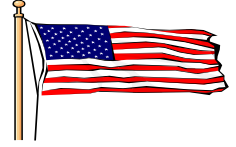


Kanabec County Board of Commissioners

Regular Meeting Agenda July 7, 2020

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



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.

Location: Kanabec County Courthouse
Basement Meeting Rooms #3 & 4
18 North Vine St, Mora, MN 55051

Please use the Maple Ave Entrance. Stairs and an elevator to the basement level are accessible through the entrance lobby.

WebEx telephone call:

Telephone call-in number for public access: 1-408-418-9388
Access Code: 146 126 9977

WebEx Video Meeting link:

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=mc973556b2170518ead6822a85a44ba9e>
Meeting number: 146 126 9977
Password: nTVkTeZj235

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

- 9:00am a. Call the Meeting to Order
- b. Pledge of Allegiance
- c. Agenda approval
- 9:05am Recess county board to a time immediately following the PHB.
Public Health Board
- 9:30am Roberta Anderson, Deputy Auditor, Property & Tax - 2020 Tax Forfeit Land Sale
- 9:45am Chad Gramentz, County Engineer- Gravel Contract
- 9:55am Denise Snyder – Liquor License Renewal
- 10:00am Randy Ulseth, Welia CEO- bylaw revision, hospital COVID-19 impact, property tax update

10:30am Public Comment Call-in number for Public Comment 1-408-418-9388 Access Code: 146 126 9977

Other business to be conducted as time is available:

- | | |
|---|--|
| <ul style="list-style-type: none"> 1. Minutes 2. Paid Bills 3. Regular Bills 4. Consent Agenda <ul style="list-style-type: none"> a. SCORE Claims - April b. SCORE Claims - May 5. Knife Lake Rest Area/MnDOT 6. CARES Act | <ul style="list-style-type: none"> 7. Commissioner Reports 8. CLOSED SESSION: ATTORNEY CLIENT PRIVILEGE
(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.05 Subd. 3.(b)) 9. Future Agenda Items 10. Discuss any other matters that may come before the County Board |
|---|--|

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday, July 7, 2020
9:00 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-5
 - Staffing – Reposting HHA position
 - Coronavirus
 - Lakes posted for Blue-Green Algae
 - SCHA Audit
 - Dental Services
 - Kare 11 News
 - PHEP Oversight Committee
 - Hepatitis A Grant - Contract Extension (FYI)
 - SHIP Award Letter
 - Transit
4. SHIP Grant page 6
 - Action Requested
 - See attached resolution
5. Revised Shelter Agreement page 7-9
 - Action Requested
 - See attached Revised Agreement and resolution
6. Central Minnesota Council on Aging page 10
 - Action requested
 - See attached resolution
7. Financial Reports – see attached page 11-12
 - Trial Balance page 13-14
 - May Financial Report
8. Abstract Approval page 15-22
 - Action Requested
 - See attached Abstract and Vendor List
9. Other Business
10. Adjourn

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

Community Health Report

Staffing:

Reposted for HHA again as in the first two weeks of advertising only one application was received and that was from an unqualified applicant.

Coronavirus:

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

Local Public Health has served as a liaison between the State, the Minnesota National Guard and St. Clare's during three rounds of testing of staff and residents.

As the State puts out new guidance and opens more things up, Community Health has been available to provide support in the interpretation of guidance and answer questions about the "reopening" process.

Staff continue to participate in numerous calls/WebEx meetings daily to stay informed in all areas of response.

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

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

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

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

Local: https://www.kanabecounty.org/departments/kanabec_county_covid-19_data.php

Lakes Posted for Blue-Green Algae:

Area lakes were posted by the end of the first week in June. Staff reported no visible signs of blue-green algae at that time. With the really hot weather that has been occurring, I had the staff person visit those lakes again to make sure signage was still up and visible to the public.

SCHA Audit:

South Country selects audit samples for each program area that was audited with a date span from 1/1/2019 to 12/31/2019. All members enrolled in a SeniorCare Complete, MSC+, AbilityCare, and SingleCare product, even if disenrolled or passed away, are eligible for possible audit. Kanabec County received their random sample cases on 4/16/2020. Starting on 5/19/2020 a desktop review of CCM/TruCare was completed by Kitty Rapp. On 6/2/2020, South Country conducted a Microsoft Teams audit exit meeting with Kanabec County for review of care coordination tasks. South Country Audit Manager Kitty Rapp conducted the exit meeting for South Country. The exit meeting was scheduled with the Kanabec County staff for their team to review the audit results, which included a PowerPoint presentation which highlighted elements of the audit results (both positive performance examples as well as opportunities for improvement).

The Elderly Waiver Audit Protocol, Community Well Audit Protocol, and SNBC Audit Protocols used during the 2020 audit were developed by the Minnesota Department of Human Services in collaboration with all Minnesota health plans. The Nursing Home and Unable to Reach/ Refusal audit tools were developed by South Country.

South Country sets a 95% threshold for completeness for each audit item. Audit items that have a completion rate below the 95% threshold are considered deficiencies and a Corrective Action Plan (CAP) will be required.

Product/ Program Area	Number of elements at 100%	Number of elements between 99% to 95%	Number of elements below 95%	Comments
Elderly Waiver	44	0	0	100% met!
Community Well	31	0	0	100% met!
Nursing Home	17	0	0	100% met!
SNBC	27	2	0	95% met
Unable to Reach/ Refusal	3	0	0	100% met!

Based on the preliminary results of the audit, there were no deficiencies and there will be no Corrective Action Plans required.

Children’s Dental Services

Children’s Dental Services has provided us with a plan for returning to the provision of services safely and will start again on July 31.

Kare 11 News:

I received a call from Brandon Stahl from Kare 11 News. He is doing a story on how any budget cuts may have affected local public health’s response to COVID. He stated that reports from the Minnesota Department of Health and the State Association of County and city Health Officials showed Kanabec County as spending the most money per capita on Public Health in the State of MN.

I explained to him that every public health department is different and that he should be sure to be comparing apples to apples. I encouraged him to contact many other public health agencies as we are all very different. As an example, I explained that Kanabec County operates a Home Care Program and is very aggressive in seeking grants for programming. Kanabec County is also the fiscal host to some regional grants so not all of the funding stays in the county. He could subtract about 1.3 million for home care and regional type grants where not all of the money stays in Kanabec County and it would be a better comparison.

I did tell him that cut to our Public Health Emergency Preparedness Grant and no increases to the Local Public Health Grant (on the State Level) has equated to being able to spend less time in preparedness. I also explained that most grants are dedicated to provide specific programming or services and that we have very little flexible funding that can be used to strengthen infrastructure and bolster preparedness. We could have been better prepared but we are fortunate in our county where we have only one health system and one long term care facility that we have been able to manage the response well. I explained that we are doing the Contract Tracing and Case Investigations, messaging, providing support to long term care and assisted living by acting as a liaison between the National Guard, the State and the facility facility-wide testing. We have trained county partners how to fit test their employees and loaned our fit testing equipment. We have opened our EOC and facilitate conversations with partners within the community to determine how each is doing and if any support is needed. We have provided for essential services, operated a hotline etc.

The bottom line was that over the years, staff have been lost due to lack of funding and that in turn weakens our ability to respond.

Public Health Emergency Preparedness Oversight Committee:

I was asked and agreed to represent the Central Region on the MDH Public Health Emergency Preparedness Oversight Committee. Representatives of this group:

- Share information from the local/regional perspective
- Bring information, concerns, and issues to the attention of the State
- Advise on matters of importance
- Develop recommendations to be taken to the Statewide Community Health Services Advisory Committee (SCHSAC)
- Represent the work group at SCHSAC and with other groups
- Represent Central Region – bring information to the region and from the region to the work group

Hepatitis A - Grant amendment:

Kanabec County Community Health received a small grant to address the Hepatitis A Outbreak in Kanabec County. Work on that had to stop as COVID is addressed. The MN Department of Health offered a grant amendment extending the deadline from June 30, 2020 to June 30, 2021, The Board has given me the authority to sign grants from MDH so I did sign and return the grant amendment.

SHIP Award Letter:

I received the following letter from the Minnesota Department of Health.

We are pleased to inform you that the Kanabec County Community Health Board, in partnership with the Community Health Boards of Isanti, Pine, and Mille Lacs Counties, has been approved for funding by the Minnesota Department of Health (MDH) for the Statewide Health Improvement Partnership (SHIP) Grant. The annual budget and work plan must be approved by MDH by November 1, 2020, and is incorporated into the grant project agreement by reference.

While SHIP grants are on a five-year basis, only the first year of funding has been determined at this time. Funding is also contingent on legislative approval each biennium. MDH reserves the right to change funding amounts based on the total appropriated to SHIP each biennium. Please see the funding period and award below:

Year 1: November 1, 2020-October 31, 2021 \$302,408
Years 2-5: A revised funding formula will be developed in conjunction with the SHIP Planning Funding, Scope of Work and Requirements Workgroup, to be put into effect November 2021 and be in place for the final 4 years of the new SHIP grants.

In addition to your new SHIP grant, we have received permission from Minnesota Management and Budget (MMB) to extend your current five-year grant (scheduled to end October 31, 2020) through June 30, 2021. Due to the COVID-19 Pandemic, many grantees have experienced a slowing of their grant work. This no-cost extension will allow your agency to continue using SHIP Year 5 funds for grant work through June 30, 2021. If you do not wish to have your current grant extended, please contact your SHIP community specialist, otherwise you may expect both a new five-year grant agreement and a no-cost grant amendment extending your current grant through June 30, 2021.

Transit:

- Revised Contract – expenses covered at 100% Federal (will require no local match) at least for 2020; unknown if requirement will change for 2021

- Budget – It is not unusual for the Transit Department to be in the red at this point in the year. Many of our expenses are frontloaded - annual building lease, workman's comp, vehicle insurance. All of these expenses are paid for the year in January. What is unusual for this time of year but understandable during the pandemic, is the reduced revenue that we have for both Public Transit and Volunteer Driver.

Public Transit revenue is at just over 37% of the annual projected budget. We did not adopt a no-fare policy as many systems around the state did. Since March, public transit service has been reduced by about 44%. Where we used to run three buses, we are now running two; and those at much reduced capacity to allow for social distancing. The loss of contract revenue from sources like Industries/Phase and Medical Assistance rides account for the reduction.

Since late March, bus trips provided in a week equal about what used to be provided in a day. Even as things have opened up ridership has not increased proportionately. Industries started up on a very limited basis this past week and we started providing rides again on June 26th; but a complete re-opening may not happen for quite a while. Providing those DHS trips is the backbone of Timber Trails' service. Revenue projections will stay very low until they open fully again. General public rides remain down significantly as people are opting not to go out - they have learned ways to get groceries and prescriptions delivered. Even medical appointments have found other avenues - virtual visits and other technological advances make actually going to the doctor not as necessary.

Salary and benefits are running as budgeted. Thus far we have been able to find meaningful work for everyone by working with the highway department and other departments, but at some point we may come to the point where hard decisions will need to be made. MN/DOT has amended our 2020-2021 contract to have no local match for March 1, 2020 until February 28, 2021 (or until federal Cares Act Funds are exhausted) and reduced our projected revenue for 2021 by 75%; thereby reducing the local match significantly.

Volunteer Driver revenue is at 35% of the annual projected budget. Mileage for volunteer drivers is at 34% of the annual projected budget. Several drivers chose to stop driving at the beginning of the crisis. Where early in the year we needed more drivers to get all the rides placed, we are now not being able to keep the remaining drivers as busy as they would like to be. We thought that when the dentists were able to open up that we would see an uptick in rides, but that hasn't happened yet.

Vehicle expenses are down proportionately; significantly less fuel used and less up keep and repairs on the buses. Low fuel prices have contributed to the low fuel expense.

Fixed costs for utilities, benefits and certain service contracts have remained the same. Travel and mileage expenses for administration have been virtually eliminated due to COVID response changes at MN/DOT.

As for marketing, it has been a balancing act between keeping our name out there and having us known as a community partner and not encouraging ridership at a time when people needed to be staying at home. We anticipate a big push when we are ready to open it up, but the threat of resurgence and/or second wave keep us very cautious at this point

Kanabec County Community Health # 7/7/2020
Statewide Health Improvement Program (SHIP) grant Resolution

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

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

WHEREAS, Isanti, Mille Lacs and Pine counties have qualified staff who are able to provide these services.

THEREFORE, the Kanabec County Community Health Administrator requests approval to apply for the SHIP grant from the Minnesota Department of Health (MDH) and to accept funding and sign the contract with MDH once said grant is approved by the State of Minnesota and also to sign contracts with Isanti, Mille Lacs and Pine counties for the purpose of providing staffing to implement the chosen strategies and carrying out the work plans, assisting with evaluation of the strategies, data reporting, and other duties as needed.

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

→ Ashley

Agreement for Housing for People in need for Emergency Shelter Purposes During COVID-19 Pandemic

WHEREAS, this agreement is made and entered into this ^{June} 29 day of ~~May~~ 2020, by and between Kanabec County and the AmericInn Mora, MN; and

WHEREAS, the parties desire to enter into this agreement for purposes of providing emergency housing for homeless individuals in Kanabec County who are unable to go to a shelter due to concerns regarding spread of COVID-19 and to limit exposure to the general public or party was discharged early from the hospital in order to open a bed for a critically ill patient but cannot safely return home; and

WHEREAS, this agreement contains the terms, financial and otherwise, regarding said emergency housing.

NOW, THEREFORE, in consideration of the mutual promises and agreements herein, the receipt and sufficiency of which the parties acknowledge, and for other valuable considerations given, the parties hereby agree as follows:

1. Costs of Hotel Rooms and Services Provided

When emergency housing becomes necessary, Kanabec County agrees to rent needed rooms at the AmericInn.

\$89.99

3pm to 11.00 Am.

Kanabec County shall pay the \$89.99 plus applicable taxes per occupied room per day (defined as 24 hours) for any room rented. Kanabec County shall make payment in full within 30 days of the receipt of any invoice from the AmericInn for services rendered herein.

Kanabec County shall be responsible for payment only if emergency housing becomes necessary. If no rooms are occupied pursuant to this agreement, Kanabec County is not responsible for any payments herein.

A refrigerator and microwave shall be included in each room. Coffee and other amenities shall be provided as requested and as appropriate.

The AmericInn shall provide all linens, towels, soaps, shampoos, shower curtains, and bedding and shall be responsible for the washing of linens and towels during the stay of the guests.

The AmericInn shall provide 2 sets of bedding for each bed, which will allow a guest to change his or her bedding without staff needing to enter the room.

The AmericInn will provide two trash liners so that the guest can bag/tie and put trash in hallway so that staff do not need to enter the room.

2. General Conditions

At all times, guests shall be required to stay in their respective room and shall not enter the lobby area in which other guests and hotel staff may be present. If a guest does not follow this condition, Kanabec County agrees that the guest shall be required to leave the AmericInn upon request of staff. Kanabec County Sheriff's Office will assist with removal of the guest from the AmericInn as necessary. The County will pay only for the actual days that the room was occupied.

The AmericInn shall establish a designated smoking area outside of the building and shall set up receptacles for cigarette butts and other related refuse. Guests placed in the hotel by the County shall use the South entrance only!

AmericInn staff shall not enter any room occupied pursuant to this agreement perform minor repairs during the guest's stay. Instead, staff shall provide the guest with another room if necessary.

Any court action involving this agreement shall be commenced in Kanabec County Court in Mora, Minnesota. The laws of the State of Minnesota shall apply to this agreement.

This agreement constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this agreement shall bind the parties unless in writing and signed by both parties. There are no understandings, agreements, or representation, whether oral or written, not specified herein regarding this agreement. The parties, by their signatures, acknowledge that they have read this agreement, understand it, and agree to be bound by its terms and conditions.

3. Duration of Agreement [Month to Month]

30 This agreement is effective upon the date of the last signature below. This agreement shall continue for a period of ~~60~~ days and may be continued upon agreement of both parties. The agreement will automatically end when the declared public health emergency ends.

4. Indemnification

Each party agrees to be responsible for, and to hold the other party harmless from, its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws.

Date: 06.29.2020

Arly 06.29.20
Representative - AmericInn

Date: _____

Kanabec County Community Health

Date: _____

Kanabec County
Board of Commissioners

Resolution # KCCH – 7/7/20
Revised AmericInn Agreement Resolution

WHEREAS one of the essential services Community Health is expected to provide if it is needed is shelter, and

WHEREAS the AmericInn located at 1877 Frontage Road, Mora, Minnesota 55051 has agreed to assist with meeting this essential service, and

WHEREAS the costs associated with providing these essential services are expected to be reimbursable through FEMA or other Federal/State COVID-19 aid, and

WHEREAS the Agreement has been reviewed by Emergency Management, the County Attorney and Community Health; and

WHEREAS on May 18, 2020 this Board approved said Agreement, after which changes were made by the vendor.

WHEREAS approval of said changes are being requested.

THEREFORE BE IT RESOLVED that the Kanabec County Commissioners approve the revised Agreement with the AmericInn on a month to month basis and authorizes the Community Health Director to sign the Agreement at this time and ongoing monthly until these services are no longer needed.

Resolution # KCCH – 7/7/20
Central Minnesota Council on Aging Grant Resolution

WHEREAS, Kanabec County Community Health has been a recipient of Title III grant funding from the Central Minnesota Council on Aging for the Public Health Nurse Clinic; and

WHEREAS, Kanabec County Community Health is in possession of the Request For Proposal for Central Minnesota Council on Aging for the continuation of the Title III grant, and

WHEREAS, the Community Health Director recommends applying for the continuation grant for seniors being served through these programs.

THEREFORE BE IT RESOLVED to approve the Kanabec County Community Health Director to apply for the continuation grant for the Title III funds and to accept the grant and sign the Agreement with CMCOA if it is approved.

Sheila
7/2/20 8:34AM

**** Kanabec County ****



TRIAL BALANCE REPORT

As of Date: 05/2020
Report Basis: 2 1 - Cash
 2 - Modified Accrual
 3 - Full Accrual

Save Report: N

Comment:

FUND Range From 15 Thru 15

**** Kanabec County ****



Sheila
7/2/20 8:34AM

TRIAL BALANCE REPORT
As of 05/2020

Report Basis: Modified Accrual

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	294,794.13	45,173.97-	24,041.47	318,835.60
1003	Audit Adjustments To Cash	4,697.57	0.00	4,697.57-	0.00
1110	Taxes Receivable - Prior & Delinquent	11,551.96	0.00	11,551.96-	0.00
	Total Assets	311,043.66	45,173.97-	7,791.94	318,835.60
---Liabilities and Balance-----					
Liabilities					
2020	Accounts Payable	523.17-	0.00	0.00	523.17-
2030	Salaries Payable	126,275.60-	0.00	126,275.60	0.00
2100	Due To Other Governments	8,725.14-	0.00	8,725.14	0.00
2230	Deferred Inflows	11,551.96-	0.00	11,551.96	0.00
	Total Liabilities	147,075.87-	0.00	146,552.70	523.17-
Fund Balance					
2881	Assigned Fund Balance	163,968.02-	0.00	0.00	163,968.02-
2910	Revenue Control	0.00	189,659.76-	1,291,280.22-	1,291,280.22-
2925	Expenditure Control	0.00	234,833.73	1,136,935.58	1,136,935.58
	Total Fund Balance	163,968.02-	45,173.97	154,344.64-	318,312.66-
	Total Liabilities and Balance	311,043.89-	45,173.97	7,791.94-	318,835.83-
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
15	Community Health Fund	0.00	0.00	0.00	0.00

Kanabec County Community Health - Board Financial Report
15-484

Through May 2020

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	58.33% July	66.67% August
Pilt/flex pay/misc expenses VISA											
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00			
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00			
Local Public Health Infrastructure											
Rev	410,257.00	10.13%	41,545.57	4,722.57	85.07	32,937.93	3,800.00	0.00			
Exp	372,769.00	43.54%	162,306.21	64,018.82	40,933.14	26,164.56	17,401.60	13,788.09			
Prevent Infectious Disease											
Rev	23,750.00	55.13%	13,093.34	589.25	776.11	307.04	148.92	11,272.02			
Exp	29,730.00	31.15%	9,261.01	1,564.91	1,746.77	2,884.72	1,171.94	1,892.67			
Environmental Health											
Rev	25.00	12.00%	3.00	0.00	0.00	3.00	0.00	0.00			
Exp	4,636.00	2.42%	111.97	0.00	24.53	15.90	71.54	0.00			
Healthy Communities-Adult Health											
Rev	290,166.00	49.47%	143,555.26	26,838.64	15,984.46	54,786.63	30,898.73	15,046.80			
Exp	279,446.00	40.88%	114,246.83	25,538.66	23,199.25	22,512.64	14,273.58	28,722.70			
Healthy Communities-Health Improvement											
Rev	502,296.00	56.14%	282,000.34	90,599.09	20,368.58	149.21	125,074.54	45,808.92			
Exp	487,991.00	37.06%	180,867.27	34,377.47	36,839.45	37,189.50	38,770.61	33,690.24			
Healthy Communities-Family Health											
Rev	938,192.00	39.16%	367,431.65	95,400.23	49,895.05	105,221.81	65,361.00	51,553.56			
Exp	795,439.00	34.61%	275,323.65	73,994.77	53,074.98	53,948.94	47,061.31	47,243.65			
Emergency Preparedness											
Rev	30,734.00	296.83%	91,227.50	670.76	6,678.87	75,000.00	0.00	8,877.87			
Exp	28,258.00	138.05%	39,010.88	3,230.34	2,508.95	4,757.48	14,570.28	13,943.83			
Assure Access-Case Management											
Rev	372,900.00	38.13%	142,196.74	26,896.20	65,152.83	16,250.51	10,003.78	23,893.42			
Exp	376,002.00	35.90%	134,996.35	29,268.68	26,231.40	27,359.19	26,111.60	26,025.48			
Assure Access-Home Care											
Rev	604,000.00	35.58%	214,924.39	46,584.52	44,750.98	48,790.41	41,591.31	33,207.17			
Exp	798,049.00	44.26%	353,233.29	81,662.32	66,670.03	71,009.72	66,988.24	66,902.98			
Agency Totals											
Rev	3,172,320.00	40.85%	1,295,977.79	292,301.26	203,691.95	333,446.54	276,878.28	189,659.76	0.00	0.00	0.00
Exp	3,172,320.00	40.01%	1,269,357.46	313,655.97	251,228.50	245,842.65	226,420.70	232,209.64	0.00	0.00	0.00

amount has changed

75.00%
September

outstanding payments/payments not vet posted

Hep A grant	
CTC	2,951.84
DFC	
FAP	
LCTS	
LPHG	24,262.32
MCH	3,650.68
MIECHV	50,817.41
PHEP	
RPC	
SHIP	39,039.12
TANF	
WIC	20,465.00
MIIC	432.28
CMCOA	
MN Choice	3,125.00
Admin asst	2,624.10
mental hlth	7,761.00
Suicide Prev	
MHIG	
Home care	83,024.41 estimate only see note below
	238,153.16

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

0.00

0.00

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

Board Meeting 07/07/20

Abstract Totals for Commissioner Vouchers

Board Meeting 07/07/20	Amount	Vendors	Transactions
Abstract #1	45,108.20	34	64
Abstract #2			
Totals	45,108.20	34	64

Abstract Totals for Auditor Vouchers

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

Sheila
7/2/20 8:31AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Sheila
7/2/20 8:31AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
3	434 Ability Network Inc 15-484-487-8450-6211		62.63	June billing svc/eligibility	20M-0092091	Services & Charges	N
4	15-484-487-8453-6211		187.88	June billing svc/eligibility	20M-0092091	Services & Charges	N
2	15-484-493-8452-6211		156.57	June billing svc/eligibility	20M-0092091	Services & Charges	N
1	15-484-496-8447-6211		219.20	June billing svc/eligibility	20M-0092091	Services & Charges	N
	434 Ability Network Inc		626.28	4 Transactions			
5	281 Association for Nonsmokers-Minnesota 15-484-485-8480-6285		9,592.00	ATOD Prev coord trng/contracts	20206-2	Contracted Work	N
6	15-484-485-8480-6411		1,408.00	ATOD Prev coord trng/contracts	20206-2	Program Supplies	N
	281 Association for Nonsmokers-Minnesota		11,000.00	2 Transactions			
51	185 Bergstadt/Jennifer 15-484-496-8449-6331		311.65	May/June HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		311.65	1 Transactions			
52	1396 Biever/Laurie 15-484-496-8449-6331		493.93	May/June mileage		Mileage & Meals	N
	1396 Biever/Laurie		493.93	1 Transactions			
7	1127 Board of Regents U of Nevada 15-484-485-8480-6289		140.00	reg. Natl. Prev. Network conf	49140715	Staff Development	N
8	15-484-485-8480-6331		160.00	Natl. Prev Network conf	49140715	Mileage & Meals	N
	1127 Board of Regents U of Nevada		300.00	2 Transactions			
36	3094 Burski/Kathy 15-484-481-8481-6412		55.81	batteries for dremels		Office Supplies	N
	3094 Burski/Kathy		55.81	1 Transactions			
9	298 Childrens Dental Services 15-484-485-8475-6285		557.76	transport equipment/staff 2/28		Contracted Work	Y
	298 Childrens Dental Services		557.76	1 Transactions			
53	1388 Elfstrum/Brenda 15-484-496-8449-6331		347.88	May/June HHA mileage		Mileage & Meals	N
	1388 Elfstrum/Brenda		347.88	1 Transactions			
37	3646 Felland/Becky 15-484-496-8447-6331		301.88	May/June home care mileage		Mileage & Meals	N

Sheila
7/2/20 8:31AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
3646	Felland/Becky		301.88		1 Transactions		
49	3501 Fratzke/Michelle 15-484-496-8447-6331		26.45	June home care mileage		Mileage & Meals	N
	3501 Fratzke/Michelle		26.45		1 Transactions		
55	1128 Glocke/Beverly 15-484-496-8448-6331		48.88	May/June HM mileage		Mileage & Meals	N
54	15-484-496-8449-6331		338.67	May/June HHA mileage		Mileage & Meals	N
	1128 Glocke/Beverly		387.55		2 Transactions		
11	4184 Health Dimension Rehabilitation Inc 15-484-496-8447-6211		11,298.73	May PT services		Services & Charges	N
12	15-484-496-8447-6211		445.63	May OT services		Services & Charges	N
13	15-484-496-8447-6211		107.28-	May attempted visit credit		Services & Charges	N
	4184 Health Dimension Rehabilitation Inc		11,637.08		3 Transactions		
10	324 Healthcare First 15-484-496-8447-6211		104.74	June HHCAHPS fee	5121732	Services & Charges	N
	324 Healthcare First		104.74		1 Transactions		
14	829 Hinckley-Finlayson Schools 15-484-485-8468-6211		547.29	mini grant breastfeeding room		Services & Charges	N
	829 Hinckley-Finlayson Schools		547.29		1 Transactions		
38	234 Holland/Jeff 15-484-496-8447-6331		308.20	Apr/May home care mileage		Mileage & Meals	N
39	15-484-496-8447-6331		437.00	June home care mileage		Mileage & Meals	N
	234 Holland/Jeff		745.20		2 Transactions		
15	3095 Isanti County Public Health 15-484-485-8468-6880		5,820.41	April hlthy eat/active living		Grant Admin- Pass thru	N
16	15-484-485-8468-6880		88.10	April tobacco strategy		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		5,908.51		2 Transactions		
60	653 Kanabec County Auditor 15-484-496-8447-6331		135.70	June home care co. vehicle use		Mileage & Meals	N
	653 Kanabec County Auditor		135.70		1 Transactions		
	132 Kanabec Publications						

Sheila
7/2/20 8:31AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
17	15-484-496-8447-6411		98.00	home care svc agmts	052020980	Supplies	N
18	15-484-496-8447-6411		98.00	home care financial rev forms	052020980	Supplies	N
132	Kanabec Publications		196.00	2 Transactions			
377	Marco Inc						
33	15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt	27314194	Rental & Service Contracts Copier	N
34	15-484-450-0000-6341		120.80	B/W image overage	27314194	Rental & Service Contracts Copier	N
377	Marco Inc		907.91	2 Transactions			
1143	McKesson Medical-Surgical Govt Solution						
61	15-484-481-8481-6432		102.99	PHNC supplies		Medical Supplies	Y
20	15-484-481-8481-6432		29.43	PHNC supplies	05843199	Medical Supplies	N
19	15-484-496-8447-6432		13.39	home care supplies	05843199	Medical Supplies	N
22	15-484-490-8484-6432		56.25	COVID-19 supplies	07115731	Medical Supplies	N
21	15-484-496-8447-6432		157.77	home care supplies	07115731	Medical Supplies	N
24	15-484-490-8484-6432		166.59	COVID-19 supplies	07212515 07550	Medical Supplies	N
23	15-484-496-8447-6432		496.31	home care supplies	07446768	Medical Supplies	N
1143	McKesson Medical-Surgical Govt Solution		1,022.73	7 Transactions			
198	Mille Lacs Co. Community & Veterans Ser						
25	15-484-485-8468-6880		2,772.95	May hlthy eat/active living		Grant Admin- Pass thru	N
26	15-484-485-8468-6880		984.73	May tobacco strategy		Grant Admin- Pass thru	N
198	Mille Lacs Co. Community & Veterans Ser		3,757.68	2 Transactions			
8040	Miller, Patti						
40	15-484-485-8444-6331		74.75	June suicide prev mileage		Mileage & Meals	N
8040	Miller, Patti		74.75	1 Transactions			
1353	Nelson/Darla						
56	15-484-496-8449-6331		521.53	May/June HHA mileage		Mileage & Meals	N
1353	Nelson/Darla		521.53	1 Transactions			
927	Neumen/Cami						
63	15-484-493-8452-6331		6.90	June CM mileage		Mileage & Meals	N
62	15-484-496-8447-6331		271.40	June home care mileage		Mileage & Meals	N
64	15-484-496-8447-6331		52.90	May home care mileage		Mileage & Meals	N
927	Neumen/Cami		331.20	3 Transactions			
52	Olson/Autumn						
46	15-484-487-8450-6331		8.05	June TANF mileage		Mileage & Meals	N

Sheila
7/2/20 8:31AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	On Behalf of Name	1099
47		15-484-487-8451-6331		10.35	May HP mileage				Mileage & Meals		N
48		15-484-487-8453-6331		265.08	Apr-June MIECHV mileage				Mileage & Meals		N
	52	Olson/Autum		283.48		3 Transactions					
	632	Pine County Health & Human Services									
27		15-484-485-8468-6880		473.73	May hlthy eat/active living				Grant Admin- Pass thru		N
28		15-484-485-8468-6880		284.24	May tobacco strategy				Grant Admin- Pass thru		N
	632	Pine County Health & Human Services		757.97		2 Transactions					
	330	Prevent Child Abuse America									
29		15-484-487-8453-6285		918.00	second half annual fees		MN012 20b		Contracted Work		N
30		15-484-487-8453-6289		204.00	reg fees 2020 HFA Live		MN121LC20		Staff Development		N
	330	Prevent Child Abuse America		1,122.00		2 Transactions					
	1313	Quill Corporation									
32		15-484-485-8480-6411		941.24	RPC grand misc office supplies				Program Supplies		N
31		15-484-485-8480-6411		190.97	RPC grant desk chair and paper		7931488		Program Supplies		N
	1313	Quill Corporation		1,132.21		2 Transactions					
	1030	Ringler/Jennie									
57		15-484-496-8449-6331		227.13	May/June HHA mileage				Mileage & Meals		N
	1030	Ringler/Jennie		227.13		1 Transactions					
	3174	Rosburg/Diane									
50		15-484-496-8447-6331		243.17	June home care mileage				Mileage & Meals		N
	3174	Rosburg/Diane		243.17		1 Transactions					
	16326	Sarkisyan/Amber									
59		15-484-490-8484-6331		21.28	May COVID-19 ES mileage				Mileage & Meals		N
58		15-484-496-8449-6331		465.17	May/June HHA mileage				Mileage & Meals		N
	16326	Sarkisyan/Amber		486.45		2 Transactions					
	167	Telander/Sarah									
35		15-484-450-0000-6331		72.45	2nd qtr admin mileage				Mileage & Meals		N
	167	Telander/Sarah		72.45		1 Transactions					
	594	Wiltrout/Shari									
44		15-484-487-8450-6331		2.30	May TANF mileage				Mileage & Meals		N
45		15-484-487-8453-6331		239.61	May/June MIECHV mileage				Mileage & Meals		N

Sheila
 7/2/20 8:31AM
 15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
594 Wiltroat/Shari		241.91	2 Transactions		
43 452 Zaiser/Kelly					
15-484-481-8481-6331		35.65	June PHNC mileage	Mileage & Meals	N
41 15-484-487-8450-6331		11.50	June TANF mileage	Mileage & Meals	N
42 15-484-487-8453-6331		194.77	May/June MIECHV mileage	Mileage & Meals	N
452 Zaiser/Kelly		241.92	3 Transactions		
15 Fund Total:		45,108.20	Community Health Fund	34 Vendors	64 Transactions
Final Total:		45,108.20	34 Vendors	64 Transactions	

Sheila
7/2/20

8:31AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	15	45,108.20	Community Health Fund
	All Funds	45,108.20	Total
			Approved by,
		
		

9:30am Appointment

July 7, 2020

REQUEST FOR BOARD ACTION

a. Subject: Tax Forfeit Land Sale	b. Origination: County Auditor's Office
c. Estimated time: 15+ minutes	d. Presenter(s): Roberta Anderson

e. Board action requested:

To set the minimum bid amount on the tax forfeit land sale parcels for the Sept 10th sale date. Also to discuss the possibility of having an online sale rather than in person.

f. Background:

The list of parcels presented for the 2020 tax forfeit land sale must be reviewed and a minimum bid amount determined in order to proceed with the mailings for the sale.

Supporting Documents: None Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Kanabec County Tax Forfeit Sale Review Packet- Summary

Number	Township	PID	Section	Legal Description	Approximate size unless platted lot that has been surveyed		Min Bid
					Acres	Conditions	
1	Ann Lake	01.00270.00	14	N1/2 of SE1/4	80.00		
2	Brunswick	03.00880.00	12	Pt SW1/4 of SW1/4, Beg at NE cor then W 210', S to ctr of Groundhouse River, then Sely along ctr of river to pt where ctr of river inters E line of forty, then N along E line of forty to POB, ex road r/w	2.00	Groundhouse River, 210' m/l	
3	Brunswick	03.01140.00	14	Pt SW1/4 of NE1/4	1.75	Old Station 65 gas station/bar	
4	Brunswick	03.01200.00	14	Pt NW1/4 of NE1/4	3.86		
5	Haybrook	07.00875.10	20	NE1/4 of NE1/4 of SE1/4	10.00		
6	Haybrook	07.01175.40	27	NE1/4 of SW1/4 of NE1/4, incl/subj to 30' easement	10.00		
7	Haybrook	07.01175.50	27	W1/2 of N1/2 of SW1/4 of NE1/4, incl/subj to 30' easement	10.00		
8	Hillman	08.01995.00	23	Raspberry Acres, Lot 5 Block 5, Pt NW1/4 of NW1/4	5.16	Subj to flowage easement Bk 54 of Deeds, Pg 269-270	
9	Kroschel	11.01480.00	35	Pt SE1/4 of SE1/4, S 483' ex beg at SE cor of SE1/4 of SE1/4, then W along S line of said forty 418', then N & par to E line of said forty 313.5' then E par to S line of said forty 418' to E line of said forty then S along E line of said forty 313.5' to POB	10.00		
10	Peace	12.00390.00	7	Pt SE1/4 of NE1/4, E 30 rods ex S 16 rods	12.00		
11	Peace	12.02180.00	5	Village of North Mora, Lots 3, 4, 7 & 8, Block A	n/a		
12	Peace	12.03550.00	28	Blackberry Acres, Lot 11 Block 2 Pt NW1/4 of NE1/4 & SE1/4 of NE1/4 & SW1/4 of NE1/4	8.90	Snake River, 550' m/l	
13	Peace	12.04170.00	24	Pine View Beach North, Lot 1 Block 3 Pt NE1/4 of NE1/4	1.17		
14	Pomroy	13.01185.00	25	W1/4 of NE1/4 of NE1/4	10.00		

15	Pomroy	13.01185.00	25	W1/4 of NE1/4 of NE1/4	10.00		
16	Pomroy	13.01895.00	19	Pine View Beach North, Outlot A Pt Govt Lot 1	5.90	<i>Pomroy Lake, 410' m/l</i>	
17	Southfork	14.00265.00	6	Pt NW1/4 of NW1/4, E 262' of W 1034' of N 450'	2.71		
18	City of Mora	22.06275.00	11	Lake Park Addition, Lots 8, 9, 10, 11 & 13, Blk 3	n/a	<i>Lake Mora, not public waters</i>	
19	ity of Quamb	24.00185.00	35	Pt SE1/4 of NW1/4, Com at NW cor Lot 4, Blk 4 of Town of Quamba, S 150' to SW cor of Lot 6 Blk 4, W to W line, N 150', E to POB. 22691 Quamba St, Brook Park	0.85		
20	ity of Quamb	24.00200.00	35	Plat of Quamba, Lots 1 & 4, Blk 1 26355 Whited Ave, Brook Park	n/a		
21	ity of Quamb	24.00250.00	35	Plat of Quamba, Lots 3 & 4, Blk 4 22723 Quamba St, Brook Park	n/a		
22	ity of Quamb	24.00255.00 24.00260.00	35	Plat of Quamba, Lots 5 & 6, Blk 4 22695/22705 Quamba St, Brook Park	n/a	<i>City requests these parcels be sold together</i>	
Previously offered parcels to revalue							<i>Previous minimum</i>
23	Arthur	02.04780.00	24	Spring Brook Estates, Lot 12, Block 1	1.39	none	\$ 10,000
24	Grass Lake	06.01765.00	26	Pt NW1/4 of SW1/4, N 250' of W 160' of E 350', Address: 2621 115 Ave, Braham	0.91	none	\$ 10,000
25	Kroschel	11.01505.00	36	NE1/4	160.00	\$ 1,200	\$ 120,000
26	Pomroy	13.00805.00	16	NE1/4 of SW1/4; & SE1/4	200.00	\$ 6,300	\$ 120,000
27	Pomroy	13.00800.00	16	W1/2 of NE1/4 incl easement	80.00	\$ 13,900	\$ 50,000
28	Pomroy	13.01065.00	23	<i>S1/2 of S1/2 of N1/2 of SE1/4 of SE1/4, Landlocked</i>	5.00	none	\$ 500
29	Pomroy	13.01135.00	24	<i>N1/2 of N1/2 of N1/2 of NW1/4 of SE1/4, Landlocked</i>	5.00	none	\$ 500
30	Southfork	14.00055.00	2	Pt W1/2 of NW1/4, Address: 1580 Eagle St, Ogilvie	3.20	none	\$ 25,000

31	Whited	15.00470.00	12	S1/2 of N1/2 of SE1/4 of SE1/4	10.00	Timber value \$1300		\$ 10,000
32	Whited	15.02435.00	28	Woodmor, E1/2 of Lot 14, Block 2	4.80	Timber value \$2500		\$ 12,000
33	Grasston	21.00325.00	12	John Runquists 2nd Addn, Lots 9 & 10, Block 2	n/a	none		\$ 2,500
34	Grasston	21.00605.00	12	Grasston Acres, Lot 16, Block 1	n/a	none		\$ 2,500
35	Grasston	21.00610.00	12	Grasston Acres, Lot 17, Block 1	n/a	none		\$ 2,500
36	Grasston	21.00615.00	12	Grasston Acres, Lot 18, Block 1	n/a	none		\$ 2,500
37	Grasston	21.00620.00	12	Grasston Acres, Lot 19, Block 1	n/a	none		\$ 2,500

9:55am Appointment

July 7, 2020

REQUEST FOR BOARD ACTION

a. Subject: Liquor license renewal	b. Origination: Auditor/Treasurer
c. Estimated time: 5 minutes	d. Presenter(s): Denise Snyder

e. Board action requested:

Approve the following resolutions:

Resolution #__ - 7/7/20

Liquor & Tobacco Licenses

WHEREAS the Kanabec County Auditor/Treasurer has recommended the following applications for liquor and tobacco licenses, and

WHEREAS the applications were complete, included all necessary documentation, appear in accordance with County Policies and the facility owners are in good standing with the County;

BE IT RESOLVED to approve the following license applications:

**LIQUOR LICENSE RENEWALS 2020-2021
KANABEC COUNTY BOARD - JULY 7, 2020**

Establishment	LIQUOR	BEER	TOBACCO
Eagles Cove Resort	On/Sun	-	-
Fish Lake Resort & Campground	On/Off/Sun	-	Yes

f. Background:

Supporting Documents: None Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:00am Appointment

July 7, 2020

REQUEST FOR BOARD ACTION

a. Subject: Welia Health Update	b. Origination: Welia Health Board
c. Estimated time: 15 minutes	d. Presenter(s): Randy Ulseth, Welia CEO

e. Board action requested:

- a. Welia Health Bylaw Revisions

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 Kanabec County Board of Commissioners does hereby adopt these bylaws under which the Hospital Board shall operate.

- b. COVID-19's impact on the hospital
- c. Progress on defining taxable areas of the hospital campus

f. Background:

Supporting Documents: None Attached:

Date received in County Coordinators Office:

Coordinators Comments:



BYLAWS

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ARTICLE VI COMMITTEES Page 8

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RESTATED BYLAWS OF WELIA HEALTH

PREAMBLE

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

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

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

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

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

DEFINITIONS

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

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

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

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

ARTICLE I

NAME

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

Welia Health

ARTICLE II

PURPOSES

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

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

ARTICLE III

BOARD

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

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

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

Section 4. Appointment of Community-At-Large Members: Terms. Welia Health board members appointed from the community-at-large shall be recommended for appointment by the Nominating Committee. When a vacancy occurs, public notices will be published stating that any resident in the health system service area interested in serving on the Board must complete and submit an official application to the Nominating Committee. The Nominating Committee will

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

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

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

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

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

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

ARTICLE IV

BOARD MEETINGS

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

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

Section 3. Quorum. The presence in person of a majority of all the voting members of the board shall be necessary to constitute a quorum of any meeting. In the absence of a quorum, a majority of the members present may adjourn a meeting until a quorum is present, and notice of any adjourned meeting need not be given other than by announcement at the meeting at which adjournment is taken. Notwithstanding the foregoing, when a quorum has been present at a meeting of the Board, but members have withdrawn from a meeting so that less than a quorum remains, the members still present nevertheless may continue to transact business until adjournment. The action of a majority of the members present at any meeting at which business

may be lawfully transacted as herein provided shall constitute the action of the Board, and the validity of such action in no respect shall be impaired solely in the event that there shall exist one or more unfilled vacancies in the board at the time such action is taken.

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

ARTICLE V

OFFICERS

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

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

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

Section 4. Secretary/Treasurer. The secretary/*treasurer* shall be secretary of, and when present, shall record proceedings of all meetings of the Board and the executive committee, if one is constituted. He or she shall keep a register of the names and addresses of all the members and shall at all times keep on file complete copies of the bylaws. He or she shall give, when directed to do so, proper notice of meetings of the Board. He or she shall perform such other duties and have

such powers as may, from time to time, be prescribed by the Board, and in general, shall perform all duties and have those powers usually incident to the office of secretary of a corporation. The secretary/treasurer shall be aware of all the financial transactions of the health system, shall work with the accounting officer in reporting to the Board at each regular meeting the financial condition of the health system and its financial operations for the most recent period and shall have such other duties as the Board may from time to time assign. Such secretary/treasurer shall be responsible for keeping minutes of all meetings of the Board, a copy of which shall be filed with the county auditor to be presented to the county board for their approval. The secretary/treasurer may delegate the notice of meetings and recording of minutes to a recording secretary.

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

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

ARTICLE VI

COMMITTEES

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

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

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

Section 4. Special Committees. Special committees may be appointed by the board for such special duties as circumstances warrant. Such special committees shall limit their activities to the accomplishment of the task for which created and appointed, and shall have no power to act except as is specifically conferred upon each by action of the board. Upon completion of the task for which appointed, each special committee shall stand discharged. Chairmen for special committees shall be members of such committee and shall be elected by the members of that committee. The committee chairman shall serve for the life of the committee or term of office of the member. Non- Board members may be appointed at the discretion of the Board chairman. The committee shall meet as often as necessary to complete its assigned task. Minutes shall be taken and submitted at the next regular Board meeting along with any other reports as requested by the

Board.

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

Section 6. Nominating Committee

(a) **Purpose.** The Nominating Committee shall nominate persons for Board community-at-large positions as set forth in Article III, Section 4.

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

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

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

ARTICLE VII

NOTICE AND WAIVER: WRITTEN ACTION: ELECTRONIC MEETINGS

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

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

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

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

ARTICLE VIII

Chief Executive Officer

Section 1. Appointment. The Board shall employ a competent chief executive officer with such qualifications and experience as it deems suitable and proper, who may have the "Chief Executive Officer, President," or such other title as determined by the Board. The Chief Executive Officer shall be given the necessary authority and held responsible for the administration of the

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

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

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

- I. 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.

Section 5. Dissolution. *Upon dissolution of the hospital enterprise, any net assets will accrue to the County.*

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 #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

June 16, 2020

The Kanabec County Board of Commissioners held a Regular Board Meeting via telephone/video conference call at 9:00am on Tuesday, June 16, 2020 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Dennis McNally, Les Nielsen, and Craig Smith. The following Board Members joined the meeting via telephone/video: Kathi Ellis. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Others participating via telephone included: Public Works Director Chad Gramentz, County Attorney Barbara McFadden, and Public Health Director Kathy Burski.

The Vice-Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – Les Nielsen introduced a motion to approve the agenda with the following changes: Remove #5, Central MN EMS updated joint powers agreement. Add Jeff Anderson between 10:00am and 10:20am, request to fill vacant dispatcher position. Remove #7, CARES Act.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #2 – Dennis McNally introduced a motion to recess the Board Meeting at 9:05am to a time immediately following the Family Services Board.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

The Kanabec County Family Services Board met at 9:05am on Tuesday, June 16, 2020 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Dennis McNally, Les Nielsen, Craig Smith. The following Board Members joined the meeting via telephone: Kathi Ellis. Family Services Director, Chuck Hurd presented the Family Services Agenda via telephone.

Action #FS3 – Gene Anderson introduced a motion to approve the Family Service Agenda as presented.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #FS4 – Gene Anderson introduced a motion to approve the letter of support for Vasa Crossing Apartments.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #FS5 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #FS5 – 6/19/20

Initiative Foundation

WHEREAS, Kanabec County Family Services has been awarded an Initiative Foundation Grant of \$2500.00

WHEREAS, this grant will require a match of \$2500.00 in County funds

WHEREAS, the grant funding will assist in the purchase of this technology which will provide ongoing benefit to the agency

WHEREAS, these funds are already in the 2020 budget for Family Services

NOW THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the Kanabec County Family Service Director to accept these grant funds from the Initiative Foundation.

Craig Smith, in favor
Gene Anderson, in favor
Les Nielsen, in favor
Kathi Ellis, in favor
Dennis McNally, in favor

Whereupon the motion was passed.

Action #FS6 – Dennis McNally introduced a motion to approve the payment of 89 claims totaling \$223,264.00 on Welfare Funds.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #FS7 – Les Nielsen introduced a motion to adjourn Family Services Board at 9:25am and to meet again on July 21, 2020 at 9:05am.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

The Board of Commissioners reconvened.

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

EDA Director Heidi Steinmetz met with the County Board via WebEx to give an update regarding COVID-19 and local businesses. Information only, no action was taken.

Public Works Director Chad Gramentz met with the County Board via WebEx to discuss moving into Phase 2 of the County's Re-Opening Plan.

Action #8 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #8 – 6/16/20

WHEREAS on June 2, 2020 the Kanabec County Board of Commissioners adopted a comprehensive, department-supported plan to safely re-open county facilities during the COVID-19 pandemic, and

WHEREAS said plan allows the Board of Commissioners to determine when to proceed into each re-opening phase as defined in the plan; and

WHEREAS the Governor of the State of Minnesota has begun cautiously and strategically reducing restrictions on public settings, and

WHEREAS the Public Health Director, Safety Director, Sheriff and Personnel Director support moving into Phase 2 of the plan,

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners moves the **Kanabec County Safely Re-Open Plan For the COVID-19 Pandemic** into Phase 2 effective Monday, June 22, 2020 at 8:00 a.m. until further notice.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor

Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #9 – Gene Anderson introduced a motion to move County Board Meetings to basement meeting rooms 3&4 starting July 7, 2020 and until further notice to allow proper social distancing of board members and to continue remote access by phone.

The motion was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #10 – Les Nielsen introduced a motion to approve the June 2, 2020 minutes as presented.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

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

Denise Snyder presented the following resolution to the County Board:

Resolution #__ - 6/16/20

Request for an Additional Settlement of Property Tax Payments for the City of Mora

WHEREAS the City of Mora relies on property tax collections for a significant portion of support for the City's general fund and debt service, and

WHEREAS on April 21, 2020 the Kanabec County Board of Commissioners passed Resolution # 14-04/21/2020 which reduced the late payment penalty for property taxes due May 15, 2020, and

WHEREAS the City of Mora may be at risk for a deficit fund balance if a significant portion of taxpayers fail to pay their property taxes by the deadline;

WHEREAS the Mora City Council formally requests, in accordance with Minnesota State Statute 273.11, an additional settlement of property tax payments received between the dates of May 16, 2020 and July 31, 2020.

BE IT RESOLVED that the Kanabec County Board of Commissioners approves the request of the Mora City Council for an additional settlement of property tax payments received between the dates of May 16, 2020 and July 31, 2020.

The Chairperson asked for a motion three times. The resolution failed for lack of a motion.

Action #11 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #11- 6/16/20
Liquor & Tobacco Licenses

WHEREAS the Kanabec County Auditor/Treasurer has recommended the following applications for liquor and tobacco licenses, and

WHEREAS the applications were complete, included all necessary documentation, appear in accordance with County Policies and the facility owners are in good standing with the County;

BE IT RESOLVED to approve the following license applications:

LIQUOR LICENSE RENEWALS 2020-2021
KANABEC COUNTY BOARD - JUNE 16, 2020

Establishment	LIQUOR	BEER	TOBACCO
McBees	On/Off/Sun	-	

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor

Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

The Board revisited the request for an additional settlement of property tax payments for the City of Mora and determined a formal action was prudent.

Action #12 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #12 - 6/16/20

Request for an Additional Settlement of Property Tax Payments for the City of Mora

WHEREAS the City of Mora relies on property tax collections for a significant portion of support for the City's general fund and debt service, and

WHEREAS on April 21, 2020 the Kanabec County Board of Commissioners passed Resolution # 14-04/21/2020 which reduced the late payment penalty for property taxes due May 15, 2020, and

WHEREAS the City of Mora may be at risk for a deficit fund balance if a significant portion of taxpayers fail to pay their property taxes by the deadline;

WHEREAS the Mora City Council formally requests, in accordance with Minnesota State Statute 273.11, an additional settlement of property tax payments received between the dates of May 16, 2020 and July 31, 2020.

BE IT RESOLVED that the Kanabec County Board of Commissioners *denies* the request of the Mora City Council for an additional settlement of property tax payments received between the dates of May 16, 2020 and July 31, 2020.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #13 – Gene Anderson introduced a motion to reduce 2020 liquor license fees by 25% for establishments that were forced to close for 3 months due to the executive order by Governor Walz. This does not include off-sale liquor licenses.

The motion was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

County Assessor Tina Von Eschen met with the County Board to request to fill a vacant position in her department.

Action #14 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #14 – 6/16/20

WHEREAS there is a vacancy in the position of a Property Tax Specialist, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Assessor and the County Personnel Director to hire a Full Time Property Tax Specialist to fill the position at Step A, Range 10 of the pay plan which is \$21.11 per hour or the rate set by internal promotion, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #15 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #15 – 6/16/20

WHEREAS there is a vacancy in the position of a Correctional Officer/Dispatcher, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Sheriff and the County Personnel Director to hire a Full Time Correctional Officer/Dispatcher to fill the position at Step A, Range 9 of the pay plan which is \$19.92 per hour or the rate set by internal promotion, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

10:43am – The Chairperson called for public comment three times. None responded.

10:44am – The Chairperson closed public comment.

Action #16 – Gene Anderson introduced a motion to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Kanabec County Auditor HRA	6,000.00
Mora Municipal Utilities	16,510.47
Spire Credit Union	2,885.76
East Central Energy	160.66
Ann Lake Twp	500.00
Braham Public Schools	14,795.18
Brunswick Twp	1,000.00
City of Braham	1,500.00
City of Grasston	5,573.06
City of Mora	1,002.00
Grass Lake Twp	824.54

Haybrook Twp	769.30
Hillman Twp	603.16
Isle Public Schools	1,538.59
Mora Public Schools	6,046.50
Ogilvie Public Schools	1,000.00
Peace Twp	1,418.09
Ann Lake Twp	44,598.74
Arthur Twp	112,963.28
Braham Public Schools	80,280.22
Brunswick Twp	82,011.97
City of Braham	26,128.26
City of Grasston	9,246.31
City of Isle	300.00
City of Mora	633,445.44
City of Ogilvie - Clerk	58,931.57
City of Quamba	31,573.65
Comfort Twp	78,397.16
Comm of Finance-Treas Div	399.75
East Cent. Reg Dev Commission	14,268.04
East Central School District	26,706.21
Ford Twp	51,503.18
Grass Lake Twp	53,600.01
Haybrook Twp	40,770.28
Hillman Twp	36,125.36
Hinckley-Finlayson Schools	28,321.89
Isle Public Schools	25,527.27
Kanabec County	153,186.18
Kanabec Twp	47,236.00
Knife Lake Improvement District	18,083.29
Knife Lake Twp	62,897.82
Kroschel Twp	28,867.08
Milaca Public Schools	7,514.49
MN Commissioner of Revenue	53.20
Mora Public Schools	832,084.62
Ogilvie Public Schools	235,164.94
Peace Twp	78,845.28
Pine City Public Schools ISD 578	173.22
Pomroy Twp	59,592.99
Southfork Twp	28,115.38
Whited Twp	37,634.46
The Hartford Priority Accounts	2,118.09

Kanabec County Auditor-Treas	4,699.53
E C Riders	1,724.15
Midcontinent Communications	857.11
Minnesota Department of Finance	4,234.50
Verizon Wireless	3,326.65
VISA	123.29
East Central Energy	171.58
VISA	460.56
City of Quamba	1,335.63
61 Claims Totaling:	<u><u>\$3,105,725.94</u></u>

The motion was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
 Craig Smith, in favor
 Les Nielsen, in favor
 Gene Anderson, in favor
 Kathi Ellis, in favor

Whereupon the motion was passed.

Deputy Auditor Tax Karen McClellan, County Assessor Tina Von Eschen, and County Auditor Denise Snyder met with the County Board on-site to discuss applying for membership with Minnesota Counties Information Systems (MCIS).

Action #17 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #17 - 6/16/20

WHEREAS the Auditor Treasurer’s Office and County Assessor’s Office are recommending changing to an alternate tax and CAMA system; and

WHEREAS the Auditor Treasurer’s Office and County Assessor’s Office have determined that the finalists in the RFP from MnCCC would not best serve the needs of Kanabec County and are not financially an option for Kanabec County; and

WHEREAS the Auditor Treasurer’s Office and County Assessor’s Office have performed their due diligence and have recommended applying for membership with Minnesota Counties Information Systems (MCIS) to further explore their preferred alternate tax and CAMA system;

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

The motion was duly seconded by Craig Smith and upon a roll call vote being taken

thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #18 – Les Nielsen introduced a motion the pay the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
A and E Cleaning Services	500.00
Ace Hardware	486.14
Ace Hardware	94.39
Advanced Correctional Healthcare	17,308.11
Ann Lake Watershed Alliance	1,807.61
Anoka County Corrections	264.00
Aspen Mills	366.76
CES Imaging	131.36
Coborn's	535.79
Consolidated Communications	717.07
Consolidated Communications	63.97
Consolidated Communications	160.80
Consolidated Communications	68.92
Curtis, Michael	628.23
Dearborn National Life Insurance Co	751.85
East Central Exterminating	125.00
Eric Hanson Consulting	5,500.00
Frisch, Justin	92.24
G & N Enterprises	185.40
Glen's Tire	323.88
Grainger	38.54
Grainger	66.84
Granite City Jobbing	1,192.97
Health Partners	6,487.94
Hoefert, Robert	881.55
Ingebrand Funeral Home	430.00
Johnsons Hardware	239.99

Johnsons Hardware	145.97
Jones, Willis	150.00
Kanabec County History Center	3,500.00
Kanabec Publications	734.00
M&I Lockbox:MCCC	45.00
M&I Lockbox:MCCC	45.00
Marco, Inc	159.00
Marco, Inc	134.68
McKinnis & Doom PA	170.00
McKinnis & Doom PA	212.50
McKinnis & Doom PA	442.00
McKinnis & Doom PA	153.00
MEI Total Elevator Solutions	1,014.58
Michael K. Pepin Law Offices	382.50
Minnesota Monitoring Inc	231.00
Motorola Solutions	22,877.04
Nelson, Ronette	270.83
Office Depot	50.33
Office Depot	71.59
Office of MNIT Services	1,300.00
Ogilvie Museum	750.00
O'Reilly Auto Parts	23.80
Premium Waters, Inc	15.09
Quality Disposal Systems	199.35
Quality Disposal Systems	388.36
Quality Disposal Systems	24.15
Reliance Telephone Inc	1,500.00
RELX Inc. DBA LexisNexis	187.58
Stellar Services	319.84
Summit Food Service Management	15,408.01
Tinker & Larson Inc	1,481.63
Tinker & Larson Inc	49.50
UPS	31.87
Van Alst, Lillian	387.55
Visser, Maurice	504.28
Zamora, Ray	851.58
Dallman, Robert Jr & Bonnie	1,288.00
Election Systems & Software Inc	2,400.00
Sea Change Print Innovations	33.00
Absolute Title Co	840.00
Absolute Title Co	846.00

Gregory, William	763.00
Carter, David	328.00

70 Claims Totaling: 100,158.96
Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	1,000.00
Ace Hardware	330.85
Ameripride	513.51
Auto Value	2,101.65
BuckleyII	620.20
Contech Engineered Solutions	130,046.10
Envirotech Services	2,855.52
Federated Co-op	1,560.89
Frontier Precision	302.80
FS Solutions	274.93
Gopher State One-Call	59.40
Handyman's Hardware	137.04
Houtsma, Brandon	450.00
J A Smith	750.00
Kanabec Publications	52.00
Kwik Trip	885.07
Locators Supplies	268.10
Marco Inc	339.08
Mei Total Elevator Solutions	510.28
Mille Lacs County Public Works	148.17
Minnesota Petroleum Marketers	460.00
Northern States Supply	75.15
Nuss Truck	865.53
Oslin Lumber	28.00
Owens Auto Parts	151.72
Power Plan (RDO)	2,122.12
Quality Disposal Systems	164.25
Sawatzky, Fred	167.33
USIC Locating	1,120.00

29 Claims Totaling: \$148,359.69

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

County Coordinator Kris McNally led a discussion regarding part-time deputies and PERA.

Action #19 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #19 – 6/16/20

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that Kanabec County hereby declares that the position of Deputy, currently held by our current and future part time employees, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

The motion was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

County Coordinator Kris McNally led a discussion regarding the 2020 Fair Board (Ag Society) allocation.

Action #20 – Gene Anderson introduced a motion to approve the full allocation of \$4,500 to the Kanabec County Fair Board (Ag Society) as budgeted even though the fair is cancelled for 2020.

The motion was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Chairperson Kathi Ellis led a discussion regarding a payment of \$1,000,000.00 owed to Welia. Auditor/Treasurer Denise Snyder provided guidance on fund balances and accounts for the payment.

Action #21 – Les Nielsen introduced a motion to make the payment of \$1,000,000.00 to Welia in July. Half of it will come from the savings account at Spire Credit Union, and half of it will come from the savings account at First Citizens Bank.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

County Coordinator Kris McNally led a discussion regarding the preliminary budget for 2021.

The Commissioners expressed consensus to hold budget work sessions on the following dates at 9:00am: August 11, 2020, August 25, 2020, and September 8, 2020.

Action #22 – Craig Smith introduced a motion to target a 0% increase on the 2021 budget.

The motion was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, opposed

Whereupon the motion was passed.

The Board expressed consensus to discuss Commissioner reports at the next board meeting on July 7, 2020.

Future Agenda Items: Jail Administrator- inmate expenses; hospital update; county owned land available to sell.

Action #23 – Les Nielsen introduced a motion to adjourn the meeting at 11:57am and to meet again in regular session in basement meeting rooms 3&4 on Tuesday, July 7, 2020 at 9:00am.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Signed _____
Chairperson of the Kanabec County Board of Commissioners,

Kanabec County, Minnesota

Attest: _____
Board Clerk

Agenda Item #2 Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Kanabec County Auditor HRA	48,654.00	3Q 2020 HRA County Contribution	Various
Kanabec County Auditor HRA	636.00	5.20 HRA Contributions	Various
Kwik Trip Inc	4,806.34	Gas Credit Cards	Various
Minnesota Energy Resources Corp	5,990.76	Gas Utilities	Various
East Central Energy	1,113.55	Intersection Lighting	Highway
Absolute Title	1,686.00	2020 Duplicate Pay	Taxes & Penalties
Collins, Jennifer	500.00	Driveway Permit Refund	Highway
East Central Energy	219.98	Intersection Lighting	Highway
Card Services	124.93	Wellness Snack Supplies	Employee Wellness
Life Insurance Company of North America	648.10	Accident, Group Hospital, Critical Illness Premiums	Employee Benefits
MNPEIP	149,118.00	Health Insurance Premiums	Employee Benefits
Sun Life Financial	3,876.88	Life Insurance Premiums	Employee Benefits
VSP Insurance Co	275.24	Vision Premiums	Employee Benefits
Mora Municipal Utilities	11,160.28	Electric & Water Utilities	Various
Spire Credit Union	2,617.29	See Below	
MN Laborers Health & Welfare Fund	197.38	EE Share Health Ins./A.L.	Employee Benefits
16 Claims Totaling:	<u>\$231,624.73</u>		
Spire Credit Union	148.94	Crown Awards/EE Awards	HR
	194.95	Network Solutions/Renew	IS
	9.45	Amazon/Laptop Fan for HP	IS
	22.89	Amazon/Cooling Fan for HP	IS
	32.74	Amazon/Cables	IS
	11.19	Amazon/Notepads	IS
	11.09	Amazon/Cooling Fan For Laptop	IS

153.75	MN DOR/License Renew/JL	Assessor
53.75	MN DOR/License Renew/DM	Assessor
153.75	MN DOR/License Renew/TVE	Assessor
135.00	Realtors Assn/TVE	Assessor
59.77	Amazon/Office Supplies	Assessor
16.99	Amazon/Office Supplies	Assessor
83.41	Amazon/COVID Supplies	Building Maintenance
272.30	Vikre Distillery/Hand Sanitizer	Building Maintenance
298.98	Amazon/Parts	Building Maintenance
14.00	Milaca 7th Judicial Dist	VSO
28.99	Vistaprint/Business Cards	VSO
18.23	Amazon/Kindle Case	VSO
371.99	Amazon/Canon Scanner	Transit
84.95	Amazon/Access Point	Transit
13.95	Amazon Prime Membership	Sheriff
100.32	Amazon/Jail Supply	Jail
49.38	Amazon/Inmate DVD Player	Jail
12.99	Amazon/Phone Case	Probation
30.74	Amazon/Door Handle	Highway
122.50	Board of AELSLAGID/CG	Highway
54.70	JMAC/Standard Duty Deadlatch	Highway
17.89	Amazon/Foam Microphone Covers	Welfare
8.19	Amazon/Replacement Battery	Welfare
49.33	Amazon/Brother Toner	Welfare
12.80	Amazon/Replacement Battery	Welfare
77.16	Amazon/Brother Toner	Welfare
16.99	Amazon/Wireless Mouse	Welfare
99.47	Amazon/Supplies	Community Health
17.44	UPS	Community Health
150.00	RPC Program Supplies	Community Health
5.50	Availity Subscription Fee	Community Health
16.50	Availity Subscription Fee	Community Health
44.99	Amazon/Webcam w/ Microphone	Community Health
(975.20)	Sheraton refund due to COVID	Community Health

	128.40	Amazon/COVID Supplies	Community Health
	13.75	Availity Subscription Fee	Community Health
	19.25	Availity Subscription Fee	Community Health
	353.14	Walmart/Wellness Snacks	Employee Wellness
45 Claims Totaling:	<u><u>\$2,617.29</u></u>		

Agenda Item #3

Regular Bills - Revenue Fund

Bills to be approved: 7/7/20

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	Anderson, Jeffrey	52.50	COVID Mileage Reimbursement Hand Sanitizer
		52.50	
ASSESSOR	Kanabec Publications	23.36	CBAE Posting
		23.36	
AUDITOR	DM Stamps & Specialties	37.15	Stamps and Shipping
AUDITOR	Office Depot	95.99	Office Supplies
		133.14	
BUILDINGS MAINTENANCE	Ace Hardware	225.29	Plexiglass, Yellow Tape, Spray Bottles
BUILDINGS MAINTENANCE	Bluebird Window Cleaning	1,600.00	Window Cleaning
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	May 2020 Cleaning Services
BUILDINGS MAINTENANCE	Grainger	(166.26)	Motor 1/4hp, Quick fit duct 12"
BUILDINGS MAINTENANCE	Oslin Lumber	45.31	Boards & Screws
BUILDINGS MAINTENANCE	RJ Mechanical	1,525.50	Spring Maintenance
		9,640.08	
COUNTY ATTORNEY	Office Depot	54.44	Office Supplies
		54.44	
COUNTY COORDINATOR	Office Depot	21.34	Office Supplies
		21.34	
COUNTY CORONER	Ramsey County	1,490.00	Autopsy/Toxicology
COUNTY CORONER	River Valley Forensic Services, PA	400.00	Postmortem Exam & Monthly Contract
		1,890.00	

COUNTY EXTENSION	Regents of the University of MN	<u>18,813.99</u>	April-June 2020 MOA Billing
		18,813.99	
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	195.50	Court Appt Attorney Fees
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	289.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	93.50	Court Appt Attorney Fees
COURT ADMINISTRATOR	Bina & Guptil Law Firm	276.25	Court Appt Attorney Fees
COURT ADMINISTRATOR	Johnson, Samuel	425.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Johnson, Samuel	221.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Johnson, Samuel	<u>221.00</u>	Court Appt Attorney Fees
		1,721.25	
ECONOMIC DEVELOPMENT	Athey, Lisa	263.00	Childcare Grant 2nd Installment
ECONOMIC DEVELOPMENT	Doering, Carleen	263.00	Childcare Grant 2nd Installment
ECONOMIC DEVELOPMENT	Enriquez, Alysha	263.00	Childcare Grant 2nd Installment
ECONOMIC DEVELOPMENT	Fiedler, Kaylynn	263.00	Childcare Grant 2nd Installment
ECONOMIC DEVELOPMENT	Johnson, Barbara	263.00	Childcare Grant 2nd Installment
ECONOMIC DEVELOPMENT	Johnston, Emily	263.00	Childcare Grant 2nd Installment
ECONOMIC DEVELOPMENT	Kanabec Publications	7.31	Balance Forward
ECONOMIC DEVELOPMENT	Lessard, Hillary	263.00	Childcare Grant 2nd Installment
ECONOMIC DEVELOPMENT	Mattson, Pam	263.00	Childcare Grant 2nd Installment
ECONOMIC DEVELOPMENT	Nordenstrom, Sara	263.00	Childcare Grant 2nd Installment
ECONOMIC DEVELOPMENT	Pitman, Emily	263.00	Childcare Grant 2nd Installment
ECONOMIC DEVELOPMENT	Sholtz, Dianna	263.00	Childcare Grant 2nd Installment
ECONOMIC DEVELOPMENT	Sholtz, Mark	263.00	Childcare Grant 2nd Installment
ECONOMIC DEVELOPMENT	Swan, Jessica	<u>263.00</u>	Childcare Grant 2nd Installment
		3,426.31	
ELECTIONS	DM Stamps & Specialties	<u>19.66</u>	Election Stamp and Shipping
		19.66	
EMPLOYEE WELLNESS	Hartford-Priority Accounts	<u>2,181.70</u>	July 2020 LTD Premiums
		2,181.70	

ENVIRONMENTAL SERVICES	Kanabec Publications	29.58	Public Notice for Board of Adjustment
ENVIRONMENTAL SERVICES	Sunshine Printing	<u>53.20</u>	Inspection Notices
		82.78	
HUMAN RESOURCES	Further	669.60	Administrative Fees for June
HUMAN RESOURCES	Kanabec Publications	200.48	Employment Ads
HUMAN RESOURCES	PD's Embroidery	33.50	Jacket for Employee Recognition
HUMAN RESOURCES	Ratwik, Roszak & Maloney, PA	<u>36.00</u>	Professional Services for May
		939.58	
INFORMATION SYSTEMS	CW Technology	<u>1,203.40</u>	Monthly Services
		1,203.40	
LAW LIBRARY	Thomson-Reuters-West	<u>588.30</u>	Law Library Invoice
		588.30	
PUBLIC TRANSPORTATION	C & D Auto	526.58	Bus Repairs
PUBLIC TRANSPORTATION	Curtis, Michael	1,019.15	Volunteer Mileage
PUBLIC TRANSPORTATION	Hoefert, Robert	1,161.28	Volunteer Mileage
PUBLIC TRANSPORTATION	Meta13	100.00	Website Fee
PUBLIC TRANSPORTATION	Mora Municipal Utilities	247.50	Utilities for 300 Industrial Park Rd
PUBLIC TRANSPORTATION	Nelson, Jerald	63.25	Volunteer Mileage
PUBLIC TRANSPORTATION	Nelson, Ronette	381.23	Volunteer Mileage
PUBLIC TRANSPORTATION	Novus, Gary Fix & Son	70.00	Bus Windshield Repair
PUBLIC TRANSPORTATION	Van Alst, Lillian	963.65	Volunteer Mileage
PUBLIC TRANSPORTATION	Verizon Wireless	210.06	Monthly Phone Charges
PUBLIC TRANSPORTATION	Visser, Maurice	632.50	Volunteer Mileage
PUBLIC TRANSPORTATION	WCMP	180.00	Advertising
PUBLIC TRANSPORTATION	Zamora, Ray	<u>1,096.36</u>	Volunteer Mileage
		6,651.56	
SHERIFF	AT&T Mobility	1,596.68	Phone Bill
SHERIFF	Braham Motor Service Inc.	101.36	Check Engine Light

SHERIFF	Field Traning Solutions	295.00	FTO Basic Course, RC
SHERIFF	Glen's Tire	2,506.20	Tires and Repairs
SHERIFF	Tinker & Larson Inc	100.00	Oil Changes
SHERIFF	VanGorden, Dylan	40.50	Meal Reimbursement
		4,639.74	
SHERIFF - BOAT & WATER	Ace Hardware	56.75	Boat & Water Balance Forward
		56.75	
SHERIFF - CITY OF MORA	AT&T Mobility	89.26	Phone Bill
SHERIFF - CITY OF MORA	Glen's Tire	77.80	Mount, Dismount
SHERIFF - CITY OF MORA	Tinker & Larson Inc	550.48	Brake Pads, Rotors
		717.54	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	681.69	Pool/Cap Reconcillation
SHERIFF - JAIL/DISPATCH	Anderson, Jeffrey	83.95	EOC Supplies
SHERIFF - JAIL/DISPATCH	Aspen Mills	228.60	Uniforms
SHERIFF - JAIL/DISPATCH	East Central Exterminating	240.00	July Exterminating Services
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	May 2020 Cleaning Services
SHERIFF - JAIL/DISPATCH	Grainger	362.00	Electric Strike 3000lb 24vdc
SHERIFF - JAIL/DISPATCH	Motorola Solutions	12,918.48	Essential Package
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	537.50	Dome Camera, Service Call
SHERIFF - JAIL/DISPATCH	RJ Mechanical	791.00	Spring Maintenance
SHERIFF - JAIL/DISPATCH	Stellar Services	658.82	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	7,584.34	Inmate Meals
		24,671.18	
TAX & PENALTY	CLH Properties LLC	2.00	2020 Prepay Refund
TAX & PENALTY	Ruport, Robert	10.00	2020 Prepay Refund
TAX & PENALTY	Tencate, Fredrick or Patricia	149.00	2020 Abatement Refund
		161.00	
UNALLOCATED	Aquatic Solutions	4,043.27	AIS Services Reimbursement
UNALLOCATED	Kanabec Publications	539.71	Board Minutes, Public Hearing Notice

UNALLOCATED	Kanabec Publications	508.56	Board Minutes
UNALLOCATED	Kanabec Soil & Water Cons.	5,557.43	AIS Q1 Staff Time & Itemized Expenses
UNALLOCATED	Meinen, Ron	2,692.40	AIS Services Reimbursement
UNALLOCATED	Quadient Leasing USA	1,686.42	PSB/Courthouse Postage Machine Lease
		<u>15,027.79</u>	
VETERAN SERVICES	Kanabec County Recorder	397.50	Record Retention App Xtender Maint Agreement
VETERAN SERVICES	Made of Mora-PD Embroidery	45.00	3-WWII Veterans Embroidery for Quilts
VETERAN SERVICES	NCVSO	350.00	NCVSO Training - Accreditation
VETERAN SERVICES	PD's Embroidery	357.36	Clothing Order w/LinkVet logo
		<u>1,149.86</u>	
		<u><u>93,867.25</u></u>	
	93 Claims Totaling:		

Agenda Item #3
Regular Bills - Road & Bridge
Bills to be approved: 7/7/20

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>
Ace	130.16	Shop Supplies
Auto Value	2,037.46	Shop Supplies
Beaudry Oil & Propane	9,463.32	Diesel Fuel
BuckleyII	376.55	Gravel
EATI	200.40	Lights
ESRI Inc	5,007.52	Software License
Federated Co-ops	1,842.01	Maintenance Supplies
Kanabec County Coordinator	258.98	Vehicle Use
Kanabec County Highway Department	45.00	Petty Cash, Postage
Knife River Corp	631,751.32	Bolts
Little Falls Machine	188.00	Repair Parts
Marco	188.00	Printer Contract
Newman Traffic Signs	36,004.19	Sign Order
Northern States Supply	52.02	Fasteners
Northwest Laser & Instruments	66.37	Laser Parts
Office Depot	102.68	Office Supplies
Sanbeck, Deb	109.25	Mileage
Sanitary Systems	140.00	Restroom Rental
Scott's Lawn & Landscapes	1,995.00	Snow Removal
Tinker & Larson	52,039.40	Two Dodge Pick-ups 1/2 Tons
Traffic Marking Service	148,545.96	KCP 20-10 Striping
USIC	595.00	Locates
Water Conservation Services	540.85	Leak Locate

23 Claims Totaling: \$ 891,679.44

Agenda Item #4

July 7, 2020

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 7/7/20 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	\$3,057.59
Quality Disposal	\$3,176.20
Arthur Township	\$0.00
Total	\$6,233.79

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (April)	\$2,776.20	\$2,776.20
WASTE MANAGEMENT (April)	\$3,057.59	\$3,057.59
Sub-Total	\$5,833.79	\$5,833.79
Recycling Center Incentive Payments:		
Quality Disposal (April)	\$400.00	\$400.00
Arthur Township (April)	\$0.00	\$0.00
TOTAL PAYMENTS =		\$6,233.79

Date received in County Coordinators Office:	Various dates in May/June
---	---------------------------

January 1, 2020 SCORE Fund balance = \$136,476.22
Revenue: 01-391-392-0000-5332 =
Expenditure: 01-391-392-0000-6211 = \$29,198.17
Current SCORE Funds balance is = \$107,278.05

Agenda Item #4b

July 7, 2020

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 7/7/20 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	\$3,533.90
Quality Disposal	\$2,549.22
Arthur Township	\$0.00
Total	\$6,083.12

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (May)	\$2,149.22	\$2,149.22
WASTE MANAGEMENT (May)	\$3,533.90	\$3,533.90
Sub-Total	\$5,683.12	\$5,683.12
Recycling Center Incentive Payments:		
Quality Disposal (May)	\$400.00	\$400.00
Arthur Township (May)	\$0.00	\$0.00
TOTAL PAYMENTS =		\$6,083.12

Date received in County Coordinators Office:	June 30, 2020
---	---------------

January 1, 2020 SCORE Fund balance = \$136,476.22
Revenue: 01-391-392-0000-5332 =
Expenditure: 01-391-392-0000-6211 = \$35,281.29
Current SCORE Funds balance is = \$101,194.93

Agenda Item #5

July 7, 2020

REQUEST FOR BOARD ACTION

a. Subject: MnDOT's Knife Lake Rest Area	b. Origination: Minnesota Department of Transportation
c. Estimated time: 10 minutes	d. Presenter(s):

e. Board action requested:

Consider MnDOT's proposal regarding the Knife Lake Rest Area

f. Background:

Supporting Documents: None Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Date: June 8, 2020

County of Kanabec

18 North Vine Street
Mora, MN 55051

RE: Knife Lake Rest Area

To Barbara McFadden, County Attorney and Gene Anderson, County Commissioner

The Minnesota Department of Transportation (MnDOT) and our District 3 - Baxter Office has declared the Knife Lake Rest Area as surplus right of way and wishes to convey the site.

I have been in contact with the County Attorney, Barbara McFadden. Kevin Schmidt, Baxter Right of Way Office, has had commutations with a County Commissioner, Gene Anderson. During these discussions, the Knife Lake Rest Area (see attached exhibits) was offered to be conveyed to the County. At this time, MnDOT has yet to receive a commitment from the County about conveyance of this site. MnDOT would like to know if the county is willing to accept the terms to receive this property or are declining the conveyance offer.

MnDOT purchased the Highway, Rest Area and Boat Landing property as a highway easement in 1932. Subsequent acquisitions happened in 1960, also highway easements. MnDOT can convey this highway easement to the County if the County becomes the underlying fee title owner.

MnDOT would like to offer the following:

County agrees to

- Purchase or condemn this property to gain all underlying fee title of the Highway, Rest Area and the Boat Landing

MnDOT agrees to

- Provide all necessary Attorney Title Opinions
- Provide all exhibits for the purchase or condemnation of the property
- Provide all necessary legal descriptions for the purchase or condemnation of the property

After the purchase or condemnation proceedings are completed, MnDOT agrees to convey to the County a quit claim deed for the Rest Area in exchange for the underlying fee title of Trunk Highway 65 and the Boat Landing Area.

MnDOT would like a response within 60 days of the County receiving this letter. If there is no response from the County within that time period, MnDOT's Office of Land Management's Property Conveyance Unit will proceed with a condemnation action for the Boat Landing and Rest Area. MnDOT will close the Rest Area and place the land up for sale to the general public.

If you any questions or concerns, please do not hesitate to call or email: Michael Geertsema, 651-366-3492 or Michael.geertsema@state.mn.us

Sincerely,

Michael Geertsema
Engineering Specialist Senior
Office of Land Management

CC: File

RECEIVED JUN 24 2020

6-22-20

Kristine McNally
18 N. Vine St., Ste 181
Mora, MN. 55051

Ms. McNally

I am writing you on behalf of the Knife Lake Improvement District (KLID). At our 6-19-20 KLID board meeting, it was discussed that MnDot has contacted Kanabec County concerning the land for the wayside rest park on the east side of Knife Lake. It was noted that there is a possibility that MnDot could transfer the land to Kanabec County for minimal or no cost to the county.

The KLID board of directors strongly encourages the county commissioners to pursue the land transfer or acquisition. I would ask that KLID be added to the July 7th commissioner's meeting agenda to further discuss this issue with the commissioners.

A handwritten signature in black ink, appearing to read 'Ray Ludowese', with a long horizontal flourish extending to the right.

Ray Ludowese, KLID

Cc: KLID Board of Directors

Kris McNally

From: Ed Hamlin <ed@knifelake.us>
Sent: Monday, June 22, 2020 11:12 AM
To: Kris McNally
Subject: Hwy 65 rest area

Good Morning Kris.

I have been voted in as the new VP on the Knife Lake Sportsman club board. We held our Monthly & Annual general membership meeting on Saturday 6/20/20.

I was made aware, that our county has been given a 60 day notice from the MNDOT on the Hwy 65 wayside rest, that the MNDOT, no longer has an interest in keeping that piece of property.

I attended the Knife Lake Improvement District meeting, where I became informed of this. The KLID very strongly supports keeping that piece of property.

During the KLSC meeting, I informed our general membership of this. A motion was made:

'To support the KLID to move forward with the county to maintain the property'.

KLSC voted 10 to 0, in favor of that motion. It has been recorded in our meeting minutes.

I am strongly asking you to vote in favor of the county keeping that property and keeping nearly a 100 year old park area.

I, along with all of the KLSC and KLID board members, agree on this matter.

Ed Hamlin
952-250-0642
ed@knifelake.us



KNIFE LAKE

LEGEND ST

TH 65

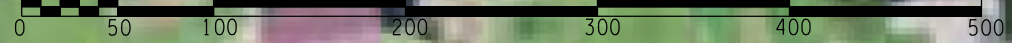
210TH AVE


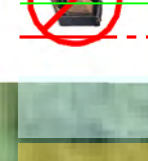


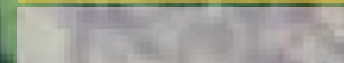
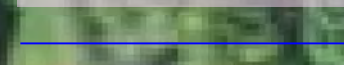
80'

75'



SCALE IN FEET



-  = EXISTING RIGHT OF WAY
-  = PROPOSED RIGHT OF WAY (AFTER CONVEYANCE OF LAND)
-  = HIGHWAY
-  = BOAT LANDING
-  = REST AREA
-  = INPLACE ROAD

KNIFE LAKE







LEGEND ST

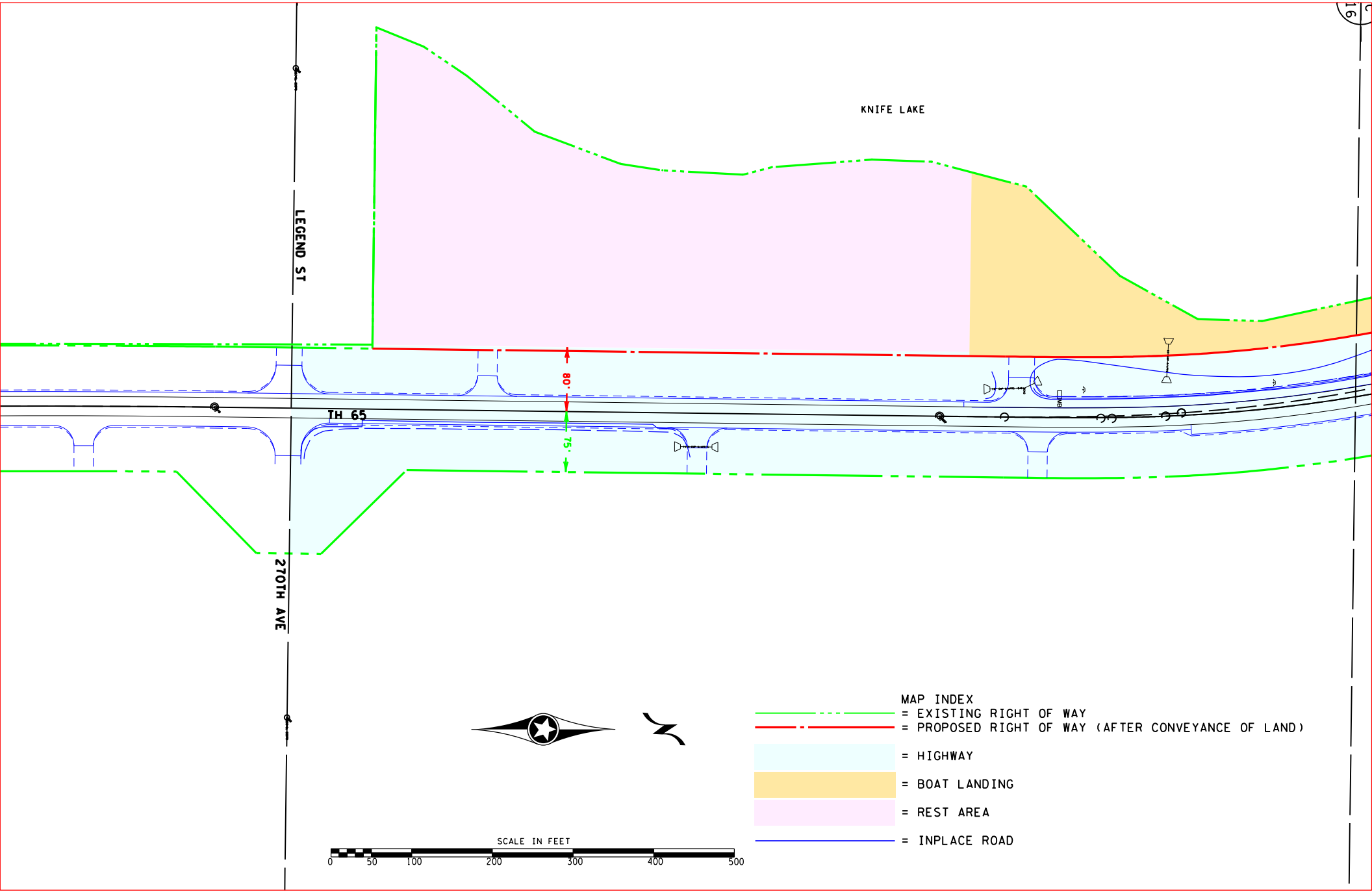
TH 65

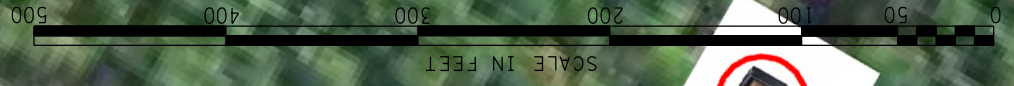
270TH AVE

80'
75'



- MAP INDEX
-  = EXISTING RIGHT OF WAY
 -  = PROPOSED RIGHT OF WAY (AFTER CONVEYANCE OF LAND)
 -  = HIGHWAY
 -  = BOAT LANDING
 -  = REST AREA
 -  = INPLACE ROAD





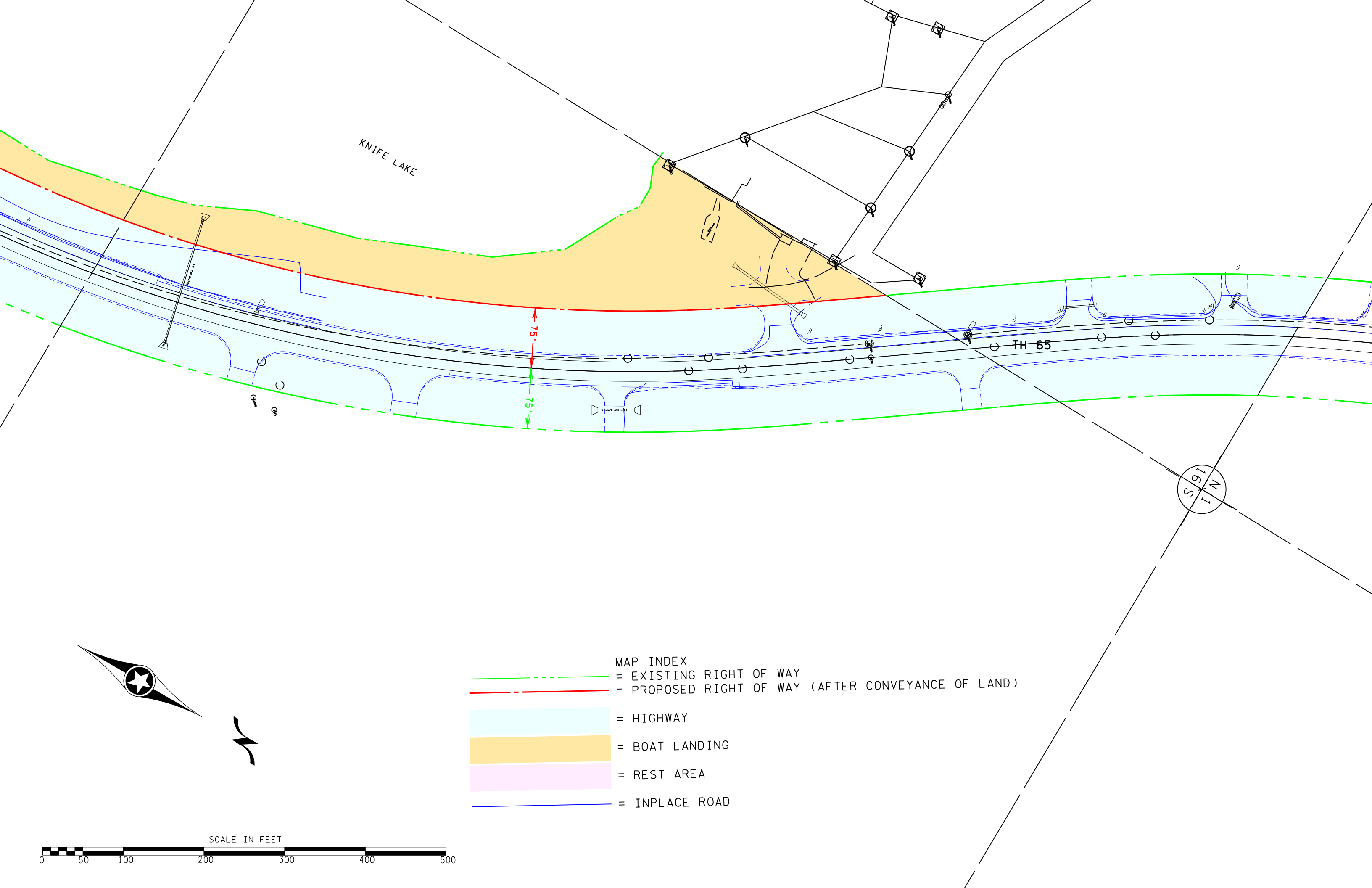
- MAP INDEX
- = EXISTING RIGHT OF WAY (GREEN LINE)
- = PROPOSED RIGHT OF WAY (AFTER CONVEYANCE OF LAND) (RED DASHED LINE)
- = HIGHWAY (CIRCULED 'H')
- = BOAT LANDING (YELLOW SHADING)
- = REST AREA (GREY SHADING)
- = INPLACE ROAD (DASHED LINE)

S 91 T 16 S

TH 65

KNIFE LAKE






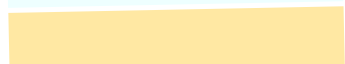




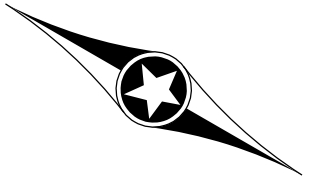
KNIFE LAKE

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MAP INDEX

-  = EXISTING RIGHT OF WAY
-  = PROPOSED RIGHT OF WAY (AFTER CONVEYANCE OF LAND)
-  = HIGHWAY
-  = BOAT LANDING
-  = REST AREA
-  = INPLACE ROAD



SCALE IN FEET



Agenda Item #6

July 7, 2020

REQUEST FOR BOARD ACTION

a. Subject: CARES Act	b. Origination: Federal/State COVID-19 Relief
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally

e. Board action requested:

Resolution #__ - 7/7/20

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

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

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

BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves acceptance of the CARES Act funds;

BE IT FURTHER RESOLVED that the Kanabec County Board of Commissioners orders the development of a CARES Act committee or committees to oversee fund expenditures and ensure compliance with related regulations;

BE IT FUTHER RESOLVED that no less than 10% of Kanabec County's Cares Act fund shall be disbursed to Kanabec County businesses in grant form through administration by the Kanabec County EDA (not limited to EDA participating townships).

f. Background:

On June 25, 2020, Governor Walz announced plans to use executive authority to disburse federal CARES Act dollars to local governments using the framework of Senate File 47, the bill passed by the Senate during Special Session and negotiated on by GOP and DFL House and Senate leaders.

Department of Revenue CARES Act Information Page:

<https://www.revenue.state.mn.us/coronavirus-relief-fund-local-governments>

Outline of [SF 47](#):

- \$841 million appropriation split roughly 55% (\$467 million) to counties and 45% (\$374 million) to cities/townships over a certain population threshold.
 - [County runs](#)
- Distribution levels for various governments are:
 - \$25 per capita for towns between 200 and 4,999;
 - Approximately \$75 (based on runs) per capita for cities over 200 plus towns with a population of 5,000 or more; and
 - \$121.28 per capita for the total county population PLUS \$75 per capita for cities under 200 and \$25 per capita for the population within a county outside eligible towns/cities (unorganized territories). This means that county per capitass can range from \$121.28 per capita to a high of \$137.23.
- The original senate bill language requires DOR to distribute by June 30 and county governments to return unspent funds to DOR for deposit in the state coronavirus relief federal fund by December 10th (with a requirement to spend the funds by December 1). Any city/township money unexpended by November 15 must be sent up to the “home county” no later than November 20. The county may then use any additional/returned funds before the December 1 date. If a city/township enters into a joint agreement with another unit of local government, they have until December 1 to spend their funds.
- A city/town that is not eligible for direct appropriation (under 200 population) may apply to the county for reimbursement after showing sufficient information to demonstrate COVID-related costs. Per capita reimbursement rates are included in the bill text.
- The original Senate bill mandated counties spend at least 10% of their allocations on economic/business assistance.
UPDATE: This mandate has been removed in the Governor’s plan, but that he will still recommend counties use their funds to assist residents and businesses in need.

Supporting Documents: None Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Funds must be spent, not just obligated.

Funds cannot be used to replace lost revenue.

Coronavirus Relief Fund Amounts - Counties

COUNTY	BASE DISTRIBUTION	SUPPLEMENTAL DISTRIBUTION	TOTAL
AITKIN	\$1,927,829	\$79,679	\$2,007,508
ANOKA	\$43,399,327	\$0	\$43,399,327
BECKER	\$4,174,377	\$43,256	\$4,217,633
BELTRAMI	\$5,679,917	\$206,910	\$5,886,827
BENTON	\$4,905,923	\$0	\$4,905,923
BIG STONE	\$606,388	\$45,813	\$652,201
BLUE EARTH	\$8,220,805	\$9,575	\$8,230,380
BROWN	\$3,071,356	\$12,112	\$3,083,468
CARLTON	\$4,356,657	\$72,277	\$4,428,934
CARVER	\$12,851,792	\$0	\$12,851,792
CASS	\$3,574,052	\$118,390	\$3,692,442
CHIPPEWA	\$1,451,087	\$49,965	\$1,501,052
CHISAGO	\$6,786,091	\$0	\$6,786,091
CLAY	\$7,757,282	\$86,161	\$7,843,443
CLEARWATER	\$1,069,062	\$41,072	\$1,110,134
COOK	\$653,687	\$76,400	\$730,087
COTTONWOOD	\$1,369,588	\$62,419	\$1,432,007
CROW WING	\$7,880,015	\$181,617	\$8,061,632
DAKOTA	\$51,974,505	\$31,568	\$52,006,073
DODGE	\$2,527,669	\$4,975	\$2,532,644
DOUGLAS	\$4,613,523	\$34,128	\$4,647,651
FARIBAULT	\$1,655,319	\$81,530	\$1,736,849
FILLMORE	\$2,554,471	\$24,388	\$2,578,859
FREEBORN	\$3,698,362	\$27,725	\$3,726,087
GOODHUE	\$5,644,262	\$12,808	\$5,657,070
GRANT	\$724,634	\$49,454	\$774,088
HOUSTON	\$2,262,920	\$3,325	\$2,266,245
HUBBARD	\$2,589,278	\$27,688	\$2,616,966
ISANTI	\$4,842,859	\$0	\$4,842,859
ITASCA	\$5,480,658	\$245,147	\$5,725,805
JACKSON	\$1,204,772	\$61,556	\$1,266,328
KANABEC	\$1,966,274	\$26,071	\$1,992,345
KANDIYOHI	\$5,205,722	\$30,070	\$5,235,792
KITTSOON	\$516,643	\$67,939	\$584,582
KOOCHICHING	\$1,531,737	\$138,503	\$1,670,240
LAC QUI PARLE	\$807,952	\$101,160	\$909,112
LAKE	\$1,284,330	\$73,811	\$1,358,141
LAKE OF THE WOODS	\$460,976	\$77,035	\$538,011
LE SUEUR	\$3,448,166	\$19,814	\$3,467,980
LINCOLN	\$688,736	\$51,476	\$740,212
LYON	\$3,116,835	\$49,752	\$3,166,587
MCLEOD	\$4,361,023	\$7,760	\$4,368,783
MAHNOMEN	\$670,180	\$42,357	\$712,537
MARSHALL	\$1,138,069	\$101,492	\$1,239,561



COUNTY	TOWN	TOTAL
JACKSON	CHRISTIANA TOWNSHIP	\$6,000
JACKSON	DELAFIELD TOWNSHIP	\$0
JACKSON	DES MOINES TOWNSHIP	\$5,350
JACKSON	ENTERPRISE TOWNSHIP	\$0
JACKSON	EWINGTON TOWNSHIP	\$5,600
JACKSON	HERON LAKE TOWNSHIP	\$6,700
JACKSON	HUNTER TOWNSHIP	\$5,000
JACKSON	KIMBALL TOWNSHIP	\$0
JACKSON	LA CROSSE TOWNSHIP	\$0
JACKSON	MIDDLETOWN TOWNSHIP	\$0
JACKSON	MINNEOTA TOWNSHIP	\$6,075
JACKSON	PETERSBURG TOWNSHIP	\$5,450
JACKSON	ROST TOWNSHIP	\$0
JACKSON	ROUND LAKE TOWNSHIP	\$0
JACKSON	SIOUX VALLEY TOWNSHIP	\$0
JACKSON	WEIMER TOWNSHIP	\$0
JACKSON	WEST HERON LAKE TOWNSHIP	\$0
JACKSON	WISCONSIN TOWNSHIP	\$5,250
KANABEC	ANN LAKE TOWNSHIP	\$11,100
KANABEC	ARTHUR TOWNSHIP	\$45,925
KANABEC	BRUNSWICK TOWNSHIP	\$33,400
KANABEC	COMFORT TOWNSHIP	\$26,950
KANABEC	FORD TOWNSHIP	\$0
KANABEC	GRASS LAKE TOWNSHIP	\$25,475
KANABEC	HAY BROOK TOWNSHIP	\$6,050
KANABEC	HILLMAN TOWNSHIP	\$10,825
KANABEC	KANABEC TOWNSHIP	\$23,700
KANABEC	KNIFE LAKE TOWNSHIP	\$29,100
KANABEC	KROSCHER TOWNSHIP	\$5,325
KANABEC	PEACE TOWNSHIP	\$22,975
KANABEC	POMROY TOWNSHIP	\$10,600
KANABEC	SOUTH FORK TOWNSHIP	\$19,775
KANABEC	WHITED TOWNSHIP	\$23,450
KANDIYOHI	ARCTANDER TOWNSHIP	\$9,200
KANDIYOHI	BURBANK TOWNSHIP	\$14,075
KANDIYOHI	COLFAX TOWNSHIP	\$14,425
KANDIYOHI	DOVRE TOWNSHIP	\$53,275
KANDIYOHI	EAST LAKE LILLIAN TOWNSHIP	\$0
KANDIYOHI	EDWARDS TOWNSHIP	\$5,775
KANDIYOHI	FAHLUN TOWNSHIP	\$8,325
KANDIYOHI	GENNESSEE TOWNSHIP	\$10,275
KANDIYOHI	GREEN LAKE TOWNSHIP	\$39,825
KANDIYOHI	HARRISON TOWNSHIP	\$14,450
KANDIYOHI	HOLLAND TOWNSHIP	\$8,500
KANDIYOHI	IRVING TOWNSHIP	\$22,825
KANDIYOHI	KANDIYOHI TOWNSHIP	\$15,900



COUNTY	CITY	TOTAL
ITASCA	NASHWAUK CITY	\$72,477
ITASCA	SQUAW LAKE CITY	\$0
ITASCA	TACONITE CITY	\$47,841
ITASCA	WARBA CITY	\$0
ITASCA	ZEMPLE CITY	\$0
JACKSON	ALPHA CITY	\$0
JACKSON	HERON LAKE CITY	\$50,629
JACKSON	JACKSON CITY	\$256,684
JACKSON	LAKEFIELD CITY	\$128,681
JACKSON	OKABENA CITY	\$15,219
JACKSON	WILDER CITY	\$0
KANABEC	GRASSTON CITY	\$0
KANABEC	MORA CITY	\$271,074
KANABEC	OGILVIE CITY	\$26,972
KANABEC	QUAMBA CITY	\$0
KANDIYOHI	ATWATER CITY	\$84,908
KANDIYOHI	BLOMKEST CITY	\$0
KANDIYOHI	KANDIYOHI CITY	\$35,937
KANDIYOHI	LAKE LILLIAN CITY	\$17,253
KANDIYOHI	NEW LONDON CITY	\$104,723
KANDIYOHI	PENNOCK CITY	\$38,650
KANDIYOHI	PRINSBURG CITY	\$37,745
KANDIYOHI	RAYMOND CITY	\$57,334
KANDIYOHI	REGAL CITY	\$0
KANDIYOHI	SPICER CITY	\$91,689
KANDIYOHI	SUNBURG CITY	\$0
KANDIYOHI	WILLMAR CITY	\$1,514,038
KITTSOON	LAKE BRONSON CITY	\$16,198
KITTSOON	DONALDSON CITY	\$0
KITTSOON	HALLOCK CITY	\$69,840
KITTSOON	HALMA CITY	\$0
KITTSOON	HUMBOLDT CITY	\$0
KITTSOON	KARLSTAD CITY	\$56,731
KITTSOON	KENNEDY CITY	\$0
KITTSOON	LANCASTER CITY	\$24,862
KITTSOON	ST. VINCENT CITY	\$0
KOOCHICHING	BIG FALLS CITY	\$15,821
KOOCHICHING	INTERNATIONAL FALLS CITY	\$462,439
KOOCHICHING	LITTLEFORK CITY	\$46,410
KOOCHICHING	MIZPAH CITY	\$0
KOOCHICHING	NORTHOME CITY	\$0
KOOCHICHING	RANIER CITY	\$44,225
LAC QUI PARLE	BELLINGHAM CITY	\$0
LAC QUI PARLE	BOYD CITY	\$0
LAC QUI PARLE	DAWSON CITY	\$109,620
LAC QUI PARLE	LOUISBURG CITY	\$0



Date: 06/25/2020

To: Minnesota Cities, Towns, and Counties

From: Minnesota Department of Revenue and Minnesota Management and Budget

RE: Requirements and Instructions for Local Governments receiving Coronavirus Relief Funds (CRF), CFDA 21.019

Financial Systems

Local governments receiving aid under this distribution must have a MN SWIFT Supplier ID prior to disbursement. Use [this link](#) for registration if you do not currently have a SWIFT Supplier ID. If you already have this ID you do not need to apply for a new one.

Local governments that do not have a federal [Data Universal Number System \(DUNS\) number](#) will need to obtain one and register in the federal [System for Award Management \(SAM\)](#) within 30 days of receipt of CRF funds from the State of Minnesota. This is a required to allow the federal government to track the distribution of federal funds.

FEMA, Workers' Compensation and Local Public Health Costs

Local jurisdictions understand that they are responsible for FEMA nonfederal share, workers compensation, and the costs of supporting its Community Health Board COVID-19 response. Local jurisdictions should not anticipate additional funds for these purposes. Accordingly:

A local government receiving aid under this distribution should use the funds, if necessary, to pay its nonfederal share of federal disaster (FEMA) assistance due to the COVID-19 public health peacetime emergency. According to [U.S. Department of Treasury Guidance](#), CRF may be used to meet the non-federal matching requirements.

A local government receiving aid under this distribution should use the funds, if necessary, to pay for COVID-19 workers' compensation costs expended between April 7, 2020 and December 1, 2020 for employees in job classifications entitled to the presumption established by Laws 2020, chapter 72, section 1. According to [U.S. Department of Treasury Guidance](#), increased workers' compensation costs to the government due to the COVID-19 public health emergency is an eligible expense.

A local government receiving aid under this distribution should use the funds, if necessary, to support its Community Health Board COVID-19 response including for priority activities identified in consultation between the local boards and the Minnesota Department of Health.

Federal Audit Requirements

A local government receiving aid under this distribution is required to obtain a federal single audit if its expenditures of federal funds exceeds \$750,000 in its fiscal year as explained below:

§200.501 Audit requirements.

(a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

State Reporting Requirements

Local governments will be required to report expenditures to the state monthly using an online portal.



Coronavirus Relief Fund Certification Form

The Coronavirus Relief Fund (CRF) Certification Form must be submitted prior to disbursement of the funds. Submit by email to proptax.admin@state.mn.us or by mail to Property Tax Division, Mail Station 3340, St. Paul, MN 55146

Name of Local Government (if city or town include county) County of Kanabec	SWIFT Supplier ID # (if known)	Phone Number 320-679-6440
Name and Title of Person Filling Out Form Kathi Ellis		Email Address thecote2017@gmail.com

By submitting this application, the above-named local government (“local government”) certifies that it will honor all commitments in the statements below and the Information and Requirements document.

1. The distributed funds will be used by the local government only to cover those costs that:
 - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) (“necessary expenditures”), as described and defined by official federal guidance on section 601(d) of the Social Security Act, as added by section 5001 of Public Law 116-136 (“federal guidance”);
 - b. Were not accounted for in the budget most recently approved as of March 27, 2020, for the local government; and
 - c. Were or will be incurred during the period that begins on March 1, 2020, and ends on December 1, 2020. A cost is incurred when the local government has expended funds to cover the cost.
2. The funds distributed pursuant to this certification will not be used by the local government in any manner contrary to federal guidance. This includes, but is not limited to:
 - a. As a revenue replacement for lower than expected tax or other revenue collections; and
 - b. For expenditures for which the local government has received other emergency COVID-19 supplemental funding for that same expense, regardless of the funding source.
3. The local government is responsible for repayment of any funds used by the local government in any manner contrary to federal or State of Minnesota guidance.
4. The local government will periodically report expenditures from the Coronavirus Relief Fund as required by Minnesota Management and Budget.
5. Any aid amount remaining unexpended by an eligible city or town on November 15, 2020, must be sent to the home county in which the city or town is located. For cities located in Hennepin County the funds must be transferred to Hennepin County Medical Center or granted to another hospital in the county’s boundaries. For the cities or towns located in Ramsey County the funds must be granted to Regions Hospital or another hospital in the county’s boundaries. The transfer must be made no later than November 20, 2020. Any amount of aid remaining unexpended by an eligible county by December 1, 2020 must be returned to Minnesota Management and Budget by December 10, 2020.
6. The local government will maintain copies of any agreements to share Coronavirus Relief Funds pursuant to a joint powers agreement under Minn. Stat. § 471.59. Copies of such agreements and accounting records must be sufficient to document the funds distributed to other local governments.
7. The local government is responsible for FEMA nonfederal share, increased workers compensation costs, and costs of supporting its Community Health Board COVID-19 response, and should not anticipate additional state funds for these purposes.
8. The local government understands that these funds are subject to the requirements under the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

I certify that I have the authority to complete this certification on behalf of the local government.

Signature of Chief Executive of Local Government	Title Board Chair	Date
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Federal Award Name and CFDA Number: 601(d) of the Social Security Act (CARES Act) CFDA Number 21.019

**Coronavirus Relief Fund
Frequently Asked Questions
Updated as of June 24, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).¹ Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

Eligible Expenditures

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

¹ The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county's borders.

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers’ compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a “payroll support program” for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

May a State impose restrictions on transfers of funds to local governments?

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?

No. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

May recipients use Fund payments to provide loans?

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

May funds be used to satisfy non-federal matching requirements under the Stafford Act?

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to

the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

Questions Related to Administration of Fund Payments

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

Are Fund payments to State, territorial, local, and tribal governments considered grants?

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are “other financial assistance” under 2 C.F.R. § 200.40.

Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Are Fund payments subject to other requirements of the Uniform Guidance?

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?

Yes. The CFDA number assigned to the Fund is 21.019.

If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients’ total funding received from the federal government for purposes of the Single Audit Act?

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program

or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.