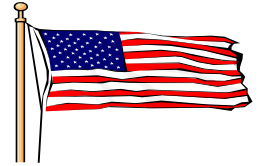




Kanabec County Board of Commissioners

Regular Meeting Agenda November 3, 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 and staff) 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: 146 831 4565

Video Meeting link:

<https://kanabecounty.webex.com/kanabeccounty/j.php?MTID=m60682366948f9674b8b328d03332995b>

Meeting number: 146 831 4565

Password: 2phMw3FZt8

To be held at: County Meeting Rooms 3 & 4

(limited access due to need for physical/social distancing)

Basement Level, Maple Ave Entrance

County Courthouse, 18 North Vine St, Mora, MN 55051

Stairs and elevator to the basement level are accessible through the entrance lobby.

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*

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 Public Health Board.

Public Health Board

9:30am Marvin Rostberg, Kroschel Township Supervisor - Request to use tire shreds on a township road

9:45am Kim Christenson, HR Specialist

a. Job Descriptions

b. 2021 Holiday Schedule

10:00am Tina Von Eschen, County Assessor

a. Request to fill vacancy in the position of a Certified Appraiser/Appraiser Trainee

b. Re-Appointment

10:15am Chad Gramentz, Public Works Director

10:30am Public Comment Call-in number for Public Comment 1-408-418-9388 Access Code: 146 831 4565

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. SCORE Claims – September

5. Cares Act Request

6. County Fee Owned Land Sale Resolution- 330 Forest Avenue East, Mora, MN 55051

7. Other County Owned Land

8. Comprehensive Plan

9. 2021 Budget

10. Future Agenda Items

11. CLOSED SESSION: Develop or consider offers or counteroffers for the potential transfer of real or personal property with Welia Health **(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.05 Subd. 3.(c)(3))**

12. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday, November 3, 2020
9:00 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
 - Staffing – HHA position, Nursing Supervisor
 - Coronavirus
 - Testing
 - General Response
 - Vaccine Planning
 - Flu Season
 - Women, Infants and Children (WIC) review
4. Grant Opportunity – First Citizens Bank
 - Action requested
 - See attached resolution page 3
5. SHIP Grant Amendment & 2021 Agreements Consent Agenda
 - Action requested
 - See attached copy of SHIP Amendment/Agreement and consent agenda resolutions page 4-7
6. 2021 Agency Annual Contracts Consent Agenda
 - Action requested
 - See attached Consent Agenda Agreement List, and resolution page 8-10
7. Financial Reports
 - See attached
 - Trial Balance page 11-13
 - September Financial Report page 14-15
8. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 16-23
9. Other Business
10. Adjourn

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

Community Health Report

Staffing:

Still working on filling the positions of Home Health Aide and Nursing Supervisor.

Coronavirus:

Current numbers will be provided at the meeting.

Testing:

The Minnesota Department of Health has chosen Mora for a Community Testing site.

The testing will be barrier free and will be held on November 4th from 2 pm – 6 pm and on November 5th from 12 noon – 6 pm. The testing will take place at the United Methodist Church in Mora. It will be a nasal swab and will be sent to the Mayo Clinic lab for analysis. The National Guard will operate the test site.

They will have the capacity to test up to 1200 people over two days.

General Response:

The response continues to be focused on assisting the schools, responding to community calls, and providing education/guidance to local businesses.

- There has been daily or multiple times a day contact with school staff. Staff from Public Health and the schools run scenarios together, determine staff and student exclusions, discuss continuation of sports etc.
 - Schools make the ultimate decision about the learning models they will be in
 - Some schools (not in our county) have changed models because of staffing issues
- We have been available for calls with businesses that have had staff exposed to COVID and offered guidance regarding who to exclude from work and for how long
 - Businesses are needing to assess their ability to stay open based on staff availability
- We continue to participate in numerous local, regional and state calls/meetings.
- Staff continue to provide the Case Investigations and Contact Tracing for the positive cases in the county

Vaccine Planning:

We are currently working with long-term care, assisted living, Welia Health to create a vaccination plan for the first phase that will be focused on health care workers and then residents of long-term care/assisted living facilities. Public Health may assist those facilities that do not have the capacity to vaccinate their staff or residents. We are also planning for providing vaccinations to the general public when available.

A plan for phase one vaccination is due to the MN Department of Health on December 4.

Flu Season:

We have offered flu shots to our clients and to staff and will be assessing our stock to determine if we will be holding any clinics.

Women, Infants and Children (WIC) supplemental nutrition program:

WIC underwent a Management Evaluation. I received the following email after that evaluation:

This email is to inform you that the Minnesota Department of Health (MDH) has completed the 2020 WIC Management Evaluation (ME) of the Kanabec County WIC Program. Your WIC staff have done an excellent job maintaining high quality services and meeting federal standards during all the challenges and changes. Thank you for your leadership in supporting WIC staff and WIC families. Please let me know if I can help your WIC program in anyway.

Kanabec County Community Health Board # 11/3/2020
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.

AMENDMENT TO THE MEMORANDUM OF AGREEMENT TO PROVIDE SERVICES FOR THE
STATEWIDE HEALTH IMPROVEMENT PROGRAM (SHIP) BETWEEN ISANTI COUNTY
COMMUNITY HEALTH BOARD AND KANABEC COUNTY COMMUNITY HEALTH AS FISCAL
AGENT

The AGREEMENT made and entered into by and between Kanabec County Community Health (hereinafter KCCH), Mora, MN, 55051 and the Isanti County Public Health Board (hereinafter Isanti County), Cambridge, MN 55008 for the period of November 1, 2019 through October 31, 2020 shall be amended to continue through June 30, 2021.

1. The State has a grant project agreement with the Kanabec County Community Health Board as the Fiscal Agent, identified as **117920** ("Original Grant Project Agreement") 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.
2. Work was postponed due to the COVID-19 pandemic outbreak and Grantee's time being diverted to the pandemic response effort. Therefore, this agreement is being amended to extend the end date for Year 5 to June 30, 2021 including spending the balance of existing allocated funds.
3. The State and the Grantee are willing to amend the Original Grant Project Agreement, therefore grantee, KCCH and Isanti County will amend their agreement to lengthen the end date of SHIP Year 5 funding to June 30, 2021

REVISION "Term of Agreement" is amended as follows:

2.2 Expiration date. June 30, 2021, or until all obligations have been fulfilled to the satisfaction of the STATE, whichever occurs first, except for the requirements specified in this grant project agreement with completion dates which extend beyond the termination date specified in this sentence.

It is understood and agreed that the amendment of the agreement by the parties is fully contained herein and that this Agreement supersedes all previous agreements and negotiations between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, KCCH and Isanti County have executed this Agreement as of the day and year first above written.

KCCH: Mora, Minnesota

Isanti County Public Health: Cambridge, Minnesota

Date
Administrator, Kanabec County Comm. Health

Date
Representative, Isanti County

Date
Board Representative

ATTESTED BY:

Date
Board Clerk

Date
County Attorney

MEMORANDUM OF AGREEMENT TO PROVIDE SERVICES FOR THE STATEWIDE HEALTH
IMPROVEMENT PROGRAM (SHIP) BETWEEN ISANTI COUNTY COMMUNITY HEALTH
BOARD AND
KANABEC COUNTY COMMUNITY HEALTH AS FISCAL AGENT

This AGREEMENT made and entered into by and between Kanabec County Community Health (hereinafter KCCH), Mora, MN, 55051 and the Isanti County Public Health Board (hereinafter Isanti County), Cambridge, MN 55008. The period of this agreement will be for the period of November 1, 2020 through October 31, 2021.

WITNESSETH

WHEREAS, KCCH has allocated and encumbered funds for the purpose of providing chosen strategies as part of the Statewide Health Improvement Program (SHIP) to communities /residents within the four county region.

WHEREAS, Isanti County agrees to provide the following services:

1. Provide, at a minimum, staffing equivalent to .8 FTE to fulfill the approved SHIP work plan that is to be implemented throughout the four counties: Pine, Kanabec, Isanti and Mille Lacs.
2. Assist with the evaluation of the SHIP strategies.
3. Report data to KCCH as requested to document strategy progress and to evaluate the strategy and outcomes and incorporate findings in order to refine and improve program effectiveness.
4. Provide Community Leadership Team (CLT) with requested information in order that the CLT can evaluate activities and progress of strategies.
5. Provide a detailed invoice to KCCH monthly.

WHEREAS, KCCH agrees to provide the following services:

1. Fiscal oversight for the overall SHIP budget.
2. To reimburse Isanti County based on actual expenses within 45 days of receipt of invoice, not to exceed \$62,250.00 in the twelve (12) month period.
3. Administration of SHIP Grant.

NOW, THEREFORE, it is agreed by and between the parties hereto that:

1. This Agreement may be cancelled by either party at any time, with or without cause, upon thirty (30) days' notice to the other party. In the event of such a cancellation Isanti County shall be entitled payment, determined on a pro rata basis, based on the work accomplished.
2. Any amendments to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement, or their successors in office.

3. Isanti County agrees to supervise staff working with the chosen strategies.
4. Isanti County agrees to submit a 12 month budget to KCCH for approval. Budget not to exceed \$62,250.00.
5. KCCH will reimburse Isanti County based on their approved budget and actual expenses related to implementation of strategies not to exceed \$62,250.00.
6. Isanti County will provide a match of at least 10% of expenditures.
7. Isanti County agrees to coordinate activities with the Grant Manager at KCCH and the rest of the SHIP Team.

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

It is also understood that the SHIP project is a grant funded project. If the grant funding is reduced or eliminated, this contract may need to be amended or cancelled.

IN WITNESS WHEREOF, KCCH and Isanti County have executed this Agreement as of the day and year first above written.

KCCH: Mora, Minnesota

Isanti County Public Health: Cambridge, Minnesota

Date
Administrator, Kanabec County Comm. Health

Date
Representative, Isanti County

Date
Board Representative

ATTESTED BY:

Date
Board Clerk

Date
County Attorney

Kanabec County Community Health # 11/3/2020
SHIP Consent Resolutions

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.

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 contracts.

**Kanabec County Community Health
2021 Annual Contract List**

- 1) Health Dimensions Rehabilitation
- 2) Medical Consultant Agreement
- 3) Lighthouse Child & Family Services for Mental Health Consultation
- 4) Welia Health Therapy Agreement

Kanabec County Community Health # 11/3/2020
Consent Agenda Resolutions

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.

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.

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.

Kanabec County Community Health # 11/3/2020
Consent Agenda Resolutions

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.

Sheila
10/26/20 8:32AM

**** Kanabec County ****



Page 1

As of Date: 09/2020

TRIAL BALANCE REPORT

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

Sheila
10/26/20 8:32AM
15 Community Health Fund

**** Kanabec County ****



TRIAL BALANCE REPORT
As of 09/2020

Report Basis: Modified Accrual

Page 2

| <u>Account</u> | | <u>Beginning Balance</u> | <u>Actual This-Month</u> | <u>Actual Year-To-Date</u> | <u>Current Balance</u> |
|---------------------------------|--|------------------------------|------------------------------|--------------------------------|----------------------------|
| -----Assets----- | | | | | |
| 1001 | Cash | 457,860.13 | 37,685.38 | 125,025.56 | 582,885.69 |
| 1003 | Audit Adjustments To Cash | 4,697.57 | 0.00 | 4,697.57- | 0.00 |
| 1110 | Taxes Receivable - Prior & Delinquent | 11,551.96 | 0.00 | 11,551.96- | 0.00 |
| 1201 | Accounts Receivable (Acc) | 152,250.88 | 0.00 | 152,250.88- | 0.00 |
| 1261 | Due From Other Funds (Acc) | 13,365.21 | 0.00 | 13,365.21- | 0.00 |
| 1281 | Due From Other Governments (Acc) | 271,211.24 | 0.00 | 271,211.24- | 0.00 |
| | Total Assets | 910,936.99 | 37,685.38 | 328,051.30- | 582,885.69 |
| ---Liabilities and Balance----- | | | | | |
| Liabilities | | | | | |
| 2020 | Accounts Payable | 523.17 - | 0.00 | 0.00 | 523.17 - |
| 2021 | Accounts Payable (Acc) | 20,986.95 - | 0.00 | 20,986.95 | 0.00 |
| 2030 | Salaries Payable | 126,275.60 - | 0.00 | 126,275.60 | 0.00 |
| 2091 | Due To Other Funds (Acc) | 7,118.91 - | 0.00 | 7,118.91 | 0.00 |
| 2100 | Due To Other Governments | 8,725.14 - | 0.00 | 8,725.14 | 0.00 |
| 2101 | Due To Other Governments (Acc) | 18,395.46 - | 0.00 | 18,395.46 | 0.00 |
| 2230 | Deferred Inflows | 11,551.96 - | 0.00 | 11,551.96 | 0.00 |
| | Total Liabilities | 193,577.19 - | 0.00 | 193,054.02 | 523.17 - |
| Fund Balance | | | | | |
| 2881 | Assigned Fund Balance | 717,360.03 - | 0.00 | 0.00 | 717,360.03 - |
| 2910 | Revenue Control | 0.00 | 256,296.52 - | 1,958,145.25 - | 1,958,145.25 - |
| 2925 | Expenditure Control | 0.00 | 218,611.14 | 2,093,142.53 | 2,093,142.53 |
| | Total Fund Balance | 717,360.03 - | 37,685.38 - | 134,997.28 | 582,362.75 - |
| | Total Liabilities and Balance | 910,937.22 - | 37,685.38 - | 328,051.30 | 582,885.92 - |
| 488 | Kanabec Pine Community Health (fka 59) | | | | |
| -----Assets----- | | | | | |
| 1001 | Cash | 0.11 - | 0.00 | 0.00 | 0.11 - |
| | Total Assets | 0.11 - | 0.00 | 0.00 | 0.11 - |
| ---Liabilities and Balance----- | | | | | |
| Liabilities | | | | | |
| 2030 | Salaries Payable | 0.10 | 0.00 | 0.00 | 0.10 |
| 2030 | Salaries Payable | 0.24 | 0.00 | 0.00 | 0.24 |
| | Total Liabilities | 0.34 | 0.00 | 0.00 | 0.34 |
| | Total Liabilities and Balance | 0.34 | 0.00 | 0.00 | 0.34 |

Sheila
10/26/20 8:32AM

15 Community Health Fund

Account

15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 09/2020

Report Basis: Modified Accrual



Page 3

Beginning
Balance

0.00

Actual
This-Month

0.00

Actual
Year-To-Date

0.00

Current
Balance

0.00

Kanabec County Community Health - Board Financial Report
15-484

Through September 2020

| Department | Budget | Total year to date/ % of budget | Total | 8.33% January | 16.67% February | 25.00% March | 33.33% April | 41.67% May | 50.00% June | 58.33% July | 66.67% August | 75.00% September |
|--|--------------|------------------------------------|--------------|------------------|--------------------|-----------------|-----------------|---------------|----------------|----------------|------------------|---------------------|
| Pilt-Housing Authority | | | | | | | | | | | | |
| Rev | 0 | | 92.32 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 92.32 | 0.00 |
| Exp | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cares Act COVID-19 Grant | | | | | | | | | | | | |
| Rev | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Exp | 0 | | 26,450.14 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26,450.14 | 0.00 | 0.00 |
| Local Public Health Infrastructure | | | | | | | | | | | | |
| Rev | 410,257.00 | 60.57% | 248,484.00 | 4,722.57 | 85.07 | 32,937.93 | 3,800.00 | 0.00 | 165,252.20 | 34,701.97 | 2,471.73 | 4,512.53 |
| Exp | 372,769.00 | 68.59% | 255,685.34 | 64,018.82 | 40,933.14 | 26,164.56 | 17,401.60 | 13,788.09 | 18,599.70 | 28,720.94 | 28,785.75 | 17,272.74 |
| Prevent Infectious Disease | | | | | | | | | | | | |
| Rev | 23,750.00 | 70.74% | 16,799.96 | 589.25 | 776.11 | 307.04 | 148.92 | 11,272.02 | 0.00 | 50.00 | 515.30 | 3,141.32 |
| Exp | 29,730.00 | 75.76% | 22,523.26 | 1,564.91 | 1,746.77 | 2,884.72 | 1,171.94 | 1,892.67 | 1,552.41 | 1,764.89 | 2,665.55 | 7,279.40 |
| Environmental Health | | | | | | | | | | | | |
| Rev | 25.00 | 24.00% | 6.00 | 0.00 | 0.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 |
| Exp | 4,636.00 | 17.44% | 808.49 | 0.00 | 24.53 | 15.90 | 71.54 | 0.00 | 220.23 | 345.32 | 120.75 | 10.22 |
| Healthy Communities-Adult Health | | | | | | | | | | | | |
| Rev | 290,166.00 | 85.91% | 249,289.78 | 26,838.64 | 15,984.46 | 54,786.63 | 30,898.73 | 15,046.80 | 13,723.70 | 25,437.20 | 41,712.02 | 24,861.60 |
| Exp | 279,446.00 | 66.31% | 185,311.37 | 25,538.66 | 23,199.25 | 22,512.64 | 14,273.58 | 28,722.70 | 18,238.94 | 21,134.57 | 15,507.51 | 16,183.52 |
| Healthy Communities-Health Improvement | | | | | | | | | | | | |
| Rev | 502,296.00 | 89.26% | 448,340.07 | 90,599.09 | 20,368.58 | 149.21 | 125,074.54 | 45,808.92 | 4,759.64 | 77,254.74 | 35,163.01 | 49,162.34 |
| Exp | 487,991.00 | 66.31% | 323,593.75 | 34,377.47 | 36,839.45 | 37,189.50 | 38,770.61 | 33,690.24 | 26,359.63 | 52,057.23 | 30,937.92 | 33,371.70 |
| Healthy Communities-Family Health | | | | | | | | | | | | |
| Rev | 938,192.00 | 70.95% | 665,676.44 | 95,400.23 | 49,895.05 | 105,221.81 | 65,361.00 | 51,553.56 | 77,843.75 | 88,496.37 | 35,963.43 | 95,941.24 |
| Exp | 795,439.00 | 61.68% | 490,664.18 | 73,994.77 | 53,074.98 | 53,948.94 | 47,061.31 | 47,243.65 | 65,419.90 | 64,698.26 | 44,876.98 | 40,345.39 |
| Emergency Preparedness | | | | | | | | | | | | |
| Rev | 30,734.00 | 333.01% | 102,347.39 | 670.76 | 6,678.87 | 75,000.00 | 0.00 | 8,877.87 | 0.00 | 0.00 | 11,119.89 | 0.00 |
| Exp | 28,258.00 | 202.97% | 57,354.91 | 3,230.34 | 2,508.95 | 4,757.48 | 14,570.28 | 13,943.83 | 14,008.60 | -11,194.60 | 8,226.33 | 7,303.70 |
| Assure Access-Case Management | | | | | | | | | | | | |
| Rev | 372,900.00 | 76.11% | 283,806.98 | 26,896.20 | 65,152.83 | 16,250.51 | 10,003.78 | 23,893.42 | 32,366.94 | 46,808.90 | 33,724.24 | 28,710.16 |
| Exp | 376,002.00 | 66.17% | 248,812.78 | 29,268.68 | 26,231.40 | 27,359.19 | 26,111.60 | 26,025.48 | 26,188.70 | 35,497.33 | 26,708.87 | 25,421.53 |
| Assure Access-Home Care | | | | | | | | | | | | |
| Rev | 604,000.00 | 63.28% | 382,233.84 | 46,584.52 | 44,750.98 | 48,790.41 | 41,591.31 | 33,207.17 | 42,805.38 | 40,577.21 | 33,962.53 | 49,964.33 |
| Exp | 798,049.00 | 82.48% | 658,268.14 | 81,662.32 | 66,670.03 | 71,009.72 | 66,988.24 | 66,902.98 | 69,741.99 | 93,816.59 | 70,053.33 | 71,422.94 |
| Agency Totals | | | | | | | | | | | | |
| Rev | 3,172,320.00 | 75.56% | 2,397,076.78 | 292,301.26 | 203,691.95 | 333,446.54 | 276,878.28 | 189,659.76 | 336,751.61 | 313,326.39 | 194,724.47 | 256,296.52 |
| Exp | 3,172,320.00 | 71.54% | 2,269,472.36 | 313,655.97 | 251,228.50 | 245,842.65 | 226,420.70 | 232,209.64 | 240,330.10 | 313,290.67 | 227,882.99 | 218,611.14 |

amount has changed

outstanding payments/payments not yet posted

| | | |
|--------------|------------|------------------------------|
| Hep A grant | 303.00 | |
| VSO | | |
| CTC | | |
| DFC | | |
| FAP | | |
| LCTS | 14,000.00 | |
| LPHG | 7,610.17 | |
| MCH | | |
| MIECHV | 83,474.38 | |
| PHEP | 156.45 | |
| RPC | | |
| SHIP | 37,617.23 | |
| TANF | 19,331.78 | |
| WIC | 8,614.00 | |
| MIIC | 432.28 | |
| CMCOA | | |
| MN Choice | 3,125.00 | |
| Admin asst | 2,624.10 | |
| mental hlth | 7,760.98 | |
| Suicide Prev | 2,921.53 | |
| MHIG | 15,785.51 | |
| Home care | 117,550.20 | estimate only see note below |

