominating Committee. When a vacancy occurs, public notices will be published stating that any resident in the health system service area interested in serving on the Board must complete and submit an official application to the Nominating Committee. The Nominating Committee will recommend one candidate for each open community-at-large position on the Board. The Kanabec County Board of Commissioners will appoint from the slate recommended by the Nominating Committee. The community-at-large Board members shall serve three (3) year terms. A community-at-large member shall not serve more than three (3) consecutive terms. Completion of an unexpired term shall not be considered in applying this provision. The County Board may reappoint a community-at-large member for a second and/or third term. Terms shall expire on January 1 of the appropriate year. If reappointment is not made, the Nominating Committee shall recommend a candidate for appointment by the County Board to fill the vacancy.

Section 5. Education. Each board member will be expected to receive sixteen (16) hours of Continuing Education every year and show strong progression towards accomplishing Minnesota Hospital's Association Board of Education Certification.

Section 6. Termination: Vacancies. Termination as a Kanabec County Commissioner, death, resignation, or failure to reside in the health system service area or a failure to be re-appointed, or removal as a community-at-large member shall constitute termination of membership on the Board and committees of the Board. Furthermore, any board member with two (2) consecutive unexcused absences from official board meetings or not meeting the education requirements of Section 6, Article III, may be removed by the Board. In the event of a vacancy, the County Board shall fill the vacancy pursuant to Sections 3, 4 & 5. If the position being filled was vacated before the end of a term, the new board member will fill the unexpired portion of the term.

Section 7. Authority and Power. The Board is empowered to take any action which, in the reasonable exercise of its discretion, is necessary for the furtherance of the purposes for which

the health system exists, such powers to include, but not be restricted to, approval of operating and capital budgets, establishment of the Health System and Medical Staff policy, rules and regulations, approval of organization and personnel policies, hire and employ a chief executive officer, establish and collect fees for services and facilities provided and approve and pay bills and debts of the health system.

Section 8. Reservation of Rights: Kanabec County. The Kanabec County Board of Commissioners retains and reserves the power to lease or let unto a responsible health care association, the Welia Health grounds and buildings or to sell same. The authority to purchase and construct any buildings, or to pay therefore, shall be governed by Minnesota Statute § 376.06. Nothing in these bylaws shall be construed as in any manner limiting the authority of the County Board granted the Board by Minnesota Statutes § 376.06.

Section 9. Compensation of Directors. The Board members may be compensated and reimbursed for expenses as authorized in Minnesota Statute §376.06.

ARTICLE IV

BOARD MEETINGS

Section 1. Regular Meetings. The Board shall hold regular ***scheduled*** meetings at Welia Health, the exact date to be set by the Board at the previous meeting. The Chairperson of the Welia Health Board may request additional meetings and/or postpone a meeting if deemed necessary.

Section 2. Special Meetings. Special meetings may be called by the chairman or by any three (3) members at any time and place and for any purpose. Notice of special meetings shall be given in person or in writing not less than 3 days in advance of the time of the meeting addressed to board members at their residences or usual place of business. The notice shall state the business to be transacted at any special meeting as specified by law.

Section 3. Quorum. The presence in person of a majority of all the voting members of the board shall be necessary to constitute a quorum of any meeting. In the absence of a quorum, a majority of the members present may adjourn a meeting until a quorum is present, and notice of any

adjourned meeting need not be given other than by announcement at the meeting at which adjournment is taken. Notwithstanding the foregoing, when a quorum has been present at a meeting of the Board, but members have withdrawn from a meeting so that less than a quorum remains, the members still present nevertheless may continue to transact business until adjournment. The action of a majority of the members present at any meeting at which business may be lawfully transacted as herein provided shall constitute the action of the Board, and the validity of such action in no respect shall be impaired solely in the event that there shall exist one or more unfilled vacancies in the board at the time such action is taken.

Section 4. Proxies. A board member shall not appoint a proxy for himself or herself nor shall he or she vote by proxy.

