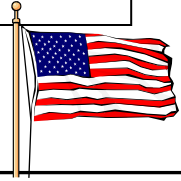




# Kanabec County Board of Commissioners

## Regular Meeting Agenda The Meeting of January 7, 2020 Organizational Meeting

**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 **ORGANIZATIONAL MEETING**
1. Pledge of Allegiance
  2. Meeting called to order by Board Clerk
  3. Elect Chairperson
  4. Turn the gavel over to the Chairperson
  5. Elect Vice-Chairperson
  6. Approve the Agenda
  7. 2020 Board Meeting Dates
  8. 2020 Family Services and Public Health Board Meeting Dates
  9. Committee Appointments
  10. Official Newspaper
  11. 2020 HRA
    - a. Meeting Dates and Times
    - b. Elect Officers
      - i. Chairperson
      - ii. Vice Chairperson
      - iii. Secretary
    - c. Official Newspaper
    - d. Depository Bank
    - e. Mileage Reimbursement Rate (.575)
  12. Elected Officials Wages
    - a. Minimum Salaries
    - b. County Auditor/Treasurer
    - c. County Sheriff
    - d. County Recorder
    - e. County Attorney
  13. County Commissioner Wages
  14. AMC Appointments/Delegates
  15. County Mileage Reimbursement Rate (.575)
- 10:00a.m Recess County Board to a time immediately following the Public Health Board.  
Public Health Board, Public Health Director Kathy Burski
- Reconvene County Board- REGULAR MEETING**
- 10:30 a.m. Public Comment
- 10:45 a.m. Barbara McFadden, County Attorney- 2020 Prosecution Contract with Ogilvie
- 11:00a.m. Bid Results- 2079 290<sup>th</sup> Avenue, Mora, MN 55051
- 11:05 a.m. Chad Gramentz, Public Works

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
4. SCORE Claims
5. Restated Bylaws of Welia Health
6. Executive Order on Refugee Resettlement
7. CLOSED SESSION-NEGOTIATIONS (This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
8. Future Agenda Items
9. Discuss any other matters that may come before the County Board

ADJOURN

# 9:00am Organizational Meeting

## Agenda Item #7

### January 7, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Board Meeting dates	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 10 Minutes	<b>d. Presenter(s):</b>

**e. Board action requested:**

Set the meeting dates of the Kanabec County Board of Commissioners for 2020.  
See Resolution #1, Page two.

**f. Background:**

The attached resolution assumes normal meeting days being the 2nd and 4th Wednesdays

November & December meetings will be on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays

December 2 will be a night meeting to accommodate the Truth in Taxation Meeting.

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

<b>Date Received in County Coordinator's Office:</b>	n/a - originating department
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**Coordinators Comments:**

January dates are always a little unusual because the board does not determine its annual meeting dates until the first meeting.

Some January meeting dates:

January 7 is the statutory meeting day pursuant to §375.07.

January 22 will be posted as a meeting for regular business at 9:00am unless determined otherwise at the January 7 meeting.

The regular board meeting will be recessed to its next date and time.

## **Resolution #\_\_ – 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 second and fourth Wednesday of each month with the following exceptions, and

**BE IT FURTHER RESOLVED** that the meetings in October, November, and December shall be held on the first and third Wednesdays, and

**BE IT FURTHER RESOLVED** that all meetings with the exception of the March 25, June 10, September 23, and December 2 meeting shall commence at 9:00am, and

**BE IT FURTHER RESOLVED** that the meetings on March 25, June 10, September 23, and December 2 shall commence at 6:30pm and end by 9:30pm except that the Chairperson may extend the meeting to 9:45pm to conclude business, 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.

# Proposed 2020 County Board Meeting Calendar

Green: 9am Board Meeting

Blue: 6:30pm Board Meeting

## Purple: Holiday

January 2020								February 2020								March 2020						
Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4								1		1	2	3	4	5	6	7
5	6	7	8	9	10	11		2	3	4	5	6	7	8		8	9	10	11	12	13	14
12	13	14	15	16	17	18		9	10	11	12	13	14	15		15	16	17	18	19	20	21
19	20	21	22	23	24	25		16	17	18	19	20	21	22		22	23	24	25	26	27	28
26	27	28	29	30	31			23	24	25	26	27	28	29		29	30	31				

April 2020								May 2020								June 2020						
Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1	2			1	2	3	4	5	6
5	6	7	8	9	10	11		3	4	5	6	7	8	9		7	8	9	10	11	12	13
12	13	14	15	16	17	18		10	11	12	13	14	15	16		14	15	16	17	18	19	20
19	20	21	22	23	24	25		17	18	19	20	21	22	23		21	22	23	24	25	26	27
26	27	28	29	30				24 31	25	26	27	28	29	30		28	29	30				

[illegible][illegible]

# 9:00am Organizational Meeting

## Agenda Item #8

January 7, 2020

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> FSB & PHB Meeting Dates	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 5 Minutes	<b>d. Presenter(s):</b> Kris McNally

**e. Board action requested:**

**Resolution #\_\_ - 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 fourth Wednesday of each month.

**BE IT FURTHER RESOLVED** that the meetings shall be held commencing at 9:05am, with the exception of the March 25 and September 23 meetings, and

**BE IT FURTHER RESOLVED** that the meetings on March 25 and September 23 shall commence at 6:35pm, and

**BE IT FURTHER RESOLVED** that the meetings in October, November, and December shall be held on the third Wednesday, October 21, November 18, December 16, 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.

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**f. Background:**

This assumes that the Family Service Board will be held on the second meeting of the month and that the board will meet on the dates described in Organizational Meeting Agenda Item g. 2020 Board Meeting

Dates.

## Resolution #\_\_ - 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 second Wednesday of each month.

**BE IT FURTHER RESOLVED** that the meetings shall be held commencing at 9:05am, with the exception of the June 10 and December 2 meetings, and

**BE IT FURTHER RESOLVED** that the meetings on June 10 and December 2 shall commence at 6:35pm, and

**BE IT FURTHER RESOLVED** that the meetings in October, November, and December shall be held on the first Wednesday, October 7, November 4, December 2, 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.

This assumes that the Community Health Board will be held on the First meeting of the month and that the board will meet on the dates described in Organizational Meeting Agenda Item g. 2020 Board Meeting Dates.

Supporting Documents: [None](#)☒ Attached:

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

n/a - originating department

**Coordinators Comments:**

None

# 9:00am Organizational Meeting

## Agenda Item #9

January 7, 2020

### REQUEST FOR BOARD ACTION

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

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

#### Resolution #\_\_ – 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.

#### Resolution #\_\_ - 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.

## Resolution #\_\_ - 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.

## Resolution #\_\_ - 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.

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### 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

**East Central Regional Library:** Lynn True, Rhonda Olson, Karen Rasmusson, Robert Jensen

**EDA:** Wayne Davis, Lynn True, Lonnie Ness, Jerry Tvedt

**Extension:** Kelsey Schiferli, Jennifer Ernest

**Planning Commission:** Wayne Davis, Rhonda Olson

**Water Plan:** Jon Sanford

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

<b>Date received in County Coordinators Office:</b>	n/a – originating department
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**Coordinators Comments:**



# 2020 - COMMITTEE MEMBERSHIP

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## **AQUATIC INVASIVE SPECIES COMMITTEE**

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

## **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 <sup>nd</sup>
Position A, Planning Commission Member			
Nick Solomon	01/03/17	01/07/20	3 <sup>rd</sup>
Position B, Unincorporated Area			
Gene Carda	01/02/18	01/05/21	2 <sup>nd</sup>
Position C, Regular Member			

### **Alternate Member:**

Ronald Peterson	02/27/19	01/03/22	1 <sup>st</sup>
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	4th
Kathi Ellis (alternate)	05/10/17	01/07/20	1st

### **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 <sup>th</sup>

### **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 <sup>st</sup>
Greg Yankowiak	01/10/18	01/05/21	1 <sup>st</sup>

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	01/01/17	12/31/20	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/	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	05/31/19	05/30/23	n/a
Appointed per §163.07			

## **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	01/03/17	01/07/20	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 <sup>st</sup>
Dennis McNally( <i>alternate</i> )	01/02/18	01/05/21	2 <sup>nd</sup>

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 <sup>nd</sup>

## **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 <sup>rd</sup>
Robert Jensen	01/03/17	01/07/20	2 <sup>nd</sup>
Karen Rasmusson	10/25/17	01/07/20	1 <sup>st</sup>

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 <sup>nd</sup>
<u>Alternate</u>			
Les Nielsen	01/08/19	01/03/22	2 <sup>nd</sup>

## **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 <sup>nd</sup>
Doyle Jelsing	02/13/19	01/07/20	At-large Representative	2 <sup>nd</sup>
Jerry Tvedt	02/13/19	01/07/20	Electric Utility Representative	2 <sup>nd</sup>
Lisa Holcomb	02/13/19	01/03/22	Township Elected Official	2 <sup>nd</sup>
Sara Treiber	02/13/19	01/03/22	City Representative	2 <sup>nd</sup>
Jack L'Heureux	02/13/19	01/07/20	At-large Representative	2 <sup>nd</sup>
Ivan Black	02/13/19	01/03/22	City Representative	2 <sup>nd</sup>
Gene Anderson	02/13/19	01/04/21	County Commissioner	2 <sup>nd</sup>

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 <sup>st</sup>
Les Nielsen	01/08/19	01/04/21	Alternate	1 <sup>st</sup>

2 year terms. Limited to 3 terms.

### **Advisory Committee**

Dan Wilder	01/08/19	01/03/22		2 <sup>nd</sup>
alternate - Vacant	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	1	2nd
Jennifer Ernest	05/10/17	01/02/20	2	1 <sup>st</sup>
Jean Mattson	01/02/18	01/05/21	3	3rd
Kelsey Schiferli	04/12/17	01/02/20	4	1 <sup>st</sup>
Barbara McFadden	04/25/18	01/05/21	5	1 <sup>st</sup>
Paula Weber	01/02/18	01/05/21	At large	2nd
Craig Smith	01/08/19	01/05/21	Commissioner	1 <sup>st</sup>
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 <sup>st</sup>

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 <sup>st</sup>
Kathi Ellis	03/13/19		Commissioner	1 <sup>st</sup>
Charlie Strickland, Jr.	01/01/19		City of Ogilvie/Consumer	1 <sup>st</sup>
Carol Peterson	01/01/19		Consumer	1 <sup>st</sup>
Steve Hansberry	01/01/19		Consumer	1 <sup>st</sup>
Diane Bankers	01/01/19		Welia Health	1 <sup>st</sup>
Bob Benes	01/01/19		Lakes & Pines, CAC, Inc.	1 <sup>st</sup>
Desi Panek	01/01/19		7 Co. Senior Federation	1 <sup>st</sup>
Kathy Belsheim	01/01/19		Ogilvie Schools	1 <sup>st</sup>
Craig Schultz	01/01/19		Mora Schools	1 <sup>st</sup>
Randy Hall	01/01/19		Consumer	1 <sup>st</sup>
Kathy Burski	01/01/19		Director, KCCH	1 <sup>st</sup>
Chuck Hurd	01/01/19		Director, KCFS	1 <sup>st</sup>
Lindy Crawford	01/01/19		City of Mora	1 <sup>st</sup>
Jenny Danielson	01/01/19		Consumer	1 <sup>st</sup>

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>
Primary-			
Alternate-			

### **HOSPITAL BOARD:**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Kim Smith	01/23/19	01/03/22	1 <sup>st</sup>
Dr. Donner	01/23/19	01/03/22	4 <sup>th</sup>
Dr. Jack Schwinghammer	01/02/18	01/05/21	2 <sup>nd</sup>
Teri Heggerness	01/02/18	01/05/21	3 <sup>rd</sup>
Carl Pederson	04/11/18	01/05/21	1 <sup>st</sup>
Becci Steffen	01/03/17	01/07/20	2 <sup>nd</sup>
Amy Anderson	01/03/17	01/07/20	2 <sup>nd</sup>
Les Nielsen	01/23/19	01/03/22	1 <sup>st</sup>
Kathi Ellis	01/03/17	01/07/20	6 <sup>th</sup>

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	01/08/19	01/03/22	N/A
Kathi Ellis (Chair)	01/08/19	01/03/22	N/A
Dennis McNally (Vice-Chair)	01/08/19	01/03/22	N/A
Craig Smith	01/08/19	01/03/22	N/A
Les Nielsen	01/08/19	01/03/22	N/A

Kristine McNally, Board Secretary Appointed 01/08/19 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>
<b>Members:</b>				
Craig Smith	01/08/19	01/03/22	[Commissioners]	1 <sup>st</sup>
Roberta Anderson	04/25/18	01/05/21	[Local 320]	1 <sup>st</sup>
Michael Currie	10/09/19	01/03/22	[Local 49]	1 <sup>st</sup> partial
Susan Coon	01/25/17	01/07/20	[Local 107]	1 <sup>st</sup>
Tammy Owens	01/25/17	01/07/20	[Local 363]	1 <sup>st</sup>
Todd Eustice	01/02/18	01/05/21	[Dept Heads]	3 <sup>rd</sup>
Kate Mestnik	01/02/18	01/05/21	[Non-union]	2 <sup>nd</sup>
Justin Frisch	01/25/17	01/07/20	Local 106	2 <sup>nd</sup>
Kim Christenson	<i>[Secretary] indeterminate term</i>			
Kristine McNally	<i>n/a - ex officio</i>			

### **Insurance Committee Alternates:**

Gene Anderson	01/02/18	01/05/21	[Commissioners]	2 <sup>nd</sup>
Marie Sward	03/15/19	01/07/20	[Local 320]	1 <sup>st</sup> partial
Nicholas Frisch	10/11/19	01/03/22	[Local 49]	1 <sup>st</sup> partial
Vacant			[Local 106]	
Eric Johnson	01/23/19	01/03/22	[Local 107]	1 <sup>st</sup>
Jennifer Anderson	10/11/19	01/07/20	[Local 363]	1 <sup>st</sup> partial
Sharon Wiltrout	01/25/17	01/07/20	[Non-union]	1 <sup>st</sup>
Lisa Blowers	01/25/17	01/07/20	[Dept Heads]	1 <sup>st</sup>

## JUVENILE DETENTION CENTER ADVISORY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<b>Advisory Board</b>			
Les Nielsen	01/03/17	01/07/20	6 <sup>th</sup>
Todd Eustice	01/02/18	01/05/21	6 <sup>th</sup>

### **Operations Sub-Committee**

Todd Eustice	01/03/17	01/07/20	6 <sup>th</sup>
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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 <sup>th</sup>

## **LAW LIBRARY**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Gene Anderson	01/03/17	01/07/20	3 <sup>rd</sup>

## **MAGIC FUND DESIGNEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
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> Heidi Steinmetz	01/03/17	01/07/20	1 <sup>st</sup>

<u>Alternates:</u> Dennis McNally	01/03/17	01/07/20	1 <sup>st</sup>
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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 <sup>th</sup>

## **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 <sup>st</sup>
Lianne Heupel	01/24/18	01/05/21	1 <sup>st</sup>
Leona Dressel	01/02/18	01/05/21	2 <sup>nd</sup>

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 <sup>th</sup>
Earl Bracewell	02/13/19	01/03/22	1 <sup>st</sup>
Dennis McNally	01/02/18	01/05/21	2 <sup>nd</sup>
Ron Hallin	01/08/19	01/03/22	2 <sup>nd</sup>
Dave Etter	01/10/18	01/05/21	1 <sup>st</sup>
Scott Jensen	06/12/19	01/03/22	1 <sup>st</sup>
Pat O'Brien	03/13/19	01/03/22	5 <sup>th</sup>
(Board of Adjustment member)			
Chad Gramentz	01/02/18	01/05/21	2 <sup>nd</sup>
(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	01/02/18	01/08/19	N/A
Gene Anderson	01/02/18	01/08/19	N/A
Les Nielsen	01/02/18	01/08/19	N/A
Kathi Ellis	01/02/18	01/08/19	N/A
Craig Smith			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 <sup>st</sup>
Nick Stafford	01/24/18	01/05/21	Whited Township	1 <sup>st</sup>
Bruce Anderson	01/02/18	01/05/21	Comfort Township	5th
Mike Papenhausen	01/02/18	01/05/21	At Large	5th
Lanny Stegeman	02/27/19	01/03/22	At Large	5 <sup>th</sup>
Gordon Gullixson	01/08/19	01/03/22	City of Quamba	3 <sup>rd</sup>

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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	2nd
Brian Smith (Alternate)	01/02/18	01/05/21	2nd

**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 <sup>ST</sup>

**SAFETY COMMITTEE**

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

**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 <sup>nd</sup>
Gene Anderson	01/02/18	01/05/21	1 <sup>st</sup>

**SNAKE RIVER WATERSHED**

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

**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 <sup>st</sup>
Kathi Ellis (Alternate)	10/23/19	01/03/22	1 <sup>st</sup>
Teresa Wickeham (Staff)	10/23/19	01/03/22	1 <sup>st</sup>

**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	4th
Dennis McNally (alternate)	01/02/18	01/05/21	2nd

### **SUBSTANCE ABUSE COALITION**

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

### **TIMBER TRAILS ADVISORY BOARD**

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

### **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		3rd
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 <sup>nd</sup>
Paul Hoppe	01/03/17	01/07/20	Citizen Appointee	1 <sup>st</sup>
Gene Anderson	01/02/18	01/05/21	County Board	3rd

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.

<b><i>County Commissioner Appointments, as of 2/28/19</i></b>					
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
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					
<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
Timber Trails Alternate		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			
<b>TOTAL APPOINTMENTS</b>	<b>11</b>	<b>13</b>	<b>10</b>	<b>12</b>	<b>10</b>

# 9:00am Organizational Meeting

## Agenda Item #10

January 7, 2020

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Official Newspaper	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 3 Minutes	<b>d. Presenter(s):</b> None

**e. Board action requested:**

**Approve the following resolution:**

#### Resolution #\_\_ - 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.

#### **f. Background:**

See attached:

**Page 2,** Rate history

**Page 2,** M.S. §375.12: requirement to award an official newspaper

**Page 3 & 4,** M.S. §331A.02: newspaper qualifications

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

<b>Date received in County Coordinators Office:</b>	n/a - originating department
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**Coordinators Comments:**

Rate History with the Times:

YEAR	Rate per column-inch	Change
1996	\$5.65	
1997	\$6.00	6.19%
1998	\$6.20	3.33%
1999	\$6.40	3.23%
2000	\$6.50	1.56%
2001	\$6.50	0
2002	\$6.75	3.85%
2003	\$6.75	0
2004	\$6.75	0
2005	\$6.75	0
2006	\$6.95	2.96%
2007	\$6.95	0
2008	\$7.15	2.88%
2009	\$8.60	20.28%
2010	\$8.60	0
2011	\$8.60	0
2012	\$8.60	0
2013	\$8.60	0
2014	\$8.60	0
2015	\$8.60	0
2016	\$8.65	0
2017	\$8.60	.50%
2018	\$8.65	.50%
2019	\$8.65	0
2020	\$8.75	1.16%

**375.12 PROCEEDINGS IN QUALIFIED PAPER WITHIN 30 DAYS; LET BY BID.**

Subdivision 1. **Summary; in daily or weekly.** The county board shall have the official proceedings of its sessions published in a qualified newspaper of general circulation in the county. The publication shall be let annually by contract to the lowest bidder, at the first regular session of the board in January each year. If the county board determines that publication of a summary of the proceedings would adequately inform the public of the substance of the proceedings, the county board may direct that only a summary be published, conforming to the requirements of section [331A.01, subdivision 10](#). In each county whose population exceeds 600,000, the proceedings shall be published in a daily newspaper. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer. In any county whose population exceeds 50,000, and is less than 250,000, the proceedings may be published in one daily and one weekly newspaper at the county seat. If the official newspaper of the county ceases to exist for any reason except consolidation with another newspaper, the county board may designate another newspaper for the remainder of the year. The publication shall occur within 30 days of the meeting to which the proceedings relate.

Subd. 2. **Small claims totaled.** Individualized itemized accounts, claims or demands allowed by the county board pursuant to section [471.38, subdivision 1](#), need not be published pursuant to subdivision 1, if the amount

allowed from each claim is \$300 or less. The official proceedings following the itemization of accounts required shall contain a statement showing the total number of claims that did not exceed \$300 and their total dollar amount.

### **331A.02 REQUIREMENTS FOR A QUALIFIED NEWSPAPER.**

Subdivision 1. **Qualification.** No newspaper in this state shall be entitled to any compensation or fee for publishing any public notice unless it is a qualified newspaper. A newspaper that is not qualified must inform a public body that presents a public notice for publication that it is not qualified. To be qualified, a newspaper shall:

- (a) be printed in the English language in newspaper format and in column and sheet form equivalent in printed space to at least 1,000 square inches, or 800 square inches if the political subdivision the newspaper purports to serve has a population of under 1,300 and the newspaper does not receive a public subsidy;
- (b) if a daily, be distributed at least five days each week. If not a daily, the newspaper may be distributed twice a month with respect to the publishing of government public notices. In any week in which a legal holiday is included, not more than four issues of a daily paper are necessary;
- (c) in at least half of its issues each year, have no more than 75 percent of its printed space comprised of advertising material and paid public notices. In all of its issues each year, have 25 percent, if published more often than weekly, or 50 percent, if weekly, of its news columns devoted to news of local interest to the community which it purports to serve. Not more than 25 percent of its total nonadvertising column inches in any issue may wholly duplicate any other publication unless the duplicated material is from recognized general news services;
- (d) be circulated in the political subdivision which it purports to serve, and either have at least 500 copies regularly delivered to paying subscribers, or 250 copies delivered to paying subscribers if the political subdivision it purports to serve has a population of under 1,300, or have at least 500 copies regularly distributed without charge to local residents, or 250 copies distributed without charge to local residents if the political subdivision it purports to serve has a population of under 1,300;
- (e) have its known office of issue established in either the county in which lies, in whole or in part, the political subdivision which the newspaper purports to serve, or in an adjoining county;
- (f) file a copy of each issue immediately with the State Historical Society;
- (g) be made available at single or subscription prices to any person or entity requesting the newspaper and making the applicable payment, or be distributed without charge to local residents;
- (h) have complied with all the foregoing conditions of this subdivision for at least one year immediately preceding the date of the notice publication;
- (i) between September 1 and December 31 of each year publish a sworn United States Post Office periodicals-class statement of ownership and circulation or a statement of ownership and circulation verified by a recognized independent circulation auditing agency covering a period of at least one year ending no earlier than the June 30 preceding the publication deadline. When publication occurs after December 31 and before July 1, qualification shall be effective from the date of the filing described in paragraph (j) through December 31 of that year; and
- (j) after publication, submit to the secretary of state by December 31 a filing containing the newspaper's name, address of its known office of issue, telephone number, and a statement that it has complied with all of the requirements of this section. The filing must be accompanied by a fee of \$25. The secretary of state shall make available for public inspection a list of newspapers that have filed. Acceptance of a filing does not constitute a guarantee by the state that any other qualification has been met.

Subd. 2.[Repealed, 2004 c 182 s 33]

Subd. 3. **Publication; suspension; changes.** The following circumstances shall not affect the qualification of a newspaper, invalidate an otherwise valid publication, or invalidate a designation as official newspaper.

(a) Suspension of publication for a period of not more than three consecutive months resulting from the destruction of its known office of issue, equipment, or other facility by the elements, unforeseen accident, or acts of God or by reason of a labor dispute.

(b) The consolidation of one newspaper with another published in the same county, or a change in its name or ownership, or a temporary change in its known office of issue.

(c) Change of the day of publication, the frequency of publication, or the change of the known office of issue from one place to another within the same county. Except as provided in this subdivision, suspension of publication, or a change of known office of issue from one county to another, or failure to maintain its known office of issue in the county, shall deprive a newspaper of its standing as a qualified newspaper until it again becomes qualified pursuant to subdivision 1.

Subd. 4. **Declaratory judgment of legality.** A person interested in a newspaper's qualification under this section may petition the district court in the county in which the newspaper has its known office of issue for a declaratory judgment to determine whether the newspaper is qualified. Unless filed by the publisher, the petition and summons shall be served on the publisher as in other civil actions. Service in other cases shall be made by publication of the petition and summons once each week for three successive weeks in the newspaper or newspapers the court may order and upon the persons as the court may direct. Publications made in a newspaper after a judgment that it is qualified but before the judgment is vacated or set aside shall be valid.

Except as provided in this subdivision, the Uniform Declaratory Judgments Act and the Rules of Civil Procedure shall apply to the action.

Subd. 5. **Posting notices on Web site.** If, in the normal course of its business, a qualified newspaper maintains a Web site, then as a condition of accepting and publishing public notices, the newspaper must agree to post all the notices on its Web site at no additional cost. The notice must remain on the Web site during the notice's full publication period. Failure to post or maintain a public notice on the newspaper's Web site does not affect the validity of the public notice.

RECEIVED DEC 06 2019

KANABEC COUNTY  
**TIMES**

107 Park Street South, Mora, MN 55051 • 320-679-2661 • [www.moraminn.com](http://www.moraminn.com)

December 2, 2019

Kristine McNally, County Coordinator  
Kanabec County  
18 N. Vine St, Suite 181  
Mora, MN 55051

Dear Ms McNally,

Please accept our 2020 bid for the official newspaper designation for Kanabec County.

The *Kanabec County Times* meets all of the requirements of a legal newspaper for Kanabec County as set forth in MN Statute 331A.02. The *Kanabec County Times* is mailed weekly to 2,685 subscribers.

Our rate is \$8.75 per column inch with a 7 point type and 9 lines per inch. We post all legal notices to our website: [www.moraminn.com](http://www.moraminn.com), at no additional charge and free to all viewers.

We would prefer legal notices emailed to [notices@moraminn.com](mailto:notices@moraminn.com). Our deadline is 4 p.m. on Mondays for Thursday publication.

We appreciate the long-standing relationship we have had with Kanabec County and look forward to continuing to serve its residents. If you have any questions, please feel free to contact me.

Sincerely,



Jeff Andres  
Group Publisher  
Kanabec County Times  
Kanabec Publications, Inc.



# 9:00am Organizational Meeting

## Agenda Item #11

January 7, 2020

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> HRA Meeting	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 10 Minutes	<b>d. Presenter(s):</b> Kris McNally

**e. Board action requested:**

Approve the following:

- a. Meeting Dates
- b. Officers
  - i. Chairperson
  - ii. Vice Chairperson
  - iii. Secretary
- c. Official Newspaper
- d. Depository Bank
- e. Mileage Reimbursement (.575)

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**f. Background:**

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

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

n/a - originating department

**Coordinators Comments:**

## Resolution a

### **Resolution #HRA\_\_ - 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.

## Resolution b

### **Resolution #HRA – 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:

Vice-Chair

Secretary\*      Kris McNally, County Coordinator

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

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

## **Resolution c**

### **Resolution #HRA – 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.

## **Resolution d**

### **Resolution #HRA – 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.

## **Resolution e**

### **Resolution #HRA – 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.

# 9:00am Organizational Meeting

## Agenda Item #12

January 7, 2020

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Elected Officials Wages	<b>b. Origination:</b> County Coordinator
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kris McNally

**e. Board action requested:**

Approve the 2020 minimum salaries for certain elected officials and set 2020 wages for the County Auditor/Treasurer, County Sheriff, County Recorder and County Attorney.

**f. Background:**

Resolution A- Minimum Annual Salaries for Certain Elected Officials

Resolution B – County Auditor/Treasurers wage

Resolution C – County Sheriff wage

Resolution D - County Recorder wage

Resolution E – County Attorney wage

Supporting Documents: None Attached: ☒

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

N/A

### RESOLUTION A – 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

## **RESOLUTION B – 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.

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## **RESOLUTION C – 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.

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## **RESOLUTION D – 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.

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## **RESOLUTION E – 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.

# 9:00am Organizational Meeting

## Agenda Item #13

January 7, 2020

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Commissioners Wage Order	<b>b. Originating Dept:</b> County Coordinator
<b>c. Estimated time:</b> 2 minutes	<b>d. Presenter(s):</b> None

**e. Board action requested:**

**Resolution # \_\_\_\_\_ – 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.

#### **f. Background:**

Previous Wages:

	<u>Hourly</u>	<u>Annual</u>
2019 rate	\$ 12.47	\$ 22,695
2018 rate	\$ 12.47	\$ 22,695
2017 rate	\$ 12.05	\$ 22,027
2016 rate	\$ 11.59	\$ 21,107
2015 rate	\$ 11.21	\$ 20,492
2014 rate	\$ 11.21	\$ 20,492
2013 rate	\$ 11.05	\$ 20,199
2012 rate	\$ 11.09	\$ 20,261
2011 rate	\$ 11.09	\$ 20,261
2010 rate	\$ 11.09	\$ 20,261
2009 rate	\$ 11.39	\$ 20,810

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

<b>Date Received in County Coordinator's Office:</b>	N/A
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**Coordinators Comments:**

# 9:00am Organizational Meeting

## Agenda Item #14

January 7, 2020

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> AMC Delegation	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 5 min	<b>d. Presenter(s):</b> Kris McNally

**e. Board action requested:**

Appoint delegates to AMC Policy Committees and voting representatives

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**Background:**

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

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



## AMC 2020 POLICY COMMITTEE & VOTING DELEGATE APPOINTMENTS

### 2020 AMC POLICY COMMITTEE APPOINTMENTS

*Counties must appoint at least 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.*

Policy Committee	2020 Policy Committee Member
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

### 2020 AMC VOTING DELEGATE APPOINTMENTS

*Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2020 in the spaces below. Voting delegates are permitted to cast votes on behalf of one's county during official AMC meetings/business.*

1	Kathi Ellis
2	Dennis McNally
3	Gene Anderson
4	Les Nielsen
5	Craig Smith
6	Kris McNally
7	
8	

#### ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS

**Section 1. Association Delegates** Each member county shall be entitled to a number of delegates equal to three more than the number of persons on the board of county commissioners of the member county. Delegates shall be appointed annually by the county board from among the officials and employees of the county. Each delegate so appointed shall be eligible to vote at any meeting of the Association or to be elected an officer or director of the Association. The right to vote at any meeting of the Association or to hold an office or directorship in the Association shall terminate when such person ceases to be a delegate from a member county or the county that delegate represents ceases to be a member of the Association. A vacancy in the office of delegate shall be filled by the county board for the unexpired term.

Please return to Laurie Klupacs @ [lkupacs@mncounties.org](mailto:lkupacs@mncounties.org)



# 9:00am Organizational Meeting

## Agenda Item #15

January 7, 2020

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> County Mileage Reimbursement Rate	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 5 min	<b>d. Presenter(s):</b> Kris McNally

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

#### Resolution #\_\_ – 1/7/20

Mileage Reimbursement

**BE IT RESOLVED** that the federal mileage reimbursement rate of \$0.575 per mile is the official rate for Kanabec County mileage reimbursements.

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**Background:**

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

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

**Kanabec County Community Health Board**  
**AGENDA**  
**Tuesday, January 7, 2020**  
**10:00 a.m.**

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
  - Staffing –Home Health Aide positions
  - Annual Reporting/MDH Deliverables
  - Home Care
  - Transit-nothing to report
4. Children's Dental Services contract page 3-6
  - Action requested
  - See attached contract and resolution
5. Health Partners Contract page 7-13
  - Action requested
  - See attached contract (2) and resolution
6. Application for Funds for Evidence-Based Home Visiting (EBHV) Innovations Grant page 14
  - Action requested
  - See attached resolution
7. Delta Dental Grant page 15
  - Action requested
  - See attached resolution
8. Financial Reports – see attached page 16-18
  - Trial Balance page 19-20
  - November Financial Report
9. Abstract Approval page 21-28
  - Action Requested
  - See attached Abstract and Vendor List
10. Other Business
11. Adjourn

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

**Community Health Report**

**Staffing:**

After another round of advertising for Home Health Aide positions, we had zero applications turned in. We will be advertising again and hope for better results.

**Annual Reporting/MDH Deliverables:**

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

**Home Care:**

We are still struggling to be paid by TriWest for Veterans. It is impossible to get ahold of people to speak to; numbers are disconnected with no new number to call. Our contacts at the Minneapolis VA do not have the correct phone numbers either.

January 1, 2020 brings more changes to how we will be paid by Medicare for Home Care services. The Patient Driven Grouping Model (PDGM) relies more heavily on clinical characteristics and other patient information to place home health periods of care into meaningful payment categories and eliminates the use of therapy service thresholds. In conjunction with the implementation of the PDGM, there will be a change in the unit of home health payment from a 60-day episode to a 30-day period.

Once launched, PDGM will categorize patients based on admissions source, timing, clinical groupings, functional impairment level and co-morbidity adjustment. When it comes to admission source, home health providers will generally see higher reimbursement for patients coming from institutional settings — such as hospitals — compared to the community referrals.

PDGM is poised to change the way Home Health Agencies (HHAs) currently operate. CMS said its intention with PDGM is “to reduce volume-based reimbursement that doesn’t necessarily align with a patient’s condition and for home health agencies to develop closer, more collaborative relationships with hospitals and skilled nursing facilities.” In short, PDGM will present both challenges and opportunities for HHAs, as the new rules will drive them to better align their operating model with a U.S. healthcare industry that is quickly evolving toward more value-based rather than volume-based care initiatives.

**Transit:**

Nothing to report

**Memorandum of Agreement  
Between Children's Dental Services (CDS) and Kanabec County Community Health (KCCH)**

This Memorandum of Agreement is designed to formalize the continuing relationship between Children's Dental Services (CDS), hereinafter referred to as CDS and Kanabec County Community Health, hereinafter referred to as KCCH, regarding the operation of portable dental clinics.

**Terms of Agreement**

1. KCCH agrees to provide the following at no cost to CDS at each of the locations where clinic services are provided:
  - Space as renovated and presently defined including reception area, examination rooms, shared bathrooms, conference rooms, offices, and storage. When possible and at the discretion of each site, CDS will have access to conference rooms.
  - All utilities.
  - Routine maintenance and repairs (e.g. light bulbs, windows, ceiling tiles, towels, toilet paper).
  - Rubbish removal (non-hazardous waste).
  - Custodial and housekeeping services.
  - Access to the internet and phones at each site.
2. CDS will provide the following at no cost to KCCH
  - Dental equipment and supplies (pharmaceuticals, laboratory and medical) for use in care.
  - Proper maintenance and disposal of hazardous waste.
  - Appropriate staffing for the dental care (with training and licensing as required by law).
  - Supervision of dental staff.
  - All billing responsibilities.
  - Dental malpractice insurance for all appropriate staff.
  - All dental equipment installed is the property and responsibility of CDS. It remains property of CDS should the agreement end, and all repairs and maintenance of the dental equipment are the responsibility of CDS.
3. CDS and KCCH mutually give permission to include names and other descriptive information about CDS on-site dental care in their respective catalogs, brochures and correspondence, naming CDS as the entity operating the dental care, and the KCCH is the host and collaborating agency for the dental care.
4. CDS agrees that it has complete operational responsibility over the provision of dental care. This responsibility includes securing funding, and adjusting staffing levels or hours of operation.
5. CDS will protect the confidentiality of any and all information received from patients who seek services at the children's dental clinic unless disclosure is necessary for the health and safety of the patient and/or other persons.
6. CDS and KCCH staff will work cooperatively. This includes collaboration whenever possible between clinic staff and community center staff in addressing patient needs.
7. Either KCCH or CDS may terminate this Agreement with or without cause upon at least thirty (30) days written notice to the other party.
8. This Agreement constitutes the entire understanding and Agreement between CDS and KCCH

with regard to all matters herein. This Agreement supersedes in the entirety any and all previous agreements, whether written or oral, between the parties.

9. This Agreement may be amended only in writing signed by all the parties hereto.
10. All notices and other communications required or desired to be given shall be given personally, or sent by telefax, registered or certified mail, postage prepaid, return receipt requested to the persons and the addresses set forth at the end of the contract. Notices will be deemed received (a) on the date delivered, if delivered personally; (b) when sent by telefax (if confirmation notice is sent by registered or certified mail on the same day; or (c) three (3) business days after posting, if sent by registered or certified mail:
11. The laws of the State of Minnesota shall govern this Agreement.
12. Nothing herein shall create or be deemed to create any relationship of agency, joint venture or partnership between KCCH and CDS. Neither party shall have the power to bind or obligate the other in any manner except as expressly provided in this Agreement.
13. Neither party shall be liable to the other or be deemed to be in breach of the Agreement for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes or unusually severe weather.
14. If any provision of this Agreement is declared or found to be illegal, unenforceable, or void, then both parties shall be relieved of all obligations under that provision. The remainder of the Agreement shall be enforced to the fullest extent permissible by law.
15. Any waiver, expressed or implied, by either party of any rights, terms or conditions of the Agreement shall not operate to waive such rights, terms or conditions or any other rights, terms, or conditions beyond the specific instance of waiver.
16. CDS and KCCH shall indemnify and defend each other with respect to claims made by third parties concerning the respective performance of the matters referenced herein.
17. KCCH agrees to pay for transportation fees as follows:

Restorative team:

To Kanabec County Community Health 905 Forest Ave E, Mora, MN 55051 (68.0 miles from CDS headquarters x 2 (roundtrip) = 136 miles at .535 federal reimbursement rate = \$72.76/date of service Provider travel time: 77 minutes x 2 = 154 minutes round trip PLUS 40 minutes total set up and tear down @ \$150 = \$485.00 daily fee TOTAL DAILY FEE FOR Kanabec County Community Health: \$557.76

Hygiene team:

To Kanabec County Community Health 905 Forest Ave E, Mora, MN 55051 (68.0 miles from CDS headquarters x 2 (roundtrip) = 136 miles at .535 federal reimbursement rate = \$72.76/date of

service Provider travel time: 77 minutes x 2 = 154 minutes round trip PLUS 40 minutes total set up and tear down @ \$75 = \$242.50 daily fee TOTAL DAILY FEE FOR Kanabec County Community Health: \$315.26

\*Fees subject to annual review at 12 months from the date of signature and every 12 months thereafter

The Parties hereby cause this instrument to be executed by their duly authorized officers:

\_\_\_\_\_  
Sarah Wovcha  
Children's Dental Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kathy Burski  
Kanabec County Community Health

\_\_\_\_\_  
Date

**Kanabec County Community Health # 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.

## **SERVICES ADDENDUM I**

### **For Vaccinations at Employer Sites**

The Participating Provider Agreement (the “Agreement”) between HealthPartners, Inc. (“HPI”) and Kanabec County Community Health (“PROVIDER”), dated, August 1, 2019, shall be governed by the following reimbursement terms set forth in this Services Addendum, including any Exhibit(s) and Attachment(s) attached hereto (collectively, “Services Addendum”).

**A. Scope.**

This Services Addendum sets forth the reimbursement terms for the specific Covered Services set forth in Section G of this Services Addendum provided to Eligible Members (as defined below) subject to the Agreement.

**B. Term.**

This Services Addendum shall be effective as of August 1, 2019, and will continue in effect through July 31, 2020. Notwithstanding the foregoing, nothing in this Payment Addendum shall alter in any way the term of the Agreement or the parties’ rights to terminate the Agreement as provided therein. Any termination of the Agreement shall result in automatic termination of this Services Addendum.

**C. Governing Documents; Definitions.**

In the event of a conflict between the Agreement and this Services Addendum, this Services Addendum shall control. Unless otherwise specifically defined herein, all capitalized terms in this Services Addendum shall have the meanings ascribed to them in the Agreement. The following additional definitions apply to this Services Addendum.

**Section 1. “Commercial Member”** means an individual eligible and enrolled to receive Covered Services through a product that is not a Medicare or State Public Programs Member.

**Section 2. “Medicare Member”** means an individual eligible and enrolled to receive Covered Services through (i) a Medicare Cost Product, as defined in the Medicare Cost Addendum, (ii) a Medicare Advantage Product, as defined in the Medicare Advantage Addendum, (iii) a Product entered into by HPI or a Related Organization for the purpose of issuing a Medicare supplemental policy or certificate, as set forth in Minnesota Statutes, Section 62A.31 *et. seq.*, and/or (iv) a Product entered into by HPI or a Related Organization for the purpose of issuing a Medicare select policy or certificate, as set forth in Minnesota Statutes, Section 62A.318.

**Section 3. “State Public Programs Member”** means an individual eligible and enrolled to receive Covered Services through a State Public Programs Product. “State Public Programs Product” means a Product entered into by the Minnesota Department of Human Services (or its agents) and HPI or a Related Organization pursuant to which HPI or a Related Organization pays for, provides and/or arranges for health care services and supplies to individuals eligible to participate in such governmental plans.



**D. Reimbursement Terms.**

Reimbursement for Covered Services rendered pursuant to the Services Addendum shall be governed by the following payment terms:

HPI shall pay PROVIDER the lower of PROVIDER's billed charges or the rates set forth in the then-current applicable HPI fee schedule as defined below, which are incorporated into the Services Addendum by reference:

Member	Fee Schedule
Commercial	HPI Influenza and Tdap Maximum Fee Schedule
Medicare	HPI Influenza and Tdap Maximum Fee Schedule
State Public Programs	HPI Influenza and Tdap Maximum Fee Schedule

HPI will not reimburse PROVIDER for any services not listed in the HPI Influenza, Tdap and Pneumococcal Maximum Fee Schedule. In addition, HPI will reimburse PROVIDER only for Covered Services rendered pursuant to the Services Addendum to Eligible Members.

Fee schedules and fee information, including the maximum fees payable for Covered Services specified in the Services Addendum, shall be as determined from time to time by HPI or an Affiliate. Upon request, HPI shall provide PROVIDER with a representative sample of applicable fee schedule information. HPI shall annually review its maximum influenza fee schedule payment levels.

HPI reserves the right to reduce payment by \$1.00 per encounter if PROVIDER materially fails to meet responsibilities in Section G of the Services Addendum. HPI will work with PROVIDER on instances that were not within PROVIDERS control.

**E. Billing.**

PROVIDER will bill HPI for vaccinations administered. Invoices and corresponding rosters will be submitted to the HealthPartners Worksite Health Department electronically as follows:

1. Type in: <https://e-transfer.healthpartners.com> (note the s in https).
2. You will be asked to type in the email address: [wshflushot@healthpartners.com](mailto:wshflushot@healthpartners.com)
3. E-transfer moves the file securely with Secure Shell (SSH) over the Internet to HealthPartners.

Rosters will have a standard data format. Rosters must be submitted in a comma separated values file (CSV) format. Paper rosters will not be accepted. All fields on the roster must be complete and sent with an attached corresponding invoice for payment. Invoices must include employer name(s), clinic date(s) of service, quantity of vaccinations administered by procedure code, provider name, mailing address, billing date and unique invoice number, with the completed corresponding roster.

Invoices must be submitted to HPI within ninety (90) days of the date of service for payment.

**F. MinnesotaCare Tax.**

PROVIDER is ultimately liable for the payment of any applicable MinnesotaCare Taxes owed by PROVIDER to the State of Minnesota. If PROVIDER is paid billed charges or on a discount from billed charges basis, HPI will pay the billed charges or the agreed-upon discount percentage of PROVIDER's billed charges, as applicable, and the MinnesotaCare Tax will be deemed to be included.

**G. Responsibility of PROVIDER.**

**Section 1. Services.** PROVIDER will provide the following Covered Services pursuant to this Services Addendum:

- a) Subject to the availability of influenza vaccine, PROVIDER will administer influenza vaccinations ("Flu Vaccinations") to Eligible Members at the identified location(s) during the times agreed upon by HPI and PROVIDER. In addition, if the box below is checked then and only then PROVIDER will administer Tdap vaccinations ("Tdap Vaccinations") and/or Pneumococcal vaccinations (Pneumococcal Vaccinations) to Eligible Members at the identified location(s) during the times agreed upon by HPI and PROVIDER.

☒ Check if PROVIDER is authorized to administer Tdap Vaccinations

☒ Check if PROVIDER is authorized to administer Pneumococcal Vaccinations

- b) PROVIDER will ensure staff arrives at the identified location on time for vaccinations.
- c) PROVIDER will staff each identified location appropriately, to ensure each member receives vaccinations in a timely manner.
- d) PROVIDER will monitor vaccine appropriately to ensure no delays are experienced by Eligible Members at each location during the times agreed upon by HPI and PROVIDER.
- e) PROVIDER will immediately correct any problems in Section 1) a through Section 1) d above or reschedule clinic.

**Section 2. Member Eligibility.** PROVIDER will provide the Covered Services specified in Section G.1 above only to those Commercial Members, Medicare Members and State Public Programs Members: (a) who present their HealthPartners Member identification card, or (b) who are listed as Members in the HPI membership database (collectively "Eligible Members").

**Section 3. Health and Safety Guidelines.** PROVIDER will adhere to and abide by the following Health and Safety Guidelines:

- a) Follow all relevant guidelines for disposal of waste set by the State Department of Health Services.
- b) Follow all relevant guidelines issued by OSHA pertaining to infection control.
- c) The following apply only if the box(s) in Section G.1.a) is checked:

Tdap Vaccinations and Pneumococcal Vaccinations:

- i) Follow all recommendations for vaccination indicated in the latest ACIP guidelines. See: <http://www.cdc.gov/vaccines/schedules/index.html>
- ii) Submit a record of the immunization of those Eligible Members who receive the Tdap vaccine and/or Pneumococcal vaccine in Minnesota to the Minnesota Immunization Information Connection (“MIIC”) at least monthly. **If the immunization is conducted in Wisconsin, submit the record to the Wisconsin Immunization Registry (“WIR”) or MIIC and comply with any immunization regulations that state may have.**

Tdap Vaccinations Only. Do not administer the Tdap vaccine to any Eligible Member who has had a tetanus-containing vaccine within the past two years.

Pneumococcal Vaccinations Only. Do not administer the Pneumococcal vaccine to any Eligible Member who has had a pneumococcal vaccination within the past five years.

**Section 4. Supplies.** PROVIDER will supply all influenza vaccine and, Tdap and/or Pneumococcal vaccine (if applicable), subject to availability, medical supplies, and forms necessary to administer the Vaccinations hereunder.

**Section 5. Personnel.** PROVIDER will make available qualified professional staff for each of the following.

- a) To administer the vaccinations described in Section G.1.
- b) To serve as a liaison between HPI and PROVIDER. PROVIDER will supply HPI with this person's name and contact information by August 1, annually.

**Section 6. Work Area.** The parties acknowledge that space, tables and chairs are necessary at the site where the vaccinations will be administered to enable PROVIDER to safely provide the vaccinations to the Eligible Members seeking such services pursuant to this Agreement. This will be communicated to the employer by PROVIDER.

**Section 7. Scheduling/Sign-Up Materials.** PROVIDERS will provide scheduling and sign-up information to employers at their request.

**H. Responsibility of HPI, Worksite Health.**

**Section 1. Promotions.** HPI, Worksite Health shall promote immunization clinics to employers. Promotions will include advanced notification of enrollment availability in the onsite flu shot program.

**Section 2. Registration Materials.** HPI, Worksite Health will provide registration information to employers.

**I. Previous Terms.**

This Services Addendum supersedes any agreement previously entered into between HPI and PROVIDER relating to the terms addressed in the Services Addendum and no prior representations or agreements between the parties relating to the terms addressed in the Services Addendum, whether oral or written, have any force or effect.

**HEALTHPARTNERS, INC.**

By: \_\_\_\_\_  
Name: James Schowalter  
Its: SVP, Provider Partnerships  
Date: \_\_\_\_\_

**KANABEC COUNTY COMMUNITY HEALTH**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fed Tax ID: 41-6005815

**HEALTHPARTNERS, INC.**  
**HPI MAXIMUM FEE SCHEDULE**  
**Effective August 12, 2019**  
**Market Basket: HPI Influenza, Tdap and Pneumococcal**

Immunization		Final 2019-2020 Rates
Description	CPT Code	Reimbursement Rate
Trivalent Injection (from multidose vial)	90658	\$26
Quadrivalent injection (from multidose vial)	90688	\$34
Quadrivalent individual dose injection>3 years	90686	\$34
Quadrivalent individual dose injection 6-35 months	90685	\$34
Quadrivalent individual dose/FluMist	90672	\$42
Tdap	90715	\$60
Pneumococcal vaccine (pneumovax 23)	90732	\$125
Pneumococcal vaccine (prevnar 13)	90670	\$230
Trivalent High Dose (65+)	90662	\$59.50
Sr Dose - Seqirus Fluad	90653	\$58
Shingrix	90750	\$200
Hep A	90632	\$100

\*Any variation in fee will be specified to PROVIDER in a written or electronic document

**Resolution # KCCH – 01/07/2020**

**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.

**Resolution # Kanabec County 01/07/2020**  
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.

**Resolution # Kanabec County 01/07/2020**  
**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 the First Citizens Bank Foundation 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.



Sheila  
1/2/20 8:49AM

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



Page 1

As of Date: 11/2019

TRIAL BALANCE REPORT

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

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



Sheila  
1/2/20 8:49AM

TRIAL BALANCE REPORT  
As of 11/2019

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	769,512.53	44,177.20-	383,527.16-	385,985.37
1003 Audit Adjustments To Cash	5,029.33	0.00	5,029.33-	0.00
1110 Taxes Receivable - Prior & Delinquent	11,027.23	0.00	11,027.23-	0.00
1201 Accounts Receivable (Acc)	166,044.05	0.00	166,044.05-	0.00
1261 Due From Other Funds (Acc)	14,655.45	0.00	14,655.45-	0.00
1281 Due From Other Governments (Acc)	240,605.31	0.00	240,605.31-	0.00
Total Assets	1,206,873.90	44,177.20-	820,888.53-	385,985.37
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	0.00	0.00	523.17-	523.17-
2021 Accounts Payable (Acc)	38,577.73-	0.00	38,577.73	0.00
2030 Salaries Payable	121,929.22-	0.00	121,929.22	0.00
2091 Due To Other Funds (Acc)	13,652.76-	0.00	13,652.76	0.00
2100 Due To Other Governments	8,222.18-	0.00	8,222.18	0.00
2101 Due To Other Governments (Acc)	31,293.93-	0.00	31,293.93	0.00
2230 Deferred Inflows	11,027.23-	0.00	11,027.23	0.00
Total Liabilities	224,703.05-	0.00	224,179.88	523.17-
Fund Balance				
2881 Assigned Fund Balance	982,171.08-	0.00	0.00	982,171.08-
2910 Revenue Control	0.00	198,361.67-	3,319,154.93-	3,319,154.93-
2925 Expenditure Control	0.00	242,538.87	3,915,863.58	3,915,863.58
Total Fund Balance	982,171.08-	44,177.20	596,708.65	385,462.43-
Total Liabilities and Balance	1,206,874.13-	44,177.20	820,888.53	385,985.60-
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
1001 Cash	0.11-	0.00	0.00	0.11-
Total Assets	0.11-	0.00	0.00	0.11-
---Liabilities and Balance-----				
Liabilities				
2030 Salaries Payable	0.10	0.00	0.00	0.10
2030 Salaries Payable	0.24	0.00	0.00	0.24
Total Liabilities	0.34	0.00	0.00	0.34
Total Liabilities and Balance	0.34	0.00	0.00	0.34

Sheila  
1/2/20 8:49AM

15 Community Health Fund

Account

15 Community Health Fund

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

TRIAL BALANCE REPORT  
As of 11/2019

Report Basis: Modified Accrual



Page 3

Beginning  
Balance

Actual  
This-Month

Actual  
Year-To-Date

Current  
Balance

0.00

0.00

0.00

0.00

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

Through November 2019

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	58.33% July	66.67% August
Pilt/flex pay/misc expenses VISA											
Exp	0		-9,275.00	-9,381.00	0.00	9,063.00	0.00	0.00	-9,063.00	0.00	688.86
Rev	0		98.29	0.00	0.00	0.00	0.00	0.00	0.00	98.29	0.00
Local Public Health Infrastructure											
Exp	364,672.00	92.64%	337,848.59	59,231.65	39,336.87	36,227.68	23,586.46	21,831.56	27,882.31	23,763.37	33,550.16
Rev	396,052.00	95.79%	379,368.13	5,029.33	30,800.77	0.00	3,800.00	164,358.30	10,726.42	14,828.98	57.70
Prevent Infectious Disease											
Exp	32,983.00	77.42%	25,534.11	1,562.07	1,822.23	1,638.36	951.06	1,532.66	1,711.86	599.89	3,381.28
Rev	32,750.00	54.98%	18,005.33	153.63	1,630.94	3,120.40	36.78	1,770.76	0.00	2,565.70	171.40
Environmental Health											
Exp	9,454.00	7.61%	719.60	15.90	0.00	146.35	0.00	99.30	31.80	264.52	71.95
Rev	25.00	80.00%	20.00	0.00	0.00	3.00	0.00	0.00	5.00	6.00	0.00
Healthy Communities-Adult Health											
Exp	313,447.00	82.72%	259,272.65	26,298.66	20,251.60	29,655.55	23,608.06	20,310.81	31,100.21	19,839.12	24,894.27
Rev	325,503.00	95.22%	309,948.03	35,231.53	18,402.41	16,805.87	36,364.94	28,105.04	906.81	50,104.63	18,006.26
Healthy Communities-Health Improvement											
Exp	563,214.00	91.27%	514,064.95	42,709.01	41,196.58	50,405.79	38,297.20	46,056.54	25,007.80	71,102.73	50,269.59
Rev	573,947.00	92.75%	532,308.72	84,340.53	45,505.33	1,862.64	86,121.84	55,415.76	14,131.73	77,357.90	26,402.77
Healthy Communities-Family Health											
Exp	778,219.00	84.67%	658,932.02	54,501.58	53,799.44	71,400.99	54,931.78	56,605.24	62,340.54	73,738.00	74,454.21
Rev	827,852.00	96.07%	795,325.32	101,371.57	94,342.90	55,060.19	124,673.09	44,553.59	51,167.80	129,517.55	71,273.81
Emergency Preparedness											
Exp	34,285.00	61.31%	21,020.20	3,577.77	3,314.94	4,701.07	2,093.48	50.89	433.62	50.89	1,569.96
Rev	35,072.00	71.17%	24,959.72	5,700.05	3,804.71	0.00	0.00	12,385.36	0.00	0.00	43.47
Assure Access-Case Management											
Exp	306,064.00	98.68%	302,015.27	31,395.61	23,833.56	32,827.22	23,324.16	22,938.90	25,840.86	29,477.44	36,346.34
Rev	332,900.00	81.78%	272,238.12	21,082.59	18,256.65	23,362.04	30,910.98	44,037.78	13,466.28	15,722.21	21,911.20
Assure Access-Home Care											
Exp	782,763.00	110.51%	865,021.48	69,583.20	83,152.14	100,456.27	63,257.22	61,643.39	96,378.33	58,981.59	94,957.68
Rev	661,000.00	62.12%	410,582.74	22,075.25	31,699.32	53,613.26	15,570.55	47,561.79	25,418.05	64,719.45	25,132.19
h Country Health Alliance											
Exp	0.00		1,163,066.00	0.00	0.00	1,000,000.00	0.00	163,066.00	0.00	0.00	0.00
Rev	0.00		1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00
Agency Totals											
Exp	3,185,101.00	129.92%	4,138,219.87	279,494.45	266,707.36	1,336,522.28	230,049.42	394,135.29	261,664.33	277,817.55	320,184.30
Rev	3,185,101.00	117.51%	3,742,854.40	274,984.48	244,443.03	153,827.40	1,297,478.18	398,188.38	115,822.09	354,920.71	162,998.80

amount has changed

75.00% September	83.33% October	91.67% November	<u>outstanding payments/payments not yet posted</u>	
-582.86	0.00	0.00	CTC	
0.00	0.00	0.00	DFC	26,686.44
			FAP	0.00
23,221.68	22,694.17	26,522.68	LCTS	
0.00	128,504.42	21,262.21	LPHG	
			MCH	
2,987.75	4,083.43	5,263.52	MIECHV	61,100.19
1,343.44	213.10	6,999.18	PHEP	
			RPC	
50.88	0.00	38.90	SHIP	41,992.00
0.00	6.00	0.00	TANF	3,123.25
			WIC	39,651.00
23,354.77	20,369.60	19,590.00	MIIC	432.28
42,432.53	29,604.09	33,983.92	CMCOA	
			MN Choice	3,125.00
38,980.25	66,060.25	43,979.21	Admin asst	2,578.86
3,511.61	105,665.40	31,993.21	mental hlth	7,628.93
			Suicide Prevention	
51,757.40	55,737.73	49,665.11	MHIG	
73,868.91	44,715.18	4,780.73		186,317.95
1,310.84	2,035.51	1,881.23	SCHA Connector - We get	
0.00	0.00	3,026.13	reimbursed twice a year. Not	
			included above.	
25,488.45	25,202.65	25,340.08		
9,030.57	12,914.75	61,543.07		
97,076.18	65,582.89	73,952.59		
53,235.67	36,783.99	34,773.22		
0.00	0.00	0.00		
0.00	0.00	0.00		
263,645.34	261,766.23	246,233.32	0.00	
183,422.73	358,406.93	198,361.67	0.00	

## Board Meeting 01/07/20

### Abstract Totals for Commissioner Vouchers

<b>Board Meeting 01/07/20</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	20,538.81	41	71
Abstract #2			
<b>Totals</b>	<b>20,538.81</b>	<b>41</b>	<b>71</b>

### Abstract Totals for Auditor Vouchers

<b>Board Meeting 01/07/20</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>			

Sheila  
1/2/20 8:40AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

Sheila  
1/2/20 8:40AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	434	Ability Network Inc						
46		15-484-487-8450-6211	P	59.65	December billing svc/elig	19M-0170828	Services & Charges	N
47		15-484-487-8453-6211	P	178.94	December billing svc/elig	19M-0170828	Services & Charges	N
45		15-484-493-8452-6211	P	149.12	December billing svc/elig	19M-0170828	Services & Charges	N
44		15-484-496-8447-6211	P	208.75	December billing svc/elig	19M-0170828	Services & Charges	N
	434	Ability Network Inc		596.46	4 Transactions			
	1418	Association Of Minnesota Counties						
27		15-484-450-0000-6245		985.00	2020 LPHA annual dues	55547	Registration & Membership Dues	N
	1418	Association Of Minnesota Counties		985.00	1 Transactions			
	1235	Availity, LLC						
26		15-484-487-8450-6203	P	27.50	Nov/Dec subscription fee	517326 525107	Telephone	N
24		15-484-487-8453-6203	P	82.50	Nov/Dec subscription fee	517326 525107	Telephone	N
25		15-484-493-8452-6203	P	68.75	Nov/Dec subscription fee	517326 525107	Telephone	N
23		15-484-496-8447-6203	P	96.25	Nov/Dec subscription fee	517326 525107	Telephone	N
	1235	Availity, LLC		275.00	4 Transactions			
	538	Berg/Ashley						
52		15-484-496-8447-6331	P	51.04	Nov/Dec home care mileage		Mileage & Meals	N
	538	Berg/Ashley		51.04	1 Transactions			
	185	Bergstadt/Jennifer						
11		15-484-496-8449-6331	P	314.94	December HHA mileage		Mileage & Meals	N
	185	Bergstadt/Jennifer		314.94	1 Transactions			
	1396	Biever/Laurie						
1		15-484-496-8449-6331	P	256.94	Nov/Dec HHA mileage		Mileage & Meals	N
	1396	Biever/Laurie		256.94	1 Transactions			
	3094	Burski/Kathy						
53		15-484-450-0000-6331	P	175.16	Nov/Dec admin mileage		Mileage & Meals	N
	3094	Burski/Kathy		175.16	1 Transactions			
	1932	Central Minnesota Council On Aging						
38		15-484-450-0000-6245		50.00	CMCOA annual membership		Registration & Membership Dues	N
	1932	Central Minnesota Council On Aging		50.00	1 Transactions			
	298	Childrens Dental Services						
28		15-484-485-8475-6285	P	557.76	transport equip/staff 112219		Contracted Work	N



Sheila  
1/2/20 8:40AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
71	15-484-485-8475-6285	P	transport equip/staff 122719		Contracted Work	N
	298 Childrens Dental Services		1,115.52	2 Transactions		
31	1262 DoubleTree by Hilton		188.08			
	15-484-485-8480-6331		188.08	82250743	Mileage & Meals	N
	1262 DoubleTree by Hilton			1 Transactions		
29	617 Doubletree by Hilton Bemidji		150.80			
	15-484-485-8480-6331		150.80	83564951	Mileage & Meals	N
	617 Doubletree by Hilton Bemidji			1 Transactions		
10	1388 Elfstrum/Brenda	P	312.62		Mileage & Meals	N
	15-484-496-8449-6331		312.62	1 Transactions		
69	3646 Felland/Becky	P	138.62		Mileage & Meals	N
	15-484-496-8447-6331		138.62	1 Transactions		
	3646 Felland/Becky					
9	1128 Glocke/Beverly	P	78.88		Mileage & Meals	N
8	15-484-496-8448-6331	P	243.02		Mileage & Meals	N
	15-484-496-8449-6331		321.90	2 Transactions		
	1128 Glocke/Beverly					
30	324 Healthcare First	P	104.74		Services & Charges	N
	15-484-496-8447-6211		104.74	159856		
	324 Healthcare First			1 Transactions		
12	234 Holland/Jeff	P	283.04		Mileage & Meals	N
	15-484-496-8447-6331		283.04	1 Transactions		
	234 Holland/Jeff					
41	1151 Homewood Suites		150.00		Services & Charges	N
43	15-484-485-8480-6211		4.67		Services & Charges	N
42	15-484-485-8480-6331		25.96		Mileage & Meals	N
40	15-484-485-8480-6331		186.52		Mileage & Meals	N
	15-484-485-8480-6331		367.15	81584091		
	1151 Homewood Suites			4 Transactions		
3095	Isanti County Public Health					

Sheila  
1/2/20 8:40AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
15	15-484-485-8468-6880	P	1,729.62	Nov hlthy eat/active living		Grant Admin- Pass thru	N
16	15-484-485-8468-6880	P	864.80	November tobacco strategy		Grant Admin- Pass thru	N
3095	Isanti County Public Health		2,594.42	2 Transactions			
653	Kanabec County Auditor						
32	15-484-487-8453-6331	P	68.21	Dec MIECHV co vehicle use		Mileage & Meals	N
33	15-484-487-8457-6331	P	12.06	Dec MCH co vehicle use		Mileage & Meals	N
653	Kanabec County Auditor		80.27	2 Transactions			
674	Kanabec County Family Services						
17	15-484-481-8446-6285	P	4,220.80	December Knickerbocker salary		Contracted Work - FS	N
18	15-484-481-8446-6285	P	962.36	December Knickerbocker ins		Contracted Work - FS	N
19	15-484-481-8446-6285	P	316.56	December Knickerbocker PERA		Contracted Work - FS	N
20	15-484-481-8446-6285	P	306.33	December Knickerbocker FICA		Contracted Work - FS	N
21	15-484-481-8446-6331	P	19.14	December Knickerbocker mileage		Mileage & Meals	N
674	Kanabec County Family Services		5,825.19	5 Transactions			
17401	Kringstad/Mickey						
70	15-484-493-8452-6331	P	93.96	Nov/Dec CM mileage		Mileage & Meals	N
17401	Kringstad/Mickey		93.96	1 Transactions			
377	Marco Inc						
22	15-484-450-0000-6341		737.37	Sharp MX5070v copier agmt		Rental & Service Contracts Copier	N
377	Marco Inc		737.37	1 Transactions			
1143	McKesson Medical-Surgical Govt Solution						
34	15-484-481-8481-6432	P	107.01	PHNC supplies	70562872 71146	Medical Supplies	N
36	15-484-469-8440-6432	P	24.65	DP&C supplies	71146254	Medical Supplies	N
35	15-484-496-8447-6432	P	471.27	Home care supplies	71146254	Medical Supplies	N
1143	McKesson Medical-Surgical Govt Solution		602.93	3 Transactions			
8040	Miller, Patti						
62	15-484-485-8444-6331	P	98.60	December suicide prev mileage		Mileage & Meals	N
63	15-484-485-8444-6331	P	23.33	December suicide prev meals		Mileage & Meals	N
61	15-484-485-8464-6331	P	45.24	December DFC mileage		Mileage & Meals	N
8040	Miller, Patti		167.17	3 Transactions			
1353	Nelson/Darla						
7	15-484-496-8449-6331	P	563.18	December HHA mileage		Mileage & Meals	N

Sheila  
1/2/20 8:40AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
1353	Nelson/Darla		563.18	1 Transactions		
14	927 Neumen/Cami	P	262.16	December home care mileage	Mileage & Meals	N
	15-484-496-8447-6331					
	927 Neumen/Cami		262.16	1 Transactions		
64	52 Olson/Autumn	P	13.34	December TANF mileage	Mileage & Meals	N
	15-484-487-8450-6331					
65	15-484-487-8453-6331	P	185.02	Nov/Dec MIECHV mileage	Mileage & Meals	N
66	15-484-487-8457-6331	P	65.54	December MCH mileage	Mileage & Meals	N
	52 Olson/Autumn		263.90	3 Transactions		
6	4074 Osterdyk/Dorothy	P	200.10	December HHA mileage	Mileage & Meals	N
	15-484-496-8449-6331					
	4074 Osterdyk/Dorothy		200.10	1 Transactions		
50	2712 Raudabaugh/Carey	P	73.08	December CM mileage	Mileage & Meals	N
	15-484-493-8452-6331					
	2712 Raudabaugh/Carey		73.08	1 Transactions		
55	479 Ring/Elsa	P	8.70	December TANF mileage	Mileage & Meals	N
	15-484-487-8450-6331					
54	15-484-487-8453-6331	P	219.24	Nov/Dec MIECHV mileage	Mileage & Meals	N
56	15-484-487-8461-6331	P	78.88	December CTC mileage	Mileage & Meals	N
	479 Ring/Elsa		306.82	3 Transactions		
5	1030 Ringler/Jennie	P	9.28	December HM mileage	Mileage & Meals	N
	15-484-496-8448-6331					
4	15-484-496-8449-6331	P	148.48	December HHA mileage	Mileage & Meals	N
	1030 Ringler/Jennie		157.76	2 Transactions		
13	3174 Rosburg/Diane	P	247.72	December home care mileage	Mileage & Meals	N
	15-484-496-8447-6331					
	3174 Rosburg/Diane		247.72	1 Transactions		
3	16326 Sarkisyan/Amber	P	149.06	December HHA mileage	Mileage & Meals	N
	15-484-496-8449-6331					
	16326 Sarkisyan/Amber		149.06	1 Transactions		
	494 SHI International Corp					

Sheila  
1/2/20 8:40AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
48	15-484-487-8453-6405	P	761.00	computer for Autumn		Computers & Hardware N
49	15-484-487-8453-6405	P	761.00	computer for Elsa		Computers & Hardware N
494	SHI International Corp		1,522.00	2 Transactions		
1083	Swanson/Lori					
51	15-484-485-8468-6331	P	37.70	December SHIP mileage		Mileage & Meals N
1083	Swanson/Lori		37.70	1 Transactions		
1893	Tamarac Medical,Inc					
37	15-484-487-8451-6432	P	20.00	2 quantitative blood lead test	101042	Medical Supplies N
1893	Tamarac Medical,Inc		20.00	1 Transactions		
462	Telander/Jenilee					
67	15-484-485-8480-6331	P	429.78	December RPC mileage		Mileage & Meals N
68	15-484-485-8480-6331	P	84.55	December meals/parking		Mileage & Meals N
462	Telander/Jenilee		514.33	2 Transactions		
167	Telander/Sarah					
60	15-484-450-0000-6331	P	59.16	4 QTR admin mileage		Mileage & Meals N
167	Telander/Sarah		59.16	1 Transactions		
594	Wilttrout/Shari					
57	15-484-487-8450-6331	P	2.32	December TANF mileage		Mileage & Meals N
58	15-484-487-8453-6331	P	138.04	Nov/Dec MIECHV mileage		Mileage & Meals N
59	15-484-487-8457-6331	P	6.96	December MCH mileage		Mileage & Meals N
594	Wilttrout/Shari		147.32	3 Transactions		
1233	Wojcik/Erica					
2	15-484-496-8449-6331	P	162.40	December HHA mileage		Mileage & Meals N
1233	Wojcik/Erica		162.40	1 Transactions		
1218	Zemke/Kristi					
39	15-484-485-8468-6331	P	63.80	worksite wellness mileage		Mileage & Meals N
1218	Zemke/Kristi		63.80	1 Transactions		
15 Fund Total:			20,538.81	Community Health Fund	41 Vendors	71 Transactions
Final Total:			20,538.81	41 Vendors	71 Transactions	

Sheila  
1/2/20

8:40AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	20,538.81	Community Health Fund	
	All Funds	20,538.81	Total	Approved by, .....
				.....
				.....

# 10:45am Appointment

December 4, 2019

## REQUEST FOR BOARD ACTION

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

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

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**f. Background:**

**Supporting Documents:** None

**Attached:** ☒

<b>Date received in County Coordinators Office:</b>	12/27/19
---	----------

**Coordinators Comments:**

**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**

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

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

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

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

**SERVICES PROVIDED.**

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

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

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

**TERM OF AGREEMENT.**

The retainer agreement shall remain in effect from January 1, 2020 through midnight December 31, 2020. Either party may terminate the contract either with or without cause upon 90-days written notice to the other party of its intent to do so. In the event of termination, both parties agree to adjust payments due or received to reflect \$250.00 per month for any month or partial month that the contract is in effect.

**COMPENSATION FOR SERVICES.**

Kanabec County shall provide an Invoice to the City of Ogilvie or such services as provided in said agreement. The City of Ogilvie shall pay the County of Kanabec in one annual installment for the period of January 1, 2020 through December 31, 2020: \$3,000.00.

CITY OF OGILVIE

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Mark Nilson, Mayor

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Tammy Pfaff, City Clerk

COUNTY OF KANABEC

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Kathi Ellis, Chairperson

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Kris McNally, County Coordinator

APPROVED AS TO FORM AND EXECUTION:

Dated: \_\_\_\_\_

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



# 11:00am Appointment

January 7, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> RFP Results – 2079 290th Ave Mora, MN 55051	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kris McNally

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

### Resolution #\_\_ - 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 290<sup>th</sup> 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.

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**f. Background:**

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

<b>Date received in County Coordinators Office:</b>
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<b>Coordinators Comments:</b>
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**January 7, 2020**  
**11:05 a.m. Appointment Agenda of**  
**Chad T. Gramentz, PE**  
**Public Works Director**

- |  |                          |
|--|--------------------------|
| 1. Final Payment CSAH 11               | Resolution #1 (01-08-20) |
| 2. Final Payment 2019 Gravel Surfacing | Resolution #2 (01-08-20) |
| 3. TH 70 Turnback                      |                          |
| 4. 5-Yr Plan                           |                          |
| 5. Advertise for Bids                  | Resolution #3 (01-08-20) |
- 

**Resolution #1 – 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.

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**Resolution #2 – 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.

---

**Resolution #3 – 1/7/20**  
**Advertise for Bids**  
**2020 Construction Projects**

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

<b><u>Road</u></b>	<b><u>Type</u></b>	<b><u>Length</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
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			

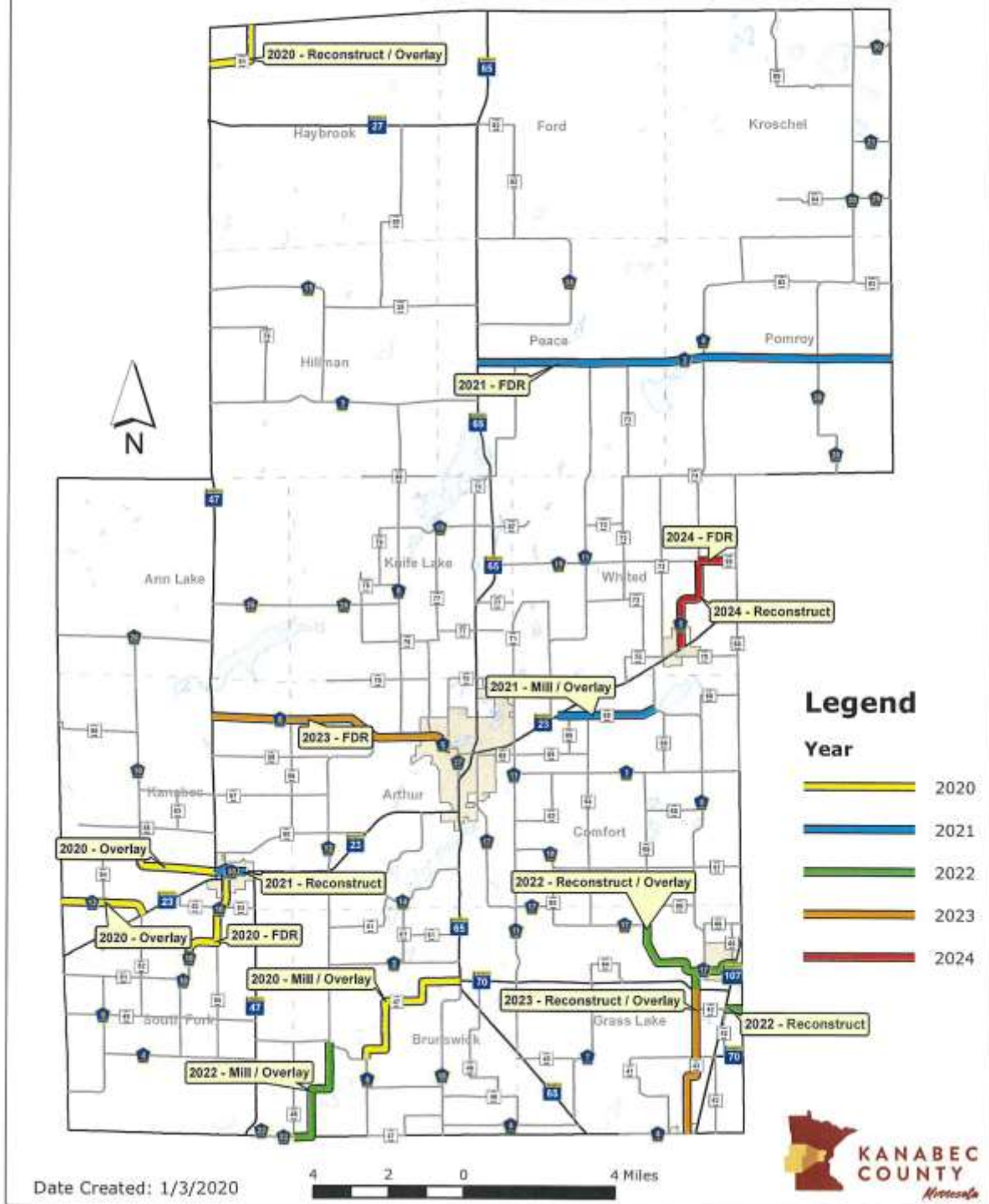
**BE IT RESOLVED** to authorize the County Engineer, upon final plans, specifications, and proposal, to advertise for bids for said projects.

Kanabec County Public Works  
5-Year Plan 2020-2024

All costs are shown  $\times 10^3$

[illegible]

# Kanabec County 5-Year Plan 2020-2024



## Agenda Item #1

### PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**December 18, 2019**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, December 18, 2019 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: County Coordinator Kris McNally, County Attorney Barbara McFadden, and Recording Secretary Kelsey Schiferli.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the agenda with the following changes:

1. Add 9:30am, Item f. Snowmobile Grant.
2. Delete #8, MPCA Grant Agreement.
3. Add SBDC Agreement.
4. Add Knife Lake Rest Area Discussion.

Action #2 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to recess the board meeting at 9:03am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:03am on Wednesday, December 18, 2019 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Family Services Director, Chuck Hurd presented the Family Services Agenda.

Action #FS3 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to approve the Family Services Agenda as presented.

Tim Dahlberg, Financial/Child Support Supervisor gave a presentation regarding the Biennial health Care Access Services Plan. Information only, no action was taken.

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

Action #FS4 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to withhold the repayment of \$14,846.85 to the Department of Human Services as recommended by the Association of Minnesota Counties until further notice.

Action #FS5 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to approve the following resolution:

**Resolution #FS5 - 12/18/19**  
Isanti County Psychiatric Services Resolution

**WHEREAS**, Minn. Stat. §§235.461 through 235.486 and Minn. Stat. §§235.487 through 235.488 establishes the Minnesota Comprehensive Adult Mental Health Act and the Minnesota Comprehensive Children's Mental Health Act, respectively; and

**WHEREAS**, Isanti County Family Services wishes to secure the provision of Psychiatric Services from Kanabec County Family Services, and

**WHEREAS**, Kanabec County Family Services is suitably qualified and desires to provide Psychiatric services for Isanti County.

**NOW, THEREFORE BE IT RESOLVED** that the Kanabec County Human Services Board approves Kanabec County Family Services entering into an agreement for Psychiatric Services to commence January 1, 2020 through December 31, 2020 with Isanti County.

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

**Resolution #FS6 - 12/18/19**  
IV-D Cooperative Agreement Resolution

**WHEREAS**, the IV-D Agency is responsible for administering the Child Support Enforcement Program under Title IV-D of the Social Security Act; and

**WHEREAS**, the County Attorney and Kanabec County Sheriff wish to enter into this cooperative agreement to set forth their respective responsibilities in providing services necessary to the operation of the Child Support Enforcement program.

**THEREFORE BE IT RESOLVED** to approve the Kanabec County Family Services Director signing an agreement with the Minnesota Department of Human Services, Kanabec County Attorney and Kanabec County Sheriff to provide necessary services to operate the Child Support Enforcement system under Title IV-D of the Social Security Act commencing on January 1, 2020 through December 31, 2021.

Action #FS7 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the payment of 128 claims totaling \$180,996.28 on Welfare Funds.

Action #FS8 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to adjourn Family Services Board at 9:29am.

The Board of Commissioners reconvened.

Action #9 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to recess the board meeting at 9:29am to a time immediately following the Public Health Board.

The Kanabec County Public Health Board met at 9:29am on Wednesday, December 18, 2019 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 Community Health Agenda.

Action #PH10 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the payment of 18 claims totaling \$21,530.34.

Action #PH11 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to adjourn Public Health Board at 9:33am.

The Board of Commissioners reconvened.

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

Action #12 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the Timely Deposit Policy with the following changes: Under item #3 – Remove “No department will have more than \$100 in cash collections on hand.”

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

### **Resolution #13 - 12/18/19**

**WHEREAS**, Kanabec County has maintained an agency fund for the Knife Lake Improvement District and the Kanabec County board has approved the disbursements from this fund;

**WHEREAS** the County Board received a request from the Knife Lake Improvement District board of directors to release Kanabec County from all financial services as of September 1, 2019;

**WHEREAS**, Kanabec County has refunded the \$ 130,842.13 balance of agency Fund 78 to Knife Lake Improvement District as of September 5, 2019;



**THEREFORE BE IT RESOLVED** that the County Board approves the dissolution of Kanabec County Agency Fund 78 Knife Lake Improvement District as of September 1, 2019 and any future county funds designed for the Knife Lake Improvement District will be accounted for as Unrestricted-Assigned funds.

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

**Resolution #14 – 12/18/19**  
Sheriff's Office – Unrestricted –Assigned Funds

**WHEREAS** the Kanabec County Sheriff has two community service projects, known as Badges and Project Lifesaver, that are dependent on local grants and donations, and

**WHEREAS** the staff and volunteers are not always able to use all the funds designated for these programs within the year received and it would be in the best interest of these programs to be able to carry funds over from one year to the next, so

**BE IT RESOLVED** to approve the Sheriff's Badges and Project Lifesaver Program funds as Unrestricted – Assigned Funds for future community service projects.

Denise Snyder led a discussion regarding the dedication of funds for clean-up of tax forfeited properties. Information only, no action was taken.

Action #15 – 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 #15a – 12/18/19**  
SPIRE Signature Authorization

**WHEREAS** the county board did, by Resolution #6-12/18/13, establish authorized signatures for county business, and

**WHEREAS** the board does wish to update this resolution to reflect current staffing;

**BE IT RESOLVED** to amend Kanabec County Board of Commissioners Resolution #6-12/18/13 as follows:

1. that checks, drafts and other withdrawal orders and any and all other directions and instructions of any character with respect to funds of this county now or hereafter with Spire Credit Union may be signed by any two of the following:

- a. Auditor-Treasurer Denise M. Snyder
- b. Deputy Auditor Finance Laura Birkaker

and Spire Credit Union is hereby fully authorized to pay and charge to such account or accounts any checks, drafts and other withdrawal orders so signed, and to honor any directions or instruments so signed, whether or not payable to the individual order of or deposited to the individual account of or inuring to the individual benefit of any of the foregoing officers or persons.

2. that any one of the following:

a. Auditor-Treasurer Denise M. Snyder

hereby is or are authorized, for and on behalf of this county, at any time or from time to time to borrow money from Spire Credit Union in such amounts, for such times, at such rate or rates of interest and upon such terms as she or they may see fit; to execute and deliver notes or other evidences of indebtedness of this county therefor, and extensions and renewals thereof; to sell, assign, transfer, mortgage, pledge or otherwise hypothecate to Spire Credit Union any bills receivable, accounts, credit cards, contracts, warehouse receipts, bills of lading, stocks, bonds, chattels, real estate or other property of this county as security; to give guaranties and other undertakings to Spire Credit Union; to discount with Spire Credit Union bills receivable of this county and to authorize modifications and extensions with respect thereto and to waive demand, presentment, protest and notice of dishonor; and to do, authorize and agree to any and all other things at any time or from time to time in connection with any of the foregoing as she or they may deem appropriate.

## **Resolution #15b – 12/18/2019**

### **FCB Signature Authorization**

**WHEREAS** the county board did, by Resolution #3-05/28/2008, establish authorized signatures for county business, and

**WHEREAS** the board does wish to update this resolution to reflect current staffing;

**BE IT RESOLVED** to amend Kanabec County Board of Commissioners Resolution #3-05/28/2008 as follows:

1. that checks, drafts and other withdrawal orders and any and all other directions and instructions of any character with respect to funds of this county now or hereafter with First Citizens Bank may be signed by any two of the following:

a. Auditor-Treasurer Denise M. Snyder

b. Deputy Auditor-Finance Laura Birkaker

and First Citizens Bank is hereby fully authorized to pay and charge to such account or accounts any checks, drafts and other withdrawal orders so signed, and to honor any directions or instruments so signed, whether or not payable to the individual order of or deposited to the individual account of or inuring to the individual benefit of any of the foregoing officers or persons.

2. that any one of the following:

a. Auditor-Treasurer Denise M. Snyder

hereby is or are authorized, for and on behalf of this county, at any time or from time to time to borrow money from First Citizens Bank in such amounts, for such times, at such rate or rates of interest and upon such terms as he or they may see fit; to execute and deliver notes or other evidences of indebtedness of this county therefor, and extensions and renewals thereof: to sell, assign, transfer, mortgage, pledge or otherwise hypothecate to First Citizens Bank any bills receivable, accounts, contracts, credit cards, warehouse receipts, bills of lading, stocks, bonds, chattels, real estate or other property of this county as security; to give guaranties and other undertakings to First Citizens Bank; to discount with First Citizens Bank bills receivable of this county and to authorize modifications and extensions with respect thereto and to waive demand, presentment, protest and notice of dishonor; and to do, authorize and agree to any and all other things at any time or from time to time in connection with any of the foregoing as she or they may deem appropriate.

## **Resolution #15c – 12/18/2019**

### **NNB Signature Authorization**

**WHEREAS** the county board did, by Resolution #3-05/28/2008, establish authorized signatures for county business, and

**WHEREAS** the board does wish to update this resolution to reflect current staffing;

**BE IT RESOLVED** to amend Kanabec County Board of Commissioners Resolution #3-05/28/2008 as follows:

1. that checks, drafts and other withdrawal orders and any and all other directions and instructions of any character with respect to funds of this county now or hereafter with Neighborhood National Bank may be signed by any two of the following:

a. Auditor-Treasurer Denise M. Snyder

b. Deputy Auditor-Finance Laura Birkaker

and Neighborhood National Bank is hereby fully authorized to pay and charge to such account or accounts any checks, drafts and other withdrawal orders so signed, and to honor any directions or instruments so signed, whether or not payable to the individual order of or deposited to the individual account of or inuring to the individual benefit of any of the foregoing officers or persons.

2. that any one of the following:

a. Auditor-Treasurer Denise M. Snyder

hereby is or are authorized, for and on behalf of this county, at any time or from time to time to borrow money from Neighborhood National Bank in such amounts, for such times, at such rate or rates of interest and upon such terms as he or they may see fit; to execute and deliver notes or other evidences of indebtedness of this county therefor, and extensions and renewals thereof: to sell, assign, transfer, mortgage, pledge or otherwise hypothecate to Neighborhood National Bank any bills receivable, accounts, contracts, credit cards, warehouse receipts, bills of lading, stocks, bonds, chattels, real estate or other property of this county as security; to give guaranties and other undertakings to Neighborhood National Bank; to discount with Neighborhood National Bank bills receivable of this county and to authorize modifications and extensions with respect thereto and to waive demand, presentment, protest and notice of dishonor; and to do, authorize and agree to any and all other things at any time or from time to time in connection with any of the foregoing as she or they may deem appropriate.

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

## **Resolution #16 – 12/18/19**

**WHEREAS** the Minnesota Snowmobile Trails Assistance Program provides grants to local units of government for the maintenance of recreational trails pursuant to Minnesota Statutes Chapter 84.83, and

**WHEREAS** the county is the sponsor for such grant funds and the work performed by the trail club, and

**WHEREAS** a grant of this type in the amount of \$34,483.10 available for the Snake River Trail;

**BE IT RESOLVED** to approve the updated “Minnesota Snowmobile Trails Assistance Program Snowmobile FY 2020 Maintenance and grooming Grant Agreement.”

County Coordinator Kris McNally led a discussion regarding the RFP for real estate broker professional services. No proposals were submitted. The Board advised to put the property at 330 Forest Ave E on the next auction.

Action #17 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the December 4, 2019 County Board Minutes as presented.

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

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Further	690.40
Holiday Credit Office	5,962.80
Minnesota Department of Finance	5,484.50

Minnesota Department of Finance	147.53
Mora Municipal Utilities	14,807.42
Spire Credit Union	6,472.93
Verizon Wireless	210.06
East Central Energy	83.47
Mora Municipal Utilities	937.20
The Hartford Priority Accounts	2,043.59
Consolidated Communications	1,070.48
Midcontinent Communications	187.02
Verizon Wireless	4,303.37
East Central Energy	185.92
<b>14 Claims Totaling:</b>	<b><u>42,586.69</u></b>

Action #19 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

#### **Revenue Fund**

<b>Vendor</b>	<b>Amount</b>
Advanced Correctional Healthcare	17,144.55
American DataBank	36.65
Anne M Carlson Law Office, PLLC	42.50
Anne M Carlson Law Office, PLLC	178.50
Anne M Carlson Law Office, PLLC	790.50
Anne M Carlson Law Office, PLLC	391.00
Anne M Carlson Law Office, PLLC	68.00
Anne M Carlson Law Office, PLLC	51.00
Aspen Mills	1,625.18
Auto Value	9.99
Auto Value Mora	13.98
Bachman, Fran	92.39
Besser, Blaine	150.00
Black, Ivan	275.00
Bob Barker	173.27
Bracewell, Earl	146.12
C & D Auto	894.76
Carda, Eugene	69.36
Carda, Eugene	160.00
Carda, Ryan	420.06
Central Lakes College Business & Industry Center	500.00
Clifton larson Allen LLP	2,500.00
Coborn's	8.99
Creative Product Sourcing Inc	309.50

Curtis, Michael	1,111.02
CW Technology	355.00
CW Technology	4,600.00
CW Technology	1,188.40
CW Technology	72.00
CW Technology	1,359.00
D&T Ventures	225.00
East Central Drug Task Force	196.97
East Central Exterminating	125.00
East Central Solid Waste Commission	2,002.10
East Central Solid Waste Commission	108.10
Ellis, Kathi	188.38
Eric Hanson Consulting	3,300.00
Ernest, Jennifer	525.00
Etter, Dave	87.76
Eustice, Todd	168.78
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
FirstLight Health System	664.17
Galls	260.00
Glen's Tire	892.90
Glen's Tire	294.75
Glen's Tire	1,550.34
Grainger	112.95
Granite City Jobbing Co	936.73
Haasken Dental	26.00
Hallin, Ronald	88.92
Hoefert, Robert	966.84
Holcomb, Lisa	250.00
IAEMD	50.00
Ingebrand Funeral Home	400.00
IT SAVVY	222.34
IT SAVVY	325.15
IT SAVVY	46.78
IT SAVVY	476.21
IT SAVVY	1,459.94
IT SAVVY	3,989.90
Jelsing, Doyle	250.00
Jensen, Scott	85.44
Johnson, Dan	300.00
Johnsons Hardware	38.96
Kanabec County Highway Dept	3,847.93
Kanabec County Highway Dept	842.36

Kanabec County Highway Dept	53.87
Kanabec County Highway Dept	95.94
Kanabec County Highway Dept	30.77
Kanabec County Recorder	20.00
Kanabec County Recorder	20.00
Kanabec Publications	26.25
Kanabec Publications	847.59
Kanabec Publications	120.00
Kanabec Publications, Inc	237.00
Lease, Bailey	29.00
L'Heureux, Jack	200.00
MACO	160.00
MACPZA	140.00
MacTek Systems Inc	18,843.00
Made of Mora/P-D's Embroidery	2,400.00
Manthie, Wendy	495.90
Marco	216.06
Marco	38.78
Marco Technologies LLC	126.13
Marco Technologies LLC	5.18
Marco Technologies LLC	6.65
Marco Technologies LLC NW 7128	96.62
Marco, Inc	159.00
Marco, Inc	134.68
Marco, Inc	194.86
Marco, Inc	477.00
Martin, Eric	248.70
Mattson Electric	70.00
Mattson, Jean	744.00
McClellan, Karen	44.14
McFadden, Barbara	105.42
McFadden, Barbara	265.08
McKinnis & Doom PA	119.00
McNally, Dennis	296.96
McNally, Kris	72.15
MEI Total Elevator Solutions	985.20
Meta13	25.00
Michael B McGee M.D.	3,500.00
Michael K Pepin Law Offices	595.00
Michael K Pepin Law Offices	595.00
Michael K Pepin Law Offices	637.50
Midcontinent Communications	561.05
Mille Lacs County	20.00

Minnesota County Attorneys Association	2,722.00
Minnesota Dept of Agriculture	10.00
MN Counties Intergovernmental Trust	519.00
MN Counties Intergovernmental Trust	2,278.00
MN Secretary of State - Notary	120.00
Nelson, Jerald	98.60
Nelson, Ronette	227.36
Nielsen, Les	178.64
North Central Bus & Equipment	60.36
Oak Gallery	24.59
O'Brien, Pat	200.00
O'Brien, Pat	90.66
O'Brien, Pat	50.66
Office Depot	44.38
Office Depot	26.45
Office Depot	57.52
Office Depot	90.13
Office Depot	171.99
Office Depot	101.92
Penelope A Gulasch Trust	1,088.00
Peterson, Ronald	80.00
Peterson, Ronald	63.10
Pieper, Helen	83.03
Pine County Health & Human Services	940.50
Premium Waters, Inc.	21.59
Quality Disposal	385.01
Quality Disposal Systems	24.15
Quality Disposal Systems	190.00
Quill	107.43
Ramsey County	1,400.00
Relaince Telephone, Inc	1,000.00
RELX Inc. DBA LexisNexis	187.41
RS Eden	6.55
RS Eden	1,530.05
Rupp, Anderson, Squires & Waldspurger PA	1,229.35
Salmela, Terry	603.40
Schiferli, Kelsey	580.37
Schneider Geospatial, LLC	7,840.00
Smith, Craig	404.61
Society for Human Resource Management	219.00
Solomon, Nicholas	52.54
Solomon, Nicholas	120.00
Steinmetz, Heidi	24.80



Stellar Services	345.65
Strickland, Charlie	80.00
Summit Food Service Management	14,288.02
SWAA/AMC	200.00
Thompson-Reuters-West	588.30
Tinker & Larson Inc	992.57
Tinker & Larson Inc	46.00
Total Compliance Solutions, Inc.	342.83
Totalfunds	7,540.00
Trieber, Sara	150.00
Trimin Systems, Inc.	21,712.00
Van Alst, Lillian	281.30
Visser, Maurice	306.31
Weber, Paula	256.32
Young, Kathy	59.16
Zamora, Ray	1,075.90
<b>169 Claims Totaling:</b>	<b><u>174,613.45</u></b>

#### **Road and Bridge Fund**

<b>Vendor</b>	<b>Amount</b>
Ace Hardware	483.83
Amerpride	506.27
Auto Value	2,347.63
Corneluis, Jake	99.70
Dooley, Mark	300.00
Federated Co-ops	102.52
Frisch, Nick	59.99
Glens Tire	268.45
Gopher State One-Call	6.75
Grainger	47.83
Gramentz, Chad	642.64
It Savvy LLC	2,345.99
J A Smith Companies	1,200.00
Jeff's Machine & Welding	23.58
Kanabec County Highway Petty Cash	104.40
Kwik Trip	26.11
Marco, Inc	421.37
Midstates Equipment	25,379.20
MN Dept of Labor and Industry	100.00
MN Dept of Transportation	1,109.66
Mora Chevrolet Buick	71.94

Munson, Jay	907.12
Nuss Truck	2,245.26
Office Depot	99.27
Olson Power & Equipment	712.43
Oslin Lumber	45.76
Owens Auto Parts	75.60
Oxygen Service	49.13
Power Plan	2,861.02
Quality Disposal Systems	160.00
Stegeman, Jesse	207.22
Van-Tech	84.54
Wulfekuhle, Rod	49.18
Ziegler	625.68
<b>34 Claims Totaling:</b>	<b><u>43,770.07</u></b>

The Board expressed consensus to change the account number for the Rupp, Anderson, Squires & Waldspurger PA Claim to reflect a disbursement from the unallocated fund, and for the EDA to pay the County Commissioner fund for Kathi Ellis' and Gene Anderson's 2019 per diems.

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

## **Resolution #20 – 12/18/19**

### **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	\$4,013.10
Quality Disposal	\$3,685.00
Arthur Township	\$400.00
Total	\$8,098.10

Action #21 – 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 #21a – 12/18/19

### ORDER OF THE BOARD

**BE IT RESOLVED** to approve the following wage scale for non-union employees and elected officials effective January 1, 2020:

2020 Wages								
Grade	A	B	C	D	E	F	G	Grade
1	\$ 12.50	\$ 12.96	\$ 13.43	\$ 13.91	\$ 14.37	\$ 14.84	\$ 15.31	1
2	\$ 13.24	\$ 13.74	\$ 14.24	\$ 14.74	\$ 15.24	\$ 15.73	\$ 16.23	2
3	\$ 14.04	\$ 14.57	\$ 15.09	\$ 15.62	\$ 16.15	\$ 16.68	\$ 17.20	3
4	\$ 14.88	\$ 15.44	\$ 16.00	\$ 16.55	\$ 17.11	\$ 17.67	\$ 18.24	4
5	\$ 15.78	\$ 16.37	\$ 16.96	\$ 17.55	\$ 18.14	\$ 18.73	\$ 19.32	5
6	\$ 16.72	\$ 17.35	\$ 17.98	\$ 18.61	\$ 19.23	\$ 19.85	\$ 20.49	6
7	\$ 17.73	\$ 18.39	\$ 19.05	\$ 19.72	\$ 20.38	\$ 21.05	\$ 21.71	7
8	\$ 18.79	\$ 19.49	\$ 20.20	\$ 20.90	\$ 21.61	\$ 22.31	\$ 23.02	8
9	\$ 19.92	\$ 20.66	\$ 21.41	\$ 22.16	\$ 22.91	\$ 23.65	\$ 24.40	9
10	\$ 21.11	\$ 21.91	\$ 22.70	\$ 23.49	\$ 24.28	\$ 25.07	\$ 25.86	10
11	\$ 22.59	\$ 23.43	\$ 24.29	\$ 25.14	\$ 25.98	\$ 26.83	\$ 27.67	11
12	\$ 24.17	\$ 25.07	\$ 25.99	\$ 26.89	\$ 27.79	\$ 28.71	\$ 29.61	12
13	\$ 25.86	\$ 26.84	\$ 27.80	\$ 28.77	\$ 29.74	\$ 30.71	\$ 31.69	13
14	\$ 27.68	\$ 28.72	\$ 29.76	\$ 30.78	\$ 31.82	\$ 32.86	\$ 33.90	14
15	\$ 29.89	\$ 31.01	\$ 32.13	\$ 33.25	\$ 34.37	\$ 35.49	\$ 36.62	15
16	\$ 32.28	\$ 33.49	\$ 34.70	\$ 35.91	\$ 37.12	\$ 38.33	\$ 39.54	16
17	\$ 34.86	\$ 36.17	\$ 37.48	\$ 38.78	\$ 40.09	\$ 41.40	\$ 42.71	17
18	\$ 37.65	\$ 39.06	\$ 40.48	\$ 41.89	\$ 43.30	\$ 44.71	\$ 46.12	18
19	\$ 40.66	\$ 42.19	\$ 43.71	\$ 45.24	\$ 46.77	\$ 48.29	\$ 49.82	19
20	\$ 43.91	\$ 45.56	\$ 47.21	\$ 48.85	\$ 50.50	\$ 52.15	\$ 53.79	20
21	\$ 47.43	\$ 49.20	\$ 50.99	\$ 52.76	\$ 54.54	\$ 56.32	\$ 58.10	21
22	\$ 51.23	\$ 53.15	\$ 55.07	\$ 56.99	\$ 58.91	\$ 60.83	\$ 62.75	22

## Resolution #21b – 12/18/19

**WHEREAS** the State of Minnesota’s minimum wage has increased to \$10.00 per hour effective January 1, 2020, and

**WHEREAS** the starting wage for a Homemaker with Kanabec County is currently \$9.86, and

**WHEREAS** Kanabec County needs to be in compliance as of January 1, 2020, and

**WHEREAS** the past pay scale has adopted an aggregate step increase of 3.5% each step, and the new scale reflects that increase.

**NOW, THEREFORE BE IT RESOLVED**, that the new pay scale per the new minimum wage is adopted for the Homemaker position.

**2020 Homemaker Pay Scale**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
\$10.00	\$10.35	\$10.71	\$11.08	\$11.46	\$11.86	\$12.27

Action #22 – Gene Anderson introduced the following resolution and moved its adoption:

**Resolution #22 – 12/18/19**

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

**BE IT HEREBY RESOLVED** to set the annual wage for the year 2020 for Kanabec County Commissioners set at \$22,695 annually.

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

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

whereupon the resolution failed.

Action #23 – Dennis McNally introduced the following resolution and moved its adoption:

**Resolution #23 – 12/18/19**

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

**BE IT HEREBY RESOLVED** to set the annual wage for the year 2020 for Kanabec County Commissioners set at \$23,095 annually.

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

**IN FAVOR THEREOF:** Kathi Ellis, Dennis McNally, Craig Smith

**OPPOSED:** Gene Anderson, Les Nielsen  
**ABSTAIN:**

whereupon the resolution was declared duly passed and adopted.

The Board held a discussion regarding the 2020 Budget and Levy.

Action #24 – Craig Smith introduced a motion to decrease the Road & Bridge Equipment Fund by \$130,000.00, and set the 2020 Maximum Levy increase at 6.13%. The motion died for lack of a second.

Action #25 – Gene Anderson introduced a motion to decrease the Road & Bridge Equipment Fund by \$100,000.00 and set the 2020 Maximum Levy increase at 6%.

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

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

whereupon the resolution failed.

Action #26 – Les Nielsen introduced the following resolution and moved its adoption:

### **Resolution #26 – 12/18/19**

Resolution to set the Maximum Levy and Final Budget for 2020

**BE IT RESOLVED** by the Kanabec County Board of Commissioners that the following proposed year 2020 maximum levy and final budget be adopted:

<b>FUND</b>	<b>2020 FINAL BUDGET</b>	<b>2020 MAXIMUM LEVY</b>
<i>a.</i> Revenue Fund	13,558,728	6,479,328
<i>b.</i> Family Services (Welfare) Fund	6,146,595	2,265,748
<i>c.</i> Community Health	3,172,320	339,657
<i>d.</i> Road & Bridge Fund	5,759,552	2,348,552
<i>e.</i> Railroad Authority Fund	1,729	1,429
<i>f.</i> Debt Service – Tax Capacity based ( <i>not including market value levy</i> ) “ <i>Building Fund</i> ”	1,034,539	850,999
<i>g.</i> SUB-TOTALS ( <i>total of a. through f.</i> )	29,737,946	12,428,636

i. + Debt Service For Market Based Referendum Levy	\$178,740
ii. + EDA Levy	\$147,996
j. TOTAL PRELIMINARY PAYABLE Y2020 LEVY (total= $f+i+ii$ )	<b>\$12,612,448</b>

**BE IT FURTHER RESOLVED** that \$850,999 of the debt service tax capacity based and all of the market value based of \$178,740 are dedicated to debt service.

**BE IT FURTHER RESOLVED** that the budget reflects revenue of **\$1,194,206** in County Program Aid.

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

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

whereupon the resolution was declared duly passed and adopted.

The Board expressed consensus for the Chairperson to write the County Public Works Director to consider moving funds from the capital equipment fund into the road project fund.

County Sheriff, Brian Smith met with the County Board to discuss leasing versus buying squad cars.

Action #27 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to carry capital funding for vehicles in the Sheriff's Department budget from 2019 to 2020.

**11:08am** – The Chairperson called for public comment three times. None responded

**11:09am** – The Chairperson closed public comment.

Commissioner Gene Anderson led a discussion regarding the Knife Lake Rest Area. The Board expressed consensus for County Attorney Barbara McFadden to seek additional information from MNDOT regarding ownership, easements, and processes.

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

## Resolution #27 – 12/18/19

### SBDC Contract

**WHEREAS** Minnesota State desires to contract with Kanabec County EDA for Small Business Development Center Services, and

**WHEREAS** Kanabec County EDA is receptive to continue providing these services, and

**WHEREAS** the terms of the agreement are mutually agreeable;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves the Professional Services Contract between the State of Minnesota, Minnesota State Colleges and Universities and Kanabec County EDA.

Coordinator Kris McNally led a discussion regarding a proposed Web Accessibility Policy.

Action #28 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve Kanabec County Web Accessibility Policy A-120 as presented.

Coordinator Kris McNally led a discussion regarding the revision of existing Gambling Policy A-107. The Board expressed consensus to continue revisions and bring the policy back for approval at a future date.

Coordinator Kris McNally led a discussion regarding an executive order on refugee resettlement. The Board expressed consensus to not take any action at this time.

Coordinator Kris McNally presented a year to date budget report. She offered to create more up to date, and easy to read budget reports for each department upon the Board's request in the future. The Board expressed consensus to accept this offer.

The Commissioners gave reports on the boards and committees in which they participate.

Future Agenda: Old Jail Discussion

Action #21 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn the meeting at 12:06pm and to meet again for an Organizational Meeting on Tuesday, January 7, 2020 at 9:00am.

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

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

## Agenda Item #2

### Paid Bills

<b><u>Vendor</u></b>	<b><u>Amount</u></b>	<b><u>Purpose</u></b>	<b><u>Dept</u></b>
Further	694.00	Admin Fees	HR
Minnesota Energy Resources Corp	9,060.03	Gas Utilities	Various
Dearborn National Life Insurance Co	782.27	STD Premiums	Employee Benefits
Kanabec County Auditor HRA	48,972.00	1Q 2020 HRA Contributions	Various
Total Compliance Solutions Inc	342.83	Program Fee	Transit
Chamberlain Oil	331.40	Shop Supplies	Highway
East Central Energy	1,158.17	Intersection Lighting	Highway
Health Partners	6,072.44	Dental Premiums	Employee Benefits
MNPEIP	152,016.70	Health Ins Premiums	Employee Benefits
Sun Life Financial	3,939.82	Life Ins Premiums	Employee Benefits
Verizon Wireless	210.06	Phone Charges	Transit
East Central Energy	64.95	Intersection Lighting	Highway
Minnesota Energy Resources Corp	727.24	Natural Gas for Garage	Highway
Mora Municipal Utilities	1,177.91	Utilities	Highway
The Hartford Priority Accounts	2,159.49	LTD Premiums	Employee Benefits
<b>15 Claims Totaling:</b>	<b><u>227,709.31</u></b>		



# Agenda Item #4

January 7, 2020

## REQUEST FOR BOARD ACTION

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

**f. Board action requested:**

### Resolution #\_\_ – 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

**g. Background:**

Provider	Billed	Paid Amount
QUALITY DISPOSAL (November)	\$3,200.70	\$3,200.70
WASTE MANAGEMENT (November)	\$2,408.07	\$2,408.07
Sub-Total	\$5,608.77	\$5,608.77
<b>Recycling Center Incentive Payments:</b>		
Quality Disposal (November)	\$400.00	\$400.00
Arthur Township (November)	\$400.00	\$400.00
<b>TOTAL PAYMENTS =</b>		<b>\$6,408.77</b>

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

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

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

**Expenditure: 01-391-392-0000-6211 = \$87,718.69**

**Current SCORE Funds balance is = \$76,944.35**

# Agenda Item #5

January 7, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Restated Bylaws of Welia Health	<b>b. Origination:</b> Hospital Board
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b>

**e. Board action requested:**

Consider approval of the restated Welia Health Bylaws as approved by the Hospital Board.

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**f. Background:**

Supporting Documents: None      Attached: ☒

**Date received in County Coordinators Office:**

12/23/19

**Coordinators Comments:**



## BYLAWS

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## RESTATED BYLAWS OF WELIA HEALTH

### PREAMBLE

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

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

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

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

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

### DEFINITIONS

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

1. The term "county board" means Kanabec County Board of Commissioners.
2. The term *Governing Board* or "board" means the Welia Health Board, as appointed by the Kanabec County Board of Commissioners.
3. The term "medical staff" means the medical staff of Welia Health which is governed by its own set of bylaws, subject to approval by the Board.
4. The term "bylaws" means these bylaws of Welia Health, whether in the form

originally adopted or as the same are amended or restated from time to time.

5. The term Welia Health shall mean the Critical Access Hospital, and related clinics called Welia Health and four clinics, located in Kanabec and Pine Counties of Minnesota.

## ARTICLE I

### NAME

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

Welia Health

## ARTICLE II

### PURPOSES

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

- a. To operate a health system to care for the whole person recognizing physical, emotional and spiritual needs which require the patients to receive emergency, inpatient and outpatient care without regard to age, sex, disability, nationality, color or religious creed.
- b. To carry on educational activities related to rendering care of the sick and injured and for the promotion of health, which in the opinion of the Board may be justified by the facilities, personnel, funds or other requirements that are, or can be, made available.
- c. To promote and carry on scientific research related to the care of the sick and injured, which in the opinion of the Board, may be justified by the facilities, personnel, funds or other requirements that are, or can be, made available.
- d. To participate, so far as circumstances may warrant, in any activity designed and carried on to promote the general health of the communities served.
- e. To receive in furtherance of the aforesaid objects, donations, gifts, and voluntary

contributions for its maintenance and development.

### ARTICLE III

#### BOARD

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

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

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

**Section 4. Appointment of Community-At-Large Members: Terms.** Welia Health board members appointed from the community-at-large shall be recommended for appointment by the Nominating Committee. When a vacancy occurs, public notices will be published stating that any

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

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

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

**Section 7.    Authority and Power.** The Board is empowered to take any action which, in the reasonable exercise of its discretion, is necessary for the furtherance of the purposes for which the health system exists, such powers to include, but not be restricted to, approval of operating and capital budgets, establishment of the Health System and Medical Staff policy, rules and regulations, approval of organization and personnel policies, hire and employ a chief executive

officer, establish and collect fees for services and facilities provided and approve and pay bills and debts of the health system.

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

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

#### ARTICLE IV

#### BOARD MEETINGS

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

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

**Section 3. Quorum.** The presence in person of a majority of all the voting members of the board shall be necessary to constitute a quorum of any meeting. In the absence of a quorum, a majority of the members present may adjourn a meeting until a quorum is present, and notice of any adjourned meeting need not be given other than by announcement at the meeting at which adjournment is taken. Notwithstanding the foregoing, when a quorum has been present at a



meeting of the Board, but members have withdrawn from a meeting so that less than a quorum remains, the members still present nevertheless may continue to transact business until adjournment. The action of a majority of the members present at any meeting at which business may be lawfully transacted as herein provided shall constitute the action of the Board, and the validity of such action in no respect shall be impaired solely in the event that there shall exist one or more unfilled vacancies in the board at the time such action is taken.

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

## ARTICLE V

### OFFICERS

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

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

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

**Section 4. Secretary/Treasurer.** The secretary/*treasurer* shall be secretary of, and when present, shall record proceedings of all meetings of the Board and the executive committee, if one is

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

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

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

## ARTICLE VI

### COMMITTEES

**Section 1.   In General.**     The Board may appoint an executive committee and such other standing and special committees as it shall deem necessary or appropriate. Any committee

appointed by the Board that deliberates issues affecting the discharge of medical staff responsibilities shall include one or more members of the health system's medical staff.

**Section 2. Executive Committee.** The executive committee, if one is constituted, shall be comprised of two (2) or more board members, and in all events, shall include the chairman of the board. The chairman of the board shall serve as chairman of the executive committee. The executive committee shall have all of the power and authority of the board to the extent such power and the board delegates authority to it. In all events, the executive committee shall have power to act only in the intervals between meetings of the board and shall at all times be subject to the control and direction of the board. Appointees to the executive committee shall be made by the entire board, which shall also specify the term of office.

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

**Section 4. Special Committees.** Special committees may be appointed by the board for such special duties as circumstances warrant. Such special committees shall limit their activities to the accomplishment of the task for which created and appointed, and shall have no power to act except as is specifically conferred upon each by action of the board. Upon completion of the task for which appointed, each special committee shall stand discharged. Chairmen for special committees shall be members of such committee and shall be elected by the members of that committee. The committee chairman shall serve for the life of the committee or term of office of the member. Non- Board members may be appointed at the discretion of the Board chairman. The

committee shall meet as often as necessary to complete its assigned task. Minutes shall be taken and submitted at the next regular Board meeting along with any other reports as requested by the Board.

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

**Section 7. Nominating Committee**

(a) **Purpose.** The Nominating Committee shall nominate persons for Board community-at-large positions as set forth in Article III, Section 5.

(b) **Membership.** The membership of the Nominating Committee shall consist of seven (7) members: one appointed by each of the five (5) County Commissioners, the Chief of the Medical Staff and the President of the Auxiliary. The individual County Commissioner appointees on the Nominating Committee shall be appointed each time the committee is convened.

(c) **Meetings.** Meetings shall be held when called by the committee chair or the Chair of the Board.

**Section 8: Proxies.** A committee member shall not appoint a proxy for himself or herself nor shall he or she vote by proxy.

**ARTICLE VII**

**NOTICE AND WAIVER: WRITTEN ACTION: ELECTRONIC MEETINGS**

**Section 1. Notice and Waiver.** Whenever any notice whatsoever is required to be given by these bylaws, or the laws of the state of Minnesota, such notice shall be given by the secretary, or in his or her absence or failure or inability to act, by any other officer of the Board; provided, however, such notice may, in all events, be waived in writing, signed by the person or

persons entitled to such notice, whether before, at, or after the time stated therein or before, at, or after any meeting referred to therein. Appearance at any meeting by any person otherwise entitled to notice thereof shall be deemed a waiver of notice unless such appearance is solely for the purpose of asserting the illegality of the meeting.

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

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

## ARTICLE VIII

### Chief Executive Officer

**Section 1. Appointment.** The Board shall employ a competent chief executive officer with such qualifications and experience as it deems suitable and proper, who may have the "Chief Executive Officer, President," or such other title as determined by the Board. The Chief Executive

Officer shall be given the necessary authority and held responsible for the administration of the health system in all its activities and departments. He or she shall act as the duly authorized representative of the Board in all matters in which the board has authorized him so to do. His or her performance shall be reviewed annually by the Board.

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

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

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

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

## ARTICLE IX

### MEDICAL CARE

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

care of patients and the health system's operations. Each member of the medical staff shall have professional authority and responsibility for the care of his or her patients, subject only to such limitations as are contained in these bylaws, and in the bylaws, rules and regulations for the medical staff and subject to any limitations attached to his or her appointment.

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

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

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

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



appellate review by the board under those circumstances set forth in the medical staff bylaws. When the board does not concur with a recommendation of the medical staff concerning the clinical privileges or medical staff status of a medical staff member, the board shall meet and confer with the medical staff executive committee, if it so requests, concerning the Board's decision including its reasons therefore, and the board in its sole discretion may consider the matters discussed at that meeting in rendering or reconsidering its final decision.

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

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

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

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

**Section 10. Medical Care and its Evaluation.**

- a. The medical staff shall have overall responsibility for the quality of the medical practice carried on in the health system and for the maintenance and improvement of applicable professional and ethical standards.
- b. The medical staff shall conduct a continuing review and appraisal of the quality of professional care rendered in the health system and shall regularly report such

activities and their results to the board.

- c. The medical staff executive committee shall make recommendations to the board concerning:

1. The medical staff role in performance improvement of clinical and non-clinical health system processes that requires medical staff leadership or participation;
2. Appointments, reappointment and modifications of staff status;
3. Granting of clinical privileges
4. Disciplinary actions;
5. All matters relating to professional competency; and
6. Such specific matters as may be referred to it by the board.

## ARTICLE X

### AUXILIARIES AND RELATED HEALTH SYSTEMS

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

## ARTICLE XI

### BOOKS AND RECORDS: FINANCIAL MATTERS

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

- a. Records of all proceedings of the Board, the executive committee (if one is constituted), and such other standing and special committees as may from time to time be constituted by the board; and
- b. Such other records and books of account as shall be necessary and appropriate to

the conduct of the business of the health system;

- c. Financial statements of the health system.

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

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

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

## ARTICLE XII

### POLICIES

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

## ARTICLE XIII

### REVIEW OF BYLAWS AND AMENDMENTS

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

**Section 2. Amendments.** Any proposed amendments to the bylaws shall be discussed by the Board and a recommendation made to adopt such amendments. The recommendation shall be sent to the county board of commissioners. The bylaws may then be amended by an affirmative vote of a majority of the county board of commissioners of Kanabec County, Minnesota, present at any regular or special meeting of the county board at which notice of the entire substance of the

proposed amendment shall have first been given to all members of the county board.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

BY: \_\_\_\_\_

THE WELIA HEALTH BOARD CHAIRMAN

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,

BY: \_\_\_\_\_

THE KANABEC COUNTY BOARD CHAIRMAN

# Agenda Item #6

January 7, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Executive Order on Refugee Resettlement	<b>b. Origination:</b> President Trump
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b>

**e. Board action requested:**

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**f. Background:**

Refugee resettlement information from the Department of Human Services is attached.

Supporting Documents: None      Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

Attorney General Ellison joined a coalition of 12 AGs in brief in support of refugee-resettlement organizations challenging Trump order; argues order violates federal law, interferes with state sovereignty, and undermines family reunification. Brief filed on same day Gov. Walz announces Minnesota will continue to accept refugees.

No updates available as of 1-3-2020.

December 3, 2019

Dear county partners,

On September 26, 2019, President Trump issued an executive order requiring state and local governments to provide written consent to the federal government before refugees can be resettled in their jurisdictions. Beginning June 1, 2020, the order will generally apply to all arriving refugees including those with family members already living in Minnesota.

**Who is being asked to offer consent?**

- The governor of a state AND
- The "chief executive officer of the local government (county or county equivalent)"

**Who will ask for consent?**

- Minnesota's five local resettlement affiliates will contact counties to ask for letters of consent:
  - Lutheran Social Services of Minnesota
  - Catholic Charities of Southern Minnesota
  - Arrive Ministries
  - Minnesota Council of Churches
  - International Institute of Minnesota

**How do I offer consent?**

- Consent must be clearly stated in writing, but there is no required format.
- There are three ways to offer consent:
  1. Letters may be submitted to any local resettlement affiliate proactively or in response to their request.
  2. Counties may submit a letter to the Department of Human Services' Resettlement Programs Office (RPO). From there, it will be routed to local resettlement affiliates and submitted it to the U.S. Department of State.
  3. Counties may proactively submit a letter directly to the U.S. Department of State.
    - If you submit consent directly to the U.S. Department of State, please copy the RPO so that we can monitor responses and plan accordingly.

**What is the timeline for submitting consent?**

- The executive order goes into effect on June 1, 2020. After that date, refugees will not be placed in jurisdictions that have not offered consent.
- Local resettlement agencies must submit next year's placement strategies to the U.S. Department of State by January 31, 2020. If a jurisdiction does not offer consent before this date, it is possible that refugees may not be resettled there in 2020.

**What happens if a county decides not to respond?**

- The executive order establishes an "opt-in" consent process, so refugees may not be placed in jurisdictions that have not offered consent.

**What happens after a consent letter is submitted?**

- After a consent letter is submitted, the U.S. Department of State will contact the signatory to verify their intent to welcome refugees.
- All consent letters will be posted publically on the U.S. Department of State's website.

**Can refugees live in a community which has not provided consent?**

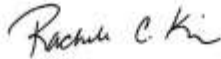
- Consent only relates to the *initial placement* of individuals. After placement, refugees have the right to travel or relocate to any community that they wish. However, the federal funding provided to support their initial resettlement would not follow them to a jurisdiction which has not offered consent.

**Does the executive order impact other classifications of immigrants?**

- The executive order only applies to individuals arriving through the U.S. Refugee Admissions Program.

As State Refugee Coordinator, I am happy to provide further information with regard to the president's executive order. Please feel free to contact me at any time with questions or concerns.

Thank you for your time and attention to this matter,



Rachele King  
State Refugee Coordinator  
Minnesota Department of Human Services  
[Rachele.king@state.mn.us](mailto:Rachele.king@state.mn.us)  
651.431.3837

## Refugee resettlement: Program overviews

The Refugee Resettlement Programs Office is a federally funded office in the Minnesota Department of Human Services that supports the effective resettlement of refugees in Minnesota, and ensures their basic needs are met so they can live in dignity and achieve their highest potential. This office ensures accessibility to mainstream programs for people with refugee status, distributes federal dollars to local agencies for supplemental services, and provides education and information about refugees in Minnesota.

**For details, see:**

[Policies and procedures](#) | [eDocs library of forms and documents](#) | [News, work groups, reports](#) | [Training and resources](#) | [Contact us](#) |

### Program facts

The federally funded Resettlement Programs Offices at the Minnesota Department of Human Services supports the effective resettlement of refugees in Minnesota by providing the resources and stable foundation they need to rebuild their lives, achieve their highest potential and contribute to our state. We ensure access to mainstream programs for people with refugee status, distribute federal funds to local agencies for supplemental services and provide the public with education and information about refugees.

### Refugee arrival information

#### Resettlement services

Six local agencies, funded through the federal Bureau of Population, Refugees and Migration, provide initial reception and placement services for the first 30 to 90 days in the United States for people who have just arrived in the country with refugee status. The following agencies help meet basic needs of refugees and link them to ongoing services:

- [Arrive Ministries](#)
- [Catholic Charities of Southern Minnesota](#)
- [International Institute of Minnesota](#)
- [Lutheran Social Service of Minnesota](#)
- [Lutheran Social Service of Minnesota, St. Cloud](#)
- [Minnesota Council of Churches](#)



## Employment and social services

Our state's prosperity requires maximizing every individual's skills and energy to build Minnesota's economy. The Resettlement Programs Office works with federal, state and local agencies to ensure that people with refugee status can achieve their highest potential and use their skills and energy to help Minnesota thrive.

The Resettlement Programs Office contracts with **nonprofit and community organizations** to provide culturally appropriate and multilingual support to help people start over, become self-sufficient and connect to their new communities, giving them a sturdy frame to build a healthy and prosperous future for themselves and their children.

Employment services include:

- Orientation to work in the U.S.
- Job-search skills
- Job development
- On-the-job training
- Job placement
- Job retention support.

Social services include:

- Culture navigation
- Student success
- Immigration and naturalization support
- Connection to community resources
- Access to reliable transportation.

## Food, cash and health care

Refugee families with children in Minnesota are eligible to apply for cash (**Minnesota Family Investment Program**) available to residents with low incomes.

Refugees who are single or married without children are eligible to apply for Refugee Cash Assistance for up to eight months after arrival in the United States while looking for work. For information on Refugee Cash Assistance eligibility, see **Combined Manual section 0030.03 (Refugee Cash Assistance)**

All refugees are eligible to apply for **health care programs** available to residents with low incomes. Refugee Medical Assistance may provide coverage to refugees who do not qualify for Medical Assistance for up to eight months after arrival in the United States. For information on eligibility, see **0030.06 (Refugee Medical Assistance)** and the **Minnesota Health Care Programs Eligibility Policy Manual**.

The **Minnesota Department of Health's Refugee Health Program** partners with local health departments, health care providers and community organizations to offer each new refugee a comprehensive screening examination, appropriate follow-up or referral, and health education.

# REFUGEE MEDICAL ASSISTANCE

ISSUE DATE: 09/2016

Refugee Medical Assistance (RMA) is a federally authorized program providing medical assistance to refugees. Refugees who receive RCA are automatically eligible for RMA if they are not eligible for Medical Assistance (MA). Consider eligibility for MA under all other bases of eligibility first. Refugees do not have to apply for RCA as a condition of eligibility for RMA.

If the person loses MA eligibility due to increased earnings, he/she is still eligible for RMA without an eligibility determination for the remainder of the 8-month eligibility period.

For additional information on RMA, see the [Minnesota Health Care Programs Eligibility Policy Manual](#).

Background

The Minnesota Department of Human Services' (DHS) Resettlement Programs Office supports the statewide resettlement of refugees and their effective integration into Minnesota communities. The office's activities are 100% federally funded by the U.S. Department of Health and Human Services' (HHS) Office of Refugee Resettlement (ORR). Unlike some states, Minnesota does not currently spend state dollars on refugee resettlement.

Each year, DHS's Resettlement Programs Office receives approximately five million dollars in federal funding. It also supports the work of nine DHS employees and five Minnesota Department of Health employees.

Executive order on refugee resettlement

On September 26, 2019, President Trump issued an executive order requiring state and local governments to provide written consent to the federal government before refugees can be resettled in their jurisdictions. DHS currently provides input to the federal government about the proposed number of individuals each local agency will resettle. That being said, the authority to place refugees in specific states and localities lies solely with the U.S. Department of State.

On November 6, 2019, the U.S. Department of State and HHS issued guidance requiring local resettlement affiliates to submit written consent from governors and the "chief executive officer of the local government (county or equivalent)" with their application to resettle refugees. Letters submitted will be posted on a federal website. The order will generally apply to all arriving refugees including those seeking to reunite with family members already living in Minnesota.

Who are refugees?

Refugees are people who have been forced to flee their home countries due to violence or persecution based on religion, race, nationality, political opinion, or membership in a particular social group. They are unable to return because their home governments are unable or unwilling to protect them. According to the UN High Commission for Refugees, there were more than 25 million refugees living outside of their home country in 2019. Resettlement in other countries (such as the United States) is generally seen as a last resort which is only offered after all alternatives have been exhausted.

The U.S. Department of State administers the Refugee Admissions Program (USRAP), which is a humanitarian protection program designed to resettle refugees of "special humanitarian concern" in the United States. More than 70% of these refugees are women and children. The federal government annually determines how many refugees will be admitted and identifies priority populations. People selected to resettle through USRAP have legal, permanent status in the United States, authorization to work immediately upon arrival, and a pathway to citizenship after five years.

#### Refugee resettlement is part of Minnesota's history:

Minnesota has a long history of supporting refugees and values their contributions to the state's history, culture, and economy. Since 1980, more than 100,000 individuals (from more than 100 countries) have made Minnesota home through USRAP. The vast majority of refugees who come to Minnesota are joining family members who already live here.

In recent years, Minnesota has seen a steep decline in refugee admissions due to the Trump administration's annual lowering of the national admissions cap. The current FY2020 admissions cap was recently set at 18,000, which is the lowest in U.S. history.

#### **Refugees resettled in Minnesota in the last five years:**

- FY2019: 848
- FY2018: 663
- FY2017: 1,003
- FY2016: 3,059
- FY2015: 2,166

#### Refugee resettlement is a secure process

Minnesota's history of receiving refugees does not come at the expense of public health or national security. Before resettling, refugees undergo the most extensive screening/vetting process of any classification of entrant to the US.

#### **Eight federal agencies are involved in the vetting process:**

- |                                    |   |
|------------------------------------|---|
| • Department of Homeland Security  | • Department of Health and Human Services |
| • Department of State              | • Federal Bureau of Investigations        |
| • Department of Justice            | • U.S. Customs and Border Protection.     |
| • Department of Defense            |   |
| • National Counterterrorism Center |   |

#### **Approximately 20 different assessments are conducted prior to a refugee's arrival:**

- |   |  |
|---|--|
| • Six global security database searches | • Three in-person interviews (with specially trained Homeland Security officers) |
| • Five background checks                |  |
| • Four biometric security checks        | • Two interagency security reviews   |

#### Refugees benefit Minnesota's society and economy

Refugee resettlement yields long-term social and economic benefits. Refugees annually pay more than \$227 million in state and local taxes and contribute to Social Security. Once resettled, they fill needed jobs throughout the state, often open their own businesses, and foster intercultural connections in their communities. Refugees have a combined spending power of \$1.8 billion in Minnesota alone and accounted for 7.5% of Minnesota's Gross Domestic Product in 2012.

### Refugee resettlement programs matter:

After experiencing extreme hardships such as displacement, war, genocide, severe poverty, or loss of family members, Minnesota's refugees rebuild their lives from the ground up. DHS's Resettlement Programs Office works with resettlement agencies, counties, schools, and community-based organizations to help them establish a strong foundation to reach their full potential. For up to five years after a refugee's arrival, the Office provides federally-funded services designed to:

- **Help adults secure jobs and advance in employment**
  - The Resettlement Programs Office committed \$1,755,000 for these services in FY2019.
- **Support academic success among students**
  - Examples include after-school tutoring, in-school supports, and academic interventions.
  - These services are often focused on students whose first-generation parents are new to Minnesota's school system.
  - The Resettlement Programs Office committed \$335,000 for these services in FY2019.
- **Provide health screening and medical assistance**
  - The Resettlement Programs Office works with local public health offices to ensure that refugees receive a health screening within 90 days of their arrival and are connected to primary health care services.
  - The Resettlement Programs Office committed \$496,410 for these services in FY2019.
- **Provide community orientation to help people learn about local systems and culture**
  - The Resettlement Programs Office also helps educate a refugee's new community.
- **Help refugees connect to community resources**
  - Examples include stable, affordable housing and transportation (including understanding public transportation systems, obtaining a driver's license, etc.).
- **Assist refugees who apply to become U.S. citizens**
- The Resettlement Programs Office committed a combined total of \$1,068,700 for community orientation, community resource connection, and citizenship assistance in FY2019.

### Additional information:

- [Executive Order on Enhancing State and Local Involvement in Refugee Resettlement](#) - White House, September 2019
- [Executive Order Implementation Guidance](#) (Pages 3, 11, 12) - U.S. Department of State
- [Resettlement Programs Office Fact Sheet](#) - Minnesota Department of Human Services, 2019
- [Refugee Security Vetting Flow Chart](#) - United States Citizenship and Immigration Services, 2018
- [Economic Impact of Immigrants in Minnesota](#) - American Immigration Council, 2018
- [Immigrants and Minnesota's Workforce](#) - University of Minnesota, 2017
- [MN Economic Statistics for Immigrant / Refugee populations](#) - New American Economy, 2019
- [The Economic Impact of Refugees in America](#) (uses MN as a case study) - New American Economy, 2017