321,306.61

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

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

Board Meeting 11/03/20

Abstract Totals for Commissioner Vouchers

| Board Meeting 11/03/20 | Amount | Vendors | Transactions |
|-------------------------------|------------------|----------------|---------------------|
| Abstract #1 | 38,975.86 | 30 | 68 |
| Abstract #2 | | | |
| Totals | 38,975.86 | 30 | 68 |

Abstract Totals for Auditor Vouchers

| Board Meeting 11/03/20 | Amount | Vendors | Transactions |
|-------------------------------|---------------|----------------|---------------------|
| Abstract #1 | 833.06 | 1 | 3 |
| Abstract #2 | | | |
| Abstract #3 | | | |
| Abstract #4 | | | |
| Abstract #5 | | | |
| Totals | 833.06 | 1 | 3 |

Sheila
10/29/20 11:15AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Sheila
10/29/20 11:15AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

| Vendor | Name | Rpt | | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|--|------|----------|-----------------------------|---------------|---------------------------|------|
| No. | Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 3 | 434 Ability Network Inc | | | | | | |
| | 15-484-487-8453-6211 | | 206.67 | Oct billing svc/eligibility | 20M-0158805 | Services & Charges | N |
| 2 | 15-484-493-8452-6211 | | 172.23 | Oct billing svc/eligibility | 20M-0158805 | Services & Charges | N |
| 1 | 15-484-496-8447-6211 | | 247.38 | Oct billing svc/eligibility | 20M-0158805 | Services & Charges | N |
| | 434 Ability Network Inc | | 626.28 | 3 Transactions | | | |
| 49 | 185 Bergstadt/Jennifer | | | | | | |
| | 15-484-496-8449-6331 | | 228.28 | October HHA mileage | | Mileage & Meals | N |
| | 185 Bergstadt/Jennifer | | 228.28 | 1 Transactions | | | |
| 50 | 1396 Biever/Laurie | | | | | | |
| | 15-484-496-8449-6331 | | 292.68 | October HHA mileage | | Mileage & Meals | N |
| | 1396 Biever/Laurie | | 292.68 | 1 Transactions | | | |
| 4 | 47 Cardinal Health Medical Products | | | | | | |
| | 15-484-084-8484-6432 | | 5,697.62 | biomed frig w/ freezer | 7122805437 | COVID19 Medical Supplies | N |
| 5 | 15-484-084-8484-6432 | | 89.25 | shipping | 7122805437 | COVID19 Medical Supplies | N |
| | 47 Cardinal Health Medical Products | | 5,786.87 | 2 Transactions | | | |
| 6 | 1124 Control Solutions, Inc. | | | | | | |
| | 15-484-084-8484-6411 | | 897.00 | 4 Log Tag data logger kits | | COVID 19 Supplies | N |
| 7 | 15-484-084-8484-6411 | | 49.84 | 2 months cloud service | | COVID 19 Supplies | N |
| 9 | 15-484-084-8484-6411 | | 21.44 | shipping | | COVID 19 Supplies | N |
| 8 | 15-484-469-8440-6432 | | 249.16 | 10 months cloud service | | Medical Supplies | N |
| | 1124 Control Solutions, Inc. | | 1,217.44 | 4 Transactions | | | |
| 51 | 1388 Elfstrum/Brenda | | | | | | |
| | 15-484-496-8449-6331 | | 163.30 | October HHA mileage | | Mileage & Meals | N |
| | 1388 Elfstrum/Brenda | | 163.30 | 1 Transactions | | | |
| 52 | 3646 Felland/Becky | | | | | | |
| | 15-484-496-8447-6331 | | 155.83 | October home care mileage | | Mileage & Meals | N |
| | 3646 Felland/Becky | | 155.83 | 1 Transactions | | | |
| 11 | 4184 Health Dimension Rehabilitation Inc | | | | | | |
| | 15-484-496-8447-6211 | | 5,769.88 | Sept PT services | | Services & Charges | N |
| 12 | 15-484-496-8447-6211 | | 368.60 | Sept OT services | | Services & Charges | N |
| 13 | 15-484-496-8447-6211 | | 19.98- | Sept attempted visit credit | | Services & Charges | N |
| | 4184 Health Dimension Rehabilitation Inc | | 6,118.50 | 3 Transactions | | | |

Sheila
10/29/20 11:15AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

| Vendor | Name | Rpt | | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|--|------|----------|------------------------------|---------------|-----------------------------------|------|
| No. | Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 10 | 324 Healthcare First | | | | | | |
| | 15-484-496-8447-6211 | | 104.74 | Oct HHCAHPS fee | INV 5151372 | Services & Charges | N |
| | 324 Healthcare First | | 104.74 | 1 Transactions | | | |
| 65 | 234 Holland/Jeff | | | | | | |
| | 15-484-496-8447-6331 | | 235.18 | October home care mileage | | Mileage & Meals | N |
| | 234 Holland/Jeff | | 235.18 | 1 Transactions | | | |
| 14 | 3095 Isanti County Public Health | | | | | | |
| | 15-484-485-8468-6880 | | 3,235.38 | Aug Hlthy Eat/Active Living | | Grant Admin- Pass thru | N |
| 15 | 15-484-485-8468-6880 | | 371.42 | August tobacco strategy | | Grant Admin- Pass thru | N |
| 16 | 15-484-485-8468-6880 | | 4,328.38 | Sept Hlthy Eat/Active Living | | Grant Admin- Pass thru | N |
| 17 | 15-484-485-8468-6880 | | 325.79 | September tobacco strategy | | Grant Admin- Pass thru | N |
| | 3095 Isanti County Public Health | | 8,260.97 | 4 Transactions | | | |
| 18 | 322 Kanabec County | | | | | | |
| | 15-484-450-0000-6205 | | 86.65 | 3rd qtr admin postage | PH031 | Postage | N |
| 24 | 15-484-469-8440-6205 | | 3.30 | 3rd qtr DP&C postage | PH031 | Postage | N |
| 21 | 15-484-481-8481-6205 | | 144.45 | 3rd qtr PHNC postage | PH031 | Postage | N |
| 25 | 15-484-481-8482-6205 | | 5.45 | 3rd qtr Care Nav postage | PH031 | Postage | N |
| 29 | 15-484-485-8444-6205 | | 2.80 | 3rd qtr suicide prev postage | PH031 | Postage | N |
| 22 | 15-484-487-8451-6205 | | 63.00 | 3rd qtr HP postage | PH031 | Postage | N |
| 27 | 15-484-487-8453-6205 | | 1.00 | 3rd qtr MIECHV postage | PH031 | Postage | N |
| 19 | 15-484-487-8456-6205 | | 143.65 | 3rd qtr WIC postage | PH031 | Postage | N |
| 20 | 15-484-487-8457-6205 | | 22.75 | 3rd qtr MCH postage | PH031 | Postage | N |
| 23 | 15-484-487-8461-6205 | | 316.20 | 3rd qtr CTC postage | PH031 | Postage | N |
| 26 | 15-484-493-8452-6205 | | 132.90 | 3rd qtr CM postage | PH031 | Postage | N |
| 28 | 15-484-496-8447-6205 | | 3.40 | 3rd atr Home care postage | PH031 | Postage | N |
| | 322 Kanabec County | | 925.55 | 12 Transactions | | | |
| 30 | 650 Lakes And Pines CAC | | | | | | |
| | 15-484-485-8468-6211 | | 572.78 | mini grant - bike racks | | Services & Charges | N |
| | 650 Lakes And Pines CAC | | 572.78 | 1 Transactions | | | |
| 66 | 377 Marco Inc | | | | | | |
| | 15-484-450-0000-6341 | | 787.11 | Sharp MX5070v copier agmt | 28052492 | Rental & Service Contracts Copier | N |
| | 377 Marco Inc | | 787.11 | 1 Transactions | | | |
| 46 | 1143 McKesson Medical-Surgical Govt Solution | | | | | | |
| | 15-484-496-8447-6432 | | 15.94- | home care supplis | | Medical Supplies | N |

Sheila
10/29/20 11:15AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

| Vendor | Name | Rpt | | Warrant Description | Invoice # | Account/Formula Descripti | 1099 |
|--------|---|------|----------|--------------------------------|---------------|---------------------------|------|
| No. | Account/Formula | Accr | Amount | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 47 | 15-484-481-8481-6432 | | 17.15 | PHNC supplies | 13544074 | Medical Supplies | N |
| 45 | 15-484-084-8484-6432 | | 193.10 | COVID-19 supplies | 14193267 | COVID19 Medical Supplies | N |
| 44 | 15-484-469-8440-6432 | | 154.63 | DP&C supplies | 14200568 | Medical Supplies | N |
| 43 | 15-484-481-8481-6432 | | 17.15 | PHNC supplies | 14224662 | Medical Supplies | N |
| 1143 | McKesson Medical-Surgical Govt Solution | | 366.09 | 5 Transactions | | | |
| 198 | Mille Lacs Co. Community & Veterans Ser | | | | | | |
| 31 | 15-484-485-8468-6880 | | 4,167.12 | Sept Hlthy Eat/Active Living | | Grant Admin- Pass thru | N |
| 32 | 15-484-485-8468-6880 | | 1,215.40 | Sept Tobacco strategy | | Grant Admin- Pass thru | N |
| 198 | Mille Lacs Co. Community & Veterans Ser | | 5,382.52 | 2 Transactions | | | |
| 1353 | Nelson/Darla | | | | | | |
| 54 | 15-484-496-8448-6331 | | 54.63 | October HM mileage | | Mileage & Meals | N |
| 53 | 15-484-496-8449-6331 | | 436.42 | October HHA mileage | | Mileage & Meals | N |
| 1353 | Nelson/Darla | | 491.05 | 2 Transactions | | | |
| 927 | Neumen/Cami | | | | | | |
| 55 | 15-484-496-8447-6331 | | 134.55 | October home care mileage | | Mileage & Meals | N |
| 927 | Neumen/Cami | | 134.55 | 1 Transactions | | | |
| 816 | Ogilvie Public Schools | | | | | | |
| 33 | 15-484-485-8468-6211 | | 1,000.00 | mini grant - hydration station | | Services & Charges | N |
| 816 | Ogilvie Public Schools | | 1,000.00 | 1 Transactions | | | |
| 52 | Olson/Autumn | | | | | | |
| 56 | 15-484-487-8453-6331 | | 132.25 | October MIECHV mileage | | Mileage & Meals | N |
| 57 | 15-484-487-8457-6331 | | 8.05 | October MCH mileage | | Mileage & Meals | N |
| 52 | Olson/Autumn | | 140.30 | 2 Transactions | | | |
| 3333 | Petersen/Renee | | | | | | |
| 68 | 15-484-084-8484-6411 | | 34.32 | batteries for new radios | | COVID 19 Supplies | N |
| 3333 | Petersen/Renee | | 34.32 | 1 Transactions | | | |
| 632 | Pine County Health & Human Services | | | | | | |
| 34 | 15-484-485-8468-6880 | | 1,581.75 | Sept Hlthy Eat/Active Living | | Grant Admin- Pass thru | N |
| 35 | 15-484-485-8468-6880 | | 1,031.84 | Sept Tobacco strategy | | Grant Admin- Pass thru | N |
| 632 | Pine County Health & Human Services | | 2,613.59 | 2 Transactions | | | |
| 1227 | Pivec/Michelle | | | | | | |
| 48 | 15-484-485-8468-6412 | | 89.95 | reimburse LED monitor | | Office Supplies | N |

Sheila
10/29/20 11:15AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

| | <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</u> |
|----------------|----------------------------|-------------|----------------------------|------------------------------|----------------------------------|----------------------------|
| | <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| | 1227 Pivec/Michelle | | 89.95 | 1 Transactions | | |
| 37 | 1313 Quill Corporation | | | | | |
| | 15-484-450-0000-6411 | | 439.07 | admin office supplies | 11146983 | Supplies N |
| 36 | 15-484-487-8456-6411 | | 32.52 | mailing labels | 11151598 | Supplies N |
| | 1313 Quill Corporation | | 471.59 | 2 Transactions | | |
| 58 | 1030 Ringler/Jennie | | | | | |
| | 15-484-496-8449-6331 | | 276.58 | October HHA mileage | | Mileage & Meals N |
| | 1030 Ringler/Jennie | | 276.58 | 1 Transactions | | |
| 59 | 16326 Sarkisyan/Amber | | | | | |
| | 15-484-496-8449-6331 | | 310.50 | October HHA mileage | | Mileage & Meals N |
| | 16326 Sarkisyan/Amber | | 310.50 | 1 Transactions | | |
| 60 | 1268 Tomczak/Kristi | | | | | |
| | 15-484-496-8449-6331 | | 166.18 | October HHA mileage | | Mileage & Meals N |
| 64 | 15-484-496-8449-6331 | | 8.05 | August HHA mileage | | Mileage & Meals N |
| | 1268 Tomczak/Kristi | | 174.23 | 2 Transactions | | |
| 38 | 37 ULINE | | | | | |
| | 15-484-084-8484-6432 | | 205.00 | flat shelf utility cart | | COVID19 Medical Supplies N |
| 39 | 15-484-084-8484-6432 | | 975.00 | Hi-Vis outdoor crowd control | | COVID19 Medical Supplies N |
| 40 | 15-484-084-8484-6432 | | 420.00 | alum snap edge a-frame sign | | COVID19 Medical Supplies N |
| 41 | 15-484-084-8484-6432 | | 114.18 | sales tax | | COVID19 Medical Supplies N |
| 42 | 15-484-084-8484-6432 | | 60.75 | shipping | | COVID19 Medical Supplies N |
| | 37 ULINE | | 1,774.93 | 5 Transactions | | |
| 67 | 1214 Waschenbecker/Diana | | | | | |
| | 15-484-487-8451-6289 | | 55.00 | car seat recertification fee | | Staff Development N |
| | 1214 Waschenbecker/Diana | | 55.00 | 1 Transactions | | |
| 63 | 452 Zaiser/Kelly | | | | | |
| | 15-484-481-8481-6331 | | 6.90 | October PHNC mileage | | Mileage & Meals N |
| 61 | 15-484-487-8450-6331 | | 12.65 | October TANF mileage | | Mileage & Meals N |
| 62 | 15-484-487-8453-6331 | | 165.60 | October MIECHV mileage | | Mileage & Meals N |
| | 452 Zaiser/Kelly | | 185.15 | 3 Transactions | | |
| 15 Fund Total: | | | 38,975.86 | Community Health Fund | 30 Vendors | 68 Transactions |

Sheila
10/29/20 11:15AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> | <u>1099</u> |
|----------------------------|-------------|----------------------------|----------------------|------------------------------------|--------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| Final Total: | | 38,975.86 | 30 Vendors | 68 Transactions | |

Sheila
10/29/20 11:15AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 7

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> | |
|---------------|-------------|---------------|-----------------------|--------------------|
| | 15 | 38,975.86 | Community Health Fund | |
| | All Funds | 38,975.86 | Total | Approved by, |
| | | | | |
| | | | | |

9:30am Appointment

November 3, 2018

REQUEST FOR BOARD ACTION

| | |
|--|--|
| a. Subject: Request to use tire shreds on a township road | b. Originating Department/Organization/Person: Kroschel Township |
| c. Estimated time: 5 Minutes | d. Presenter(s): Marvin Rostberg |

e. Board action requested:

Review attached road design and email from MPCA.

f. Background:

Supporting Documents: None Attached: ☒

| | |
|--|----------|
| Date Received in County Coordinator's Office: | 10/30/20 |
|--|----------|

Coordinators Comments:

Kelsey Schiferli

From: Marvin Rostberg <rostbergmotors@gmail.com>
Sent: Thursday, October 29, 2020 12:16 PM
To: Kelsey Schiferli
Subject: Fwd: Tire Derived Aggregate

----- Forwarded message -----

From: **Parr, Scott (MPCA)** <scott.parr@state.mn.us>
Date: Thu, Oct 22, 2020, 12:17 PM
Subject: Tire Derived Aggregate
To: rostbergmotors@gmail.com <rostbergmotors@gmail.com>

Marvin, here is the section of Minnesota Rules that we discussed on the phone today. Let me know if you have any additional questions or need any other information.