ARTICLE V

OFFICERS

Section 1. Election. The officers of the Board shall be a chairman; a vice-chairman, a secretary/***treasurer*** and such other officers as the Board may authorize. All officers shall be elected by the Board from among the Board members at its first regular meeting of each year. These officers shall hold office for a period of one (1) year.

Section 2. Chairman. The chairman of the Board, when present, shall preside at all meetings of the board of directors and the executive committee, if one is constituted, and shall serve, ex officio but without voting rights (unless specifically vested with voting rights by action of the board), on all standing and special committees appointed by the board. He or she shall perform such other duties and have such other powers as the board from time to time may prescribe.

Section 3. Vice Chairman of the Board. The vice chairman of the Board, in the absence of the chairman of the Board or in the event of his or her inability or refusal to act, shall perform the duties of the chairman of the Board, and when so acting, shall have all the powers of the chairman. He or she shall perform such other duties and have such other powers as the Board, from time to time, may prescribe.

Section 4. Secretary/Treasurer. The secretary/*treasurer* shall be secretary of, and when present, shall record proceedings of all meetings of the Board and the executive committee, if one is constituted. He or she shall keep a register of the names and addresses of all the members and shall at all times keep on file complete copies of the bylaws. He or she shall give, when directed to do so, proper notice of meetings of the Board. He or she shall perform such other duties and have such powers as may, from time to time, be prescribed by the Board, and in general, shall perform all duties and have those powers usually incident to the office of secretary of a corporation. The secretary/*treasurer* shall be aware of all the financial transactions of the health system, shall work with the accounting officer in reporting to the Board at each regular meeting the financial condition of the health system and its financial operations for the most recent period and shall have such other duties as the Board may from time to time assign. Such secretary/*treasurer* shall be responsible for keeping minutes of all meetings of the Board, a copy of which shall be filed with the county auditor to be presented to the county board for their approval. The secretary/*treasurer* may delegate the notice of meetings and recording of minutes to a recording secretary.

Section 5. Removal. Any officer may be removed at any time, with or without cause, by the affirmative vote of a majority of the total number of members at a meeting of the board called for that purpose, which purpose shall be stated in the notice or waiver of notice of such meeting unless all the members shall be present thereat. Such removal shall be without prejudice to the employment or contract rights, if any, of the officer so removed.

Section 6. Vacancies. A vacancy among any of the officers because of death, disqualification, resignation, removal or any other cause shall be filled for the unexpired portion of the term in the manner prescribed in these bylaws for election to such office, except that such action may be taken at any meeting of the Board.

ARTICLE VI

COMMITTEES

Section 1. In General. The Board may appoint an executive committee and such other standing and special committees as it shall deem necessary or appropriate. Any committee appointed by the Board that deliberates issues affecting the discharge of medical staff responsibilities shall include one or more members of the health system's medical staff.

Section 2. Executive Committee. The executive committee ***shall be comprised of the officers of the Board, including the Chairman, Vice-Chair, Secretary/Treasurer and the immediate past chairman.*** The chairman of the board shall serve as chairman of the executive committee. The executive committee shall have all the power and authority of the board to the extent such power and the board delegates authority to it. In all events, the executive committee shall have power to act only in the intervals between meetings of the board and shall at all times be subject to the control and direction of the board. Appointees to the executive committee shall be made by the entire board, which shall also specify the term of office.

Section 3. Finance Committee. The Board may appoint a finance committee consisting of a treasurer, and two other board members. Non-Health System board members may be appointed by the Board. The Finance Committee is responsible for developing and reviewing fiscal procedures, and the annual budget with staff and other board members. The Board must approve the budget and any major change in the budget must be approved by the Board or the Executive Committee. Appointees to the finance committee shall be made by the entire board, which shall also specify the term of office.

Section 4. Special Committees. Special committees may be appointed by the board for such special duties as circumstances warrant. Such special committees shall limit their activities to the accomplishment of the task for which created and appointed, and shall have no power to act except as is specifically conferred upon each by action of the board. Upon completion of the task for which appointed, each special committee shall stand discharged. Chairmen for special committees shall be members of such committee and shall be elected by the members of that

committee. The committee chairman shall serve for the life of the committee or term of office of the member. Non- Board members may be appointed at the discretion of the Board chairman. The committee shall meet as often as necessary to complete its assigned task. Minutes shall be taken and submitted at the next regular Board meeting along with any other reports as requested by the Board.

Section 5. Appointments. Appointments to special committees shall be made by the board chairman, with board approval, from the members of the Board or from persons who are not members of the Board. The appointment shall be for three years or the life of the committee, whichever is less. Members may be removed from his or her position by a majority vote of the board. A member may serve no more than three consecutive, three year terms.

Section 6. Nominating Committee

- (a) **Purpose.** The Nominating Committee shall nominate persons for Board community-at-large positions as set forth in Article III, Section 4.
- (b) **Membership.** The membership of the Nominating Committee shall consist of seven (7) members: one appointed by each of the five (5) County Commissioners, the Chief of the Medical Staff and the President of the Auxiliary. The individual County Commissioner appointees on the Nominating Committee shall be appointed each time the committee is convened.
- (c) **Meetings.** Meetings shall be held when called by the committee chair or the Chair of the Board.

Section 7: Proxies. A committee member shall not appoint a proxy for himself or herself nor shall he or she vote by proxy.

ARTICLE VII

NOTICE AND WAIVER: WRITTEN ACTION: ELECTRONIC MEETINGS

Section 1. Notice and Waiver. Whenever any notice whatsoever is required to be given by these bylaws, or the laws of the state of Minnesota, such notice shall be given by the

secretary, or in his or her absence or failure or inability to act, by any other officer of the Board; provided, however, such notice may, in all events, be waived in writing, signed by the person or persons entitled to such notice, whether before, at, or after the time stated therein or before, at, or after any meeting referred to therein. Appearance at any meeting by any person otherwise entitled to notice thereof shall be deemed a waiver of notice unless such appearance is solely for the purpose of asserting the illegality of the meeting.

Section 2. Action without a Meeting. Any action that may be taken at a meeting of the board or the executive committee, if one is constituted, may be taken without a meeting when authorized in writing signed by all members of the board or the executive committee, as the case may be.

Section 3. Electronic Meetings. A conference among board members or among members of any standing or special committee designated by the board, by any means of communication through which the participants may simultaneously hear each other during the conference constitutes a meeting of the board, the executive committee, or such other committee, if the same notice is given of the conference as would be required for a meeting, and if the number of persons participating in the conference would be sufficient to constitute a quorum at a meeting. Participation in a meeting by that means constitutes presence in person at the meeting. A member may participate in any other meeting of the board or the executive committee, and a member of any standing or special committee designated by the board may participate in any other meeting of that committee, by any means of communication through which the member, other persons so participating, and all persons physically present at the meeting may simultaneously hear each other during the meeting. Participation in such meeting by that means constitutes presence in person at the meeting.

ARTICLE VIII

Chief Executive Officer

Section 1. Appointment. The Board shall employ a competent chief executive officer

with such qualifications and experience as it deems suitable and proper, who may have the “Chief Executive Officer, President,” or such other title as determined by the Board. The Chief Executive Officer shall be given the necessary authority and held responsible for the administration of the health system in all its activities and departments. He or she shall act as the duly authorized representative of the Board in all matters in which the board has authorized him so to do. His or her performance shall be reviewed annually by the Board.

Section 2. Authority and Duties. The authority and duties of the chief executive officer shall be:

- a. To prepare and submit to the Board for approval a plan of organization of the personnel and others concerned with the operation of the health system.
- b. To prepare detailed estimates for use in preparing the annual budget and to furnish such assistance as is required in formulating said budget.
- c. To be responsible to the Board for employment control and discharge of all employees.
- d. To see that all physical properties are kept in good state of repair and operating condition.
- e. To supervise business affairs such as the establishment of effective information management system, collection of accounts, and the purchase and issuance of supplies and to ensure that all funds are collected and expended to the best possible advantage.
- f. To cooperate with the medical staff and to secure like cooperation on the part of all those concerned with the rendering of professional service to the end that the best possible care may be rendered to all the patients.
- g. To assure the regular submission to the Board or its authorized committee’s monthly reports showing the professional service of the health system and to prepare and submit such special reports as may be required by the board.

- h. To attend all meetings of the board and its committees except when otherwise requested by the Board or committee.
- i. To perform any other duty that may be necessary in the best interest of the health system.
- j. To serve as a liaison office and channel of communications for all official communications between the Board and its committees and the medical staff.
- k. To report on corporate compliance issues.
- l. To be available to give a report to the Board and/or County Commissioners as requested.
- m. To be responsible for compliance with applicable laws, regulations and requirements and act upon any reports/recommendations from authorized agencies as appropriate.
- n. To report any changes in operations, ownership, medical director, administrator, to State agencies as required through licensure renewal.

Section 3. Quality Assessment and Performance Improvement. The Board requires the chief executive officer to provide an update on the quality improvement process, which involves the medical staff, staff and board. Regular reports shall be made to the board on a timely basis.

ARTICLE IX

MEDICAL CARE

Section 1. Organized Medical Staff. The Board shall appoint a medical staff comprised of qualified physicians to render medical care in the health system. In addition, at the option of the board, the medical staff may include other licensed individuals permitted by law and the board to provide patient care services independently, that is, (without supervision or direction) or dependently, that is, (with supervision or direction) within the scope of their licenses and delineated privileges. **Residents** may also be granted delineated privileges under the supervision or direction

of a medical staff member. The board shall ensure that the medical staff is organized in accordance with bylaws, rules and regulations approved by the board as shall provide satisfactory results in the care of patients and the health system's operations. Each member of the medical staff shall have professional authority and responsibility for the care of his or her patients, subject only to such limitations as are contained in these bylaws, and in the bylaws, rules and regulations for the medical staff and subject to any limitations attached to his or her appointment.

Section 2. Delegation of Authority. While recognizing that ultimate responsibility rests with the Board, the board delegates to the medical staff, authority and responsibility for the care of all patients, subject to the bylaws, rules and regulations of the medical staff and subject to such limitations as the board may impose, and within all legal and ethical principles of the medical profession.

Section 3. Authority to Admit. The authority to admit patients shall be placed solely in the hands of the practitioners duly appointed to the medical staff.

Section 4. Applications. All applications for appointment or reappointment to the medical staff shall be in writing and addressed to the chief executive officer. They shall contain full information concerning the applicant's licensure, relevant training or experience, current competence, personal health, insurance, the ability to perform the privileges requested, and such other information as the board may require for appointments or reappointment. Further procedures on appointment and reappointment shall be set forth in the medical staff bylaws.

Section 5. Appointments and Hearings. All appointments to the medical staff shall be for a maximum of two years, renewable by the board. The board in its discretion may set shorter terms from time to time. When an appointment is denied or is not to be renewed, or when privileges have been denied or are proposed to be reduced, suspended, or terminated, the staff member shall be afforded the opportunity of a hearing before a committee of the medical staff, so designated in the medical staff bylaws. The recommendation of this committee shall be considered by the board prior to taking final action on the matter. Such hearing shall be

conducted informally under procedures adopted by the board so as to assure the full opportunity for the presentation of all pertinent information. The staff member shall also be entitled to appellate review by the board under those circumstances set forth in the medical staff bylaws. When the board does not concur with a recommendation of the medical staff concerning the clinical privileges or medical staff status of a medical staff member, the board shall meet and confer with the medical staff executive committee, if it so requests, concerning the Board's decision including its reasons therefore, and the board in its sole discretion may consider the matters discussed at that meeting in rendering or reconsidering its final decision.

Section 6. Administrative Responsibility. The medical staff shall be organized into a responsible administrative unit and adopt such bylaws, rules and regulations for Board approval for the government of its practice in the health system as the Board deems to be of greatest benefit to the care of patients within the health system. These bylaws, rules and regulations shall be reviewed annually. Neither the medical staff nor the Board may unilaterally amend the bylaws, rules and regulations.

Section 7. Physician Available. There shall be a physician from the medical staff available within 30-minutes to the hospital at all times.

Section 8. Medical Records. The board delegates to the medical staff and administration to determine the timeframe in which medical records shall be completed as required by State law. Delinquency will be managed through the medical staff as necessary.

Section 9. Supervision. The chief executive officer, the board and/or chief of medical staff shall have the right of emergency action to suspend privileges of any medical or allied health care staff member pending hearing, if applicable, as further set forth in the Medical Staff Bylaws.

Section 10. Medical Care and its Evaluation.

- a. The medical staff shall have overall responsibility for the quality of the medical practice carried on in the health system and for the maintenance and improvement of applicable professional and ethical standards.

- b. The medical staff shall conduct a continuing review and appraisal of the quality of professional care rendered in the health system and shall regularly report such activities and their results to the board.
- c. The medical staff executive committee shall make recommendations to the board concerning:
 - 1. The medical staff role in performance improvement of clinical and non-clinical health system processes that requires medical staff leadership or participation;
 - 2. Appointments, reappointment and modifications of staff status;
 - 3. Granting of clinical privileges
 - 4. Disciplinary actions;
 - 5. All matters relating to professional competency; and
 - 6. Such specific matters as may be referred to it by the board.

ARTICLE X

AUXILIARIES AND RELATED HEALTH SYSTEMS

Section 1. The board may from time to time, authorize the formation of auxiliaries or other related organizations, the purposes of which shall be to support and further the purposes of the health system.. Each such health system shall be governed by its own bylaws, rules and regulations; provided, however, that such bylaws, rules and regulations and any amendments thereto shall not become effective until first approved by the board.

ARTICLE XI

BOOKS AND RECORDS: FINANCIAL MATTERS

Section 1. **Books and Records.** The board of directors shall cause to be kept:

- a. Records of all proceedings of the Board, the executive committee (if one is constituted), and such other standing and special committees as may from time to

time be constituted by the board; and

- b. Such other records and books of account as shall be necessary and appropriate to the conduct of the business of the health system;
- c. Financial statements of the health system.

Section 2. Accounting System; Audit. The Board shall cause to be established and maintained, in accordance with generally accepted accounting principles applied on a consistent basis, an appropriate accounting system for the health system. The board shall cause the records and books of account of the health system to be audited by a firm of certified public accountants of recognized standing at such times, as it may deem necessary or appropriate.

Section 3. Fiscal Year. The fiscal year of the health system shall be determined by the board.

Section 4. Checks, Drafts and Other Matters. All checks, drafts or other orders for the payment of money and all notes, bonds or other evidences of indebtedness issued in the name of the shall be signed by such officer or officers, agent or agents, employee or employees of the and in such a manner as specified in these bylaws.

ARTICLE XII

POLICIES

Section 1. Policies. The Board from time to time may adopt policies relevant to the governance of the board, such as policies dealing with conflict of interest and discharge of information. Those policies shall be attached to the bylaws and are hereby incorporated by reference.

ARTICLE XIII

REVIEW OF BYLAWS AND AMENDMENTS

Section 1. Review. These bylaws shall be reviewed at least every year by the Board.

Section 2. Amendments. Any proposed amendments to the bylaws shall be discussed by the Board and a recommendation made to adopt such amendments. The recommendation shall be sent to the county board of commissioners. The bylaws may then be amended by an affirmative

vote of a majority of the county board of commissioners of Kanabec County, Minnesota, present at any regular or special meeting of the county board at which notice of the entire substance of the proposed amendment shall have first been given to all members of the county board.

ADOPTED THIS _____ DAY OF _____

BY: _____

THE WELIA HEALTH BOARD CHAIRMAN

ADOPTED THIS _____ DAY OF _____,

BY: _____

THE KANABEC COUNTY BOARD CHAIRMAN