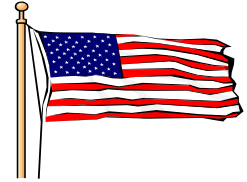


Kanabec County Board of Commissioners

Regular Meeting Agenda November 17, 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.



To be held via WebEx telephone call or video meeting:

Telephone call-in number for public access: 1-408-418-9388

Access Code: 146 317 9886

WebEx Video Meeting link:

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=m5e53014cf4a28cfa2e370b5f4e730435>

Meeting number: 146 317 9886

Password: mtYD56YZRp8

To be held at: Kanabec County Jail Training Room
100 S. Vine Street
Mora, MN 55051

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

PLEASE NOTE ADDRESS CHANGE FOR THIS MEETING

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 FSB.

Family Services Board

9:30am Kathy Burski, Public Health Director- COVID 19 Update/discuss County status

9:40am Denise Snyder, Auditor/Treasurer

a. New Liquor License Application, Northwoods Steakhouse

b. Informal Timber Sale, Timberlane Forestry

9:45am Tim Marion, DNR- Possible Land Acquisition

10:15am Knife Lake Land Sale- Parcel B Bid Results

10:20am Knife Lake Land Sale- Parcel C Bid Results

10:30am Public Comment Call-in number for Public Comment 1-408-418-9388 Access Code: 146 317 9886

10:45am Leota Lind, CEO- South County Health Alliance Update

11:15am Chad Gramentz- Public Works

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
 - c. COVID & CARES Act Claims
4. Cares Act Request
5. Commissioner Reports
6. Future Agenda Items
7. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Family Services

905 East Forest Avenue, Suite 150

Mora, MN 55051

Phone: 320-679-6350

Fax: 320-679-6351

Kanabec County Family Services Board

Agenda

November 17, 2020

9:05 a.m.

- 1. Agenda Approval** **Pg. 1-2**
- 2. Presentation – Tim Dahlberg – update on Financial area**
- 3. Director's Report** **Pg. 3**
 - Staffing – nothing to report
 - MN Merit System
 - Health & Human Services Advisory Committee Membership Addition
 - Steve Hansberry presenting Jack & Mary Doughty
 - Ongoing Number of Children in Placement
- 4. Clay County Electronic Document Management System Agreement** **Pg. 4-12**
 - Action requested
 - See attached Agreement and resolution
- 5. Children's Mental Health grant** **Pg. 13-27**
 - Action requested
 - See attached Agreement and resolution
- 6. Foster Children Transportation MOU with Ogilvie Public Schools** **Pg. 28-31**
 - Action requested
 - See attached Agreement and resolution
- 7. Annual Contracts/Consent Agenda** **Pg. 32-36**
 - Action requested
 - See attached consent contract list and resolutions
- 8. 3rd Quarter report** **Pg. 37-49**
 - See attached report
- 9. Welfare Fund Report** **Pg. 50**
 - See attached report
- 10. October Financial Report**

- See attached report

Pg. 51-52

11. Abstract Approval

Pg. 53-57

- See attached abstract and board vendor paid list

12. Other Business

13. Adjourn

Family Service Director's Report

November, 2020

Staffing – nothing to report

Merit System Introduction

In consultation and cooperation with the Coordinator and HR specialist, I have been exploring ending the hiring and personnel function that we are contracted with the Minnesota Merit system to provide. It is our intention to bring a recommendation to the Board in December.

The cost of the Merit system has increased dramatically in 2020 and as more Counties plan on leaving in 2021 it will most likely result in increased costs in 2022. We want to leave in a way that allows us to meet testing and hiring requirements and ensure the cost to do so does not exceed what it would cost to remain in the system.

If a decision is made to discontinue our partnership with the MN Merit System we are required to give a one year written notice by the end of December which would be effective January 1, 2022.

If you want me to continue to explore ending our relationship with the Merit system, what information would help you in your decision?

Health & Human Services Advisory Committee Membership Addition

Steve Hansberry to request addition of Jack & Mary Doughty to the HHS Advisory Committee

Ongoing Update on Number of Children in Placement

Last month we had 13 children in our care in out of home placements. We still have 13 children in care this month compared to 12 last year for the same month.

**Agreement Governing Participation in an Electronic Document Management
System Implementation Project for Income Maintenance Programs Hosted by
Clay County**

This agreement is entered into by and between the County of Clay, a Political Subdivision existing under the laws of the State of Minnesota, acting through its Human Services Division, 715 11th Street North, Suite 502, Moorhead, MN 56560, hereinafter referred to as the "Host", and Kanabec County, through its Family Services agency, 905 East Forest Avenue, Suite 150 Mora MN 55051; hereinafter referred to as "Member".

WITNESSETH:

WHEREAS, current public funding allocated to the provision of human services is out of alignment with the quantitative and qualitative demand for services, making the current manual systems unsustainable for the near future; and

WHEREAS, Kanabec County desires to implement an Electronic Document Management System within their Family Services Department consisting of document scanning, electronic document management, electronic forms, and activity management, with one standard for work flow and business process across the counties, insuring a negotiation of shared resources, authority, and accountability for human services programs; and

WHEREAS, Clay County will provide the technological "Host Environment" with a centrally located server in Moorhead, and the CaseWorks User Group will be responsible for all work flow decisions; and

WHEREAS, a means of financing both the anticipated startup costs and anticipated annual maintenance costs has been identified in the proposed terms and conditions set forth in this Agreement; and

WHEREAS a vendor for software, software maintenance, and professional services has been selected, Next Chapter Technology, Inc. (NCT) hereinafter referred to as "NCT
NOW THEREFORE, in consideration of the mutual covenants and promises between the parties set forth herein, it is hereby agreed that:

I. DEFINITIONS

Annual maintenance costs – annual costs necessary for maintenance of the Software.

Activity Management – a client flow and schedule management tool that improves the assignment, coordination, and communication of scheduled and non-scheduled appointments.

Business Managers – Financial Assistance supervisors and managers.

Business Process – the collection of related, structured activities and tasks that result in determination of eligibility for Income Maintenance public assistance programs.

CaseWorks Editions – Editions of CaseWorks, typically tied to a State System of Record. Following are the current CaseWorks Editions and their Systems of Record:

- Income Maintenance Edition – MAXIS
- Child Support Edition – PRISM
- METS Edition – Curam
- Social Services Edition – SSIS
- Accounting - ACE

Electronic Document Management System (EDMS) – utilization of electronic systems and methods to store and route case information rather than traditional paper files.

Go Live – the first productive use of the Software on Host Environment, by the Member, after completion of Software installation, testing and training.

Host – Clay County

Host Environment – test and production servers on which applications, databases, and documents reside and connectivity to those servers.

Member – Kanabec County and any additional Counties that become part of the multi-County EDMS.

Participating User - projected estimate of each actual seat or users who access the system.

Product Updates and Upgrade - those improvements and/or modifications to the software that the Vendor generally makes available as part of the Annual Software Support Agreement.

New Product Modules - any product releases, including added functionality or major enhancement of the software, which the Vendor markets and licenses for additional fees separately from updates and upgrades. The term includes new modules and applications marketed by Vendor that pertain to the electronic document management system.

Project Sponsor – Family Services Director from Kanabec County.

Project Manager – Individual assigned to manage project resources, budget, and communications during the implementation phases of each CaseWorks Edition implementation.

Software - Caseworks and related software provided by Next Chapter Technology, Inc.

Startup costs – funds used to develop and implement the Income Maintenance EDMS scanning, document management, electronic forms, and activity management across the multi-County environment.

Statement of Work (SOW) - a signed document between the Vendor and the Member.

Users – Human Services workers.

Work flow - a sequence of operations declared as work of a person, a group of persons, or an organization of staff.

II. DESIGNATED REPRESENTATIVES

The Clay County Technology Services Director, Tim Dent, at telephone number (218) 299-5194, is the representative of Clay County and will administer this Agreement for and on behalf of the Host.

Representatives of Members are as follows:

Chuck Hurd, Kanabec County Family Services, 905 East Forest Avenue, Suite 150
Mora MN 55051;

Changes in designated representatives shall be restricted to Directors/Director Level Administrators of charter counties.

To assist the parties in the day-to-day performance of this Agreement and to develop service, ensure compliance, and provide ongoing consultation, liaisons shall be designated by Host and each Member. The parties shall keep each other continually informed, in writing, of any change in the designated liaison.

III. VENDORS

A. Software:

Next Chapter Technology, Inc. 7700 Equitable Drive, Suite 200, Eden Prairie, MN 55344. The Designated Representative of the Vendor is Vaughn Mulcrone, President.

A. Services: Start-Up Project Management

Next Chapter Technology, Inc. 7700 Equitable Drive, Suite 200, Eden Prairie, MN 55344. The Designated Representative of the Vendor is Mike Sexe.

IV. NOTICES

All notices and demands pursuant to this Agreement shall be directed in writing to the Host and to each Member.

V. SHARED ASSUMPTIONS AND ASSURANCES

In entering into this Agreement, the Host and Member Counties have shared assumptions and give shared assurances. These shared assumptions and assurances include:

- A. The business development approach is to establish a common infrastructure which will be used as a catalyst to redesign and streamline business processes across all Members.
- A. Clay County will provide the host and test environments for the electronic document management system software.
- B. Agreed upon technical findings and recommendations will be implemented by each impacted Member.
- C. The Member will identify one person to be the liaison to the Host County. That individual will be the point person for the end users and will in turn relay technical issues to Host County Technology Services Department. This person will assist the vendor with local installations and system support for training, go-live, and related activities.

- D. If at some point a request is made to Host to change the Functional Specifications, the Host Technology Services Director will:
- Determine if a solution will meet the requesting Member's business requirements exactly without impacting Host or other Members;
 - Determine if a current business process can be changed to accommodate the requesting Member's needs; and
 - Decide, with the help and support of the Vendor, to initiate a change to the Functional Specifications or to deny the request.
- E. If a request to change the Functional Specifications is denied pursuant to the above paragraph I, the decision may be appealed by the Member to the CaseWorks User Group. If the User Group approves the proposed change(s), the Software will be modified for all Members. Costs for changes may be assessed to the requesting Member only.

VI. COST ALLOCATIONS

In entering into this Agreement, the Host and Member Counties agree to purchase and maintain Software licenses, support, maintenance, and training as follows:

A. Initial Costs

- 1) License** – Host and Members must obtain and maintain, at their own cost, a limited, non-exclusive, perpetual license to the Software and Interfaces, including all future revisions, Product Upgrades and Product Updates. Any additional software licenses acquired by a Member are the financial responsibility of the individual acquiring Member. The invoice for the licenses purchased, as well as the associated ongoing maintenance should be billed directly to the acquiring Member by the Vendor. All member Counties must show proof of Microsoft licensing compliancy. Failure to provide proof within 30 days of request will result in a disconnection of services.
- 1) Annual Software Support** – Host and Members must obtain and continue, at their own cost, maintenance services from the Vendor to comply with the License requirements above.

B. Start-up Costs:

- 1) All Members will be charged a one-time "Set-up" Fee which will cover the labor necessary to register the Member on the Host County environment. Each Member shall be responsible for their individual client hardware and infrastructure improvements. The Members allocation for the one-time set up fee is as follows:
 - Income Maintenance Edition - \$2000
 - Child Support Edition - \$2000
 - METS (MNsure) Edition - \$0
 - Social Services Edition - \$2000
 - Accounting (ACE) - \$2000
- 2) There shall be no net increase in costs to Host. Clay County will be responsible for costs related to the establishment of a Hosting Environment and a Test Environment prior to full implementation in the Member Counties.
- 3) All training for the Start-up of the Members is defined as Initial Training. The cost allocation to the Members for Initial Training is based on the NCT contract between the Member and Next Chapter Technology, Inc

B. Ongoing Costs:

- 1) Each member will be charged an Annual Clay County EDMS Support charge as follows:
 - Income Maintenance - \$2000
 - Child Support – \$2000
 - METS (MNsure) - \$0
 - Social Services - \$2000.
 - Accounting (ACE) - \$2000
- 2) The Ongoing Cost charge is in place to cover infrastructure upgrades, costs associated with support of the infrastructure, and replacement of hardware.
- 3) Ongoing costs do not include costs incurred by a Member to meet its individual needs (i.e. not intended to be shared by or to benefit other Members), such as consulting, implementation, customization, education and training-related services, service to other products; maintenance of software that has been modified or repaired by someone other than Vendor; and modification or repair of damage to hardware or software caused by failure to continually provide a suitable operating environment (regardless of cause) or by using the software for other than the purposes for which licensed. Such costs shall be paid directly by the Member receiving such services.
- 4) Host will prepare annual invoices for costs. Members shall remit payment to Host for invoices within thirty (30) days unless other arrangements are agreed upon by the Host and Member Counties.

C. Database and Server Costs

- 1) The server and database licenses have been purchased by Host with software assurance so as to keep both the server operating system and the database software up to date and supported. Costs for licenses and maintenance are included in the fee defined in C1 above.
- 1) The production server hardware has been purchased and will be maintained by Host IT.
- 2) The backup server hardware has been purchased and will be maintained by Host IT.
- 3) Host IT will be responsible for initial load and ongoing maintenance and support of all server hardware and server operating and database management software.
- 4) Member service requests to the Vendor shall pass through the Host IT Help Desk as identified by Clay County.

VII. FILES NOT NECESSARY FOR “GO LIVE”

Back file conversion is not in the scope of this project, unless specifically identified, and therefore not considered. However, the preparation of the manual case file and the scanning of the manual case files into the Electronic Data Management System (referred to as the File Prep Process and the File Scan Process) are the responsibility of each of the Members as they prepare for their individual EDMS “Go Live”.

VIII. DURATION

The term of the Agreement shall be in effect from January, 2021 through December 31, 2021. This Agreement may be supplemented, amended or revised only in writing by agreement of all parties. The term of this Agreement shall automatically renew for successive one (1) year renewal terms on January 1, 2022 unless either party delivers written Notice of Termination as defined below.

IX. NOTICE OF TERMINATION

Written notice of termination shall be made by certified mail or personal delivery directed to each party specified in the Notice section of this Agreement. Notices are deemed effective upon delivery to the Host and each Member's authorized representative. Written notice is required 90 days prior to renewal to be effective for the following year.

X. EFFECT OF TERMINATION

Termination of this Agreement shall not discharge any liability, responsibility, or right of any party which arises from the performance or failure to adequately perform the terms of this Agreement prior to the effective date of termination, nor shall termination discharge any obligation which by its nature would survive after the date of termination. Early termination prior to the termination terms herein will not absolve any parties from the funding obligations set forth in this Agreement.

XI. FUTURE MEMBERS

The Project may be expanded in the future to include other counties. Clay County will determine if the hosting environment can support additional members. New Members will be held to the same requirements, policies, governance, financial obligations, and duties for all other matters as they relate to this Agreement. New Members will be incorporated into this written Agreement and into all other legal documents related to this project.

XII. ASSIGNMENT

No party may assign this Agreement without the prior written consent of every other party, and such consent shall not be unreasonably withheld.

XII. NEUTRAL CONSTRUCTION

The parties to this Agreement agree that this Agreement was negotiated fairly between them at arm's length and that the final terms of this Agreement are the product of the parties' negotiations. Each party warrants and represents that it has sought and has received legal counsel of its own choosing with regard to the contents of this Agreement and the rights and obligations affected hereby. The parties agree that this Agreement shall be deemed to have been jointly and equally drafted by them and that the provisions of this Agreement therefore should not be construed against a party or parties on the grounds that the party or parties drafted or was more responsible for drafting the provision.

XIV. DATA PRACTICES

Pursuant to Minnesota Statutes Chapter 13 (the Minnesota Government Data Practices Act, or MGDPA), Host and Members agree that they will continue to be responsible authorities for data created by their agency. Nothing in this Agreement shall result in any change in responsibilities for data practices requests, data access procedures, and compliance responsibilities of the individual agencies. Host and Members agree that the originator of the data continues to own the data and responsibilities attendant to creation and maintenance of such data. All requests for data under the MGDPA will be forwarded to the agency that created the data.

XV. SEVERABILITY

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

XVI. ENTIRE AGREEMENT AND REMEDY

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties, or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing executed by the parties to this Agreement and by no other means. Each party waives its future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

XVII. MINNESOTA LAW

This Agreement shall be governed by the laws of the State of Minnesota. Any litigation regarding this Agreement or its contents shall be filed in the County of Clay, if in state court, or in the federal district court nearest to Clay County, if in federal court.

XVIII. AUTHORITY

All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles, and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with.

XIX. INDEMNIFICATION

Each party will be responsible for its own acts and behavior and the results thereof.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

MEMBER

COUNTY OF Kanabec _____ Board Chair Attest _____ Administrator Date: _____	By: _____ _____ Chuck Hurd, Dir of Family Services Date: _____	As to form: By: _____ Kanabec County Attorney Date: _____
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HOST

COUNTY OF CLAY _____ Board Chair Attest _____ Administrator Date: _____	By: _____ _____ Tim Dent, Tech Services Director Date: _____ _____	As to form: By _____ Clay County Attorney Date: _____
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Resolution # FS 11/17/20

Clay County Document Management Hosting Agreement resolution

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

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

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

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



Minnesota Department of Human Services County Grant Contract

This Grant Contract, and all amendments and supplements to the contract ("CONTRACT"), is between the State of Minnesota, acting through its Department of Human Services, Behavioral Health Division ("STATE") and Kanabec County, an independent grantee, not an employee of the State of Minnesota, located at 905 Forrest Avenue East, Suite 150, Mora, MN 55081-1316 ("COUNTY").

RECITALS

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

STATE, in accordance with Minnesota Statutes, section 13.46, is permitted to share information with COUNTY.

COUNTY represents that it is duly qualified and willing to perform the services set forth in this CONTRACT to the satisfaction of STATE.

THEREFORE, the parties agree as follows:

CONTRACT

1. CONTRACT TERM AND SURVIVAL OF TERMS.

1.1. Effective date: This CONTRACT is effective on **January 1, 2021**, or the date that STATE obtains all required signatures under Minnesota Statutes, section 16B.98, subdivision 5, whichever is later.

1.2. Expiration date. This CONTRACT is valid through **December 31, 2021**, or until all obligations set forth in this CONTRACT have been satisfactorily fulfilled, whichever occurs first.

1.3. No performance before notification by STATE. COUNTY may not begin work under this CONTRACT, nor will any payments or reimbursements be made, until all required signatures have been obtained per Minn. Stat. § 16B.98, subd. 7, and COUNTY is notified to begin work by STATE's Authorized Representative.

1.4. Survival of terms. COUNTY shall have a continuing obligation after the expiration of CONTRACT to comply with the following provisions of CONTRACT: 9. Liability; 10. Information Privacy and Security; 11. Intellectual Property Rights; 13.1. State audit; and 14. Jurisdiction and Venue.

1.5. Time is of the essence. COUNTY will perform its duties within the time limits established in CONTRACT unless it receives written approval from STATE. In performance of CONTRACT, time is of the essence.

2. COUNTY'S DUTIES.

2.1 Duties. COUNTY shall:

1. Provide mental health screenings to eligible children/youth in the child welfare and juvenile justice systems as described in Minnesota Statutes, § 245.4874, subd.i 1(12); § 260B.157, subd. 1; § 260B.176, subd. 2(e); and § 260B.235, subd. 6.
2. Utilize mental health screening instruments which have been approved for use with the child welfare and juvenile justice populations by the Commissioner of Human Services.
3. Utilize eligible screeners (child welfare and juvenile justice professionals and/or mental health practitioners) and ensure all screeners are trained and demonstrate competency on the use of the DHS approved screening instruments.
4. For those children/youth who are subsequently identified through screening as at-risk of needing or who need mental health services, COUNTY must inform the child/youth and parents or primary caregivers of the implications of a positive screen, and assist families with making a referral to a mental health professional for any necessary follow up mental health assessment or treatment.
5. For those children/youth who are subsequently identified through a positive screening as at-risk of needing or who need mental health services, COUNTY may choose to utilize grant funds for short term clinical, ancillary or supportive services such as diagnostic assessment, psychotherapy, skills and support groups, and other necessary mental health services not reimbursable by MHCP or other insurance.
6. Collect and submit Children's Mental Health Screening Grant data as requested by STATE'S authorized representative. Data will be submitted to STATE'S authorized representative by March 15, 2022 in a format approved by DHS.

2.2 Accessibility. Any information systems, tools, content, and work products produced under this CONTRACT, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the [Minnesota IT \(MN.IT\) Accessibility Standards](#), as updated on June 14, 2018. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D.

Information technology deliverables and services offered must comply with the MN.IT Services Accessibility Standards and any documents, reports, communications, etc. contained in an electronic format that COUNTY delivers to or disseminates for the STATE must be accessible. (The relevant requirements are contained under the "Standards" tab at the link above.) Information technology deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and STATE may withhold payment pursuant to clause 3.2(a) of CONTRACT.

3. CONSIDERATION AND TERMS OF PAYMENT.

3.1 Consideration. STATE will pay for all services satisfactorily provided by COUNTY under this CONTRACT.

- a. **Compensation.** COUNTY will be paid in accordance with **Attachment 1**, Budget, which is attached and incorporated into this CONTRACT.
 - 1. COUNTY must obtain STATE written approval before changing any part of the budget. Notwithstanding Clause 16.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of the smaller line item and when the total obligation and salaries/fringe benefits remain unchanged.
 - 2. If COUNTY's approved budget changes proceed without an amendment pursuant to this clause, COUNTY must record the budget change in EGMS or on a form provided by STATE.
- b. **Travel and subsistence expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of COUNTY's performance under this CONTRACT shall be no greater an amount than provided in the most current Commissioner's Plan (which is incorporated by reference), promulgated by the Commissioner of Minnesota Management and Budget as specified in the [Commissioner's Plan](#).¹ COUNTY shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from STATE. Minnesota shall be considered the home state for determining whether travel is out of state.
- c. **Total obligation.** The total obligation of STATE for all compensation and reimbursements to COUNTY shall not exceed **three thousand two hundred ninety-seven dollars (\$3,297.00)**. The breakdown of the total allocation is as follows: Child Welfare, three thousand two hundred ninety-seven dollars (\$3,297.00) and Juvenile Justice, zero dollars (\$0.00).
- d. **Withholding.** For compensation payable under this CONTRACT, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by STATE as required.

3.2. Terms of payment

- a. **Invoices.** Payments shall be made by STATE promptly after COUNTY submits an invoice for services performed and the services have been determined acceptable by STATE's authorized agent pursuant to Clause 4.1. Invoices shall be submitted in a form prescribed by STATE, if applicable, and according to the following schedule:

REPORTING PERIOD	INVOICE DUE
January 1, 2021 – March 31, 2021	April 30, 2021
April 1, 2021 – June 30, 2021	July 30, 2021
July 1, 2021 – September 30, 2021	October 30, 2021
October 1, 2021 – December 31, 2021	January 30, 2022.

¹ <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>

If STATE does not prescribe a form, COUNTY may submit invoices in a mutually agreed invoice format.

- b. Federal funds.** (Where applicable. If blank this section does not apply.) Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to COUNTY. In the event of such termination, COUNTY shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

4. CONDITIONS OF PAYMENT.

4.1. Satisfaction of STATE. All services provided by COUNTY pursuant to this CONTRACT shall be performed to the satisfaction of STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. COUNTY shall not receive payment for work found by STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

4.2. Payments to subcontractors. (If applicable) As required by Minn. Stat. § 16A.1245, COUNTY must pay all subcontractors, within ten (10) calendar days of COUNTY's receipt of payment from STATE for undisputed services provided by the subcontractor(s) and must pay interest at the rate of 1-1/2 percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

4.3. Administrative costs and reimbursable expenses. Pursuant to Minn. Stat. § 16B.98, subd. 1, COUNTY agrees to minimize administrative costs as a condition of this grant. COUNTY shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200.0 et seq., COUNTY shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If COUNTY receives funds from a source other than STATE in exchange for services, then COUNTY may not receive payment from STATE for those same services. COUNTY shall seek reimbursement from all sources before seeking reimbursement pursuant to CONTRACT.

5. PAYMENT RECOUPMENT.

COUNTY must reimburse STATE upon demand or STATE may deduct from future payments under this CONTRACT or future CONTRACTS the following:

- a.** Any amounts received by COUNTY from the STATE for contract services which have been inaccurately reported or are found to be unsubstantiated;
- b.** Any amounts paid by COUNTY to a subcontractor not authorized in writing by STATE;
- c.** Any amount paid by STATE for services which either duplicate services covered by other specific grants or contracts, or amounts determined by STATE as non-allowable under the line item budget, clause 2.1(a);
- d.** Any amounts paid by STATE for which COUNTY'S books, records and other documents are not sufficient to clearly substantiate that those amounts were used by COUNTY to perform contract services, in accordance with clause 1, COUNTY'S Duties; and/or

- e. Any amount identified as a financial audit exception.

6. CANCELLATION.

6.1. For cause or convenience. In accord with Minn. Stat. § 16B.04, subd. 2, the Commissioner of Administration has independent authority to cancel this CONTRACT. CONTRACT may be canceled by STATE or COUNTY at any time, with or without cause, upon thirty (30) days written notice to the other party. The thirty (30) day notice may be waived, in writing, by the party receiving notice. In the event of such a cancellation, COUNTY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed. STATE has the right to suspend or terminate this CONTRACT immediately when STATE deems the health or welfare of the service recipients is endangered, when STATE has reasonable cause to believe that COUNTY has breached a material term of the CONTRACT, or when COUNTY's non-compliance with the terms of the CONTRACT may jeopardize federal financial participation.

6.2. Insufficient funds. STATE may immediately terminate this CONTRACT if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written notice to COUNTY. STATE is not obligated to pay for any services that are provided after the effective date of termination. COUNTY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. STATE will not be assessed any penalty if the CONTRACT is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. STATE must provide COUNTY notice of the lack of funding within a reasonable time of STATE's receiving that notice.

6.3. Breach. Notwithstanding clause 6.1, upon STATE's knowledge of a curable material breach of the CONTRACT by COUNTY, STATE shall provide COUNTY written notice of the breach and ten (10) days to cure the breach. If COUNTY does not cure the breach within the time allowed, COUNTY will be in default of this CONTRACT and STATE may cancel the CONTRACT immediately thereafter. If COUNTY has breached a material term of this CONTRACT and cure is not possible, STATE may immediately terminate this CONTRACT.

7. AUTHORIZED REPRESENTATIVES, RESPONSIBLE AUTHORITY, and PROJECT MANAGER.

7.1. State. STATE's authorized representative for the purposes of administration of this CONTRACT is **Regina Acevedo** or successor. Phone and email: **651-431-4871, regina.acevedo@state.mn.us**. This representative shall have final authority for acceptance of COUNTY's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 3.2.