7035.2860 BENEFICIAL USE OF SOLID WASTE.

Subp. 4. Standing beneficial use determinations. A standing beneficial use determination means that the generator or end user of a material can do so in accordance with this subpart without contacting the agency. Only those specific solid wastes and the uses designated in items A to Q have been given standing beneficial use determinations. Any other uses of the solid waste are not authorized and must follow the procedure outlined in subpart 5...

G. Tire shreds when used as lightweight fill in the construction of public roads in accordance with Minnesota Statutes, section 115A.912, subdivision 4.

§

H. Tire chips when used as a substitute for conventional aggregate in construction applications when the ratio of this substitution is no greater than one to one by volume. This does not include use of tire chips as general construction fill or clean fill.

Scott E. Parr

Environmental Specialist

Solid Waste Program

Resource Management and Assistance Division

Minnesota Pollution Control Agency

520 Lafayette Road North

St. Paul, Minnesota 55155

Kelsey Schiferli

From: Paul Schimnowski <pschimno@criterium-schimnowski.com>
Sent: Friday, October 30, 2020 1:26 PM
To: Monte Niemi
Cc: Marvin Rostberg; Kelsey Schiferli
Subject: 380th Avenue Kroschel Township roadway
Attachments: 380th Avenue Kroschel 20-5033set103020.pdf

Hi everyone,
Please let me know if you have questions or need any additional information regarding the attached design information. Thanks!

Paul Schimnowski, P.E.
Owner/President
Criterium-Schimnowski Engineers
161 Dunbar Way, Mahtomedi, MN 55115
Phone: (651) 779-7700
pschimno@criterium-schimnowski.com
www.criterium-schimnowski.com
CAI Educated Business Partner

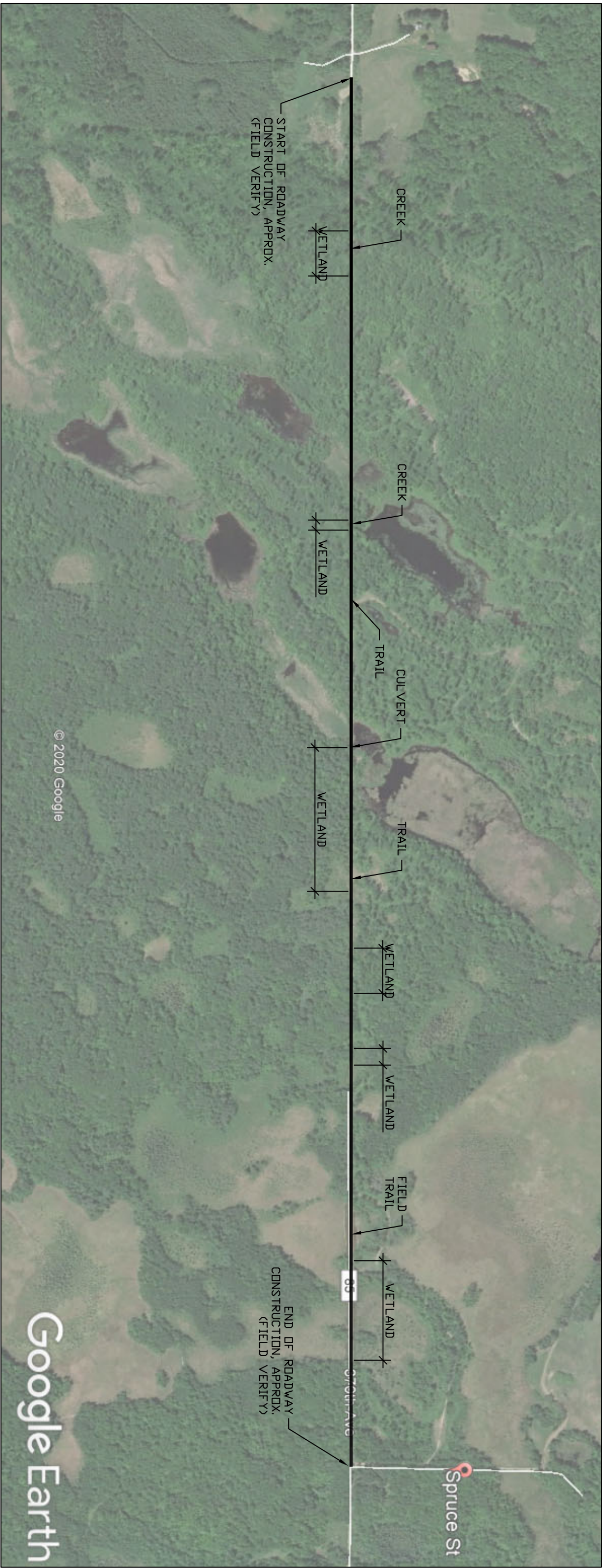
CRITERIUM ENGINEERS HAS BEEN PROUDLY SERVING NORTH AMERICA SINCE 1957.

WE KNOW BUILDINGS!



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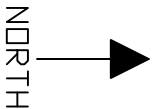
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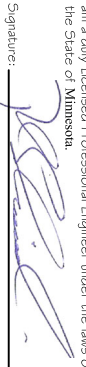


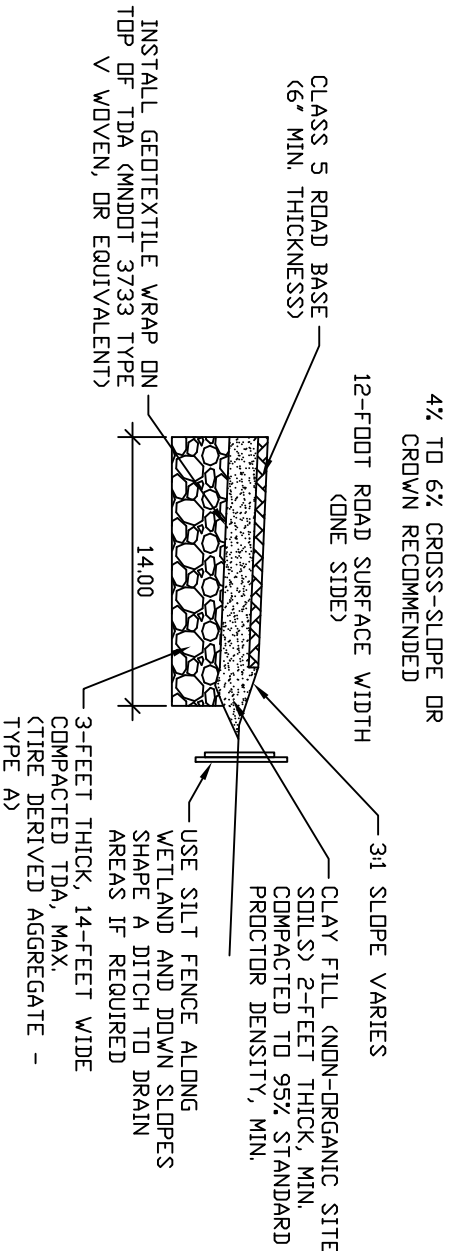
LOCATIONS OF IDENTIFIED FEATURES ARE APPROXIMATE AND SHOULD BE FIELD VERIFIED.

- PROJECT NOTES:
1. PROPOSED ROADWAY TO FOLLOW THE EXISTING ROADWAY CENTERLINE UNLESS ADJUSTED IN THE FIELD BY THE TOWNSHIP.
 2. REFER TO ASTM D6270 (STANDARD PRACTICE FOR USE OF SCRAP TIRES IN CIVIL ENGINEERING APPLICATIONS) FOR PRODUCT SPECIFICATIONS AND INSTALLATION REQUIREMENTS.
 3. NO FORMAL SOIL INFORMATION HAS BEEN PROVIDED. REPORTED SOILS ARE HEAVY CLAY. FIELD VERIFY.
 4. DESIGN BASED ON A CONCEPT PLAN PROVIDED BY CLIENT.

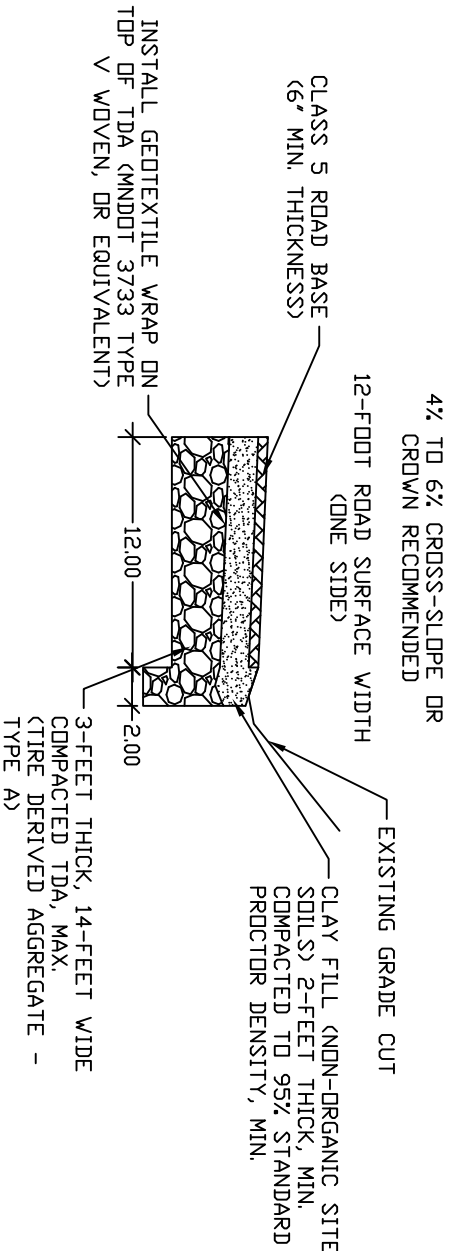
PROJECT LOCATION MAP
(NOT TO SCALE)



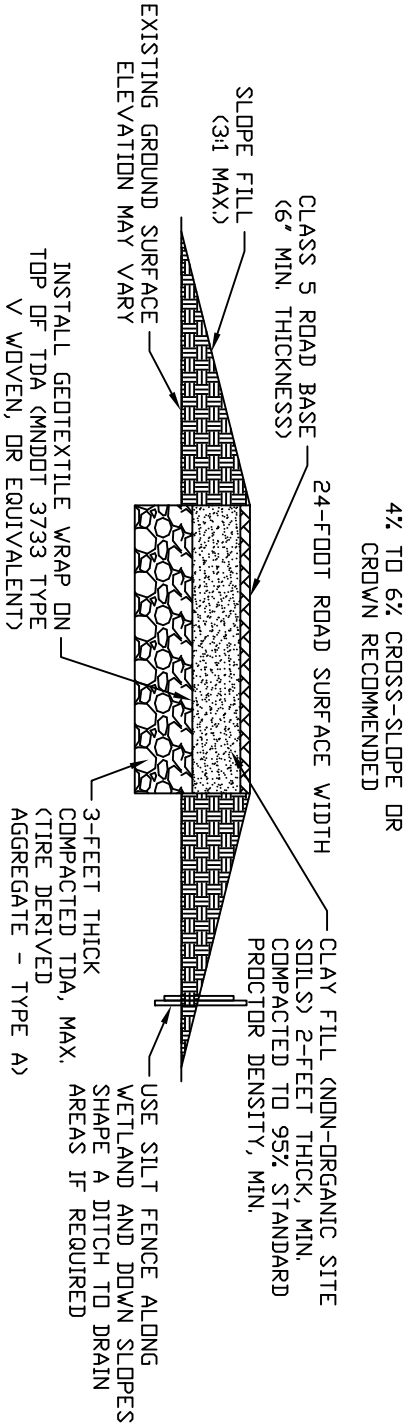
| | | | |
|---|--|--|--|
| PLANS CREATED BY: | | PREPARED FOR: | |
| <div><div><div>SCHIMNOWSKI</div><div>CRITERIUM</div><div>ENGINEERS</div></div><div>161 Dunbar Way Mahomet, IL 61855 Phone: 651.779.7700 Fax: 651.779.7114 www.criterium-schimmowski.com</div></div> | | FIRST STATE TIRE 1500 278TH LANE NE ISANTI, MN 55040 PHONE: 763-434-0578 | |
| PROJECT NAME | | | |
| OLD 380TH AVENUE TOWN ROAD | | | |
| PROJECT LOCATION | | WALL ELEVATION(S) | |
| KROSCHER TOWNSHIP, MINNESOTA | | | |
| SHEET: 1 OF 2 | | SCALE: AS NOTED | |
| DRAWN BY: PDS | | DATE: 10/30/2020 | |
| PROJ. NO. 20-5033 | | Signature:  Typed or Printed Name: Paul D. Schimmowski Date: 10/30/2020 Reg. No. 40126 | |
| REVISION BLOCK | | | |



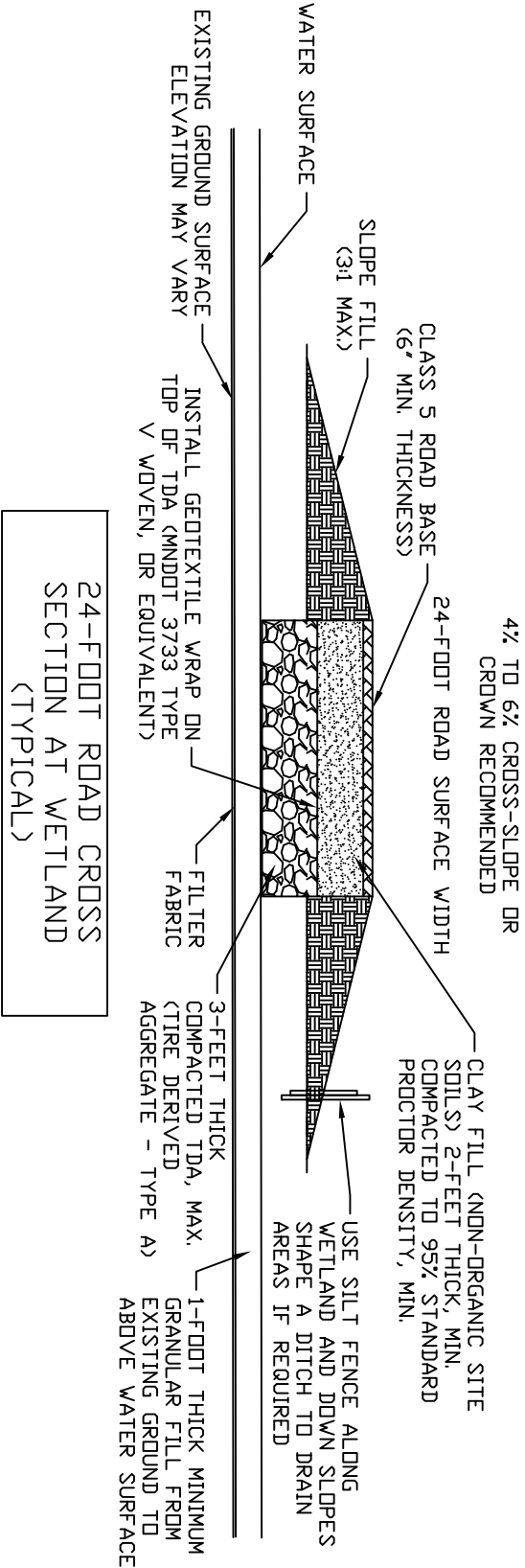
HALF SECTION FOR 24-FT GRAVEL ROAD 3-FT SUBCUT (TYPICAL)



HALF SECTION FOR 24-FT GRAVEL ROAD 3-FT SUBCUT WITH FRENCH DRAIN (TYPICAL)



24-FOOT ROAD CROSS SECTION (TYPICAL)



24-FOOT ROAD CROSS SECTION AT WETLAND (TYPICAL)

- PROJECT NOTES:**
1. PROPOSED ROADWAY TO FOLLOW THE EXISTING ROADWAY CENTERLINE UNLESS ADJUSTED IN THE FIELD BY THE TOWNSHIP.
 2. REFER TO ASTM D6270 (STANDARD PRACTICE FOR USE OF SCRAP TIRES IN CIVIL ENGINEERING APPLICATIONS) FOR PRODUCT SPECIFICATIONS AND INSTALLATION REQUIREMENTS.
 3. NO FORMAL SOIL INFORMATION HAS BEEN PROVIDED. REPORTED SOILS ARE HEAVY CLAY, FIELD VERIFY.
 4. DESIGN BASED ON A CONCEPT PLAN PROVIDED BY CLIENT.

PLANS CREATED BY:



PREPARED FOR:

FIRST STATE TIRE
1500 278TH LANE NE
ISANTI, MN 55040
PHONE: 763-434-0578

PROJECT NAME

OLD 380TH AVENUE TOWN ROAD

PROJECT LOCATION

KROSCHER TOWNSHIP, MINNESOTA

WALL

ELEVATION(S)

SHEET:

1 OF 2

SCALE:

AS NOTED

DRAWN BY:

PDS

DATE:

10/30/2020

PROJ. NO.

20-5033

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature:

Typed or Printed Name: Paul D. Schimmowski

Date: 10/30/2020 Reg. No. 40126

REVISION BLOCK

9:45am Appointment

Item a

November 3, 2020

REQUEST FOR BOARD ACTION

| | |
|---|--|
| a. Subject: Job Description Re-evaluations | b. Origination: Coordinator |
| c. Estimated time: 5 minutes | d. Presenter(s): Kim Christenson & Kris McNally |

e. Board action requested:

Approve the attached resolution for re-evaluation of job descriptions

f. Background:

Job descriptions are evaluated on a 3 year cycle. Job descriptions were sent out to department heads for updating then sent back to the Coordinator's Office for further review.

There were 4 job descriptions with updates that were sent to MRA for further review by our pay consultant. The pay consultant felt that the updates made did not affect the overall scoring of the job description. Therefore those 4 jobs will remain at the same pay grade.

The jobs that were sent down were:

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

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:

Coordinators Comments:

RESOLUTION #__ - 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 job descriptions and recommends the above job titles 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.

9:45am Appointment

Item b

November 3, 2020

REQUEST FOR BOARD ACTION

| | |
|--|--|
| a. Subject: 2021 Holiday Schedule | b. Origination: Coordinator's Office |
| c. Estimated time: 5 mins | d. Presenter(s): Kim Christenson & Kris McNally |

e. Board action requested:

Discuss Christmas Eve and Christmas Day holidays for 2021 as it relates to county holiday policy.

f. Background:

In 2021 Christmas Eve is on a Friday and Christmas Day is on a Saturday.

The paid holiday section in the employee handbook states the following:

When any holiday falls on a Saturday, the holiday will generally be observed on the preceding Friday. When any holiday falls on Sunday, the holiday will generally be observed on the Monday following. The county may change this to accommodate business needs.

In a year when Christmas Eve and Christmas Day fall on scheduled days off (i.e. Saturday or Sunday) the County Board of Commissioners will designate alternate days off to accommodate the Christmas Eve and Christmas Day holidays.

We have one union that has settled their contract for 2021 (Local 363) and in that contract it states the following: In the case where Christmas Eve falls on a Friday and Christmas Day is on a Saturday, the following Monday shall be considered a holiday for the employees.

We would like to follow this for all employees. Calendar attached.

Supporting Documents: None **Attached:**

| | |
|--|-----|
| Date Received in County Coordinator's Office: | N/A |
|--|-----|

Coordinators Comments:

December 2021

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|---|-----------|-----------|-----------|---|--------------------------|
| | | | <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> |
| <i>5</i> | <i>6</i> | <i>7</i> | <i>8</i> | <i>9</i> | <i>10</i> | <i>11</i> |
| <i>12</i> | <i>13</i> | <i>14</i> | <i>15</i> | <i>16</i> | <i>17</i> | <i>18</i> |
| <i>19</i> | <i>20</i> | <i>21</i> | <i>22</i> | <i>23</i> | <i>24</i> | <i>25</i> |
| | | | | | <i>Christmas Eve Offices Closed</i> | <i>Christmas Day</i> |
| <i>26</i> | <i>27</i> | <i>28</i> | <i>29</i> | <i>30</i> | <i>31</i> | |
| | <i>Offices Closed for Christmas Day</i> | | | | | |

10:00am Appointment

Item a.

November 3, 2018

REQUEST FOR BOARD ACTION

| | |
|---|---|
| a. Subject: Certified Appraiser/Trainee Vacancy | b. Originating Department/Organization/Person: Assessor |
| c. Estimated time: 5 Minutes | d. Presenter(s): Tina Von Eschen |

e. Board action requested:

- a. Approve the following resolution:

Resolution #__ – 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 a 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.

f. Background:

Supporting Documents: None ☒ Attached:

| | |
|--|----------|
| Date Received in County Coordinator's Office: | 10/26/20 |
|--|----------|

Coordinators Comments:

10:00am Appointment

Item b

November 3, 2018

REQUEST FOR BOARD ACTION

| | |
|---|--|
| a. Subject: Assessor Re-Appointment Discussion | b. Originating Department/Organization/Person: Assessor |
| c. Estimated time: 5 Minutes | d. Presenter(s): Tina Von Eschen |

e. Board action requested:

Resolution #__ - 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.

f. Background:

Supporting Documents: None Attached: ☒

Date Received in County Coordinator's Office:

10/26/20

Coordinators Comments:



Office of the
County Coordinator
Kristine McNally, County Coordinator
18 North Vine Street, Suite 181
Mora, MN 55051
Telephone: 320-679-6440 FAX: 320-679-6441
email: kris.mcnally@co.kanabec.mn.us

Proceedings of the County Board

State of Minnesota
County of Kanabec
Office of the County Coordinator
Mora, Kanabec County, Minnesota
Minutes of the County Board Held: January 7, 2020

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

Resolution #11 - 1/7/20 **Reappoint Assessor**

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

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

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

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

Certification

I, the undersigned, being the duly appointed recording officer of the County of Kanabec, State of Minnesota, certify that the information above has been carefully compared with the original records of Board of Commissioners, Kanabec County, Minnesota, those records being in my custody and on file in the Coordinator's Office, and is a true and correct copy of these minutes and that the same has not been amended or rescinded and is in full force and effect.

In Witness Whereof, I have hereunto placed my hand and signature: Certified this 7th day of January, 2020.

Kris McNally, Board Clerk



Notice: Expiration of Kanabec county assessor four-year term and reappointment

October 5, 2020

Dear Tina Diedrich-Von Eschen,

Your current term as county assessor expires on December 31, 2020, with the new term beginning on January 1, 2021. Please be aware that the commissioner of Revenue must confirm your reappointment before it becomes effective.

The department will work directly with you to prepare for reconfirmation by the commissioner. Please provide the following information to support your reconfirmation ***no later than October 28, 2020:***

- ☐ Board minutes: Please send a copy of the Kanabec county board's formal action to approve your reappointment as the Kanabec county assessor to proptax.division@state.mn.us as a pdf attachment. The document must include the effective date, date of resolution and signature of county official.
- ☐ Go to <http://stateofmnrevenue.com> to create an account and complete the information needed for a background check and tax check. We use a state approved third-party vendor, American Databank. You will **not** be charged for this. The Minnesota Department of Revenue uses the information supplied by you during this background check process to identify you and determine if you qualify for confirmation or reconfirmation as a county assessor. You are not required to provide this information. However, a failure to provide some or all the information requested may result in your confirmation or reconfirmation being delayed or not approved. Social Security numbers provided as part of the background check will be used by the department to determine that you have filed and paid your income taxes.

Please be aware that the reappointment of a county assessor that does not have the appropriate AMA or SAMA designation at the time of reappointment cannot be reconfirmed by the commissioner of revenue. Our records indicate that you have a Board of Assessor's SAMA # 2830.

A sample county assessor oath of office is included, below, for your reference. If you have any questions or concerns regarding this process please contact Gary Amundson, your county's property tax compliance officer.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon Klockziem'.

Jon Klockziem, Director
Property Tax Division

COUNTY ASSESSOR OATH OF OFFICE

State of Minnesota

County of _____

I, _____ do swear and affirm that I will support the constitution of the United States and the Constitution of the State of Minnesota, and that I will be diligent, faithful, and impartial in the performance of the duties of the office of County Assessor for the county of _____, in the State of Minnesota, to the best of my judgement and ability in accordance with the law.

Signature

Subscribed and sworn before me this _____ *day of* _____ *20*_____.

Signature of Notary Republic

Date Commission Expires

Printed Name of Notary Republic

County of Residence

November 3, 2020
Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

1. Transfer State Aid Construction Dollars Resolution #1 (11-03-20)
2. ADA Transition Plan
 - Jay Munson will introduce a draft Americans with Disability Act transition plan and cover the recommended approach for Kanabec County and specific requirements. Board Action will be requested at a subsequent meeting to provide adequate time for review.

Resolution #1 (11-03-20)
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.




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.

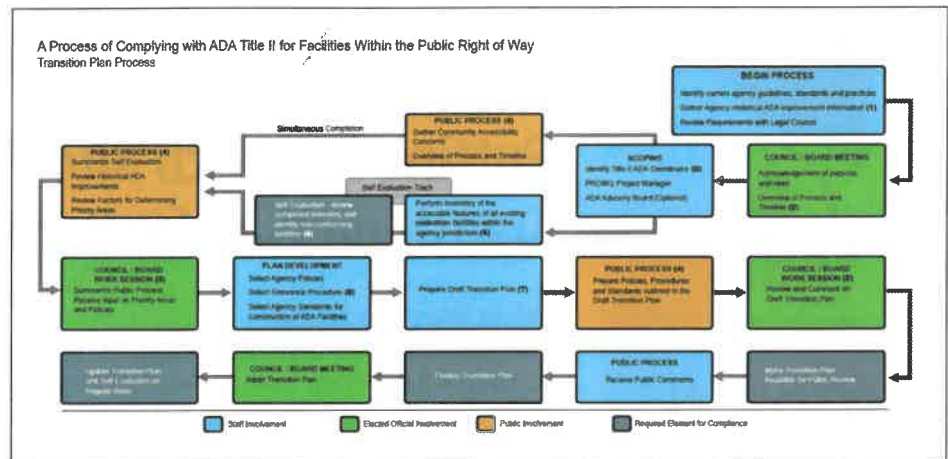
continued

"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.

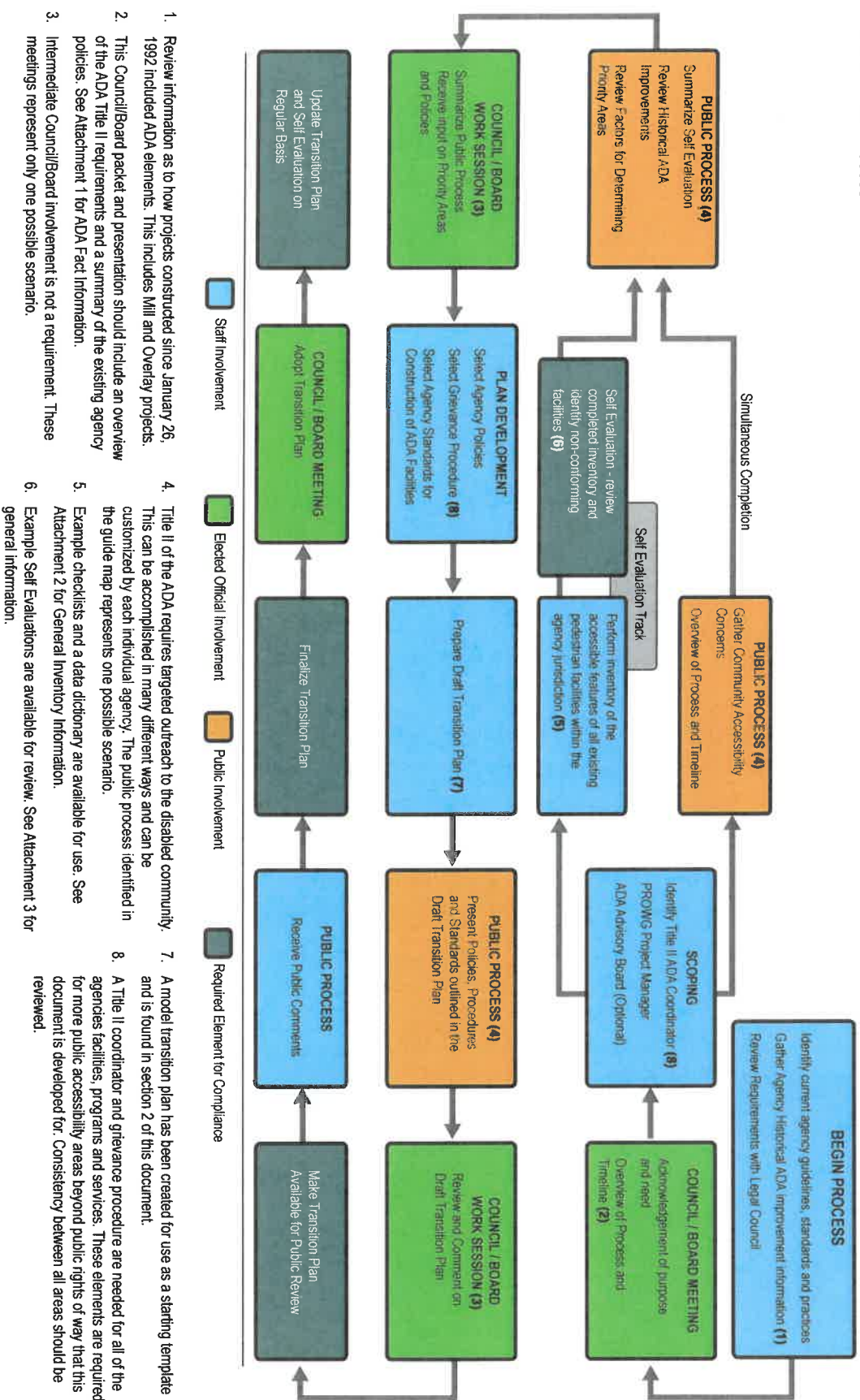
What's Next?

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**

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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:

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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.

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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.

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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.

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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

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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]

KANABEC COUNTY ADA COMMUNITY ASSESSMENT

Assessment October/ November 2018, Updated October 2020

| County Highway Type and Route | Facility Type | Segment From | Segment To | Intersecting Street | Quadrant Location | Quantity | Compliant complaint | Non-Compliant | General estimated replacement cost | General notes |
|-------------------------------|---------------|-----------------|-----------------|---------------------|----------------------|----------|---------------------|---------------|------------------------------------|--|
| MORA | | | | | | | | | | |
| | | | | N. Park Street | North side of street | | 1 | Non-compliant | \$5,000 | Photo 0285 Mid block termini near Library |
| CSAH 6 | Ped Ramp | | | 190' W. of Union | S | | 1 | Non-compliant | \$5,000 | Photo 0284 Mid block termini near Bank ATM |
| CSAH 6 | Ped Ramp | | | Maple Street | SW | | 1 | Non-compliant | \$5,000 | Photo 0282 |
| CSAH 6 | Ped Ramp | | | Maple Street | SE | | 1 | Non-compliant | \$5,000 | Photo 0283 |
| CSAH 6 | Ped Ramp | | | Railroad Av. NW | NW | | 1 | Non-compliant | \$5,000 | Photo 0279 |
| CSAH 6 | Ped Ramp | | | Railroad Av. NE | NE | | 1 | Non-compliant | \$5,000 | Photo 0280 |
| CSAH 6 | Ped Ramp | | | Railroad Av. SW | SW | | 1 | Non-compliant | \$5,000 | Photo 0278 |
| CSAH 6 | Ped Ramp | | | Railroad Av. SE | SE | | 1 | Non-compliant | \$5,000 | Photo 0281 |
| CSAH 6 | Ped Ramp | | | Forest Avenue | SW | | 1 | Non-compliant | \$5,000 | Photo 0274 |
| CSAH 6 | Ped Ramp | | | Forest Avenue | NW | | 1 | Non-compliant | \$5,000 | Photo 0275 |
| CSAH 6 | Ped Ramp | | | Forest Avenue | NE | | 1 | Non-compliant | \$5,000 | Photo 0276 |
| CSAH 6 | Ped Ramp | | | Forest Avenue | SE | | 1 | Non-compliant | \$5,000 | Photo 0277 |
| CSAH 6 | Ped Ramp | | | Lake Street | NW | | 1 | Compliant | \$0 | Photo 0286 |
| CSAH 6 | Ped Ramp | | | Lake Street | NE | | 1 | Compliant | \$0 | Photo 0287 |
| CSAH 6 | Ped Ramp | | | Lake Street | SE | | 1 | Compliant | \$0 | Photo 0288 |
| CSAH 6 | Ped Ramp | | | Lake Street | SW | | 1 | Compliant | \$0 | Photo 0289 |
| CSAH 6 | Ped Ramp | | | Vine Street | NW | | 1 | Compliant | \$0 | Photo 0290 |
| CSAH 6 | Ped Ramp | | | Vine Street | NE | | 1 | Compliant | \$0 | Photo 0291 |
| CSAH 6 | Ped Ramp | | | Vine Street | SE | | 1 | Compliant | \$0 | Photo 0292 |
| CSAH 6 | Ped Ramp | | | Vine Street | SW | | 1 | Compliant | \$0 | Photo 0294 |
| CSAH 6 | Ped Ramp | | | Elm Street | NW | | 1 | Compliant | \$0 | Photo 0295 |
| CSAH 6 | Ped Ramp | | | Elm Street | NE | | 1 | Compliant | \$0 | Photo 0296 |
| CSAH 6 | Ped Ramp | | | Clark Street | SE | | 1 | Compliant | \$0 | Photo 0297 |
| CSAH 6 | Ped Ramp | | | Clark Street | SW | | 1 | Compliant | \$0 | Photo 0298 |
| CSAH 6 | Ped Ramp | | | Spruce Street | NW | | 1 | Compliant | \$0 | Photo 0299 |
| CSAH 6 | Ped Ramp | | | Spruce Street | NE | | 1 | Compliant | \$0 | Photo 0300 |
| CSAH 6 | Ped Ramp | | | Spruce Street | SE | | 1 | Compliant | \$0 | Photo 0301 |
| CSAH 6 | Ped Ramp | | | Spruce Street | SW | | 1 | Compliant | \$0 | Photo 0302 |
| | | | | | | | | | | |
| CSAH 6 Maple | Sidewalk | N. Park Street | N. Union | | North side | 423 lf | | Non-compliant | \$42,300 | > than 2% slope \$20 per SF 5' new walk estimated |
| CSAH 6 Maple | Sidewalk | N. Park Street | N. Union | | South side | 164 lf | | Non-compliant | \$16,400 | > than 2% slope \$20 per SF 5' new walk estimated |
| CSAH 6 Union | Sidewalk | Maple Street | Railroad Av. NW | | West side | 314 lf | | Non-compliant | \$31,400 | > than 2% slope \$20 per SF 5' new walk estimated |
| CSAH 6 Union | Sidewalk | Maple Street | Railroad Av. NE | | East side | 314 lf | | Non-compliant | \$31,400 | > than 2% slope \$20 per SF 5' new walk estimated |
| CSAH 6 Union | Sidewalk | Railroad Av. SW | Forest Avenue | | West side | 320 lf | | Non-compliant | \$38,400 | > than 2% slope \$20 per SF 6' new walk estimated |
| CSAH 6 Union | Sidewalk | Railroad Av. SE | Forest Avenue | | East side | 320 lf | | Non-compliant | \$38,400 | > than 2% slope \$20 per SF 6' new walk estimated |
| CSAH 6 Forest | Sidewalk | Union Street | Lake Street | | North side | 317 lf | | Non-compliant | \$57,060 | > than 2% slope \$20 per SF 9' new walk estimated |
| CSAH 6 Forest | Sidewalk | Union Street | Lake Street | | South side | 317 lf | | Non-compliant | \$57,060 | > than 2% slope \$20 per SF 9' new walk estimated |
| CSAH 6 Forest | Sidewalk | Lake Street | Vine Street | | North side | | | Compliant | | > than 2% slope \$20 per SF 6' new walk estimated |
| CSAH 6 Forest | Sidewalk | Lake Street | Vine Street | | South side | | | Compliant | | > than 2% slope \$20 per SF 6' new walk estimated |
| CSAH 6 Forest | Sidewalk | Vine Street | Elm Street | | North side | | | Compliant | | > than 2% slope \$20 per SF 6' new walk estimated |
| CSAH 6 Forest | Sidewalk | Vine Street | Clark Street | | South side | | | Compliant | | > than 2% slope \$20 per SF 6' new walk estimated |
| CSAH 6 Forest | Sidewalk | Elm Street | Spruce Street | | North side | | | Compliant | | > than 2% slope \$20 per SF 6' new walk estimated |
| CSAH 6 Forest | Sidewalk | Clark Street | Spruce Street | | South side | | | Compliant | | > than 2% slope \$20 per SF 6' new walk estimated |
| CSAH 6 Forest | Sidewalk | Spruce Street | TH 65 | | North side | | | Compliant | | > than 2% slope \$20 per SF 6' new walk estimated |
| CSAH 6 Forest | Sidewalk | Spruce Street | TH 65 | | South side | | | Compliant | | > than 2% slope \$20 per SF 6' new walk estimated |
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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

October 20, 2020

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, October 20, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden, and Recording Secretary Kelsey Schiferli.

The 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 Craig Smith, seconded by Gene Anderson and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the October 6, 2020 minutes as presented.

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

| <u>Vendor</u> | <u>Amount</u> |
|---------------------------------|---------------|
| Midcontinent Communications | 473.92 |
| Minnesota Department of Finance | 6,144.00 |
| Minnesota Department of Finance | 237.06 |
| Mora Municipal | 18,081.82 |
| Verizon Wireless | 905.34 |
| East Central Energy | 81.58 |
| Kwik Trip Inc. | 61.25 |
| Minnesota Department of Finance | 960.00 |
| Minnesota Department of Health | 1,997.50 |
| Consolidated Communications | 1,042.03 |
| Further | 685.40 |
| Kwik Trip Inc. | 6,385.04 |

| | |
|---------------------------------|---------------------------|
| Midcontinent Communications | 187.50 |
| Minnesota Energy Resources Corp | 4,955.95 |
| Verizon Wireless | 3,287.19 |
| VISA | 10,029.57 |
| East Central Energy | 177.38 |
| Mora Motor Vehicle Inc | 3,764.27 |
| 18 Claims Totaling: | <u>\$59,456.80</u> |

Action #4 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to recess the Board Meeting at 9:04am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:04am on Tuesday, October 20, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Family Services Director, Chuck Hurd presented the Family Services Agenda.

Action #FS5 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the Family Services Board Agenda as presented.

Stephanie Klemz met with the Board to give an update regarding Fraud prevention, Collections and Recoveries. Information only, no action was taken.

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

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

Resolution #FS6 – 10/20-20
Central MN Jobs and Training
Agreement and Budget Resolution

WHEREAS, Kanabec County Family Services has contracted with Central Minnesota Jobs and Training (CMJTS) for employment and training services for cash and assistance clientele, and

WHEREAS, Central Minnesota Jobs and Training has submitted an annual budget and Agreement for 2021; and

WHEREAS, the Kanabec County Family Services Director is recommending approving contracting with Central Minnesota Jobs and Training in 2021 for employment and training services and approving the budget and Agreement they have submitted;

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves contracting with Central Minnesota Jobs and Training for employment and training services and approves the 2021 budget and Agreement submitted.

Action #FS7 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the payment of 122 claims totaling \$254,722.14 on Welfare Funds.

Action #FS8 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn Family Services Board at 9:37am and to meet again on November 17, 2020 at 9:05am.

The Board of Commissioners reconvened.

CliftonLarsonAllen Manager Danny Loch met with the County Board to present the 2019 Financial Audit Results. Information only, no action was taken.

Transit Director Helen Pieper and Public Health Director Kathy Burski met with the County Board to discuss entering into an agreement with the State of Minnesota to provide public transit service in Isanti and Chisago Counties. The Board expressed consensus to not take any action at this time.

10:31am – The Chairperson called for public comment. Those that responded included:

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|------------------------|---|
| Charlie Strickland Jr. | Comments regarding transit services in Ogilvie. |
|------------------------|---|

10:34am – The Chairperson closed public comment.

County Attorney Barbara McFadden presented the annual updated data practices policy.

Action #8 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the updated Policy #P-110 Guide for Members of the Public and Data Subjects for Requesting Information as presented.

County Attorney Barbara McFadden presented a request to fill a vacancy in the position of Legal Secretary/Paralegal.

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

Resolution #9 – 10/20/20

WHEREAS the County Board did approve Resolution #11 - 9/15/20 to hire a Full Time Legal Secretary/Paralegal contingent upon receiving a formal resignation, and

WHEREAS a formal resignation has been submitted to the Personnel Director;

BE IT RESOLVED that the County Board authorizes the County Attorney and the County Personnel Director to hire a Full Time Legal Secretary/Paralegal to fill the position at Step A, Range 8 of the pay plan which is \$18.79 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.

County Coordinator Kris McNally presented a request from Emergency Management Director Jeff Anderson to accept a grant from the Minnesota Department of Public Safety, Division of Emergency Communications.

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

Resolution #10 - 10/20/20

Minnesota Department of Public Safety
Division of Emergency Communications Resolution

WHEREAS, Kanabec County Sheriff's Office has applied for and been awarded grant funding from the Northeast Emergency Communications Board Region, and

WHEREAS, Kanabec County Sheriff's Office is in possession of the Hosted 9-1-1 Request for Proposal from Motorola for non-recurring costs associated with purchase, installation and training, and

WHEREAS, the PSAP Administrator recommends accepting this grant, with no match required, that covers 100% of the non-recurring cost of \$29,528,

THEREFORE BE IT RESOLVED to accept the grant from the DPS-ECN and authorize the PSAP Administrator to sign said grant agreement.

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

Revenue Fund

| Vendor | Amount |
|----------------------------------|---------------|
| A and E Cleaning Services | 525.00 |
| Advanced Correctional Healthcare | 15,538.23 |
| American DataBank | 105.90 |
| Anoka County Corrections | 1,757.00 |

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| AT&T | 808.93 |
| AT&T | 44.78 |
| AT&T | (286.71) |
| Auto Value Mora | 23.97 |
| Bohnsack Law Office | 40.50 |
| Carda, Ryan | 277.45 |
| Clifton Larson Allen LLP | 21,962.56 |
| Curtis, Michael | 1,053.13 |
| East Central Exterminating | 125.00 |
| East Central Solid Waste Commission | 72.77 |
| ECM Publishers | 870.00 |
| FBG Service Corporation | 6,410.24 |
| FBG Service Corporation | 584.80 |
| Glen's Tire | 67.65 |
| Granite City Jobbing | 67.29 |
| Granite City Jobbing | 639.81 |
| Granite Electronics | 104.00 |
| Handyman's Inc | 58.44 |
| Handyman's Inc | 162.96 |
| Hoefert, Robert | 1,350.30 |
| Innovative Office Solutions LLC | 58.07 |
| IT SAVVY LLC | 1,361.71 |
| Johnsons Hardware & Rental | 59.99 |
| Kanabec Co Hwy Dept | 196.01 |
| Kanabec Publications | 595.00 |
| Kanabec Publications | 776.25 |
| Kanabec Publications | 393.75 |
| Kanabec Publications | 226.80 |
| LexisNexis Matthew Bender | 210.10 |
| Mahowald | 3,000.00 |
| Manthie, Wendy | 922.88 |
| Marco | 134.68 |
| Marco Inc | 159.00 |
| McKinnis & Doom PA | 280.50 |
| McKinnis & Doom PA | 340.00 |
| McKinnis & Doom PA | 136.00 |
| McKinnis & Doom PA | 348.50 |
| Mid-American Research Chemical | 551.61 |
| MN Dept of Labor & Industry | 50.00 |
| MNCCC | 12,462.50 |
| Nelson, Jerald | 62.68 |

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|---|----------------------------|
| Nelson, Ronette | 575.58 |
| Northland Trust Services Inc | 898,132.50 |
| Office Depot | 72.06 |
| Priority Dispatch Corporation | 5,432.75 |
| Quadient, Inc. | 258.10 |
| Quality Disposal | 388.36 |
| Quality Disposal Systems | 24.15 |
| Quality Disposal Systems | 199.35 |
| Quill | 31.98 |
| Ramsey County | 1,542.00 |
| Ramsey County | 2,870.00 |
| River Valley Forensic Services, PA | 400.00 |
| Rupp, Anderson, Squires & Waldspurger, PA | 2,955.54 |
| State of Minnesota Public Safety BCA | 270.00 |
| Stellar Services | 276.24 |
| Steven, Lisa | 75.00 |
| Summit Food Service Management | 7,373.00 |
| Sunshine Printing | 148.00 |
| Tinker & Larson Inc | 51.00 |
| Tinker & Larson Inc | 763.64 |
| Tinker & Larson Inc | 2,103.47 |
| UPS | 13.17 |
| Van Alst, Lillian | 410.55 |
| Visser, Maurice | 826.28 |
| Walsh Appraisals | 800.00 |
| 70 Claims Totaling: | <u>1,000,682.75</u> |

Road & Bridge

| Vendor | Amount |
|-----------------------------|---------------|
| A and E Cleaning Services | 1,050.00 |
| A & M Aggregate | 3,298.86 |
| Ameripride | 707.07 |
| Beaudry Oil & Propane | 9,510.28 |
| Campbell, Gary | 300.00 |
| CORRPRO | 304.00 |
| Diamond Mowers | 121.41 |
| Glens Tire | 418.00 |
| Gopher State One-Call | 35.10 |
| Houtsma, Brandon | 400.00 |
| Kanabec County - Petty Cash | 67.50 |

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|--------------------------------|-------------------------|
| Kanabec County - Timber Trails | 639.40 |
| Knife River Corp. | 2,914.35 |
| Lake Superior College | 500.00 |
| Marco, Inc | 296.29 |
| Mattson Electric | 75.00 |
| Nuss Truck Equipment | 14,765.50 |
| Office Depot | 85.31 |
| Quality Disposal | 164.25 |
| Ranger Chevrolet | 57,065.64 |
| Rocon Paving | 222.42 |
| Safety-Kleen Systems Inc | 407.85 |
| USIC Locating Serices | 260.00 |
| Ziegler Inc. | 260.34 |
| 24 Claims Totaling: | <u>93,868.57</u> |

COVID & CARES Act Claims

| Vendor | Amount |
|---------------------------------------|-------------------------|
| Office Depot | 53.29 |
| Grainger | 224.59 |
| A Cut Above Salon, Inc | 3,750.00 |
| Double J Café | 6,250.00 |
| Freddie's Restaurant & Banquet Center | 7,500.00 |
| Grace Lutheran Church | 4,000.00 |
| Kanabec Publications | 301.00 |
| Mora Lodge 223 | 6,000.00 |
| Seven County Senior Federation | 6,000.00 |
| The Cardinal's Nest | 6,250.00 |
| Universal Apparel | 2,500.00 |
| White Tail Tool, Inc | 6,250.00 |
| Office Depot | 216.15 |
| Quill | 50.16 |
| IT SAVVY | 498.36 |
| Kanabec Publications | 420.00 |
| M&T Bank | 986.34 |
| Mission 61, Inc. | 1,160.00 |
| Mora Municipal Utilities | 643.07 |
| 19 Claims Totaling: | <u>53,052.96</u> |

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

Resolution #12 – 10/20/20

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for the Knife Lake Sportsman's Club for a bingo & raffle event to be held at Captain Dans Crows Nest, 2743 MN 65, Mora, MN 55051 on November 7, 2020.

Kroschel Township Supervisor, Marvin Rostberg met with the County Board to request permission to use tire shreds on a township road. The Board expressed consensus for Mr. Rostberg to move forward with the process of obtaining a design from an engineer and presenting it to the County Board for approval.

Information Systems Director Lisa Blowers met with the County Board to request approval to purchase items over \$1,000.

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

Resolution #13 - 10/10/20

WHEREAS, Resolution #13 – 5/5/20 requires the Board of Commissioners approval for purchases of any item costing \$1,000 or more, whether previously budgeted for or not, with the exclusion of regular maintenance items; and

WHEREAS, the Information Systems Department has budgeted purchases in excess of \$1,000 necessary to conduct operations in 2020; and

WHEREAS, the Information Systems Director is seeking authorization to proceed with the following purchases:

- Network hardware for redundancy up to \$2,600
- Call log software and server up to \$3,000
- Labor and setup of above items not to exceed \$6,000

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the I.S. Director's request to purchase said items.

County Coordinator Kris McNally presented a resolution authorizing the sale of properties pursuant to MN Statutes Section 373.01.

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

Resolution #14 – 10/20/20

RESOLUTION AUTHORIZING THE SALE OF PROPERTIES PURSUANT TO MINNESOTA STATUTES SECTION 373.01

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

Parcel B (2.35 Acres±):

That part of the Northwest Quarter of the Southeast Quarter and that part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the South Quarter corner of said Section 10 (the south line of the Southwest Quarter of said Section 10 having an assumed bearing of North 89 degrees 47 minutes 48 seconds East); thence North 1 degree 26 minutes 27 seconds East a distance of 2533.91 feet; thence South 60 degrees 16 minutes 05 seconds West 89.60 feet; thence South 42 degrees 42 minutes 55 seconds East 61.69 feet to the point of beginning of the property to be described; thence North 80 degrees 30 minutes 26 seconds West 91.63 feet; thence North 41 degrees 52 minutes 56 seconds West 232.45 feet, more or less, to the East-West Quarter line of said Section 10; thence westerly along said East-West Quarter line 180.92 feet; thence South 13 degrees 59 minutes 50 seconds East 307.36 feet; thence South 74 degrees 25 minutes 30 seconds East 249 feet, more or less, to the shoreline of Knife Lake; thence northeasterly along said shoreline 210 feet, more or less, to the intersection with a line that bears South 42 degrees 42 minutes 55 seconds East from the point of beginning; thence North 42 degrees 42 minutes 55 seconds West 82 feet, more or less, to the point of beginning;

and the parcel legally described as follows: **Parcel C (2.60 Acres±):**

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the South Quarter corner of said Section 10 (the south line of the Southwest Quarter of said Section 10 having an assumed bearing of North 89 degrees 47 minutes 48 seconds East); thence North 1 degree 26 minutes 27 seconds East a distance of 2533.91 feet; thence South 60 degrees 16 minutes 05 seconds West 89.60 feet; thence South 42 degrees 42

minutes 55 seconds East 61.69 feet; thence North 80 degrees 30 minutes 26 seconds West 91.63 feet; thence North 41 degrees 52 minutes 56 seconds West 232.45 feet, more or less, to the East-West Quarter line of said Section 10; thence westerly along said East-West Quarter line 180.92 feet to the point of beginning of the property to be described; thence South 13 degrees 59 minutes 50 seconds East 307.36 feet; thence South 74 degrees 25 minutes 30 seconds East 249 feet, more or less, to the shoreline of Knife Lake; thence southwesterly along said shoreline 210 feet, more or less, to the intersection with the northeasterly line of Lot 1, NELSON'S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence northwesterly and northerly along said line to the intersection with said East-West Quarter line; thence easterly along said East-West Quarter line a distance of 181.00 feet, more or less, to the point of beginning (collectively, the "Properties"); and

WHEREAS, the Kanabec County Board of Commissioners has determined that it no longer needs the Properties; 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 appraisals on the Properties, which determined that the fair market value of each of the Properties is \$165,000.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The County Coordinator is authorized to proceed with the actions required under law to sell the Properties, including, but not limited to, listing each 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 each of the Properties shall be \$165,000. The appraised value does not represent a basis for future taxes.

3. Each of the Properties 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 their Property, subject to any reservations required under law. If the bidder does not submit payment within 30 days or if a Property does not receive a bid, the County Coordinator may proceed with selling the unsold Property in compliance with Section 373.01.

4. Each of the Properties are sold "as-is" and may not conform to local building and zoning ordinances. All sales are final, and no refunds or exchanges are permitted. Each of the Properties are sold subject to easements, reservations, and restrictions of record and further subject to easement for roads and public utilities existing on, over, or under said Properties.

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 Coordinator Kris McNally presented CARES Act Government Committee Funding Request #5.

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

Resolution #15 - 10/20/20

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 (estimates) for approval using Cares Act funds:

\$8,377 Additional funds for door openers for exterior bathroom doors

\$3,800 Reallocation of previously allocated funds from Fit Testing Machine to Copy Machine in Public Health (overall reduction in \$2,200 from initial allocation)

\$ 700 Additional electrostatic sprayer (handheld)

WHEREAS, the Government focus area also recommends partially funding the request of the Mora Public Schools for the purchase of COVID-19 related technology equipment, additional tables, and staffing assistance in the amount of \$63,369.44 ; and

WHEREAS, the Government focus area also recommends funding the request of the City of Quamba for COVID-19 related technology expenses in the amount of \$4,338.96; and

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 \$80,585.40.

Deputy Auditor Tax Roberta Anderson met with the County Board to present two applications for repurchase.

Action #16 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the application to repurchase Parcel 13.01010.10 from Brian VanVickle to repurchase his father's property at a total cost of \$10,716.08 if paid in full by November 30, 2020.

Action #17 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the application to repurchase Parcel 06.01210.00 from John Stachowski to repurchase his property at a total cost of \$30,887.56 if paid in full by November 30, 2020.

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

A discussion was held regarding sanitation of the meeting rooms before and after use. Information only, no action was taken.

A discussion was held regarding the wayside rest on Highway 65. Information only, no action was taken.

Future agenda items: Comprehensive Plan, Waste Tire Ordinance, Gravel Pit Ordinance, Tim Marion DNR, SCHA Update, 330 Forest Ave Appraisal.

Action #18 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to close the meeting at 11:15am pursuant to the Open Meeting Law, Minn. Stat. §13D.05, subd. 3(b) to discuss matters related to pending litigation which are attorney-client privileged and 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, Dennis McNally, and Craig Smith; as well as Personnel Director Kris McNally and County Attorney Barb McFadden.

Action #19– It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to reopen the meeting at 1:50pm.

Action #20– It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to adjourn the meeting at 1:51pm and to meet again in regular session on Tuesday, November 3 , 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> |
|---|----------------------------|---|--------------------|
| The Public Group | 14,718.00 | TFLS Buyers F | Forfeited Tax Sale |
| Ann Lake Twp | 494.00 | CARES Act Election Grant | Elections |
| Arthur Twp | 882.66 | CARES Act Election Grant | Elections |
| Brunswick Twp | 738.78 | CARES Act Election Grant | Elections |
| City of Grasston | 414.33 | CARES Act Election Grant | Elections |
| City of Mora | 1,218.25 | CARES Act Election Grant | Elections |
| City of Ogilvie-Clerk | 467.20 | CARES Act Election Grant | Elections |
| City of Quamba | 409.01 | CARES Act Election Grant | Elections |
| Comfort Twp | 681.57 | CARES Act Election Grant | Elections |
| Grass Lake Twp | 637.56 | CARES Act Election Grant | Elections |
| Hillman Twp | 505.51 | CARES Act Election Grant | Elections |
| Peace Twp | 658.15 | CARES Act Election Grant | Elections |
| Kanabec County Auditor-Treas | 7,098.53 | Vehicle Leases | Various |
| Minnesota Energy Resources Corp | 28.84 | Rental Property Gas | Jail |
| East Central Energy | 1,096.58 | Intersection Lighting | Highway |
| Dearborn National Life Insurance Co | 720.41 | Short Term Disability Premiums | Employee Benefits |
| Health Partners | 6,353.77 | Dental Premiums | Employee Benefits |
| VSO Insurance Co | 278.80 | Vision Insurance Premiums | Employee Benefits |
| Braham Public Schools | 52,789.64 | 50% Oct 2019 Settlement | Taxes & Penalties |
| East Central School District | 18,619.51 | 50% Oct 2019 Settlement | Taxes & Penalties |
| Hinckley-Finlayson Schools | 19,646.33 | 50% Oct 2019 Settlement | Taxes & Penalties |
| Isle Public Schools | 16,394.02 | 50% Oct 2019 Settlement | Taxes & Penalties |
| Kanabec County | 108,685.66 | 50% Oct 2019 Settlement | Taxes & Penalties |
| Milaca Public Schools | 5,122.41 | 50% Oct 2019 Settlement | Taxes & Penalties |
| Mora Public Schools | 627,562.08 | 50% Oct 2019 Settlement | Taxes & Penalties |
| Ogilvie Public Schools | 166,219.07 | 50% Oct 2019 Settlement | Taxes & Penalties |
| Pine City Public Schools | 29.41 | 50% Oct 2019 Settlement | Taxes & Penalties |
| Verizon Wireless | 1,120.29 | Monthly Aircards | Various |
| East Central Energy | 221.25 | Intersection Lighting | Highway |
| Mora Municipal Utilities | 793.81 | Electric Utilities | Highway |
| Life Insurance Company of North America | 648.10 | Accident, Group Hosp, Critical Illness Ins Premiums | Employee Benefits |
| MNPEIP | 146,247.26 | Health Insurance Premiums | Employee Benefits |
| Sun Life Financial | 3,679.84 | Life Insurance Premiums | Employee Benefits |
| 33 Claims Totaling: | <u>1,205,180.63</u> | | |

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 11/3/20

| Department Name | Vendor | Amount | Purpose |
|-------------------------|-------------------------------|------------------|--|
| 911 EMERGENCY TELEPHONE | Motorola | 57,954.24 | Annual Payment, Motorola Project |
| | | 57,954.24 | |
| ASSESSOR | Steven, Lisa | 169.00 | Lodging and Meals |
| | | 169.00 | |
| AUDITOR | Creative Forms & Concepts Inc | 286.06 | Laser PR Check Stock 275 |
| | | 286.06 | |
| BUILDINGS MAINTENANCE | Auto Value | 10.99 | FHP Medium Horse Power |
| BUILDINGS MAINTENANCE | G&N Enterprises | 2,300.00 | Light Bulbs |
| BUILDINGS MAINTENANCE | Grainger | 1,319.80 | Video Intercom Station Kit, Door Release, Wire |
| BUILDINGS MAINTENANCE | Handyman's | 60.60 | Filters |
| BUILDINGS MAINTENANCE | Summit Companies | 1,948.00 | Annual Fire Alarm & Sprinkler Inspection/Maintenance |
| | | 5,639.39 | |
| COMPUTER EXPENSES | M&I Lockbox:MCCC | 1,800.00 | Support for Optimum Payroll |
| | | 1,800.00 | |
| COUNTY ATTORNEY | BCA: Public Safety | 120.00 | CJDN Access Fee Through BCA |
| COUNTY ATTORNEY | Kanabec Publications | 84.00 | Letterhead and Veterans Brochures |
| COUNTY ATTORNEY | Lexis Nexis | 187.58 | September Charges |
| COUNTY ATTORNEY | Office Depot | 52.02 | Office Supplies |
| | | 443.60 | |
| COUNTY COORDINATOR | Office Depot | 118.42 | Office Supplies |
| | | 118.42 | |

| | | | |
|----------------------------|--------------------------------------|-----------------|--|
| COUNTY CORONER | Christian Froehling LLC (Methven Fui | 1,200.00 | Removal and Transport |
| COUNTY CORONER | Ramsey County | <u>1,542.00</u> | Autopsy/Toxicology |
| | | 2,742.00 | |
| COUNTY EXTENSION | Office Depot | <u>15.68</u> | Office Supplies |
| | | 15.68 | |
| COUNTY SURVEYOR | Kroschel Land Surveyors, Inc. | <u>2,150.00</u> | Surveying - Section Corner Certificates |
| | | 2,150.00 | |
| COUNTY SURVEYOR | O'Malley & Kron Land Surveyors Inc | <u>900.00</u> | Surveying - Section Corner Certificates |
| | | 900.00 | |
| ELECTIONS | DS Solutions | 45.77 | DS200 Paper 10 Rolls |
| ELECTIONS | DS Solutions | 775.50 | G2020 Pre-Marked Test Deck |
| ELECTIONS | Kanabec Publications | 707.36 | Publish G2020 PAT Notice, G2020 Election Notice, G2020 Sample Ballot |
| ELECTIONS | Minnesota Human Services | <u>174.28</u> | PVC Processing P2020 |
| | | 1,702.91 | |
| ENVIRONMENTAL SERVICES | Kanabec County Highway Dept | 174.69 | Fuel, Postage, Repairs |
| ENVIRONMENTAL SERVICES | Kanabec Publications | <u>29.23</u> | Public Notice, Board of Adjustment |
| | | 203.92 | |
| HUMAN RESOURCES | M&I Lockbox:MCCC | 1,437.50 | Support for Optimum HR |
| HUMAN RESOURCES | M&I Lockbox:MCCC | <u>400.00</u> | Support for Optimum ESS |
| | | 1,837.50 | |
| INFORMATION SYSTEMS | IT SAVVY LLC | 2,585.66 | Switch Power Supply, Cables, Module |
| INFORMATION SYSTEMS | IT SAVVY LLC | <u>118.90</u> | Bulk Cable |
| | | 2,704.56 | |
| PROBATION & JUVENILE PLACE | Schumacher, Sarah | <u>300.00</u> | Contract Report Writer |
| | | 300.00 | |

| | | | |
|-------------------------|-----------------------------------|------------------|--|
| PUBLIC TRANSPORTATION | Curtis, Michael | 1,326.83 | Volunteer Mileage |
| PUBLIC TRANSPORTATION | Hoefert, Robert | 1,407.60 | Volunteer Mileage |
| PUBLIC TRANSPORTATION | Kanabec County Highway Dept | 96.71 | Bus Repair & Fuel |
| PUBLIC TRANSPORTATION | Manthie, Wendy | 1,405.88 | Volunteer Mileage |
| PUBLIC TRANSPORTATION | Nelson, Jerald | 122.48 | Volunteer Mileage |
| PUBLIC TRANSPORTATION | Nelson, Ronnette | 568.68 | Volunteer Mileage |
| PUBLIC TRANSPORTATION | Premium Waters Inc | 16.81 | Bottled Water Supplies |
| PUBLIC TRANSPORTATION | Van Alst, Lillian | 338.68 | Volunteer Mileage |
| PUBLIC TRANSPORTATION | Visser, Maurice | 378.35 | Volunteer Mileage |
| | | 5,662.02 | |
| SHERIFF | Aspen Mills | 2,741.88 | Uniforms |
| SHERIFF | BCA, State of Minnesota | 1,605.00 | Permit to Carry |
| SHERIFF | Emergency Automotive Technologies | 15,016.85 | New squads - rear seat/seat belts, reflects, push bumper, speaker, LED |
| SHERIFF | Gerhardson, Alex | 20.00 | Fuel Reimbursement |
| SHERIFF | Horizon Towing | 493.93 | Towing Services |
| | | 19,877.66 | |
| SHERIFF - JAIL/DISPATCH | Advanced Correctional Healthcare | 108.72 | Sept 20 Pharmacy DOC |
| SHERIFF - JAIL/DISPATCH | ASLIS | 25.20 | Over the Phone Interpreting |
| SHERIFF - JAIL/DISPATCH | Aspen Mills | 293.39 | Uniforms |
| SHERIFF - JAIL/DISPATCH | Coborn's Inc | 10.65 | Medical - Hearing Aid Batteries |
| SHERIFF - JAIL/DISPATCH | Consulting Radiologists LTD | 45.00 | DOC GT Medical |
| SHERIFF - JAIL/DISPATCH | East Central Exterminating | 240.00 | November Services |
| SHERIFF - JAIL/DISPATCH | Emma's Pizza | 33.00 | Jail Training |
| SHERIFF - JAIL/DISPATCH | Grainger | 382.00 | Heavy Duty Electric Strike |
| SHERIFF - JAIL/DISPATCH | Granite Electronics | 460.00 | Radio Batteries |
| SHERIFF - JAIL/DISPATCH | Hirsch, Dean | 19.50 | Fuel Reimbursement |
| SHERIFF - JAIL/DISPATCH | RJ Mechanical | 10,442.09 | Replaced air valves on boilers |
| SHERIFF - JAIL/DISPATCH | Stellar Services | 194.69 | Canteen |
| SHERIFF - JAIL/DISPATCH | Summit Companies | 1,759.50 | Annual Fire Alarm & Sprinkler Inspection/Maintenance |
| SHERIFF - JAIL/DISPATCH | Summit Food Service Management | 11,260.52 | Inmate Meals |
| | | 25,274.26 | |

| | | | |
|----------------------------|---------------------------------|-------------------|--|
| UNALLOCATED | Kanabec Soil & Water Cons. | 15,970.08 | AIS 2020 Q2 & Q3 Itemized Expenses |
| UNALLOCATED | Knife Lake Improvement District | 6,626.74 | Treatment for Curly Leaf Pond Weed AIS on Knife Lake |
| UNALLOCATED | Ratwik, Roszak & Maloney, PA | 18.00 | OML Question related to hospital privatization |
| | | 22,614.82 | |
| VEHICLE POOL | Kanabec County Highway Dept | 18.50 | Tire Repair |
| | | 18.50 | |
| VETERAN SERVICES | 4Imprint | 738.15 | Reusable Cotton Masks |
| VETERAN SERVICES | LAMAR | 5,350.00 | Vinyl for Billboard Panels, Billboards |
| VETERAN SERVICES | Mora Bakery | 81.25 | Coffee Talk Donuts |
| VETERAN SERVICES | Uline | 90.14 | COVID Masks |
| | | 6,259.54 | |
| 66 Claims Totaling: | | 158,674.08 | |

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

| Vendor | Amount | Purpose |
|-----------------------------------|-------------------|----------------------------------|
| American Pressure | 131.94 | Repair Parts |
| Auto Value | 2,997.62 | Repair Parts |
| Bjorklund Companies | 686.84 | Gravel |
| Cargill Incorporated | 13,554.63 | Road Salt |
| Central Pension Fund | 134.60 | Training Center Fee |
| Federated Co-ops | 279.96 | Maintenance Supplies |
| Frontier Precision | 44.00 | Engineering Supplies |
| Granite City Jobbing | 63.25 | Janitorial Supplies |
| Kanabec County Highway Department | 67.50 | Petty Cash, Postage |
| Knife River Corporation | 120,756.79 | Sand and SAP 033-610-017 CSAH 10 |
| Mei Total Elevator Solutions | 6.00 | Elevator Inspection |
| Mora Chevrolet | 159.20 | Repair Parts |
| Northern Safety Co. | 6.73 | Safety Supplies |
| Northern States Supply | 173.49 | Shop Supplies |
| Office Depot | 104.97 | Office Supplies |
| Sanitary Systems | 60.58 | Restroom Rental |
| Scientific Sales | 59.50 | Safety Glasses |
| Summit Companies | (600.00) | Fire Alarm Inspection |
| Trueman Welters | 610.55 | Batwing Mower Parts |
| 19 | | |
| Claims Totaling: | 139,298.15 | |

Agenda Item #3c

Regular Bills - COVID & CARES Act Claims

Bills to be approved: 11/3/20

| Department/Fund | Vendor | Amount | Purpose |
|--|---------------------------|------------------|--|
| CARES Act COVID-19 Fed Grant - EDA | AmericInn Mora by Wyndham | 7,500.00 | CARES Pandemic Relief Grant Award |
| CARES Act COVID-19 Fed Grant - EDA | Beautifully Bronzed | 1,250.00 | CARES Pandemic Relief Grant Award |
| CARES Act COVID-19 Fed Grant - EDA | MAYRA | 6,000.00 | CARES Pandemic Relief Grant Award |
| CARES Act COVID-19 Fed Grant - EDA | Vasaloppet Inc | 2,000.00 | CARES Pandemic Relief Grant Award |
| | | 16,750.00 | |
| CARES Act COVID-19 Fed Grant - Family Services | Mora HRA | 20,200.00 | CARES Funding Request 2020-6 |
| | | 20,200.00 | |
| CARES Act COVID-19 Grant | City of Quamba | 4,338.96 | CARES Act Relief Funding Request |
| CARES Act COVID-19 Grant | City of Quamba | 918.00 | CARES Act Relief Funding Request TECHNOLOGY |
| CARES Act COVID-19 Grant | City of Quamba | 400.00 | CARES Act Relief Funding Request TABLES |
| CARES Act COVID-19 Grant | Mora Public Schools | 63,369.44 | CARES Act Relief Funding Request |
| | | 69,026.40 | |
| COVID-19 Grant - Auditor/Treasurer | DM Stamps & Specialties | 583.11 | COVID Stamps |
| | | 583.11 | |
| COVID-19 Grant - Building Maintenance | Grainger | 169.68 | Electric Door Strike |
| COVID-19 Grant - Building Maintenance | Handyman's Inc | 3,150.00 | 14 Automatic Flushers |
| COVID-19 Grant - Building Maintenance | Handyman's Inc | 22,568.00 | 62 Touchless Bathroom Faucets |
| COVID-19 Grant - Building Maintenance | RJ Mechanical | 656.10 | Air Cleaning Equipment for Timber Trails Building |
| COVID-19 Grant - Building Maintenance | RJ Mechanical | 6,006.56 | Air Cleaning Equipment for Public Service Building |
| COVID-19 Grant - Building Maintenance | RJ Mechanical | 11,155.04 | Air Cleaning Equipment for Courthouse |
| COVID-19 Grant - Building Maintenance | RJ Mechanical | 9,388.50 | Air Cleaning Equipment for Jail |
| COVID-19 Grant - Building Maintenance | RJ Mechanical | 2,624.40 | Air Cleaning Equipment for Public Works Building |
| | | 55,718.28 | |

| | | | |
|----------------------------|------------------------------|--------------------------|---|
| COVID-19 Grant - Elections | DM Stamps & Specialties | 71.28 | COVID Election Stamps |
| COVID-19 Grant - Elections | DS Solutions | 1,750.00 | Online EJ Training Setup/Maint |
| COVID-19 Grant - Elections | DS Solutions | 693.00 | EJ Trng CARES Grant 63 @ \$11 |
| COVID-19 Grant - Elections | DS Solutions | 1,166.00 | EJ Trng billed 106 @ \$11 |
| COVID-19 Grant - Elections | Sea Change Print Innovations | 2,210.00 | G2020 AB Supplies COVID19 |
| COVID-19 Grant - Elections | Sea Change Print Innovations | 977.28 | G2020 Extra Ballots COVID19 |
| COVID-19 Grant - Elections | Sea Change Print Innovations | 499.20 | G2020 Extra Ballots COVID19 |
| | | 7,366.76 | |
| COVID-19 Grant - IS | IT SAVVY LLC | 234.29 | 7 Keyboards and Mice |
| COVID-19 Grant - IS | IT SAVVY LLC | 7,197.40 | 5 Laptops |
| COVID-19 Grant - IS | Marco Inc NW 7128 | 131.90 | 5 Power Adapters |
| COVID-19 Grant - IS | Marco Technologies, LLC | 9,500.00 | Labor |
| COVID-19 Grant - IS | SHI | 4,294.36 | Meeting Owl Pro Qty 4 |
| COVID-19 Grant - IS | SHI | 3,686.67 | 3 Laptops |
| COVID-19 Grant - IS | TIERNEY | 9,364.00 | 4 LED |
| COVID-19 Grant - IS | TIERNEY | 9,157.88 | 4 Pod, TV Mount, Camera & Soundbar |
| COVID-19 Grant - IS | TIERNEY | 109.80 | 4 Power Strips |
| COVID-19 Grant - IS | TIERNEY | 809.55 | 4 HDMI Cable, 3.5mm Audio |
| COVID-19 Grant - IS | TIERNEY | 1,156.80 | 4 CPU Adapter, Adj Shelf, Storage Panel |
| COVID-19 Grant - IS | TIERNEY | 2,483.64 | 4 Mobile Cart |
| | | 48,126.29 | |
| COVID-19 Grant - Jail | Granite City Jobbing | 303.31 | Anicloth disinf - remaining amt prev in 9/11/20 |
| COVID-19 Grant - Jail | Reliance Telephone, Inc | 4,050.00 | Video Visitation Installed COVID |
| | | 4,353.31 | |
| 39 Claims Totaling: | | <u>222,124.15</u> | |

Agenda Item #4

November 3, 2020

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 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 |

g. Background:

| Provider | Billed | Paid Amount |
|---|------------|-------------------|
| QUALITY DISPOSAL (September) | \$4,944.00 | \$4,944.00 |
| WASTE MANAGEMENT (September) | \$1,992.89 | \$1,992.89 |
| Sub-Total | \$6,936.89 | \$6,936.89 |
| Recycling Center Incentive Payments: | | |
| Quality Disposal (September) | \$400.00 | \$400.00 |
| Arthur Township (September) | \$400.00 | \$400.00 |
| TOTAL PAYMENTS = | | \$7,736.89 |

Date received in County Coordinators Office: Various dates in October

January 1, 2020 SCORE Fund balance = \$136,476.22

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

Expenditure: 01-391-392-0000-6211 = \$67,422.95

Current SCORE Funds balance is = \$69,053.27

Agenda Item #5

November 3, 2020

REQUEST FOR BOARD ACTION

| | |
|--|---|
| a. Subject: CARES Act Government Committee Funding Request #6 | b. Origination: Coronavirus Relief Fund |
| c. Estimated time: 10 minutes | d. Presenter(s): Kris McNally, Coordinator |

e. Board action requested:

Resolution #__ - 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.

f. Background:

Supporting Documents: None ☒ Attached

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #6

November 3, 2020

REQUEST FOR BOARD ACTION

a. Subject: RESOLUTION AUTHORIZING THE SALE OF PROPERTY PURSUANT TO MINNESOTA STATUTES SECTION 373.01

b. Originating Department/Organization/Person:
Coordinator's Office

c. Estimated time: 5 Minutes

d. Presenter(s): Kris McNally

e. Board action requested:

_____ introduced the following Resolution and moved its adoption:

RESOLUTION 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.

The motion for adoption of the foregoing Resolution was duly seconded by _____, and upon vote being taken thereon, adopted this ___ day of November, 2020.

f. Background:

Supporting Documents: None: Attached: ☒

| |
|---|
| Date received in County Coordinators Office: |
|---|

Coordinators Comments:

Proposed timeframe for sale:

Upon approval at the 11/3 meeting, staff would run legal notices and ads as follows:

| | |
|--|--|
| Legal Ad - publish for three consecutive weeks in Times: | November 19, 2020 |
| | November 25, 2020 (Nov 26 th Holiday) |
| | December 3, 2020 |

| | |
|--|-------------------|
| Publish for one week in the Advertiser | November 29, 2020 |
|--|-------------------|

The closing date for sealed bids would be December 10th at 4:00pm to allow staff time to prepare for the December 15th Board Meeting.

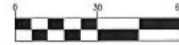
CERTIFICATE OF SURVEY FOR KANABEC COUNTY COORDINATOR

PART OF SECTION 11, TOWNSHIP 39, RANGE 24, KANABEC COUNTY, MINNESOTA



THE BASIS OF BEARINGS FOR THIS DRAWING IS
THE UNDOT KANABEC COUNTY COORDINATE
SYSTEM, NAD 1983, HARN 1996 ADJUSTMENT

GRAPHIC SCALE



Scale: 1 Inch = 30 Feet

LEGEND

- ⊙ DENOTES 1/2" REBAR SET, MARKED KROSCHER 44490
- ⊠ DENOTES 3" MAG SPIKE SET
- DENOTES LIGHT POLE

Notes to Survey

1. For the purposes of this survey, existing easements of record were not researched.

I hereby certify that this survey, plan or report was prepared by me or
under my direct supervision and that I am a duly Licensed Land Surveyor
under the laws of the State of Minnesota.

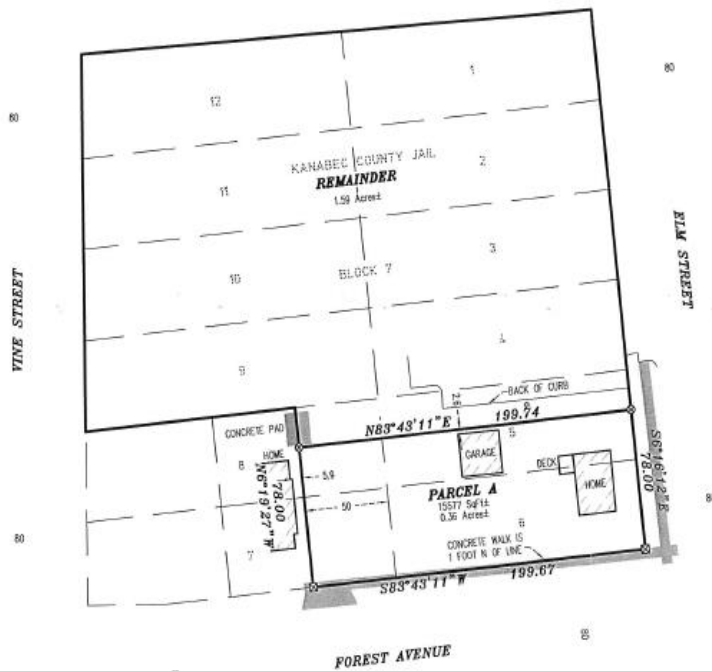
Dated this 13TH day of SEPTEMBER, 2019

By: [Signature]
Tyler J. Kroschel, Land Surveyor
Minnesota License No. 44490



Kroschel Land Surveyors, Inc.

1639 Main Street North, Suite 6, Pine City, MN 55063
Phone: 320-629-3267 tyler@kroschelsurvey.com



Agenda Item #7

November 3, 2020

REQUEST FOR BOARD ACTION

| | |
|--|---|
| a. Subject: Other County Owned Land | b. Origination: Board of Commissioners |
| c. Estimated time: 20 minutes | d. Presenter(s): |

e. Board action requested:

Review and discuss existing county-owned land disposition and future plans

f. Background:

Supporting Documents: None Attached: ☒

| |
|---|
| Date received in County Coordinators Office: |
|---|

Coordinators Comments:

02.00565.00 – Off County Rd 6

| | | | | |
|--------------------------------|---------------|-------------------|----------|----------|
| R | R 02.00565.00 | COUNTY OF KANABEC | | |
| 2021 | | Deeded Acres: | 3.50 | |
| PT NW1/4 OF NE1/4 THAT LYING | | Plat: | Lot: | Blk: |
| N & E OF HWY 6, SUBJ TO .40 AC | | Desc: | | |
| HWY EASEMENT | | Sct: 08 | Twn: 039 | Rng: 024 |
| | | X: .00 | Y: .00 | Z: .00 |



02.01095.00 – ROW – Off County Rd 12

| | | | | |
|------------------------------|---------------|-------------------|----------|----------|
| R | R 02.01095.00 | COUNTY OF KANABEC | | |
| 2021 | | Deeded Acres: | 6.10 | |
| PT N1/2 OF NW1/4 6.10 R/W IN | | Plat: | Lot: | Blk: |
| NW COR (ROAD R/W) | | Desc: | | |
| | | Sct: 17 | Twn: 039 | Rng: 024 |
| | | X: .00 | Y: .00 | Z: .00 |



02.02145.00 – Fish Lake Park/Rest Area – Boat Launch off Hwy 65

| | | |
|--------------------------------|---------------|-------------------|
| R | R 02.02145.00 | COUNTY OF KANABEC |
| 2021 | | |
| PT NW1/4 OF NE1/4 BEG AT | Deeded Acres: | 7.37 |
| S1/4 COR OF SEC; THEN ELY | Plat: | Lot: Blk: |
| 220.9'; THEN SELY AT ANGLE OF | Desc: | |
| 118D19' 628' TO WATER LINE OF | Sct: 26 | Tw: 039 Rng: 024 |
| ANN RIVER THEN TURNING AN ANG | X: .00 | Y: .00 Z: .00 |
| OF 100D50' & FOL WATER LINE OF | | |
| ANN RIVER SWLY 683.5' TO 1/4 | | |
| SEC LINE TURNING AN ANG OF 50D | | |
| 26' & RUNNING N 984' TO POB | | |
| (PARK & REST AREA) | | |



04.00375.00 – Off Hwy 23 - Compost

| | | |
|---------------------------|---------------|-------------------|
| R | R 04.00375.00 | COUNTY OF KANABEC |
| 2021 | | |
| SE1/4 OF SW1/4 N OF GN RR | Deeded Acres: | 14.90 |
| | Plat: | Lot: Blk: |
| | Desc: | |
| | Sct: 05 | Tw: 039 Rng: 023 |
| | X: .00 | Y: .00 Z: .00 |



04.00945.00 – Off County Rd 1

| | | | | | |
|----------------------------|---------------|-------------------|---------|----------|--|
| R | R 04.00945.00 | COUNTY OF KANABEC | | | |
| 2021 | | | | | |
| PT SE1/4 OF NW1/4 E 10 RDS | | Deeded Acres: | .50 | | |
| OF W 26 RDS OF S 8 RDS | | Plat: | Lot: | Blk: | |
| | | Desc: | | | |
| | | Sct: 14 | Tw: 039 | Rng: 023 | |
| | | X: .00 | Y: .00 | Z: .00 | |



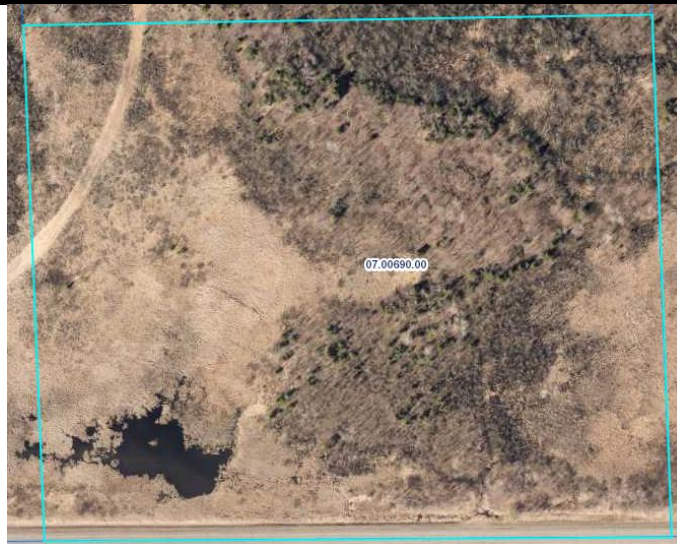
05.00980.00 – SE 40ac at the intersection of Olympic St & 360th Ave

| | | | | | |
|----------------|---------------|-------------------|---------|----------|--|
| R | R 05.00980.00 | COUNTY OF KANABEC | | | |
| 2021 | | | | | |
| NW1/4 OF NW1/4 | | Deeded Acres: | 40.00 | | |
| | | Plat: | Lot: | Blk: | |
| | | Desc: | | | |
| | | Sct: 26 | Tw: 042 | Rng: 023 | |
| | | X: .00 | Y: .00 | Z: .00 | |



07.00690.00 – North of Hwy 27

| | | |
|-------------------------------|---------------------------|-------------------|
| R | R 07.00690.00 | COUNTY OF KANABEC |
| 2021 | | |
| SW1/4 OF SW1/4 EX 4.32 AC HWY | Deeded Acres: 35.68 | |
| | Plat: Lot: Blk: | |
| | Desc: | |
| | Sct: 17 Twn: 042 Rng: 024 | |
| | X: .00 Y: .00 Z: .00 | |



08.01307.00 – ROW – no aerial needed

| | | |
|--|---------------------------|-------------------|
| R | R 08.01307.00 | COUNTY OF KANABEC |
| 2021 | | |
| PT W1/2 OF NE1/4 A PERPETUAL EASEMENT FOR PUBLIC RDWY OVER N 60' OF SAID W1/2 OF NE1/4, EX ANY EXISTING RDWY EASEMENTS OF RECORD | Deeded Acres: .68 | |
| | Plat: Lot: Blk: | |
| | Desc: | |
| | Sct: 27 Twn: 041 Rng: 024 | |
| | X: .00 Y: .00 Z: .00 | |

09.01885.00 – Near Ann Lake State boat launch – ROW?

| | | |
|------------|---------------------------|-------------------|
| R | R 09.01885.00 | COUNTY OF KANABEC |
| 2021 | | |
| LOTS 2 & 3 | Deeded Acres: | |
| | Plat: 09003 Lot: Blk: | |
| | Desc: AUD. SUBD. #20 | |
| | Sct: 02 Twn: 039 Rng: 025 | |
| | X: .00 Y: .00 Z: .00 | |



10.00625.00 – Part of County Park & Island (State owns balance of the Island)

| | | | | |
|----------------|---------------|-------------------|----------|----------|
| R | R 10.00625.00 | COUNTY OF KANABEC | | |
| 2021 | | Deeded Acres: | 40.00 | |
| SE1/4 OF NW1/4 | | Plat: | Lot: | Blk: |
| | | Desc: | | |
| | | Sct: 11 | Twn: 040 | Rng: 024 |
| | | X: .00 | Y: .00 | Z: .00 |



10.00655.00 – County Park?

| | | |
|-------------------------------|---------------------------|-------------------|
| R | R 10.00655.00 | COUNTY OF KANABEC |
| 2021 | | |
| PT NE1/4 OF SW1/4 E 4 RDS | Deeded Acres: 6.00 | |
| THEREOF & W 259' OF E 325' OF | Plat: Lot: Blk: | |
| N 675' | Desc: | |
| | Sct: 11 Twn: 040 Rng: 024 | |
| | X: .00 Y: .00 Z: .00 | |



10.01040.00 – Knife Lake Boat launch

| | | |
|----------------------------|---------------------------|-------------------|
| R | R 10.01040.00 | COUNTY OF KANABEC |
| 2021 | | |
| PT N1/2 OF NE1/4 THAT PT N | Deeded Acres: 2.60 | |
| OF CTY RD 19, EX 1040-10, | Plat: Lot: Blk: | |
| 1060-00, 1065-00 | Desc: | |
| | Sct: 15 Twn: 040 Rng: 024 | |
| | X: .00 Y: .00 Z: .00 | |



10.01055.00 – Part of Knife Lake

| | | | | | |
|--|---------------|-------------------|-----------|----------|--|
| R | R 10.01055.00 | COUNTY OF KANABEC | | | |
| 2021 | | Deeded Acres: | 175.32 | | |
| PT NE1/4 & PT OF W1/2 (PT OF KNIFE LAKE-LEGAL ON FILE) | | Plat: | Lot: | Blk: | |
| | | Desc: | | | |
| | | Sct: 15 | Twtn: 040 | Rng: 024 | |
| | | X: .00 | Y: .00 | Z: .00 | |



10.01390.00 – South of the dam

| | | |
|--------------------------------|---------------|---------------------------|
| R | R 10.01390.00 | COUNTY OF KANABEC |
| 2021 | | |
| PT NE1/4 OF NW1/4 | BEG 530' W | Deeded Acres: 4.36 |
| OF NE COR W 400' S 400' E 250' | | Plat: Lot: Blk: |
| S 200' E 150' N 600' TO POB | | Desc: |
| | | Sct: 22 Twn: 040 Rng: 024 |
| | | X: .00 Y: .00 Z: .00 |



10.04195.00 – Dedicated plat ROW

| | | |
|------------------------------|---------------------------|-------------------|
| R | R 10.04195.00 | COUNTY OF KANABEC |
| 2021 | | |
| ROAD R/W DEDICATED FROM PLAT | Deeded Acres: 6.70 | |
| | Plat: 10028 Lot: Blk: | |
| | Desc: HILLMAN ACRES | |
| | Sct: 34 Twn: 040 Rng: 024 | |
| | X: .00 Y: .00 Z: .00 | |



13.00921.00 – ROW – no aerial needed

| | | |
|--------------------------------|---------------------------|-------------------|
| R | R 13.00921.00 | COUNTY OF KANABEC |
| 2021 | | |
| HWY R/W EASEMENT DESC AS | Deeded Acres: 5.24 | |
| PERPETUAL EASEMENT 120' WIDE | Plat: Lot: Blk: | |
| OVER/ACROSS NE1/4 OF NE1/4, | Desc: | |
| SE1/4 OF NE1/4 & SE1/4, C/L OF | Sct: 19 Twn: 041 Rng: 022 | |
| EASEMENT DESC AS BEG AT SE COR | X: .00 Y: .00 Z: .00 | |
| SEC 19 THEN NLY 2641.5' M/L TO | | |
| PT ON N LINE OF SAID SE1/4 | | |
| 63.6' W OF NE COR OF SE1/4 | | |
| THEN NLY 2628.21' M/L TO PT ON | | |
| N LINE OF SAID NE1/4 144.78' W | | |
| FROM NE COR & THERE TERMINATE | | |

13.00956.00 – ROW – no aerial needed

| | | |
|--------------------------------|---------------|--------------------|
| R | R 13.00956.00 | COUNTY OF KANABEC |
| 2021 | | |
| HWY R/W EASEMENT DESC AS | Deeded Acres: | 1.18 |
| PERPETUAL EASEMENT 120' WIDE | Plat: | Lot: Blk: |
| OVER/ACROSS W1/2 OF SW1/4, C/L | Desc: | |
| OF EASEMENT DESC AS BEG AT SE | Sct: 20 | Twtn: 041 Rng: 022 |
| COR SEC 19-41-22 THEN NLY | X: .00 | Y: .00 Z: .00 |
| 2641.45' M/L TO PT ON N LINE | | |
| OF SE1/4 OF SAID SEC 19 63.6' | | |
| W FROM NE COR THERE & THERE | | |
| TERMINATING | | |

13.00990.00 – ROW – no aerial needed

| | | |
|-------------------------|---------------|--------------------|
| R | R 13.00990.00 | COUNTY OF KANABEC |
| 2021 | | |
| N 50' OF NW1/4 OF NE1/4 | Deeded Acres: | 1.52 |
| | Plat: | Lot: Blk: |
| | Desc: | |
| | Sct: 21 | Twtn: 041 Rng: 022 |
| | X: .00 | Y: .00 Z: .00 |

13.01000.00 – ROW – no aerial needed

| | | |
|-------------------------|---------------|--------------------|
| R | R 13.01000.00 | COUNTY OF KANABEC |
| 2021 | | |
| N 50' OF NW1/4 OF NE1/4 | Deeded Acres: | 1.52 |
| | Plat: | Lot: Blk: |
| | Desc: | |
| | Sct: 22 | Twtn: 041 Rng: 022 |
| | X: .00 | Y: .00 Z: .00 |

13.01336.00 – ROW – no aerial needed

| | | |
|--------------------------------|---------------|--------------------|
| R | R 13.01336.00 | COUNTY OF KANABEC |
| 2021 | | |
| HWY R/W EASEMENT DESC AS W 60' | Deeded Acres: | .68 |
| OF N 920' OF W 450' OF SW1/4 | Plat: | Lot: Blk: |
| EX N 175' OF W 282' THEREOF, & | Desc: | |
| W 60' OF N 350' OF SW1/4 OF | Sct: 29 | Twtn: 041 Rng: 022 |
| SW1/4 | X: .00 | Y: .00 Z: .00 |

13.01416.00 – ROW – no aerial needed

| | | |
|--------------------------------|---------------|--------------------|
| R | R 13.01416.00 | COUNTY OF KANABEC |
| 2021 | | |
| HWY R/W EASEMENT DESC AS E 60' | Deeded Acres: | .44 |
| OF S1/2 OF SE1/4 OF SE1/4 | Plat: | Lot: Blk: |
| | Desc: | |
| | Sct: 30 | Twtn: 041 Rng: 022 |
| | X: .00 | Y: .00 Z: .00 |

13.01421.00 – ROW – no aerial needed

| | | |
|--------------------------------|---------------|--------------------|
| R | R 13.01421.00 | COUNTY OF KANABEC |
| 2021 | | |
| HWY R/W EASEMENT DESC AS: E | Deeded Acres: | 1.84 |
| 60' OF N1/2 OF NE1/4 OF NE1/4, | Plat: | Lot: Blk: |
| E 60' OF N1/2 OF SE1/4 OF | Desc: | |
| NE1/4 & E 60' OF S1/2 OF N1/2 | Sct: 31 | Twtn: 041 Rng: 022 |
| OF NE1/4 & STRIP 40' WIDE ADJ | X: .00 | Y: .00 Z: .00 |
| & WLY OF ABOVE DESC STRIP DESC | | |
| AS W 40' OF E 100' OF S 50' OF | | |
| N1/2 OF SE1/4 OF NE1/4 & E 60' | | |
| OF S1/2 OF SE1/4 OF NE1/4 & | | |
| STRIP 40' WIDE ADJ & WLY OF | | |
| ABOVE DESC STRIP DESC AS W 40' | | |
| OF E 100' OF N 50' OF S1/2 OF | | |
| SE1/4 OF NE1/4 | | |

13.01455.00 – ROW – no aerial needed

| | | |
|--|---|-------------------|
| R | R 13.01455.00 | COUNTY OF KANABEC |
| 2021 | | |
| PT E1/2 OF SE1/4 E 50' & THAT LYING E OF FF LINE: BEG AT PT 744.6' W OF SE COR, NELY AT ANG OF 38D25' 527.1' THEN LEFT ON A 7D00' CURVE DELTA ANG 52D42' 752.8' TO PT 995.7' N OF SE COR, EX EXISTING RDWY | Deeded Acres: 6.45 Plat: Lot: Blk: Desc: Sct: 31 Twn: 041 Rng: 022 X: .00 Y: .00 Z: .00 | |

13.01476.00 – ROW – no aerial needed

| | | |
|---|---|-------------------|
| R | R 13.01476.00 | COUNTY OF KANABEC |
| 2021 | | |
| HWY R/W EASEMENT DESC AS W 60' OF NW1/4 OF SW1/4; W 60' OF NW1/4 & STRIP 40' WIDE ADJ & ELY OF ABOVE DESC STRIP, DESC AS E 40' OF W 100' OF N 100' OF S 759' OF SW1/4 OF NW1/4; & W 60' OF NW1/4 OF SW1/4 OF SW1/4 | Deeded Acres: 3.17 Plat: Lot: Blk: Desc: Sct: 32 Twn: 041 Rng: 022 X: .00 Y: .00 Z: .00 | |

15.00005.10 – ROW – no aerial needed

| | | |
|---|---|-------------------|
| R | R 15.00005.10 | COUNTY OF KANABEC |
| 2021 | | |
| HWY R/W EASEMENT DESC AS: PT W FR1/2 THAT LIES WITHIN 60' ELY & SELY OF FOLL DESC LINE: BEG AT SW COR SEC 1 THEN FOLL W SEC LINE NLY 349.56' THEN NELY ALONG 4D15'2" TANGENTIAL CURVE CONCAVE TO SE HAVING DELTA ANG OF 35D47'7" 841.92' THEN NELY ON BEARING OF N 35D 53'38" E 166.60' TO PT ON N LINE OF SEC 1, PT IS 643.88' W OF SE COR SEC 31-41-22 W & SAID LINE THERE TERMINATING EX EXISTING HWY EASEMENTS | Deeded Acres: 2.01 Plat: Lot: Blk: Desc: Sct: 01 Twn: 040 Rng: 023 X: .00 Y: .00 Z: .00 | |

15.00025.30 – ROW – no aerial needed

| | | |
|---|--|-------------------|
| R | R 15.00025.30 | COUNTY OF KANABEC |
| 2021 | | |
| HWY R/W EASEMENT DESC AS: PT E FR1/2 E 60' OF S 1000' THEREOF | Deeded Acres: .62 Plat: Lot: Blk: Desc: Sct: 02 Twn: 040 Rng: 023 X: .00 Y: .00 Z: .00 | |

15.00383.00 – ROW – no aerial needed

| | | |
|---|---|-------------------|
| R | R 15.00383.00 | COUNTY OF KANABEC |
| 2021 | | |
| HWY R/W EASEMENT DESC AS E 60' OF SEC 11 | Deeded Acres: 3.31 Plat: Lot: Blk: Desc: Sct: 11 Twn: 040 Rng: 023 X: .00 Y: .00 Z: .00 | |

15.00431.00 – ROW – no aerial needed

| | | |
|--|---------------|---|
| R | R 15.00431.00 | COUNTY OF KANABEC |
| 2021 | | |
| HWY R/W EASEMENT DESC AS W 60' OF NW1/4 OF NW1/4, W 60' OF SW1/4 OF NW1/4, W 60' OF N1/2 OF SW1/4 OF SW1/4, W 60' OF S1/2 OF SW1/4 OF SW1/4 & W 60' OF W 620' OF NW1/4 OF SW1/4 | | Deeded Acres: 2.89 Plat: Lot: Blk: Desc: Sct: 12 Twn: 040 Rng: 023 X: .00 Y: .00 Z: .00 |

15.00521.00 – ROW – no aerial needed

| | | |
|---|---------------|---|
| R | R 15.00521.00 | COUNTY OF KANABEC |
| 2021 | | |
| HWY R/W EASEMENT DESC AS W 60' OF SW1/4 & W 60' OF W1/2 OF NW1/4 & A STRIP 10' WIDE ADJNG & ELY OF ABOVE DESC STRIP DESC AS E 10' OF W 70' OF S 100' OF N 1155' & ALSO E 10' OF W 70' OF N 14' OF SW1/4 & E 10' OF W 70' OF S 36' OF NW1/4 | | Deeded Acres: 2.99 Plat: Lot: Blk: Desc: Sct: 13 Twn: 040 Rng: 023 X: .00 Y: .00 Z: .00 |

15.00581.00 – ROW – no aerial needed

| | | |
|--|---------------|---|
| R | R 15.00581.00 | COUNTY OF KANABEC |
| 2021 | | |
| HWY R/W EASEMENT DESC AS E 60' OF SE1/4 & STRIP 10' WIDE ADJOINING & WLY OF ABOVE DESC STRIP DESC AS W 10' OF E 70' OF S 100' OF N 1155' & W 10' OF E 70' OF N 14' ALL IN SE1/4 | | Deeded Acres: 1.35 Plat: Lot: Blk: Desc: Sct: 14 Twn: 040 Rng: 023 X: .00 Y: .00 Z: .00 |

15.01481.00 – ROW – no aerial needed

| | | |
|--------------------|---------------|---|
| R | R 15.01481.00 | COUNTY OF KANABEC |
| 2021 | | |
| CO RD 11 R/W (60') | | Deeded Acres: 2.52 Plat: Lot: Blk: Desc: Sct: 28 Twn: 040 Rng: 023 X: .00 Y: .00 Z: .00 |

22.00125.00 – Part of the Jail site

| | | |
|---|---------------|--|
| R | R 22.00125.00 | COUNTY OF KANABEC |
| 2021 | | |
| THAT PT SW1/4 OF SE1/4 LYING S OF RR & N OF LOTS 1 & 12, BLK 7 OF ORIGINAL TOWN (JAIL SITE) | | Deeded Acres: Plat: Lot: Blk: Desc: Sct: 11 Twn: 039 Rng: 024 X: .00 Y: .00 Z: .00 |



22.00145.00 – Part of the Courthouse site

| | | | | |
|------------------------------|---------------|-------------------|-----------|----------|
| R | R 22.00145.00 | COUNTY OF KANABEC | | |
| 2021 | | | | |
| PT SW1/4 OF SE1/4 LYING N OF | | Deeded Acres: | .17 | |
| RR & S OF BLK 6 ORIG TOWN | | Plat: | Lot: | Blk: |
| | | Desc: | | |
| | | Sct: 11 | Twtn: 039 | Rng: 024 |
| | | X: .00 | Y: .00 | Z: .00 |



22.00830.00 – ROW – no aerial needed (SW corner of intersection of E Maple & N Grove St)

| | | | | |
|-----------------|---------------|---------------------|-----------|----------|
| R | R 22.00830.00 | COUNTY OF KANABEC | | |
| 2021 | | | | |
| S 25' OF LOT 34 | | Deeded Acres: | | |
| (HIGHWAY) | | Plat: 22001 | Lot: | Blk: |
| | | Desc: AUD. SUBD. #2 | | |
| | | Sct: 11 | Twtn: 039 | Rng: 024 |
| | | X: .00 | Y: .00 | Z: .00 |

22.02790.00 – Parking lot west of the courthouse – no aerial needed

| | | | | |
|--------------------------------|---------------|-----------------------------|-----------|----------|
| R | R 22.02790.00 | COUNTY OF KANABEC | | |
| 2021 | | | | |
| LOTS 1 & 2 & N 30' LOT 3 BLK 5 | | Deeded Acres: | | |
| PARKING LOT ON VINE & MAPLE | | Plat: 22016 | Lot: | Blk: |
| | | Desc: ORIGINAL TOWN OF MORA | | |
| | | Sct: 11 | Twtn: 039 | Rng: 024 |
| | | X: .00 | Y: .00 | Z: .00 |

22.02810.00 – Courthouse – no aerial needed

| | | | | |
|--------------|---------------|-----------------------------|-----------|----------|
| R | R 22.02810.00 | COUNTY OF KANABEC | | |
| 2021 | | | | |
| (COURTHOUSE) | | Deeded Acres: | | |
| | | Plat: 22016 | Lot: | Blk: 006 |
| | | Desc: ORIGINAL TOWN OF MORA | | |
| | | Sct: 11 | Twtn: 039 | Rng: 024 |
| | | X: .00 | Y: .00 | Z: .00 |

22.02815.00 – Jail – no aerial needed

| | | | | |
|--------------------------------|---------------|-----------------------------|-----------|----------|
| R | R 22.02815.00 | COUNTY OF KANABEC | | |
| 2021 | | | | |
| ALL BLOCK 7 EX THAT PT LOTS 7 | | Deeded Acres: | | |
| & 8, BLK 7 LYING WLY OF E 50' | | Plat: 22016 | Lot: | Blk: |
| OF SAID LOTS 7 & 8; & EX THAT | | Desc: ORIGINAL TOWN OF MORA | | |
| PT LOTS 5,6,7 & 8, BLK 7 DESC | | Sct: 11 | Twtn: 039 | Rng: 024 |
| AS BEG AT SE COR OF SAID BLK 7 | | X: .00 | Y: .00 | Z: .00 |
| THEN NLY ALONG E LINE OF SAID | | | | |
| BLK 7 78' THEN WLY, PAR WITH S | | | | |
| LINE OF SAID BLK 7, 199.74' | | | | |
| M/L TO W LINE OF E 50' OF SAID | | | | |
| LOT 8 THEN SLY ALONG W LINE OF | | | | |
| E 50' OF SAID LOTS 7 & 8, 78' | | | | |
| M/L TO S LINE OF SAID BLK 7 | | | | |
| THEN ELY ALONG SAID S LINE TO | | | | |
| POB (JAIL SITE) | | | | |

22.02835.00 – Blue house on the corner of Forest & Elm

| | | |
|---|---------------|--|
| R | R 22.02835.00 | COUNTY OF KANABEC |
| 2021 | | |
| THAT PT LOTS 5,6,7 & 8, BLK 7 DESC AS BEG AT SE COR OF SAID BLK 7, THEN NLY ALONG E LINE OF SAID BLK 7, 78' THEN WLY, PAR WITH S LINE OF SAID BLK 7 199.74' M/L TO W LINE OF E 50' OF SAID LOT 8 THEN SLY ALONG W LINE OF E 50' OF SAID LOTS 7 & 8, 78' M/L TO S LINE OF SAID BLK 7 THEN ELY ALONG SAID S LINE TO POB | | Deeded Acres: Plat: 22016 Lot: Blk: Desc: ORIGINAL TOWN OF MORA Sct: 11 Twn: 039 Rng: 024 X: .00 Y: .00 Z: .00 |



22.05955.00 – Highway/Public Services buildings – no aerial needed

| | | |
|--|---------------|---|
| R | R 22.05955.00 | COUNTY OF KANABEC |
| 2021 | | |
| LOTS 4 & 5 BLK 1; LOTS 1,2,3 & 4 BLK 2, LOTS 1-6 BLK 6, LOTS 4-6 BLK 7 & VAC 3RD ST SE & VAC 3RD AVE SE BETW LOT 5 BLK 1 & LOT 4 BLK 7 & VAC 3RD AVE BETW 2ND & 3RD ST SE | | Deeded Acres: Plat: 22032 Lot: Blk: Desc: KRAWIECKI'S 1ST ADDN TO THE VI Sct: 12 Twn: 039 Rng: 024 X: .00 Y: .00 Z: .00 |

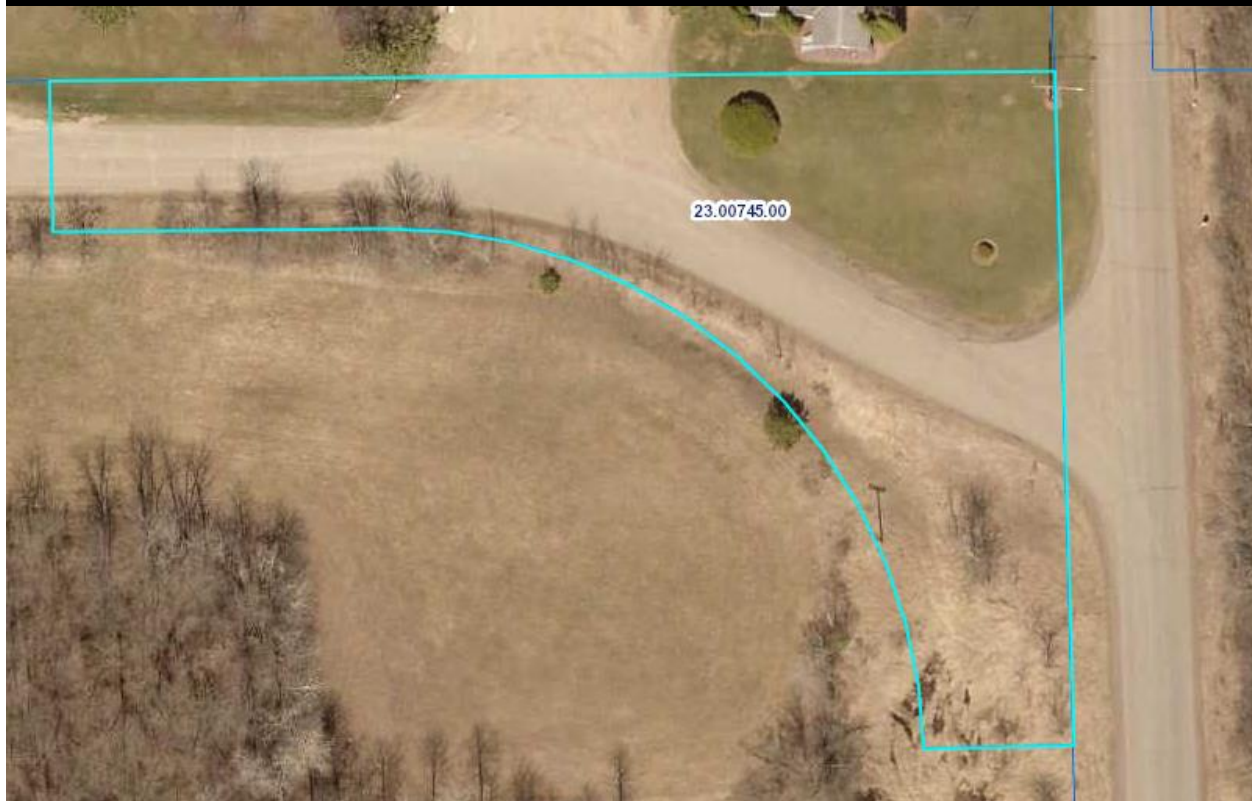
22.06430.00 – Vacant lot to the east of Timber Trails --- 22.06430.10 – Timber Trails

| | | |
|--|---------------|---|
| R | R 22.06430.00 | COUNTY OF KANABEC |
| 2021 | | |
| E 416' OF LOT 1 BLK 2 | | Deeded Acres: 2.88 Plat: 22038 Lot: Blk: Desc: MORA INDUSTRIAL PARK 1ST ADDN Sct: 12 Twn: 039 Rng: 024 X: .00 Y: .00 Z: .00 |
| R | R 22.06430.10 | COUNTY OF KANABEC |
| 2021 | | |
| PT LOT 1 BLK 2 LYING W OF E 416' OF SAID LOT 1 | | Deeded Acres: 1.78 Plat: 22038 Lot: Blk: Desc: MORA INDUSTRIAL PARK 1ST ADDN Sct: 12 Twn: 039 Rng: 024 X: .00 Y: .00 Z: .00 |



23.00745.00 – Street in Ogilvie

R 2021 R 23.00745.00 COUNTY OF KANABEC
 Deeded Acres:
 Plat: 23004 Lot: Blk:
 Desc: STATE SUBD.
 Sect: 26 Twn: 039 Rng: 025
 X: .00 Y: .00 Z: .00
 PT LOT 30 THAT LIES NELY OF A
 LINE RUN PAR WITH & DIST 50'
 SWLY OF FF DESC LINE: FROM NE
 COR OF SW1/4 OF SW1/4 SEC 26
 RUN WLY ON N LINE 336.3' ELY
 100' TO POB OF LINE TO BE DESC
 DEFL RT 23D00'00" CURVE 378.1'
 & THERE TERMINATING (STREET)



Agenda Item #8

November 3, 2020

REQUEST FOR BOARD ACTION

| | |
|--|---|
| a. Subject: Comprehensive Planning Update | b. Origination: Board |
| c. Estimated time: 10 minutes | d. Presenter(s): Kris McNally, Coordinator |

e. Board action requested:

f. Background:

At the October 20, 2020 Board Meeting it was requested that the Coordinator gather information on the Comprehensive Planning process.

ECRDC was used for the facilitation of the comprehensive planning process for the City of Mora, Brunswick Township and Knife Lake Township several years ago. ECRDC said they do not know if they currently have the capacity to take on county comprehensive planning due to their current focus on COVID-19 response and mitigation and related business assistance. Prior to the COVID-19 epidemic, they assisted Mille Lacs County with a strategic plan with a land use component, but not a full land-use focused comprehensive plan.

The City of Mora is using Hometown Planning out of Alexandria for their Comprehensive Plan update this time. Approximately cost is \$15,250.

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #9

November 3, 2020

REQUEST FOR BOARD ACTION

| | |
|-------------------------------------|---|
| a. Subject: 2021 Budget | b. Origination: Board |
| c. Estimated time: 5 minutes | d. Presenter(s): Kris McNally, Coordinator |

e. Board action requested:

Discuss next steps for finalization of 2021 budget

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments: