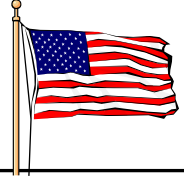




Kanabec County Board of Commissioners

Regular Meeting Agenda The Meeting of January 21, 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 FSB.

Family Services Board

9:30am Erica Bliss, VSO- Request to attend County Veteran Service Officer National Training

9:45am Denise Snyder, Auditor Treasurer- Election Equipment Grant

10:00am Executive Order on Refugee Resettlement

10:30am Public Comment

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
4. Pay Equity Report
5. Committee Appointments continued
6. Board Meeting Schedule continued
7. Snake River One Watershed One Plan Memorandum of Understanding
8. 2019 Gravel Tax Report
9. Knife Lake Park/MnDOT
10. Extension Committee Composition
11. Kanabec County former jail facility
12. Budget Report- December 2019 *PRELIMINARY*
13. Future Agenda Items
14. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Family Services

905 East Forest Avenue, Suite 150

Mora, MN 55051

Phone: 320-679-6350

Fax: 320-679-6351

Kanabec County Family Services Board

Agenda

January 21, 2020

9:05 a.m.

- 1. Agenda Approval** **Pg. 1**
- 2. Presentation- Cheryl Jenkins, Fiscal Supervisor – Accounting**
- 3. Director's Report** **Pg. 2**
 - Staffing – nothing to report
 - SCHA Care Coordinator case load
 - Ongoing Update of Children in Placement Numbers
- 4. South Country Health Alliance Delegation Agreement**
 - Action requested
 - See attached Agreement, supporting documentation and resolution **Pg 3-23**
- 5. Welfare Fund Report**
 - See attached report **Pg. 24**
- 6. Financial Report**
 - See attached report **Pg. 25-26**
- 7. Abstract Approval**
 - See attached abstract and board vendor paid list **Pg. 27-31**
- 8. Other Business**
- 9. Adjourn**

Family Service Director's Report

January, 2020

Staffing –nothing to report

South Country Health Alliance Care Coordinator

The Kanabec County Care Coordinator is at or above maximum capacity. This position is growing by more than 4 clients per month. The ongoing case load for this position has increased from 51 in 2017 to 93 currently.

These clients are over 65 years of age living in their own homes in the community. This is the age group we have targeted to provide additional services. Case Management and Vulnerable Adult Case Management will cover a new worker in this area. The results would be better service and meeting the needs of the aging population going forward. The effect on our budget would be a neutral or a positive gain. Does the board wish me to bring forward a request for this new position?

Ongoing Update on Number of Children in Placement

Last month we had 13 children in our care in out of home placements. We have 13 children in care this month compared to 17 last year for the same month. Teams are meeting regularly to identify permanent options for these children including reunification with their families with services. Kanabec County is not alone in this issue. We are down significantly over last year for the same month.

2020 DELEGATION AGREEMENT

THIS DELEGATION AGREEMENT effective January 1, 2020 by and between Kanabec County (“Delegated Entity”) and South Country Health Alliance (“SCHA”).

WHEREAS, South Country Health Alliance desires to delegate the provision of certain services described herein to Delegated Entity; and

WHEREAS, Delegated Entity desires to provide the delegated services described herein in accordance with SCHA policies and procedures and in compliance with applicable federal and state laws, regulations, and National Committee for Quality Assurance (NCQA) accreditation standards;

NOW THEREFORE, in consideration of the terms and conditions set forth herein, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

SECTION 1 DEFINITIONS

The following terms as used in this Agreement shall have the meanings ascribed to them below unless the context clearly requires a different meaning:

- 1.1 Action:** 1) the denial or limited authorization of a requested service, including the type or level of service; 2) the reduction, suspension, or termination of a previously authorized service; 3) the denial, in whole or in part of payment for a service; 4) the failure to provide services in a timely manner; 5) the failure of the MCO to act within the timeframes identified; 6) for a resident of a rural area with only one MCO, the denial of a member’s request to exercise his or her right to obtain services outside the network.
- 1.2 Agreement:** This Agreement, including any schedules or other attachments hereto, all as presently in effect or as hereafter amended.
- 1.3 Appeal:** The oral or written request from the member, or the Provider acting on behalf of the member with the member’s written consent to the MCO for review of an Action. An appeal may be expedited if the member’s medical condition requires a decision within 3 days.
- 1.4 Care Coordination:** The assignment of an individual who coordinates the provision of all Medicare and Medicaid health and long-term care services for members, and who coordinates services to a member among different health and human service professionals and across settings of care. The individual must be a social worker, public health nurse, registered nurse, physician assistant, nurse practitioner or physician.
- 1.5 Case Management:** The coordination of care and services provided to members to facilitate appropriate delivery of care and services. It involves comprehensive assessment

of the member's condition; determination of available benefits and resources; and development and implementation of a case management plan with performance goals, monitoring and follow-up.

- 1.6 Care Transition:** The movement of a member from one care setting to another as the member's health status changes; for example, moving from home to a hospital as the result of an exacerbation or a chronic condition or moving from the hospital to a rehabilitation facility after surgery.
- 1.7 Care Transition, Planned:** Include elective surgery or a decision to enter a long-term care facility.
- 1.8 Care Transition Process:** The period from identifying a member who is at risk for a care transition through the completion of a transition. This process goes beyond the actual movement from one setting to another; it includes planning and preparation for transitions and the follow-up care after transitions are completed.
- 1.9 CMS:** The federal Centers for Medicare and Medicaid Services, formerly known as the Health Care Financing Administration.
- 1.10 CMS Contract:** The contract between SCHA and CMS for the provision of Medicare services.
- 1.11 Complex Case Management:** The systematic coordination and assessment of care and services provided to members who have experienced a critical event or diagnosis that requires the extensive use of resources and who need help navigating the system to facilitate appropriate delivery of care and services.
- 1.12 Disclosing Entity:** A Medicaid Provider (other than an individual practitioner or group of practitioners), or a fiscal agent as stated in 42 CFR §455.101
- 1.13 Elderly Waiver:** The Elderly Waiver (EW) program funds home and community-based services for people age 65 or older who require the level of medical care provided in a nursing home, but choose to reside in the community. To receive EW services a person must choose community care and be eligible for Medical Assistance (MA) payment of long-term (LTC) services; assessed through a Long-Term Care Consultation (LTCC) and determined to need the level of care provided in a nursing facility (NF-I or NF-II); be in need supports and services beyond those available through the standard MA benefit set according to the LTCC screening or MNChoices; and incurring a cost to MA for community-based services that is less than the cost of institutional care.
- 1.15 Grievance:** An expression of dissatisfaction about any matter other than an Action, including but not limited to, the quality of care or services provided or failure to respect the member's rights.

- 1.16 Managed Care Organization (MCO):** An entity that has or is seeking to qualify for a comprehensive risk contract and that is: (1) a Federally Qualified HMO that meets the advance directives requirements of 42 CFR 489.100-104; or (2) any public or private entity that meets the advance directives requirements and is determined to also meet the following conditions: a) makes the services that it provides to its Medicaid Enrollees as accessible (in terms of timeliness, amount, duration, and scope) as those services are to other Medicaid Recipients within the area served by the entity; and b) meets the solvency standards of 42 CFR 438.116.
- 1.17 Managing Employee:** A general manager business manager, administrator, director, or other individual who exercises operational or managerial control over, or who directly or indirectly conducts the day-to-day operation of an institution, organization or agency as defined in 42 CFR §455.101.
- 1.18 Minnesota Health Care Programs (MHCP):** Medical Assistance, General Assistance Medical Care, Prepaid Medical Assistance Program, and MinnesotaCare.
- 1.19 Minnesota Senior Care Plus (MSC+):** The benefit set that includes all services under MSC plus the Elderly Waiver home and community-based services and one hundred and eighty days (180) of nursing facility care.
- 1.20 Minnesota Senior Health Options (MSHO):** The prepaid managed care program for Medical Assistance-eligible seniors, age 65 and over, with or without Medicare. SCHAs MSHO product is called SeniorCare Complete.
- 1.21 MSHO Community Well Members:** Members enrolled in SeniorCare Complete, SCHAs MSHO product and SCHAs is receiving a Community Well rate cell payment.
- 1.22 National Committee for Quality Assurance (NCQA):** A nonprofit organization that seeks to improve patient care and health plan performance in partnership with Managed Care Plans, purchasers, consumers and the public sector. NCQA evaluates health plans' internal quality processes through accreditation reviews and works to develop health plan performance measures.
- 1.23 Ownership Interest:** The possession of equity in the capital, the stock, or the profits of the Disclosing Entity.
- 1.24 Person with an Ownership or Control Interest:** Person or corporation that: A) has an ownership interest, directly or indirectly totaling five percent (5%) or more in the MCO or a Disclosing Entity; B) has a combination of direct and indirect Ownership Interests equal to five percent (5%) or more in the MCO or the Disclosing Entity; C) owns an interest of 5% or more in any mortgage, deed of trust, note, or other obligation secured by the MCO or the Disclosing Entity; or D) is an officer or director of the MCO or the Disclosing Entity (if it is organized as a corporation) or E) is a partner in the MCO or the Disclosing Entity (if it is organized as a partnership).

- 1.24.1** Direct Ownership Interest is defined as the possession of stock, equity in capital or any interest in the profits of the Disclosing entity.
- 1.24.2** Indirect Ownership Interest is defined as ownership interest in an equity that has a direct or indirect ownership interest in the Disclosing Entity. The amount of indirect ownership interest in the Disclosing Entity that is held by any other entity is determined by multiplying the percentage of ownership interest at each level. An indirect ownership interest must be reported if it equates to an ownership interest of 5% or more in the Disclosing Entity. Example: If C owns 10% of the stock in a corporation that owns 80% of the stock of the Disclosing entity, C's interest equates to an 8% indirect ownership and must be disclosed.
- 1.24.3** Controlling Interest is defined as the operational direction or management of a disclosing entity which may be maintained by any or all of the following devices: the ability or authority, expressed or reserved, to amend or change the corporate identity, (i.e., joint venture agreement, unincorporated business status) of the disclosing entity; the ability or authority to nominate or name members of the Board of Directors or Trustees of the disclosing entity; the ability or authority, expressed or reserved to amend or change the by-laws, constitution, or other operating or management direction of the disclosing entity; the right to control any or all of the assets or other property of the disclosing entity or the sale or dissolution of that entity; the ability or authority, expressed or reserved, to control the sale of any or all of the assets, to encumber such assets by way of mortgage or other indebtedness, to dissolve the entity, or to arrange for the sale or transfer of the disclosing entity to new ownership control.
- 1.25** **Provider:** An Individual or entity that is engaged in the delivery of health care services and is legally authorized to do so by the state in which it delivers the services.
- 1.26** **Significant Business Transaction:** Any business transaction or series of related transactions that, during any one fiscal year, exceeds either \$25,000 or 5 percent (%) of a provider's total operating expenses.
- 1.27** **Special Needs BasicCare (SNBC) Plan:** A service delivery system in which the State contracts with a Medicare Advantage Special Needs Plan to provide Medicaid services and/or integrated Medicare and Medicaid services to Medicaid eligible people with disabilities who are between the ages of 18 through 64 at the time of enrollment. SCHAs SNBC products are called AbilityCare, SingleCare and SharedCare.
- 1.28** **State:** The Minnesota Department of Human Services or its agents, and the Commissioner of Human Services.
- 1.29** **State Contract:** The contract between SCHAs and the Minnesota Department of Human Services for the purpose of providing and paying for health care services and supplies to recipients enrolled in SCHAs under Minnesota Health Care Programs, MSC+, MSHO, or the SNBC Plan.

- 1.30 TruCare:** A secure web-based case management system that allows users to see a holistic picture of a member via case notes, referrals, assessments, care plans, authorizations and other clinical information which helps facilitate care coordination activities.

SECTION 2 SCHA RESPONSIBILITIES

- 2.1 Delegated Activities.** SCHA shall delegate to Delegated Entity the provision of Care Coordination duties and other services as set forth in Exhibit A, which is attached hereto and incorporated herein, and in accordance with SCHA policies and procedures, applicable laws and regulations, and NCQA accreditation standards.
- 2.2 SCHA Policies and Procedures.** Prior to execution of this Agreement, SCHA shall provide to Delegated Entity copies of SCHA policies and procedures applicable to this Agreement either through regular mail or electronically. SCHA may change its policies and procedures by providing thirty (30) days prior written notice to Delegated Entity of the changes and their effective dates. However, if required by state or federal law, regulation, or regulatory action, SCHA may change its policies and procedures by providing written notice to Delegated Entity of the changes and their effective dates. Any notice provided to Delegated Entity under this section may be in an electronic format.
- 2.3 Oversight, Monitoring and Audit.** SCHA shall perform ongoing oversight and monitoring of Delegated Entity's performance under this Agreement, including but not limited to, review of any required reporting under this Agreement. At any time, but at least annually, SCHA will audit records and documents related to the activities performed under this Agreement. This process does include the annual care plan audits required through DHS MSHO/MSCH and SNBC products. SCHA will perform the annual care plan audits as per DHS' protocol. SCHA, in its sole discretion, will conduct review of Delegated Entity's written policies and procedures and member files. SCHA will provide written notice of annual audits at least thirty (30) calendar days prior to the audit. SCHA shall provide a report of its audit findings to Delegated Entity within ninety (90) calendar days of the audit's conclusion. For all additional audits, SCHA shall provide at least fourteen (14) calendar days prior written notice, unless state or federal regulators or NCQA accreditation agencies require a shorter timeframe. The audit notes shall include a list of the records to be reviewed.
- 2.4 Revocation of Delegation.** SCHA may revoke the delegation of some or all of the activities which Delegated Entity is obligated to perform under this Agreement in the event Delegated Entity fails to perform the delegated activities or correct non-compliant delegated activities as outlined in the Corrective Action Plan, as provided in Section 3.3 of this Agreement, in a timely manner and to the satisfaction of SCHA and in accordance with SCHA policies and procedures and applicable laws, regulations and NCQA accreditation standards. The delegate agrees to allow SCHA to perform additional audits as necessary to verify compliance of the Corrective Action Plan. In such event, SCHA may elect to terminate or modify this Agreement pursuant to Section 5.

- 2.5 SCHAs Accountability.** SCHAs shall oversee and at all times remain accountable to CMS and the State for any functions or responsibilities of SCHAs under its contracts with CMS and the State, including functions or responsibilities delegated to Delegated Entity under this Agreement.
- 2.6 Public Health Goal.** SCHAs agree to meet with Delegated Entities to develop and discuss mutual objectives related to public health priorities.
- 2.7 Provision of Member Data.** South Country agrees to provide the following information when requested: member experience data, if applicable and clinical performance data. This data requested may be, but not limited to, results of member experience surveys, relevant to delegate functions, relevant claims data or results of relevant clinical performance measures. The delegate must give written notice of the data request to South Country at least 30 days in advance, unless state or federal regulators require a shorter timeframe. The delegate agrees to work with South Country as needed regarding the obtaining of the data.

SECTION 3 DELEGATED ENTITY RESPONSIBILITIES

- 3.1 Delegated Activities.** Delegated Entity shall provide the services set forth in Exhibit A and Exhibit B in accordance with SCHAs policies and procedures and applicable law, regulations and NCQA accreditation standards.
- 3.2 Law, Regulations and Licenses.** Delegated Entity shall maintain all federal, state and local licenses, certifications, accreditations and permits, without material restriction, that are required to provide the services under this Agreement. Delegated Entity shall notify SCHAs in writing within ten (10) business days after it learns of any suspension, revocation, condition, limitation, qualification or other material restriction on Delegated Entity's licenses, certifications, accreditation or permits.
- 3.3 Corrective Action Plans.** In the event that, during an audit or any other time during the term of this Agreement, SCHAs discovers any deficiencies in Delegated Entity's performance of any services under this Agreement, Delegated Entity shall develop a Corrective Action Plan for the specific activity that SCHAs determines to be deficient. The Corrective Action Plan shall include specifics of and timelines for correcting any deficiencies and shall be provided to SCHAs within two (2) weeks after SCHAs notifies Delegated Entity of the deficiency (ies) or issues its annual audit report to Delegated Entity. SCHAs shall review and comment on the Corrective Action Plan within two (2) weeks after receiving it from Delegated Entity. Delegated Entity shall implement the Corrective Action Plan within the specified timeframes. In the event the Corrective Action Plan is not developed and/or implemented within such timeframes, SCHAs may revoke all or certain delegated activities pursuant to Section 2.4 and/or terminate this Agreement pursuant to Section 5. If deficiencies are identified or repeated, SCHAs retains the right to increase its monitoring, evaluations, and audits of Delegated Entity until the deficiencies are corrected.

- 3.4 Reporting.** Delegated Entity shall provide SCHA with regular reports; at least semi-annually, regarding the provision of services under this Agreement. SCHA shall review any required reporting as part of its ongoing oversight and monitoring of compliance with this Agreement. SCHA shall promptly notify Delegated Entity of any concerns identified as a result of regular reporting or as a result of a failure to provide regular reports. Reports are identified on Exhibit C of this Agreement.
- 3.5 Document Submission.** Delegated Entity shall provide to SCHA its Waiver Quality Assurance Plan Survey and Gaps Analysis in availability of EW services if requested by SCHA within 60 days of the request.
- 3.6 Appeals and Grievance.**
- a) Notify SCHA's Grievance & Appeals (G/A) department of any potential grievance and appeals requests (filed by or on behalf of the member) as follows (requests are to be submitted via email to Grievances-Appeals@mnscha.org or via FAX to SCHA's G/A department at (507) 444-7774): **No later than** one business day of receipt for all standard grievance and appeal requests.
 - b) **No later than** four (4) regular business hours of receipt **AND** no later than end of the same business day in which it is first received, for all expedited grievance and appeal requests.
 - i. Place "EXPEDITED G/A REQUEST" in the Subject headline of the email.
- 3.7 Utilization Management.** Delegated Entity agrees to forward all requests to SCHA Health Services for prior authorization or pre-certification regarding dental, medical or pharmacy within one business day of knowledge of request. If the service is expedited, the Delegated Entity will forward the request within three hours of receipt and will verbally notify SCHA.
- 3.8 Long Term Care Screening Document Entry.** The Delegated Entity will be responsible to enter all Long Term Care (LTC) Screening Documents into MMIS for all Senior health risk assessments completed which include but not limited to LTCC, MNChoices, South Country Health Risk Assessment, member refusals, and unable to reach screenings performed, as applicable. South Country enters the SNBC members health risk assessments into MMIS after a task is created in TruCare and sent to South Country. Pre-Admission Screening (PAS) for skilled nursing facility placements are required to be entered into MMIS by the delegated entity.
- 3.8.1** Enter member Elderly Waiver –
LTC Screening Documents into MMIS prior to the first capitation cut-off date each month or alert SCHA Community Engagement team of the delay and rational for the delay.
- 3.8.2** Enter and exit LTCC Screening Document exiting a member from the Elderly Waiver when the member has been in a skilled nursing facility more than 30 days. The LTCC screening document must be entered within 60 days of the living arrangement change.

- 3.8.3** Complete a Level I PAS for all skilled nursing facility admissions and make these available to SCHA within one (1) week. Send the Level I PAS to the nursing home who is admitting the member. If the Level I PAS identifies that a Level II is needed refer to appropriate county.
- 3.8.4** The Delegated Entity will notify SCHA within one business day of a Member who previously was determined to meet Nursing Facility Level of Care but upon subsequent assessment is determined to not meet the Nursing Facility Level of Care criteria, to request a review of the assessment results.
- 3.9 Request for a Long Term Care Consultation (LTCC).** The Delegated Entity must provide for a LTCC within 20 calendar days of request and make that assessment available to SCHA upon request. The Delegated Entity agrees to provide SCHA with a LTCC or MNChoices assessment performed for a member to determine the member's risk of nursing home placement or current need for nursing home care according to applicable MN statutes.
- 3.10 Care Coordinator Assignment:** The Delegated Entity will assign a care coordinator to each newly enrolled member on SeniorCare Complete, MSC+, AbilityCare, and SingleCare for the required Care Coordination Activities. The Delegated Entity will ensure all members enrolled on SeniorCare Complete, MSC+, AbilityCare and SingleCare will have an assigned care coordinator at all times. Members must be reassigned to a new care coordinator if a care coordinator resigns from their position. If the care coordinator is out on leave and will be returning to their position, there is no need to reassign members to new care coordinators. Delegated Entity will need to follow all processes outlined in the Care Coordination Grids and to enter all required information into TruCare.
- 3.11 LTCC Expansion.** The Delegated Entity will assist the member moving to a registered housing with services facility to obtain or recover a verification code from the Senior Linkage Line or found in MMIS.
- 3.12 Comply with Minnesota Statute 62Q75 Subd.3.** Delegated Entity will comply with said statute that states that "healthcare providers and facilities must submit their charges to a health plan company or third-party administrator (TPA) within 6 months from the date of service or the date the healthcare provider knew or was informed of the correct name and address of the responsible health plan company or TPA, whichever is later."
- 3.13 Enrollee Satisfaction Survey.** The Delegated Entity agrees to cooperate with SCHA to conduct a satisfaction survey of members.
- 3.14 Care Coordinator Performance:** The Delegated Entity shall have a process to evaluate the performance of individual care coordinator in the provision of care coordination for SCHA Members and report to SCHA performance that is negatively affecting the care coordination of the SCHA Member.

Members may request and be offered a different care coordinator and the Delegated Entity will immediately notify SCHA of any such request. South Country can also

request the Delegated Entity to change the member to a new care coordinator if the member reaches out to South Country.

SCHA will share care coordinator performance information with the Delegated Entity as appropriate (i.e. feedback from the care coordinator survey, care plan audits, etc.)

- 3.15 **Personal Care Assessments (PCA):** The Delegated Entity agrees to complete PCA assessments within the DHS required timeframe after referral and annually thereafter once the request is received from the PCA Agency. The Delegated Entity will communicate the PCA assessments results to South Country.

SECTION 4 SUB-DELEGATION

Under certain circumstances, SCHA may allow Delegated Entity to sub-delegate all or part of the delegated Services under this Agreement to another entity. Prior to any such sub-delegation arrangement, Delegated Entity must receive written approval from SCHA and must:

- (a) Provide SCHA with Delegate entity's pre-delegation assessment finding of the potential sub-delegate;
- (b) Warrant the delegation agreement between Delegated Entity and sub-delegate meets (1) all applicable SCHA, (2) all applicable state and federal law requirements, and (3) all terms and conditions of this Agreement;
- (c) Agree to oversee and perform audits of those activities it has delegated to another entity;
- (d) Provide all reports to SCHA that are required under this Agreement; and
- (e) Agree that Delegated Entity and the Sub-Delegate adhere to delegation requirements as per applicable State and Federal law and NCQA requirements, including the Medicare Advantage Special Needs Plan regulations.

SECTION 5 TERM, TERMINATION, MODIFICATION

- 5.1 **Initial Term.** This Agreement shall commence on January 1, 2020 and continue through December 31, 2020.
- 5.2 **Contract Renewal.** Unless otherwise terminated pursuant to Section 5.3, this Agreement will automatically renew on the termination date and on each one (1) year anniversary of such date for additional terms of one (1) year.
- 5.3 **Termination.** This entire Agreement, complete sections of this Agreement, or certain delegated services contained in this Agreement, may be terminated as follows:
- (a) by either party, without cause upon one hundred twenty (120) days written notice to the other party;

- (b) by either party, in the event of a material breach of this Agreement by the other party, upon thirty (30) days prior written notice to the other party;
- (c) by SCHA immediately, due to failure of Delegated Entity to perform delegated activities under this Delegation Agreement that could endanger or harm SCHA health plan enrollees;
- (d) by SCHA, upon thirty (30) days prior written notice to Delegated Entity, in the event Delegated Entity is out of compliance with this Agreement and refuses to enter into a Corrective Action Plan or agree to a modification of this Agreement;
- (e) by SCHA, upon thirty (30) days prior written notice to Delegated Entity, in the event Delegated Entity does not comply with an established Corrective Action Plan;
- (f) by SCHA immediately, if Delegated Entity seeks to sub-delegate the performance of delegated services under this Agreement without SCHA's written prior approval to sub-delegate; or
- (g) by SCHA immediately, due to Delegated Entity's loss or suspension of any applicable licensure status or loss of liability insurance.

5.4 Counterparts; Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which, taken together, shall constitute a single original. Electronic, scanned or facsimile signatures shall be deemed originals for the purpose of this Agreement.

SECTION 6 REGULATORY COMPLIANCE

- 6.1** SCHA, Delegated Entity and Delegated Entity's contractors and subcontractors, agree to comply with all applicable federal and state statutes and regulations, as well as local ordinances and rules now in effect and hereinafter adopted, including, but not limited to all applicable Medicaid and Medicare laws, regulations, and CMS instructions.
- 6.2** Disclosure of Ownership Information: All subcontracts must be in writing. Delegated Entity must update disclosure information as needed in accordance with 42_CFR455.104. The required information includes: (a) the name, address, date of birth, social security number (in case of an individual), and tax identification number (in the case of a corporation) of each Person with an Ownership or Control Interest in the Delegated Entity or in any subcontractor in which there is direct or indirect ownership of 5% or more. The address for corporate entities must include primary business address, every business location, and P.O. box address; (b) a statement as to whether any Person with an Ownership or Control Interest in the entity as identified in Paragraph (a) is related (if an individual) to any other Person with Ownership or Control Interest as a spouse, parent, child, or sibling; and (c) the name of any other Disclosing Entity in which a Person with Ownership or Control Interest in the Disclosing Entity also has an ownership or control interest; and (d) the name, address, date of birth and social security number of any Managing Employee of the Delegated Entity.
- 6.3** All tasks performed under the Agreement must be performed in accordance with SCHA's

Policy and Procedure regarding Care Coordination for MSC+ and SeniorCare Complete(MSHO) and AbilityCare, SingleCare, SharedCare (SNBC) programs, the provisions of which are incorporated into the Agreement by reference. Nothing in the Agreement relieves SCHA of its responsibility under such contracts with the State and CMS. If any provision of the Agreement is in conflict with provisions of such contracts, the terms of such contracts shall control.

- 6.4** Delegated Entity is obligated to comply with other laws, specifically Federal laws and regulations designed to prevent or detect fraud, waste, and abuse including, but not limited to: applicable provisions of Federal criminal law; the False Claims Act (31 U.S.C. 3729 et seq.); the Anti-kickback statute (Section 1128B (b) of the Act); HIPAA administrative simplification rules at 45 CFR Part 160, 162, and 164, and with Title XIII, Subtitle D of the American Recovery and Reinvestment Act of 2009, Pub Law 111-5 (“ARRA”) and any implementing regulations that may be enacted.
- 6.5** Delegated Entity agrees that members are not discriminated against in the delivery of health care services consistent with benefits covered in their Certificate of Coverage based on medical coverage, health status, receipt of health care services, claims experience, medical history, genetic information, disability (including mental or physical impairment), marital status, age, sex (including sex stereotypes and gender identity), sexual orientation, national origin, race, color, religion, creed, or public assistance status.
- 6.6** Delegated Entity assures that services are provided in a culturally competent manner.
- 6.7** Delegated Entity adheres to the prohibited use of Medicare excluded practitioners.
 - 6.7.1** Delegated Entity will search the OIG List of Excluded Individuals/Entities (LEIE) and the Excluded Parties List (EPLS) databases monthly, and require all subcontractors to search the LEIE monthly, for any Employees, Agents, Providers, or Persons with an Ownership or Control Interest to verify that these persons:
 - 6.7.1.1** Are not excluded from participation in a federal health care program under Section 1128 or 1128A of the Social Security Act; and
 - 6.7.1.2** Have not been convicted of a criminal offense related to that person’s involvement in any program established under Medicare, Medicaid or the title XX services program.
 - 6.7.2** Delegated Entity will report to SCHA within five (5) days any information regarding individuals or entities specified in 6.7.1.1, who have been convicted of a criminal offense related to the involvement in any program established under Medicare, Medicaid, and title XX services program, or those have been excluded from participation in a federal health care program under Sections 1128 or 1128A of the Social Security Act.

- 6.7.3** Upon discovery of an ineligible individual or entity, Delegated Entity will immediately relieve the employee, agent, Provider or subcontractor from his or her responsibilities or the business relationship will immediately be discontinued.
- 6.7.4** Delegated Entity shall report within one business day to SCHA the Name, specialty, and address, and reason for nonrenewal or termination of each Contracted Healthcare Provider whose contracts have been terminated not renewed during the previous quarter.
- 6.8** Delegated Entity agrees to send to members only SCHA approved written materials, related to SCHA benefits. Mailed care coordination and benefit items must include the disclaimer: SCHA Important Plan Information.
- 6.9** Delegated Entity recognizes and agrees that it is obligated by law to meet the applicable provisions of the Health Insurance Portability and Accountability Act of 1996, Pub Law 104-191, and its implementing regulations, 45 C.F.R. Parts 160, 162 and 164 (“HIPAA”), including the safeguarding of individuals’ Protected Health Information (“PHI”), and with Title XIII, Subtitle D of the American Recovery and Reinvestment Act of 2009, Pub Law 111-5 (“ARRA”) and any implementing regulations that may be enacted, as detailed in the Business Associate Agreement (Exhibit D) attached to this Agreement.
- 6.10** Upon request, Delegated Entity must report to SCHA information related to business transactions in accordance with 42 CFR 455.105(b). Delegated Entity must be able to submit this information to SCHA within fifteen (15) days of the date of a written request from the State or CMS.

SECTION 7 BOOKS AND RECORDS

- 7.1 Confidential and Accurate Records.** SCHA and Delegated Entity agree to maintain the confidentiality of protected health information regarding SCHA enrollees and to comply with all state and federal requirements for accuracy and confidentiality of enrollees’ records, including the requirements established by SCHA and each applicable product.
- 7.2 Collection and Retention of Information.** Delegated Entity shall maintain an accurate and timely record system through which all pertinent information relating to this Agreement is documented. Delegated Entity shall retain all information and records related to this Agreement for a period of ten (10) years following the termination of this Agreement or for such longer period as required by applicable state or federal law or regulation.
- 7.3 Right to Inspect; Release of Information to SCHA.** Delegated Entity agrees to provide to SCHA during the term of this Agreement and for a period of ten (10) years following the provision of services access to all information and records, or copies of records, related to this Agreement. Delegated Entity shall promptly provide information to SCHA as requested for payment purposes, administration of benefits or any other obligation SCHA has to an enrollee under the law. SCHA shall develop and implement a process

for securing necessary consents from enrollees or their legal representatives in connection with the enrollment process to authorize the release of records provided under this Section. Delegated Entity has no obligation to release records to the extent such release is unlawful.

7.4 Right to Inspect; Release of Information to Federal and State Agencies. Delegated Entity shall provide the state and federal government and any of their authorized representatives, including but not limited to CMS, the Comptroller General and the State with the right, in accordance with state and federal laws and regulations, to inspect, evaluate, and audit any pertinent books, documents, financial records, papers, and records pertaining to any aspect of services performed, reconciliation of benefit liabilities, determination of amounts payable or financial transactions related to this Agreement. The right to inspect, evaluate and audit under this Section shall extend through ten (10) years from the termination date of the Agreement or such longer period as permitted or required by applicable state or Federal law or regulation.

Delegated Entity shall make all such records available to authorized representatives of the state and federal government during normal business hours and at such times, places, and in such manner as authorized representatives may reasonably request for the purposes of audit, inspection, examination, and for research as specifically authorized by the state in fulfillment of state or federal requirements.

Delegated Entity specifically acknowledges and agrees that the U.S. Department of Health and Human Services and the Comptroller General, or their designees, shall have the right to audit, evaluate, and inspect pertinent books, contracts, documents, papers, and records involving transactions related to the CMS Contract. This right shall extend for ten (10) years following the termination of this Agreement or from the date of completion of any audit, whichever is longer. SCHAs shall develop and implement a process to authorize the release of records provided under this section. Delegated Entity has no obligation to release records to the extent such release is unlawful.

SECTION 8 RESPONSIBILITY FOR DAMAGES

Each party shall be responsible for all damages, claims, liabilities, or judgments that may arise as a result of its own negligence or intentional wrongdoing. Any costs for damages, claims, liabilities, or judgments incurred as a result of the other party's negligence or intentional wrongdoing shall be the responsibility of the negligent party.

SECTION 9 DISPUTE RESOLUTION

SCHA and Delegated Entity agree to work together in good faith to resolve any and all disputes related to this Agreement. In the event SCHAs and Delegated Entity are unable to resolve disputes arising as a result of this Agreement, this Agreement shall be modified or terminated pursuant to Section 5.

SECTION 10 FEES AND REIMBURSEMENT

The parties agree that SCHA will pay Delegated Entity those rates specified in Exhibit D and Exhibit E for the services rendered by Delegated Entity pursuant to this agreement.

SECTION 11 MISCELLANEOUS

- 11.1 Incorporation of Relevant Statutes and Regulations.** The parties agree that the services to be provided under this agreement, the contractual arrangements between the parties, and the respective responsibilities and obligations of the parties, shall be further specified in relevant state and federal regulations and contracts, and that those regulations and contracts shall be incorporated into the subsequent contract between the parties.
- 11.2 Binding Effect of Agreement; Subsequent Contract.** The parties agree to be bound by the terms of this Agreement for the services to be provided under this agreement until the parties enter a subsequent agreement or the Agreement is terminated by either party.
- 11.3 Notices.** All notices, payments, requests or demands or other communications required or permitted under this Agreement shall be in writing and shall be deemed to have been given (i) two (2) days after when mailed by registered or certified U.S. mail, postage prepaid, and addressed to the recipient at the address shown in the signature block to this Agreement; or (ii) upon receipt when delivered in person, by courier or by delivery service, return receipt requested, to the address of the parties set forth herein. A party may change the address to which notices may be sent by giving written notice of such change of address to the other party.
- 11.4 Assignment.** Neither party may assign, delegate or transfer this Agreement or the rights granted herein without consent of the other party, with the exception of the Sub-Delegation arrangements outlined in Section 4, and which consent shall not be unreasonably withheld.
- 11.5 Amendment.** This Agreement may only be modified through a written amendment signed by both parties. Notwithstanding the foregoing, SCHA may unilaterally amend this Agreement to comply with applicable state or federal law or regulation or NCQA accreditation standards. Such amendment will be effective on the date the applicable statute, regulation or NCQA accreditation standard becomes effective. The amendment will not require agreement by Delegated Entity.
- 11.6 Waiver.** The waiver of any provision (including the waiver of breach of any such provision) of this Agreement shall not be effective unless made in writing by the party granting the waiver. Any waiver by a Party of any provision or the waiver of breach of any provision of this Agreement shall not operate as, or be construed to be, a continuing waiver of the provision or a continuing waiver of the breach of the provision.

11.7 Governing Law. This Agreement shall be governed by and construed under the laws of the State of Minnesota.

11.8 Entire Agreement. This Agreement, which incorporates all exhibits, attachments, addenda, and appendices to it, constitutes the entire understanding between the parties in regard to its subject matter and supersedes all other previous oral or written agreements concerning all or any part of the subject matter of this Agreement.

11.9 Severability. If any part of this Agreement should be determined to be invalid, unenforceable, or contrary to law, that part shall be deleted and the other parts of this Agreement shall remain fully effective.

11.10 Survival. Any section of this Agreement that by its terms contemplates or requires continuing effect following termination of this Agreement shall survive such termination.

11.11 Approvals of this Agreement. The effectiveness of this Agreement is subject to the approval of this Agreement by the Minnesota Department of Human Services.

IN WITNESS WHEREOF, the parties have executed this Delegation Agreement to be effective as of the Effective Date.

DELEGATED ENTITY: Kanabec County By: _____ Print Name: _____ Title: _____ Date: _____ By: _____ Print Name: _____ Title: _____ Date: _____ By: _____ Print Name: _____	SOUTH COUNTRY HEALTH ALLIANCE 2300 Park Drive Owatonna, Minnesota 55060 By: _____ Print Name: <u>Leota B. Lind</u> Title: <u>CEO, South Country Health Alliance</u> Date: _____
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<p>Title: _____</p> <p>Date: _____</p>	
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Summary of Changes Delegation Agreement 2020

Page	Language Change	Rationale
2	Removed CCM	No longer applicable for 2020
5	Added TruCare	New charting system effective 2020 for all counties
5	Removed reference to procedures available online.	No longer posted on public website.
7	Removed extra language related to CCM and notification.	No longer applicable and already detailed on process for notification
7-8	Clarification around current practice with LTC Screening document entry and removed old process.	Update to current practice.
8	Removed language about annually reporting Health Risk Assessment and Reassessment data	Not current practice.
8	Added clarification around Care Coordinator Assignment expectations. Removal of reporting process.	Update to align with current practice.
9	Added language about requesting a new care coordinator assigned if member requests	Update to align with current practice.
9	Added delegation of PCA Assessment and language on expectation for notification of denial, termination or reduction	This has been a delegated task but not documented in the delegation agreement.

EXHIBIT A

SERVICES TO BE PROVIDED BY DELEGATED ENTITY

Delegated Entity agrees to perform the following services and/or meet the following State mandated requirements on behalf of South Country:

1. Hire staff qualified to perform the duties outlined in the Community Care Connector Position Description. Duties are outline in Exhibit B.
2. Ensure all duties outlined in the Exhibit B are completed within required timelines.
3. Hire staff to perform Care Coordination duties consistent with MCO/DHS contracts which read that for MSHO/MSD+ the Certified Assessor must also serve as the on-going care coordinator/case manager of the Enrollees assessed. For SNBC, the case manager/care manager must be a social worker, licensed social worker, registered nurse, physician assistant, nurse practitioner, public health nurse, or a physician with experience working with individuals with disabilities, primary care, nursing, behavioral health, or social services and/or community-based services. All care coordinators must not be in a position to directly influence an Enrollee's housing or employment to help avoid possible conflicts of interest.
4. Perform the Care Coordination duties outlined in the South Country Policy and Procedures and Care Coordination Grids including, but not limited to, Care Coordination for members on MSD+ and SeniorCare Complete and AbilityCare, SingleCare, SharedCare and other members as requested by South Country.
5. Delegated Entity shall provide South Country with written reports or supply the information specified therein as identified by South Country. South Country agrees to provide reasonable advance notice when requesting information from the Delegated Entity. The Delegated Entity shall submit written reports or supply the information to South Country as Reports are identified on Exhibit C.
6. Delegated Entity agrees to appoint representatives to participate in South Country work groups and scheduled meetings with South Country for the regular sharing and exchange of information. It is the responsibility of the Delegated Entity's participant to transfer information to the appropriate others.
7. The Delegated Entity will fully cooperate with the annual Care Plan Audit and Care System Review and any other audits requested and/or completed by South Country personnel. The County will provide all necessary documentation as requested by South Country and have available supporting evidence of required elements within the designated time lines as requested by South Country.
8. The Delegated Entity will act as a pass-through entity for Elderly Waiver Direct-Delivery Services (tier 2) or Purchased-Item Services (tier 3). Providers of tier 2 and tier 3 services must meet State service standards, but may deliver goods as enrolled or non-enrolled

providers. For non-enrolled providers, the delegated entity on behalf of South Country must assure that the provider is qualified according to State standards, execute a purchase agreement utilizing MN DHS eDoc 7004c, follow record retention guidelines, and maintain a written record of approved tier 2 and 3 providers. Delegated Entities will submit copies of the provider approval log at least one (1) time per year and/or as requested by South Country.

9. Delegated Entity shall individually develop a written plan which works for their specific system regarding the establishing of caseload ratios. South Country expects delegates to consider the following when weighting cases and developing caseload ratios: members on the caseload with low English proficiency or need for translation; case mix; rate cell designation; member need for high intensity acute Care Coordination; mental health status; travel time to/from member's home; or lack of family or informal supports. South Country generally recommends that non-Elderly Waiver caseloads be no more than 1:100 and Elderly Waiver caseloads be no more than 1:50. Delegated Entities must submit their plan to South Country upon request.

EXHIBIT D

2020 Rates

1. Non-Elderly Waiver (EW) Community Well and Skilled Nursing Facility Members

Procedure Code: G9005

- Care Coordination Activity for:
 - SeniorCare Complete (SCC) and MSC+ Non-EW Community Well and Skilled Nursing Facility SNBC (AbilityCare, SingleCare, SharedCare) \$24.01/15 Minute Unit

2. Relocation Service Coordination for all MSC+ and SCC \$15.53/15 Minute Unit

Procedure Code: T1017

3. Elderly Waiver SCC and MSC+ Members

- Care Coordination Activity \$25.46/15 Minute Unit
Procedure Code: T1016 UC
- Case Management Aide Activity \$9.39/15 Minute Unit
Procedure Code: T1016 TF UC
- CDCS Mandatory Case Management \$25.46/ 15 Minute Unit
Procedure Code: T2041
Maximum \$2,444 per service agreement date span

4. Community Care Connector and Community Care Connector Case Aide Position

- 26 average Connector weekly hours dedicated to South Country Connector duties
- 10 average Connector Case Aide weekly hours dedicated to South Country Connector Case Aide duties

Connector \$63,909.14 Annually

Connector Case Aide \$15,632.60 Annually

Payment will be made bi-annually on or about mid-June and mid-December 2020.

Resolution # FS - 1/21/2020

Delegation Agreement

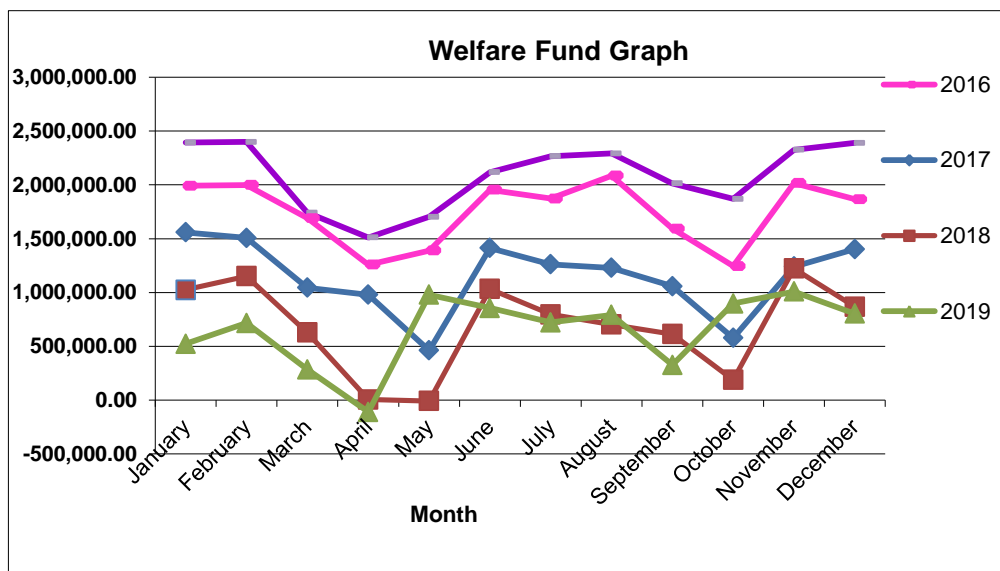
WHEREAS, South Country Health Alliance (SCHA) desires to delegate care coordination services to Kanabec County, and

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.

	2015	2016	2017	2018	2019
January	2,393,158.17	1,992,235.26	1,559,203.05	1,024,705.97	523,556.70
February	2,399,780.02	1,999,233.38	1,507,019.98	1,151,821.98	715,738.74
March	1,742,000.08	1,691,401.17	1,044,116.93	629,190.77	285,341.21
April	1,510,917.50	1,258,562.89	979,174.37	5,607.36	-109,902.43
May	1,703,151.84	1,389,995.78	461,452.14	-7,853.46	979,247.26
June	2,118,374.51	1,954,116.59	1,413,892.29	1,032,778.15	855,820.47
July	2,266,337.04	1,872,392.93	1,262,151.35	796,820.09	721,467.48
August	2,292,240.06	2,084,847.14	1,228,621.03	703,093.77	791,435.79
September	2,013,524.18	1,592,681.58	1,058,187.52	613,301.63	326,963.03
October	1,869,969.42	1,245,922.17	577,905.27	187,807.92	897,606.65
November	2,326,199.98	2,017,277.21	1,241,274.27	1,222,983.64	1,008,939.34
December	2,389,808.91	1,867,489.75	1,402,699.93	867,114.62	804,618.63
Totals	25,025,461.71	20,966,155.85	13,735,698.13	8,227,372.44	7,800,832.87
Averages	2,085,455.14	1,747,179.65	1,144,641.51	685,614.37	650,069.41
6 month Avg.	2,193,013.27	1,780,101.80	1,128,473.23	731,853.61	758,505.15
Rolling 12 month Avg	2,085,455.14	1,747,179.65	1,144,641.51	685,614.37	650,069.41



Kanabec County Family Services - Board Financial Report
Through December 2019

Department	Total year to date/			8.33%	16.67%	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%	75.00%	83.33%	91.67%	100.00%
	Budget	% of budget	Total	January	February	March	April	May	June	July	August	September	October	November	December
Income Main. Service															
Exp	628,184.00	99.96%	627,919.07	68,325.23	49,928.84	61,258.41	43,588.99	43,768.99	47,308.44	49,151.70	68,314.33	50,687.99	48,387.06	48,510.08	48,689.01
Rev	410,705.00	80.13%	329,090.55	9,504.58	55,813.34	9,484.58	9,266.14	67,070.84	9,266.14	17,939.43	61,201.44	10,039.88	15,219.60	54,214.15	10,070.43
Tax	217,479.00	96.00%	208,787.06	3,140.18				104,960.64					75,341.09	13,586.81	11,758.34
Recoveries															
Exp	19,100.00	59.03%	11,275.21	0.00	0.00	94.50	3,787.28	2,262.85	0.00	1,875.32	0.00	1,955.48	1,299.78	0.00	0.00
Rev	19,100.00	97.39%	18,602.07	1,490.00	985.40	2,843.57	1,682.95	1,649.12	1,240.00	1,151.16	1,702.84	2,905.29	1,402.18	1,026.56	523.00
Tax	25,000.00	130.68%	32,669.26	359.51				12,016.77		8,765.58			8,625.68	1,555.53	1,346.19
Burials										(County Program Aid)					
Exp	25,000.00	104.59%	26,147.99	5,056.08	-1,800.00	1,800.00	5,785.12	3,702.50	1,522.18	6,372.02	-796.91	1,800.00	0.00	1,699.00	1,008.00
Rev			0.00												
Tax			0.00												
Child Support															
Exp	419,800.00	80.94%	339,787.53	43,787.95	21,569.30	34,142.53	26,442.91	24,964.21	21,569.30	33,139.00	30,788.13	29,683.95	25,135.83	26,811.39	21,753.03
Rev	401,825.00	99.68%	400,543.79	17,535.15	74,710.51	17,601.43	32,354.57	55,803.27	18,839.27	15,327.28	51,034.29	18,078.64	27,758.19	53,625.24	17,875.95
Tax	17,975.00	96.50%	17,346.03	260.89				8,720.13					6,259.34	1,128.79	976.88
MA Services															
Exp	431,900.00	106.30%	459,106.96	24,564.50	0.00	106,630.06	57,753.31	44,117.20	88.00	81,222.38	40.00	48,132.71	34,260.08	24,041.34	38,257.38
Rev	426,000.00	74.92%	319,154.20	24,916.52	21,676.54	19,846.04	39,017.07	21,867.53	29,567.11	24,789.05	34,144.77	28,736.98	28,642.19	21,480.98	24,469.42
Tax	5,900.00	93.22%	5,499.96	82.72				2,764.92					1,984.67	357.91	309.74
Child Care															
Exp	220,481.00	77.38%	170,604.09	98.50	0.00	10,637.14	17,499.82	7,287.80	0.00	24,596.41	0.00	7,325.03	40,557.66	0.00	62,601.73
Rev	219,299.00	55.14%	120,922.67	550.00	667.00	42,762.00	1,265.00	29,135.47	538.00	683.67	10,826.53	836.00	777.00	32,225.00	657.00
Tax	1,182.00	107.38%	1,269.22	19.09				638.06					458.00	82.59	71.48
Fraud															
Exp	69,283.00	100.97%	69,953.71	5,301.29	5,344.59	7,568.03	5,904.61	5,414.77	5,344.59	5,498.29	7,542.57	5,560.14	5,488.30	5,501.29	5,485.24
Rev			3,017.97	0.00	0.00	0.00	0.00		0.00	3,017.97	0.00	0.00	0.00		
Tax	69,283.00	95.87%	66,422.63	999.01				33,391.73					23,968.69	4,322.45	3,740.75
Adult Services															
Exp	2,500.00	68.38%	1,709.40	197.95	0.00	244.20	238.65	136.90	0.00	297.85	0.00	177.60	149.85	194.25	72.15
Rev	391.00	942.71%	3,686.01	11.44	11.43	11.44	11.43	11.43	11.43	350.22	22.88	11.44	3,221.43		11.44
Tax	2,109.00	100.30%	2,115.38	31.82				1,063.43					763.34	137.66	119.13
Dev. Disability															
Exp	101,389.00	83.84%	85,001.20	6,333.56	0.00	5,866.02	12,539.24	7,945.03	0.00	15,387.80	0.00	15,336.68	7,489.28	7,919.94	6,183.65
Rev	68,790.00	90.48%	62,239.48	0.00	17,361.00	0.00	0.00	7,648.00	0.00	1,422.48	12,723.00	0.00	0.00	23,085.00	
Tax	32,599.00	96.04%	31,307.47	470.87				15,738.78					11,297.34	2,037.33	1,763.15
Mental Health															
Exp	1,209,302.00	97.79%	1,182,564.07	81,275.79	29,839.09	106,294.45	182,037.62	91,215.44	29,576.80	164,247.95	52,347.29	152,438.42	85,474.85	112,092.06	95,724.31
Rev	679,033.00	96.34%	654,185.25	20,086.35	42,099.23	51,650.11	48,893.85	107,025.86	46,711.55	72,285.11	67,658.97	16,409.88	79,399.08	40,881.58	61,083.68
Tax	530,269.00	95.98%	508,958.13	7,654.80				255,861.49					183,658.22	33,120.43	28,663.19
tal Health Innovation Grant															
Exp	74,212.00	101.16%	75,075.27	5,628.35	5,809.10	8,239.22	5,960.00	5,809.10	5,809.10	6,166.08	8,239.23	5,840.07	5,828.36	5,921.47	5,825.19
Rev	74,212.00	112.64%	83,590.30	11,265.52	5,628.35	8,509.10	8,613.92	5,960.00	5,809.10	5,809.10	6,166.08	8,239.23	5,840.07	5,828.36	5,921.47
Chemical Dependency															
Exp	110,000.00	116.06%	127,662.72	12,374.98	0.00	9,191.74	15,083.40	13,817.50	0.00	27,737.20	0.00	10,158.10	18,090.99	14,051.62	7,157.19

Rev	73,000.00	55.29%	40,364.73	1,917.55	6,665.00	1,792.85	0.00	7,135.27	1,861.18	5,574.16	5,987.00	4,423.24	-3,051.21	7,133.64	926.05
Tax	37,000.00	96.05%	35,538.23	534.50				17,865.64					12,824.02	2,312.65	2,001.42
Child Services															
Exp	578,523.00	95.72%	553,755.55	50,123.41	13,327.92	42,292.74	47,842.94	78,217.43	19,294.17	59,120.77	19,468.30	92,441.64	37,443.72	28,028.65	66,153.86
Rev	345,854.00	96.75%	334,618.21	3,962.54	57,509.41	13,174.34	2,227.83	49,216.93	3,994.69	75,618.07	49,769.62	6,001.42	6,505.36	47,067.30	19,570.70
Tax	232,669.00	96.01%	223,383.11	3,359.71				112,298.31					80,608.09	14,536.65	12,580.35
Social Services															
Exp	1,246,055.00	99.68%	1,242,074.65	91,460.70	95,404.39	142,264.86	111,805.56	95,911.25	87,400.84	113,207.09	118,864.01	99,388.65	94,702.58	96,541.88	95,122.84
Rev	870,231.00	134.34%	1,169,071.21	19,119.68	140,399.70	45,881.25	74,239.39	126,014.22	34,892.92	289,360.60	121,202.57	46,249.44	100,943.00	117,188.85	53,579.59
Tax	375,824.00	95.97%	360,670.66	5,424.53				181,314.98					130,148.49	23,470.63	20,312.03
Income Main. Admin															
Exp	75,664.00	106.25%	80,392.82	6,000.77	5,874.62	8,433.96	6,390.59	6,065.09	5,874.62	7,077.09	9,214.43	7,340.51	5,389.69	6,389.84	6,341.61
Rev	44,074.00	82.75%	36,473.23	843.91	6,699.50	843.91	829.57	8,057.31	829.57	1,374.42	7,071.69	924.55	2,457.79	4,743.13	1,797.88
Tax	31,590.00	95.76%	30,249.80	454.96				15,207.06					10,915.68	1,968.50	1,703.60
Social Services Admin.															
Exp	185,986.00	158.27%	294,365.93	13,770.48	12,119.07	19,099.81	60,075.43	24,014.19	20,949.81	28,613.88	30,061.56	26,497.34	15,185.04	21,966.43	22,012.89
Rev	65,000.00	97.61%	63,444.65	0.00	14,618.00	0.00	0.00	15,716.00	0.00	5,276.65	12,229.00	0.00	0.00	15,605.00	0.00
Tax	120,986.00	95.99%	116,133.84	1,746.67				58,382.36					41,907.05	7,557.40	6,540.36
FS Admin															
Exp	662,314.00	92.82%	614,738.91	75,664.30	36,026.61	84,143.99	14,214.18	46,904.12	35,554.37	57,344.13	50,604.28	56,134.01	43,000.84	70,603.22	44,544.86
Rev	158,225.00	84.12%	133,103.97	3,387.23	20,781.16	3,403.51	3,304.29	24,961.85	3,304.47	17,957.02	22,914.85	3,569.57	6,078.61	19,842.72	3,598.69
Tax	504,089.00	96.65%	487,180.02	7,276.19				243,206.66					174,574.54	31,482.31	30,640.32
Agency Totals															
Exp	6,059,693.00	98.39%	5,962,135.08	489,963.84	273,443.53	648,201.66	616,949.65	501,554.37	280,292.22	681,054.96	394,687.22	610,898.32	467,883.91	470,272.46	526,932.94
Rev	3,855,739.00	97.83%	3,772,108.29	114,590.47	465,625.57	217,804.13	221,706.01	527,273.10	156,865.43	537,936.39	464,655.53	146,425.56	275,193.29	443,947.51	200,085.30
Tax	2,203,954.00	96.53%	2,127,530.80	31,815.45	0.00	0.00	0.00	1,063,430.96	0.00	8,765.58	0.00	0.00	763,334.24	137,657.64	122,526.93
Total Revenue	6,059,693.00	97.36%	5,899,639.09	146,405.92	465,625.57	217,804.13	221,706.01	1,590,704.06	156,865.43	546,701.97	464,655.53	146,425.56	1,038,527.53	581,605.15	322,612.23

Board Approval Report

SSIS pymt. batch #: 110185112

Paid Cnty Vendor	Total Payments		Total Amount
Anoka Co JC - Secure, 000001555	2		2,827.00
Svc Description	Svc Code	Payments	Amount
Correctional Facilities	185	2	2,827.00
Bliss/Jenny, 000010784	1		8,202.50
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	8,202.50
Blom/Susan, 000010800	2		1,977.28
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	1,977.28
Catholic Charities, 000011697	1		1,425.00
Svc Description	Svc Code	Payments	Amount
Family Assessment Response Services	164	1	1,425.00
Central Mn Mental Health Center, 000011298	3		3,430.00
Svc Description	Svc Code	Payments	Amount
Detoxification	371	3	3,430.00
Community Living Options, 000011478	3		905.24
Svc Description	Svc Code	Payments	Amount
Semi-Independent Living Services (SILS)	534	3	905.24
Family Pathways, 000012298	4		180.00
Svc Description	Svc Code	Payments	Amount
Family-Based Counseling Services	162	4	180.00
Fehrman/Anna, 000012299	1		50.00
Svc Description	Svc Code	Payments	Amount
Community Support Services	434	1	50.00
Ignaszewski/Karissa, 000012959	1		9,900.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	9,900.00
Lutheran Social Services of Minnesota, 000013783	1		127.65
Svc Description	Svc Code	Payments	Amount
Guardianship/Conservatorship	695	1	127.65
Metro Transit, 000014548	1		50.00
Svc Description	Svc Code	Payments	Amount
Transportation	416	1	50.00
MN DHS-SOS, 000011816	7		10,355.55
Svc Description	Svc Code	Payments	Amount
State-Operated Inpatient	472	7	10,355.55
North Homes Inc., 000015171	4		12,891.62
Svc Description	Svc Code	Payments	Amount
Child Family Foster Care	181	2	2,127.42
Children's Residential Treatment	483	2	10,764.20
Options Residential, 000015334	1		1,136.15
Svc Description	Svc Code	Payments	Amount
Child Family Foster Care	181	1	1,136.15
PHASE, Inc., 000015579	2		934.60
Svc Description	Svc Code	Payments	Amount
Day Training and Habilitation	566	1	614.60

Board Approval Report

Paid Cnty Vendor			Total Payments	Total Amount
Transportation	516	1	320.00	
Richardson MD/Paul T, 000016136			1	3,600.00
Svc Description	Svc Code	Payments	Amount	
Adult Outpatient Psychotherapy	452	1	3,600.00	
RSI, 000016246			2	631.04
Svc Description	Svc Code	Payments	Amount	
Semi-Independent Living Services (SILS)	534	2	631.04	
Spence Specialties, 000016585			1	200.00
Svc Description	Svc Code	Payments	Amount	
Family Assessment Response Services	164	1	200.00	
St. Cloud Metro Transit, 000016614			1	47.00
Svc Description	Svc Code	Payments	Amount	
Transportation	516	1	47.00	
Steps of Success, 000016736			1	4,928.07
Svc Description	Svc Code	Payments	Amount	
Children's Group Residential Care	183	1	4,928.07	
TIMBER TRAILS PUBLIC TRANSIT, 000017159			4	142.10
Svc Description	Svc Code	Payments	Amount	
Transportation	416	4	142.10	
VOLUNTEERS OF AMERICA, 000017460			5	3,407.07
Svc Description	Svc Code	Payments	Amount	
Semi-Independent Living Services (SILS)	534	5	3,407.07	
Walinski/Linda R.N. M.A. L.P., 000017529			1	654.62
Svc Description	Svc Code	Payments	Amount	
Adult Outpatient Psychotherapy	452	1	654.62	
Report Totals:			50	68,002.49

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

Signature

Title

Date

Vendor Name	Amount
Health Insurance Reimbursement	\$ 144.60
Jen Anderson	\$ 194.30
Association of MN Counties (Annual Dues)	\$ 1,718.00
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Rhonda Bergstadt	\$ 128.18
Bill Care	\$ 295.00
Chelsey Bottelson	\$ 239.89
Medical Mileage	\$ 13.42
Medical Mileage	\$ 79.20
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 142.28
Cremation Society of MN (County Burial)	\$ 1,749.82
Cassandra Dahlberg	\$ 162.40
Health Insurance Reimbursement	\$ 551.10
DHS	\$ 30,303.13
DNA Diagnostics (Child Support)	\$ 120.00
Krista Eye	\$ 32.48
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 247.94
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 48.40
Medical Mileage	\$ 226.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 224.00
Health Insurance Reimbursement	\$ 151.16
Health Insurance Reimbursement	\$ 144.60
Katie Heacock	\$ 123.54
Health Insurance Reimbursement	\$ 145.66
Health Insurance Reimbursement	\$ 144.60
Leah Hjort	\$ 178.06
Health Insurance Reimbursement	\$ 144.60
Linda Hosley	\$ 227.94
Innovative Office Supplies	\$ 782.19
Isanti County Sheriffs Office (Child Support)	\$ 70.00
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Kanabec County Attorney	\$ 12,713.40
Kanbec Co Flexible Funds	\$ 500.00
Kanabec County Auditor-Treasurer	\$ 12,697.11
Kanabec County Comm Health	\$ 13,606.89
Kanabec County Sheriffs (Child Support)	\$ 80.00
Tamara Kelash	\$ 224.46
Health Insurance Reimbursement	\$ 530.00
Aliina Knickerbocker	\$ 25.29
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 1,628.77
Patricia Kruse	\$ 18.56

Medical Mileage	\$	84.65
Medical Mileage	\$	111.98
Kari Lindstrom	\$	298.70
Danielle Linkert	\$	71.92
Ashlee Lovaas	\$	48.72
Health Insurance Reimbursement	\$	310.88
M&I Lockbox	\$	5,576.00
MAFAS (Tim Dahlberg Membership Dues)	\$	45.00
Marco Technologies	\$	2,553.48
Alissa McDermeit	\$	280.25
Metro Sales	\$	344.92
Health Insurance Reimbursement	\$	144.60
Medical Mileage	\$	216.82
Kelly Mitchell	\$	323.06
MN Dept of Health	\$	25.00
Health Insurance Reimbursement	\$	167.88
Health Insurance Reimbursement	\$	144.60
Next Chapter Technology	\$	33,286.00
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	529.80
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Medical Mileage	\$	29.30
Pine County Sheriffs Office (Child Support)	\$	75.00
Premier Biotech Inc	\$	222.40
Health Insurance Reimbursement	\$	144.60
Medical Mileage	\$	90.44
Health Insurance Reimbursement	\$	322.54
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	440.62
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	731.05
SHI International Corp	\$	656.00
Health Insurance Reimbursement	\$	125.80
Spee-Dee Delivery Services	\$	139.17
Health Insurance Reimbursement	\$	144.60
Medical Mileage	\$	802.56
Health Insurance Reimbursement	\$	330.40
Kristen Struss	\$	117.40
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	306.28
Timber Trails Public Transit	\$	15,427.07
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	274.14
Health Insurance Reimbursement	\$	442.66
Health Insurance Reimbursement	\$	274.14
Health Insurance Reimbursement	\$	483.81
Sharon Wright	\$	24.94
Health Insurance Reimbursement	\$	462.00

Health Insurance Reimbursement	\$	578.28
Card Services	\$	50.45
Health Insurance Reimbursement	\$	71.14
Medical Mileage	\$	51.05
Medical Mileage	\$	46.20
Medical Mileage	\$	37.80
Health Insurance Reimbursement	\$	410.52
MSSA (Agency Membership Dues)	\$	1,373.00
Health Insurance Reimbursement	\$	310.88
Health Insurance Reimbursement	\$	205.76
Health Insurance Reimbursement	\$	460.22
Health Insurance Reimbursement	\$	224.86

TOTAL IFS DOLLARS	\$	154,390.11
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115 Total IFS Vendors

TOTAL SSIS DOLLARS	\$	68,002.49
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24 Total SSIS Vendors

GRAND TOTAL	\$	222,392.60
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0 Total Vendors

9:30am Appointment

January 21, 2020

REQUEST FOR BOARD ACTION

a. Subject: NACVSO Conference	b. Origination: Veteran's Services Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Erica Bliss, VSO

e. Board action requested:

I am requesting permission to go to the County Veteran Service Officer National Training this year. I have budgeted in my grant to attend the national conference every other year. I believe the information learned at the national level will benefit our veterans greatly. It was required I attend my first year to obtain National Accreditation.

Training for 2020 is in Atlanta, GA June 6-12, 2020.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

NACVSO Training Conference 2020

NACVSO's Annual Training Conference is an opportunity for CVSOs of all experience levels to learn the skills they need to serve clients more effectively, from the basics of advocacy to representing appeals at the Board of Veterans Appeals. NACVSO's experienced trainers are dedicated to ensuring all attendees leave with current and accurate information about Veteran claims and advocacy.

On top of the trainings offered each year, NACVSO's Conference gives members a unique opportunity to connect with senior-level VA officials and fellow CVSOs from around the country to share best practices and improve the support they provide Veterans in their community.

Location:

Atlanta, GA - Atlanta Marriott Marquis Hotel

Date: June 6-12, 2020

Place: Atlanta, GA

Property: [Marriott Marquis Hotel](#)

Room Rate: to be verified at a later date

CVSO Grant Budget:

BUDGET CLASS	Budget Category (e.g. Publicity, Travel, Equipment etc.)	Dollar Amount (estimated)
ADMINISTRATION	Training/Travel/Meals/Lodging	\$ 2500.00

In my grant request to the MDVA I indicated I would like to attend National Conference every other year as long as the grant allows. The information provided at National Conference is the best opportunity CVSO's have to get information directly from the VA and network with CVSO's across the nation. The training is top-notch. Other trainings I will attend this year include the MN Association of County Veteran Service Officers Spring and Fall trainings.

The NACVSO website is not updated at this time to include hotel pricing.

9:45am Appointment

January 21, 2020

REQUEST FOR BOARD ACTION

a. Subject: Election Equipment Grant	b. Origination: Auditor Treasurer's Office
c. Estimated time: 5 minutes	d. Presenter(s): Denise Snyder

e. Board action requested: Approve the following resolution:

Resolution #____ – 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.

f. Background:

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office:	1/14/20
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Coordinators Comments:

10:00am Appointment

January 21, 2020

REQUEST FOR BOARD ACTION

a. Subject: Executive Order of Refugee Resettlement	b. Origination: President Trump
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally

e. Board action requested:

f. Background:

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.”

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

January 7, 2020

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, January 7, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden, and Recording Secretary Kelsey Schiferli.

The Board Clerk led the assembly in the Pledge of Allegiance.

The meeting was called to order by the Board Clerk.

Nominations for Board Chairperson for 2020 were called for.

Action #1 – Gene Anderson nominated Kathi Ellis for Chairperson.

The Board Clerk called for nominations for Chairperson three times with no further nominations.

The nomination was seconded by Craig Smith and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Gene Anderson, Dennis McNally, Craig Smith, Les Nielsen

OPPOSED:

ABSTAIN: Kathi Ellis

Commissioner Ellis was declared Board Chairperson for 2020. The gavel was handed over to Chairperson Ellis.

Nominations for Board Vice-Chairperson for 2020 were called for.

Action #2 – Les Nielsen nominated Dennis McNally for Vice-Chairperson.

The Chairperson called for nominations for Vice-Chairperson three times with no further nominations.

The nomination was seconded by Gene Anderson and upon a vote being taken thereon, the following voted:

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

OPPOSED:

ABSTAIN: Dennis McNally

Commissioner McNally was declared Vice-Chairperson for 2020.

Action #3 – Dennis McNally introduced a motion to approve the agenda with the removal of Item #6 Executive Order on Refugee Resettlement. The motion was duly seconded by Craig Smith and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Dennis McNally, Craig Smith, Les Nielsen

OPPOSED: Gene Anderson, Kathi Ellis

ABSTAIN:

whereupon the resolution was declared duly passed and adopted.

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

Resolution #4 – 1/7/20

Meeting Dates

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 7, 2020, regular meetings of the Kanabec County Board of Commissioners shall be held in the County Courthouse in the City of Mora, Minnesota on the first and third Tuesday of each month, and

BE IT FURTHER RESOLVED that all meetings shall commence at 9:00am, and

BE IT FURTHER RESOLVED that the Board of Equalization and Truth in Taxation Hearings shall be scheduled separately from the regular County Board Meetings, and

BE IT FURTHER RESOLVED, that if any such regularly scheduled meeting of the County Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

BE IT FURTHER RESOLVED, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

BE IT FURTHER RESOLVED, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

Action #5 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #5a - 1/7/20

Family Service Board Meetings

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 7, 2020, regular meetings of the Kanabec County Family Service Board shall be held in the County Courthouse in the City of Mora, Minnesota on the third Tuesday of each month.

BE IT FURTHER RESOLVED that the meetings shall be held commencing at 9:05am, and

BE IT FURTHER RESOLVED, that if any such regularly scheduled meeting of the Family Service Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

BE IT FURTHER RESOLVED, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

BE IT FURTHER RESOLVED, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

Resolution #5b - 1/7/20

Public Health Board Meetings

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 7, 2020, regular meetings of the Kanabec County Community Health Board shall be held in the County Courthouse in the City of Mora, Minnesota on the first Tuesday of each month.

BE IT FURTHER RESOLVED that the meetings shall be held commencing at 9:05am, and

BE IT FURTHER RESOLVED, that if any such regularly scheduled meeting of the Community Health Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

BE IT FURTHER RESOLVED, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

BE IT FURTHER RESOLVED, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

Action #6 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #6 – 1/7/20

BE IT RESOLVED to re-appoint Susan Coon to the Insurance Committee for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Tammy Owens to the Insurance Committee for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Justin Frisch to the Insurance Committee for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Marie Sward as an alternate to the Insurance Committee for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Jennifer Anderson as an alternate to the Insurance Committee for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Sharon Wiltout as an alternate to the Insurance Committee for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Lisa Blowers as an alternate to the Insurance Committee for a three year term commencing immediately and expiring January 3, 2023.

Action #7 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #7 - 1/7/20

BE IT RESOLVED to re-appoint Chad Gramentz as the County Ditch Inspector for a

three year term commencing immediately and expiring January 3, 2023.

Action #8 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #8- 1/7/20

BE IT RESOLVED to re-appoint Todd Eustice to the Operations Sub Committee to the Juvenile Detention Center Advisory Board for a three year term commencing immediately and expiring January 3, 2023.

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

Resolution #9 - 1/7/20

BE IT RESOLVED to re-appoint Chris Bergwick to the Safety Committee for a three year term commencing immediately and expiring January 3, 2023.

BE IT FURTHER RESOLVED to re-appoint Nate Westling to the Safety Committee for a three year term commencing immediately and expiring January 3, 2023.

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

Resolution #10 - 1/7/20

BE IT RESOLVED to re-appoint Kathi Ellis as the alternate for the Central Minnesota Council on Aging for a three year term commencing immediately and expiring January 3, 2023.

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

Resolution #11 - 1/7/20

Reappoint Assessor

WHEREAS the Term of County Assessor Tina Diedrich-Von Eschen expires on December 31, 2020, and

WHEREAS Minnesota Statute §273.05 requires reappointment at least 90 days prior to the expiration of the term, and

WHEREAS the board is well satisfied with her performance of County Assessor Tina Diedrich-Von Eschen;

BE IT RESOLVED to reappoint Kanabec County Assessor Tina Diedrich-Von Eschen to a four year term effective January 7, 2020.

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

Resolution #12 - 1/7/20

BE IT RESOLVED to extend Karen Rasmusson's term on the East Central Regional Library Committee for one year, commencing immediately and expiring January 5, 2021.

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

Resolution #13 - 1/7/20

BE IT RESOLVED to appoint Rhonda Olson to the East Central Regional Library Committee for a three year term commencing immediately and expiring January 3, 2023.

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

Resolution #14 - 1/7/20

BE IT RESOLVED to re-appoint Jerry Tvedt to the Economic Development Authority for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Jack L'Heureux to the Economic Development Authority for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to appoint Lonnie Ness to the Economic Development Authority for a three year term commencing immediately and expiring January 3, 2023.

The Board held a discussion regarding the Emergency Medical Services Board Advisory Committee. Craig Smith will ask for information regarding meetings of this committee. Kris McNally will also look for information. Information only, no action was taken.

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

Resolution #15 - 1/7/20

BE IT RESOLVED to re-appoint Jennifer Ernest to the Extension Committee for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Kelsey Schiferli to the Extension Committee for a three year term commencing immediately an expiring January 3, 2023.

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

Resolution #16 - 1/7/20

BE IT RESOLVED to appoint Dennis McNally to the Highway 23 Coalition for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to appoint Les Nielsen as the alternate to the Highway 23 Coalition for a three year term commencing immediately an expiring January 3, 2023.

Action #17 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #17 - 1/7/20

BE IT RESOLVED to re-appoint Becci Steffen to the Hospital Board for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Amy Anderson to the Hospital Board for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Kathi Ellis to the Hospital Board for a three year term commencing immediately and expiring January 3, 2023.

Action #18 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #18 - 1/7/20

BE IT RESOLVED to re-appoint Gene Anderson to the Housing Redevelopment Authority Board for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Kathi Ellis as Chairperson to the Housing Redevelopment Authority Board for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Dennis McNally as Vice-Chairperson to

the Housing Redevelopment Authority Board for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Craig Smith to the Housing Redevelopment Authority Board for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Les Nielsen to the Housing Redevelopment Authority Board for a three year term commencing immediately and expiring January 3, 2023.

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

Resolution #19 - 1/7/20

BE IT RESOLVED to re-appoint Les Nielsen the Juvenile Detention Center Advisory Board for a three year term commencing immediately and expiring January 3, 2023.

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

Resolution #20 - 1/7/20

BE IT RESOLVED to re-appoint Gene Anderson the Law Library Board for a three year term commencing immediately and expiring January 3, 2023.

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

Resolution #21 - 1/7/20

BE IT RESOLVED to appoint Gene Anderson as the delegate for the North TH 65 Corridor Coalition for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to appoint Dennis McNally as the alternate to the North TH 65 Corridor Coalition for a three year term commencing immediately and expiring January 3, 2023.

Action #22 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #22 - 1/7/20

BE IT RESOLVED to re-appoint Gene Anderson to the Railroad Authority Board for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Kathi Ellis to the Railroad Authority Board for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Dennis McNally to the Railroad Authority Board for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Craig Smith to the Railroad Authority Board for a three year term commencing immediately and expiring January 3, 2023, and

BE IT FURTHER RESOLVED to re-appoint Les Nielsen to the Railroad Authority Board for a three year term commencing immediately and expiring January 3, 2023.

Action #23 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #23 - 1/7/20

Official Newspaper

BE IT RESOLVED by the Kanabec County Board of Commissioners that the offer submitted by the Kanabec County Times for all legal publications during the year 2020 is hereby accepted, and

BE IT FURTHER RESOLVED that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices and that the Kanabec County Times is hereby designated as the official newspaper for the publication of the 2019 Financial Statement, and

BE IT FURTHER RESOLVED that the Kanabec County Times is hereby designated as the official newspaper for the newspaper in which the notice and list of Real Estate Taxes remaining delinquent on the first Monday in January, 2020, shall be published.

BE IT FURTHER RESOLVED that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd 5 and that the notice must remain on the Web site during the notice's full publication period.

Action #24 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #HRA24 - 1/7/20

Housing and Redevelopment Authority Meetings

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 31, 2020, regular meetings of the Kanabec Housing and Redevelopment Board shall be held in the County Courthouse in the City of Mora, Minnesota, and

BE IT FURTHER RESOLVED meetings shall be held as necessary with proper notice commencing at a time the Board of Commissioners of the Authority determines. Future monthly meetings may also be scheduled when deemed necessary, and

BE IT FURTHER RESOLVED, Special Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

Action #25 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #HRA25 – 1/7/20

Appointment of HRA Officers

RESOLUTION APPOINTING OFFICERS OF THE HOUSING AND REDEVELOPMENT OF KANABEC COUNTY, MINNESOTA

BE IT RESOLVED by the Kanabec County Housing and Redevelopment Authority (the “Authority”) of Kanabec County, Minnesota, as follows:

APPOINTMENT OF OFFICERS: The following are appointed to hold the HRA offices set forth opposite their respective names:

Chair: Kathi Ellis

Action #26 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #HRA26 – 1/7/20

Appointment of HRA Officers

RESOLUTION APPOINTING OFFICERS OF THE HOUSING AND REDEVELOPMENT OF KANABEC COUNTY, MINNESOTA

BE IT RESOLVED by the Kanabec County Housing and Redevelopment Authority (the “Authority”) of Kanabec County, Minnesota, as follows:

APPOINTMENT OF OFFICERS: The following are appointed to hold the HRA offices set forth opposite their respective names:

Vice-Chair: Gene Anderson

Action #27 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #HRA27 – 1/7/20

Appointment of HRA Officers

RESOLUTION APPOINTING OFFICERS OF THE HOUSING AND REDEVELOPMENT OF KANABEC COUNTY, MINNESOTA

BE IT RESOLVED by the Kanabec County Housing and Redevelopment Authority (the “Authority”) of Kanabec County, Minnesota, as follows:

APPOINTMENT OF OFFICERS: The following are appointed to hold the HRA offices set forth opposite their respective names:

Secretary* Kris McNally, County Coordinator

*The Auditor-Treasurer will be appointed by the Secretary to disburse funds and to assist the Secretary.

Action #28 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #HRA28 – 1/7/20

Official Newspaper

BE IT RESOLVED that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices of the Kanabec County Housing and Redevelopment Authority, and

BE IT FURTHER RESOLVED that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd. 5 and that the notice must remain on the Web site during the notice's full publication period.

Action #29 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #HRA29 – 1/7/20

Official Depository Bank

BE IT RESOLVED that First Citizens Bank is hereby designated as the official depository bank of the Kanabec County Housing and Redevelopment Authority.

Action #29 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #HRA29 – 1/7/20

Mileage Reimbursement

BE IT RESOLVED that the federal mileage reimbursement rate of \$0.575 per mile is the official rate for the Housing and Redevelopment Authority's mileage reimbursements.

Action #30 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #30 - 1/7/20

WHEREAS Minnesota Statutes require counties to establish the minimum salaries that will be paid to certain elected officials within the county, and

WHEREAS said minimum salaries must be set at the January meeting in the year that individuals may file for elected offices within the county;

BE IT RESOLVED by the Kanabec County Board of Commissioners, that the minimum annual salary in 2020 for the following elected positions shall be set as follows:

County Attorney	\$106,558	M.S. 388.18
County Auditor/Treasurer	\$ 91,333	M.S. 384.151
County Recorder	\$ 67,142	M.S. 386.015
County Sheriff	\$ 98,654	M.S. 387.20

Action #31 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #31 - 1/7/20

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage for year 2020 for the County Auditor/Treasurer, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Auditor/Treasurer;

BE IT RESOLVED to set the Y2020 annual wage of County Auditor/Treasurer Denise Snyder at \$111,883.00, which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2020 = \$53.79 per hour.

Action #32 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #32 - 1/7/20

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage for year 2020 for the County Sheriff, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Sheriff;

BE IT RESOLVED to set the Y2020 annual wage of County Sheriff Brian Smith at \$120,848.00, which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2020 = \$58.10 per hour.

Action #33 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #33 - 1/7/20

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage for year 2020 for the County Recorder, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Recorder;

BE IT RESOLVED to set the Y2020 annual wage of County Recorder Lisa Holcomb at \$82,243.00 which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2020 = \$39.54 per hour.

Action #34 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #34 - 1/7/20

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage for year 2020 for the County Attorney, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Attorney;

BE IT RESOLVED to set the Y2020 annual wage of County Attorney Barb McFadden at \$130,520.00 which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2020 = \$62.75 per hour.

Action #35 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #35 - 1/7/20

WHEREAS, Minnesota Statute 375.055 requires that the County Commissioners' compensation be set by resolution in the year preceding the action;

WHEREAS, the Kanabec County Board of Commissioners approved Y2020 compensation for the County Commissioners by Resolution # 23-12/18/19;

BE IT HEREBY RESOLVED to confirm the annual wage for the year 2020 for Kanabec County Commissioners at \$23,096.

Action #36 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #36 - 1/7/20

BE IT RESOLVED to appoint the following AMC Committee Delegates for 2020:

Environment & Natural Resources Policy Committee	Teresa Wickeham
General Government Policy Committee	Kris McNally
Health & Human Services Policy Committee	Kathy Burski
Public Safety Policy Committee	Brian Smith
Transportation & Infrastructure Policy Committee	Chad Gramentz

BE IT FURTHER RESOLOVED to appoint the following AMC Voting Delegates for 2020:

1. Kathi Ellis
2. Dennis McNally
3. Gene Anderson
4. Les Nielsen
5. Craig Smith
6. Kris McNally

Action #37 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #37 – 1/7/20

Mileage Reimbursement

BE IT RESOLVED that the federal mileage reimbursement rate is the official rate for Kanabec County mileage reimbursements.

Action #38 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the December 18, 2019 minutes with the following changes: Action #26, j. TOTAL PRELIMINARY PAYABLE Y2020 LEVY should be \$12,612,449 instead of \$12,612,448.

Action #39 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Further	694.00
Minnesota Energy Resources Corp	9,060.03
Dearborn National Life Insurance Co	782.27
Kanabec County Auditor HRA	48,972.00
Total Compliance Solutions Inc	342.83
Chamberlain Oil	331.40
East Central Energy	1,158.17
Health Partners	6,072.44
MNPEIP	152,016.70
Sun Life Financial	3,939.82
Verizon Wireless	210.06
East Central Energy	64.95
Minnesota Energy Resources Corp	727.24
Mora Municipal Utilities	1,177.91
The Hartford Priority Accounts	2,159.49
15 Claims Totaling:	<u>227,709.31</u>

Action #40 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning Services	450.00
Ace Hardware	55.93
Ace Hardware	30.97
Advanced Correctional Healthcare	17,366.11
Anderson, Roberta	60.32
Aspen Mills	1,072.20
Aspen Mills	282.00
Association of MN Counties	9,136.00
Auto Value Mora	20.98
Auto Value Mora	15.99
Auto Value Mora	63.96
Axon Enterprise Inc.	1,866.04
Bachman, Fran	200.79
Bernicks	309.12
Bona Fide Title	73.25
Card Services	235.38
Cemstone	12,307.50
Christenson, Caleb	22.50

Clifton Larson Allen LLP	12,500.00
Commissioner of Transportation	50.00
Commissioner of Transportation	50.00
CORE Professional Services PA	800.00
Cundy, Steven	252.00
Curtis, Michael	1,646.20
CW Technology	1,153.40
DVS Renewal	19.25
East Central Exterminating	240.00
ECRDC	47.50
G & N Enterprises	1,800.00
Glen's Tire	1,086.71
Grainger	101.15
Granite City Jobbing	116.61
Granite City Jobbing	136.49
Hoefert, Robert	1,537.28
Holstad, Joel	162.00
Horizon Towing	563.38
Information Systems Corporation	13,334.00
JCF Properties LLC	2,100.00
Kanabec County Auditor Treasurer	600.00
Kanabec County Highway Department	3,068.26
Kanabec County SWCD	8,500.00
Kanabec Publications	96.25
Kanabec Publications	1,293.62
Kanabec Publications	18.17
Kanabec Soil & Water Cons.	742.32
Kastenbauer, Paul	2,482.68
LexisNexis Mathhew Bender	320.31
LexisNexis Mathhew Bender	195.10
Lindberg, Jodi	20.00
MACA	771.00
MailFinance	1,686.42
Manthie, Wendy	949.50
MAPCED	280.00
Marco	372.45
Marco	466.36
Marco	1,906.00
Marco	1,590.19
Marco	436.80
Marco	517.40
Marco	1,181.70
Marco	763.04

McGee, Michael B. M.D.	500.00
Michael K. Pepin Law Offices	1,275.00
Mid-American Research Chemical	388.42
Midcontinent Communications	545.19
Minnesota Monitoring Inc.	240.00
MN Counties Insurance Trust	112,492.00
MN Counties Insurance Trust	106,585.00
MN Counties Insurance Trust	21,235.00
MN Secretary of State	120.00
Mora Municipal Utilities	287.39
Motorola Solutions	12,303.36
MRA	1,600.00
Nelson, Ronette	651.34
Northern Technology Initiative	1,000.00
Office Depot	97.88
Office Depot	107.27
Office Depot	58.41
OnSolve LLC	7,500.00
Progressive Title Services	5.50
Protitle of Minnesota	133.00
Ramsey County	1,622.75
Regents of the University of MN	18,444.99
Reliance Telephone Inc.	2,000.00
RELX Inc. DBA LexisNexis	187.41
Sherburne County Abstract	45.00
Stellar Services	817.45
Stenstrom Collision & Detail	588.83
Stenstrom Collision & Detail	200.00
Strelow, David	33.64
Summit Food Service Management	15,006.92
Van Alst, Lillian	413.54
Verizon Wireless	35.01
Verizon Wireless	195.05
Verizon Wireless	35.01
Verizon Wireless	685.39
Verizon Wireless	207.46
Verizon Wireless	846.73
Verizon Wireless	51.53
Verizon Wireless	695.18
Verizon Wireless	51.53
Verizon Wireless	595.30
Verizon Wireless	51.53
Verizon Wireless	61.53

Verizon Wireless	184.59
Verizon Wireless	226.89
Verizon Wireless	113.06
Verizon Wireless	68.69
Verizon Wireless	46.84
Visser, Maurice	8,847.89
Vogel Law	15.75
Welia Health	12,852.50
Widseth Smith Nolting	25.00
Zamora, Ray	1,850.56
114 Claims Totaling:	<u>443,750.89</u>

Road and Bridge Fund

Vendor	Amount
Ace Hardware	226.15
A & E Cleaning Services	900.00
Auto Value	2,214.60
Beaudry	16,659.61
Boyer Truck	91.21
Cargill	21,890.04
Central McGowan	36.98
Emergency Auto	394.20
Frontier Precision	810.00
Granite City Jobbing	90.33
Kanabec County Highway Petty Cash	66.65
Lake Superior College	500.00
Little Falls Machine	218.89
Magnuson, Dale	37.02
Maney International	1,840.76
Marco	1,794.20
MEI	495.59
Scientific Sales	94.00
Summit Companies	550.00
Ziegler	747.92
20 Claims Totaling:	<u>49,658.15</u>

Action #41 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #41– 1/7/20

SCORE CLAIMS

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

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

WHEREAS SCORE Funds appear adequate for the purpose;

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

Waste Management	\$2,408.07
Quality Disposal	\$3,600.70
Arthur Township	\$400.00
Total	\$6,408.77

Action #42 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to recess the board meeting at 10:00am to a time immediately following the Public Health Board.

The Kanabec County Public Health Board met at 10:00am on Tuesday, January 7, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Public Health Director Kathy Burski presented the Public Health Board Agenda.

Action #PH43 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the Public Health Agenda as presented.

Action #PH44 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #PH44 - 1/7/20 Children's Dental Service Contract Resolution

WHEREAS, Kanabec County is in need of dental services for children and adults who are uninsured and under-insured, and

WHEREAS, Kanabec County Community Health would like to continue to have dental services provided locally for children (age 0-26) and pregnant women of any economic status, and

WHEREAS, Kanabec County Community Health has grant funds available which were meant to be used for this purpose.

THEREFORE BE IT RESOLVED to approve an agreement between Kanabec County

Community Health and Children's Dental Service for preventive and restorative dental services and for the Community Health Administrator to sign said Agreement for the year 2020.

Action #PH45 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #PH45 – 1/7/20

HealthPartners Participating Provider Agreement Resolution

WHEREAS, Kanabec County Community Health has been providing vaccination services to residents; and

WHEREAS, Kanabec County Community Health wishes to be recognized as a provider for such services within the HealthPartners network, and

WHEREAS, HealthPartners has invited Kanabec County to enter into an agreement so that Kanabec County can be paid for the services.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Kanabec County Community Health Director to sign a contract with HealthPartners in order to continue providing vaccination services to residents.

Action #PH46 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #PH46 – 1/7/20

Evidence-Based Home Visiting Innovations grant Resolution

WHEREAS, the Minnesota Department of Health has put out an RFP to support innovative projects and solutions to enhance the ability to provide evidence-based home visiting programs and Kanabec County is a current recipient of Evidence-Based Home Visiting Funds; and

WHEREAS, Kanabec County is looking to increase recruitment, engagement and retention of families through specialized outreach, technology, and training; and

WHEREAS, the Community Health Director is recommending to apply for the Evidence-Based Home Visiting Innovations grant Funding.

THEREFORE BE IT RESOLVED to approve the Community Health Director to apply to the Minnesota Department of Health Evidence-Based Home Visiting Innovations funding/grant and accept the funding if awarded.

Action #PH47 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #PH47 – 1/7/20

Delta Dental Funding Request Resolution

WHEREAS, Kanabec County Community Health is in need of funding to continue to bring Children's Dental Services to the area to provide dental services to the County for children and pregnant women; and

WHEREAS, Kanabec County has the opportunity to request funds from Delta Dental in the amount of up to \$12,000 for the dental services, and

WHEREAS, the Community Health Director is recommending to apply for the Delta Dental Foundation funding.

THEREFORE BE IT RESOLVED to approve the Community Health Director to apply to Delta Dental Foundation for dental services funding of approximately \$12,000 and accept the funding if awarded.

Action #PH48 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the payment of 71 claims totaling \$20,538.81 on Community Health Funds.

Action #PH49 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to adjourn Public Health Board at 10:10am.

The Board of Commissioners reconvened.

Action #50 – It was moved by Dennis McNally, and seconded by Les Nielsen to approve the restated Welia Health Bylaws as approved by the Hospital Board.

Action #51 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to rescind Action #50 and send the Welia Health Bylaws back to the Hospital Board for the following correction: Page 9, section 7, part a, should say “as set forth in Article III, Section 4.”

Kathi Ellis led a discussion regarding a bond that all elected officials need to sign and record. Barb McFadden and Kris McNally will look into this. Information only, no action was taken.

Dennis McNally led a discussion regarding the upcoming Minnesota Pipeline Community Awareness Emergency Response meeting in Mora on January 27, 2020. Information only, no action was taken.

10:19am – The Chairperson called for public comment. Those that responded included:

Deb Newton	Comments regarding the Executive
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	Order on Refugee Resettlement.
Jake Mathison	Comments regarding the Executive Order on Refugee Resettlement.
Ron Peterson	Comments regarding the Executive Order on Refugee Resettlement.
Laird Mork	Comments regarding the Executive Order on Refugee Resettlement.
Kate Carlson	Comments regarding the Executive Order on Refugee Resettlement.
Carl Buchanan	Comments regarding the Executive Order on Refugee Resettlement.
Nancy Heins	Comments regarding the Executive Order on Refugee Resettlement.
Lauri Rockne	Comments regarding the Executive Order on Refugee Resettlement.
Angie Johnson	Comments regarding the Executive Order on Refugee Resettlement.
Valerie Raivo	Comments regarding the Executive Order on Refugee Resettlement.
Marty Carlson	Comments regarding the Executive Order on Refugee Resettlement.
Wayne Fredrickson	Comments regarding the Executive Order on Refugee Resettlement.
Barb Schroeder	Comments regarding the Executive Order on Refugee Resettlement.
Karen Larson	Comments regarding the Executive Order on Refugee Resettlement.

10:39am – The Chairperson closed public comment.

Action #52 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the retainer agreement for criminal prosecution services between the City of Ogilvie and the County of Kanabec for the period of January 1, 2020 through December 31, 2020.

Action #53 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #53 - 1/7/20

WHEREAS on 9/25/19 the Kanabec County Board of Commissioners approved advertising the sale of county fee-owned parcel #12015000.00 located at 2079 290th Avenue, Mora, MN 55051 , and

WHEREAS following sealed bids for said parcel were received in the County

Coordinator's Office on or before 1:00 p.m. on Friday, January 3, 2020:

Bidder A- \$ 26,100.00 Twenty-six thousand one hundred dollars.

No other bids were received

WHEREAS the highest responsible bid, exceeding the minimum bid of \$24,800, was submitted by Jason Yates in the amount of \$26,100.00,

BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the high bid of \$26,100.00 submitted by Jason Yates.

BE IT FURTHER RESOLVED that the County Coordinator and County Attorney are authorized to proceed with preparation of a purchase agreement, collecting payment and fees, preparation of a quit claim deed, and recording required documents to complete the land transaction.

BE IT FUTHER RESOLVED that the proceeds from the sale of this parcel will be credited to Fund 3 –Road & Bridge as reimbursement for the initial land purchase.

Public Works Director, Chad Gramentz met with the County Board to discuss matters concerning his department.

Action #54 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #54 – 1/7/20
SAP 033-611-023
Final Payment

WHEREAS the project SAP 033-611-023 has in all things been completed and in accordance with the contract and the County Board being fully advised in the premises, and

THEREFORE BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Kanabec and authorize final payment to Knife River Corporation, in the amount of \$81,838.31.

Action #55 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #55 – 1/7/20
KCP 19-07
Final Payment

WHEREAS the project KCP 19-07 has in all things been completed and in accordance with the contract and the County Board being fully advised in the premises, and

THEREFORE BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Kanabec and authorize final payment to DLL Excavating, in the amount of \$40,272.17.

Public Works Director, Chad Gramentz led a discussion regarding TH 70 Turnback. The State of Minnesota has offered to pay to redo the road and in exchange, Kanabec County would take ownership of it, and it would become a State Aid Highway. The board expressed consensus to decline the offer at this time.

Public Works Director, Chad Gramentz presented the Kanabec County Public Works 5-Year Plan 2020-2024.

Action #56 – Dennis McNally introduced a motion to approve the Kanabec County Public Works 5-Year Plan 2020-2024 as presented. The motion was duly seconded by Les Nielsen and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Gene Anderson, Kathi Ellis, Dennis McNally, Les Nielsen

OPPOSED: Craig Smith

ABSTAIN:

whereupon the resolution was declared duly passed and adopted.

Action #56 - It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #56 – 1/7/20

Advertise for Bids

2020 Construction Projects

WHEREAS the Kanabec County Board of Commissioners wish to proceed with the following projects:

<u>Road</u>	<u>Type</u>	<u>Length</u>	<u>From</u>	<u>To</u>
10	Reclamation	3.2 mi.	TH 23	3.2 mi. S
10	Overlay	2.1 mi.	TH 47	2.1 mi. W
13	Overlay	2.1 mi.	W. Co. Line	TH 23
47	Mill/Overlay	4.5 mi.	CSAH 4	TH 65
81	Reconstruct/Overlay	2.0 mi.	W. Co. Line	to N. Co. Line

Gravel Surfacing 17 mi. NW Kanabec Co.
Equipment Rental
Countywide Striping

BE IT RESOLVED to authorize the County Engineer, upon final plans, specifications, and proposal, to advertise for bids for said projects.

Action #57 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to close the meeting at 11:00am pursuant to the Open Meeting Law, Minnesota Statute §13D.03 to consider strategy for labor negotiations, including negotiation strategies or developments and discussion and review of labor negotiation proposals, conducted pursuant to sections §179A.01 to §179A.25.

Those present during the closed portion of the meeting include Commissioners Gene Anderson, Les Nielsen, Kathi Ellis, Dennis McNally, and Craig Smith; as well as County Coordinator & Personnel Director Kristine McNally.

Action #58 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to re-open the meeting at 11:54am.

Future Agenda Items: Sheriff's Quarterly Report, Executive Order on Refugee Resettlement, Former Jail.

Action #59 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to adjourn the meeting at 12:15pm and to meet again in regular session on Tuesday, January 21, 2020 at 9:00am.

Signed _____
Chairperson of the Kanabec County Board of Commissioners,
Kanabec County, Minnesota

Attest: _____
Board Clerk

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Holiday Credit Office	4,897.68	County Gas Cards	Various
Minnesota Department of Finance	6,098.50	State Fees & Surcharges	Recorder
Mora Municipal Utilities	12,199.20	Utilities	Various
Spire Credit Union	14,586.92	See Below	
Minnesota Department of Finance	46.80	4Q19 Assurance	State Revenue Fund
Kwik Trip Inc	3,949.91	County Gas Cards	Various
Minnesota Unemployment Insurance	2,660.04	4Q19 UI Benefits	Unallocated
MN PIE	180.00	Pesticide App License	Environmental Services
Quality Disposal	385.01	Garbage Service	Building Maintenance
East Central Engery	44.85	Intersection Lighting	Highway
Minnesota Energy Resources Corp	1,841.62	Natural Gas for Garage	Highway
Mora Motor Vehicle	1,601.75	Tabs for Vehicles	Highway
Health Partners	5,880.78	Dental Premiums	Employee Benefits
Life Insurance Company of North America	648.10	Accident, Hospital, Critical Illness Insurance	Employee Benefits
14 Claims Totaling:	<u>55,021.16</u>		
Spire Credit Union	-208.57	Credit/Zoro Tools	Auditor
	76.45	Deposit Slips	Auditor
	134.22	Amazon/HON Office Chair	Computer Expenses
	7.63	Amazon/CAT6	IS
	120.00	SOS/Online Notary Comm	Attorney
	120.00	SOS/Online Notary Comm	Attorney
	48.40	St. Paul Stamp Works	Attorney
	6.14	Amazon/Office Supplies	Attorney
	23.59	Amazon/Office Supplies	Recorder
	255.00	St. Cloud Assoc of Realtors	Assessor

135.00	MLS Computer Service Fee	Assessor
950.00	Appraisal Inst/Basic Appraisal	Assessor
105.00	MAAO Membership/T Jacobs	Assessor
105.00	MAAO Membership/J Lindberg	Assessor
220.00	IAAO Membership Dues	Assessor
400.00	MAAO Appraiser Trainee/LS	Assessor
105.00	MAAO Membership/TD	Assessor
400.00	MAAO Appraiser Trainee/CC	Assessor
950.00	Appraisal Inst./LS	Assessor
18.99	Amazon/iPhone Case	Building Maintenance
623.21	Eyewash Direct/Eyewas Station	Jail
5,569.63	Control Products/Parts	Jail
741.80	Control Products/Replace Parts	Jail
185.54	Amazon/Headset and Cable	VSO
45.58	Amazon/Pathophysiology Book	VSO
71.67	Amazon/Physicians Desk Ref	VSO
124.85	Amazon/Office Supplies	VSO
37.49	Amazon/Brother Toner	Transit
37.49	Amazon/Brother Toner	Transit
13.88	Amazon Prime Membership	Sheriff
70.87	Amazon/Jail Supplies	Jail
35.88	Amazon/Jail Supplies	Jail
35.25	Amazon/Inmate Medical	Jail
441.00	Medical Supply/Office Chair	Jail
5.97	Amazon/Inmate Medical	Jail
13.20	Amazon/Inmate Medical	Jail
730.00	Priority Dispatch Corp/J&T	911 Emergency
189.00	Class Reg./MC	Highway
275.00	DOC BEA/RIMS II	EDA
42.05	Awards	EDA
137.50	Amazon/Plantronics Headset	Welfare
586.00	MN DHS Revalidation Fee	Community Health
129.03	FS Respite Activities	Community Health
12.65	Book	Community Health

	18.52	Paper	Community Health
	76.85	Amazon/iPhone Cases/Screen Protectors	Community Health
	304.20	Walmart/Wellness Snacks	Employee Wellness
	60.96	Walmart/Wellness Snacks	Employee Wellness
48 Claims Totaling:	<u>14,586.92</u>		

Agenda Item #4

January 21, 2020

REQUEST FOR BOARD ACTION

a. Subject: Pay Equity Report	b. Origination: County Coordinator
c. Estimated time: 5 Minutes	d. Presenter(s): Kris McNally

e. Board action requested:

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.

f. Background:

We are required to submit a report to the State Pay Equity Office to demonstrate we are in compliance with the Local Government Pay Equity Act.

Failure to complete this report on time and be in compliance would mean a penalty of 5% of our state aids or \$100.00 per day—whichever is greater.

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

Date Received in County Coordinator's Office:

December 30, 2019

Coordinators Comments:

Preliminary testing indicates Kanabec County has passing scores in all tested areas. See the Compliance Report.

Kanabec County Pay Equity Report for 12-31-2019

jobid	title	males	females	points	mins	maxs	yrmax	yrsrv	exsrv
1	Transit Dispatcher	0	3	185	2686.15	3290.967	7	0	
2	Clerk Typist IIA PH	0	2	183	2686.15	3290.967	7	0	
3	Office Support Specialist-Fron	0	2	192	2686.15	3290.967	7	0	
4	Home Health Aide	0	11	192	2686.15	3290.967	7	0	
5	Deputy Recorder/VA Admin Asst	0	1	197	2847.32	3488.529	7	0	
6	Collections Clerk	0	2	201	2847.32	3488.529	7	0	
7	Court Services Secretary	0	1	201	2847.32	3488.529	7	0	
8	Bus Driver II	5	2	203	2847.32	3488.529	7	0	
9	Assessor Clerk II	0	1	204	2847.32	3488.529	7	0	
10	Secretary	0	2	208	2847.32	3488.529	7	0	
11	Case Aide - Family Services	0	5	212	2847.32	3488.529	7	0	
12	Case Aide-Family Health	1	2	212	2847.32	3488.529	7	0	
13	Administrative Assistant	0	2	213	3018.89	3698.222	7	0	
14	Heavy Equipment Operator I	3	0	213	3018.89	3698.222	7	0	
15	Law Enforcement Assistant	0	2	215	3018.89	3698.222	7	0	
16	Jail - Office Assistant	0	1	225	3018.89	3698.222	7	0	
17	Building Maintenance Technician	0	1	226	3018.89	3698.222	7	0	
18	Civil Process Coordinator	0	1	227	3018.89	3698.222	7	0	
19	Mechanic's Assistant/Building	1	0	227	3018.89	3698.222	7	0	
20	Accounting Technician	0	1	232	3199.12	3920.046	7	0	
21	Legal Secretary/Paralegal	0	3	234	3199.12	3920.046	7	0	
22	Sign Person	1	0	234	3199.12	3920.046	7	0	
23	Licensed Practical Nurse	0	1	235	3199.12	3920.046	7	0	
24	Work Site Supervisor	0	1	243	3199.12	3920.046	7	0	
25	Eligibility Worker	0	8	245	3199.12	3920.046	7	0	
26	Family Base Service Provider	0	1	247	3199.12	3920.046	7	0	
27	Appraiser Trainee	1	1	249	3391.48	4155.734	7	0	
28	Administrative Assistant-PHFS	0	1	250	3391.48	4155.734	7	0	
29	Heavy Equipment Operator II	5	0	250	3391.48	4155.734	7	0	
30	Building Maintenance Technicia	1	0	254	3391.48	4155.734	7	0	
31	Correctional Officer/Dispatche	8	16	258	3391.48	4155.734	7	0	
32	Community Support Technician-A	0	1	259	3391.48	4155.734	7	0	
33	Community Support Technician-C	0	1	259	3391.48	4155.734	7	0	
34	Computer Technician	1	0	259	3391.48	4155.734	7	0	
35	Fiscal Officer -FS	0	1	261	3391.48	4155.734	7	0	
36	Fiscal Officer- PH	0	1	261	3391.48	4155.734	7	0	
37	Deputy Finance	0	1	272	3595.98	4405.286	7	0	
38	Accountant	1	0	274	3595.98	4405.286	7	0	
39	Child Support Officer	1	2	275	3595.98	4405.286	7	0	
40	Victim & Witness Service Coord	0	1	279	3595.98	4405.286	7	0	
41	Deputy Auditor, Finance	0	1	280	3595.98	4405.286	7	0	
42	Deputy Auditor, Tax II	0	1	282	3595.98	4405.286	7	0	
43	Property Tax Specialist	0	1	283	3595.98	4405.286	7	0	
44	Child Support Officer/Fraud Pr	0	1	284	3595.98	4405.286	7	0	
45	ES/GIS Technician	1	0	285	3848.99	5043.03	7	0	
46	Network Specialist	1	0	295	3848.99	5043.03	7	0	

Kanabec County Pay Equity Report for 12-31-2019

47	Deputy Auditor, Property & Tax	0	1	297	3848.99	5043.03	7	0
48	Certified Appraiser	1	0	297	3848.99	5043.03	7	0
49	Lead Child Support Officer	1	0	300	3848.99	5043.03	7	0
50	Jail Programmer	1	0	305	3848.99	5043.03	7	0
51	Operations Supervisor	1	0	307	3848.99	5043.03	7	0
52	Mechanic	1	0	308	3848.99	5043.03	7	0
53	HR Specialist	0	1	310	3848.99	5043.03	7	0
54	CADD Technician, Civil	1	1	314	4117.61	5043.03	7	0
55	Veteran Service Officer	0	1	314	4117.61	5043.03	7	0
56	Health Promotion Coordinator	0	3	320	4117.61	5043.03	7	0
57	Child Support Supervisor	0	1	326	4117.61	5043.03	7	0
58	Financial Assistant Supervisor	1	0	326	4117.61	5043.03	7	0
59	Hwy Maintenance Lead Worker	1	0	329	4117.61	5043.03	7	0
60	Probation Corrections Agent	1	0	329	4117.61	5043.03	7	0
61	Registered Nurse	0	6	338	4405.29	5396.562	7	0
62	Regional ATOD Prevention Coord	0	1	348	4405.29	5396.562	7	0
63	Deputy Sheriff	15	1	350	4405.29	5396.562	7	0
64	Social Worker	1	15	355	4405.29	5396.562	7	0
65	Jail Sergeant	3	2	358	4405.29	5396.562	7	0
66	Probation Senior Agent	1	0	359	4713.76	5772.623	7	0
67	Fiscal Supervisor	0	1	369	4713.76	5772.623	7	0
68	Lead Social Worker	0	1	374	4713.76	5772.623	7	0
69	Investigator	1	0	380	4713.76	5772.623	7	0
70	Chief Deputy Assessor	0	1	383	4713.76	5772.623	7	0
71	Child Support & Financial Supervisor	1	0	383	4713.76	5772.623	7	0
72	Building Maintenance Supervisor	1	0	386	4713.76	5772.623	7	0
73	Environmental Services Supervi	0	1	393	4713.76	5772.623	7	0
74	Sergeant Deputy Sheriff	2	0	399	5091.55	6237.067	7	0
75	Administrative Sergeant	1	0	410	5091.55	6237.067	7	0
76	Maintenance Superintendent	1	0	411	5091.55	6237.067	7	0
77	Certified Public Health Nurse	1	5	411	5091.55	6237.067	7	0
78	PSAP/EMS Administrator	1	0	416	5091.55	6237.067	7	0
79	Transit Director	0	1	427	5497.08	7273.401	7	0
80	Probation Career Agent	1	0	430	5497.08	7273.401	7	0
81	Social Service Supervisor	0	2	431	5497.08	7273.401	7	0
82	Nursing Supervisor	0	1	444	5497.08	7273.401	7	0
83	Assistant Engineer	1	0	450	5497.08	7273.401	7	0
84	Family Health Supervisor	0	1	467	5937.26	7273.401	7	0
85	Jail Administrator	1	0	481	5937.26	7273.401	7	0
86	Economic Development Executive	0	1	507	6402.73	7855.689	7	0
87	Assistant County Attorney	3	0	510	6402.73	7855.689	7	0
88	County Assessor	0	1	541	6925.07	8484.768	7	0
89	Human Services Director	1	0	549	6925.07	8484.768	7	0
90	Community Health Director	0	1	550	6925.07	8484.768	7	0
91	Probation Director	1	0	560	6925.07	8484.768	7	0
92	Chief Deputy Sheriff	1	0	563	6925.07	8484.768	7	0
93	Information Systems Director	0	1	600	7479.63	9162.371	7	0

Kanabec County Pay Equity Report for 12-31-2019

94	County Coordinator	0	1	631	8077.51	9895.43	7	0
95	County Public Works Director	1	0	658	8725.66	10687.41	7	0

Minnesota Pay Equity Management System - Kanabec County(20-No Submission)

[Home](#)[Utilities](#)[Go To](#)[Log Out](#)[<--Jobs Page](#)[Reports-->](#)**Compliance Report**

Jurisdiction: Kanabec County

Report Year: 2020

Case:1 - Private (Jur Only)

Contact:	Name	Title	Phone	Email
	Kris McNally	County Coordinator	320-679-6440	Kris.McNally@co.kanabec.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	34	54	7	95
# Employees	58	113	46	217
Avg.Max Monthly Pay Per Employee	5,599.80	4,718.44		4,844.20

II. STATISTICAL ANALYSIS TEST**A. UNDERPAYMENT RATIO = 87.77 ***

	Male Classes	Female Classes
a. # at or above Predicted Pay	13	16
b. # Below Predicted Pay	21	38
c. TOTAL	34	54
d. % Below Predicted Pay (b divided by c = d)	61.76	70.37

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

* Passing Score

B. T-test Results

Degrees of Freedom (DF) = 169	Value of T = 2.770
----------------------------------	--------------------

a. Avg.diff.in pay from predicted pay for male jobs = (\$11)

b. Avg.diff.in pay from predicted pay for female jobs = (\$74)

III. SALARY RANGE TEST = 100.00% (Result is A divided by B)

* Passing Score

A. Avg.# of years to max salary for male jobs = 7.00

B. Avg.# of years to max salary for female jobs = 7.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00% (Result is B divided by A) * *Passing Score*

A. % of male classes receiving ESP 0.00 *

B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

[Go To Implementation Form](#)

[View Another Case](#)

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.

Minnesota Pay Equity Management System - Kanabec County(20-No Submission)

[Home](#)[Utilities](#)[Go To](#)[Log Out](#)**Pay Equity Implementation Form**

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Kanabec County

Jurisdiction Type: CTY - County

18 Vine Street N., Suite 181

Mora

Contact: **Name****Title****Phone****Email**

Kris McNally

County Coordinator

320-679-6440

Kris.McNally@co.kanabec.mn.us

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Consultant's System (specify) ▼

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (*less than 240 characters)

MRA's system (Same as last year)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference ▼ and female classes are not at a disadvantage.

3. An official notice has been posted at: Kanabec County's official bulletin board a (prominent location) (*less than 60 characters)

Informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

The Kanabec County Board of Commissioners

(governing body) (*less than 60 characters)

M. Kathi Ellis

(chief elected official)(*less than 60 characters)

Board Chairperson

(title) (*less than 60 characters)

☐ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Part C: Total Payroll

12,287,327.56 is the annual payroll for the calendar year just ended December 31.

Posting date:

Jurisdiction Name: *Kanabec County*

NOTICE

2020 Pay Equity Report

This jurisdiction is submitting a pay equity implementation report to Minnesota Management & Budget as required by the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999. The report must be submitted to the department by January 31, 2020.

The report is public data under the Minnesota Government Data Practices Act, Minnesota Statutes, and Chapter 13. That means that the report is available to anyone requesting this information.

This notice is being sent to all union representatives (if any) in this jurisdiction. In addition, this notice must remain posted in a prominent location for at least 90 days from the date the report was submitted.

For more information about this jurisdiction's pay equity program, or to request a copy of the implementation report, please contact:

Kanabec County Coordinator Kris McNally
18 N Vine St Suite 181
Mora, MN 55051 (320) 679-6440
(local contact person's name, address, telephone)

For more information about the state pay equity law, you may contact the Pay Equity Office at:

pay.equity@state.mn.us

Pay Equity Office
Minnesota Management & Budget
400 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Agenda Item #5

January 21, 2020

REQUEST FOR BOARD ACTION

a. Subject: Committee Appointments	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally

e. Board action requested: Appoint members to fill the vacancies on the committees listed below.

f. Background:

Terms that have expired are highlighted in yellow. Letters have been sent to committee members asking if they would like to serve another term.

Terms highlighted in blue have agreed to another term.

Terms highlighted in red have declined reappointment.

Letters of interest have been received for the following boards (see attached):

Board of Adjustment: Joe Diethelm, Nick Solomon

Planning Commission: Wayne Davis, Rhonda Olson

Safety Committee: Andy Magaard, Lisa Holcomb

Water Plan: Jon Sanford

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:	n/a – originating department
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Coordinators Comments

2020 - COMMITTEE MEMBERSHIP

AQUATIC INVASIVE SPECIES COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	09/09/15		1 st

ASSOCIATION OF MN COUNTIES

VOTING DELEGATES (Annual appointment)

All Five (5) Commissioners, plus;

1. Kristine McNally
- 2.
- 3.

Description: At the Annual AMC Conference, each county is allowed eight delegates; usually the five commissioners and three staff people.

POLICY COMMITTEE MEMBERS

Environment & Natural Resources:	Teresa Wickeham
General Government:	Kris McNally
Health & Human Services:	Kathy Burski
Public Safety:	Brian Smith
Transportation & Infrastructure:	Chad Gramentz

Description: Counties must appoint one commissioner or county official to each of the five AMC policy committees. Individuals may not serve as a voting member on more than one policy committee.

BOARD OF ADJUSTMENT

Regular Members:

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Pat O'Brien	01/10/18	01/05/21	2 nd
Position A, Planning Commission Member			
Nick Solomon	01/03/17	01/07/20	3 rd
Position B, Unincorporated Area			
Gene Carda	01/02/18	01/05/21	2 nd
Position C, Regular Member			

Alternate Member:

Ronald Peterson	02/27/19	01/03/22	1 st
Position D, Alternate			

Description: Collects information and conducts public hearings on variance requests pertaining to shoreline regulations as defined by the Kanabec County Shoreline Ordinance. One must be from the Planning Commission. One must be from an unincorporated area of the county (not in a city). The implication in Statute is that the others be county residents, but it doesn't explicitly state this.

CAFETERIA (SECTION 125) PLAN COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Board Chairperson	05/28/97	n/a	
County Auditor	05/28/97	n/a	
Personnel Director	05/28/97	n/a	

Description: Considers exceptions and hardship cases under the county pre-tax spending plan for out of pocket medical expenses, insurance premiums and childcare.

CENTRAL MINNESOTA COUNCIL ON AGING

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Gene Anderson	01/08/19	01/03/22	4 th
Kathi Ellis (alternate)	01/07/20	01/03/23	2 nd

CENTRAL MINNESOTA JOBS & TRAINING

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/02/18	01/05/21	6 th

CITY/COUNTY AIRPORT ZONING BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Bruce Burk	01/08/19	01/03/22	1 st
Greg Yankowiak	01/10/18	01/05/21	1 st

Description: This board is designated under state statute and consists of members appointed by the City of Mora and the county. The board meets to make, revise and approve airport zoning. This is a Joint Airport Zoning Board pursuant to §360.063, Subd. 3.

COUNTY ASSESSOR

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Tina Diedrich-Von Eschen	01/07/20	12/31/23	n/a

4 year appointments. 90 day notice to not reappoint. Must have Senior Accreditation from the State Board of Assessors or be able to obtain accreditation within 2 years. Appointment must be approved by the State Commissioner of Revenue.

COUNTY CORONER

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dr. Kelly Mills, M.D.	12/4/19	12/31/20	n/a

Must have successfully completed academic courses in pharmacology, surgery, pathology, toxicology, and physiology. Must appoint 30 days prior to expiration. Appointment must be made no later than 30 days before expiration.

COUNTY ENGINEER

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chad Gramentz Appointed per §163.07	05/31/19	05/30/23	n/a

COUNTY SURVEYOR

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Tyler Kroschel	01/08/19	01/09/23	n/a

Must be licensed in Minnesota as a Land Surveyor. (30 day notice to not reappoint)

DITCH INSPECTOR

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chad Gramentz	01/07/20	01/03/23	n/a

E-911 COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	01/08/19	01/03/22	1 st
Dennis McNally(<i>alternate</i>)	01/02/18	01/05/21	2 nd

Description: Works with the County Sheriff on issues regarding implementing Enhanced 911 emergency phone service in Kanabec County.

EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Kathi Ellis	01/02/18	01/05/21	2 nd

EAST CENTRAL REGIONAL LIBRARY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Gene Anderson	01/08/19	01/03/22	3 rd
Rhonda Olson	01/07/20	01/03/23	1 st
Karen Rasmusson	01/07/20	01/05/21	1 st

Description: These three people represent Kanabec County on the six county East Central Regional Library Board. This library system serves Aitkin, Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties. Must be a resident of Kanabec County. Not more than one commissioner.

EAST CENTRAL SOLID WASTE COMMISSION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/08/19	01/03/22	2 nd
<u>Alternate</u> Les Nielsen	01/08/19	01/03/22	2 nd

ECONOMIC DEVELOPMENT ADVISORY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Role</u>	<u>Term</u>
Dan Johnson	02/13/19	01/04/21	At-large Representative	2 nd
Lonnie Ness	01/07/20	01/03/23	At-large Representative	1 st
Jerry Tvedt	01/07/20	01/03/23	Electric Utility Representative	3 rd
Lisa Holcomb	02/13/19	01/03/22	Township Elected Official	2 nd
Sara Treiber	02/13/19	01/03/22	City Representative	2 nd
Jack L'Heureux	01/07/20	01/03/23	At-large Representative	3 rd
Ivan Black	02/13/19	01/03/22	City Representative	2 nd
Gene Anderson	02/13/19	01/04/21	County Commissioner	2 nd
Kathi Ellis	02/13/19	01/04/21	County Commissioner/County HRA	2 nd

Description: The EDA shall consist of a governing body of nine members. A maximum of two of the members shall be members of the Kanabec County Board of Commissioners, one of which will represent the HRA. In addition, there shall be one township elected official selected from those townships choosing to participate in the EDA; two city representatives including one from the City of Mora and one selected from the other

participating city's; one electric utility representative; and three At-large representatives with preference being given to participating cities within Kanabec County.

Of those initially appointed, two each shall be appointed for terms of one, two, or three years respectively and one each for terms of four, five, or six years, respectively. Therefore all members shall be appointed for six-year terms.

EMERGENCY MEDICAL SERVICE BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>		<u>Term</u>
Craig Smith	01/08/19	01/04/21		1 st
Les Nielsen	01/08/19	01/04/21	Alternate	1 st

2 year terms. Limited to 3 terms.

Advisory Committee

Dan Wilder	01/08/19	01/03/22		2 nd
<i>alternate - Vacant</i>	01/10/07	01/04/10		

Advisory Committee meets 6 times per year.

EXTENSION COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>District</u>	<u>Term</u>
Terry Salmela	01/02/18	01/05/21	5	2 nd
Jennifer Ernest	01/07/20	01/03/23	2	2 nd
Jean Mattson	01/02/18	01/05/21	5	3 rd
Kelsey Schiferli	01/07/20	01/03/23	4	2 nd
Barbara McFadden	04/25/18	01/05/21	1	1 st
Paula Weber	01/02/18	01/05/21	At large	2 nd
Craig Smith	01/08/19	01/05/21	Commissioner	1 st
Kathi Ellis	2018 Chairperson of the County Board (Statutory)			
Denise Snyder	Auditor/Treasurer (Statutory):			

Description: The Minnesota State Legislature established County Extension Committees in 1923. The statute mandates a committee of nine:

1. The chair of the County Board of Commissioners,
2. One other commissioner
3. The County Auditor (or their designee) as Secretary
4. Six county residents selected by the County Board.

Committee responsibilities include: attending Extension Committee meetings, Performance evaluation of the educators, program development, assist in marketing Extension programs, and evaluation and budget development.

FEMA BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chuck Hurd	01/08/19	01/03/22	1 st

Description: The Federal Government gives counties money for emergency use. FEMA meets once a year to decide how the money should be spent. Applications are obtained by agencies and groups that need assistance (ie: food shelves). This money is intended to alleviate housing and food shortages.

HEALTH AND HUMAN SERVICES ADVISORY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Les Nielsen	03/13/19		Commissioner/ Corrections Advisory Board	1 st
Kathi Ellis	03/13/19		Commissioner	1 st

Charlie Strickland, Jr.	01/01/19	City of Ogilvie/Consumer	1 st
Carol Peterson	01/01/19	Consumer	1 st
Steve Hansberry	01/01/19	Consumer	1 st
Diane Bankers	01/01/19	Welia Health	1 st
Bob Benes	01/01/19	Lakes & Pines, CAC, Inc.	1 st
Desi Panek	01/01/19	7 Co. Senior Federation	1 st
Kathy Belsheim	01/01/19	Ogilvie Schools	1 st
Craig Schultz	01/01/19	Mora Schools	1 st
Randy Hall	01/01/19	Consumer	1 st
Kathy Burski	01/01/19	Director, KCCH	1 st
Chuck Hurd	01/01/19	Director, KCFS	1 st
Lindy Crawford	01/01/19	City of Mora	1 st
Jenny Danielson	01/01/19	Consumer	1 st

Description: 2 Year terms. Pursuant to MN Statute 402.03 this advisory committee shall actively participate in the formulation of the plan for the development, implementation and operation of the programs and services by the board, and shall make a formal recommendation to the board at least annually concerning the annual budget and implementation of the plan in the ensuing year.

HIGHWAY 23 COALITION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Primary</u>			
Dennis McNally	01/07/20	01/03/23	1 st
<u>Alternate</u>			
Les Nielsen	01/07/20	01/03/23	1 st

HOSPITAL BOARD:

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Kim Smith	01/23/19	01/03/22	1 st
Dr. Donner	01/23/19	01/03/22	4 th
Dr. Jack Schwinghammer	01/02/18	01/05/21	2 nd
Teri Heggerness	01/02/18	01/05/21	3 rd
Carl Pederson	04/11/18	01/05/21	1 st
Becci Steffen	01/07/20	01/03/23	3 rd
Amy Anderson	01/07/20	01/03/23	3 rd
Les Nielsen	01/23/19	01/03/22	1 st
Kathi Ellis	01/07/20	01/03/23	7 th

Description: This is the governing board of the Kanabec Hospital. Must be a resident of Hospital Service area.

*no longer in the region

HOUSING REDEVELOPMENT AUTHORITY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>	
Gene Anderson	01/07/20	01/03/23	N/A	
Kathi Ellis (Chair)	01/07/20	01/03/23	N/A	Dennis
McNally (Vice-Chair)	01/07/20	01/03/23	N/A	
Craig Smith	01/07/20	01/03/23	N/A	
Les Nielsen	01/07/20	01/03/23	N/A	

Kristine McNally, Board Secretary Appointed 01/07/20 non-voting

Description: Yearly terms. Chair and Vice-chair will match the chair and vice chair of the County Board of Commissioners.

INSURANCE COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Members:				
Craig Smith	01/08/19	01/03/22	[Commissioners]	1 st
Roberta Anderson	04/25/18	01/05/21	[Local 320]	1 st
Michael Currie	10/09/19	01/03/22	[Local 49]	1 st partial
Susan Coon	01/07/20	01/03/23	[Local 107]	2 nd
Tammy Owens	01/07/20	01/03/23	[Local 363]	2 nd
Todd Eustice	01/02/18	01/05/21	[Dept Heads]	3 rd
Kate Mestnik	01/02/18	01/05/21	[Non-union]	2 nd
Justin Frisch	01/07/20	01/03/23	Local 106	2 nd
Kim Christenson	[Secretary] indeterminate term			
Kristine McNally	n/a - ex officio			

Insurance Committee Alternates:

Gene Anderson	01/02/18	01/05/21	[Commissioners]	2 nd
Marie Sward	01/07/20	01/03/23	[Local 320]	1 st
Nicholas Frisch	10/11/19	01/03/22	[Local 49]	1 st partial
Vacant			[Local 106]	
Eric Johnson	01/23/19	01/03/22	[Local 107]	1 st
Jennifer Anderson	01/07/20	01/03/23	[Local 363]	1 st
Sharon Wilttrout	01/07/20	01/03/23	[Non-union]	2 nd
Lisa Blowers	01/07/20	01/03/23	[Dept Heads]	2 nd

JUVENILE DETENTION CENTER ADVISORY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Advisory Board</u>			
Les Nielsen	01/07/20	01/03/23	7 th
Todd Eustice	01/02/18	01/05/21	6 th

Operations Sub-Committee

Todd Eustice	01/07/20	01/03/23	7 th
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Description: Part of the East Central Regional Juvenile Detention Center Joint Powers Board to set policy and make financial decisions for the Juvenile Detention Center in Lino Lakes.

LAKES & PINES COMMUNITY ACTION COUNCIL BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Gene Anderson	01/08/19	01/03/22	4 th

LAW LIBRARY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Gene Anderson	01/07/20	01/03/23	3 rd

MAGIC FUND DESIGNEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
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Denise Cooper 02/25/98 Indefinite n/a

Description: This is the person designated by the board to manage funds in the Association of Minnesota Counties investment pool.

MINNESOTA COUNTIES COMPUTER COOPERATIVE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Delegate</u>			
Karen McClellan	04/12/95	no term limit	
<u>Alternates:</u>			
Denise Cooper	01/04/98	no term limit	
Marie Sward	03/15/19	no term limit	

Description: MCCC is a joint power organization providing services, software and other cost-effective measures, to substantially reduce the cost of data processing for Minnesota Counties. MCCC cooperatively provides for establishment, operation and maintenance of data processing facilities and management information systems. MCCC uses regionally elected representatives on various committees to conduct day-to-day operations. Several user groups are organized around the use of common business needs, software products and systems. The Board of Directors is made up of one delegate from each member county and meets annually to set policies and the budget. The user group committees are elected regionally and hold monthly or as needed meetings.

NORTH TH 65 CORRIDOR COALITION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Delegate</u>			
Gene Anderson	01/07/20	01/03/23	1 st
<u>Alternates:</u>			
Dennis McNally	01/07/20	01/03/23	1 st

VISION STATEMENT: The general purpose of this agreement is to create an organization through which the members that are parties to this Agreement may jointly and cooperatively plan for and maximize the opportunities for sub-regional transportation and transit development, quality growth and diversification along TH 65 through a system of collaboration, pursuant to Minnesota Statutes, 2004, Section 471.59.

OUTLOOK HEALTH SERVICES BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Kathi Ellis	01/08/19	01/03/22	7 th

PERSONNEL BOARD OF APPEALS

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Linda Holida	02/13/19	01/03/22	1 st
Lianne Heupel	01/24/18	01/05/21	1 st
Leona Dressel	01/02/18	01/05/21	2 nd

Description: Three county residents who are not county employees or elected officials. The Board of Appeals meets upon call to hear the filing of an appeal by an applicant for county job or a county employee concerning discrimination practices, alleged arbitrary capricious action on the part of the County Board with respect to rules included in the Act, or other matters or grievances under the authority of this Act (M.S. §375.65 & 375.66).

PLANNING COMMISSION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dale Voge	01/03/17	01/07/20	4 th

Earl Bracewell	02/13/19	01/03/22	1 st
Dennis McNally	01/02/18	01/05/21	2 nd
Ron Hallin	01/08/19	01/03/22	2 nd
Dave Etter	01/10/18	01/05/21	1 st
Scott Jensen	06/12/19	01/03/22	1 st
Pat O'Brien	03/13/19	01/03/22	5 th
(Board of Adjustment member)			
Chad Gramentz	01/02/18	01/05/21	2 nd
(non-voting)			

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

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

RAILROAD AUTHORITY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/07/20	01/03/23	N/A
Gene Anderson	01/07/20	01/03/23	N/A
Les Nielsen	01/07/20	01/03/23	N/A
Kathi Ellis	01/07/20	01/03/23	N/A
Craig Smith	01/07/20	01/03/23	N/A

Kristine McNally, Board Clerk Appointed 01/08/19 non-voting

RAILROAD AUTHORITY ADVISORY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Represents</u>	<u>Term</u>
Kathi Ellis - Chairperson	ex officio (voting)			
Jody Anderson	01/24/18	01/02/21	City of Mora	1 st
Nick Stafford	01/24/18	01/05/21	Whited Township	1 st
Bruce Anderson	01/02/18	01/05/21	Comfort Township	5 th
Mike Papenhausen	01/02/18	01/05/21	At Large	5 th
Lanny Stegeman	02/27/19	01/03/22	At Large	5 th
Gordon Gullixson	01/08/19	01/03/22	City of Quamba	3 rd

Kristine McNally, Advisory Committee Clerk Appointed 01/08/19 non-voting

REGIONAL RADIO BOARD *(Commissioner needs to be the primary representative)*

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/02/18	01/05/21	2 nd
Brian Smith	01/02/18	01/05/21	2 nd
(Alternate)			

RUM RIVER ONE WATERSHED, ONE PLAN

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/23/19	01/03/22	1 ST

SAFETY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Chad Gramentz	11/09/11	n/a, <i>Ex-Officio (Safety Officer)</i>		
Chris Bergwick	01/07/20	01/03/23	Sheriff's Office	2 nd
Robin Etter	01/02/18	01/05/21	Sheriff's Office	5 th
Dave Mulvaney	01/08/19	01/03/22	Courthouse	2 nd
Lynette Storrar	01/03/17	01/07/20	Courthouse	3 rd
Kathy Burski	01/02/18	01/05/21	Public Service Bldg	3 rd
Luann Beachem	01/24/18	01/05/21	Public Service Bldg	3 rd
Nate Westling	01/07/20	01/03/23	Highway Building	1 st
Trent Terpstra	01/23/19	01/03/22	Highway Building	1 st

SNAKE RIVER WATER MANAGEMENT BOARD ADVISORY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Wayne Zaudtke	01/02/18	01/05/21	2 nd
Gene Anderson	01/02/18	01/05/21	1 st

SNAKE RIVER WATERSHED

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	01/08/19	01/03/22	1 st

SNAKE RIVER ONE WATERSHED, ONE PLAN

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	10/23/19	01/03/22	1 st
Kathi Ellis (Alternate)	10/23/19	01/03/22	1 st
Teresa Wickeham (Staff)	10/23/19	01/03/22	1 st

SOUTHERN MINNESOTA COUNTY BASED PURCHASING

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Kathi Ellis	01/02/18	01/05/21	4 th
Dennis McNally (alternate)	01/02/18	01/05/21	2 nd

SUBSTANCE ABUSE COALITION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/08/19	01/03/22	5 th

TIMBER TRAILS ADVISORY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Primary</u>			
Craig Smith	01/08/19	01/03/22	1 st
<u>Alternate</u>			
Gene Anderson	01/02/18	01/05/21	2 nd

UNION NEGOTIATION COMMITTEES: 2019

County Coordinator plus;
LELS Local 107 (Jailers/Dispatchers): Craig Smith, Gene Anderson

LELS Local 106 (Deputies):	Kathi Ellis, Gene Anderson
Teamsters Local 320 (Courthouse):	Dennis McNally, Craig Smith
Oper. Engineers Local 49 (Highway):	Les Nielsen, Dennis McNally
Laborers Local 363 (Welfare):	Kathi Ellis, Les Nielsen

VETERAN SERVICE OFFICER

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Erica Bliss	09/05/17	09/04/21	n/a

(90 day notice to not reappoint)

WATER PLAN

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Represents</u>	<u>Term</u>
Chad Gramentz	01/02/18	01/05/21		3 rd
Teresa Wickeham	ex-officio		Water Plan Coordinator	
Ellen White			Public Health	
Deanna Pomije			Kanabec Soil & Water	
Allan Ambrose	02/13/19	01/03/22	Citizen Appointee	2 nd
Paul Hoppe	01/03/17	01/07/20	Citizen Appointee	1 st
Gene Anderson	01/02/18	01/05/21	County Board	3 rd

Description: Recommendations regarding the Kanabec County Comprehensive Local Water Plan occurs through the Kanabec County Water Plan Task Force Committee. This committee meets upon the request of the County Board and makes recommendations on the coordination and implementation of the plan. There is technical advice assigned to the Soil & Water Conservation District, Natural Resources Conservation Service, County Extension, County Public Health, County Zoning, County Wetland Administrator, DNR, etc. as requested by the Task Force.

** UPDATED: 1/15/20

S:\Public\Word>Listings\Committe Listing.doc

County Commissioner Appointments, as of 1/9/20

Appointment	Dennis McNally	Gene Anderson	Les Nielsen	Kathi Ellis	Craig Smith
Advisory Board to Snake River Water Mgmt Board		X			
Aquatic Invasive Species Committee	X				
Central Minnesota Council on Aging		X		X	
Central Minnesota Jobs & Training			X		
E-911 Committee					X
<i>E-911 Alternate</i>	X				
East Central Regional Development				X	
East Central Regional Library		X			
East Central Solid Waste Commission	X				
<i>ECSWC Alternate</i>			X		
Economic Development Advisory		X		X	
Emergency Medical Service Board					X
<i>Emergency Medical Alternate</i>			X		
Extension Committee				X	X
Highway 23 Coalition	X		X		
<i>Highway 23 Coalition Alternate</i>					
Hospital Board			X	X	
Housing and Redevelopment Authority	X	X	X	X	X
Insurance Committee					X
<i>Insurance Comm. Alternate</i>		X			
Juvenile Detention Center Advisory Board			X		
Lakes & Pines Board		X			
Law Library		X			
North Highway 65 Corridor Coalition		X			
<i>North Highway 65 Corridor Coalition Alternate</i>	X				
Outlook Health Services Board				X	
Planning Commission	X				
Railroad Authority Board	X	X	X	X	X
Railroad Authority Advisory Committee				X	
Regional Radio Board	X				
Rum River One Watershed, One Plan	X				
Snake River Watershed					X
Southern MN County Based Purchasing				X	
<i>Southern MN County Based Purchasing Alternate</i>	X				
Substance Abuse Coalition			X		
Timber Trails Advisory Board					X
<i>Timber Trails Alternate</i>		X			
Negotiating Team: Local 107 (Jailer/Dispatcher)		X			X
Negotiating Team: Local 320 (Courthouse)	X				X
Negotiating Team: Local 106 (Deputies)		X		X	
Negotiating Team: Local 49 (Highway)	X		X		
Negotiating Team: Local 363 (Welfare)			X	X	
Water Plan		X			
TOTAL APPOINTMENTS	13	14	11	12	10

Kris McNally

From: Teresa Wickeham
Sent: Wednesday, January 08, 2020 9:47 AM
To: Kris McNally
Subject: RE: Email Addresses?

Nick said yes and will be contacting you

T

T Wickeham

Environmental Services Supervisor
Kanabec County
903 Forest Ave E
Mora MN
320-679-6436

Kim Christenson

From: Andrew Magaard
Sent: Tuesday, January 07, 2020 2:47 PM
To: Kim Christenson
Subject: RE: Safety Committee

Hey Kim,

I'd be interested

Andy Magaard
Kanabec County Probation Officer
320.679.6450

From: Kim Christenson
Sent: Tuesday, January 07, 2020 2:44 PM
To: Duke Pancake; Scott Minar; Kris McNally; Lisa Blowers; Kelsey Schiferli; Dave Mulvaney; Billy Thomas; Brenda Marohn; Heidi Steinmetz; Lisa Holcomb; Jessica Olson; Erica Bliss; Denise Snyder; Susan McGaw; Karen McClellan; Cara Gillette; Roberta Anderson; Laura Birkaker; Marie Sward; Tim Jacobs; Tina VonEschen; Lisa Steven; Jodi Lindberg; Katie Koenings; Kathy Young; Todd Eustice; Andrew Magaard; Brandon Cook; Wendy Hviding; Lucas Athey; Barbara McFadden; Cheryl Terhaar; Tammy Friel; Kelli Gotvald; Robb Hunter; Tom Prochazka; Steve Cundy
Subject: Safety Committee

There is a vacancy on the safety committee for a Courthouse employee representative. The safety committee reviews injury reports and helps promote a safe atmosphere for county employees, the public, and county buildings.

The committee meets once per quarter and this person will serve a 3 year term. If anyone is interested in serving on the safety committee please email me ASAP.

Thank you

Kim Christenson
HR Specialist
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6449
320-679-6441, fax

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent for delivering the message to the intended recipient, you are hereby notified that dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please notify us immediately by replying to this message and delete the original message and its contents. Thank You.

Kim Christenson

From: Lisa Holcomb
Sent: Wednesday, January 08, 2020 8:09 AM
To: Kim Christenson
Subject: RE: Safety Committee

I would be interested

From: Kim Christenson
Sent: Tuesday, January 7, 2020 2:44 PM
To: Duke Pancake; Scott Minar; Kris McNally; Lisa Blowers; Kelsey Schiferli; Dave Mulvaney; Billy Thomas; Brenda Marohn; Heidi Steinmetz; Lisa Holcomb; Jessica Olson; Erica Bliss; Denise Snyder; Susan McGaw; Karen McClellan; Cara Gillette; Roberta Anderson; Laura Birkaker; Marie Sward; Tim Jacobs; Tina VonEschen; Lisa Steven; Jodi Lindberg; Katie Koenings; Kathy Young; Todd Eustice; Andrew Magaard; Brandon Cook; Wendy Hviding; Lucas Athey; Barbara McFadden; Cheryl Terhaar; Tammy Friel; Kelli Gotvald; Robb Hunter; Tom Prochazka; Steve Cundy
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Thank you

Kim Christenson
HR Specialist
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PLEASE NOTE THAT I MAY BE INTERESTED
IN POSITIONS AVAILABLE ON EITHER OF THE
FOLLOWING BOARDS AND COMMITTEES.

- ① PREFERRED - PLANNING COMMISSION
- ② ECONOMIC DEVELOPMENT COMMITTEE.

I DO HAVE PLANNING COMMISSION EXPERIENCE
HAVING SERVED ON THE CITY OF BRANHAM
PLANNING COMMISSION SEVERAL YEARS AGO. I
HAVE LIVED IN KANABEC COUNTY SINCE 2001.
DEPENDING ON WHAT NIGHT NORMAL SCHEDULED
MEETINGS OCCUR WOULD BE A MAJOR FACTOR
AS I DO NOT HAVE THURSDAY NIGHTS AVAILABLE.

THANK YOU,

Wayne C. Davis

WAYNE C. DAVIS
1964 RAINBOW ST
MORA MN. 55051
320-679-2757

To whom it may Concern:

I'd like to submit A Letter of
Intrest In the open spot For the
Kanabec County Board of Adjustments.

Thank You

Joe Diethelm
1982 Hammargren Rd
Mora, MN 55051
(320) 223-4607

RECEIVED DEC 11 2019

RECEIVED DEC 19 2019

12-19-19

Dear Kanabec Co. Coordinator

I would like to be considered for the position on the East Central Regional Library Board. As I am retired, I spend more time at the Mora Library. I see the need for the people of Kanabec County the importance of the library.

Also please consider myself for the Planning Commission Board. as a retired Kanabec County Recorder, I am aware of what is required for the recording of plats.

Thank you

Rhonda Olson
612-390-8737

Kelsey Schiferli

From: Kim Christenson
Sent: Friday, December 06, 2019 4:30 PM
To: Kris McNally; Kelsey Schiferli
Subject: FW: Water planning board

Kim Christenson
HR Specialist
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6449
320-679-6441, fax

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent for delivering the message to the intended recipient, you are hereby notified that dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please notify us immediately by replying to this message and delete the original message and its contents. Thank You.

From: Jon Sanford [<mailto:sanford1953.js@gmail.com>]
Sent: Friday, December 06, 2019 4:29 PM
To: Kim Christenson
Subject: Water planning board

I am interested in possibly serving on the board of water planning. I have served on the Arthur Township board previously for about 15 years and also helped getting the Fish Lake Improvement organization going and served several years as president. Those positions were a few years back though. But I am now retired and looking to get involved again.

My only hold back is dependent on when most meetings are held? Can you send me more information on the committee?

Thank you,

Jon Sanford
320 237 6633
Sanford@youbetnet.com

Kelsey Schiferli

From: Kelsey Schiferli
Sent: Monday, December 30, 2019 3:26 PM
To: 'Sanford@youbetnet.com'
Subject: Water Plan Committee

Good afternoon!

I'm writing in response to your request for further information regarding the Water Plan Committee.

Here is the information I have:

Description: Recommendations regarding the Kanabec County Comprehensive Local Water Plan occurs through the Kanabec County Water Plan Task Force Committee. This committee meets upon the request of the County Board and makes recommendations on the coordination and implementation of the plan. There is technical advice assigned to the Soil & Water Conservation District, Natural Resources Conservation Service, County Extension, County Public Health, County Zoning, County Wetland Administrator, DNR, etc. as requested by the Task Force.

If you have any further questions, please contact Environmental Services Supervisor and Water Plan Coordinator, Teresa Wickeham at teresa.wickeham@co.kanabec.mn.us or 320-679-6211

Please let me know whether or not you'd like to be considered for appointment to the Water Plan Committee before the next County Board Meeting on January 7, 2020.

Thank you!

Kelsey Schiferli

Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

Agenda Item #6

January 21, 2020

REQUEST FOR BOARD ACTION

a. Subject: Board Meeting Schedule 2020 (Continued)	b. Origination: Coordinator's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally

e. Board action requested:

1) Discuss board meeting scheduled for Election Day, Nov 3, 2020.

2019 Minnesota Statutes

204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.

Subdivision 1. **School districts; counties; municipalities; special taxing districts.** No special taxing district governing body, school board, county board of commissioners, city council, or town board of supervisors shall conduct a meeting between 6:00 p.m. and 8:00 p.m. on the day that an election is held within the boundaries of the special taxing district, school district, county, city, or town. As used in this subdivision, "special taxing district" has the meaning given in section [275.066](#).

Subd. 2. **State colleges and universities.** Except for regularly scheduled classes, no Minnesota state college or university shall schedule an event between 6:00 p.m. and 8:00 p.m. on the day that an election is held in any political subdivision in which the university or college is located.

Subd. 3. **Public elementary and secondary schools.** Except for regularly scheduled classes, a public elementary or secondary school may not schedule a school sponsored event between 6:00 p.m. and 8:00 p.m. on the day that a regularly scheduled election is held in any political subdivision in which the school is located.

Subd. 4. **State government.** No state agency, board, commission, department, or committee shall conduct a public meeting on the day of the state primary or general election.

2) Set date for County Board of Appeals & Equalization Meeting

Recommendation from the County Assessor and County Auditor Treasurer:

- Monday, June 15
- Wednesday, June 17
- Thursday, June 18

Begin at 6:30 p.m. and offer appointments until 7:00 p.m. to meet statutory requirements

3) Set date for the Truth in Taxation Meeting

Recommendation from the County Auditor Treasurer and County Coordinator:

Thursday, December 3
Monday, December 7
Tuesday, December 8

Begin at 6:00 p.m. or 6:30 p.m. (must be 6:00 p.m. or later to meet statutory requirements)

f. Background:

Supporting Documents: **None** ☒

Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #7

January 21, 2020

REQUEST FOR BOARD ACTION

a. Subject: Snake River Comprehensive Watershed Management Planning (One Watershed One Plan) Memorandum of Agreement	b. Origination: Snake River One Watershed One Plan Steering Committee
c. Estimated time: 10 minutes	d. Presenter(s):

e. Board action requested: Approve the following resolution:

Resolution #__ 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.

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Kris McNally

From: Pomije, Deanna - NRCS, Mora, MN <Deanna.Pomije@mn.nacdnet.net>
Sent: Friday, January 03, 2020 4:19 PM
To: (hughes.aitkinswcd@gmail.com); (jason.weinerman@state.mn.us); Barbara Peichel BWSR; Caleb Anderson ; Deanna@KanabecSWCD.org; Dillon Hayes; Harmony Maslowski; jerah@kanabecswcd.org; Jill (jill.carlier@co.pine.mn.us); Katie Petzel; Maggie Kuchenbaker; Mell, Craig - NRCS-CD, North Branch, MN; Smetana, Nicholas - NRCS-CD, Mora, MN; Susan Shaw; Teresa Wickeham; Determan, Tiffany - NRCS-CD, Cambridge, MN; Wilson, Susanna
Cc: Kris McNally; Bill Pratt, Aitkin Coms.; Bob Roseberg, Aitkin SWCD; Craig Smith; Dave Oslin, ML Coms.; JJ Waldhalm Pine SWCD; Josh Mohr Pine Comm.; Kurt Beckstrom; Paul Hoppe, Kanabec Sprv.
Subject: Snake River 1W1P Final MOA for signature
Attachments: Snake River 1W1P MOA Final 0120.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

Afternoon

It's ready to go; the Snake River Watershed 1W1P Memorandum of Agreement! Please see the attached. It has been vetted by the Aitkin, Pine, Kanabec and Mille Lacs County Attorneys. We are now seeking signatures from the 8 local unit of government boards. This would be the parties listed in the agreement; the 4 County Board of Commissioners and the 4 SWCDs.

As you have your boards review and sign the attached, please forward any signature sheets to myself to track our agreement. Please forward to the appropriate individuals for placement on the agendas of the various County Board of Commissioners.

Let me know if you have any questions.

Thank You to Jill Carlier and the County Attorneys for making this possible.

Deanna Pomije



Kanabec Soil & Water Conservation District
2008 Mahogany St. Ste. 3
Mora MN 55051
(320) 674-3015
Diversity
www.KanabecSWCD.org

The Five Soil Health Principles

1. Armour the Soil – Residue
2. Minimal Soil Disturbance
3. Plant
4. Continual Live Plant/Root
5. Livestock Integration

MEMORANDUM OF AGREEMENT – SNAKE RIVER WATERSHED

This agreement (Agreement) is made and entered into by and between:

The Counties of Aitkin, Kanabec, Mille Lacs and Pine by and through their respective County Board of Commissioners, and

The Aitkin, Kanabec, Mille Lacs and Pine Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District (SWCD) Board of Supervisors, and

The Snake River Watershed Management Board & Citizen Advisory Committee (SRWMB), by and through their respective Board Members,

Collectively referred to as the "Parties."

WHEREAS, the Counties of this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law; and

WHEREAS, the SWCDs of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provided by law; and

WHEREAS, the Watershed Management Organizations of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out conservation of the natural resources of the state by land use controls, flood control, and other conservation projects for the protection of the public health and welfare and the provident use of the natural resources, pursuant to Minnesota Statutes Chapters 103B, 103D and as otherwise provided by law; and

WHEREAS, the parties to this Agreement have a common interest and statutory authority to prepare, adopt, and assure implementation of a comprehensive watershed management plan in the Snake River Watershed to conserve soil and water resources through the implementation of practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to preserve natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters; and

WHEREAS, with matters that relate to coordination of water management authorities pursuant to Minnesota Statutes Chapters 103B, 103C, and 103D with public drainage systems pursuant to Minnesota Statutes Chapter 103E, this Agreement does not change the rights or obligations of the public drainage system authorities.

WHEREAS, the Parties have formed this Agreement for the specific goal of developing a plan pursuant to Minnesota Statutes § 103B.801, Comprehensive Watershed Management Planning, also known as *One Watershed, One Plan*.

NOW, THEREFORE, the Parties hereto agree as follows:

1. **Purpose:** The Parties to this Agreement recognize the importance of partnerships to plan and implement protection and restoration efforts for the Snake River Watershed (Attachment A). The purpose of this Agreement is to collectively develop and adopt, as local government units, a coordinated watershed management plan for implementation per the provisions of the Plan. Parties signing this agreement will be collectively referred to as the *Snake River Watershed Partnership*.
2. **Term:** This Agreement is effective upon signature of all Parties according to the Board of Water and Soil Resources (BWSR) Operating Procedures for One Watershed One Plan (version 2, March 28, 2018); and will remain in effect until 1-year after the term of the BWSR One Watershed, One Plan Planning Grant Agreement, unless cancelled according to the provisions of this Agreement or earlier terminated by law.
3. **Adding Additional Parties:** A qualifying party desiring to become a member of this Agreement shall indicate its intent by adoption of a board resolution prior to a date that is six months from the BWSR One Watershed, One Plan Planning Grant Agreement execution. The party agrees to abide by the terms and conditions of the Agreement; including but not limited to the bylaws, policies and procedures adopted by the Policy Committee.
4. **Withdrawal of Parties:** A party desiring to leave the membership of this Agreement shall indicate its intent in writing to the Policy Committee in the form of an official board resolution. Notice must be made at least 30 days in advance of leaving the Agreement. BWSR has identified the following parties as required parties for this agreement: Aitkin SWCD, Aitkin County, Kanabec SWCD, Kanabec County, Mille Lacs SWCD, Mille Lacs County and Pine SWCD, Pine County. If one of the required Parties according to the BWSR Operating Procedures for One Watershed One Plan withdraws from this agreement, it does not make this MOA null and void. Should this occur, the remaining Parties will hold discussions with BWSR representatives regarding the reallocation or reassignment of duties, grant funds, and future projection of the project as a whole.
5. **General Provisions:**
 - a. **Compliance with Laws/Standards:** The Parties agree to abide by all federal, state, and local laws; statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Agreement is responsible.
 - b. **Indemnification:** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity." It is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes § 471.59, subd. 1a(a). For purposes of Minnesota Statutes § 471.59, subd. 1a(a) it is the

intent of each party that this Agreement does not create any liability or exposure of one party for the acts or omissions of any other party.

- c. **Records Retention and Data Practices:** The Parties agree that records created pursuant to the terms of this Agreement will be retained in a manner that meets their respective entity's records retention schedules that have been reviewed and approved by the State in accordance with Minnesota Statutes § 138.17. The Parties further agree that records prepared or maintained in furtherance of the agreement shall be subject to the Minnesota Government Data Practices Act. At the time this agreement expires, all records will be turned over to Kanabec SWCD for continued retention. After termination of this Agreement, the parties of this agreement shall continue to have access to the records created pursuant to this Agreement.
- d. **Timeliness:** The Parties agree to perform obligations under this Agreement in a timely manner as agreed upon by all parties and keep each other informed about any delays that may occur.
- e. **Extension:** The Parties may extend the termination date of this Agreement upon agreement by all Parties.
- f. This is a collaborative effort by the Parties and as such, no employees shall be hired as part of this planning project.

6. **Administration:**

- a. **Establishment of Committees for Development of the Plan.** The Parties agree to designate one representative, who must be an elected or appointed member of the governing board, to a Policy Committee for development of the watershed-based plan and may appoint one or more technical representatives to an Advisory Committee for development of the plan in consideration of the BWSR Operating Procedures for One Watershed, One Plan.
 - i. The Policy Committee will meet as needed to decide on the content of the plan, serve as a liaison to their respective boards, and act on behalf of their Board. Each representative shall have one vote.
 - ii. Each governing board may choose one alternate to serve on the Policy Committee as needed in the absence of the designated member.
 - iii. The Policy Committee will establish bylaws within 6 months of execution of this document to describe the functions and operations of the committee(s).
 - iv. The Advisory Committee will meet monthly or as needed to assist and provide technical support and make recommendations to the Policy Committee on the development and content of the plan. Members of the Advisory Committee may not be a current board member of any of the Parties.
- b. **Submittal of the Plan.** The Policy Committee will recommend the plan to the Parties of this agreement. The Policy Committee will be responsible for initiating a formal review process for the

watershed-based plan conforming to Minnesota Statutes Chapters 103B and 103D, including public hearings. Upon completion of local review and comment, and approval of the plan for submittal by each party, the Policy Committee will submit the watershed-based plan jointly to BWSR for review and approval.

- c. **Adoption of the Plan.** The Parties agree to adopt and begin implementation of the plan within 120 days of receiving notice of state approval and provide notice of plan adoption pursuant to Minnesota Statutes Chapters 103B and 103D.
7. **Fiscal Agent:** Mille Lacs SWCD will act as the fiscal agent for the purposes of this Agreement and agrees to:
 - a. Accept all responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan.
 - b. Perform financial transactions as part of grant agreement and contract implementation.
 - c. Annually provide a full and complete audit report.
 - d. Provide the Policy Committee with the records necessary to describe the financial condition of the BWSR grant agreement.
 - e. Retain fiscal records consistent with the agent's records retention schedule until termination of the agreement (at that time, records will be turned over to Kanabec SWCD).
8. **Grant Administration:** Mille Lacs SWCD will act as the grant administrator for the purposes of this Agreement and agrees to provide the following services:
 - a. Accept all day-to-day responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan, including being the primary BWSR contact for the *One Watershed, One Plan* Grant Agreement and being responsible for BWSR reporting requirements associated with the grant agreement.
 - b. Provide the Policy Committee with the records necessary to describe the planning condition of the BWSR grant agreement.
9. The following parties agree to provide the following services to the Snake River Watershed Partnership:
 - a. Kanabec SWCD: Project Coordinator
 - b. Mille Lacs SWCD: Fiscal Agent, Administration
 - c. Mille Lacs SWCD: Outreach Coordinator
 - d. Pine SWCD: Notifications Coordinator
 - e. Kanabec SWCD: Note Taker
10. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

Kanabec SWCD
Deanna Pomije or successor
District Manager
2008 Mahogany St Ste 3
Mora MN 55051
Telephone: 320-679-3982
info@KanabecSWCD.org

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

KANABEC SWCD

By _____ Date _____
Chair, Kanabec SWCD Board

Attest
By _____
Kanabec SWCD District Manager

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

KANABEC COUNTY BOARD OF COMMISSIONERS

By _____ Date _____
Chair, Kanabec County Board of Commissioners

Attest
By _____
Kanabec County Administrator

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

PINE SWCD

By _____ Date _____
Chair, Pine SWCD Board

Attest
By _____
Pine SWCD District Manager

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

PINE COUNTY BOARD OF COMMISSIONERS

By _____ Date: _____
Chair, Pine County Board of Commissioners

Attest _____
Pine County Administrator

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

MILLE LACS SWCD

By _____ Date _____
Chair, Mille Lacs SWCD Board

Attest
By _____
Mille Lacs SWCD District Administrator

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

MILLE LACS COUNTY BOARD OF COMMISSIONERS

By _____ Date _____
Chair, Mille Lacs County Board of Commissioners

Attest

By _____
Mille Lacs County Administrator

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

AITKIN SWCD

By _____ Date _____
Chair, Aitkin SWCD Board

Attest
By _____
Aitkin SWCD District Manager

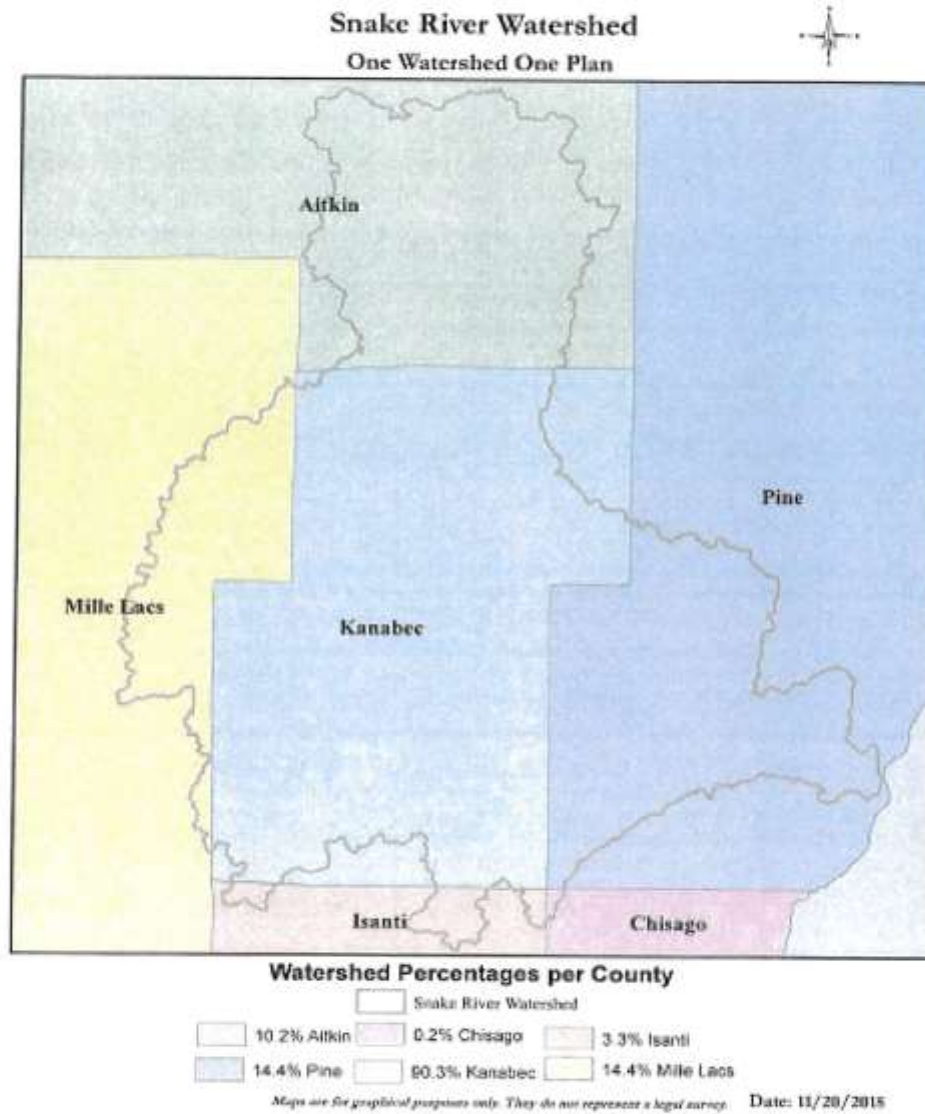
IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

AITKIN COUNTY BOARD OF COMMISSIONERS

By _____ Date _____
Chair, Aitkin County Board of Commissioners

Attest
By _____
Aitkin County Administrator

Attachment A



Agenda Item #8

January 21, 2020

REQUEST FOR BOARD ACTION

a. Subject: Gravel Tax Report	b. Origination: Board of Commissioners
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

f. Background:

Total Gravel tax collected in 2019 = \$ 124,154.55

The AT office gets 5% off the top.

The remaining 95% gets split:

Hwy 42.5%

Twps 42.5%

Pit 15.0%

Highway:

Collected in 2019 into Hwy 2020 = \$ 50,127.40

Pit restoration:

Collected in 2019 into 2020 Pit Restoration = \$ 17,692.02

Pit Restoration fund balance at Year End 2019 = \$ 32,406.02

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

83 Receipt Date
laurab

1/15/20 10:14AM
Fund 81 - Taxes & Penalties Fund

**** Kanabec County ****

ACCOUNT ACTIVITY REPORT

From: 01/01/2019 Thru: 12/31/2019
Report Basis: 1



Page 2

Tran SC Type	Vendor	G/L Mont	Receipt/Warrant NUMBER DATE	Seq	AMOUNT	Description / Service Dates	Invoice Number	Accr Cd	Basis	R1R2
DEPT 851 - Trust Funds										
PROGRAM 000										
81- 851- 000- 0000- 5011 - Gravel Tax										
RE RE	RAYMOND KOCH	01/2019	66591 01/07/2019	222	1,017.14-	4Q18 GRAVEL TAX				1
RE RE	BLUM SAND & GRAVEL	01/2019	66605 01/10/2019	222	2,527.43-	4Q18 GRAVEL TAX 10,00725.00				1
RE RE	BUCKLEY CONSTRUCTION II	01/2019	66612 01/11/2019	222	135.45-	3Q18 GRAVEL TAX				1 R
RE RE	BUCKLEY CONSTRUCTION II	01/2019	66613 01/11/2019	222	59.13-	4Q18 GRAVEL TAX				1
RE RE	CEMSTONE PRODUCTS	01/2019	66628 01/14/2019	222	108.36-	4Q18 GRAVEL TAX 07,00305.00				1
RE RE	HARDRIVES INC	01/2019	66628 01/14/2019	222	266.58-	4Q18 GRAVEL TAX 12,00600.10				1
RE RE	HASS CONSTRUCTION	01/2019	66637 01/15/2019	222	2,391.23-	4Q18 GRAVEL TAX 14,01115.00				1
RE RE	RICHARD HASS	01/2019	66638 01/15/2019	222	911.38-	4Q18 GRAVEL TAX 14,01110.10				1
RE RE	WARREN HEIKES	01/2019	66638 01/15/2019	222	173.08-	4Q18 GRAVEL TAX 09,00655.5				1
RE RE	LARSON ENTERPRISES OF ISLE	01/2019	66642 01/16/2019	222	464.40-	4Q18 GRAVEL TAX 07,00320.00				1
RE RE	KNIFE RIVER	01/2019	66646 01/17/2019	222	16,910.51-	4Q18 GRAVEL TAX				1
RE RE	BJORKLUND CO	02/2019	66742 02/04/2019	222	6,441.17-	4Q18 GRAVEL TAX ARTHUR TWSHP				1
RE RE	BLUM SAND & GRAVEL	04/2019	67082 04/10/2019	222	36.27-	1Q19 GRAVEL TAX 10,00725.00				1
RE RE	RAY'S GRAVEL LLC	04/2019	67086 04/10/2019	222	9.87-	1Q19 GRAVEL TAX 12,00630.00				1
RE RE	KNIFE RIVER	04/2019	67101 04/12/2019	222	80.48-	1Q19 GRAVEL TAX				1
RE RE	BJORKLUND COMPANY	04/2019	67142 04/22/2019	222	4,647.75-	1Q19 GRAVEL TAX 30,985.03 TON				1
RE RE	ANDREW GOBEL	07/2019	67602 07/11/2019	222	23.22-	2Q19 GRAVEL TAX 02,02510.50				1
RE RE	KATHY KOCH	07/2019	67608 07/11/2019	222	673.58-	2Q19 GRAVEL TAX 12,00630.00				1
RE RE	BLUM SAND & GRAVEL	07/2019	67615 07/12/2019	222	3,357.45-	2Q19 GRAVEL TAX 10,00725.00				1
RE RE	LARSON ENTERPRISES OF ISLE, INC	07/2019	67614 07/12/2019	222	1,087.47-	2Q19 GRAVEL TAX 07,0032.20				1
RE RE	RICHARD HASS	07/2019	67622 07/12/2019	222	854.41-	2Q19 GRAVEL TAX 14,01110.10				1
RE RE	HASS CONSTRUCTION	07/2019	67627 07/15/2019	222	3,181.57-	2Q19 GRAVEL TAX 14,0115.00				1
RE RE	OMG MIDWEST, INC	07/2019	67628 07/15/2019	222	123.88-	2Q19 GRAVEL TAX 12,00600.10				1
RE RE	KNIFE RIVER	07/2019	67656 07/19/2019	222	8,620.34-	2Q19 GRAVEL TAX MULTI PITS				1
RE RE	OSLIN LUMBER	07/2019	67706 07/26/2019	222	74.82-	2Q19 GRAVEL TAX 348YRDS				1
RE RE	PEARL HARBOR LLC	07/2019	67725 07/30/2019	222	0.65-	2Q19 GRAVEL TAX 06,01905.00				1
RE RE	BJORKLUND CO	08/2019	67768 08/05/2019	222	2,935.69-	2Q19 GRAVEL TAX 19,571.29 YRDS				1
RE RE	BUCKLEY CONSTRUCTION II	08/2019	67794 08/12/2019	222	14.19-	2Q19 GRAVEL TAX 66 YRDS				1
RE RE	CURT OSLIN	09/2019	67934 09/05/2019	222	86.00-	3Q19 GRAVEL TAX 400 YRDS				1
RE RE	HASS CONSTRUCTION	10/2019	68103 10/07/2019	222	87.72-	3Q19 GRAVEL TAX 408 YARDS				1
RE RE	BLUM SAND & GRAVEL	10/2019	68120 10/09/2019	222	5,610.42-	3Q19 GRAVEL TAX				1
RE RE	PEARL HARBOR LLC	10/2019	68121 10/09/2019	222	5,727.27-	3Q19 GRAVEL TAX 10,00725.00				1
RE RE	KEN LIND	10/2019	68142 10/11/2019	222	350.45-	3Q19 GRAVEL TAX 06,01905.00				1
RE RE	OMG MIDWEST INC	10/2019	68140 10/11/2019	222	54.18-	3Q19 GRAVEL TAX 04,01545.20				1
RE RE	DONAVON STROMBERG	10/2019	68151 10/14/2019	222	3,660.02-	3Q19 GRAVEL TAX 12,00600.10				1
RE RE		10/2019	68151 10/14/2019	222	1,471.03-	3Q19 GRAVEL TAX 04,01815.00				1

Copyright 2010- 2019 Integrated Financial Systems

laurab

1/15/20

10:14AM

Fund 81 - Taxes & Penalties Fund

**** Kanabec County ****

ACCOUNT ACTIVITY REPORT

From: 01/01/2019 Thru: 12/31/2019

Report Basis: 1



Page 3

SC Type	Tran	Vendor	G/L	Receipt/Warrant	Seq	AMOUNT	Description / Service Dates	Invoice	Accr
			Mont	NUMBER	DATE			Number	Cd
81-851-000-0000-5011 - Gravel Tax									
RE	RE	RICHARD HASS	10/2019	68158	10/15/2019	222	1,121.66- 3Q19 GRAVEL TAX 14,01110.10		1
RE	RE	RAY KOCH	10/2019	68171	10/16/2019	222	2,812.59- 3Q19 GRAVEL TAX 12,00630.00		1
RE	RE	BJORKLUND	10/2019	68187	10/18/2019	222	7,245.32- 3Q19 GRAVEL TAX 48,302.15 TON		1
RE	RE	3377- Knife River Corporation North C	10/2019	68186	10/18/2019	222	165.90- 3Q19 GRAVEL TAX 04,01605.00		1
RE	RE	3377- Knife River Corporation North C	10/2019	68186	10/18/2019	222	6,838.44- 3Q19 GRAVEL TAX 03,02405.00		1
RE	RE	3377- Knife River Corporation North C	10/2019	68186	10/18/2019	222	559.28- 3Q19 GRAVEL TAX 06,00495.00		1
RE	RE	3377- Knife River Corporation North C	10/2019	68186	10/18/2019	222	7,879.12- 3Q19 GRAVEL TAX 14,01575.00		1
RE	RE	3377- Knife River Corporation North C	10/2019	68186	10/18/2019	222	3,636.98- 3Q19 GRAVEL TAX 02,01290.00		1
RE	RE	ANDREW GOBEL	11/2019	68320	11/08/2019	222	108.36- 3Q19 GRAVEL TAX 504 YRDS	02.02510.50	1
RE	RE	BUCKLEY CONSTRUCTION II	11/2019	68320	11/08/2019	222	131.58- 4Q19 GRAVEL TAX 612 YRDS	02.02510.50	1
RE	RE	OSLIN PROPERTIES	11/2019	68319	11/08/2019	222	130.08- 3Q19 GRAVEL TAX 605YRDS		1
RE	RE	CURT OSLIN	12/2019	68372	11/18/2019	222	12.90- 4Q19 GRAVEL TAX 60 YRDS		1
RE	RE	STANLEY ANDERSON	12/2019	68444	12/02/2019	222	86.00- 4Q19 GRAVEL TAX 400 YRDS		1
RE	RE	A&M AGGREGATE	12/2019	68496	12/11/2019	222	7,899.96- 4Q19 GRAVEL TAX 11,00285.00		1
RE	RE		12/2019	68541	12/18/2019	222	11,351.79- 4Q19 GRAVEL TAX 10,00690.00	52799 YRDS	1
81-851-000-0000-5011 - Gravel Tax						Total	124,154.55-		
PROGRAM 000 Total							124,154.55-		
DEPT 851 - Trust Funds Total							124,154.55-		
Fund 81 - Taxes & Penalties Fund Total							124,154.55-		
Final Total							124,154.55-		
51 Transactions									
			1 Accounts						

Agenda Item #9

January 21, 2020

REQUEST FOR BOARD ACTION

a. Subject: Knife Lake Park/MNDOT	b. Origination: MnDOT
c. Estimated time: 10 minutes	d. Presenter(s): Barbara McFadden

e. Board action requested:

Please see the attachment.

For the Board's information and consideration. It does appear that proceeding with the MnDOT project would require condemnation action on four parcels.

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

1/8/2020

Coordinators Comments:



Agenda Item #10

January 21, 2020

REQUEST FOR BOARD ACTION

a. Subject: Extension Committee Composition	b. Origination: County Coordinator
c. Estimated time: 5 Minutes	d. Presenter(s): Kris McNally

e. Board action requested: Approve the following resolution:

Resolution #__ 1/21/20

WHEREAS according to Minnesota Statute 38.36, Subdivision 1, a county must have an extension committee, and

WHEREAS the committee must have nine members, and

WHEREAS two members must be county commissioners appointed by the county board, and

WHEREAS the county auditor or the auditor's designee must be a member, and

WHEREAS six members must be appointed at large by the county board;

THEREFORE BE IT RESOLVED that the Kanabec County Extension Committee shall have nine members including two commissioners, the county auditor or auditor's designee, and six members appointed at large by the county board.

f. Background:

The Kanabec County Extension Committee is currently composed of nine members including two commissioners, the county auditor, one member from each commissioner district, and one member at large.

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

Date Received in County Coordinator's Office:

Originating department

Coordinators Comments:

38.36 COUNTY EXTENSION COMMITTEE.

Subdivision 1. **Committee composition.** A county must have an extension committee. The committee must have nine members. Two members must be county commissioners appointed by the county board. The county auditor or the auditor's designee must be a member. If the county has no office of auditor, the county board shall appoint a member from the county administration. Six members must be appointed at large by the county board as provided in this section. The county board at its annual meeting shall appoint for a term of three years the number of members required to fill the memberships on that committee expiring at that time.

Subd. 2. **Budget recommendations.** In cooperation with the director of extension, or the director's designee, the county extension committee, each year, in accordance with county budgetary deadlines, shall prepare a budget showing the total funds available and needed and shall recommend to the county board the amount of county funds necessary to maintain, support, and pay the expenses of county extension work during the following year. A copy of the budget must be presented to the county board.

Subd. 3. **County appropriations, how spent.** The county board shall consider the recommended county share of money necessary to maintain, support, and pay the expenses of county extension work during the following year. For these purposes, the county board may appropriate money annually from its general revenue fund and may include the amount of the county's share in the annual levy of county taxes or may make a special levy for county extension purposes or both. The money set aside and appropriated by the county board for these purposes is the county extension fund. Money from the fund may be paid out by orders of the director of extension, or the director's designee, to pay a part of the compensation of the agents employed, to pay directly the compensation of county support employees, and to pay other expenses incident to county extension work. An order to pay money from the fund must not be issued until the expenditure has been audited and signed by the county auditor or other appropriate county official. A balance in the county extension fund at the end of a year must be carried over or reappropriated.

History: (6125) 1923 c 423 s 5; 1947 c 157 s 1; 1951 c 390 s 1; 1951 c 412 s 1; 1953 c 202 s 4; 1957 c 208 s 1; 1963 c 198 s 1; 1969 c 1081 s 1; 1973 c 528 s 1; 1973 c 583 s 5; 1986 c 444; 1990 c 376 s 5