7.2. County. COUNTY's Authorized Representative is **Chuck Hurd** or successor. Phone and email: **320-679-6350, chuck.hurd@co.kanabec.mn.us**. If COUNTY's Authorized Representative changes at any time during this CONTRACT, COUNTY must immediately notify STATE.

7.3. Information Privacy and Security. (If applicable) COUNTY's responsible authority for the purposes of complying with data privacy and security for this CONTRACT is **Chuck Hurd** or successor. Phone and email: **320-679-6350, chuck.hurd@co.kanabec.mn.us**.

8. INSURANCE REQUIREMENTS.

8.1. Worker's Compensation. The COUNTY certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The COUNTY'S employees and agents will not be considered employees of the STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the STATE'S obligation or responsibility.

9. LIABILITY.

To the extent provided for in Minn. Stat. §§ 466.01-466.15, the COUNTY agrees to be responsible for any and all claims or causes of action arising from the performance of this grant contract by COUNTY or COUNTY'S agents or employees. This clause shall not be construed to bar any legal remedies COUNTY may have for the STATE'S failure to fulfill its obligations pursuant to this grant.

10. INFORMATION PRIVACY AND SECURITY.

- a. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Data Practices Act") as "not public data" on individuals to COUNTY under this Contract. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law or temporary classification. Minn. Stat. § 13.02, subd. 8a.
- b. It is expressly agreed that COUNTY will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), 45 C.F.R. § 160.103, on behalf of STATE for a function or activity regulated by 45 C.F.R. 160 or 164. Accordingly, COUNTY is not a "business associate" of STATE, as defined in HIPAA, 45 C.F.R. § 160.103 as a result of, or in connection with, this CONTRACT. Therefore, COUNTY is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this CONTRACT. If COUNTY has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this CONTRACT, COUNTY will be responsible for its own compliance.

11. INTELLECTUAL PROPERTY RIGHTS.

11.1. Definitions. Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by COUNTY, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the CONTRACT. Works includes "Documents." Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives,

designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by COUNTY, its employees, agents, or subcontractors, in the performance of this CONTRACT.

11.2. Ownership. STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this CONTRACT. The Works and Documents will be the exclusive property of STATE and all such Works and Documents must be immediately returned to STATE by COUNTY upon completion or cancellation of this CONTRACT. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” If using STATE data, COUNTY must cite the data, or make clear by referencing that STATE is the source.

11.3. Responsibilities.

- a. Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by COUNTY, including its employees and subcontractors, and are created and paid for under this CONTRACT, COUNTY will immediately give STATE’s Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. COUNTY will assign all right, title, and interest it may have in the Works and the Documents to STATE.
- b. Filing and recording of ownership interests.** COUNTY must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE’s ownership interest in the Works and Documents created and paid for under this CONTRACT. COUNTY must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither COUNTY nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. Duty not to infringe on intellectual property rights of others.** COUNTY represents and warrants that the Works and Documents created and paid for under this CONTRACT do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, COUNTY will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at COUNTY’s expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. COUNTY will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney’s fees. If such a claim or action arises, or in COUNTY’s or STATE’s opinion is likely to arise, COUNTY must, at STATE’s discretion, either procure for STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of STATE will be in addition to and not exclusive of other remedies provided by law.

- d. Federal license granted.** If federal funds are used in the payment of this CONTRACT, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

12. OWNERSHIP OF EQUIPMENT. The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to STATE or to an eligible non-STATE party named by the STATE. If federal funds are granted by the STATE, then disposition of all equipment purchased under this grant contract shall be in accordance with OMB Uniform Grant Guidance, 2 C.F.R. § 200.313. For all equipment having a current per unit fair market value of \$5,000 or more, STATE shall have the right to require transfer of the equipment (including title) to the Federal Government. These rights will normally be exercised by STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

13. AUDIT REQUIREMENTS AND COUNTY DEBARMENT INFORMATION.

13.1. State audit.

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the COUNTY or other party that are relevant to the CONTRACT are subject to examination by STATE and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the CONTRACT end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

13.2. Independent audit. If COUNTY conducts or undergoes an independent audit during the term of this CONTRACT, a copy of the audit must be submitted to STATE within thirty (30) days of the audit's completion.

13.3. Federal audit requirements and COUNTY debarment information. COUNTY certifies it will comply with 2 C.F.R § 200.501 et seq., as applicable. To the extent federal funds are used for this CONTRACT, COUNTY acknowledges that COUNTY and STATE shall comply with the requirements of 2 C.F.R. § 200.331. Non-Federal entities receiving \$750,000 or more of federal funding in a fiscal year must obtain a single or program-specific audit conducted for that year in accordance with 2 C.F.R. § 200.501. Failure to comply with these requirements could result in forfeiture of federal funds.

13.4. Debarment by STATE, its departments, commissions, agencies or political subdivisions.

COUNTY certifies that neither it nor its principles are presently debarred or suspended by the State of Minnesota, or any of its departments, commissions, agencies, or political subdivisions. COUNTY's certification is a material representation upon which the CONTRACT award was based. COUNTY shall provide immediate written notice to STATE's authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

13.5. Certification regarding debarment, suspension, ineligibility, and voluntary exclusion – lower tier covered transactions.

COUNTY's certification is a material representation upon which CONTRACT award was based. Federal money will be used or may potentially be used to pay for all or part of the work under CONTRACT, therefore COUNTY must certify the following, as required by 2 C.F.R. § 180, or its regulatory equivalent.

a. Instructions for Certification

1. By signing and submitting this CONTRACT, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this CONTRACT is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this CONTRACT is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this CONTRACT that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each

participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

b. Lower Tier Covered Transactions.

1. The prospective lower tier participant certifies, by submission of this CONTRACT, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this CONTRACT.

14. JURISDICTION AND VENUE.

This CONTRACT, and amendments and supplements, are governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this CONTRACT, or breach of the CONTRACT, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. CLERICAL ERRORS AND NON-WAIVER.

15.1. Clerical error. Notwithstanding Clause 16.1, STATE reserves the right to unilaterally fix clerical errors contained in the CONTRACT without executing an amendment. COUNTY will be informed of errors that have been fixed pursuant to this paragraph.

15.2. Non-waiver. If STATE fails to enforce any provision of this CONTRACT, that failure does not waive the provision or STATE's right to enforce it.

16. AMENDMENT, ASSIGNMENT, SEVERABILITY, ENTIRE AGREEMENT, AND DRAFTING PARTY.

16.1. Amendments. Any amendments to this CONTRACT shall be in writing, and shall be executed by the same parties who executed the original CONTRACT, or their successors in office.

16.2. Assignment. COUNTY shall neither assign nor transfer any rights or obligations under this CONTRACT without the prior written consent of STATE.

16.3. Entire Agreement.

- a. If any provision of this CONTRACT is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this CONTRACT shall not in any way be affected or impaired. The parties will attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute, and will incorporate the substitute provision in this CONTRACT according to clause 16.1.
- b. This CONTRACT contains all negotiations and agreements between STATE and COUNTY. No other understanding regarding this CONTRACT, whether written or oral may be used to bind either party.

16.4. Drafting party. The parties agree that each party individually has had an opportunity to review with a legal representative, negotiate and draft this CONTRACT, and that, in the event of a dispute, the CONTRACT shall not be construed against either party.

17. PROCURING GOODS AND CONTRACTED SERVICES.

17.1. Contracting and bidding requirements. COUNTY certifies that it shall comply with Minn. Stat. § 471.345.

17.2. Prevailing wage. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44; consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. Vendors should submit a prevailing wage form along with their bids.

17.3 Debarred vendors. In the provision of goods or services under this CONTRACT, COUNTY must not contract with vendors who are suspended or debarred in Minnesota or under federal law. Before entering into a subcontract, COUNTY must check if vendors are suspended or debarred by referencing the Minnesota Department of Administration's [Suspended/Debarred Vendor Report](#). A link to vendors debarred by Federal agencies is provided at the bottom of the web page.

18. SUBCONTRACTS.

COUNTY, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to sub-recipients and subcontractors, in accordance with 45 C.F.R. §§ 75.351-75.352. COUNTY shall ensure that the material obligations, borne by the COUNTY in this CONTRACT, apply as between COUNTY and subrecipients, in all subcontracts, to the same extent that the material obligations apply as between the STATE and COUNTY.

19. LEGAL COMPLIANCE.

19.1 General compliance. All performance under this CONTRACT must be in compliance with state and federal law and regulations, and local ordinances. Allegations that STATE deems reasonable, in its sole discretion, of violations of state or federal law or regulations, or of local ordinances, may result in CONTRACT cancellation or termination and/or reporting to local authorities by STATE.

19.2 Nondiscrimination. COUNTY will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. COUNTY must refrain from such discrimination as a matter of its contract with STATE. "Person" includes, without limitation, a STATE employee, COUNTY's employee, a program participant, and a member of the public. "Discriminate" means, without limitation, to: fail or refuse to hire, discharge, or otherwise discriminate against any person with respect to the compensation, terms, conditions, or privileges of employment, or; exclude from participation in, deny the benefits of, or subject to discrimination under any COUNTY program or activity.

COUNTY will ensure that all of its employees and agents comply with Minnesota Management and Budget Policy [#1329](#) (Sexual Harassment Prohibited) and [#1436](#) (Harassment and Discrimination Prohibited).

19.3 Grants management policies. COUNTY must comply with required [Grants Management Policies and procedures](#) as specified in Minn. Stat. § 16B.97, subd. 4(a)(1). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by Office of Grants Management (OGM) [Policy 08-10](#).

19.4 Conflict of interest. COUNTY certifies that it does not have any conflicts of interest related to this CONTRACT, as defined by OGM [Policy 08-01](#). COUNTY shall immediately notify STATE if a conflict of interest arises.

20. OTHER PROVISIONS

20.1. No Religious Based Counseling. COUNTY agrees that no religious based counseling shall take place under the auspices of this CONTRACT.

20.2. Contingency Planning. This section applies if COUNTY will be fulfilling Priority 1 or Priority 2 functions under this contract. A *Priority 1* function is a function that, for purposes of planning business continuity during an emergency or disaster, must continue 24 hours per day and 7 days per week, or be recovered within hours. A *Priority 2* function is a function that, for purposes of planning business continuity during an emergency or disaster, must be resumed within 25 hours to 5 days. Within 90 days of the execution of this CONTRACT, COUNTY and any subcontractor will have a contingency plan. The contingency plan shall:

- a. Ensure fulfillment of Priority 1 or Priority 2 obligations under this CONTRACT;
- b. Outline procedures for the activation of the contingency plan upon the occurrence of a governor or commissioner of the Minnesota Department of Health declared health emergency;
- c. Identify an individual as its Emergency Preparedness Response Coordinator (EPRC), the EPRC shall serve as the contact for STATE with regard to emergency preparedness and response issues, the EPRC shall provide updates to STATE as the health emergency unfolds;

- d.** Outline roles, command structure, decision making processes, and emergency action procedures that will be implemented upon the occurrence of a health emergency;
- e.** Provide alternative operating plans for Priority 1 or Priority 2 functions;
- f.** Include a procedure for returning to normal operations; and
- g.** Be available for inspection upon request.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Signature Page Follows

By signing below, the parties agree to the terms and conditions contained in this CONTRACT.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05.

By: _____

Date: _____

Contract No: _____

Distribution: (fully executed contract to each)

Contracting and Legal Compliance Division

County

State Authorized Representative

2. COUNTY

Signatory certifies that Grantee's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the Grantee to the terms of this Agreement. Grantee and Signatory agree that the State Agency relies on the Signatory's certification herein.

By: _____

Title: _____

Date: _____

Continuation 2. **COUNTY**

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By (with delegated authority): _____

Title: _____

Date: _____

Resolution # FS 11/17/20
Children's Mental Health Grant Agreement resolution

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

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

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

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

MEMORANDUM OF UNDERSTANDING

Between

Ogilvie Public Schools – District #333

and

Kanabec County Family Service Agency

Transportation Procedures Agreement

To ensure the educational stability of Foster Care Youth:

Every Student Succeeds Act (ESSA) requirements

This Memorandum of Understanding (MOU) addresses transportation related provisions. Additional policies may be added to address the unique needs of each collaboration between the Local Education Agency (LEA)/Child Welfare Agency (CWA) in order to ensure the educational stability of foster care youth. Note: this MOU is not a local transportation plan. It is an agreement between the LEA and CWA to collaboratively design a local transportation plan.

Purpose:

The purpose of this agreement is to establish transportation procedures between Ogilvie Public Schools (LEA) and Kanabec County Family Service Agency (CWA) to ensure the provision of transportation for foster care youth enrolled in a LEA (Pre-K-12) when a best interest determination indicates that the student should remain in the school of origin, and alternative means of transportation to and from school have been fully explored and deemed unavailable.

Joint Responsibilities:

- The LEA and CWA agree to collaborate to update or establish formal mechanisms to ensure that the LEA is promptly notified when a child enters foster care or changes foster care placements.
- The LEA and CWA agree to collaborate to jointly design a comprehensive transportation plan to ensure that transportation for children in foster care is provided, arranged, and funded.
- Both parties agree that under no circumstances shall a transportation dispute between party's delay or interrupt the provision of transportation for a child to the school of origin.
- Both parties agree to communicate regularly and share leadership responsibilities at the local level to ensure that available resources for transportation are utilized in the most effective manner, without duplication.
- Both parties agree that transportation must be provided in a "cost effective" manner so low-cost/no-cost options should be explored. (e.g. pre-existing bus stops or public transportation, foster parents provide transportation, transportation by other programs if child is eligible)
- Both parties agree to maintain confidentiality of information regarding children and families being served, in accordance with the Family Education Rights and Privacy Act (FERPA), and all other State and Federal laws and regulations regarding confidentiality.
- Both parties understand that all federal, state and local funding sources should be maximized to ensure transportation costs are not unduly burdensome on one agency.

Respective responsibilities under this agreement include:

Ogilvie Public Schools – District #333 School District

- Establish a Foster Care Point of Contact (POC) given the importance of transportation to ensure educational stability requirements defined by the Every Student Succeeds Act (ESSA).
- Share the Foster Care POC's contact information with state and local education and child welfare agencies.
- Understands that even if an LEA does not transport other students, it must ensure that transportation is provided to children in foster care, adhering to the collaboratively designed transportation plan.
- Acknowledges that Title I is an allowable funding source for additional transportation costs, although funds reserved for comparable services for homeless children and youth may not be used for transportation.
- Informs the CWA whether Title I funds are available to support additional transportation costs for children in foster care in order to maintain enrollment in their school of origin.
- Agrees, if applicable, to support additional transportation costs for eligible foster care youth utilizing funds made available within Title I.
- Understands that if there are additional costs providing transportation for children in foster care to remain in his or her school of origin, the LEA (school of origin) will provide such transportation if (1) the county children and youth agency agrees to reimburse the LEA for the cost of transportation; (2) the LEA agrees to pay for the additional costs; or (3) the LEA and county children and youth agency agree to share the costs.
- Agrees that a child must remain in his or her school of origin while any disputes are being resolved. Agrees to provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

Kanabec County Family Service Agency Child Welfare Agency

- Identifies all children in foster care enrolled in the LEA in order for the LEA and CWA to fulfill the jointly agreed upon transportation responsibilities.
- Informs LEA of children in foster care who may be in need of transportation to maintain enrollment in their school of origin.
- Agrees to immediately inform the school of origin of children in foster care who experience a change of foster care placement.
- Agrees, if applicable, to support transportation costs for eligible foster care youth utilizing funds made available within the county's child welfare budget under Section 475(4)(A) of Title IV-E of the Social Security Act.
- Informs the LEA/school of origin whether Title IV-E funds are available to support additional transportation costs for children in foster care in order to maintain enrollment in their school of origin. Agrees to assist the LEA/school of origin in exploring the full range of options for providing and funding transportation to maintain a child in his or her school of origin, consistent with the child's educational stability plan.

Updates and Revisions:

Updates and revisions to this MOU should be made as needed. Any updates or revisions to the MOU must be submitted to the Minnesota Department of Education. Best practice recommends that an updated MOU be submitted every three years, as contractual updates follow this timeline.

Ogilvie Public Schools-District #333 (LEA) and **Kanabec County Family Service Agency(CWA)** agree to update or revise this Memorandum of Understanding (MOU) as needed or every three years to coincide with the contractual timelines.

This agreement will be reviewed and approved by representatives of both agencies:

Kanabec County
Family Service
Agency

905 Forest Avenue
East, suite 150
Mora, MN 55051

Printed Name: **Chuck Hurd, Director of Kanabec County Family Service Agency**
(CWA)

Signed: _____ Date: ____/____/____
(CWA)

Ogilvie Public Schools, District #333
333 School Drive
Ogilvie, MN 56358

Printed Name: **Kathy J. Belsheim, Superintendent of Ogilvie Public Schools**
(LEA)

Signed: Kathy J. Belsheim Date: 11 / 3 / 2020
(LEA)

Resolution # FS 11/17/20
MOU for Foster Children Transportation resolution

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

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

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

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

2021 Annual Contracts Consent Agenda

1. Kanabec County Family Services and Rob Lininger, Ph.D. for psych evaluations and counseling services.
2. Kanabec County Family Services and Dr. Paul Richardson for psych services
3. Kanabec County Family Services and Karissa Ignieszewski for psych evaluations and medication management
4. Kanabec County Family Services and Mille Lacs County for psychiatric services.
5. Kanabec County Family Services and Jenny Bliss for psych evaluations and individual counseling.
6. Kanabec County Family Services and Pine County for psychiatric services.
7. Kanabec County Family Services and Region 7E for Regional Adult Mental Health Outpatient Medication Management services.
8. Kanabec County Family Services and Charlene Gabrielson for custody evaluations.

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Consent Agenda Resolutions

Resolution # FS 11/17/20

Psychological Services Contract – Rob Lininger

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

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

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

Resolution # FS 11/17/20

Psychiatric Services Contract – Dr. Paul Richardson

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

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

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

Resolution # FS 11/17/20

Psychological Services Contract –Karissa Ignaszewski

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

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

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

Consent Agenda Resolutions

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

Resolution # FS 11/17/2020

Psychiatric Services Contract Jenny Bliss– resolution

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

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

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

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

Resolution #FS – 11/17/20

Mille Lacs County Psychiatric Services Resolution

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

WHEREAS, Mille Lacs County Community and Veterans Services wishes to secure the provision of Psychiatric Services from Kanabec County Family Services, and

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

NOW, THEREFORE BE IT RESOLVED that the Kanabec County Human Services Board approves Kanabec County Family Services entering into an agreement for Psychiatric Services to commence January 1, 2021 through December 31, 2021 with Mille Lacs County.

Resolution #FS – 11/17/20

Pine County Psychiatric Services Resolution

Consent Agenda Resolutions

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

WHEREAS, Pine County Community and Veterans Services wishes to secure the provision of Psychiatric Services from Kanabec County Family Services, and

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

NOW, THEREFORE BE IT RESOLVED that the Kanabec County Human Services Board approves Kanabec County Family Services entering into an agreement for Psychiatric Services to commence January 1, 2021 through December 31, 2021 with Pine County.

Resolution #HS – 11/17/20

Regional AMHI Medication Management/Client Outreach Resolution

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

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

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

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

Resolution # FS __ 11/17/2020

Contract with Charlene Gabrielson for Custody Evaluations Resolution

Consent Agenda Resolutions

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

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

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

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

Kanabec County Family Services Third Quarter 2020 Report

Financial Assistance

Preparer: Tim Dahlberg

A. Major Highlights

- Initiative Foundation grant monies were utilized to purchase laptops and multi-factor authentication software for telework rollout
- Received approval to enact a COVID-19 emergency program. As of 9/30/2020, there have been 19 applicants, with three assistance requests being approved.

B. Challenges/Concerns

- COVID-19 has had various impacts on our program requirements as well as our community at large. We need to stay up-to-date on program changes and we need to be ready for additional requests.
- With the temporary waivers in place, there will be a time in the future, when these waivers end, that will result in an influx of people seeking assistance

C. Looking Ahead

- We look forward to the ability to telework. This is to ensure uninterrupted service to our program participants and potential new applicants. For example, if we needed to quarantine a number of staff, they would still be able to complete their work out of the office. This capability will be rolled out in October.

Program Totals as of 9/30/20		
Program	Active Cases	# of Persons Active
MN Family Investment Program (MFIP)	82	129
Diversionary Work Program (DWP)	0	0
General Assistance (GA)	99	98
MN Supplemental Assistance (MSA)	78	79
Housing Supports (Formerly GRH)	64	64
Food Support (SNAP)	724	590
Medical Assistance and/or Medicare Savings Programs (MAXIS)	793	816
Medical Assistance (METS) *as of 10/2/20	1624	3225
MinnesotaCare (County Serviced) * as of 10/2/20	84	119

Kanabec County Family Services Third Quarter 2020 Report

Child Support

Preparer: Tammy Owens and Tim Dahlberg

A. Major Highlights

- The pause on personal service has been lifted. We were running into issues completing the establishment process with COVID-19 pausing some of our capabilities. We are now able to have clients served to complete to get new cases established.
- Similarly to personal service, we are able to complete genetic testing once again.

B. Challenges/Concerns

- COVID-19 and the related effects are a concern for us
 - Non-custodial parents (NCP) ability to pay may change as the economy worsens
 - Possible increase in review/modification requests due to continued reduction of incomes
- Unemployment Insurance running out will be impactful
- Court filing processes have been changing, which requires us to adjust some of our processes.
- With telework on the horizon, a concern we have is being able to stay connected as a team and as an agency
 - We're planning to meet virtually each morning

C. Looking Ahead

- We continue to work through the changes to our work that have occurred due to COVID-19.
- We are looking forward to the ability for child support officers to telework.

CHILD SUPPORT ENFORCEMENT STATISTICS					
	QUARTER ENDING				
AREA					Year to
	3/31/2020	6/30/2020	9/30/2020	12/31/2020	Date
Caseload By Type					
Non-Public Assistance	316	224	210		
Arrears Only	227	236	228		
Public Assistance	206	290	298		
Foster Care	12	1	1		
Spousal Maintenance Only	5	5	5		
Total	766	756	743		
Collections Report					
Total Collected	\$555,366.18	\$679,640.04	\$584,701.33		\$1,819,707.55
PA Collections					
Current	\$125,524.97	\$197,794.66	\$206,514.94		\$529,834.57
Arrears	\$31,312.84	\$85,040.30	\$51,969.87		\$168,323.01
Spousal Maintenance					\$0.00

**Kanabec County Family Services
Third Quarter 2020 Report**

Total	\$156,837.81	\$282,834.96	\$258,484.81		\$698,157.58
NPA Collections					
Current	\$264,670.51	\$209,274.43	\$201,908.24		\$675,853.18
Arrears	\$126,558.54	\$180,609.75	\$116,696.38		\$423,864.67
Spousal Maintenance	\$7,299.32	\$6,920.90	\$7,611.90		\$21,832.12
Total	\$398,528.37	\$396,805.08	\$326,216.52		\$1,121,549.97
Current Support due	\$535,119.83	\$541,168.54	\$531,805.25		\$1,608,093.62
Current Distributed	\$396,142.00	\$412,977.69	\$414,495.36		\$1,223,615.05
% of Distribution of Current	74.03%	76.31%	77.94%		
Cases with Arrears due	490	462	442		
Cases with Arrears Distributed	211	214	188		
% of Cases w/Arrears Payment	43.06%	46.32%	42.53%		

Accounting Unit

Reporter: Cheryl Jenkins

A. Major Highlights

- All Fiscal staff are working to ensure that accounting changes due to COVID-19 across all systems are correct and updated timely.
- All quarterly reports were completed by their due dates.
- We are processing CARES Funding requests ensuring that all guidelines and documentation requirements are met.

B. Challenges and Concerns

- We are still tracking the IV-E Children's Residential Facility payments that are currently not reimbursed.
- Our welfare fund balance remains low.
- Ensuring that all changes to all systems are accurate and up to date given the many changes that happened with COVID-19.

C. Looking Ahead

- Fiscal staff is tracking all COVID-19 related expenses.
- Changes that will need to be made to the systems when the waiver modifications end.

Kanabec County Family Services Third Quarter 2020 Report

Administrative Statistics

AREA	1/1/2020 to 3/31/2020	4/1/2020 to 6/30/2020	7/1/2020 to 9/30/2020	10/1/2020 to 12/31/2020	Year to Date Data	2020 Approved Budget
Revenues - Income Maintenance						
State Sources	56,590	47,536	76,400		180,526	190,348
Federal Sources	228,554	241,836	205,250		675,640	1,114,608
Other Sources	16,966	17,165	44,856		78,987	127,350
Fund Balance-Planned Use					-	
Total	302,109	306,537	326,506	-	935,152	1,432,306
Expenditures - Income Maintenance						
Public Aid	100,750	101,496	87,095		289,341	488,100
Personal Services	329,564	299,954	335,195		964,713	1,267,837
Services & Charges	64,085	25,191	18,753		108,029	229,459
Direct Materials	1,314	1,058	820		3,192	4,650
Other Expenses					-	
Total	495,714	427,699	441,863	-	1,365,276	1,990,046
Revenues - Social Services						
State Sources	107,727	217,868	404,460		730,055	813,122
Federal Sources	307,152	270,356	232,006		809,514	1,132,769
Fees for Services	43,948	40,627	50,615		135,190	113,000
Other Sources	69,913	104,853	118,719		293,485	352,650
Fund Balance-Planned Use					-	
Total	528,740	633,704	805,800	-	1,968,244	2,411,541
Expenditures - Social Services						
Public Aid	307,372	351,376	340,215		998,963	1,644,044

Kanabec County Family Services Third Quarter 2020 Report

Personal Services	574,693	515,750	586,244		1,676,687	2,219,174
Services & Charges	62,547	46,799	35,707		145,053	241,545
Direct Materials	2,154	11,128	701		13,983	14,786
Other Expenses					-	
Total	946,766	925,053	962,867	-	2,834,686	4,119,549
Revenues - IM & SS						
State Sources	164,317	265,404	480,860	-	910,581	1,003,470
Federal Sources	535,706	512,192	437,256	-	1,485,154	2,247,377
Fees for Services	43,948	40,627	50,615	-	135,190	113,000
Other Sources	86,879	122,018	163,575	-	372,472	352,650
Fund Balance-Planned Use						
Total	830,849	940,241	1,132,306	-	2,903,396	3,716,497
Expenditures - IM & SS						
Public Aid	408,122	452,872	427,310	-	1,288,304	2,132,144
Personal Services	904,257	815,704	921,439	-	2,641,400	3,487,011
Services & Charges	126,632	71,990	54,460	-	253,082	471,004
Direct Materials	3,468	12,186	1,521	-	17,175	19,436
Other Expenses						
Total	1,442,480	1,352,752	1,404,730	-	4,199,962	6,109,595

Children's Mental Health

A. Major Highlights

- Two youth continued in Voluntary Placement Agreements (VPA's)
- One youth discharged from residential placement to their home
- COVID-19 changes impacting this whole quarter
- Continued having some luck finding traditional respite providers for a couple children

B. Trainings

- Supporting Legal and Relational Permanency for Youth in Care: Practice Strategies and New Research Findings, Minor Connect: Collaboration, Trust and Minors Experiencing Homelessness

Kanabec County Family Services Third Quarter 2020 Report

C. Challenges/Concerns

- We are still struggling to get required assessment instruments (Child and Adolescent Service Intensity Instrument and Strengths and Difficulties Questionnaire) from therapists.
- Changes in contacts as COVID-19 continues impact the delivery of case management services.
- Clients struggling with engagement in Telehealth. There are options for in person services now and some clients have chosen to change to those providers.

D. Looking Ahead

- Uncertain times continue for staff and clients. Balancing client/families as well as workers level of comfort for types of contact.
- Uncertainty of changes that school will go through during the course of the year.
- One youth has been accepted and approved for residential treatment early next quarter.

Child Protection

A. Major Highlights

- Office hours have been changed to reflect the current situation of social distancing with one staff member in the office to provide intake services. We have been able to make a smooth transition to working from home and still providing high quality services to the members of the community.
- Staff has remained in contact with families through video chats, phone calls, mailings and outside visits.
- Back to School Backpack program was a success and social workers assisted with distribution, referrals and packing the bags.

B. Trainings

- This has looked a little different in trainings being offered online with more flexibility and access.
- Recent trainings that have been attended by staff are:
 - Overcoming Challenges in the Forensic Interview
 - Mentor Meeting
 - The Science of Well Being
 - Where Gathering Inspires Growth
 - Social Innovation/Becoming a Change Maker
 - Poor Kids
 - The Reason I Jump
 - Childhood Disrupted

C. Challenges/Concerns:

Kanabec County Family Services Third Quarter 2020 Report

- Truancy cases and attendance in relation to the different learning models that children are engaged in during the pandemic have increased in numbers and it is anticipated that this will continue to rise.
- Meeting face to face contact timelines and family visits during the pandemic.
- Limited resources and waiting lists present a challenge to address the needs of clients, along with services not being provided or only provided electronically.
- Chronic chemical use/abuse in the county and its exposure to children.

D. Looking Ahead:

- Toys for Tots
- Fundraiser for Children's Activity Fund
- OCC in October provides families with services and personal items that are much needed right now.
- St. Louis County Fall Conference

<u>Children's Services Statistics</u>	October 2019 – December 2019	January 2020 – March 2020	April 2020 – June 2020	July 2020 – September 2020
Child Protection (CP)/Child Welfare (CW)				
CP/CW intakes				
○ Opened for assessment	35	26	32	37
○ Screened out (CP only)	116	83	36	58
• Assessments & investigations	67	36	25	40
• Case management	79	64	31	41
• Open CHIPS court files (per child)	24	22	15	22
• Open Adoption Cases		3	0	0
• Completed Adoptions		3	0	0
Parent Support Outreach Program (PSOP)				
• PSOP intakes	11	4	5	4
• Opened for case management	8	3	0	0
Children's Mental Health (CMH)				
CMH intakes				
○ Opened for case management	9	9	2	7
○ Screened out	0	0	0	0
• Case management (per child)	37	45	39	39
❖ Out of Home Placements				
• Children's services placements	14	17	12	26
• Trial home visits	6	2	0	1
• Pre-adoptive/Pre-kinship home	4	5	4	4
• Extended foster care (Age 18-21)	1	1	1	1
• Probation placements	1	0	0	0

Kanabec County Family Services Third Quarter 2020 Report

Aging Services Care Coordination

Reporters: Krista Eye and Aliina Knickerbocker

A. Major Highlights

- To continue to serve the aging population that is ever growing and provide them with resources and services that are needed to keep them healthy and safe in their homes.

B. Training

- SCHA launched a new upgraded system on August 3rd. We had some training prior to this date, but as a whole trained with SCHA for four hours on August 3rd as the new system was ready to be used.

C. Challenges and Concerns

- COVID-19 still creates some challenges for us. We continue to do our work over the phone. This makes it difficult at times to really know if someone we work with is ok in their home. We often hear “everything is good, I am fine” and then we would have gone out to their home and observed many obstacles the member is facing which they didn’t realize could be improved on. It may be some time before we can actually assess how our new and existing clients are doing in their homes but for now we have to trust what they are telling us.

D. Trends

- COVID-19 has challenged this population to stay home more and has limited their family gatherings and social interactions. We have definitely started to hear more about feelings of loneliness and boredom with our client population not getting out as much as they would like. The summer and fall is when our members are the most active as they tend to do a lot when the weather is nice. The loneliness and boredom will only continue to increase as winter months begin.

E. Looking Ahead

- We are still hoping to incorporate more group activities and work more closely with this population regarding health and physical wellbeing. We are looking forward to seeing them in their homes again along with ensuring their safety at home and making sure they get the resources they need to continue to be healthy.

Case Load Total- 102; New- 4

Adult Mental Health

Reporters: LuAnn Beachem, Cassie Dahlberg, Kurt Seidel

A. Major Highlights:

- Court hearings for commitments and other matters increased this quarter. Red River Behavioral Health Hospital has closed. This hospital provided psychiatric services to Kanabec County residents every year.

Kanabec County Family Services Third Quarter 2020 Report

B. Training Attended:

- Staff have participated in limited trainings this quarter.

C. Challenges and Concerns:

- We continue to have increases in referrals for case management services and pre-petition screenings.

D. Trends:

- Some people have managed their mental health better than expected during the changes in services and community standards. Many people with health problems have required more help than in a typical quarter.

E. Looking Ahead:

- Luann Beachem will be retiring in October.

Community Support Program

Reporter: Rhonda Bergstadt

A. Major Highlights

- We have been able to hold groups outdoors most of the summer and fall. This has allowed people to have social contacts and mental health education while preventing spread of a global pandemic. Group members have been very respectful of others knowing they have a negative impact if they became ill. Many discussions have been held on the new “social normal” that we all are living with now.

B. Training Attended

- I continue to complete research and training as needed to offer the best and most effective treatment to those I serve.
- Annual Safety Training was completed.

C. Challenges and Concerns

- Isolation: horrible word and horrible feeling. I can only imagine that feeling when you also suffer from a major mental illness. This year has been particularly challenging to connect people and winter is only going to complicate this. I will be doing my best to get people out and also keeping them safe.

D. Looking Ahead

- Election, many people are going to be taking a news break as the fall continues. It will be encouraged to allow breaks from all of the controversy if needed. Reminding people that turning off the news is okay and does not mean they will miss something or be an irresponsible citizen.
- This worker will always assist everyone with information on how to vote, without giving information on who to vote for.
- Fuel Assistance Applications have been completed for many of our clients in hopes of decreasing the stressors that come with the heating season.

Kanabec County Family Services Third Quarter 2020 Report

E. Trends

- New social normal during the pandemic is making for interesting social interactions for everyone. I believe that most people are feeling isolated and awkward but those with paranoid thoughts are having an increased problem with this situation. This is sometimes magnified with the inability to see faces as we are all wearing masks. We continue to attempt to use humor to deal with the new normal and always reminding people to be kind to others.

DD Case Management

Adult Protection

Vulnerable Adult

Reporter: Kelly Mitchell, Chelsey Bottelson

A. Major Highlights

- The impact COVID-19 has on our DD population

B. Training Attended

- Staff attending online Convene trainings regarding various job related topics as well as completing professional reading and research.

C. Challenges and Concerns

- A lack of resources overall for children in the area continues, including in-home therapies, resources for children with autism. The Minnesota Autism Center in Cambridge refused most referrals made.
- Conducting meetings virtually can be hard for our clients who are non-verbal, or clients who prefer in-person meetings.
- There continues to be a need for PCAs in the area, which makes it difficult trying to get or maintain PCA presence in a home.
- Lack of respite available in the area.

D. Looking Ahead

- Changes that have taken place, or continue to happen with Day Training & Habilitation (DT & H) programs. Less hours per day, changes in rates for both the home and DT&H providers.
- Changes coming to the Waivers due to Waiver Reimagine. Waiver Reimagine will work to provide equal access to services through simplification and system-level improvement.

E. Trends

- An increase in the need for home modifications for clients with special needs.
- Increase in the use of Technology for Home and Connect Ability to assist with communication and sensory needs.
- Increase in referrals to Early Intensive Developmental and Behavioral Intervention (EIDBI) programs.
- Need for respite.
- Decline in DD waiver referrals.

Kanabec County Family Services Third Quarter 2020 Report

Licensing

Reporters: Tonya Burk, Danielle Linkert, Ashlee Lovaas

A. Major Highlights

- Rule 13 Review-9/30/2020

	Family Child Care (FCC)	Child Foster Care (CFC)	Adult Foster Care (AFC)
New Licenses	4		
Relicensings	3	3	5
Off Year Visits	6		
Change of Premise	1		
Pending Applications			
Correction Orders			
Negative Actions			
Extensions			
Investigations			
Closed Licenses	1	3	0
Orientation provided for (number of persons)	5	3	0
Total Number of Providers in Kanabec County	25	14	6 = AFC 13=CRS

B. Training Attended

- Regional Foster Care Meeting (virtual) 7/14/2020-Ashlee
- Balancing Rights and Safety During COVID-19 (webinar) 8/4/2020-Ashlee
- Healthy Relationships: Improve Empathy, Communication and Boundaries (webinar) 8/20/2020- Ashlee
- Regional Foster Care Meeting (virtual) 9/1/2020-Ashlee
- FCC Training Ongoing weekly-Danielle

C. Challenges and Concerns

- COVID-19
- Virtual visits, technology issues at times.

D. Looking Ahead

- COVID-19
- Implementation Plan & Change in training
- New Family Child Care (FCC) and Child Foster Care (CFC) providers
- Family Child Care Implementation Plan started 9/2020

E. Trends

Kanabec County Family Services Third Quarter 2020 Report

- Virtual visits continue. All new FCC occurs in person. CFC in person visits are on a case to case basis.

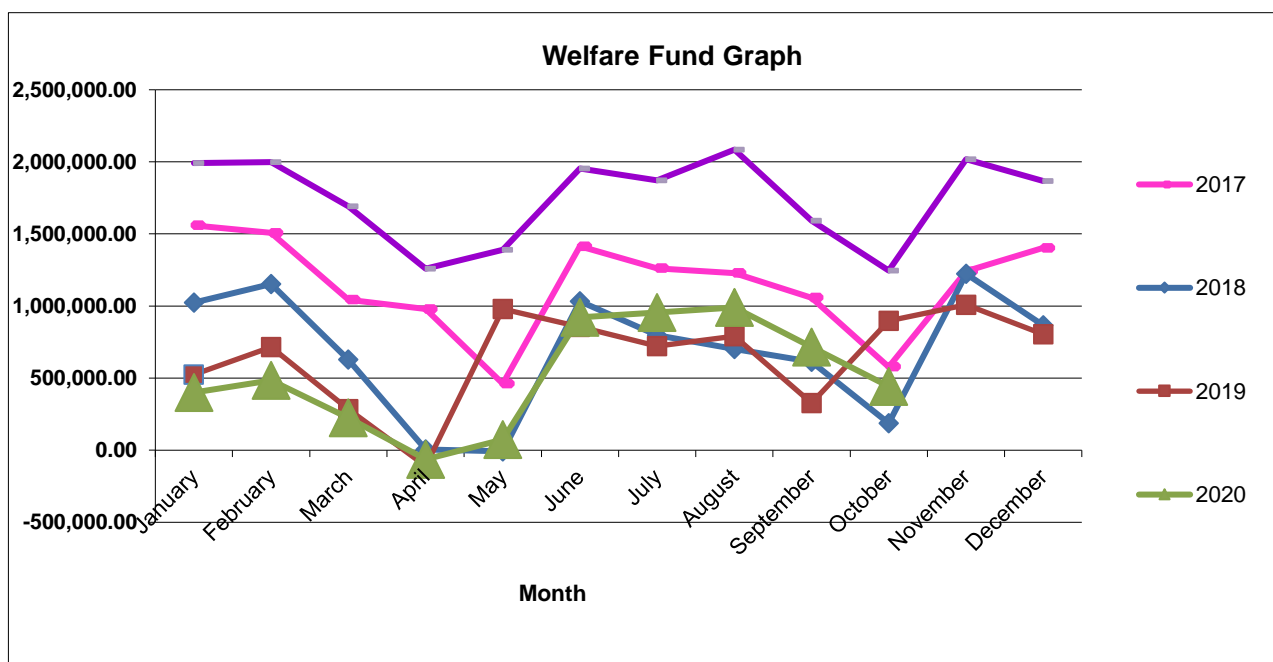
Program Area – Adult Services	01/01/2020 To 03/31/2020	04/01/2020 To 06/30/2020	07/01/2020 To 09/30/2020	10/01/2020 To 12/31/2020	Year To Date Data
702 Social Services					
MNChoices					
# New Assessments	11	4	11		
# Reassessments	67	56	35		
SCHA Community Well – New Enrollees					
# New Enrollees	5	9	4		
Total Members Served	93	102	102		
CADI Waiver					
# clients on waiver	77	81	82		
# adults	65	67	67		
# children	12	14	15		
# clients in residential setting	29	28	28		
# receiving employment services	14	14	19		
Relocation Services					
# receiving RSC	0	0	0		
710 Licensing					
Family Child Care					
# homes active	25	22	25		
# newly licensed	1	0	4		
# relicensed	2	3	3		
Child Foster Care					
# homes active	18	17	14		
# newly licensed	2	1	0		
# relicensed	1	1	3		
Adult Foster Care/Comm Resid Setting					
# homes active	18	18	19		
# newly licensed	0	0	0		
# relicensed	0	1	5		
730 Chemical Dependency					
# Rule 25 assessments	49	8	29		
# Detox paid	5	2	4		

Program Area – Adult Services	01/01/2020 To 03/31/2020	04/01/2020 To 06/30/2020	07/01/2020 To 09/30/2020	10/01/2020 To 12/31/2020	Year To Date Data
740 Mental Health – Adults					

Kanabec County Family Services Third Quarter 2020 Report

Residential					
# persons in CBHHS	0	0	1		
# inpatient setting	10	5	12		
# IRTS setting	3	2	3		
# in residential setting	9	2	15		
Community Supports					
# CSP clients	22	22	24		
# Adult services	8	8	6		
Case Management					
# Rule 79 clients	59	47	61		
# general case management clients	4	10	3		
Court					
# pre-petition screenings	4	5	6		
# judicial hearings	6	6	10		
750 Developmental Disabilities					
# DD clients – adult	73	73	70		
# DD clients – child	40	35	36		
# clients on waiver	71	71	72		
# SILS clients	10	9	9		
# clients in residential setting	30	30	30		
# clients in ICF-DD	3	3	3		
# clients in nursing home	1	1	1		
# receiving employment support	27	30	31		
# receiving Family Support Grant	0	0	0		
760 Adult Services					
# Adult Protection reports	21	25	26		
# Adult Protection cases	5	6	5		
# Court Visitor cases	0	3	2		
Overall Number of Workgroups	517	497	469		

	2016	2017	2018	2019	2020
January	1,992,235.26	1,559,203.05	1,024,705.97	523,556.70	401,131.39
February	1,999,233.38	1,507,019.98	1,151,821.98	715,738.74	483,781.08
March	1,691,401.17	1,044,116.93	629,190.77	285,341.21	225,078.17
April	1,258,562.89	979,174.37	5,607.36	-109,902.43	-63,141.11
May	1,389,995.78	461,452.14	-7,853.46	979,247.26	73,382.15
June	1,954,116.59	1,413,892.29	1,032,778.15	855,820.47	920,867.09
July	1,872,392.93	1,262,151.35	796,820.09	721,467.48	955,700.06
August	2,084,847.14	1,228,621.03	703,093.77	791,435.79	990,235.56
September	1,592,681.58	1,058,187.52	613,301.63	326,963.03	716,408.79
October	1,245,922.17	577,905.27	187,807.92	897,606.65	443,084.51
November	2,017,277.21	1,241,274.27	1,222,983.64	1,008,939.34	
December	1,867,489.75	1,402,699.93	867,114.62	804,618.63	
Totals	20,966,155.85	13,735,698.13	8,227,372.44	7,800,832.87	5,146,527.69
Averages	1,747,179.65	1,144,641.51	685,614.37	650,069.41	514,652.77
6 month Avg.	1,780,101.80	1,128,473.23	731,853.61	758,505.15	683,279.69
Rolling 12 month Avg	1,747,179.65	1,144,641.51	685,614.37	650,069.41	580,007.14



Kanabec County Family Services - Board Financial Report				Through October 2020										
	Total year to date/			8.33%	16.67%	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%	75.00%	83.33%	
Department	Budget	% of budget	Total	January	February	March	April	May	June	July	August	September	October	
Income Main. Service														
Exp	678,361.00	82.34%	558,578.47	89,896.92	49,122.48	48,665.01	52,559.30	49,299.20	49,151.98	68,988.71	51,128.87	50,215.53	49,550.47	
Rev	385,517.00	63.76%	245,818.94	9,718.42	53,347.24	9,474.18	9,801.42	62,709.27	11,148.22	18,362.62	51,223.73	10,051.62	9,982.22	
Tax	286,164.00	50.18%	143,590.55	4,066.08					139,524.47					
State Shared Rev			15,003.96							12,539.37			2,464.59	
Recoveries														
Exp	19,100.00	85.18%	16,268.51	5,464.15	968.70	0.00	1,551.27	0.00	0.00	5,518.16	2,766.23	0.00	0.00	
Rev	19,100.00	123.54%	23,595.85	1,865.65	2,550.79	4,568.04	2,062.74	1,608.38	1,560.20	2,842.82	1,143.39	2,538.25	2,855.59	
Tax	24,470.00	50.18%	12,278.52	347.69					11,930.83					
State Shared Rev			1,283.00							1,072.25			210.75	
Burials														
Exp	25,000.00	76.02%	19,005.25	1,749.82	0.00	0.00	0.00	1,838.50	8,983.18	1,860.00	0.00	1,887.50	2,686.25	
Rev			0.00											
Tax			0.00											
Child Support														
Exp	365,059.00	80.90%	295,319.88	49,635.68	26,931.66	24,619.05	26,343.26	26,101.63	25,633.84	34,634.65	24,041.46	26,218.78	31,159.87	
Rev	412,000.00	68.76%	283,308.22	32,039.05	35,019.41	17,860.35	18,015.79	58,202.02	16,596.84	29,851.06	31,396.20	24,384.32	19,943.18	
Tax														
MA Services														
Exp	481,900.00	63.60%	306,470.85	36,097.18	23,224.65	23,885.59	36,589.54	33,119.81	19,414.02	30,291.65	24,381.22	20,403.65	59,063.54	
Rev	418,000.00	73.17%	305,832.13	19,714.22	26,547.78	52,099.81	27,349.24	32,875.87	22,268.67	7,652.67	50,475.85	33,294.30	33,553.72	
Tax	62,534.00	50.18%	31,378.46	888.55					30,489.91					
State Shared Rev			3,278.78							2,740.20			538.58	
Child Care														
Exp	245,206.00	40.15%	98,448.82	99.00	6,091.86	99.00	13,445.86	10,386.89	19,785.28	8,650.34	14,423.84	15,570.39	9,896.36	
Rev	244,025.00	64.46%	157,304.96		103,623.00	1,028.00	610.00	682.96	26,259.00	613.00	24,005.00	484.00	0.00	
Tax	1,133.00	50.17%	568.45	16.10					552.35					
State Shared Rev			59.40							49.64			9.76	
Fraud														
Exp	72,850.00	83.48%	60,815.45	7,755.07	5,485.23	5,977.98	5,905.60	5,410.17	5,267.42	7,894.67	5,657.93	5,730.69	5,730.69	
Rev			0.00											
Tax	71,144.00	50.18%	35,698.68	1,010.89					34,687.79					
State Shared Rev			3,730.20							3,117.47			612.73	
Adult Services														
Exp	2,500.00	37.74%	943.50	127.65	183.15	49.95	77.70	38.85	99.90	66.60	122.10	83.25	94.35	
Rev	3,280.00	232.25%	7,617.82	0.00	23.84	0.00	34.59	11.53	11.53	7,513.27	11.53	11.53	0.00	
Tax														
Dev. Disability														
Exp	91,389.00	56.46%	51,599.50	5,924.95	6,981.37	6,403.47	4,515.08	4,133.61	4,148.38	5,240.02	4,317.27	4,427.07	5,508.28	
Rev	68,790.00	57.86%	39,804.00	0.00	15,564.00	0.00	0.00	13,915.00	0.00	0.00	10,325.00	0.00	0.00	
Tax	21,978.00	50.18%	11,027.93	312.28					10,715.65					
State Shared Rev			1,152.32							963.04			189.28	
Mental Health														
Exp	1,205,626.00	78.47%	946,036.20	110,948.23	88,805.55	103,823.55	94,434.79	84,620.21	84,431.75	109,951.21	82,437.35	97,652.88	88,930.68	
Rev	665,494.00	92.56%	616,012.16	50,439.44	50,052.56	17,693.78	36,244.19	178,959.39	37,065.49	60,569.96	79,999.63	53,060.92	51,926.80	
Tax	527,693.00	50.18%	264,784.15	7,497.94					257,286.21					

State Shared Rev			27,667.65							23,122.88			4,544.77		
Health Innovation Grant															
Exp	78,272.00	40.09%	31,382.07	8,261.46	5,826.28	5,826.51	6,883.99	4,583.83	0.00	0.00	0.00	0.00	0.00		
Rev	78,272.00	46.19%	36,150.85	5,825.19	8,261.46	5,825.55	0.00	12,711.23	3,527.42	0.00	0.00	0.00	0.00		
Tax															
Chemical Dependency															
Exp	52,000.00	196.93%	102,401.64	25,500.40	558.60	0.00	2,940.00	33,966.84	11,840.85	2,450.00	7,447.03	935.53	16,762.39		
Rev	58,000.00	50.59%	29,342.01	2,257.33	9,341.95	947.78	0.00	8,376.49	0.00	2,557.46	5,861.00	0.00	0.00		
Tax															
Child Services															
Exp	573,675.00	63.92%	366,707.51	21,241.76	34,256.76	45,386.20	25,513.15	26,508.10	50,562.50	25,199.79	44,189.15	50,413.95	43,436.15		
Rev	268,212.00	83.75%	224,633.82	8,398.69	35,367.73	11,118.18	23,763.36	23,624.56	10,095.55	65,280.89	39,847.22	2,958.64	4,179.00		
Tax	298,399.00	50.18%	149,729.80	4,239.92					145,489.88						
State Shared Rev			15,645.47							13,075.50			2,569.97		
Social Services															
Exp	1,236,792.00	83.10%	1,027,815.01	128,849.78	95,332.51	98,281.34	107,342.25	93,042.62	90,583.72	133,380.07	90,405.05	98,728.37	91,869.30		
Rev	1,035,569.00	92.24%	955,210.22	34,832.74	120,203.42	55,113.41	45,608.06	146,575.94	66,543.12	270,560.36	123,179.96	44,854.40	47,738.81		
Tax	196,214.00	50.18%	98,455.59	2,787.98					95,667.61						
State Shared Rev			10,287.76							8,597.86			1,689.90		
Income Main. Admin															
Exp	83,880.00	80.92%	67,879.01	9,343.86	6,229.40	6,118.30	6,409.91	6,104.05	6,045.91	8,915.00	6,237.52	6,237.53	6,237.53		
Rev	52,372.00	64.78%	33,927.58	1,185.90	8,020.85	1,115.82	1,279.14	9,551.52	1,138.98	1,234.26	7,939.97	1,234.26	1,226.88		
Tax	30,814.00	50.18%	15,461.85	437.84					15,024.01						
State Shared Rev			1,615.63							1,350.24			265.39		
Social Services Admin.															
Exp	299,604.00	80.06%	239,857.25	31,020.27	22,961.43	21,348.69	22,242.62	23,182.71	21,449.03	30,305.06	20,018.95	24,268.76	23,059.73		
Rev	65,000.00	64.82%	42,132.00	0.00	12,721.00	0.00	0.00	15,305.00	0.00	0.00	14,106.00	0.00	0.00		
Tax	229,294.00	50.18%	115,054.34	3,258.01					111,796.33						
State Shared Rev			12,022.18							10,047.38			1,974.80		
FS Admin															
Exp	676,653.00	77.62%	525,201.70	73,657.18	44,903.62	48,573.17	49,882.93	49,539.09	59,487.18	63,033.63	41,528.82	47,639.25	46,956.83		
Rev	148,488.00	59.63%	88,546.27	3,615.68	19,867.91	3,510.00	3,649.44	23,290.21	3,448.08	3,714.12	20,045.81	3,714.12	3,690.90		
Tax	515,911.00	50.18%	258,872.27	7,330.53					251,541.74						
State Shared Rev			27,049.91							22,606.61			4,443.30		
Agency Totals															
Exp	6,187,867.00	76.19%	4,714,730.62	605,573.36	417,863.25	439,057.81	456,637.25	451,876.11	456,884.94	536,379.56	419,102.79	450,413.13	480,942.42		
Rev	3,922,119.00	78.76%	3,089,236.83	169,892.31	500,512.94	180,354.90	168,417.97	588,399.37	199,663.1	470,752.49	459,560.29	176,586.36	175,097.10		
Tax	2,265,748.00	50.18%	1,136,900.59	32,193.81	0.00	0.00	0.00	0.00	1,104,706.78	0.00	0.00	0.00	0.00		
State Shared Rev			118,796.26							99,282.44	0.00	0.00	19,513.82		
Total Revenue	6,187,867.00	70.22%	4,226,137.42	202,086.12	500,512.94	180,354.90	168,417.97	588,399.37	1,304,369.88	570,034.93	459,560.29	176,586.36	194,610.92		

Board Approval Report

SSIS pymt. batch #: 109982434

Paid Cnty Vendor	Total Payments		Total Amount
ANOKA COUNTY NON SECURE, 000010476	2		5,020.00
Svc Description	Svc Code	Payments	Amount
Correctional Facilities	185	2	5,020.00
Bliss/Jenny, 000010784	1		8,627.50
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	8,627.50
Blom/Susan, 000010800	2		1,569.28
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	1,569.28
Catholic Charities, 000011697	2		1,200.00
Svc Description	Svc Code	Payments	Amount
Family Assessment Response Services	164	2	1,200.00
CENTRAL MINNESOTA JOBS & TRAINING, 000015800	1		9,852.38
Svc Description	Svc Code	Payments	Amount
Statewide MFIP Employment Services	237	1	9,852.38
Central Mn Mental Health Center, 000011298	4		3,920.00
Svc Description	Svc Code	Payments	Amount
Detoxification	371	4	3,920.00
East Central RJC, 000001639	1		528.00
Svc Description	Svc Code	Payments	Amount
Correctional Facilities	185	1	528.00
Family Pathways, 000012298	8		1,040.00
Svc Description	Svc Code	Payments	Amount
Family-Based Counseling Services	162	8	1,040.00
Ignaszewski/Karissa, 000012959	1		11,430.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	11,430.00
Little Sand Group Homes, 000013715	1		7,497.00
Svc Description	Svc Code	Payments	Amount
Children's Group Residential Care	183	1	7,497.00
Lukasavitz/Roxi, 000013777	1		120.00
Svc Description	Svc Code	Payments	Amount
Child Respite Care	489	1	120.00
Lutheran Social Services of Minnesota, 000013783	1		16.65
Svc Description	Svc Code	Payments	Amount
Guardianship/Conservatorship	695	1	16.65
MN DHS-SOS, 000011816	6		9,137.25
Svc Description	Svc Code	Payments	Amount
State-Operated Inpatient	472	6	9,137.25
North Homes Inc., 000015171	1		6,961.20
Svc Description	Svc Code	Payments	Amount
Children's Residential Treatment	483	1	6,961.20
Options Residential, 000015334	1		1,315.64
Svc Description	Svc Code	Payments	Amount
Child Family Foster Care	181	1	1,315.64
PHASE, Inc., 000015579	2		964.56

Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
Svc Description	Svc Code	Payments	Amount		
Day Training and Habilitation	566	1	580.56		
Transportation	516	1	384.00		
Pinehaven Youth & Fam SVCS Inc, 000015643				6	6,893.16
Svc Description	Svc Code	Payments	Amount		
Child Family Foster Care	181	6	6,893.16		
Quality Disposal Systems, Inc., 000017403				1	177.80
Svc Description	Svc Code	Payments	Amount		
Family Assessment Response Services	164	1	177.80		
Richardson MD/Paul T, 000016136				1	3,000.00
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	1	3,000.00		
Ricks Home Furnishings, 000016139				1	674.95
Svc Description	Svc Code	Payments	Amount		
Family Assessment Response Services	164	1	674.95		
RSI, 000016246				2	469.01
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	2	469.01		
Steps of Success, 000016736				1	4,928.07
Svc Description	Svc Code	Payments	Amount		
Children's Group Residential Care	183	1	4,928.07		
Volunteers Of America, 000017460				4	2,052.65
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	4	2,052.65		
Walinski/Linda R.N. M.A. L.P., 000017529				2	756.62
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	756.62		
Report Totals:				53	88,151.72

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

Signature

Title

Date

Vendor Name	Amount
Health Insurance Reimbursement	\$ 144.60
Jen Anderson	\$ 173.08
Health Insurance Reimbursement	\$ 1,366.08
Health Insurance Reimbursement	\$ 270.69
Health Insurance Reimbursement	\$ 582.04
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 34.32
Health Insurance Reimbursement	\$ 447.87
Health Insurance Reimbursement	\$ 144.60
Card Services (CSSP Supplies)	\$ 21.72
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 67.44
Health Insurance Reimbursement	\$ 144.60
Methven (GA Burials)	\$ 1,870.00
Clay County IT Dept	\$ 8,000.00
CW Technology	\$ 2,678.25
Health Insurance Reimbursement	\$ 144.60
DHS	\$ 13,149.47
Health Insurance Reimbursement	\$ 1,725.00
Krista Eye	\$ 47.15
Medical Mileage	\$ 75.99
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 31.15
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 12.32
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 293.60
Health Insurance Reimbursement	\$ 156.80
Health Insurance Reimbursement	\$ 144.60
Katie Heacock	\$ 34.50
Health Insurance Reimbursement	\$ 259.14
Health Insurance Reimbursement	\$ 144.60
Leah Hjort	\$ 144.30
Innovative Office Solutions	\$ 1,447.61
Itsavvy	\$ 1,934.22

J.D. Power & Assoc	\$	219.00
Health Insurance Reimbursement	\$	163.42
Health Insurance Reimbursement	\$	144.60
Kanabec County Aud Treasurer	\$	30,862.39
Kanabec County Comm Health	\$	13,848.72
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Medical Mileage	\$	46.20
Health Insurance Reimbursement	\$	410.52
Kari Lindstrom	\$	94.30
Marco Technologies	\$	2,070.60
Alissa McDermeit	\$	59.23
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	197.38
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Medical Mileage	\$	24.20
Premier Biotech Labs (Drug Testing)	\$	323.92
Medical Mileage	\$	70.64
Medical Mileage	\$	66.39
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	225.87
Medical Mileage	\$	29.13
Health Insurance Reimbursement	\$	872.32
Seven Co. Process Servers (CS Paperwork)	\$	65.00
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	180.84
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	140.40
Health Insurance Reimbursement	\$	3,627.00
Medical Mileage	\$	34.02
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	306.28

Timber Trails Public Transit	\$	2,680.54
Health Insurance Reimbursement	\$	144.60
Medical Mileage	\$	23.49
Health Insurance Reimbursement	\$	411.80
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	693.33
Health Insurance Reimbursement	\$	292.42
Health Insurance Reimbursement	\$	678.10
Sharon Wright	\$	91.18

TOTAL IFS DOLLARS	\$	97,680.17	82 Total IFS Vendors
TOTAL SSIS DOLLARS	\$	88,151.72	24 Total SSIS Vendors
GRAND TOTAL	\$	185,831.89	106 Total Vendors

9:30am Appointment

November 17, 2020

REQUEST FOR BOARD ACTION

a. Subject: COVID 19 Update/Discuss County Status	b. Origination: Community Health
c. Estimated time: 10 minutes	d. Presenter(s): Kathy Burski

e. Board action requested:

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

9:40am Appointment

Item a.

November 17, 2020

REQUEST FOR BOARD ACTION

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

e. Board action requested:

Approve the following resolutions:

Resolution XX – 11/17/2020

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

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

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

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

f. Background:

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office:	11/10/20
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Coordinators Comments:

9:40am Appointment

Item b.

November 17, 2020

REQUEST FOR BOARD ACTION

a. Subject: Informal Timber Sale – Timberland Forestry	b. Origination: Auditor/Treasurer
c. Estimated time: 5 minutes	d. Presenter(s): Denise Snyder

e. Board action requested:

Approve the following resolution:

Resolution #__ – 11/17/20

Informal Timber Sale – Timberlane Forestry

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

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

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

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

WHEREAS this permit shall expire May 31, 2022:

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

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

f. Background:

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office: 11/12/20

Coordinators Comments:

Permit No. 33.20.183

TIMBER PERMIT

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

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

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

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

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

SWNW 2-42-24 Parcel 07.0045.00

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

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

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

Permit Expires: **May 31, 2022**

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

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

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

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

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

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

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

IN TESTIMONY WHEREOF, the parties hereto have hereunto set their hands and seals this _____ day of _____, 20____, STATE OF MINNESOTA

County Auditor of Kanabec Co. Minnesota

IN PRESENCE OF

BY

Purchaser

Receipt # _____ Date of Receipt _____

11/12/2020

Timber Appraisal Report

SEQ.: _____ TRACT: _____

PAGE _____ OF _____

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

CUTTING REQUIREMENTS

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

SLASH DISPOSAL REQUIREMENTS

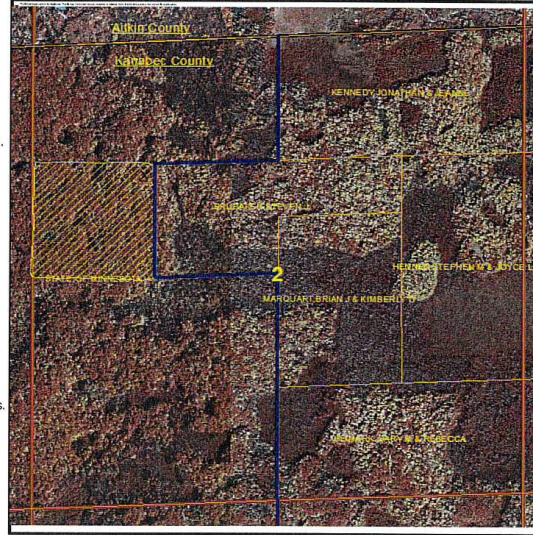
Log and scatter slash evenly within sale area. Maximum depth 3-feet. No piles/mats.
 Keep all slash within sale boundaries.
 Keep all drainages and wetlands free of slash.

REMARKS

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

Sale expires May 31, 2022.

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



Bid # / SOAV *		Species		Product		Cords		MBF		Bid%	Top Diameter (inches)		Appraised Price		Appraised Value		Bid Price		Bid Value												
*		Aspen		Pulpwood		440					Pulp	Bolts	\$13.00		\$5,720.00																
*		Basswood		Pulp & Bolts		159					3	6	\$8.45		\$1,343.55																
*		Red Maple		Pulp & Bolts		336					3	6	\$9.60		\$3,225.60																
*		Paper Birch		Pulp & Bolts		221					3	6	\$11.00		\$2,431.00																
*		Ash		Pulp & Bolts		105					3	6	\$9.50		\$997.50																
*																															
Pole Sizes		10'		12'		14'		16'		20'		25'		30'		35'		40'		Advance Payment		\$6,410		Appraised Total Value		\$13,717.65		Total Bid Value			
Pole Prices																															
PULP, BOLTS, POLES BREAKDOWN						PRICE (Using PGF)						Appraised Value		Sale Acres 40																	
Species		% Bolts		% Poles		Pulp		Bolts		Poles				Sec		FIM Type		Prescription Code		Acres D/S		Plan Stat		Section		Land Status		Forty or Lot		% Total Value	
Paper Birch		43%																													
Maple (soft)		23%																													
Basswood		69%																													
Ash		79%																													
Residual Tree Damage Factor = A \$25 penalty per tree will be assessed for each tree where more than 64 sq-in of bark is removed from over 5% of the RESERVE trees 8-in dbh or larger. Damaged trees may not be cut or removed.																															
Soil Type(s): Milaca, stony-Mora, stony-Cathro complex (fine sandy loam)																															
State Appraiser Signature												ID #				Date															
Tony Miller/ Robert Gajewski																11/10/2020															
Program Forester Approval												Date																			
Total																															

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

9:45am Appointment

November 17, 2020

REQUEST FOR BOARD ACTION

a. Subject: Possible Land Acquisition	b. Origination: Minnesota DNR, Pheasants Forever, & Landowner Mr. Shaun Fiedler
c. Estimated time: 20 minutes	d. Presenter(s): Tim Marion, DNR

e. Board action requested:

f. Background:

Per Mr. Marion:

Shaun Fiedler is the owner of Parcel ID – 06.02280.00. He reached out to Mr. Marion to see if MNDNR was interested in acquiring this parcel.

Pheasants Forever has a signed purchase agreement for Parcel ID – 06.02280.00. The Landowner, Pheasants Forever and Tim Marion attended the Grass Lake town board meeting last month.

The local PF chapter out of Mora is the lead on the acquisition. And if they are able to acquire it will ultimately be donated to the DNR as an addition to the Rice Creek WMA in Grass Lake Township – Sec 34 T38N R23W.

The Grass Lake Township meeting was to inform township supervisors of the project and answer any questions they had. They asked about the use of the land – Open to public hunting. They liked that idea.

They also asked what will happen to the 90 acres of cropland. It will be restored to Native Prairie. This project will be accomplished with donations from Pheasants Forever and the use of LSOHC – Lessards Sams Outdoor Heritage funding.

We also talked about PILT and how it is dispersed to the township. The approximate PILT on this parcel is:

MNDNR PILT – based on the appraisal - \$5925
Property Taxes 2020 – 226 acres – \$2546

Mr. Marion also provided a report (attached) of the land sales MNDNR has concluded in Kanabec County the last 2 years – 2 WMAs have been sold back to private ownership.

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:

Coordinators Comments:

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

DNR LAND PURCHASES

I. POLICY STATEMENT

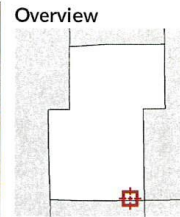
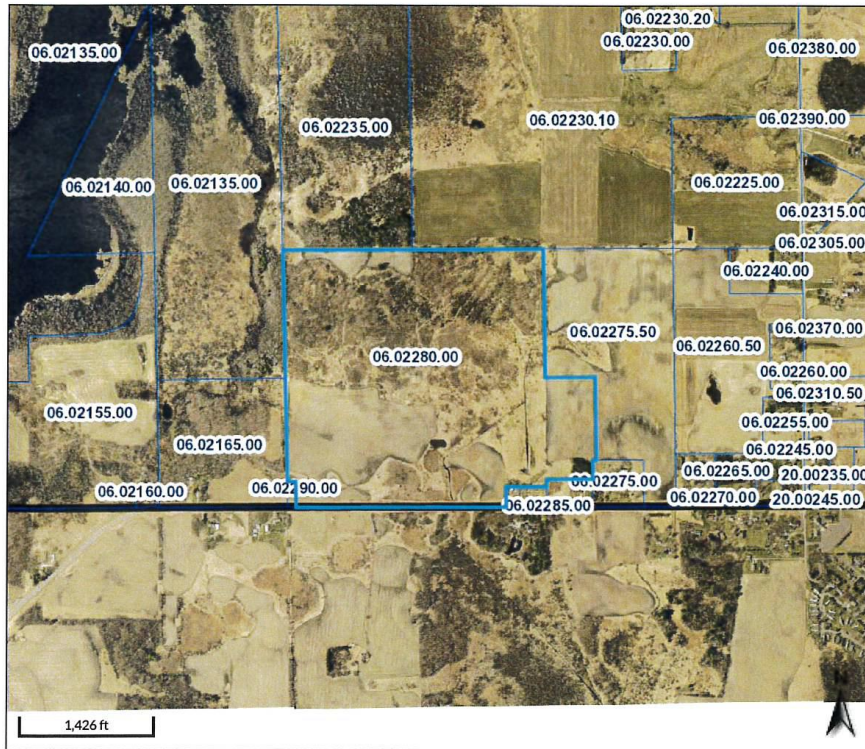
WHEREAS, in accordance with Minnesota Statutes 97A.145, Subd 2, the Commissioner of the Department of Natural Resources (DNR) may request the Kanabec County Board of Commissioners to authorize the DNR to acquire land in Kanabec County for water, forestry, wildlife, and natural plant community conservation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

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

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

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

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



Legend
 Parcels
 Townships

Parcel ID	06.02280.00	Alternate ID	n/a	Owner Address	MN PRODUCTION AG LLC
Sec/Twp/Rng	34-038-023	Class	104 - AG FARM ENTITY TIER1		1896 397 AVE
Property Address		Acreage	169.08		STANCHFIELD, MN 55080
District	GRASS LAKE SCH 0314				
Brief Tax Description	Sect-34 Twp-038 Range-023 169.08 AC SW1/4 EX W 5 RDS OF S 16 RDS OF SW1/4 OF SW1/4 & EX S 205' OF E 416' OF SE1/4 OF SW1/4; & W 31 RDS OF SW1/4 OF SE1/4 EX W 470' OF S 280' & EX E 415' OF S 470' OF W 31 RDS, SUBJ TO 2.70 AC HWY EASEMENT				
	(Note: Not to be used on legal documents)				

Date created: 8/5/2020
 Last Data Uploaded: 8/5/2020 4:25:25 AM

Developed by  **Schneider**
 GEOSPATIAL

**Summary**

Parcel ID 06.02280.00
Property Address
Sec/Twp/Rng 34-038-023
Brief Sect-34 Twp-038 Range-023 169.08 AC SW1/4 EX W 5 RDS OF S 16 RDS OF SW1/4 OF SW1/4 & EX S 205' OF E 416' OF SE1/4 OF SW1/4; & W 31 RDS OF SW1/4 OF SE1/4 EX W 470' OF S 280' & EX E 41.5' OF S 470' OF W 31 RDS, SUBJ TO 2.70 AC HWY EASEMENT
Tax Description (Note: Not to be used on legal documents)
Deeded Acres 169.08 This parcel has Green Acres.
Class 104 - (NON-HSTD) AG FARM ENTITY TIER1; 114 - (NON-HSTD) RV FARM ENTITY TIER1
District (601) GRASS LAKE SCH 0314
School District 0314
Creation Date 07/21/1989

Owner

Primary Taxpayer
 MN Production Ag LLC
 1896 397 Ave
 Stanchfield, MN 55080

Valuation

	2020 Assessment	2019 Assessment	2018 Assessment	2017 Assessment	2016 Assessment	2015 Assessment
+ Estimated Building Value	\$0	\$0	\$0	\$0	\$0	\$0
+ Estimated Land Value	\$276,400	\$300,100	\$314,600	\$329,000	\$323,300	\$280,800
+ Estimated Machinery Value	\$0	\$0	\$0	\$0	\$0	\$0
= Estimated Market Value	\$276,400	\$300,100	\$314,600	\$329,000	\$323,300	\$280,800

Property Valuation Notice

Taxation

	2020 Payable	2019 Payable	2018 Payable	2017 Payable	2016 Payable
Estimated Market Value	\$300,100	\$314,600	\$329,000	\$323,300	\$280,800
- Excluded Value	\$0	\$0	\$0	\$0	\$0
- Homestead Exclusion	\$0	\$0	\$0	(\$4,200)	(\$23,400)
= Taxable Market Value	\$300,100	\$314,600	\$329,000	\$319,100	\$257,400
Net Taxes Due	\$1,902.00	\$3,374.00	\$3,594.00	\$2,384.00	\$2,096.00
+ Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
= Total Taxes Due	\$1,902.00	\$3,374.00	\$3,594.00	\$2,384.00	\$2,096.00

Unpaid Taxes

	2020 Payable
Unpaid Tax	\$951.00
+ Unpaid Spec Asmt	\$0.00
+ Unpaid Fees	\$0.00
+ Unpaid Penalty	\$0.00
+ Unpaid Interest	\$0.00
= Unpaid Total	\$951.00

97A.145 WETLANDS FOR WILDLIFE.

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

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

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

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

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

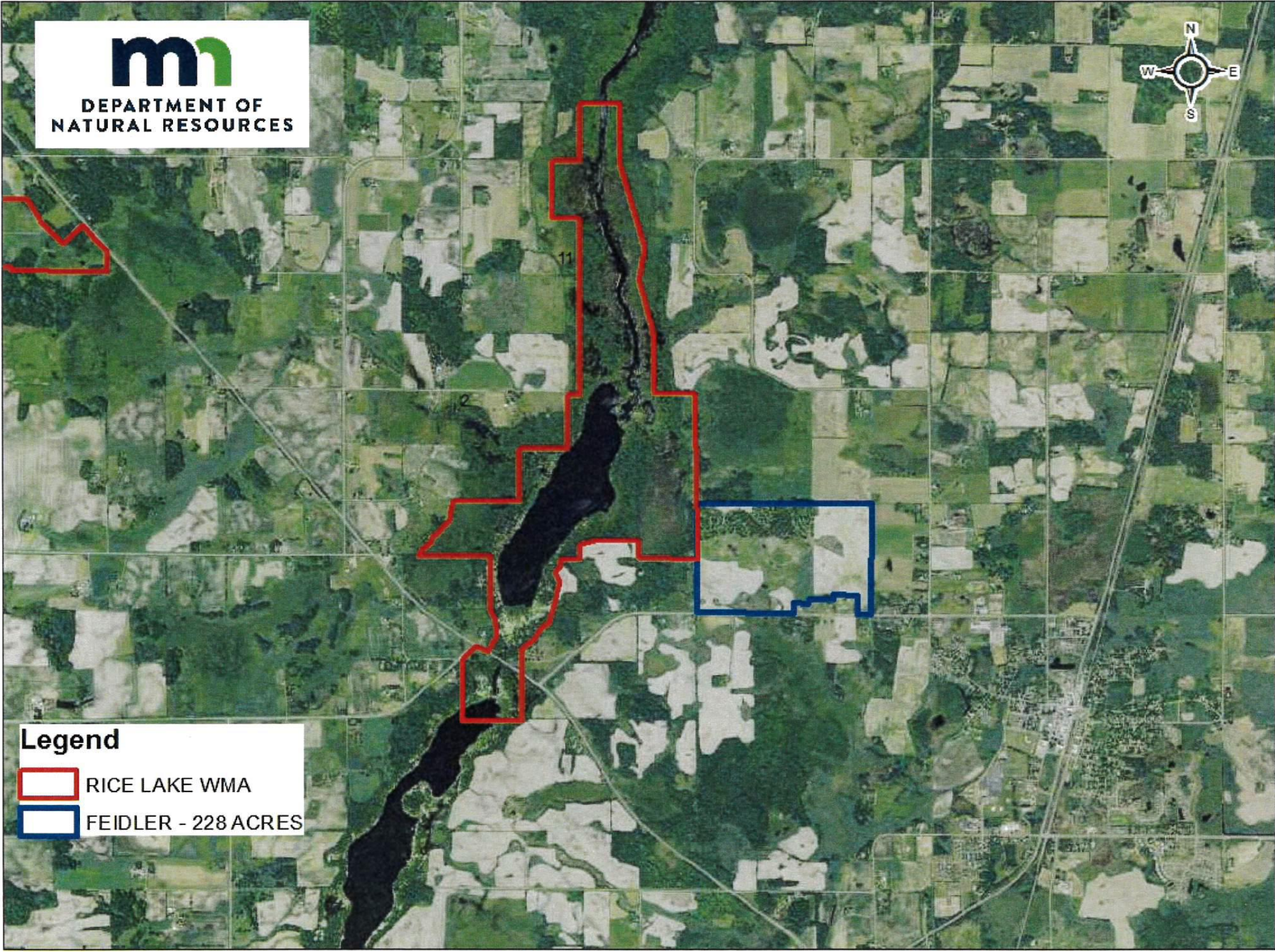
(d) If the county board disapproves the acquisition, it must state valid reasons. The commissioner may not purchase or lease the land if the county board disapproves the acquisition and states its reasons within the prescribed time period. The landowner or the commissioner may appeal the disapproval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

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

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

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

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



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

10:15 Appointment

November 17, 2020

REQUEST FOR BOARD ACTION

a. Subject: Knife Lake Land Sale – Parcel B Bid Results	b. Origination: Coordinator's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally

e. Board action requested:

Resolution #__ - 11/17/20

WHEREAS on 10/20/20 the Kanabec County Board of Commissioners approved advertising the sale of county fee-owned parcel #10.00450.00 "PARCEL B" located on Salmonson's River Road with approximately 2.35 Acres \pm and approximately 210 feet of lakeshore on Knife Lake, and

WHEREAS following sealed bids for said parcel were received on or before 3:30 p.m. on November 13, 2020:

WHEREAS the highest responsible bid, exceeding the minimum bid of \$165,000, was submitted by _____ in the amount of \$ _____ ,

BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the high bid of _____ submitted by _____.

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

BE IT FUTHER RESOLVED that the proceeds from the sale of this parcel will be credited to 01-061-000-0000-5290 per the 2020 approved budget.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



10:20 Appointment

November 17, 2020

REQUEST FOR BOARD ACTION

a. Subject: Knife Lake Land Sale – Parcel C Bid Results	b. Origination: Coordinator's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally

e. Board action requested:

Resolution #__ - 11/17/20

WHEREAS on 10/20/20 the Kanabec County Board of Commissioners approved advertising the sale of county fee-owned parcel #10.00450.00 "PARCEL C" located on Salmonson's River Road with approximately 2.60 Acres ± and approximately 210 feet of lakeshore on Knife Lake, and

WHEREAS following sealed bids for said parcel were received on or before 3:30 p.m. on November 13, 2020:

WHEREAS the highest responsible bid, exceeding the minimum bid of \$165,000, was submitted by _____ in the amount of \$ _____ ,

BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the high bid of _____ submitted by _____.

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

BE IT FUTHER RESOLVED that the proceeds from the sale of this parcel will be credited to 01-061-000-0000-5290 per the 2020 approved budget.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Member County Board 2020 Report

Leota Lind, CEO
Scott Schufman, CFO

Financial Results

South Country finished 2019 at a net income of \$1.8M versus budget of \$780,000 and compared to a net loss of \$12.3M in 2018.

Highlights included:

- Favorable revenue due to membership above budget, improvement in risk score accuracy, and application of Medicare frailty factor.
- Reduction in medical claims costs year-over-year on a per member per month (PMPM) basis, especially in PMAP and MNCare.
- Loss ratio of 91.9% versus prior year of 96.0%.
- Reduction in administrative costs of \$2.6M year-over-year.
- Administrative expense to revenue ratio of 7.7%.
- Risk-Based Capital ratio of 262.5%.

2019 Results

Statement of Net Income (for twelve months ending December 31, 2019)

	<u>December 2019</u> <u>Actual</u>	<u>December 2019</u> <u>Budget</u>	<u>Favorable/</u> <u>(Unfavorable)</u>	<u>December 2018</u> <u>Actual</u>	<u>Favorable/</u> <u>(Unfavorable)</u>
<u>REVENUE</u>					
TOTAL REVENUES	\$ 290,369,521	\$ 283,954,220	\$ 6,415,301	\$ 298,717,492	\$ (8,347,971)
<u>PROGRAM EXPENSES</u>					
TOTAL PROGRAM EXPENSES	266,965,446	261,493,948	(5,471,498)	286,632,524	19,667,078
LOSS RATIO	91.9%	92.1%	0.2%	96.0%	4.1%
<u>ADMINISTRATIVE EXPENSES</u>					
EMPLOYEE RELATED	7,941,347	8,079,856	138,509	8,899,589	958,242
OTHER ADMIN EXPENSES	7,786,172	7,355,940	(430,232)	6,678,473	(1,107,700)
TPA FEES	6,747,330	6,844,476	97,146	9,472,334	2,725,004
TOTAL ADMINISTRATIVE EXPENSES	22,474,849	22,280,272	(194,577)	25,050,396	2,575,546
OPERATING INCOME	929,226	180,000	749,226	(12,965,427)	13,894,653
INVESTMENT INCOME	859,154	600,000	259,154	671,314	187,840
NET INCOME (LOSS)	<u>\$ 1,788,379</u>	<u>\$ 780,000</u>	<u>\$ 1,008,379</u>	<u>\$ (12,294,113)</u>	<u>\$ 14,082,493</u>
MEMBER MONTHS	463,942	455,293	8,649	495,741	(31,799)
Admin Expense PMPM	\$ 48.44	\$ 48.94	\$ 0.50	\$ 50.53	\$ 2.09
Admin Expense Ratio to Revenue	7.7%	7.8%	0.1%	8.4%	0.7%
TPA Fees PMPM	\$ 14.54	\$ 15.03	\$ 0.49	\$ 19.11	\$ 4.57

2020 Budget

South Country's 2020 budget called for net income of \$970,000.

Key assumptions included:

- Membership down 37% overall due to exit of three Northern counties.
- Revenue on PMPM basis up slightly due to modest increase in rates and continued improvement in risk score accuracy in PMAP and MNCare.
- Medical claims costs up slightly on a PMPM basis.
- Loss ratio of 89.8% versus prior year of 91.9%.
- Reduction in administrative costs of 13% versus 2019 due to lower staffing, TPA services, and other business-related costs.
- Administrative expense to revenue ratio of 9.8%.

2020 Annual Budget

	2020 ANNUAL BUDGET
<u>REVENUE</u>	
TOTAL REVENUES	\$ 198,829,895
<u>PROGRAM EXPENSES</u>	
TOTAL PROGRAM EXPENSES	178,506,171
LOSS RATIO	89.8%
<u>ADMINISTRATIVE EXPENSES</u>	
EMPLOYEE RELATED	7,509,780
OTHER ADMIN EXPENSES	7,263,353
TPA FEES	4,980,591
TOTAL ADMINISTRATIVE EXPENSES	19,753,724
OPERATING INCOME	570,000
INVESTMENT INCOME	400,000
NET INCOME (LOSS)	\$ 970,000
MEMBER MONTHS	285,350
Admin Expense PMPM	\$ 69.23
Admin Expense Ratio to Revenue	9.8%
TPA Fees PMPM	\$ 17.45

Financial results through September 30, 2020

South Country reported a net gain of \$6.2M for the first nine months of 2020.

Key results included:

- Membership up 9% over budget due to relaxed enrollment requirements during the health crisis and increased unemployment due to COVID-19.
- Favorable revenue due to increased membership and continued improvement in risk score accuracy.
- Reduction in medical claims costs year-over-year on a PMPM basis in PMAP, MNCare, and SNBC.
- Loss ratio of 87.2% versus budget of 89.4%.
- Favorable administrative costs of \$480,000 on a year-to-date basis.
- Administrative expense to revenue ratio of 8.9% versus budget of 9.9%.

Statement of Net Income (for nine months ending September 30, 2020)

	September 2020 Actual	September 2020 Budget	Favorable/ (Unfavorable)	September 2019 Actual	Favorable/ (Unfavorable)
<u>REVENUE</u>					
TOTAL REVENUES	\$ 160,347,980	\$ 149,407,491	\$ 10,940,489	\$ 218,787,393	\$ (58,439,413)
<u>PROGRAM EXPENSES</u>					
TOTAL PROGRAM EXPENSES	139,862,611	133,633,697	(6,228,914)	198,697,865	58,835,254
LOSS RATIO	87.2%	89.4%	2.2%	90.8%	3.6%
<u>ADMINISTRATIVE EXPENSES</u>					
EMPLOYEE RELATED	5,574,919	5,622,058	47,139	5,954,391	379,472
OTHER ADMIN EXPENSES	5,364,455	5,635,619	271,164	5,997,219	632,764
TPA FEES	3,577,785	3,741,389	163,604	5,130,635	1,552,850
TOTAL ADMINISTRATIVE EXPENSES	14,517,159	14,999,066	481,907	17,082,245	2,565,086
OPERATING INCOME	5,968,210	774,728	5,193,482	3,007,283	2,960,927
INVESTMENT INCOME	219,220	298,000	(78,780)	609,634	(390,414)
NET INCOME (LOSS)	\$ 6,187,430	\$ 1,072,728	\$ 5,114,702	\$ 3,616,917	\$ 2,570,513
MEMBER MONTHS	234,082	214,753	19,329	348,699	(114,617)
Admin Expense PMPM	\$ 60.77	\$ 68.90	\$ 8.13	\$ 48.99	\$ (11.78)
Admin Expense Ratio to Revenue	8.9%	9.9%	1.0%	7.8%	(1.1%)
TPA Fees PMPM	\$ 15.28	\$ 17.42	\$ 2.14	\$ 14.71	\$ (0.57)

Product results through September 30, 2020

Financial results by product through September included the following:

- PMAP and MNCare reported positive net gains of \$3.2M and nearly \$600,000, respectively, with corresponding loss ratios of 85.6% and 82.6%.
- All Medicaid lines reflected positive results through September, contributing a total of \$6.3M net income at a combined loss ratio of 84.7%
- Medicare results by product were split, with SeniorCare Complete contributing a net gain of \$640,000, off-set by a \$770,000 loss in AbilityCare.

	Minnesota Programs					Federal Programs				Total
	Minnesota Care	PMAP	MSC+	SingleCare (SNBC)	SharedCare (SNBC)	Total Minnesota	SeniorCare	AbilityCare	Total Federal	All Programs
<u>REVENUES</u>										
TOTAL REVENUES	\$7,864,226	\$76,809,573	\$8,019,238	\$12,750,813	\$4,791,156	\$110,235,006	\$42,040,496	\$8,072,476	\$50,112,974	\$160,347,980
<u>PROGRAM EXPENSES</u>										
TOTAL PROGRAM EXPENSES	6,495,753	65,717,264	6,669,237	10,979,608	3,556,798	93,418,661	38,341,591	8,102,359	46,443,950	139,862,611
NET MARGIN	1,368,473	11,092,309	1,350,001	1,771,205	1,234,358	16,816,345	3,698,905	(29,883)	3,669,024	20,485,369
<u>ADMINISTRATIVE EXPENSES</u>										
TPA FEES	231,922	2,629,933	94,701	98,896	128,762	3,184,213	296,895	96,676	393,571	3,577,785
OTHER ADMIN EXPENSES	543,612	5,213,255	518,504	830,951	332,562	7,438,884	2,855,493	644,997	3,500,490	10,939,374
TOTAL ADMINISTRATIVE EXPENSES	775,534	7,843,188	613,204	929,847	461,324	10,623,097	3,152,387	741,674	3,894,061	14,517,158
INVESTMENT INCOME	-	-	52,392	47,219	22,657	122,268	96,952	-	96,952	219,220
NET INCOME (LOSS)	\$ 592,939	\$ 3,249,121	\$ 789,189	\$ 888,577	\$ 795,690	\$ 6,315,515	\$ 643,469	\$ (771,557)	\$ (128,085)	\$ 6,187,430
TOTAL MEMBER MONTHS	15,824	177,458	6,389	6,669	8,699	215,039	14,360	4,683	19,043	234,082
LOSS RATIO	82.6%	85.6%	83.2%	86.1%	74.2%	84.7%	91.2%	100.4%	92.7%	87.2%

Net Income by Product (for nine months ending September 30, 2020)

2021 Rates

- Medicaid rates for 2021 up 5.6% overall, with PMAP up 7.3%.
- Medicare rates for 2021 (dual combined) up 8.4% overall, with AbilityCare up 14.3%

Medicaid Rates		Medicare Rates - Dual Combined	
Program	% Change 2021 vs 2020	Program	% Change 2021 vs 2020
PMAP	7.3%		
MNCare	2.3%		
SNBC (SingleCare; SharedCare; AbilityCare)	6.2%	AbilityCare (Medicare/Medicaid/Combined)	16.8%/9.9%/14.3%
Seniors (MSC+; SeniorCare Complete)	3.3%	SeniorCare Complete - MSHO (Medicare/Medicaid/Combined)	6.8%/3.3%/5.3%
Overall	5.6%	Overall	9.3%/5.0%/8.4%

Risk corridor language was added to DHS contracts in 2020 (via amendments) and included in 2021 contracts.

- Unpredictability of medical costs during the pandemic resulted in the inclusion of the risk corridor component over the two-year period.
- Minimum and Maximum Loss Ratios are calculated based on Target MLRs plus/minus 1.5%. This range defines the risk corridor by product for each year.
- Results outside of the risk corridor result in potential remittances due to/from the State.
- In the event South Country is required to pay the State in either contract year, such payment is limited to the extent it would reduce South Country's RBC to a level below 300%.
- Based on current 2020 results, South Country expects to owe the State a remittance for this calendar year.

Risk Corridor / RBC Protection

South Country: Counts of Members Tested and Diagnosed with COVID-19

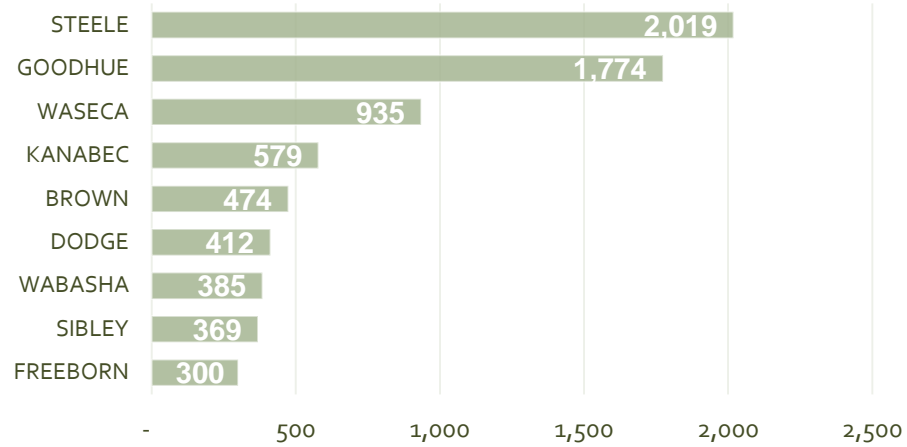
	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct. ¹	Total ²
COVID-19 Tests	221	311	712	1,281	1,667	1,328	1,461	266	7,247
Members Tested	216	301	560	1,051	1,471	1,204	1,359	262	5,141
Members with COVID-19 Diagnosis	0	8	65	51	68	93	94	15	323
Members with COVID-19 Admitted	0	4	12	6	8	10	9	-	38

1: Partial October, with data runout through October 20, 2020.

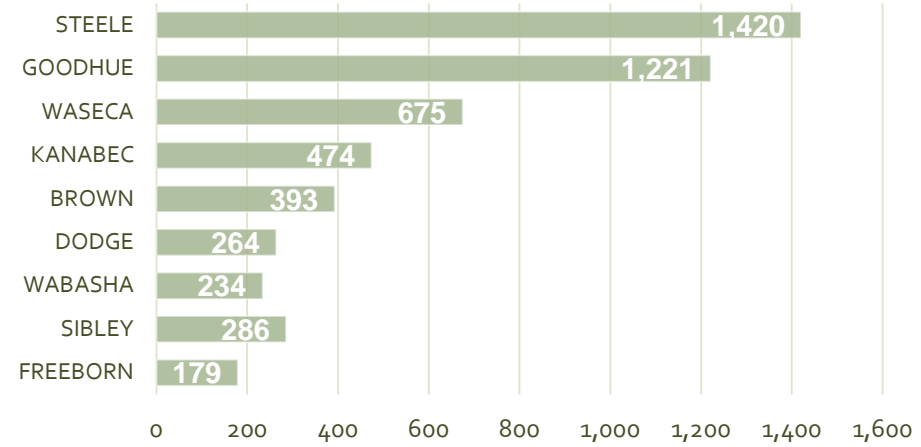
2: Months and total differ. Member counts are distinct to that month; the total column is distinct members overall.



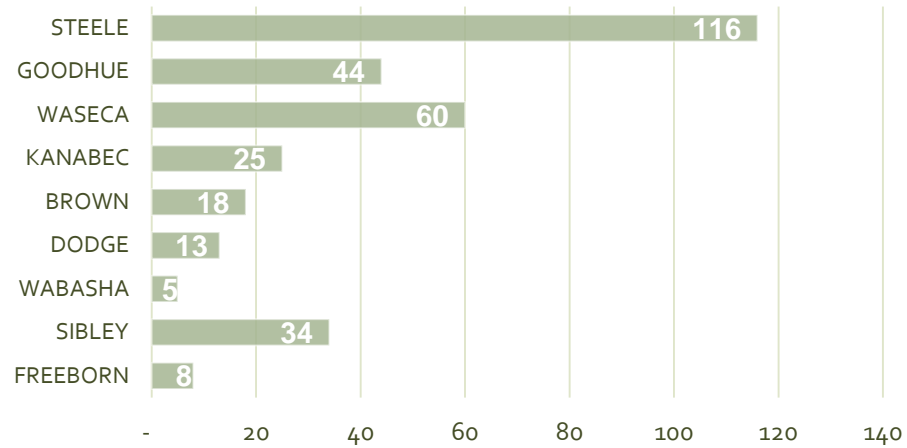
COVID-19 Tests by County



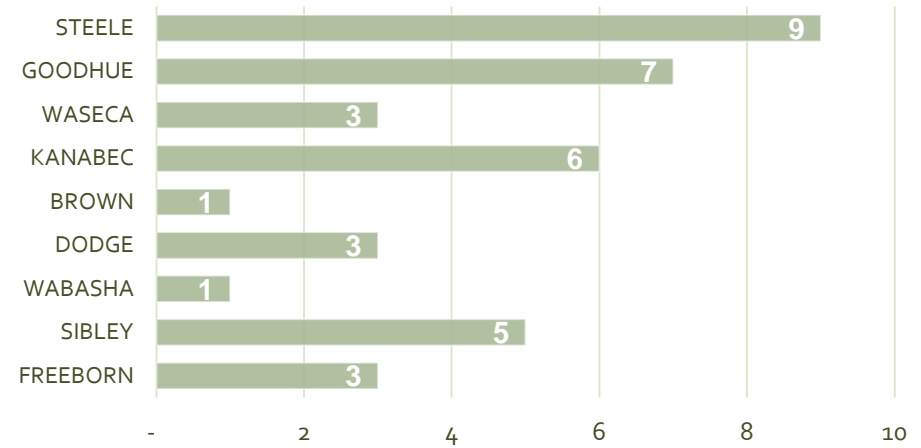
Members Tested by County



Members with COVID-19 Diagnosis by County



Members with COVID-19 Admitted by County



South Country: Paid Amount for COVID-19 Test Claims

	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Total
<i>COVID-19 Test</i>	\$15,518	\$33,100	\$78,644	\$99,490	\$141,499	\$106,199	\$115,362	\$16,340	\$606,151
<i>Expense Associated with the Emergency Room</i>	\$16,628	\$35,469	\$84,272	\$106,609	\$151,624	\$113,798	\$123,617	\$17,509	\$649,525
<i>Other Expense on the COVID-19 Test Claim</i>	\$21,138	\$45,089	\$107,128	\$135,523	\$192,748	\$144,663	\$157,144	\$22,258	\$825,368
Total	\$53,284	\$113,657	\$270,045	\$341,622	\$485,871	\$364,660	\$396,123	56,106	\$2,081,368

Paid Amount for Inpatient Claims for Members with a COVID-19 Diagnosis

Inpatient Stay for COVID-19 Diagnosed Members	\$0	\$144,222	\$112,038	\$119,614	\$119,780	\$78,136	\$68,783	-	\$642,573
--	-----	-----------	-----------	-----------	-----------	----------	----------	---	-----------



Inpatient Stay for COVID-19 Diagnosis Members

Length of Stay		Discharged	Death	Total	ICU Attributed
LOS ≥ 21	<i>Paid Amount</i>	\$226,400	\$127,800	\$354,300	\$214,800
	<i>Unique Members</i>	4	2	6	4
21 > LOS ≥ 7	<i>Paid Amount</i>	\$41,800	\$111,100	\$152,900	\$113,900
	<i>Unique Members</i>	5	3	8	5
7 > LOS	<i>Paid Amount</i>	\$100,600	\$34,700	\$135,400	\$13,300
	<i>Unique Members</i>	14	3	17	1
Total	<i>Paid Amount</i>	\$368,900	\$273,600	\$642,500	\$342,000
	<i>Unique Members</i>	23	8	31	10

Note: 8 additional members passed away with a COVID-19 diagnosis that were never admitted into an Inpatient setting.

DHS Procurement

DHS announced changes to the procurement schedule

- Families and Children (7 County Metro) RFP release Jan. 2021 – Contract year 2022
- Seniors and SNBC (Statewide) RFP release fall 2021 – Contract year 2023
- Families and Children (Greater MN) release Jan. 2022 – Contract year 2023

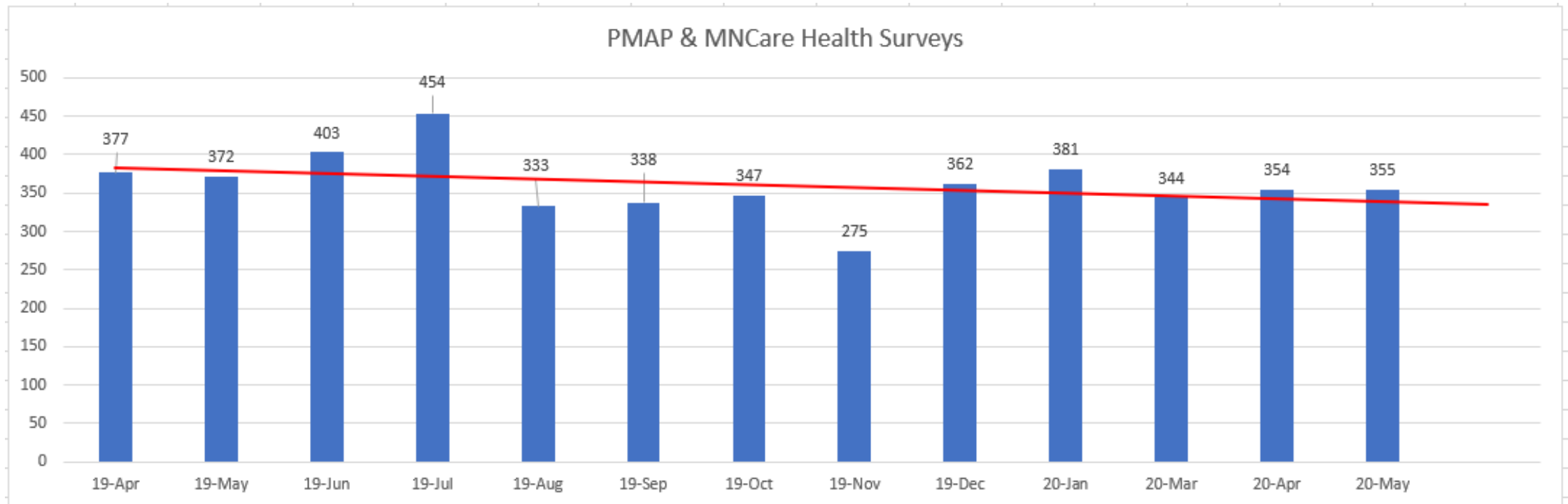
DHS Procurement

- DHS discussions
 - AMC/County Work Group
 - CBP Work Group
 - MCO Work Group

Better Health, Fuller Lives, Lower Cost, Greater Equity

Outreach	South Country Response Rate	Range of other MCOs and CBPs
1 st outreach (Mail)	16.85% (Mail)	0.95%- 12.23%
2 nd outreach (Phone & Mail)	11.23% (Mail & Phone)	Phone: 0.28%-11.27% Mail: 0.32%- 45.23%
3 rd outreach (Phone & Mail)	4.88% (Mail)	Phone: 0.27%-16.88% Mail: 0.23%- 1.52%
Total Combined	32.96%	

New Enrollee Health Survey: Response Rates

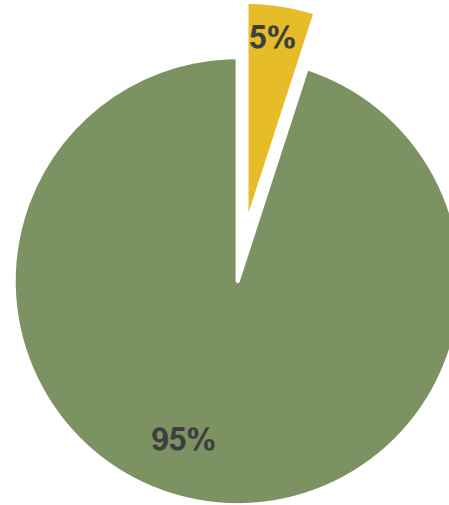


Connector Outreach Calls

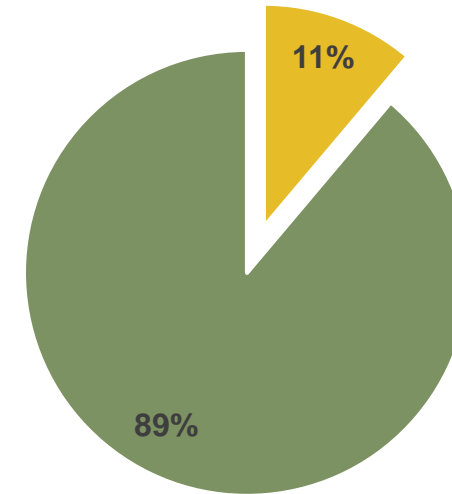
Social Determinants of Health

January- June 2020 Responses

Are you worried that in the next two months you may not have stable housing?

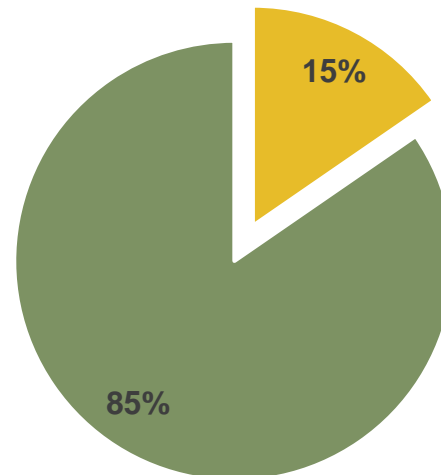


In the past year, have you or your family members had difficulty getting food?

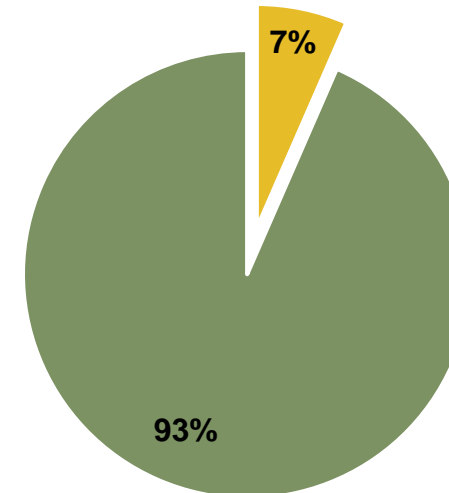


■ Yes ■ No

In the past year, have you or your family members had difficulty getting utilities paid?



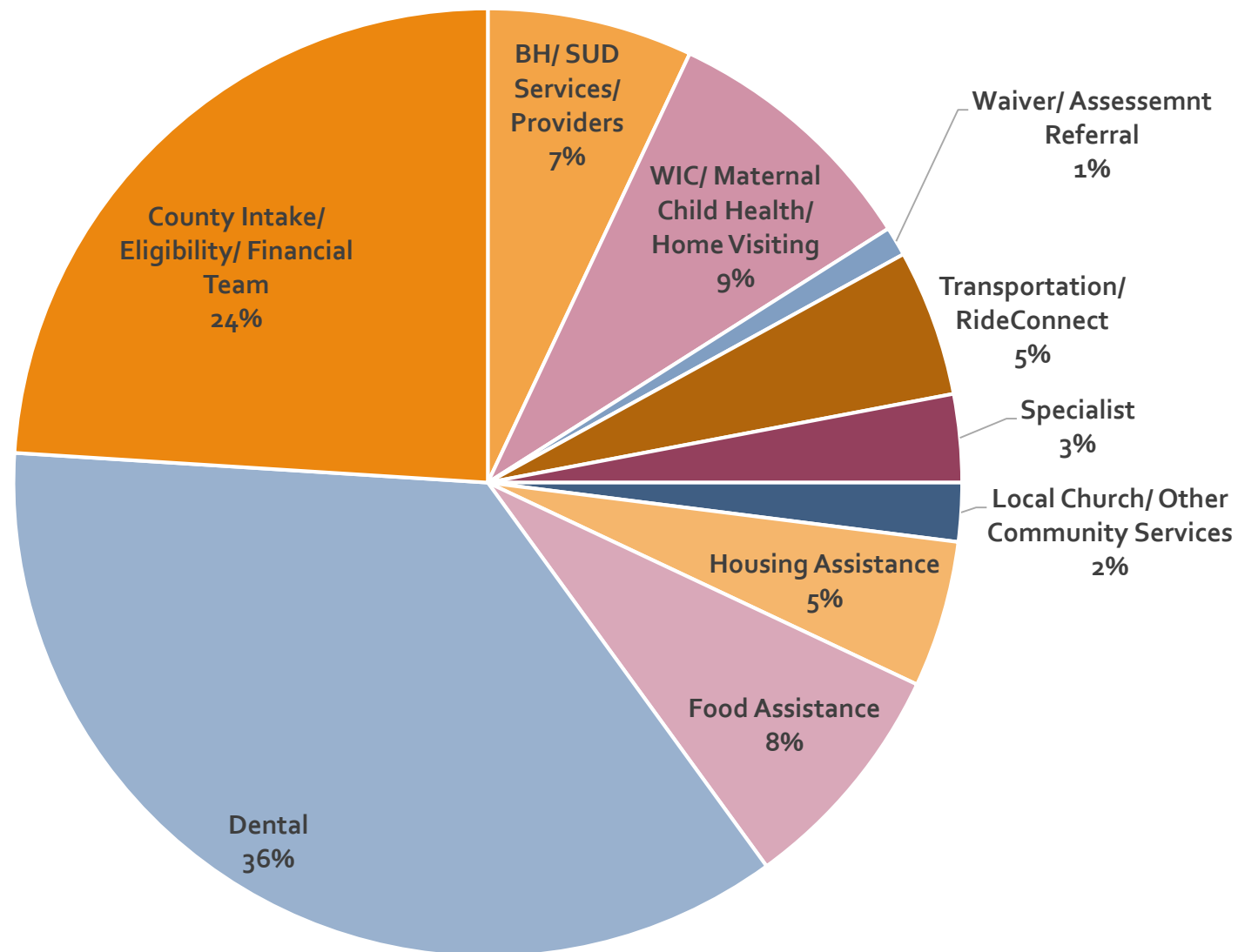
In the past year, have you or your family members had difficulty getting clothing?



■ Yes ■ No

Follow up with
Members at
County

January – June 2020 Referrals



Quality Measure	2019 MHCP Managed Care Statewide Rate	2019 SCHA All Products Rate
PREVENTIVE HEALTH MEASURES		
Breast Cancer Screening	60.0%	65.97%
Colorectal Cancer Screening*	58.0%	73.24%
Childhood Immunization Status (Combo 10)*	42.7%	46.25%
CHRONIC CONDITIONS MEASURES		
Optimal Diabetes Care*	34.5%	45.37%
Optimal Vascular Care*	47.5%	60.25%
Optimal Asthma Control - Adults*	44.2%	53.43%
Optimal Asthma Control - Children*	54.0%	58.26%
MENTAL HEALTH MEASURES		
Adolescent Mental Health and/or Depression Screening	86.2%	88.69%
Adult Depression: Remission at Six Months	5.3%	11.28%

2019 HEDIS Results

November 17, 2020
Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

- | | |
|---|--|
| 1. Final Payment, Forest Avenue Project. | Resolution #1 (11-17-20) |
| 2. ADA Transition Plan | Resolution #2 (11-17-20) |
| - A draft of the Kanabec County Americans with Disabilities Act transition plan for Public Rights of way, and suggested items requiring board action were discussed at the County Board meeting of November 3, 2020. Board Actions are being suggested at detailed in the resolution. | |
| 3. Federal Transportation Alternatives Projects in Kanabec County | |
| 4. Snow Plowing (Covid) | |
| 5. Purchase excavator thumbs | Resolution #3 (11-17-20)
Resolution #4 (11-17-20) |

Resolution #1 (11-17-20)
2019 Forest Avenue Project
Final Payment

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

SAP 033-606-022

CSAH 6

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

Resolution #2 (11-17-20)
Kanabec County ADA Transition Plan for Public Rights of Way

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

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

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

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

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

BE IT FURTHER RESOLVED, that the County Board authorizes the Public Works Director / County Engineer to solicit Public input through access on the County website, advertisement in the official paper posted 3 consecutive weeks with any and all comments taken through December 30, 2020, and

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

Resolution #3 (11-17-20)
Purchase Hydraulic Thumb for CAT 314E Excavator

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

WHEREAS Zeigler CAT provided the following quote:

CAT Pro Series Hydraulic Thumb and Installation	\$12,160.00
---	-------------

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

Resolution #4 (11-17-20)
Purchase Hydraulic Thumb for John Deere 410G Backhoe

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

WHEREAS RDO Equipment has provided the following quote:

Paladin Hydraulic Thumb and Installation	\$9,700.00
--	------------

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



JOHN DEERE

Investment Proposal (Quote)

RDO Equipment Co.
6700 Highway 10 Northwest
Sauk Rapids MN, 56379
Phone: (320) 259-6222 - Fax: (320) 259-6014

Proposal for:
KANABEC COUNTY PUBLIC WORKS
903 FOREST AVE E
MORA, MN, 550511617
KANABEC

Investment Proposal Date: 11/10/2020
Pricing Valid Until: 12/10/2020
Deal Number: 1380790
Customer Account#: 6300069
Sales Professional: Scott Koopmeiners
Phone: (320) 259-6222
Fax:
Email: skoopmeiners@rdoequipment.com

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2020 PALADIN BRANDS(ATI,BRADCO,MCMILLEN,THE 050HT, CP HYDRAULIC THUMB Outside Parts and Labor install thumb and auxliarly Hydraulics, parts	\$4,400.00 \$5,300.00
Equipment Subtotal:				\$9,700.00

Purchase Order Totals

Balance:	\$9,700.00
Tax Rate 3: (0%)	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$9,700.00
Cash with Order:	\$0.00
Balance Due:	\$9,700.00

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	TBD	2020 PALADIN BRANDS(ATI,BRADCO,MCMILLEN,T HE 050HT, CP HYDRAULIC THUMB	050HT, CP, HYDRAULIC THUMB 050HT, CP, CUSTOM MAIN PIN, HYDRAULIC THUMB



KANABEC COUNTY PUBLIC WORKS DEPARTMENT


Chad T. Gramentz, PE, Public Works Director

903 Forest Avenue East, Mora, MN 55051

320-679-6300

MEMORANDUM

TO: Chad Gramentz, County Engineer / Public Works Director

FROM: Jay Munson, Assistant Engineer 

DATE: October 23, 2020

RE: Kanabec County ADA Transition Plan for Public Rights of Way

The first draft of the ADA Transition Plan has been completed. I am still in the process of gathering and processing data. We are at the point where the County Board should be advised and take action. I've attached a Technical Summary from the Local Road Research Board entitled "Putting Research into Practice: ADA Transition Plan for Public Rights of Way. There is a flow chart that provides a suggested outline for the process.

It's my suggestion that at the next convenient County Board meeting the follow actions should take place.

1. A discussion of what an ADA Transition plan for Public Rights of way is.
2. Present the current information of the draft plan to date.
3. Suggest that the Board take action in the form of a resolution to enact the follow things.
 - a. Acknowledge the purpose and need for the County to create and execute an ADA Transition plan for Public Rights of Way
 - b. Identify the County Engineer as the ADA Coordinator.
 - c. Identify the means by which the County will receive Public input, and the duration of time for the input.
 - d. Set a flexible timeline for the finalization of the plan.

Let me know if there is anything else you might need.



TECHNICAL SUMMARY

Technical Liaison:

Mitch Rasmussen, Scott County
mrasmussen@co.scott.mn.us

Project Coordinator:

Farideh Amiri, MnDOT
Farideh.Amiri@state.mn.us

Principal Investigators:

Michael Marti and James Gersema
SRF Consulting Group, Inc.

IMPLEMENTATION PROJECT COST:

\$29,119



Disabled pedestrians may face challenges such as traffic signals with insufficient crossing time or lack of convenient or safe crossing opportunities.



RESEARCH SERVICES

OFFICE OF POLICY ANALYSIS,
RESEARCH & INNOVATION

Putting Research into Practice: ADA Transition Plan for Public Rights of Way

What Was the Need?

The Americans with Disabilities Act (ADA) is a wide-ranging civil rights law intended to prohibit discrimination and to improve the accessibility of facilities and public infrastructure. The ADA specifically requires public entities with more than 50 employees that have responsibility over streets and walkways to create a transition plan that identifies the steps needed to bring the infrastructure under their authority into compliance.

While the transition plan requirement took effect in 1992, many agencies in Minnesota and nationwide initially focused on buildings and grounds. Several recent lawsuits, however, have demonstrated that this focus is inadequate and that local agencies need to include public rights of way in their transition plans.

The information and guidelines necessary to develop these transition plans were publicly available, but tracking it all down was time-consuming. Synthesizing the information into a single document will help local agencies save time and money when developing the ADA transition plans needed to comply with the law.

What Was Our Goal?

The objective of this project was to collect existing resources and develop guidance to help communities bring their ADA transition plans for public rights of way into compliance. This would improve the accessibility of public rights of way for people with disabilities and protect communities from the expense of legal action related to noncompliance.

What Did We Implement?

This project compiled existing information from a number of disparate sources, including existing law, the U.S. Department of Justice's [ADA Best Practices Tool Kit for State and Local Governments](#) and the experiences of local agencies that had developed some portion of an ADA transition plan independently.

How Did We Do It?

Work began on the project with the assembly of a technical advisory panel composed of representatives from local and state agencies along with consultants. The panel was charged with developing a model transition plan that local agencies can use to develop their own transition plan and a process for agencies to follow in creating their plans.

The panel compiled the model plan by consulting with a number of different agencies. Several local agencies had existing models for specific components of a transition plan. Some of those, such as Scott County's ADA Inventory Template, were included as supporting documents to the model plan.

What Was the Impact?

This project developed the [ADA Transition Plan for Public Rights of Way](#), which provides step-by-step guidance for developing necessary transition plans. It is a navigable

Local agencies are legally required to develop plans for bringing their public rights of way into compliance with the Americans with Disabilities Act. This project saves them time and money by synthesizing information and guidelines needed to develop such plans.

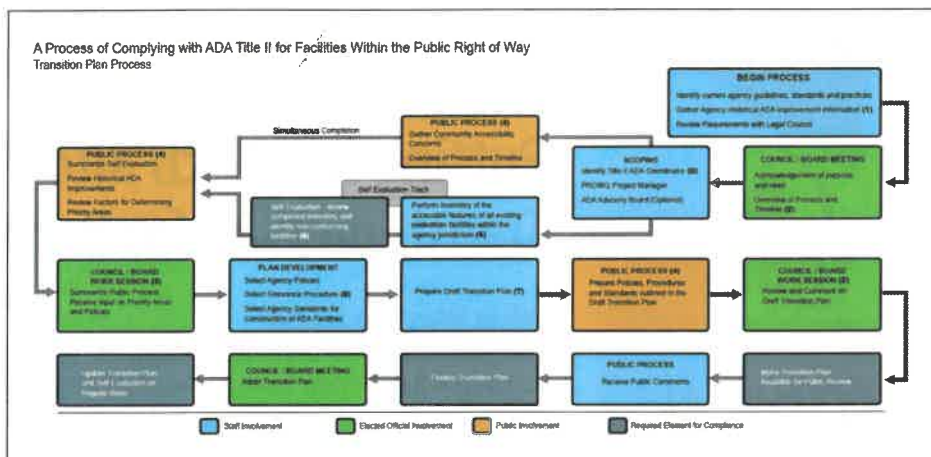
continued

"The product doesn't require a broad knowledge of the ADA. It will walk you through the steps you need to follow to get from the start of the process to a finished transition plan."

—Mitch Rasmussen,
Scott County Engineer

"Each agency needs to inventory its infrastructure, identify noncompliant facilities and create a transition plan. This tool will help any agency identify where it is in the process and take the steps needed for compliance."

—Michael Marti,
Principal, SRF Consulting Group, Inc.



The process flowchart included in the guide shows all of the steps in creating an ADA transition plan, including agency staff work, necessary public input and approval from elected officials.

PDF rather than a Web page, so users can download it once and access it whenever needed, making it easier to use in rural communities without high-speed Internet access. The file includes links to supporting documents that can be downloaded in one bundle.

Elements in the report include:

- The **process flowchart** for developing a compliant ADA transition plan for public rights of way. The chart includes steps for information gathering, plan drafting and finalization, and input from public and elected officials. Agencies can use it to identify where they are in the compliance process and the steps they need to take.
- A **model transition plan**, in Word format, that local agencies can use to develop their own plans. Much of the text in this document is suitable for all agencies, but sections that each agency will need to fill out based on their own situations are clearly identified. A commentary document provides guidance on how to use the model plan.
- **Sample inventory checklists** that agencies can use to inventory their assets and determine which ones do not comply with the ADA.
- **Sample self-evaluations**, which are a required part of the transition plan.
- **ADA fact sheets** aimed at elected officials from the Department of Justice Civil Rights Division and the FHWA Office of Civil Rights.
- **Additional online resources** for general ADA information and best practices.

An October 2012 [webinar](#) introducing the ADA Transition Plan for Public Rights of Way was broadcast to 124 sites, and the recording remains accessible. Investigators have presented the tool at several conferences as well, including the Association of Minnesota Counties, the Minnesota chapter of the American Public Works Association and the forthcoming Center for Transportation Studies Research Conference.

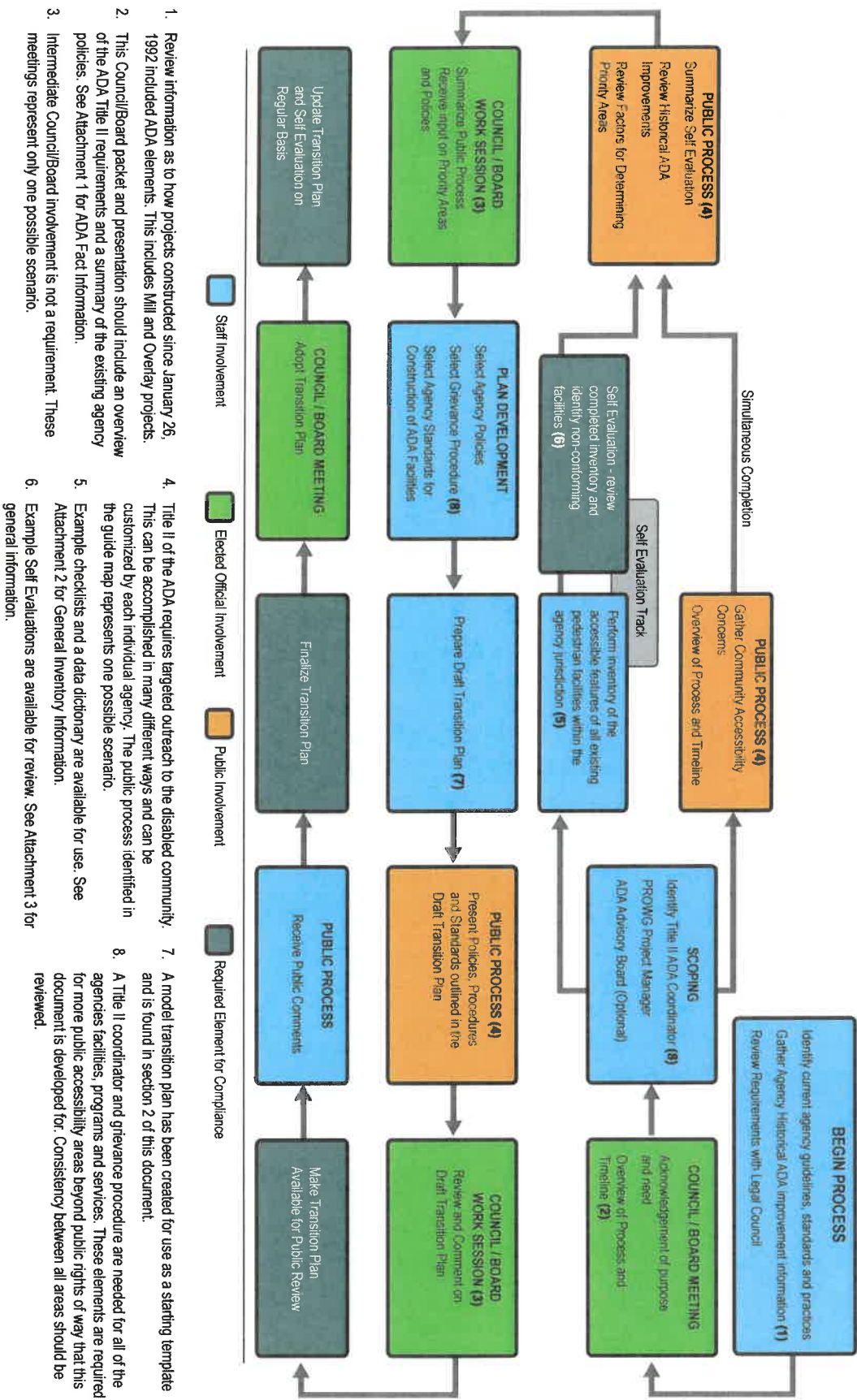
What's Next?

The ADA Transition Plan for Public Rights of Way has been fully implemented and is available for use by any agency in Minnesota through the [Local Road Research Board website](#).

Produced by CTC & Associates for:
Minnesota Department
of Transportation Research Services
MS 330, First Floor
395 John Ireland Blvd.
St. Paul, MN 55155-1899
(651) 366-3780
www.research.dot.state.mn.us

This Technical Summary pertains to the LRRB-produced Report 2012RIC01, "ADA Transition Plan for Public Rights of Way," published June 2012. The full report, with supporting documents, can be accessed at <http://webapps.srfconsulting.com/ada/lrrb-ada-final.zip>.

A Process of Complying with ADA Title II for Facilities Within the Public Right of Way Transition Plan Process



Kanabec County ADA Transition Plan

2020



Introduction

Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, Kanabec County must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." ([42 USC. Sec. 12132](#); [28 CFR. Sec. 35.130](#))

As required by Title II of [ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150](#), Kanabec County has conducted a self-evaluation of its facilities within public rights of way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals. This document serves as a supplement to County's existing Transition Plan covering buildings, services, programs and activities.

ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Acts of 1968](#) and [Section 504 of the Rehabilitation Act](#) of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal

department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

Agency Requirements

Under Title II, Kanabec County must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities ([28 C.F.R. Sec. 35.150](#)).
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability ([28 C.F.R. Sec. 35.130 \(a\)](#)).
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result ([28 C.F.R. Sec. 35.130\(b\) \(7\)](#)).
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective ([28 C.F.R. Sec. 35.130\(b\)\(iv\) & \(d\)](#)).
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others ([29 C.F.R. Sec. 35.160\(a\)](#)).
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35.106](#)]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

This document has been created to specifically cover accessibility within the public rights of way and does not include information on County programs, practices, or building facilities not related to public rights of way.

Self-Evaluation

Overview

Kanabec County is required, under Title II of the Americans with Disabilities Act (ADA) and 28CFR35.105, to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the County implements these policies. The goal of the self-evaluation is to verify that, in implementing the County's policies and practices, the department is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The self-evaluation also examines the condition of the County's Pedestrian Circulation Route/Pedestrian Access Route) (PCR/PAR) and identifies potential need for PCR/PAR infrastructure improvements. This will include the sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and transit facilities that are located within the County rights of way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

Summary

In October and November of 2018 Kanabec County conducted an inventory of pedestrian facilities within its public right of way consisting of the evaluation of the following facilities:

- 13,175 feet of sidewalks
- 71 curb ramps
- 00 miles of trails
- 00 traffic control signals
- 00 bus stops
- 00 other

A detailed evaluation on how these facilities relate to ADA standards is found in Appendix A.

Policies and Practices

Previous Practices

Since the adoption of the ADA, Kanabec County has striven to provide accessible pedestrian features as part of the County's capital improvement projects. As additional information was made available as to the methods of providing accessible pedestrian features, the County updated their procedures to accommodate these methods. (Insert specific previous ADA project, or sidewalk replacement project info here.)

Policy

Kanabec County's goal is to continue to provide accessible pedestrian design features as part of the County capital improvement projects. The County has established ADA design standards and procedures as listed in Appendix F. These standards and procedures will be kept up to date with nationwide and local best management practices.

The County will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. The County will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the County jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public right of way will continue to follow the policies set forth by the County . (Insert specific policy references here)

Requests for accessibility improvements can be submitted to the Responsible Party (title). Contact information for Responsible Party is located in Appendix E.

Improvement Schedule

Priority Areas

Kanabec County has identified specific locations as priority areas for planned accessibility improvement projects. These areas have been selected due to their proximity to specific land uses such as schools, government offices and medical facilities, as well as from the receipt of public comments. The priority areas as identified in the Date self-evaluation are as follows:

- Mora
- Ogilvie
- Grasston

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of Kanabec County. The County will coordinate with those agencies to track and assist in the facilitation of the elimination of accessibility barriers along their routes.

The communities of Mora, Ogilvie, and Grasston all currently have areas with pedestrian facilities. It has been the policy of the Kanabec County Public Works Department that the sidewalks and their reconstruction, together with the ADA compliance of sidewalks, lies with the city in which the County Road passes through. When new curb is required the pedestrian access ramps will be reconstructed as part of a County expense.

Schedule

Kanabec County has set the following schedule goals for improving the accessibility of its pedestrian facilities within the County jurisdiction:

(Adjust for specific agency goals here, below is one example)

- As a general rule, accessibility features would be brought into ADA compliant when the useful life of the roadway had expired and a reconstruction of the roadway was required.
- CSAH 6 from Lake Street to TH 65 was reconstructed in 2019. The County funded the pedestrian access ramps, the sidewalks were brought into compliance with this project, and the City of Mora funded the replacement of the remaining sidewalks on the project. This project raised the pedestrian access ramp compliance percentage to approximately 28% for the community of Mora
- CSAH 10 from TH 23 to CR 60 in Ogilvie is in the 5 year Capital Improvement Construction plan for 2022-2026. With the City of Ogilvie's participation this project would complete ADA compliance for Rights of Way on County infrastructure in Ogilvie.
- CSAH 17 has improvements scheduled in the 2022-2026 Capital improvement Plan.
- Following the first general rule would mean that the County should be ADA compliant by 2040.

ADA Coordinator

In accordance with 28 CFR 35.107(a), the Kanabec County has identified an ADA Title II Coordinator to oversee the County policies and procedures. Contact information for this individual is located in Appendix E.

Implementation Schedule

Methodology

Kanabec County will utilize two methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the two methods are the scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method is the stand alone sidewalk and ADA accessibility improvement project. These projects will be incorporated into the Capital Improvement Program (CIP) on a case by case basis as determined by Kanabec County staff. The County CIP, which includes a detailed schedule and budget for specific improvements, is included in Appendix B.

Public Outreach

Kanabec County recognizes that public participation is an important component in the development of this document. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of Kanabec County.

Public outreach for the creation of this document consisted of the following activities:

Insert summary of outreach items here.

The public outreach consisted of a solicitation for input on the Kanabec County website.

This document was also available for public comment. A summary of comments received and detailed information regarding the public outreach activities are located in Appendix C.

Grievance Procedure

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regards to the ADA. A draft of this public notice is provided in Appendix D. If users of Kanabec County facilities and services believe the County has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with 28 CFR 35.107(b), the County has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. This grievance procedure is outlined in Appendix D.

Monitor the Progress

This document will continue to be updated as conditions within the County evolve.

The appendices in this document will be updated periodically, while the main body of the document will be updated in (short term period, 3-5 years) with a future update schedule to be developed at that time. With each main body update, a public comment period will be established to continue the public outreach.

Draft

Appendices

- A. Self-Evaluation Results**
- B. Schedule / Budget Information**
- C. Public Outreach**
- D. Grievance Procedure**
- E. Contact Information**
- F. Agency ADA Design Standards and Procedures**
- G. Glossary of Terms**

Draft

Appendix A – Self-Evaluation Results

This initial self-evaluation of pedestrian facilities yielded the following results:

- Approximately 10% of sidewalks met accessibility criteria
- 7% of curb ramps met accessibility criteria
- 0% intersections did not have any curb ramps
- There are no trails within Kanabec County Public Right of Ways.
- There are no Traffic Control signals within Kanabec County Public Right of Ways.
- There are no bus stops within Kanabec County Public Right of Ways.

Insert detailed self-evaluation results here:

Draft

Appendix B – Schedule / Budget Information

Cost Information

Unit Prices

Construction costs for upgrading facilities can vary depending on each individual improvement and conditions of each site. Costs can also vary on the type and size of project the improvements are associated with. Listed below are representative 2011 costs for some typical accessibility improvements based on if the improvements are included as part of a retrofit type project, or as part of a larger comprehensive capital improvement project.

Intersection corner ADA improvement retrofit: +/- \$4,000 to 5000 per corner

Sidewalk / Trail ADA improvement retrofit: +/- \$20.00 per SF

Priority Areas

Based on the results of the self-evaluation, the estimate costs associated with eliminating accessibility barriers within the targeted priority areas is as follows:

- Mora Area Cost Info. \$925,200
- Ogilvie Area Cost Info. \$288,260
- Grasston Area Cost Info. \$196,000

Entire Jurisdiction

Based on the results of the self-evaluation, the estimate costs associated with providing ADA accessibility within the entire jurisdiction is \$2,285,600. This amount signifies a significant investment that Kanabec County is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to absorb the cost into the Kanabec County budget for improvements to the public right of way.

Insert detailed CIP information here:

Add any special ADA improvement project info here:

Appendix C – Public Outreach

Insert Summary of Public Outreach here:

Insert Outreach agenda's and sign in info, as well as notification and invite strategy.

Draft

Appendix D – Grievance Procedure

As part of the ADA requirements the County has posted the following notice outlining its ADA requirements:

Public Notice

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, Kanabec County will not discriminate against qualified individuals with disabilities on the basis of disability in County's services, programs, or activities.

Employment: The County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

Effective Communication: The County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the County's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all County programs, services, and activities. For example, individuals with service animals are welcomed in County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a County program, service, or activity, should contact the office of ADA Coordinator, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Sample Grievance Procedure (Source www.ada.gov):

Kanabec County

Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **[name of public entity]**. The **[e.g. State, City, County, Town]**'s Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Chad Gramentz ADA Coordinator, County Engineer
903 Forest Avenue East
Mora, MN 55051

Within 15 calendar days after receipt of the complaint, **Chad Gramentz ADA Coordinator** or *his* designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, **Chad Gramentz ADA Coordinator** or *his* designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **[name of public entity]** and offer options for substantive resolution of the complaint.

If the response by **Chad Gramentz ADA Coordinator** or *his* designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the **Kanabec County Coordinator or their** designee.

Within 15 calendar days after receipt of the appeal, the **Kanabec County Coordinator or their** designee will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days after the meeting, the **Kanabec County Coordinator or their** designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by **Chad Gramentz ADA Coordinator** or *his* designee, appeals to the **Kanabec County Coordinator or their** designee, and responses from these two offices will be retained by the **Kanabec County** for at least three years.

Draft

Those wishing to file a formal written grievance with Kanabec County may do so by one of the following methods:

Internet

Visit the Kanabec County website (website) and click the “ADA” link to the [ADA Grievance Form](#). Fill in the form online and click “submit.” A copy of The ADA Grievance Form is included in this Appendix.

Telephone

Contact the pertinent County staff person listed in the **Contact Information** section of Appendix E to submit an oral grievance. The staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

Paper Submittal

Contact the pertinent County staff person listed in the **Contact Information** section of Appendix E to request a paper copy of the county’s grievance form, complete the form, and submit it to the Responsible Party. A staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

The ADA Grievance Form will ask for the following information:

The **name, address, telephone number, and email address** for the person filing the grievance

The **name, address, telephone number, and email address** for the person alleging an ADA violation (if different than the person filing the grievance)

A **description and location of the alleged violation and the nature of a remedy sought**, if known by the complainant.

If the complainant has filed the same complaint or grievance with the United States Department of Justice (DOJ), another federal or state civil rights agency, a court, or others, the **name of the agency or court where the complainant filed it and the filing date**.

The County will acknowledge receipt of the grievance to the complainant within 10 working days of its submittal. County will also provide to the complainant within 10 working days of its submittal; 1) a response or resolution to the grievance or; 2) information on when the complainant can expect a response or resolution to the grievance.

If the grievance filed does not concern an Kanabec County facility, the County will work with the complainant to contact the agency that has jurisdiction.

3. Within 60 calendar days of receipt, an Kanabec County staff person will conduct an investigation necessary to determine the validity of the alleged violation. As a part of the investigation, the staff person would conduct an engineering study to help determine the County's response. The staff person will take advantage of department resources and use engineering judgment, data collected, and any information submitted by the resident to develop a conclusion. A staff person will be available to meet with the complainant to discuss the matter as a part of the investigation and resolution of the matter. The County will document each resolution of a filed grievance and retain such documentation in the department's ADA Grievance File for a period of seven years.

The County will consider all specific grievances within its particular context or setting. Furthermore, the County will consider many varying circumstances including: 1) the nature of the access to services, programs, or facilities at issue; 2) the specific nature of the disability; 3) the essential eligibility requirements for participation; 4) the health and safety of others; and 5) the degree to which an accommodation would constitute a fundamental alteration to the program, service, or facility, or cause an undue hardship to Kanabec County.

Accordingly, the resolution by Kanabec County of any one grievance does not constitute a precedent upon which the county is bound or upon which other complaining parties may rely.

File Maintenance

The County shall maintain ADA grievance files for a period of seven years.

Complaints of Title II violations may also be filed with the DOJ within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the Department of Justice (DOJ). The DOJ may bring a lawsuit where it has investigated a matter and has been unable to resolve violations.

For more information, contact:

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, N.W.
Disability Rights Section - NYAV
Washington, D.C. 20530
www.ada.gov
(800) 514-0301 (voice – toll free)
(800) 514-0383 (TTY)

Title II may also be enforced through private lawsuits in Federal court. It is not necessary to file a complaint with the DOJ or any other Federal agency, or to receive a "right-to-sue" letter, before going to court.

Draft

Grievance Form
Kanabec County Public Works
Title II of the Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Discrimination Complaint Form

Instructions: Please fill out this form completely, in black ink or type. Sign and return

Complainant Name:

Address:

City, State and Zip Code:

Telephone (Home):

Telephone (Business):

Person Discriminated Against:
(if other than the complainant)

Address:

City, State, and Zip Code:

Telephone (Home/Business or Both):

Government, or organization, or institution which you believe has discriminated:

Name:

Address:

County:

City:

State and Zip Code:

Telephone Number:

When was the issue discovered/when did the problem occur? (Date):

Describe the issue in detail, providing the name(s) where possible of the individuals who have been contacted. (Add additional pages if necessary):

Have prior efforts been made to resolve this complaint through the Kanabec County grievance procedure?

Yes_____ No_____

If Yes: what is the status of the grievance?

Has the complaint been filed with another bureau of the Department of Justice or any other Federal, State, or local civil rights agency or court?

Yes_____ No_____

If Yes: Agency or Court:

Contact Person:

Address:

City, State, and Zip Code:

Telephone Number:

Date Filed:

Do you intend to file with another agency or court?

Yes_____ No_____

If Yes: Agency or Court:

Address:

Telephone Number:

Signature: _____Date

Draft

Appendix E – Contact Information

ADA Title II Coordinator

Name: Chad Gramentz
Address: 903 Forest Avenue East

Phone: 320-679-6300
Fax: 320-679-6304
E-mail: chad.gramentz@co.kanabec.mn.us

Public Right of Ways ADA Implementation Coordinator

Name: Chad Gramentz
Address: 903 Forest Avenue East

Phone: 320-679-6300
Fax: 320-679-6304
E-mail: chad.gramentz@co.kanabec.mn.us

Other

Appendix F – Agency ADA Design Standards and Procedures

Design Procedures

Intersection Corners

Curb ramps or blended transitions will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each intersection corner shall be made as compliant as possible in accordance with the judgment of County staff.

Sidewalks / Trails

Sidewalks and trails will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of any project. Those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, every sidewalk or trail shall be made as compliant as possible in accordance with the judgment of County staff.

Traffic Control Signals

While there are currently no traffic control signals within the jurisdiction of Kanabec County. All future traffic control signals will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of County staff.

Bus Stops

While there are no designated Bus stops within Kanabec County future bus stops will attempt to be constructed to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations

shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each bus stop location shall be made as compliant as possible in accordance with the judgment of County staff.

Other Transit Facilities

Additional transit facilities are present within the limits of Kanabec County. Those facilities fall under the jurisdiction of **Timber Trails Transit**. Kanabec County will work with **Timber Trails Transit** to ensure that those facilities meet all appropriate accessibility standards.

Other policies, practices and programs

Policies, practices and programs not identified in this document will follow the applicable ADA standards.

Design Standards

Kanabec County has PROWAG, as adopted by the Minnesota Department of Transportation (MnDOT), as its design standard. A copy of this document is included in the following pages of this appendix.

Appendix G – Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: Mn/DOT's transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Statewide Transportation Improvement Program (STIP), and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

Accessible: A facility that provides access to people with disabilities using the design requirements of the ADA.

Accessible Pedestrian Signal (APS): A device that communicates information about the WALK phase in audible and vibrotactile formats.

Alteration: A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): The Americans with Disabilities Act; Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

Americans with Disabilities Act Accessibility Guidelines (ADAAG): contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

APS: See Accessible Pedestrian Signal.

Architectural Barriers Act (ABA): Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Capital Improvement Program (CIP): The CIP for the Transportation Department includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the county's transportation system.

Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

DOJ: See United States Department of Justice

Federal Highway Administration (FHWA): A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FHWA: See Federal Highway Administration

Pedestrian Access Route (PAR): A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

Pedestrian Circulation Route (PCR): A prepared exterior or interior way of passage provided for pedestrian travel.

PROWAG: An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U. S. Access Board. This guidance addresses roadway design practices, slope, and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.

Right of Way: A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

Section 504: The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

Uniform Accessibility Standards (UFAS): Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

United States Access Board: An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally funded facilities.

United States Department of Justice (DOJ): The United States Department of Justice (often referred to as the Justice Department or DOJ), is the United States federal executive department responsible for the enforcement of the law and administration of justice.

Assessment October/ November 2018, Updated October 2020

[illegible]

[illegible]

KANABEC COUNTY ADA COMMUNITY ASSESSMENT

Assessment October/ November 2018, Updated October 2020

[illegible]



Grasston Photo **Pine and Union Street NE Corner**



Grasston Photo **Pine and Union Street NW Corner**



Grasston Photo **Pine and Union Street SW Corner**



Grasston Photo **Pine and Oak Street SE corner**



Grasston Photo **Pine and Oak Street SW corner**



Grasston Photo **Pine and Oak Street NE corner**



Grasston Photo **Pine and Oak Street NW corner**



Grasston Photo **West end of Sidewalk, north side of Pine Street 1/2 block west of Oak Street**



Grasston Photo **West End of Sidewalk, South side of Pine St., Near Church**



Ogilvie Photo, **Hill Av. N East Sidewalk termini**
South end mid block between TH 23 and Bragg
Street



**Ogilvie Photo, Hill Av. N East Sidewalk termini North end
mid block between TH 23 and Bragg Street**



Ogilvie Photo **Hill Av. and Bragg Street SW Corner**



Ogilvie Photo **Hill Ave. and Bragg Street NE Corner**



Ogilvie Photo **Hill Ave. and Bragg St. NW Corner**



Ogilvie Photo **Hill Ave. and Anderson St. SW Corner**



Ogilvie Photo **Hill Ave. and Anderson St. SE Corner**



Ogilvie Photo **Hill Ave. and Anderson St. NW Corner**



Ogilvie Photo **Hill Ave. and Anderson St. NE Corner**



Ogilvie Photo **Hill Ave. and Rutherford St. SW Corner**



Ogilvie Photo **Hill Ave. and Rutherford St. SE Corner**



Mora Photo **Union and Riverside west side**



Mora Photo **Union and Whitepine Court SW corner**



Mora Photo **Union and Whitepine Court NW corner**



Mora Photo **Union and Ford Av. West side**



Mora Photo **Union and Ford NE corner**



Mora Photo **Union and Ford SE corner**



Mora Photo **Union Street at pool entrance**



Mora Photo **Union and Fair SW corner**



Mora Photo **Union and Fair NW corner**



Mora Photo **Union and Fair NE corner**



Mora Photo **Union and Fair SE Corner**



Mora Photo **Union and Stewart SW Corner**



Mora Photo **Union and Stewert NW Corner**



Mora Photo **Union and Dion NE Corner**



Mora Photo **Union and Dion SE Corner**



Mora Photo **Union and Bean SW Corner**



Mora Photo **Union and Bean NW Corner**



Mora Photo **Union and Edward SE Corner**



Mora Photo **Union and Hershey SW Corner**



Mora Photo **Union and Hershey NW Corner**



Mora Photo **Union and Howe NE Corner**



Mora Photo **Union and Howe SE Corner**



Mora Photo **Union and Forest SW Corner**



Mora Photo **Union and Forest NW Corner**



Mora Photo **Union and Forest NE Corner**



Mora Photo **Union and Forest SE Corner**



Mora Photo **Union and SW Railroad SW corner**



Mora Photo **Union and NW Railroad NW corner**



Mora Photo **Union and NE Railroad NE Corner**



Mora Photo **Union and SE Railroad SE Corner**



Mora Photo **Union and Maple SW Corner**



Mora Photo **W Maple So. Sidewalk Termini 150' west of Union and Maple**



Mora Photo **W Maple No. Sidewalk Termini 380' west of Union and Maple**



Mora Photo **Forest and Lake NW Corner**



Mora Photo **Forest and Lake Ne Corner**



Mora Photo **Forest and Lake SE Corner**



Mora Photo **Forest and Lake SW Corner**



Mora Photo **Forest and Vine NW Corner**



Mora Photo **Forest and Vine NE Corner**



Mora Photo **Forest and Vine SE Corner**



Mora Photo **Forest and Vine SW Corner**



Mora Photo **Forest Ave. and Elm St. NW Corner**



Mora Photo **Forest Ave. and Elm St. NE Corner**



Mora Photo **Forest Ave. and Clark St. SE Corner**



Mora Photo **Forest Ave. and Clark Street SW Corner**



Mora Photo **Forest Ave. and Spruce St. NW Corner**



Mora Photo **Forest and Spruce St. NE Corner**

AGENDA ITEM #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

November 3, 2020

The Kanabec County Board of Commissioners held a Regular Board Meeting at 9:00am on Tuesday, November 3, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, and Les Nielsen. Absent: Craig Smith. Staff present in-person: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. County Attorney Barb McFadden was in attendance via WebEx.

The meeting was held in meeting rooms 3 & 4 in the basement of the courthouse to allow for social distancing due to COVID-19. The meeting was also held via WebEx for anyone wishing to attend virtually.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the agenda with the following addition: Isanti County Pheasants Forever – Request to Change Dates for Lawful Gambling Event.

Action #2 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the October 20, 2020 minutes with the following correction: Action #11 - Road & Bridge Claims, correct amount of A & M Aggregate claim from \$3,298.86 to \$740.28

Action #3 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Ann Lake Twp	494.00
Arthur Twp	882.66
Braham Public Schools	52,789.64
Brunswick Twp	738.78
City of Grasston	414.33
City of Mora	1,218.25
City of Ogilvie-Clerk	467.20
City of Quamba	409.01
Comfort Twp	681.57

Dearborn National Life Insurance Co	720.41
East Central Energy	1,096.58
East Central Energy	221.25
East Central School District	18,619.51
Grass Lake Twp	637.56
Health Partners	6,353.77
Hillman Twp	505.51
Hinckley-Finlayson Schools	19,646.33
Isle Public Schools	16,394.02
Kanabec County	108,685.66
Kanabec County Auditor-Treas	7,098.53
Life Insurance Company of North America	648.10
Milaca Public Schools	5,122.41
Minnesota Energy Resources Corp	28.84
MNPEIP	146,247.26
Mora Municipal Utilities	793.81
Mora Public Schools	627,562.08
Ogilvie Public Schools	166,219.07
Peace Twp	658.15
Pine City Public Schools	29.41
Sun Life Financial	3,679.84
The Public Group	14,718.00
Verizon Wireless	1,120.29
VSO Insurance Co	278.80
33 Claims Totaling:	<u>1,205,180.63</u>

Action #4 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to recess the Board Meeting at 9:03am to a time immediately following the Public Health Board.

The Kanabec County Public Health Board met at 9:03am on Tuesday, November 3, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, and Les Nielsen. Public Health Director, Kathy Burski presented the Public Health Agenda.

Action #PH5 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the Public Health Board Agenda as presented.

Public Health Director Kathy Burski gave an update on COVID-19. Information only, no action was taken.

Public Health Director Kathy Burski gave the Director's Report.

Action #PH6 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #PH6 – 11/3/20

First Citizens Bank Grant Resolution

WHEREAS, First Citizens Bank has a grant program available to local businesses and groups for community-minded projects, and

WHEREAS, the Community Health Director is requesting approval to apply for funds through First Citizens Bank to continue much needed dental services in the community through Children's Dental Services of Minneapolis.

THEREFORE BE IT RESOLVED, the Kanabec County Community Health Board approves the Community Health Director applying for grant funds through First Citizens Bank and accepting said funds upon approval of the grant.

Action #PH7 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #PH7a – 11/3/20

Statewide Health Improvement Program (SHIP) Amendment Resolution

WHEREAS, The State of Minnesota has a 2020 Statewide Health Improvement grant project agreement with the Kanabec County Community Health Board as the Fiscal Agent, to convene, coordinate, and implement evidence-based strategies targeted at reducing the percentage of Minnesotans who are obese or overweight and at reducing the use of tobacco, and

WHEREAS, Work was postponed due to the COVID-19 pandemic outbreak and Grantee's time being diverted to the pandemic response effort.

THEREFORE, the Agreement for Year 5 is being amended to extend the end date to June 30, 2021 including spending the balance of existing allocated funds.

NOW THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves amending the Year 5 SHIP contracts with Isanti County Community Health Board, Mille Lacs County Community Health Board and Pine County Public Health Board to extend the end date from October 31, 2020 to June 30, 2021 including spending the balance of existing allocated funds.

Resolution #PH7b – 11/3/20

Statewide Health Improvement Program (SHIP) 2021 Contracts Resolution

WHEREAS, Kanabec County Community Health has allocated and encumbered funds for the purpose of reducing obesity and tobacco use and exposure through increasing healthy eating, increased activity, and managing chronic disease through the Statewide Health Improvement Partnership (SHIP) grant, and

WHEREAS, as the fiscal agent for the grant, Kanabec County Community Health requests contracts 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, and

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

THEREFORE, the Kanabec County Community Health Administrator requests contracts with these three counties to fulfill the duties of the SHIP grant.

NOW THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves contracting with the Isanti County Community Health Board, Mille Lacs County Community Health Board and Pine County Public Health Board to provide staffing to carry out the chosen strategies of the Statewide Health Improvement Program grant November 1, 2020 through October 31, 2021 and approves the Community Health Director signing said contacts.

Action #PH8 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #PH8a – 11/3/20

Health Dimensions Rehabilitation for OT, PT, ST Contract Resolution

WHEREAS, Kanabec County Community Health does contract for services in support of the Home Care Program, and

WHEREAS, such a contract has been presented to the Community Health Board for 2020;

BE IT RESOLVED to approve an agreement between Kanabec County Community Health and Health Dimensions Rehabilitation for Occupational, Speech and Physical Therapy for the Home Health Program clients for the year 2021 at a rate of \$85.00 per hour plus mileage and drive time.

Resolution #PH8b – 11/3/20

Infant Mental Health Consultant Agreement Resolution

WHEREAS, Kanabec County Community Health is responsible for ensuring that the terms of the Maternal Infant Early Childhood Family Home Visiting Grant contract (hereinafter

“MIECHV”) are met, and

WHEREAS, the Mental Health Consultant desires to function in the role of Infant Mental Health Consultant to Kanabec County Community Health for the Evidence-Based Family Home Visiting Program.

THEREFORE BE IT RESOLVED to approve an agreement between Kanabec County Community Health and Julie Hanenburg of Lighthouse Child and Family Services for Infant Mental Health Consulting for the year 2021 and for the Community Health Administrator to sign said agreement.

Resolution #PH8c – 11/3/20

Medical Consultant Resolution

WHEREAS, The Kanabec County Community Health Board has the responsibility to and shall ensure responsible medical consultation and direction by employing or contracting with a practicing licensed physician pursuant to Minnesota Statute 145A.04, subdivision 3, and ,

WHEREAS, Randall Bostrom, M.D. represents that he is a practicing licensed physician and is duly qualified and willing to perform the services and duties set forth herein.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves a contract with Randall Bostrom, M.D. for Medical Consultant services for the period January 1, 2021 through December 31, 2021.

Resolution #PH8d – 11/3/20

Welia Health - Occupational, Speech and Physical Therapy Contract Resolution

WHEREAS, Kanabec County Community Health does contract for services in support of the Home Care Program, and

WHEREAS, such a contract has been presented to the Community Health Board for 2021;

BE IT RESOLVED to approve an Agreement between Kanabec County Community Health and Welia Health System for Occupational, Speech and Physical Therapy for the Home Health Program clients for the year 2021.

Action #PH9– It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the payment of 71 claims totaling \$39,808.92 on Community Health Funds.

Action #PH10 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to adjourn the Public Health Board at 9:24am and to meet again on December 1, 2020 at 9:05am.

The Board of Commissioners reconvened.

Action #11 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
4Imprint	738.15
Advanced Correctional Healthcare	108.72
ASLIS	25.20
Aspen Mills	293.39
Aspen Mills	2,741.88
Auto Value	10.99
BCA, State of Minnesota	1,605.00
BCA: Public Safety	120.00
Christian Froehling LLC (Methven Funeral and Cremation Services)	1,200.00
Coborn's Inc	10.65
Consulting Radiologists LTD	45.00
Creative Forms & Concepts Inc	286.06
Curtis, Michael	1,326.83
DS Solutions	45.77
DS Solutions	775.50
East Central Exterminating	240.00
Emergency Automotive Technologies	15,016.85
Emma's Pizza	33.00
G&N Enterprises	2,300.00
Gerhardson, Alex	20.00
Grainger	1,319.80
Grainger	382.00
Granite Electronics	460.00
Handyman's	60.60
Hirsch, Dean	19.50
Hoefert, Robert	1,407.60
Horizon Towing	493.93
IT SAVVY LLC	2,585.66
IT SAVVY LLC	118.90
Kanabec County Highway Dept	18.50

Kanabec County Highway Dept	96.71
Kanabec County Highway Dept	174.69
Kanabec Publications	707.36
Kanabec Publications	29.23
Kanabec Publications	84.00
Kanabec Soil & Water Cons.	15,970.08
Knife Lake Improvement District	6,626.74
Kroschel Land Surveyors, Inc.	2,150.00
LAMAR	5,350.00
Lexis Nexis	187.58
M&I Lockbox:MCCC	1,800.00
M&I Lockbox:MCCC	1,437.50
M&I Lockbox:MCCC	400.00
Manthie, Wendy	1,405.88
Minnesota Human Services	174.28
Mora Bakery	81.25
Motorola	57,954.24
Nelson, Jerald	122.48
Nelson, Ronnette	568.68
Office Depot	118.42
Office Depot	15.68
Office Depot	52.02
O'Malley & Kron Land Surveyors Inc	900.00
Premium Waters Inc	16.81
Ramsey County	1,542.00
Ratwik, Roszak & Maloney, PA	18.00
RJ Mechanical	10,442.09
Schumacher, Sarah	300.00
Stellar Services	194.69
Steven, Lisa	169.00
Summit Companies	1,948.00
Summit Companies	1,759.50
Summit Food Service Management	11,260.52
Uline	90.14
Van Alst, Lillian	338.68
Visser, Maurice	378.35

66 Claims Totaling: 158,674.08

Road & Bridge

Vendor

Amount

American Pressure	131.94
Auto Value	2,997.62
Bjorklund Companies	686.84
Cargill Incorporated	13,554.63
Central Pension Fund	134.60
Federated Co-ops	279.96
Frontier Precision	44.00
Granite City Jobbing	63.25
Kanabec County Highway Department	67.50
Knife River Corporation	120,756.79
Mei Total Elevator Solutions	6.00
Mora Chevrolet	159.20
Northern Safety Co.	6.73
Northern States Supply	173.49
Office Depot	104.97
Sanitary Systems	60.58
Scientific Sales	59.50
Summit Companies	(600.00)
Trueman Welters	610.55

19 Claims Totaling: 139,298.15

COVID & CARES Act Claims

Vendor	Amount
AmericInn Mora by Wyndham	7,500.00
Beautifully Bronzed	1,250.00
City of Quamba	4,338.96
City of Quamba	918.00
City of Quamba	400.00
DM Stamps & Specialties	583.11
DM Stamps & Specialties	71.28
DS Solutions	1,750.00
DS Solutions	693.00
DS Solutions	1,166.00
Grainger	169.68
Granite City Jobbing	303.31
Handyman's Inc	3,150.00
Handyman's Inc	22,568.00
IT SAVVY LLC	234.29
IT SAVVY LLC	7,197.40

Marco Inc NW 7128	131.90
Marco Technologies, LLC	9,500.00
MAYRA	6,000.00
Mora Housing & Redevelopment Authority	20,200.00
Mora Public Schools	63,369.44
Reliance Telephone, Inc	4,050.00
RJ Mechanical	656.10
RJ Mechanical	6,006.56
RJ Mechanical	11,155.04
RJ Mechanical	9,388.50
RJ Mechanical	2,624.40
Sea Change Print Innovations	2,210.00
Sea Change Print Innovations	977.28
Sea Change Print Innovations	499.20
SHI	4,294.36
SHI	3,686.67
TIERNEY	9,364.00
TIERNEY	9,157.88
TIERNEY	109.80
TIERNEY	809.55
TIERNEY	1,156.80
TIERNEY	2,483.64
Vasaloppet Inc	2,000.00
39 Claims Totaling:	<u>222,124.15</u>

Kroschel Township Supervisor Marvin Rostberg met with the Board to present a design to reconstruct a portion of 370th Avenue using tire shreds on top of the existing road bed. The Board expressed consensus for the tire shreds to be enveloped in all wetland areas of this project. The Board also expressed consensus for Mr. Rostberg to move forward with this project by applying for a Tire Shred Usage Permit from Environmental Services Director Teresa Wickeham.

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

Resolution #12 – 11/3/20

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	\$1,992.89
Quality Disposal	\$5,344.00
Arthur Township	\$400.00
Total	\$7,736.89

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

Resolution #13 - 11/3/20

WHEREAS, Kanabec County received \$ 1,992,345.00 in Cares Act Funding; and

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

WHEREAS, the Kanabec County Cares Act Committee has defined three focus areas for local relief: Social Services, Business & Non-Profits, and Government; and

WHEREAS, the Government focus area recommends the following expenditures for approval using Cares Act funds:

\$56,800 County Attorney's Office request to switch from MCAPS to Prosecutor by Karpel hosted case management system
\$3,000 Public Health request for mental health support services for staff
\$2,200 New mask campaign specific to Kanabec County
\$1,000 Additional 20% match for election Cares Act grant

WHEREAS, the Government focus area also recommends reallocating funds from the Social Service focus area to the Government focus area;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the expenditure request of the Cares Act Government Committee up to the amount of \$63,000.

HR Specialist Kim Christenson met with the Board to discuss job description re-evaluations and the 2021 holiday schedule.

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

Resolution #14 - 11/03/20

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

WHEREAS the following positions are on the rotation schedule for 2020:

Department	Position
Assessor	Certified Appraiser
Assessor	Assistant Assessor
Attorney	Assistant County Attorney
Attorney	Legal Secretary/Paralegal
Attorney	Victim & Witness Service Coordinator
Auditor/Treasurer	Collections Clerk
Auditor/Treasurer	County Auditor/Treasurer
Auditor/Treasurer	Deputy Auditor Finance
Auditor/Treasurer	Deputy Auditor - Tax
Auditor/Treasurer	Deputy Finance
Family Services	Financial Assistant Supervisor
Family Services	Child Support Officer
Family Services	Community Support Tech
Family Services	Family Based Service Provider
Family Services	Office Support Specialist
Family Services	Case Aide
Family Services	Accounting Tech
Family Services	Lead Social Worker
Probation	Work Site Supervisor
Probation	Secretary
Probation	Case Aide
Public Health	Home Health Aide & Homemaker
Public Health	Clerk Typist II
Public Health	Family Health Supervisor
Public Health	Administrative Assistant
Public Health	Case Aide
Public Health	Nursing Supervisor
Public Works - Highway	Accountant
Public Works - Highway	CADD Technician
Public Works - Highway	HEO I
Public Works - Highway	HEO II

Public Works - Highway	Maintenance Superintendent
Public Works - Highway	Mechanic's Assist/Bldg & Grounds Maint Worker
Public Works-Highway	Public Works Director
Public Works-Highway	Assistant Engineer
Recorder	County Recorder
Sheriff	Deputy
Sheriff	Jail Programmer
Sheriff	Jail Administrator
Sheriff	Corrections Officer/Dispatcher
Sheriff	County Sheriff
Sheriff	Jail/Office Assistant
Sheriff	Administrative Sergeant
Sheriff	Chief Deputy
Sheriff	Civil Process Coordinator
Sheriff	Law Enforcement Assistant
Sheriff	Sergeant
Sheriff	PSAP/EMS Administrator

and,

WHEREAS the job descriptions were given to the Department Heads for updating and returned to the Personnel Director and HR Specialist for final review, and

WHEREAS the following job descriptions were submitted to the wage consultant at MRA for evaluation:

- CADD Technician
- Nursing Supervisor
- Case Aide-Probation
- Victim & Witness Service Coordinator

WHEREAS the wage consultant has examined and evaluated the four job descriptions that were submitted and recommends those four job descriptions remain at the same pay grade;

BE IT RESOLVED to approve the wage consultants' recommendations for the job descriptions that were sent in for review, and

BE IT FURTHER RESOLVED that it is the decision of the county board to accept and approve the remaining job descriptions with updates made.

Action #15 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to designate Friday, December 24, 2021 and Monday, December 27, 2021 as

holidays for the 2021 Christmas Eve and Christmas Day holiday calendar, as well as designate Friday, December 31, 2021 as the 2022 New Year's Day holiday, per county policy.

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

Resolution #16 – 11/3/20
AUTHORIZING THE SALE OF PROPERTY PURSUANT TO MINNESOTA
STATUTES SECTION 373.01

WHEREAS, Kanabec County owns the parcel legally described as follows:

That part of Lots 5, 6, 7 and 8, Block 7, Original Town of Mora, Kanabec County, Minnesota, described as follows:

Beginning at the southeast corner of said Block 7; thence northerly, along the east line of said Block 7, a distance of 78 feet; hence westerly, parallel with the south line of said Block 7, a distance of 199.74 feet, more or less, to the west line of the east 50 feet of said Lot 8; hence southerly, along the west line of the east 50 feet of said Lots 7 and 8, a distance of 78 feet, more or less, to the south line of said Block 7, thence easterly along said south line to the point of beginning; and

WHEREAS, the Parcel Code for this Property is 22.02835.00, and

WHEREAS, this Property is zoned as B-1 Central Business District in the City of Mora, and

WHEREAS, the Kanabec County Board of Commissioners has determined that it no longer needs the Property; and

WHEREAS, Minnesota Statutes Section 373.01, subd. 1(4) authorizes a county to sell, lease, and convey real or personal property owned by the county; and

WHEREAS, Kanabec County has obtained an appraisal on the Property, which determined that the fair market value of said Property is \$45,000.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The County Coordinator is authorized to proceed with the actions required under law to sell the Property, including, but not limited to, listing the parcel for sale pursuant to Minnesota Statute 373.01, by written bids. A time and date for the bid opening shall be set and included in the required advertising for the property sale.

2. The minimum bid price for the Property shall be \$45,000. The appraised value does not represent a basis for future taxes.

3. The Property shall be sold to the highest bidder for not less than the minimum bid price. The successful bidder shall fully pay the bid amount to the County within 30 days of being awarded the bid. Upon full payment by the bidder, the County shall issue the bidder a quit claim deed for the Property, subject to any reservations required under law. If the bidder does not submit payment within 30 days or if the Property does not receive a bid, the County Coordinator may proceed with selling the Property in compliance with Section 373.01.

4. The Property is sold “as-is” and may not conform to local building and zoning ordinances. The County does not provide any warranty or representation regarding the condition of the building or any future use of the property. All sales are final, and no refunds or exchanges are permitted. The Property is sold subject to easements, reservations, and restrictions of record and further subject to easement for roads and public utilities existing on, over, or under the Property.

5. The bidder is responsible for all costs of completing the sale, including but not limited to the state deed fee, state deed tax, recording fee, and well certificate fee, if applicable.

County Assessor Tina Von Eschen met with the Board to discuss her re-appointment as County Assessor and a vacancy in her department.

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

Resolution #17 – 11/3/20

WHEREAS there is a vacancy in the position of an Appraiser Trainee, and

WHEREAS the board desires to refill this vacant position with an Appraiser Trainee or a Certified Appraiser;

BE IT RESOLVED that the County Board authorizes the County Assessor and the County Personnel Director to hire either a Full Time Appraiser Trainee 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 or a Full Time Certified Appraiser to fill the position at Step A, Range 11 of the pay plan which is \$22.59 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.

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

Resolution #18 - 11/3/20

WHEREAS the Kanabec County Board's reappointment of County Assessor Tina Diedrich-Von Eschen in Resolution #11 – 1/7/20 contained errors in the date of record, and

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

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

BE IT RESOLVED to reappoint Kanabec County Assessor Tina Diedrich-Von Eschen to a four year term effective January 1, 2021 and expiring December 31, 2024;

BE IT FUTHER RESOLVED this resolution replaces Resolution #11 – 1/7/20.

The Board reviewed and discussed existing county-owned land disposition and future plans. Information only, no action was taken.

Public Works Director Chad Gramentz and Assistant Engineer Jay Munson met with the Board to discuss the transfer of state aid construction dollars and the ADA transition plan.

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

Resolution #19 – 11/3/20

Transfer State Aid Construction Dollars

WHEREAS, Minnesota Statute 162.08, Subd 4 (d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located outside of municipalities under 5,000 population when approved solely by resolution of the county board.

WHEREAS Screening Board rules state unencumbered funds in excess of \$500,000 in the Municipal Construction Account result in a construction needs deduction,

WHEREAS Kanabec County's Municipal Construction Account balance is \$605,158.28, and

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation transfer \$105,158.28 into the Regular Construction Account.

Assistant Engineer Jay Munson introduced a draft Americans with Disability Act transition plan and reviewed the recommended approach for Kanabec County and specific requirements. Information only, no action was taken.

10:44am – The Chairperson called for public comment. Those that responded included the following:

Evangeline Tutt	Comments regarding the upcoming closed session regarding the potential privatization of Welia Health.
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10:46am – The Chairperson closed public comment.

County Coordinator Kris McNally led a discussion regarding the Comprehensive Plan process. Ms. McNally will create a draft request for proposal for a consulting firm or individual to facilitate the Comprehensive Plan. The start date for the Comprehensive Planning process is yet to be determined based on COVID-19, but the goal is mid-2021.

10:52am – County Attorney Barb McFadden arrived in person.

County Coordinator Kris McNally presented a request from Isanti County Pheasants Forever to change the date on an existing gambling permit for a lawful gambling event in Kanabec County.

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

Resolution #20 – 11/3/20

WHEREAS the Kanabec County Board of Commissioners has been presented with a request to change the date for a lawful gambling event within Kanabec County due to the COVID-19 pandemic, and

WHEREAS the original exempt gambling permit application was approved by the Kanabec County Board of Commissioners on 2/4/20 for a raffle scheduled for 3/28/20 that was postponed due to the pandemic;

WHEREAS the raffle has now been rescheduled for 11/28/20 and the MN Gambling Control Board requires consent of the County Board to authorize the date change on the permit;

BE IT RESOLVED to approve the date change for the Exempt Permit for the Isanti County Pheasants Forever Chapter 334 for a raffle event to be held at Pheasant Ridge, 1547 Imperial Street, Ogilvie, MN 56358 on November 28, 2020.

The Board held a discussion regarding the next steps for finalization of the 2021 budget. The Board expressed consensus to hold a Budget Work Session on Wednesday, November 18, 2020 at 9:00am.

Future agenda items: Comprehensive Plan, Tire Shred Follow Up, Bonding, Gravel Pits, DNR Request, No Parking Signs

Action #21 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to close the meeting at 11:06am pursuant to the Open Meeting Law, Minn. Stat. §13D.05, subd. 3(c) (3)) to develop or consider offers or counteroffers for the potential transfer of real or personal property with Welia Health that are not public data under the Minnesota Government Data Practices Act. Those present during the closed portion of the meeting include Commissioners Gene Anderson, Les Nielsen, Kathi Ellis, and Dennis McNally; as well as Coordinator Kris McNally, County Attorney Barb McFadden, and consulting attorney, Mary Foarde.

Action #22 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to reopen the meeting at 12:40pm.

In other business, a brief discussion was held on when to resume regular board meeting operations as related to COVID-19. Information only, no action was taken.

Action #23 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn the meeting at 12:44pm. The Kanabec County Board of Commissioners will meet again in regular session on Tuesday, November 17, 2020 at 9:00am.

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

Attest: _____
Board Clerk

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
City of Mora	445.28	2019 TFLS Adj 22.00515.20	Forfeited Tax Sale
Mora Public Schools	-222.64	2019 TFLS Adj 22.00515.20	Forfeited Tax Sale
Ann Lake Twp	30,536.73	Oct 2020 Settlement	Taxes & Penalties
Arthur Twp	77,869.70	Oct 2020 Settlement	Taxes & Penalties
Braham Public Schools	52,789.64	Oct 2020 Settlement	Taxes & Penalties
Brunswick Twp	54,991.30	Oct 2020 Settlement	Taxes & Penalties
City of Braham	15,843.18	Oct 2020 Settlement	Taxes & Penalties
City of Grasston	7,743.66	Oct 2020 Settlement	Taxes & Penalties
City of Isle	300.00	Oct 2020 Settlement	Taxes & Penalties
City of Mora	467,388.09	Oct 2020 Settlement	Taxes & Penalties
City of Ogilvie-Clerk	47,748.55	Oct 2020 Settlement	Taxes & Penalties
City of Quamba	29,104.08	Oct 2020 Settlement	Taxes & Penalties
Comfort Twp	51,181.79	Oct 2020 Settlement	Taxes & Penalties
Comm of Finance-Treas Div	170.08	Oct 2020 Settlement	Taxes & Penalties
East Cent. Reg Dev Commission	10,076.78	Oct 2020 Settlement	Taxes & Penalties
East Central School District	18,619.51	Oct 2020 Settlement	Taxes & Penalties
Ford Twp	30,869.21	Oct 2020 Settlement	Taxes & Penalties
Grass Lake Twp	33,068.43	Oct 2020 Settlement	Taxes & Penalties
Haybrook Twp	25,973.05	Oct 2020 Settlement	Taxes & Penalties
Hillman Twp	24,412.54	Oct 2020 Settlement	Taxes & Penalties
Hinckley Finlayson Schools	19,646.33	Oct 2020 Settlement	Taxes & Penalties
Isle Public Schools	16,394.01	Oct 2020 Settlement	Taxes & Penalties
Kanabec County	108,685.66	Oct 2020 Settlement	Taxes & Penalties
Kanabec Twp	36,376.86	Oct 2020 Settlement	Taxes & Penalties
Knife Lake Improvement District	14,878.14	Oct 2020 Settlement	Taxes & Penalties
Knife Lake Twp	49,496.54	Oct 2020 Settlement	Taxes & Penalties

Kroschel Twp	17,698.97	Oct 2020 Settlement	Taxes & Penalties
Milaca Public Schools	5,122.40	Oct 2020 Settlement	Taxes & Penalties
Mora Public Schools	627,562.08	Oct 2020 Settlement	Taxes & Penalties
Ogilvie Public Schools	166,219.06	Oct 2020 Settlement	Taxes & Penalties
Peace Twp	55,399.14	Oct 2020 Settlement	Taxes & Penalties
Pine City Public Schools ISD 578	29.40	Oct 2020 Settlement	Taxes & Penalties
Pomroy Twp	42,744.13	Oct 2020 Settlement	Taxes & Penalties
Southfork Twp	16,530.58	Oct 2020 Settlement	Taxes & Penalties
Whited Twp	26,365.21	Oct 2020 Settlement	Taxes & Penalties
Kanabec County Auditor HRA	6,000.00	HRA Deposit	HR
Midcontinent Communications	24.21	Utilities	Transit
Mora Municipal Utilities	15,368.29	Utilities	Various
Quadient Finance USA, Inc.	5,658.95	Postage for PSB & Courthouse	Unallocated
Spire Credit Union	19,989.72	See Below	
Verizon Wireless	4,217.53	Monthly Services	Various
East Central Energy	82.62	Intersection Lighting	Highway
The Hartford Priority Accounts	2,169.97	Long Term Disability Insurance Premiums	Employee Benefits
Consolidated Communications	1,048.33	Monthly Services	Various
Kanabec County Auditor HRA	6,000.00	HRA Cont./CG	HR
Kanabec County Auditor-Treas	12,535.63	July-Nov AP Reimb/CARES & Sept-Nov PR Reimb/CARES	CARES Act Grant - Elections
Kwik Trip Inc.	5,979.14	County Gas Credit Cards	Various
Midcontinent Communications	187.71	Utilities	Various
Minnesota Department of Finance	5,895.50	State Fees and Surcharges	Recorder
Minnesota Energy Resources Corp	6,727.39	Gas Utilities	Various
Office of MN.IT Services	2,600.00	WAN Services	IS
VISA	3,495.89	See Below	
Dearborn National Life Insurance Co	743.99	Short Term Disability Premiums	Employee Benefits
Health Partners	6,460.75	Dental Insurance Premiums	Employee Benefits
54 Claims Totaling:	<u>\$2,287,243.09</u>		
Spire Credit Union	-35.00	Credit for EE Awards	HR
	371.99	Amazon/Canon Scanner	COVID-19 Grant - Transit
	9.99	Amazon/Speaker Cable	IS
	129.99	Amazon/Speaker	COVID-19 Grant - IS

8,639.92	B&H Photo/Laptops	COVID-19 Grant - IS
699.00	B&H Photo/Laptops	COVID-19 Grant - IS
110.91	Amazon/Laptop Bag	CARES Act COVID-19 Fed Grant - Family Services
94.20	Amazon/Wireless Mouse	CARES Act COVID-19 Fed Grant - Family Services
14.97	Amazon/Flash Drives	Attorney
90.00	Realtor Assoc/MLS Serv Fees	Assessor
112.50	MAAO Fall Conf/TV	Assessor
150.00	MAAO Fall Conf/JL	Assessor
482.32	Hilton Hotel Room for Conf	Assessor
38.75	MN DOR	Assessor
29.99	Amazon/Wireless Mouse	Assessor
100.41	Amazon/Supplies	VSO
179.99	Amazon/Stand Desk	Transit
39.99	Amazon/Anti Fatigue Mat	Transit
13.95	Amazon Prime Membership	Sheriff
255.45	Weather Tech/new squads	Sheriff
25.00	BCA Trng Ed/SC	Sheriff
35.98	Amazon/Speakers	Jail
62.26	Amazon/Ink	Jail
58.49	Amazon/Supply Cart	Jail
95.97	Amazon/USB Cable, HDMI Cable	Jail
37.57	Amazon/Clippers - Inmate Canteen	Jail
16.05	CISCO/WebEx Subscription	COVID-19 Grant - Jail
179.98	Amazon/Viewsonic Monitors	E911
849.00	B&H Photo/Laptop	COVID-19 Grant - Probation
849.00	B&H Photo/Laptop	CARES Act COVID-19 Fed Grant - Family Services
197.56	Office Depot/Brother Printer	CARES Act COVID-19 Fed Grant - Community Health
76.85	Amazon/Brother Toner	CARES Act COVID-19 Fed Grant - Community Health
6.13	Amazon/USB Ext Cable	CARES Act COVID-19 Fed Grant - Community Health
236.98	B&H Photo/Laptops	CARES Act COVID-19 Fed Grant - Community Health

	3,495.00	B&H Photo/Laptop	CARES Act COVID-19 Fed Grant - Community Health
	1,424.00	VeriCor-Vaccine Cooler Cubes	CARES Act COVID-19 Fed Grant - Community Health
	263.87	Amazon/Outdoor Signs etc.	CARES Act COVID-19 Fed Grant - Community Health
	74.90	Amazon/Laptop Webcam	Community Health
	18.94	Amazon/iPhone Case etc.	Community Health
	236.98	B&H Photo/Laptops	Community Health
	36.30	Availity Subscrip Fee	Community Health
	109.89	Amazon/Laptop Webcam	Community Health
	30.26	Availity Subscrip Fee	Community Health
	43.44	Availity Subscrip Fee	Community Health
44 Claims Totaling:	<u>\$19,989.72</u>		

VISA

	299.85	Amazon/Office Chairs	COVID-19 Grant - Building Maintenance
	245.98	Amazon/Hand Sanitizer	COVID-19 Grant - Building Maintenance
	70.56	Amazon.AC Transformer	COVID-19 Grant - Building Maintenance
	730.64	BC Baker Cleaning Solutions	COVID-19 Grant - Building Maintenance
	161.27	Amazon/Hand Truck	Building Maintenance
	649.53	SupplyHouse/Boiler Parts	Building Maintenance
	107.88	Amazon/Roll Out Switch	Building Maintenance
	88.77	WebstaurantStore/Rubber Isolat	Building Maintenance
	435.74	SupplyHouse/Circulator Pump	Jail
	38.50	SupplyHouse/Temp Sensor	Jail
	80.55	SupplyHouse/Temp Sensor	Jail
	586.62	Amazon/Direct Coupled Actuator	Jail
12 Claims Totaling:	<u>\$3,495.89</u>		

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 11/17/20

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	IAEMD	100.00	EMD Recertification
		100.00	
ASSESSOR	Marco	159.00	Lease Agreement
		159.00	
AUDITOR	Minnesota Pollution Control Agency	60,949.10	Clean Water Partnership Septic Upgrade Loans
		60,949.10	
BUILDINGS MAINTENANCE	Ace Hardware	124.69	Misc. Supplies
BUILDINGS MAINTENANCE	East Central Exterminating	145.00	Service for October
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	October 2020 Cleaning
BUILDINGS MAINTENANCE	Granite City Jobbing Company	998.40	Paper & Cleaning Supplies
BUILDINGS MAINTENANCE	Handyman's Inc	121.20	Filters
BUILDINGS MAINTENANCE	Johnsons Hardware	146.83	Misc. Supplies
BUILDINGS MAINTENANCE	Minnesota Dept. of Labor & Industry Finar	220.00	Boiler & Pressure Vessels, Elevator Annual oper
BUILDINGS MAINTENANCE	Quality Disposal Systems	388.36	Solid Waste Fees - Courthouse & PSB
		8,554.72	
COMPUTER EXPENSES	HelpSystems	381.40	Annual Maint. Sequel Data Access
		381.40	
COUNTY ATTORNEY	Debra K. Beauvais, RPR-CRR	142.35	Transcript Gunderson
COUNTY ATTORNEY	LexisNexis	187.58	October Contract
		329.93	
COUNTY CORONER	Methven Funeral and Cremation Services	800.00	Removal & Transport

COUNTY CORONER	Ramsey County	<u>1,445.00</u> 2,245.00	Autopsy/Toxicology
COUNTY EXTENSION	Regents of the University of MN	<u>300.00</u> 300.00	2021 FairEntry Subscription Fee
COUNTY RECORDER	Kanabec Publications	70.00	Printed Envelopes
COUNTY RECORDER	Northstar Computer Forms, Inc.	<u>173.55</u> 243.55	Vital Records Paper
COURT ADMINISTRATOR	McKinnis & Doom PA	<u>178.50</u> 178.50	Court Appt Attorney Fees
ECONOMIC DEVELOPMENT	Kanabec Publications	224.50	Manuracturers Week "Thank You" Ad
ECONOMIC DEVELOPMENT	Office Depot	<u>87.98</u> 312.48	Two Black Printer Toners
ELECTIONS	Birkaker, Laura	11.50	Mileage Reimbursement, Election
ELECTIONS	Oak Gallery	<u>33.09</u> 44.59	G2020 Abstract to SOS Overnight
EMPLOYEE WELLNESS	Card Services	<u>159.50</u> 159.50	Wellness Snack Station Supplies
ENVIRONMENTAL SERVICES	Carda, Eugene	85.44	BOA Per Diem & Mileage Reimbursement
ENVIRONMENTAL SERVICES	Kanabec County Highway Department	101.85	Fuel & Vehicle Repairs
ENVIRONMENTAL SERVICES	O'Brien, Pat	91.24	BOA Per Diem & Mileage Reimbursement
ENVIRONMENTAL SERVICES	Peterson, Ronald	88.92	BOA Per Diem & Mileage Reimbursement
ENVIRONMENTAL SERVICES	Sawatzky, Fred	<u>78.48</u> 445.93	BOA Per Diem & Mileage Reimbursement
HUMAN RESOURCES	American DataBank	61.65	Background Studies for New Employees
HUMAN RESOURCES	ECM Publishers	310.00	Nursing Supervisor Employments Ads
HUMAN RESOURCES	Kanabec Publications	120.00	Home Health Aide Employment Ad

HUMAN RESOURCES	MRA	<u>135.00</u>	Compensation Services, October 2020
		626.65	
INFORMATION SYSTEMS	CW Technology	1,250.40	Monthly Services
INFORMATION SYSTEMS	Marco	<u>3,135.77</u>	Lease Agreement
		4,386.17	
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	<u>248.00</u>	REAM GRANT October 2020
		248.00	
PUBLIC TRANSPORTATION	A and E Cleaning Services	525.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	Michael Curtis	1,422.69	Volunteer Driver
PUBLIC TRANSPORTATION	Glen's Tire	80.00	Vehicle Repairs
PUBLIC TRANSPORTATION	Granite City Jobbing Company	131.96	Office Supplies
PUBLIC TRANSPORTATION	Hoefert, Robert	1,186.80	Volunteer Driver
PUBLIC TRANSPORTATION	Kanabec Publications	641.00	Advertising
PUBLIC TRANSPORTATION	Manthie, Wendy	1,062.03	Volunteer Driver
PUBLIC TRANSPORTATION	Marco	134.68	Printer Contracts
PUBLIC TRANSPORTATION	Milaca Chiropractic Center	80.00	DOT Physical
PUBLIC TRANSPORTATION	Nelson, Jerald	127.08	Volunteer Driver
PUBLIC TRANSPORTATION	Nelson, Ronette	536.30	Volunteer Driver
PUBLIC TRANSPORTATION	Premium Waters, Inc.	23.96	Bottled Water Supplies
PUBLIC TRANSPORTATION	Quality Disposal Systems	24.15	October Service
PUBLIC TRANSPORTATION	Van Alst, Lillian	77.63	Volunteer Driver
PUBLIC TRANSPORTATION	Visser, Maurice	828.23	Volunteer Driver
PUBLIC TRANSPORTATION	Williams Towing & Repair	<u>310.00</u>	Towing Services
		7,191.51	
SANITATION	East Central Solid Waste	83.43	Kanabec County Highway Dept - MSW & Recycle
SANITATION	Veolia Environmental Services	<u>6,825.43</u>	2020 HHW Collection Day
		6,908.86	
SHERIFF	Ace Hardware	84.52	Drill Bits for New Squads
SHERIFF	AT&T Mobility	809.23	Monthly Bill

SHERIFF	Braham Motor Service Inc.	383.50	Vehicle Repairs
SHERIFF	Glen's Tire	260.15	Vehicle Repairs
SHERIFF	Granite Electronics	359.00	Radio Batteries
SHERIFF	IT SAVVY	104.82	Color Ink
SHERIFF	Kanabec Publications	205.00	2500 Detainer EPS Job
SHERIFF	Office Depot	137.15	Batteries, Pens, Paper
SHERIFF	Summit Food Service Management	12.00	Training
SHERIFF	Tinker & Larson Inc	707.82	Vehicle Repairs
		3,063.19	
SHERIFF - ATV	Salmonson, Stefan	95.16	Reimbursement Fuel/Search & Rescue
		95.16	
SHERIFF - CITY OF MORA	AT&T Mobility	44.83	Monthly Bill
SHERIFF - CITY OF MORA	Glen's Tire	107.80	Vehicle Repairs
		152.63	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	26,406.70	Pool/Cap Reconciliation, On-site Medical Services
SHERIFF - JAIL/DISPATCH	Coborn's Inc.	6.49	Eye Drops
SHERIFF - JAIL/DISPATCH	Electric Motor Service, Inc	697.00	Supplies & Labor to Repair Taco Pump
SHERIFF - JAIL/DISPATCH	Emma's Pizza	33.00	Jail Training
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	October 2020 Cleaning
SHERIFF - JAIL/DISPATCH	Indianhead Foodservice Distributor	99.01	Inmate Meals - Carryout Compartment Foam
SHERIFF - JAIL/DISPATCH	Johnsons Hardware	1,069.74	Salt Pellets
SHERIFF - JAIL/DISPATCH	Quality Disposal Systems	199.35	October Service
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	200.00	Canteen Phone Cards
SHERIFF - JAIL/DISPATCH	Stellar Services	156.23	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,774.76	Inmate Meals
		33,227.08	
SNAKE RIVER WATER MANAGEMENT BOARD	Kanabec SWCD	169.42	Newsletter
SNAKE RIVER WATER MANAGEMENT BOARD	Mille Lacs SWCD	402.36	Website Management
SNAKE RIVER WATER MANAGEMENT BOARD	Mora Bakery	42.50	Coffee Talk Donuts
		614.28	

UNALLOCATED	Kanabec Publications	<u>377.21</u>	Board Minutes, Meeting Notices
		377.21	
VEHICLE POOL	Kanabec County Highway Department	<u>46.94</u>	Oil Change
		46.94	
VETERAN SERVICES	Uline	<u>120.64</u>	Pedestal Sign Holder
		120.64	
85 Claims Totaling:		<u>131,462.02</u>	

Agenda Item #3b
Regular Bills - Road & Bridge
Bills to be approved: 11/17/20

Vendor	Amount	Purpose
A & E Cleaning Services	1,050.00	Office Cleaning
Ace	121.28	Shop Supplies
Aramark	462.60	Uniforms & Services
Berndt, Steve	300.00	Uniform Allowance
Bjorklund Companies	230.45	Gravel
Bluetarp Financial	281.25	Repair Parts
Campbell, Gary	600.00	Beaver Removal
Cargill Incorporated	13,385.86	Road Salt
Diesel Laptops	1,690.00	Diagnostic Tool - License Renewal
Glens Tire	361.50	Tire Repairs, Disposal, Service Call
Gopher State One-Call	22.95	Locates
Houtsma, Brandon	300.00	Beaver Removal
Kanabec County - Petty Cash	45.00	Postage
Kanabec County Times	69.00	Subscription
Knife River Corporation	3,135.30	Sand and Gravel
Kwik Trip	24.36	Fuel
Lake Superior College	250.00	Employee Training/Recertification
Marco, Inc	296.29	Printer Contract
MN Department of Labor	10.00	Pressure Vessel
MN Energy	202.97	Natural Gas Heat
MN Paving & Materials	5,826.25	Cold Mix
Mora Chevrolet Buick	407.50	Repair Parts
Northern Safety	889.97	Flammable Liquide Storage Cabinet
Northern States Supply	31.28	Shop Supplies
Nuss Truck Equipment	1,757.15	Labor & Repair Parts
Oak Gallery	14.53	Return Supplies
Office Depot	117.49	Office Supplies
Owens Auto Parts	2,478.13	Repair Parts
Pomp's Tire Service	5,103.80	Tire Order
Post Master	550.00	Stamps
Power Plan	1,159.30	Labor & Repair Parts
Quality Disposal	164.25	Garbage Pickup
RTVision	3,000.00	Electronic Timesheets
Speedtech Lights	450.69	Truck Safety Lights
S.W. Asphalt	12,793.00	Patching CSAH 17
USIC Locating Serices	80.00	Locates

36 Claims Totaling: 57,662.15

Agenda Item #3c

Regular Bills - COVID & CARES Act Claims

Bills to be approved: 11/17/20

Department/Fund	Vendor	Amount	Purpose
CARES Act COVID-19 Fed Grant - EDA	Ann River Winery	6,250.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Backwoods Road Retreat	3,750.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Driven Fab, LLC	2,500.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Family Pathways	2,500.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Jeff's Auto & Tire	1,250.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Kanabec County Agricultural Society	2,000.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Kanabec History Center	3,000.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Kuehn Limosine Service, LLC	6,250.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Mora Fire Dept. Relief Association	2,000.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Mora HRA	2,500.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Mora Lions Club	2,000.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Mora United Methodist Church	3,000.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Ogilvie Raceway	7,500.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Soft N Gentle Healing Touch	3,750.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	Trio Community Church	2,000.00	CARES Pandemic Relief Grant Award
CARES Act COVID-19 Fed Grant - EDA	True Directions	3,000.00	CARES Pandemic Relief Grant Award
		53,250.00	
CARES Act COVID-19 Fed Grant - Family Services	Ogilvie Public Schools	60,000.00	CARES Funding, Food Program
		60,000.00	
CARES Act COVID-19 Grant	City of Quamba	593.26	CARES Act Relief Funding Request
CARES Act COVID-19 Grant	KBEK 95.5FM	945.00	KBEK Ads for CARES Act Grants
		1,538.26	
COVID-19 Grant - Building Maintenance	DKN Construction	75,930.00	Furnish & Install Glass Barriers
COVID-19 Grant - Building Maintenance	RD Metal Works	1,200.00	Welding Services & Material - PSB

		<u>77,130.00</u>	
COVID-19 Grant - Elections	Anderson, Roberta	<u>19.15</u>	Postage & Mileage Reimbursement for Election
		19.15	
COVID-19 Grant - IS	IT SAVVY LLC	654.00	2 Apple iPads
COVID-19 Grant - IS	SHI	1,897.00	Qty 7 MS Office STD 2019
COVID-19 Grant - IS	TIERNEY	193,095.29	Technology Upgrades for Meeting Rooms
COVID-19 Grant - IS	TIERNEY	<u>102.28</u>	Power Adapters
		195,748.57	
COVID-19 Grant - Jail	DataWorks Plus LLC	<u>17,058.80</u>	Livescan System w/mugshots
		17,058.80	
COVID-19 Grant - Sheriff	Northland Business Systems	<u>6,317.00</u>	NBS Enterprise Software/Typist
		6,317.00	
28 Claims Totaling:		<u>411,061.78</u>	

Agenda Item #4

November 17, 2020

REQUEST FOR BOARD ACTION

a. Subject: CARES Act Government Committee Funding Request #7	b. Origination: Coronavirus Relief Fund
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #__ - 11/17/20

WHEREAS, Kanabec County received \$ 1,992,345.00 in Cares Act Funding; and

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

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

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

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

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

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

f. Background:

Supporting Documents: None ☒ Attached

Date received in County Coordinators Office:

Coordinators Comments: