



# Kanabec County Board of Commissioners

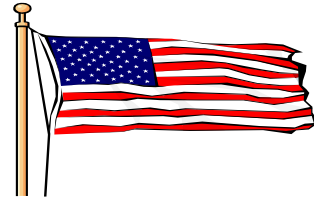
## Regular Meeting Agenda The Meeting of April 6, 2021

- Due to COVID-19 safety protocol, this 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 attending the meeting in-person, the total number of persons (including commissioners) will be limited and social distancing/safety protocol will be in effect.

**To be held via WebEx telephone call or video meeting:**

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

Access Code: 187 228 2583



**Video Meeting link:**

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=macd64ee7f4a4543f63f21bf408a5ff19>

Meeting number: 187 228 2583

Password: q6zNS3picJ3

**To be held at:**

**Kanabec County Courthouse  
Basement Meeting Rooms 3 & 4  
18 North Vine Street  
Mora, MN 55051**

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

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

The audience is invited to join the board in pledging allegiance:

*I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible with Liberty and Justice for all*

- 9:00am a. Pledge of Allegiance  
b. Agenda approval

9:05am Recess county board to a time immediately following the CHB.  
**Community Health Board**

9:30am Brian Smith, County Sheriff -Request to Hire Part-Time Deputy & Full-Time Jail Office Assistant

9:40am Kim Christenson, HR Specialist & Marie Sward, Deputy Auditor/Finance – Payroll System

10:00am Kim Christenson, HR Specialist- Request to Terminate a Vehicle Lease from Vehicle Pool

10:15am Laura Krist, Extension- Request to Hire Summer Assistant

**10:30am Public Comment** Telephone call-in number for public access: 1-408-418-9388

Access Code: 187 228 2583

10:45am Chad Gramentz, Public Works

11:05am LuAnn Blegen, Temporary Court Operations Analyst 10th Judicial District - Memorandum of Understanding Between the State of Minnesota, Tenth Judicial District and the County of Kanabec for a Court Construction Project and Related Reimbursement

11:30am Robbie Anderson, Deputy Auditor, Property & Tax- Tax Forfeit Informal Sales

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
  - a. Revenue Fund
  - b. Road & Bridge
4. Consent Agenda
  - a. SCORE Claims
  - b. Gambling Request- Knife Lake Sportsman's Club
5. Resolution Authorizing Action to Seek USDA Loan Reclassification (Hospital Bonds)
6. Policy Review (continued from 3/16/21 meeting):
  - a. Policy A-121 Bulletin Boards
  - b. Policy A-103 Building Use
7. Future Agenda Items
8. CLOSED SESSION- Union Negotiations–(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
9. Discuss any other matters that may come before the County Board

ADJOURN

**Kanabec County Community Health Board**  
**AGENDA**  
**Tuesday April 6, 2021**  
**9:05 a.m.**

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
  - Staffing – Family Health PHN/RN replacement
  - Coronavirus Update/Response Activities
  - Women, Infant and Children Supplemental Nutrition Program Increased Administration Funding Available
  - Transit Update
    - Contract Amendment/Face Mask Policy page 3-13
      - Action requested
      - See attached Face Mask Policy, Contract Amendment and resolution
    - Ridership
    - Future Bus Replacement
    - Next Operating Contract Solicitation
4. 4<sup>th</sup> Quarter 2020 Report
  - See attached report page 14-27
5. South Country Health Alliance Delegation Agreement Amendment
  - Action requested
  - See attached Amendment and resolution page 28-35
6. U Care Agreement Amendment
  - Action requested
  - See attached Amendment and resolution page 36-38
7. Financial Reports – see attached
  - Trial Balance page 39-40
  - January 2021 Financial Report page 41
8. Abstract Approval
  - Action Requested
  - See attached Abstract and Vendor List page 42-48
9. Other Business
10. Adjourn

Kanabec County Community Health/Timber Trails  
Director's Report  
April 2021

**Community Health Report**

**Staffing:**

After receiving permission from this Board in March to fill the vacant Family Home Visiting Nurse position, a job posting went out and only one application was received. The open position has been reposted with the hope that additional applications will come in so that interviews can take place soon.

**Coronavirus information and response activities:**

Information changes constantly. Current information will be provided at the meeting.

**Women, Infant and Children Supplemental Nutrition Program Increased Administrative Funding Available:**

Kanabec County was made aware of the ability to request an increase in administrative funds for infrastructure projects/upgrades to space. We are currently assessing the possibility of using these funds for some minor changes to the WIC Clinic area to make it more efficient for staff as well as to upgrade some outdated equipment such as baby scales, adult scales, office chairs, and hemoglobin machines. The Program simply needs to provide a request to the State and they will let us know if they will fund it. If approved by the State we will receive a notification of approval and we can proceed. We will receive the funds through the regular reimbursement/payment process.

**Transit update:**

**Contract amendment/face mask policy:**

MNDOT is amending the contract for a second time. The main change is to extend the \$0.00 (zero) local match provision for the remainder of 2021. The Master Agreement also now includes a requirement for systems to have a face mask policy based on CDC guidelines. Helen and Barb worked together to create a policy and that has been provided in your board packet for review. Each bus will have a supply of disposable face masks and will offer one to anyone trying to board without a mask. If the rider declines it will be assumed they have an exemption.

**- See attached Mandated Face Mask policy, 2020 – 2021 Contract Amendment and resolution**

**-Action requested**

**Ridership:**

Ridership has been increasing over the last 30 days. The system has not resumed to pre-pandemic levels yet as there are still restrictions in place for some of the contract partners such as Phase/Industries.

**Future bus replacement:**

It is in the plan to replace a bus in 2021 but it does not appear that TTPT will take delivery of that bus until 2022. The local match on the purchase will be 10% rather than the usual 20% because of a special solicitation the state won to update the statewide fleet. The bus to be replaced is Unit #13 which has a current mileage of 168,220 and is a model year 2014. TTPT is working to develop a reasonable bus replacement schedule – amounting to a replacement bus each year.

**Next operating contract solicitation:**

The next operating contract solicitation from MN/DOT will be for the year 2022 and will be a single year contract due to the unknowns due to the pandemic. MN/DOT has assured that TTPT will not be asked to merge into another system for 2022 but they are not willing to guarantee anything beyond 2022. More information regarding the solicitation are expected in May and the deadline for solicitation will be July 30, 2021. TTPT does not anticipate any changes to the current service design.





Kanabec County  
Timber Trails Public Transit  
905 East Forest Ave.  
Mora, MN 55051

POLICY: FACE MASK MANDATE-FTA/CDC  
US Presidential Executive  
Order 13998

Policy # 463

EFFECTIVE DATE:  
FEBRUARY 1, 2021  
APPROVED BY:  
HELEN PIEPER  
APPROVAL DATE:  
FEBRUARY 1, 2021

DIRECTIVE:

To comply with CDC Mandate Requiring use of Face Masks on Transit Buses.

***Kanabec County – Timber Trails Public Transit receives funding as a sub-recipient of Federal Transit Administration funds through MN/DOT. As such we are mandated to implement the following policy as outlined by the CDC.***

***Summary of CDC Order***

All conveyance operators (transit systems) transporting persons into and within the United States must require all person onboard or at transportation hubs where passengers are picked up or discharged to wear masks over the mouth and nose when traveling or waiting. Operators must use best efforts to ensure that any person on the conveyance wears a mask when boarding, disembarking, and for the duration of travel, which include:

- Boarding only those person who wear masks;
- Instructing persons that Federal law requires wearing a mask on the conveyance and failure to comply constitutes a violation of Federal Law;
- Monitoring persons onboard the conveyance for anyone who is not wearing a mask and seek compliance from such persons;
- At the earliest opportunity, disembarking any person who refused to comply; and
- Providing person with prominent and adequate notice to facilitate awareness and compliance of the requires of this Order to wear a mask; best practices may include, if feasible, advance notifications on digital platforms, such as on apps, websites, or email; posted signage in multiple languages with illustrations; printing the requirement on transit ticket; or printing the requirement on transit tickets;; or other methods as appropriate.

PROCEDURE:

***Passengers***

All passengers **must** wear face masks covering the mouth and nose while riding a Kanabec County – Timber Trails Public Transit bus.



Kanabec County  
Timber Trails Public Transit  
905 East Forest Ave.  
Mora, MN 55051

## **Exemptions from the Order**

### ***Children***

**Children under age two (2) are exempt from the Order**

### ***Persons with Disabilities***

**A person with a disability who cannot wear a mask or cannot safely wear a mask because of a disability as defined by the ADA**

*(The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability.)*

### ***Risk of workplace health, safety or job duty***

**A person for whom wearing a mask would create a risk to the workplace health, safety, or job duty as determined by the relevant workplace safety guideline or Federal regulations.**

### **RESPONSIBILITIES:**

Timber Trails' drivers will ask that all riders wear a face mask while using the bus. Masks will be provided for riders who do not have one. If a rider responds that he/she is exempt (see exemptions listed above) from using a mask, the driver will allow the rider to board and ride.

**Federal Award Information Cover Sheet**

**NOTICE TO SUBRECIPIENT:** This is a subaward of federal financial assistance from the State of Minnesota ("Recipient/pass-through entity") to Kanabec County ("Subrecipient").

<b>(i) Subrecipient Name:</b> Kanabec County	<b>(ii) Subrecipient DUNS Number:</b> 017296687
<b>(xi) CFDA Name:</b> Formula Grants for Rural Areas	<b>(x) CFDA Number:</b> 20.509
<b>(iii) Federal Award Identification Number:</b> MN-2019-018-00 MN-2020-018-00	<b>(iv) Federal Award Date:</b> 7/5/2019 4/20/2020

<b>(xii) Is the Award for Research and Development?</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>(ix) Federal Award Project Description:</b> Transit Operating Assistance		
<b>(v) Subaward Period of Performance Start and End Date:</b> 1-1-2020 or upon execution, whichever is later until 12-31-2021		

<b>(xiii) Indirect Cost rate for the Federal award:</b> 10% or approved indirect cost rate	<b>(vii) Total Amount of Federal Funds Obligated to the subrecipient:</b> \$377,506 (Cares Act FTA Funds) + \$29,531.57 (FTA 5311 Funds)
<b>(vi) Amount of Federal Funds Obligated by this Action:</b> \$377,506 Cares Act FTA Funds \$29,531.57 (Amount of Original FTA Funds now receiving at 80%)— see box (vii)	<b>(viii) Total Amount of the Federal Award:</b> \$407,037.57

**(x) Contact for Federal Agency:**

**Agency:** Federal Transit Administration  
**Name:** William Wheeler  
**Address:** USDOT FTA, 200 West Adams Street,  
Suite 320, Chicago Illinois, 60606  
**Phone:** 312-353-2639  
**Email:** [William.wheeler@dot.gov](mailto:William.wheeler@dot.gov)

**(x) Contact for State Agency:**

**Agency:** State of Minnesota  
**Name:** Tina Neary  
**Address:** 395 John Ireland Blvd., St. Paul, MN  
55155  
**Phone:** 218-725-2812  
**Email:** [christine.neary@state.mn.us](mailto:christine.neary@state.mn.us)

(Cover Sheet is federal award information provided to the subrecipient and is not part of the Grant Agreement.)

**AMENDMENT #2 2020 – 2021 PUBLIC TRANSIT PARTICIPATION PROGRAM OPERATING  
GRANT AGREEMENT**

Contract Start Date:	<u>January 1, 2020</u>	Original Contract Amount:	<u>\$1,291,000.00</u>
Orig. Contract Exp. Date:	<u>December 31, 2021</u>	Prev. Amendment(s) Total:	<u>N/A</u>
Amended Exp. Date	<u>N/A</u>	Current Amendment Amount:	<u>\$0.00</u>
		Current Contract Total	<u>\$1,291,000.00</u>

Project Identification :	<u>2020 – 2021 Public Transit Participation Program Operating Grant Agreement</u>		
	<u>TRF-9101-20</u>		
State Project (SP):	<u>TRF-9101-21</u>	Trunk Highway #:	<u>N/A</u>
CFDA # :	<u>20.509</u>		

This amendment is by and between the State of Minnesota, acting through its Commissioner of Transportation ("State") and Kanabec County, a governmental agency (Recipient).

**Recitals**

1. The State has a Grant Agreement with Recipient identified as MnDOT Contract Number 1035592 ("Original Contract") to administer state financial assistance for transit operations under the *Public Transit Participation Program* under Minnesota Statutes, Section 174.24 and to administer federal financial assistance under the Federal Transit Administration (FTA) Section 5311 *Rural Area Formula Grants Program*.
2. Amendment #2 is to update Exhibit 1A to revise the *Financial Assistance and Payment Schedule* as reflected in Exhibit 1B.
3. The State and the Recipient are willing to amend the Original Contract as stated below.

**Contract Amendment**

In this Amendment #2, deleted contract terms will be ~~struck-out~~ and the added contract terms will be underlined.

**REVISION 1. Article 2, Section 2.2.1 "LOCAL SHARE OF OPERATING COSTS"** is amended as follows:

RECIPIENT will provide a Local Share in an amount as indicated in ~~Exhibit 1A~~ Exhibit 1B, *Financial Assistance and Payment Schedule*, which is attached and incorporated into this Grant Agreement.

**REVISION 2. Article 3, Section 3.2.2 "STATE FUNDING AND PAYMENT SCHEDULE"** is amended as follows:

Payments will be made based on RECIPIENT's compliance of Clause 2.5.2 of this Grant Agreement. STATE will fund RECIPIENT on a quarterly basis. The payment schedule is attached and incorporated into the Grant Agreement as ~~Exhibit 1A~~ Exhibit 1B, *Financial Assistance and Payment Schedule*.

**REVISION 3. Article 3, Section 3.2.4 "PAYMENT OF FEDERAL SHARE OF OPERATING COSTS"** is amended as follows:

Payments will be made based on RECIPIENT's compliance with Clauses 2.5.2 and 2.6 of this Grant Agreement. STATE will pay RECIPIENT the federal share of operating costs based on the

percentage of the operating deficit provided in ~~Exhibit 1A~~ Exhibit 1B, *Financial Assistance and Payment Schedule*.

The terms of the Original Contract are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

***THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.***

**GRANTEE**

The GRANTEE certifies that the appropriate person(s) have executed the contract on behalf of the GRANTEE as required by applicable articles, by laws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: Transit Director

Date: \_\_\_\_\_

**AND**

By: \_\_\_\_\_

Title: Director/CHS Administrator

Date: \_\_\_\_\_

**2. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

PO No.: \_\_\_\_\_

**3. DEPARTMENT of TRANSPORTATION**

By: \_\_\_\_\_

Title: Office or Program Director, Office of Transit and Active Transportation

Date: \_\_\_\_\_

**4. OFFICE of FINANCIAL MANAGEMENT – GRANT UNIT**

By: \_\_\_\_\_

Title: Agency Grant Supervisor/OR Designee

Date: \_\_\_\_\_

**5. OFFICE of CONTRACT MANAGEMENT**

By: \_\_\_\_\_

Title: MnDOT Contract Administrator

Date: \_\_\_\_\_

**FINANCIAL ASSISTANCE AND PAYMENT SCHEDULE**

<b>Legal Name</b>	<b>Kanabec County</b>	
<b>Time Period:</b>	<b>January-February 2020*</b> BlackCat UPIN: BCG0004941	<b>Starts March 1, 2020*</b> BlackCat UPIN: BCG0005226
<b>Contract Number</b>	<b>Amendment #2 to #1035592</b>	
<b>Contract Type or Program</b>	<b>5311- Operating</b>	<b>CARES Act- Operating</b>
<b>Local Share Amount</b>		
Total Operating Cost	\$107,583.00	\$1,183,417.00
Statutory % (Local Share)	15%	0%
Statutory Local Share Amount	\$16,137.45	\$0.00
Estimated Operating Revenue Amount		\$63,250.00
<b>Federal Share Amount</b>		
	<b>Cares Act Federal Funds at 100%</b>	
	<b>Local Share 0%</b>	
Total Operating Cost		\$1,183,417.00
Estimated Operating Revenue Amount (Proposed 75% reduction in revenues from application due to COVID-19)		\$63,250.00
Operating Deficit		\$1,120,167.00
Federal Share Amount-100% (CARES Act Federal Funds)		\$377,506.00
Local Share 0%		
Operating Deficit minus Federal Share Amount at 100% (CARES Act Funds)		\$742,661.00
Local Share 0%		
Total State Share Amount		
<b>Federal Share</b>		
	<b>Federal Non-Cares Act Funds 29%</b>	
Total Operating Cost	\$107,583.00	
Estimated Operating Revenue Amount (Proposed 75% reduction in revenues from application due to COVID-19)	\$5,750.00	
Operating Deficit Amount	\$101,833.00	
% of Non CARES Act- Federal Funds	29.00	
Federal Share Amount - Non CARES Act Funds	\$29,531.57	
<b>State Share</b>		
Total Operating Cost	\$107,583.00	\$1,183,417.00
Statutory Local Share Amount	\$16,137.45	
Estimated Operating Revenue Amount		\$63,250.00
Federal Share Amount at 100% (CARES Act Funds)	\$0.00	\$377,506.00
Local Share 0%		
Federal Share Amount - Non CARES Act Funds (at 29%)	\$29,531.57	\$0.00
State Share Amount	\$61,913.98	\$742,661.00
<b>Total State Share Amount:</b>		<b>\$804,574.98</b>

Exhibit IB



Payment of State Funds			
	Due Date By	Total Amount	Total Amount
1st	1/31/2020	\$100,375.00	
2nd	4/30/2020	\$100,375.00	
3rd	7/31/2020		\$0.00
4th	10/31/2020		\$116,747.00
5th	1/31/2021		\$116,747.00
6th	4/30/2021		\$123,443.75
7th	7/31/2021		\$123,443.75
8th	10/31/2021		\$123,443.48
State Payments (Total by column)		\$200,750.00	\$603,824.98
<b>Total State Payments:</b>		<b>\$804,574.98</b>	

**\*NOTES\***

Federal Payments will be made quarterly on reimbursement basis, calculated on the Operating Deficit reported.

State Payments will be evaluated at the end of each quarter. State Payment amounts may be adjusted based on the Operating Deficit.

*Kanabec County*  
Resolution Number

*Revised Contract Year 2020 Public Transit Participation Grant Program (5311 – Operating)*

Resolved that *Kanabec County* enters into an Agreement with the State of Minnesota to provide public transit service in Kanabec County, and


Further resolved that *Kanabec County* agrees to provide a local share of up to 15 percent of the total operating cost and up to 20 percent of the total capital costs.

Further resolved that *Kanabec County* agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

Further resolved that the *Kanabec County* authorizes the *Transit Director* and/or *Director/CHS Administrator* to execute the aforementioned Agreement and any amendments thereto.

**CERTIFICATION**

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the *Kanabec County Board of Commissioners* at a duly authorized meeting thereof held on June 12, 2019.

  
Kris McNally  
County Coordinator

Date: June 12, 2019

(Format for resolution supplied by Mn/DOT)

*Kanabec County*  
Resolution Number

*Revised Contract Year 2020 Public Transit Participation Grant Program (5311 – Operating)*

WHEREAS, Kanabec County has an Agreement with the State of Minnesota identified as MNDOT Contract Number 1035592 to provide public transit service in Kanabec County under MN Stat, Section 174.24, and

WHEREAS, the State of Minnesota has submitted Amendment # 2 to update Exhibit 1A to revise the Financial Assistance and Payment Schedule reflected in Exhibit 1B, and

WHEREAS, The State and Kanabec County, dba Timber Trails Public Transit are willing to amend the Original Contract with revisions to Article 2, Section 2.2.1 “Local Share of Operating Costs” which will be reduced to 0%; Article 3, Section 3.2.2 “State Funding and Payment Schedule” which states payments will be made based on recipient’s compliance of Clause 2.5.2 of the Grant Agreement. State will fund recipient on a quarterly basis; and Article 3, Section 3.2.4 “Payment of Federal Share of Operating Costs” which states that payments will be made based on recipients’ compliance with Clauses 2.5.2 and 2.6 of the Grant Agreement. The State will pay the recipient the federal share of operating costs based on the percentage of the operating deficit provided in Exhibit 1B, Financial Assistance and Payment Schedule.

THEREFORE BE IT RESOLVED that Kanabec County Board authorizes the Transit Director and/or Director/CHS Administrator to execute the aforementioned Amendment.

**CERTIFICATION**

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the Kanabec County Board of Commissioners at a duly authorized meeting thereof held on April 6, 2021.

Dated: April 6, 2021

\_\_\_\_\_  
Kris McNally  
County Coordinator

**Kanabec County Community Health**  
**Report to County Board**  
**October - December 2020**

**Major Highlights**

COVID response has taken up the majority of the Director's time as well as that of numerous staff. The Public Health response is being conducted by the Department Operations Center made up of the Incident Commander – Public Health Director, Planning Chief – Kate Mestnik, PHEP Coordinator, Public Information Officer(s)/Public Education – Patti Miller, Lori Swanson; Lead Case Investigator, Ashley Berg, Vaccination Leads – Elsa Ring, Autumn Olson, Renee Petersen and Farrah Gajewski in general support. Each of these staff have played and will continue to play an integral role in the COVID response.

Activities include (but are not limited to):

- Responding to community complaints about noncompliance with mandates
- Providing businesses education and support around the importance of compliance with public health mitigation measures
- Continued public messaging and dispelling of misinformation
- Providing technical assistance on COVID plans for community events
- Providing information and support to the education systems
- Planning for COVID vaccination clinics
- Conducting Case Investigation and Contact Tracing
- Assisting County Departments with COVID related questions – mostly around COVID Exposure/Isolation/Quarantine
- Participating in local, regional and statewide calls/groups

**There is truly a very skilled and dedicated team working on the COVID response and also those maintaining services for those who need them. The community is very fortunate to have them working on their behalf. It has been very difficult and often thankless work and I could not be more proud of the team!**

**Audits/Reporting**

- MN Department of Health conducted a Home Care Survey. There were issues to correct and a return visit is anticipated in January.

**Strategic Plan / Community Health Assessment / Community Health Improvement Plan**

The strategic plan, community health assessment and community health improvement plan has been postponed indefinitely. The Director as well as other public health staff continue to work on these as time permits and will submit as soon as they are complete.

**Trends**

- Difficult to determine trends at this time.

**Thinking Ahead**

- Kanabec County Community Health will be working with Welia Health, local skilled nursing facility and assisted living facilities to create a vaccination plan for the first phase of COVID vaccination. Discussions will also begin regarding vaccinating other populations.

## Concerns and Challenges

- Home Care continues to deal with Medicare Rule changes and billing. All changes require process updates and billing updates and often coordination with our software to ensure everything is aligned. Our case mix which is heavier in MA, VA, and Waiver makes it difficult to reach revenue projections.
- Sharing a tax identification number with Welia Health confuses most insurance companies and much time is devoted to explaining that we are both County owned but provide different services. Payment is sometimes denied because of this and we have to fight to explain and be paid.

The following pages provide more detail about the programs provided through Kanabec County Community Health.

## *Family Health*

*Reporter: Ashley Berg, Family Health Supervisor*

## Major Highlights

### **WIC (Women, Infant and Children)/ Maternal-Child Health Programs:**

- WIC participation has remained steady during the 4th quarter. WIC served an average of 467 participants/month during 4<sup>th</sup> quarter.
- All WIC appointments were completed virtually/by phone during 4<sup>th</sup> quarter and this will continue through mid-May in adherence with WIC guidelines.
- Efforts to increase participation rates and numbers continue. WIC staff are educating participants on the Minnesota My WIC App and assisting them to install this on their phones to receive appointment reminder messages. WIC staff continues to call all missed appointments to reschedule them. Reminder phone calls are also made to scheduled WIC appointment the day before.
- Prenatal clients continue to receive PHN assessments and breastfeeding support with their WIC appt.
- Support for breastfeeding mothers continues to be offered. The WIC coordinator continues to support and participate in the East Central Breastfeeding Coalition. The last meeting held was virtually on October 15<sup>th</sup>, 2020 and the December 2020 meeting was cancelled due to increased COVID activities.
- WIC coordinator continues to serve as the Chair on the WIC Advisory Group.
- eWIC feedback from staff and families continues to be positive and is truly a blessing to have during this pandemic! Having eWIC fully operational has made the transition to telephone only WIC appointments manageable.
- Many families are thankful to participate over the phone and not risk COVID-19 exposure in office.
- We continue to provide services to families as a result of referrals from Welia and residents from the Recovering Hope Treatment Center.

### **Family Home Visiting Programs:**

- The Family Home Visiting Community Advisory Group (CAG) did not meet this quarter due to COVID and scheduling. Meetings are generally held quarterly. An email with updates and outreach material was sent out to all CAG members.
- Two of our family home visitors completed the MECSH program training and are now able to begin enrolling families into this evidence based home visiting.
- HFA Program remains accredited through 12/2021, however we are hoping to discontinue this program by the end of September 2021 and transition any remaining clients to MECSH.
- 2 NFP & 0 HFA graduations celebrated 4th quarter

- 2 new families enrolled in EBHV(Evidence Based Home Visiting), 2 NFP families & 0 HFA families
- Infants and children continue to be seen for medical concerns such as asthma, genetic disorders, developmental delays, eating issues, etc. Even though these cases can be time intensive, we continue to make this population a priority due to access issues to appropriate services and complexity of healthcare coordination.

#### **Immunizations/ Child & Teen Checkups Screens (C&TC) and Outreach/ Disease Prevention:**

- We continue to be the safety net for children & adult vaccinations. Immunization appointments are available to the public.
- In response to the Hepatitis A outbreak in MN the family health staff has provided education and vaccines to the high risk populations residing in Kanabec County. No Hepatitis vaccines were administered 4<sup>th</sup> quarter. All responses in regards to the Hepatitis A outbreak have been put on hold per MDH in order to better respond to COVID-19 response.
- Child-find and outreach efforts continue with families to provide education and direct services for lead screens. Nurses continue to complete lead screens, completing referral and follow-up for children indicated as having a high lead level per MDH algorithm.
- C&TC outreach efforts are a focus, locating and encouraging preventive care for children on MN Healthcare Programs.
- 0 C&TC screening was completed 4<sup>th</sup> quarter.

#### **SCHA Community Connector (Kanabec):**

The Community Connector continues to play a vital role in keeping the team updated on SCHA changes/initiatives and supports the connection of services to our families. This role continues to evolve. Meetings continue to take place virtually to best support the structure of this role.

#### **Other Family Health Activities and Highlights:**

- A PHN is a guest speaker at one Welia prenatal class each session, none took place 4<sup>th</sup> quarter.
- Family Health Nurses assist with Early Childhood Screens in local schools, none took place 4<sup>th</sup> quarter.
- Family health team is involved in CQI learning collaborative with MDH. Currently the CQI learning collaborative through MDH is on hold due to COVID-19 activities and shifting of MHD staff and has continued to remain on hold.
- Kanabec County Family Health continues to have a presence on Facebook and Instagram in effort to outreach and raise awareness of services.
- Minnesota Amish Health Program Group continues to offer health education to the Amish Community monthly. During 4<sup>th</sup> quarter this was completed through newsletter mailings and phone calls with the community. Topics of education during 4<sup>th</sup> quarter included: Coronavirus, respiratory virus, and COVID vaccinations.

#### **Thinking Ahead**

- Maintain HFA accreditation- adhere to policies and procedures as best as possible until program is dissolved.
- Complete training for all family home visitors for the MECOSH (pronounced MESH) evidenced based family home visiting program.
- Begin transitioning NFP families to the MECOSH program by the end of the 1<sup>st</sup> quarter of 2021.
- Continue outreach efforts with health care systems and other referral sources to identify and increase the ability/desire of families to access Family Home Visiting services

- Family Health team continues to develop ideas for how to connect with referral sources during this ongoing pandemic and physical distancing.
- Family Health team continues to develop ideas and plans for potential COVID vaccination clinics and what they will look like.
- Continue dialogue on how we ensure families are receiving appropriate services from providers and partners within the community; make effective and efficient use of all our community resources.
- Ensure healthy self-care for nurses during unprecedented time of COVID and staff burnout
- Continue conversations with Recovering Hope in effort to best collaborate to serve this at risk population.
- Continue to promote Public Health Services through an ongoing presence on social media and updating outreach material as needed.
- Responding to COVID-19: maintain engagement with families, support staff, adapting processes for how to best serve at risk families and ensure health of staff.

### **Concerns and Challenges**

- Small team delivering multiple programs; each staff working in several programs and juggling a variety of job duties. This will improve as the unit moves to one evidence-based home visiting program (MESCH).
- Complex family needs/dynamics; increase of families in crisis needing basic resources/support; housing instability
- COVID-19 Pandemic: increase stress on staff and clients due to uncertain circumstances, majority of visits taking place virtually, shift in roles with the loss of staff and introduction of COVID vaccination clinics, and technology requirements for virtual visits.

### **Trainings**

Major trainings/meetings/events by the Family Health Team:

- Many staff development opportunities were completed this quarter through Webinar/WebEx, reducing time and travel costs.
  - Webinar training topics included: Breastfeeding, COVID-19, car seats, infectious disease, mental health, multiple Convene Trainings and various other continuing education trainings.
- Other selected meetings that may have been attended to by Family Health staff to support program areas and/or to connect with other agencies serving the same aggregate populations to improve services and focus on eliminating duplication of services. Many, if not all, have been completed through Zoom, Webex, and/or other online platforms.
  - East Central Breastfeeding Coalition meeting
  - Regional Family Home Visiting meeting
  - C&TC Outreach meeting
  - Community Connector/SCHA Supervisor meetings
  - ECSE (Early Childhood Special Education) local meeting
  - Follow Along Program meeting
  - IEIC (early intervention) meeting
  - Immunization/disease monthly telephone calls/video conference
  - MCH (Maternal Child Health)/FH Supervisor regional meetings
  - Family Support meetings
  - WIC meetings
  - Amish work group meeting

- Nurse Family Partnership IAC (Innovations Advisory Committee)

## **Numbers Served**

- Total families seen in Family Home Visiting programs during this quarter=56 distinct families with a total of 182 nursing assessments completed.
  - HFA= 10 families visited with 54 assessments
  - NFP= 16 families visited with 73 nursing assessments
  - TANF=8 families visited with 24 nursing assessments completed
  - MCH infants and children= 0 family visited with 0 assessment completed
  - MCH prenatal, postnatal, infant and children=20 families with 25 nursing assessments
  - MCH Special Needs=6 visits completed with 2 families
- 7 families provided with car seat education

## ***Adult Health- Home Care, Case Management, and Public Health Nurse Clinic***

***Reporter: Farrah Gajewski, RN, Adult Health Supervisor***

### **Highlights**

#### **Home Care**

- 412 Home care visits were completed (Down 124 from last quarter)
  - 370 were visits made with a pay source of AC, MA, VA, EW, etc.
  - 40 were Medicare visits (Down 61 from last quarter)
  - 0 SCHL med recs (Down by 1 from last quarter)
  - 2 Home care consults were made (Same as last quarter)
- Throughout the quarter we served approximately 73-77 clients in their homes. This is about the same as last quarter.
- There were a total of 26 referrals (up 4 from last quarter). Of the 26 referrals, 2 were consultations (same as last quarter), 4 were refusals (up 1 from last quarter) and 22 were opened to home care (up 5 from last quarter). We are currently at a 78.5% open rate (this is up 1.5% from last quarter). We are 6.5% away from our goal of 85% per quarter.
- There were 1039 HHA visits. This is up 209 visits from last quarter.
- 417 hours were completed for homemaking. This is up 36 hours from last quarter.

#### **Public Health Nurse Clinic**

87 foot care visits, 31 cancellations or no shows from the clients and 33 office cancellations due to COVID. The visits are down by 92 due to positive COVID cases in the county.

There were 38 medication set up visits and 3 cancels. This is down by 3 visits.

#### **Case Management**

- Care coordination visits: 4 (Down from 8 from last quarter)
- Nursing Home Care Coordination Hours: 29.75 hours (Up 10.5 hours from last quarter)
- Care Connector: 106.5 hours (Down 54.75 hours from last quarter)
- Case Aide: 214.25 hours spent on client specific billable hours (Up 9 hours from last quarter)
- MnChoice Assessments: 16.75 hours (Up 2.75 from last quarter)
- MnChoices Re-assessments: 16.25 hours (Up 3.25 from last quarter)
- MnChoice documentation, After assessment/re-assessment documentation and follow up time: 70.25 hours (Down 7 from last quarter)
- MnChoice service coordination, time invested prior to assessment: 2 hours (Down 31 hours)



- Care Coordination Indirect, coordination time in the office-billable: 589 hours (Up 32 hours from last quarter)
- Care Transition, visits and time required in office for coordination: 40.75 (Down 41.75 hours from last quarter)
- PAS completed: 7.5 (Down 3 from last quarter)
- Service Coordination, client specific and general: 165.5 hours (Down 48.75 hours from last quarter)

## **Challenges and Concerns**

### **Home care:**

New Adult Health Supervisor, Farrah Gajewski, RN, started her position on December 1<sup>st</sup>, 2020.

Minnesota Department of Health presented for our survey on December 14<sup>th</sup>, 2020. They were here for that week and performed their exit interview on December 18<sup>th</sup>, 2020. They left us with multiple issues to fix. Issues that needed to be fixed were paperwork and policy related. Our issues did not have to do with patient care. Most of the issues that needed fixing were completed prior to the exit survey.

One of the home care nurses decided to leave Public Health for a new job. This created a challenge as we needed to rearrange caseloads for home care while being a nurse short. One of the case managers stepped over to home care to help out. She is currently doing home care and case management. We have had to decrease the amount of referrals that we accept because of this.

COVID has continued to challenge all home care staff and their clients. Some nurses and HHAs were quarantined which created a sense of being short staffed. However, all nurses and all HHAs assisted in covering shifts for all who were out.

### **Case Management:**

COVID has also continued to be a challenge in case management. Since we are no longer going into people's homes for assessments, it creates a barrier for our case managers and clients. Our staff has done an excellent job with communication to prevent the barrier challenge from getting worse.

As one of our case managers has stepped over into the home care role, we will be hiring for a new case manager to take over that case load. The current staff will continue to do both home care and case management until a replacement is hired.

### **Public Health Nurse Clinic**

For most of the quarter, we were closed for foot clinic. We reopened in December. Scheduling has been a challenge as many of our clients would like to be seen as soon as possible.

## **Trends**

Overall, we have seen our numbers trend down due to COVID.

## **Thinking Ahead**

### **Home Care:**

We will be transitioning one of our case manager nurses to all home care. We will continue to work on that until our new case manager is able to fully take on a case management load.

With the MDH survey results, we will be implementing some new documentation processes and some minor policy changes. Also, the Adult Health Supervisor will be performing new internal audits to ensure all documentation is done correctly and completed in a timely manner.

**Case Management:**

We were told when the SCHA audit will take place. It is scheduled to take place 6/9/2021-6/21/2021. Our case managers and our case aide continue to perform small but significant internal audits to ensure we are fully prepared for the audit.

Case management is looking forward to hiring a new nurse to ease some of their work load. They continue to work diligently to meet their client's needs.

**Public Health Nurse Clinic:**

Calls to schedule clients for foot care and medication set up started at the middle of December and will continue until we are fully scheduled again.

Updates

No new updates. More updates are expected next quarter as we anticipate COVID vaccinations, results from our home care survey and a new hire in our agency.

**Training/TA Conducted/Provided****Home Care:**

Home Health Aides receive monthly education to ensure they are meeting the requirements for their license and their job description.

**Case Management:**

New trainings will begin as we are moving into MNChoices 2.0. They are expected to be assigned within the first couple of months of 2021. The MNChoices 2.0 will begin 9/2021.

**Public Health Nurse Clinic:**

None

**Training Attended****Home Care:**

Farrah Gajewski, RN attended ICD 10 Coding and PDGM training. She has also been orientating with Ashley, RN to her new position.

**Case Management:** none

**Public Health Nurse Clinic:** none

**Charts/Numbers Served****Home Care:**

We are currently serving an average of 73-77 home care clients per month. The payers of the home care clients include: self-pay, medical assistance, Medicare, VA, Medicare Advantage Plans, and some private insurance companies. We currently have contracts with the following companies: Blue Cross Blue Shield, Health Partners, Humana, Medica, Optum-VA, Preferred One, SCHA, and UCare.

**Public Health Nurse Clinic:**

We are currently serving 153 clients. This includes clients that we serve through medication set up and foot clinic.

**Case Management:**

Our case managers currently serve approximately 205 clients.

- Ability Care: 16
- Single care: 49

- Nursing Home Clients: 22
- AC: 8
- CADI: 29
- PCA only: 12
- EW: 69

***Partners in Healthy Living/Statewide Health Improvement Partnership***  
***Lori Swanson, Health Promotion Coordinator***

**Numbers Served**

The **2019-2020** Annual SHIP Evaluation Data Summary among the four settings of workplace wellness, schools, community, and healthcare are as follows for Partners in Health Living:

- Workplace Wellness: **46** partner sites with a reach of **4,091** individuals
- Schools: **17** partner site with a reach of **9,304** individuals
- Healthcare: **1** partner site with a reach of **164,562** individuals
- Community: **10** partner sites with a reach of **137,128**

**Training/TA conducted and attended**

SHIP staff participated in and conducted the following:

October:

- Mental health/ wellbeing community conversation
- Youth leading the way: youth creating safe, accessible neighborhoods
- Reducing chronic disease risk during the pandemic
- Committing to healthier food and beverages in hospitals: innovative approaches from the field
- Confronting power & privilege in transportation planning for healthy and equitable communities
- Addressing food insecurity during COVID
- Housing is a human right
- Health and Transportation partnerships
- Third hand smoke: what property managers need to know
- Mental health in the workplace
- SHIP Communications (MDH)
- Mental Health Fairview impact summit
- Integrating health data into transportation planning
- Legal centers and cross sectional collaboration to drive policy change
- Making “upstream” mainstream
- Tobacco control and industry happenings
- Tobacco prevention and control in rural America
- Bringing public health to the transportation policy table
- Understanding historical trauma in minority communities and the impacts on health
- Month of Mindfulness – four part virtual wellness series
- Midwest Health Promotion Conference – four part virtual wellness series
- Transformational Leadership Strategies for Coalitions
- Wellbeing coffee chat – MDH hosted

#### November:

- Framing for tobacco free behavioral health
- Food for health: Breaking bread and breaking barriers
- Healthy Food retail WebEx
- Supporting families and schools in addressing student health
- Extending hospitals healthy food environment work into communities
- Tobacco point of sale grantee call
- Mental health Fairview community education forum
- Smoke free housing webinar
- Midwest Health Promotion Conference – four part series continued into November
- Health@Work – advancing wellness together
- The keys to being a good remote worker
- The epidemiology of adolescent substance use
- City of Mora Comprehensive comp plan meeting
- Community health wellbeing coffee chat- MDH hosted

#### December:

- Sustainability, it starts with relationships
- Connecting teachers and families: mental health and social/emotional supports in the remote/hybrid classroom
- 2020 tobacco industry interference
- Disparities in Covid-19: Unjust, unacceptable, correctable
- Mental health first aid in schools: connecting public health, policy and equity during Covid-19
- Restricting the food system: lessons from Covid-19
- Telehealth: opening new doors for mental health care
- Sugary drink consumption webinar
- Building food council networks that support health
- What we learned from 2020 - Why wellness programs are more important than ever
- Virtual & outdoor community building
- Health@Work creating a mother friendly workplace
- Let's talk about assessment – MDH hosted
- SHIP evaluation WebEx – MDH hosted

#### Major Highlights

- Partnering Farmers Markets are considering the use of EBT/SNAP this upcoming 2021 market season
- The Pine City Community Garden will be expanding this summer adding in three raised garden beds to be used by individuals with disabilities and older adults. A bench will also be placed by the garden for these individuals to rest when necessary
- Wellbeing has been a large focus this quarter with many of our partners while everyone continues to navigate changes brought on by the COVID-19 pandemic
- The Mora Comprehensive Plan continues to be finalized among the review committee
- Virtual platforms were developed for tobacco cessation at Allina Health

## **Thinking Ahead**

- Mini-grant applications will be accepted from partners beginning February 2021
- Tobacco audits will be conducted with all tobacco retailers in summer 2021

## **Challenges**

- All four SHIP staff have been assigned to COVID-19 duties which includes participating in the vaccine clinics. In addition, our partners have also altered the way they conduct business on a daily basis, creating a slow start this grant year in working on PSE work with our current partners

## ***Regional ATOD Prevention Coordinator - Brian Miner***

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The Regional Prevention Coordinator position is one of only seven prevention coordinators in the State of Minnesota. The East Central prevention region includes the counties of Benton, Chisago, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Wright and the Mille Lacs Band of Ojibwe reservation. The role of the Regional Prevention Coordinator is to support the prevention efforts of individuals and communities within their region that are actively working on prevention strategies that include alcohol, tobacco and other drugs.

Brian works with and provides technical assistance to community coalitions in Milaca, Pine County, Isanti County, Kanabec County, Little Falls, Sartell-St. Stephen, Mille Lacs County, Benton County, Sherburne County and the Statewide Health Improvement Partnership (SHIP) grantees in the region.

## **Highlights:**

Brian began work as the Region 4 Prevention Coordinator with Kanabec County on October 28<sup>th</sup>, 2020, and spent time onboarding and getting oriented into his new position. He was provided with a computer, cellphone and the technical assistance needed to work remotely. Due to COVID-19 related precautions and travel restrictions, Brian has been able to participate in meetings and activities virtually.

Brian and the other RPCs are being trained in facilitating the Ripple Effects Mapping evaluation strategy to assist coalitions in our regions with evaluating their prevention efforts.

## **Trends:**

Coalitions in the region continue to have conversations around vaping education and steps for reducing youth use.

## **Thinking Ahead:**

With discussions in the state legislature regarding potentially legalizing recreational marijuana, communities are beginning to discuss how that could impact youth use rates, and prevention efforts.

The Request for Proposals for a new cohort of DHS prevention grantees, is anticipated to be posted within the coming months.

## **Concerns/Challenges:**

COVID-19. As many schools in the region are currently working with distance or hybrid learning models, students are expressing fatigue associated with online meetings, and prevention coalitions have been having difficulties engaging youth in virtual formats. Several coalitions are also reporting difficulties engaging their sector representatives virtually.

## **Trainings attended:**

- November 5<sup>th</sup> - Behaviors that Trigger Negative Bias (Virtual)
- November 12<sup>th</sup> – Positive Community Norms 102 (Virtual)
- December 8<sup>th</sup> – White Fragility: When Good People Behave Badly (Virtual)

**Reports:** During this quarter, staff submitted the following reports –

- October Monthly Report 2020
- November Monthly Report 2020
- December Monthly Report 2020

***Patti Miller, Health Promotions Coordinator  
Substance Abuse Coalition of Kanabec County (SACK)***

**Overview:**

The Substance Abuse Coalition of Kanabec County (SACK) continues to meet monthly via Webex and beginning in September, also in person. Our active membership has been limited over the past several months. However, those engaged continue to work towards finding new ways to connect with the community, schools, and other organizations to provide positive ways to stay healthy and engaged.

Northern Minnesota Suicide Prevention and Crisis Text Line Grant continues work throughout the PICKM Counties to provide trainings, community outreach, and awareness.

The COVID-19 KCCH Department Committee (DOC) has two Public Information Officers, Lori Swanson and myself. We work collaboratively to help with public education and messaging both internally and externally.

**Highlights:**

**October 2020**

**SACK Activity:**

The coalition has been strategically working through the process to determine how engaged the community is with substance use prevention, perception and knowledge.

Our partnership with local law enforcement and the National Drug Take Back day continued once again. We developed a drive thru system and held our 4 hour event in the Jail parking lot.

**Crisis Text Line Activity:**

Crisis Text Line Coordinators continued to work on strategies to reach community members and school districts with trainings, promotional material, and other suicide prevention measures. Coordinators worked through the new budget and work plan for the next year and identified ways in which funding could be shifted.

**November 2020**

**SACK Activity:**

The SACK Coalition met both in-person and virtually in November. More discussion about what the questions on the Community Survey would look like and how to proceed.

Health Promotions Coordinator participated as a panelist for Dementia Friendly discussion hosted by CMCOA. Provided resources within KCCH and provided mental health information to those participating.

**Crisis Text Line Activity:**

Continued discussion about reaching out and connecting with community groups, schools and others during a time where we cannot be physically present.

Creation of social media posts and online resources.

**December 2020**

**SACK Activity:**

The coalition asked Deputy and Drug Task Force Agent, Gerhardson to join the meeting and discuss recent upticks in drug arrests and seizures. Gerhardson also shared how COVID has affected their work and how it has contributed to the potential increase in substance use.

We also welcomed a new member, Kelsey Yankowiak to our meeting. She shared her story of substance use, her road to recovery and where her life is now – a story of hope!

**Crisis Text Line Activity:**

Working with Regional Coordinators to roll out Kognito, an online simulation of how to handle crisis situations. These are specific to schools and health care currently. Other simulations are available and the goal is to connect with regional health care providers to see what their interest level is in participating. School districts around the state have the option though, MDE to participate in Kognito (for free) so connecting with school districts to evaluate their interest as well.

Working with National Alliance on Mental Illness (NAMI) to provide workplaces with a NAMI sponsored training at no cost. Regional Coordinators were asked to reach out to their contacts to see if there was any interest.

Continued discussion about how to reallocate funds that will not be used for travel and other budgeted allocations.

**Thinking Ahead:**

Crisis Text Line continues to look for ways to spend down their budget while incorporating community involvement. There will be mini-grant applications available soon that outline what the funds can be used for.

**Trainings/Events Offered to Community:**

N/A

**Trends:**

Drug trafficking has seemingly gone back to some normal standards which has increased the quantity of supply in most areas and effectively lowered the cost to purchase illegal substances.

Mental Health concerns continue to be a talking point in our community – and across the nation. Resources are more difficult to get to our children and families but we continue to do the best we can – while taking care of our own mental health. People in careers designed to help others often fail miserably at providing proper care for themselves. The topic of self-care is becoming a buzz word and all too often we consider that a day at the spa or a new pair of shoes. Self-care must focus on taking care of ourselves from the inside – build resiliency and create an overall positive well-being.

It goes without saying that the world, the nation, our state and our county is tired of the endless messages about COVID-19. In a reactive society our prevention measures are sometimes met with resistance and the push back on public health and overall scientific modeling can be difficult to digest for those in the trenches of prevention. Our time, energy, and care for our community pushes us to work harder and become more creative.

We will continue to message the importance of positive coping strategies and resiliency to keep our community healthy and thriving. We are committed to providing resources, training opportunities and other educational pieces to our partners for them to share with others (or use them ourselves).

***Programs: Public Health Emergency Preparedness (PHEP) and Radiation Emergency Preparedness (REP)***  
***Coordinator: Kate Mestnik***

**Major Highlights**

- Cases of COVID-19 grow exponentially causing closures of community businesses, restrictions on occupancy, and variations in learning models in schools.



- First shipment of vaccine is received by KCCH and dispensed to Public Health employees anticipated to staff vaccination clinics.

#### Activities

- COVID-19: Activation of the Incident Command System and subsequently the Kanabec County Emergency Operations Center – Community Health Facilitates meetings
  - Every other week: 06.25.2020 – present
- Reduce Departmental Operations Center Meetings to between 3 and 4 meetings a week
- October:
  - Determine Kanabec County Community Health will continue conducting case investigation and contact tracing phone calls locally and not participate in a regional model.
- November:
  - Community Testing Event – Partnership with the MN National Guard held on 11.4 and 11.5
- December:
  - First shipment of vaccine arrived at Kanabec County Community Health and was dispensed just before year end.

#### Thinking Ahead

- Planning for community vaccination clinics in cooperation with Welia Health.

#### Concerns/Challenges

- Educating about the importance of distancing over the holidays and remaining vigilant against virus spread.
- “Caution Fatigue” – people becoming tired of following the guidelines and restrictions and throwing caution to the wind and trying to “live life normally”.
- Educating people about the safety and efficacy of the vaccines, as well as what an approval under an Emergency Use Authorization means

#### Documents and Reports Submitted

- PHEP
  - Mid-Year Report (BP2/5)
- REP
  - None

#### Plans and Documents Reviewed and Updated

- Respiratory Protection Plan
- Continuity of Operations Plan
- Communications Plan
- Mass Dispensing Plan

#### Training/TA/Services Provided

- Schools – learning model consultations based on county level of active cases; TA for case investigation and contact tracing with regards to quarantine and isolation questions

#### Reoccurring Meetings

- Monday – DOC and CDC
- Tuesday – DOC, MDH and LPH, Healthcare Coalition Advisory Committee



- Wednesday – MDH and School Nurse, MDH Leadership, MDH and Long Term Care Facilities, PHEP Regional Sharing Session/Workgroup
- Thursday – DOC, EOC, Minnesota Hospital Association and MDH, Vaccination Planning w/ MDH, Local Public Health and Local Schools Consultation
- Friday – DOC, PHEP Regional with MDH, LTC/SNF Regional HealthCare Coalition

#### Other Meetings

- Daily Briefing with MDH/Governor's Press Conference (M,W,F)

#### Training Attended

- Vaccine provider guide and online modules for Pfizer and Moderna

#### Exercises Conducted

- None this quarter

#### Exercises Attended

- None this quarter

#### Incidents

- Kanabec County COVID-19

#### Health Alert Notifications (HAN) received from MDH and sent to local healthcare partners

- Non-COVID related:
  - 10.09.2020 – STD Testing Kit Shortage
- COVID related:
  - 10.14.2020 – Antigen-based Tests for Detection of SARS-CoV-2
  - 11.16.2020 – Bamlanivimab for Mild/Moderate COVID-19 Patients
  - 12.07.2020 – Quarantine Duration for SARS-CoV-2 Contacts

#### Nuisance

Reporter: Elsa Ring, RN, PHN

Type of Nuisance: Caller is landlord in out of town location with problematic tenants. Concerns with uninhabitable conditions with children present. Caller was unsure of his ability to evict with COVID-19 and stay at home orders in place at the time.

Any resolution: Provided landlord with updated Minnesota Executive Order related to eviction process during COVID-19 period. Legal aid contact also provided for further legal advice and proper procedure.

Respectfully Submitted

Kathy Burski, Director/CHS Administrator

## **Amendment to 2020 Delegation Agreement**

This Amendment to the 2020 Delegation Agreement is entered into by and between Kanabec County (“Delegated Entity”) and South Country Health Alliance (“SCHA”) as of April 1, 2021.

The parties agree to the changes as followed:

**1.** Section 6.9 is replaced in its entirety with:

**6.9** Delegated Entity recognizes and agrees that it is obligated by law to meet the applicable provisions of the Health Insurance Portability and Accountability Act of 1996, Pub Law 104-191, and its implementing regulations, 45 C.F.R. Parts 160, 162 and 164 (“HIPAA”), including the safeguarding of individuals’ Protected Health Information (“PHI”), and with Title XIII, Subtitle D of the American Recovery and Reinvestment Act of 2009, Pub Law 111-5 (“ARRA”) and any implementing regulations that may be enacted, as detailed in the Business Associate Agreement (Exhibit E) attached to this Agreement.

**2.** Section 10 is replaced in its entirety with:

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

**3.** Addition of attached Exhibit E – Health Insurance Portability and Accountability Act (HIPAA) Business Associate Agreement

The parties have executed the Amendment to the 2020 Delegation Agreement as of the effective date stated above.

<b>DELEGATED ENTITY:</b>  <b>Kanabec County</b>  By: _____	<b>SOUTH COUNTRY HEALTH ALLIANCE</b>  By: _____
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**Exhibit E**  
**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**  
**BUSINESS ASSOCIATE AGREEMENT**

This Business Associate Agreement ("Agreement") between South Country Health Alliance, located at 2300 Park Drive, Owatonna, Minnesota 55060 ("Covered Entity") and Kanabec County, located at 905 Forest Avenue, Mora, MN 55051, ("Business Associate") is effective January 1, 2020.

**WHEREAS**, Covered Entity has entered into a contractual agreement with Business Associate that requires Business Associate to perform certain services on behalf of Covered Entity that may require Business Associate to create, receive, maintain, or transmit Protected Health Information, as such term is defined in the Health Insurance Portability and Accountability Act of 1996, Pub Law 104-191, and its implementing regulations, 45 C.F.R. Parts 160 and 164 ("HIPAA Rules") including all current and subsequent amendments.

**WHEREAS**, HIPAA and its implementing regulations require that Covered Entity and Business Associate enter into an agreement to ensure that Business Associate will appropriately safeguard Protected Health Information, as such term is defined under the HIPAA Rules.

**WHEREAS**, Covered Entity and Business Associate desire to conduct their relationship and services in compliance with HIPAA.

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants herein set forth, the parties to this Agreement hereto agree as follows:

**1. DEFINED TERMS.**

- a. The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information (PHI), Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.
- b. "Business Associate" shall have the meaning given to such term at 45 CFR Section 160.103, and in reference to this Agreement, shall mean Kanabec County.
- c. "Covered Entity" shall have the meaning given to such term at 45 CFR Section 160.103, and in reference to this Agreement, shall mean South Country Health Alliance.
- d. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and 164.

**2. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE.** Business Associate agrees to:

- a. Not Use or Disclose PHI other than as permitted or required by this Agreement to perform its services under the 2020 Delegation Agreement or as required by law.
- b. Use appropriate administrative, technical and physical safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic PHI, to preserve the integrity and confidentiality of PHI, and to prevent Use or Disclosure of PHI other than as provided for by the HIPAA Rules and this Agreement.
- c. Report to Covered Entity any Use or Disclosure of PHI not provided for by the Agreement which it becomes aware, including Breaches of Unsecured PHI as required by 45 CFR 164.410, any breach under state law, and any Security Incident of which it becomes aware. Such incidents shall be reported without delay, but in no event later than five (5) business days from the date the incident was discovered by the Business Associate. Notification from Business Associate to Covered Entity must include information regarding individuals affected and number of individuals affected, description of the Breach or situation, types of PHI involved, steps taken by Business Associate to investigate, mitigate and protect against similar future incidents, and contact information for the individual who is reporting the incident to Covered Entity. Covered Entity reserves the right to make further inquiries or request further action related to the reported incident. Reporting requirements related to the incident shall be handled by Covered Entity unless Covered Entity, at its option, delegates this responsibility to Business Associate. Business Associate shall be required to pay all reasonable costs of investigations related to improper use or disclosure, Breach or Security Incidents and all reasonable costs of any resulting required notifications.
- d. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), Business Associate shall ensure that any Subcontractor that creates, receives, maintains, or transmits PHI on behalf of Business Associate agrees in writing to the same restrictions, conditions, and requirements that apply to Business Associate with respect to PHI. Business Associate is not in compliance with the HIPAA Rules if it knew of a pattern of activity or practice of a Subcontractor that constitute a material breach or violation of the subcontractor's obligation under its contract with Business Associate or other arrangement, unless Business Associate took reasonable steps to cure the breach or end the violation, and if such steps were unsuccessful terminated the Subcontractor or arrangement, if feasible.
- e. Make available PHI in a Designated Record Set to Covered Entity in order to timely meet Covered Entity's obligations under 45 CFR 164.524. Any request received by Business Associate from an Individual who is requesting access to a Designated Record Set shall be promptly forwarded to Covered Entity. Promptly make any amendment(s) to PHI in a Designated Record Set as directed or agreed to pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy Covered Entity's obligations timely under 45 CFR 164.526. Any request received by Business Associate from an Individual who is requesting amendment to a Designated Record Set shall be promptly forwarded to Covered Entity.
- f. Maintain a system of documentation to make available the information required to provide an accounting of disclosures to Covered Entity as necessary to satisfy Covered Entity's

obligations under 45 CFR 164.528. Any request received by Business Associate from an Individual who is requesting an accounting of disclosures shall be promptly forwarded to Covered Entity.

- g. To the extent Business Associate is to carry out one or more of Covered Entity's obligations under Subpart E of 45 CFR Part 164, the HIPAA Privacy Rule, comply with the requirements of Subpart E that apply to Covered Entity in the performance of such obligation.
- h. Make its internal practices, books, and records available to the Secretary of the Department of Health and Human Services or his or her designee, in a reasonable time and manner for the purpose of permitting the Secretary to determine compliance with the HIPAA Rules.

### **3. PERMITTED USES AND DISCLOSURES OF PHI BY BUSINESS ASSOCIATE**

- a. Business Associate may Use or Disclose PHI as permitted by HIPAA as necessary to perform the services set forth in the 2020 Delegation Agreement between Covered Entity and Business Associate.
- b. Business Associate may Use or Disclose PHI as Required by Law.
- c. Business Associate agrees to make Uses and Disclosures and requests for PHI consistent with the minimum necessary standards at 45 CFR 164.502(b) and Covered Entity's policies regarding minimum necessary.
- d. Business Associate may not Use or Disclose PHI in a manner that would violate Subpart E of 45 CFR Part 164 if done by Covered Entity, except for the specific Uses and Disclosures set forth below:
  - (1) Business Associate may Use PHI for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.
  - (2) Business Associate may Disclose PHI for the proper management and administration of Business Associate, provided that Disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
  - (3) Business Associate may provide Data Aggregation services relating to the Health Care Operations of Covered Entity.

**4. PROVISIONS FOR COVERED ENTITY TO INFORM BUSINESS ASSOCIATE OF PRIVACY PRACTICES AND RESTRICTIONS.**

- a. Covered Entity shall notify Business Associate of any limitations in its Notice of Privacy Practices under 45 CFR § 164.520, to the extent that such limitations may affect Business Associate's Use or Disclosure of PHI.
- b. Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by an Individual to Use or Disclose his or her PHI, to the extent that such changes may affect Business Associate's Use and Disclosure of PHI.
- c. Covered Entity shall notify Business Associate of any restriction on the Use or Disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522 to the extent that such restriction may affect Business Associate's Use or Disclosure of PHI.

**5. PERMISSIBLE REQUESTS BY COVERED ENTITY.** Covered Entity will not knowingly request Business Associate to Use or Disclose PHI in any manner that would not be permissible under the HIPAA Rules if done by Covered Entity, except Business Associate may Use or Disclose PHI for data aggregation or management and administrative activities of Business Associate as described in Section 3 of this Agreement

**6. TERM AND TERMINATION**

- a. **Term.** The Term of this Agreement and the obligations herein will be deemed effective as of the date of this Agreement and will terminate when the 2020 Delegation Agreement between Covered Entity and Business Associate terminates or on the date Covered Entity terminates for cause as authorized in paragraph (b) of this Section 6.
- b. **Termination for Cause.** Business Associate authorizes termination of this Agreement by Covered Entity, if Covered Entity determines Business Associate has violated a material term of the Agreement and Business Associate has not cured the breach or ended the violation within the time specified by Covered Entity.
- c. **Obligations of Business Associate Upon Termination.** Upon termination of this Agreement for any reason, Business Associate, with respect to PHI received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity shall:
  - (1) Retain only that PHI which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;
  - (2) Return to Covered Entity or, if agreed to by Covered Entity, destroy the remaining PHI that Business Associate still maintains in any form;
  - (3) Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to Electronic PHI to prevent Use or Disclosure of the PHI, other

than as provided for in this Section, for as long as Business Associate retains the PHI;

- (4) Not Use or Disclose the PHI retained by Business Associate other than for the purposes for which such PHI was retained and subject to the same conditions set out at Section 3 paragraphs (d) which applied prior to termination; and
  - (5) Return to Covered Entity or, if agreed to by Covered Entity, destroy the PHI retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.
- d. **Survival.** The obligations of Business Associate under this Section shall survive the termination of this Agreement.

## 7. MISCELLANEOUS

- a. **Regulatory References.** A reference in this Agreement to a section in the HIPAA Rules means the section as in effect, or as amended, and for which compliance is required.
- b. **Amendment.** The parties will take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable laws.
- c. **Interpretation.** Any ambiguity in this Agreement will be resolved in favor of a meaning that permits Covered Entity to comply with the HIPAA Rules.
- d. **Indemnification.** Business Associate will indemnify, defend and hold harmless Covered Entity and its employees from and against any and all claims, penalties, legal actions, liabilities, damages, expenses (including, for example, breach reporting expenses and mitigation, such as credit monitoring), settlements, or costs (including reasonable attorneys' fees) that may arise from (i) the negligence or willful misconduct of Business Associate or its employees, subcontractors or agents in the performance of this Agreement; (ii) from Business Associate's failure to perform its obligations under this Agreement; or (iii) from any improper use or disclosure of PHI that occurred while it was in the hands of Business Associate or its subcontractors or agents.
- e. **Penalties.** Business Associate shall comply with the HIPAA Rules standards and regulations and understands that Business Associate is subject to all regulatory rules and related penalties as set forth in the HIPAA Rules.

**IN WITNESS WHEREOF**, Covered Entity and Business Associate execute this Agreement to be effective as of the date written above.

**SOUTH COUNTRY HEALTH ALLIANCE**

**KANABEC COUNTY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**Resolution # KCCH 4/6/2021**  
**SCHA Delegation Agreement Amendment Resolution**

**WHEREAS**, County of Kanabec through its Health and Human Service agencies is contracted with South Country Health Alliance to provide services to it's members, and

**WHEREAS**, South Country Health Alliance is making changes to the Delegation Agreement dated January 1, 2020 updating it's Business Associate Agreement in order to stay current with the Health Insurance Portability and Accountability Act (HIPAA), and updating the rate of pay for certain services.

**THEREFORE BE IT RESOLVED** that the Kanabec County Community Health Board approves the Amendment and Exhibits to the South Country Health Alliance Delegation Agreement dated January 1, 2020 effective April 1, 2021.

**AMENDMENT**  
**to the**  
**COUNTY PARTICIPATION AGREEMENT**  
**by and between**  
**UCARE MINNESOTA**  
**and**  
**KANABEC COUNTY PUBLIC HEALTH AND FAMILY SERVICES**

The Provider Participation Agreement between UCare Minnesota, together with its affiliate UCare Health, Inc. (“UCare”), and **Kanabec County Public Health and Family Services**, is hereby amended, effective April 1, 2021, as follows:

- I. The payment exhibit containing reimbursement provisions for Public Health Nurse Home visits is amended as follows:

**PUBLIC HEALTH NURSE HOME VISITS REIMBURSEMENT**

1.1 Reimbursement for Covered Services provided to Minnesota Health Care Programs Enrollees

<ul style="list-style-type: none"> <li>• Medical Assistance</li> <li>• MinnesotaCare</li> <li>• Minnesota Senior Care Plus (MSC+)</li> <li>• Minnesota Special Needs Basic Care (<i>UCare Connect</i>)</li> <li>• Minnesota Senior Health Options (MSHO)</li> <li>• Minnesota Special Needs Basic Care, integrated (<i>UCare Connect + Medicare</i>)</li> </ul>	<p>S9123 - \$180.00</p> <p>S9123-U8- \$180.00</p> <p><i>Provider will file claims to UCare with the U8 modifier, when applicable, in accordance with DHS guidelines.</i></p>
---	--

- II. All other terms of the parties Agreement shall remain in full force and effect.

*[The rest of this page intentionally left blank.]*

IN WITNESS WHERE OF, a duly authorized representative of each party has executed this Amendment in the manner appropriate to each as of the date indicated by its signature.

UCare Minnesota  
PO Box 52  
500 Stinson Blvd NE  
Minneapolis, MN 55440-8551

Kanabec County Public Health and  
Family Services  
905 Forest Ave E  
Suite 127  
Mora, MN 55051

\_\_\_\_\_  
Ghita Worcester  
Senior Vice President of Public Affairs and  
Chief Marketing Officer

[prcontractadmin@ucare.org](mailto:prcontractadmin@ucare.org)

\_\_\_\_\_  
*Signature*

Printed Name: kathryn Burski

Title \_\_\_\_\_

Email: kathryn.burski@co.kanabec.mn.us

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Resolution # KCCH 4/6/2021**

**U Care County Participation Agreement Amendment Resolution**

**WHEREAS**, County of Kanabec through its Community Health agency is contracted with U Care to provide services to it's members, and

**WHEREAS**, U Care is making changes to the County Participation Agreement updating it's reimbursement rates for Public Health Nurse Home Visits.

**THEREFORE BE IT RESOLVED** that the Kanabec County Community Health Board approves the Amendment to the U Care County Participation Agreement effective April 1, 2021 and approves the Community Health Director signing the updated Agreement.

Sheila  
3/29/21 12:46PM

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



Page 1

As of Date: 01/2021

TRIAL BALANCE REPORT

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

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



Sheila  
3/29/21 12:46PM

TRIAL BALANCE REPORT  
As of 01/2021

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>			<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
		-----Assets-----				
1001	Cash		522,371.64	99,091.80-	99,091.80-	423,279.84
	Total Assets		522,371.64	99,091.80-	99,091.80-	423,279.84
		---Liabilities and Balance-----				
		Liabilities				
2020	Accounts Payable		523.17 -	0.00	0.00	523.17-
	Total Liabilities		523.17 -	0.00	0.00	523.17-
		Fund Balance				
2881	Assigned Fund Balance		521,848.70 -	0.00	0.00	521,848.70-
2910	Revenue Control		0.00	149,595.84 -	149,595.84 -	149,595.84-
2925	Expenditure Control		0.00	248,687.64	248,687.64	248,687.64
	Total Fund Balance		521,848.70 -	99,091.80	99,091.80	422,756.90-
	Total Liabilities and Balance		522,371.87 -	99,091.80	99,091.80	423,280.07 -
488	Kanabec Pine Community Health (fka 59)					
		-----Assets-----				
1001	Cash		0.11 -	0.00	0.00	0.11 -
	Total Assets		0.11 -	0.00	0.00	0.11 -
		---Liabilities and Balance-----				
		Liabilities				
2030	Salaries Payable		0.10	0.00	0.00	0.10
2030	Salaries Payable		0.24	0.00	0.00	0.24
	Total Liabilities		0.34	0.00	0.00	0.34
	Total Liabilities and Balance		0.34	0.00	0.00	0.34
15	Community Health Fund		0.00	0.00	0.00	0.00

# Kanabec County Community Health - Board Financial Report

15-484

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February
<u>outstanding payments/payments not yet posted</u>					
Pilt-Housing Authority					Hep A grant 228.41
Rev	0		0.00	0.00	VSO
Exp	0		0.00	0.00	CTC
Cares Act COVID-19 Grant					DFC
Rev	0		0.00	0.00	FAP
Exp	0		162.35	162.35	LCTS
Local Public Health Infrastructure					LPHG 9,095.51
Rev	458,691.00	2.06%	9,463.33	9,463.33	MCH 1,146.51
Exp	376,178.00	14.54%	54,699.23	54,699.23	MIECHV 16,010.00
Prevent Infectious Disease					PHEP 407.40
Rev	21,050.00	1.12%	236.41	236.41	RPC
Exp	30,058.00	17.82%	5,356.16	5,356.16	SHIP 21,643.79
Environmental Health					TANF
Rev	25.00	48.00%	12.00	12.00	WIC 7,493.00
Exp	5,202.00	0.00%	0.00	0.00	MIIC
Healthy Communities-Adult Health					CMCOA
Rev	250,123.00	5.05%	12,642.85	12,642.85	MN Choice 3,125.00
Exp	252,252.00	6.05%	15,269.67	15,269.67	Admin asst 2,699.10
Healthy Communities-Health Improvement					mental hlth 8,355.06
Rev	524,408.00	3.16%	16,568.86	16,568.86	Suicide Prev 2,073.46
Exp	498,327.00	6.18%	30,808.36	30,808.36	MHIG
Healthy Communities-Family Health					Home care 56,217.30 estimate only see note below
Rev	928,933.00	4.59%	42,630.43	42,630.43	
Exp	771,717.00	4.03%	31,090.59	31,090.59	128,494.54
Emergency Preparedness					SCHA Connector - We get reimbursed twice a year. Not included above.
Rev	45,924.00	0.00%	0.00	0.00	
Exp	43,559.00	27.84%	12,127.62	12,127.62	
Assure Access-Case Management					
Rev	377,900.00	6.49%	24,513.16	24,513.16	Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by
Exp	370,972.00	7.04%	26,098.66	26,098.66	paysource. Also, VA may pay up to two years after the
Assure Access-Home Care					date of service.
Rev	544,000.00	8.00%	43,528.80	43,528.80	
Exp	802,789.00	9.10%	73,075.00	73,075.00	
Agency Totals					
Rev	3,151,054.00	4.75%	149,595.84	149,595.84	0.00
Exp	3,151,054.00	7.89%	248,687.64	248,687.64	0.00

amount has changed

## Board Meeting 04/06/21

### Abstract Totals for Commissioner Vouchers

<b>Board Meeting 04/06/21</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	27,021.37	32	60
Abstract #2			
<b>Totals</b>	<b>27,021.37</b>	<b>32</b>	<b>60</b>

### Abstract Totals for Auditor Vouchers

<b>Board Meeting 04/06/21</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>			



Sheila  
4/1/21 10:30AM

\*\*\*\* 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  
4/1/21 10:30AM  
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	Service Dates	Paid On Bhf #	On Behalf of Name	
	434	Ability Network Inc					
23		15-484-487-8453-6211		March billing svc/eligibility	21M-0040192	Services & Charges	N
22		15-484-493-8452-6211		March billing svc/eligibility	21M-0040192	Services & Charges	N
21		15-484-496-8447-6211		March billing svc/eligibility	21M-0040192	Services & Charges	N
	434	Ability Network Inc		648.22			
				3 Transactions			
	104	Ace Hardware					
24		15-484-490-8489-6411		sanitizing wipes	278262	Progam Supplies	N
26		15-484-490-8489-6411		discount	278262	Progam Supplies	N
25		15-484-496-8447-6411		AAA batteries INR machine	278262	Supplies	N
27		15-484-496-8447-6411		discount	278262	Supplies	N
	104	Ace Hardware		67.63			
				4 Transactions			
	185	Bergstadt/Jennifer					
33		15-484-496-8449-6331		Feb/Mar HHA mileage		Mileage & Meals	N
	185	Bergstadt/Jennifer		315.28			
				1 Transactions			
	1396	Biever/Laurie					
34		15-484-496-8449-6331		Feb/Mar HHA mileage		Mileage & Meals	N
	1396	Biever/Laurie		360.64			
				1 Transactions			
	877	BlueStar Graphics					
18		15-484-490-8489-6411		covid clinic signs	1973	Progam Supplies	Y
19		15-484-490-8489-6411		covid clinic signs	1973	Progam Supplies	Y
17		15-484-485-8444-6411		posters mental hlth grant	1976	Supplies	Y
	877	BlueStar Graphics		234.00			
				3 Transactions			
	1275	Bromwich/Amanda					
35		15-484-496-8449-6331		Feb/Mar HHA mileage		Mileage & Meals	N
	1275	Bromwich/Amanda		65.52			
				1 Transactions			
	3094	Burski/Kathy					
36		15-484-490-8489-6411		supplies for vaccine clinic		Progam Supplies	N
	3094	Burski/Kathy		133.76			
				1 Transactions			
	1101	Card Services					
1		15-484-490-8489-6411		supplies covid clinic	987141	Progam Supplies	N
	1101	Card Services		26.22			
				1 Transactions			
	298	Childrens Dental Services					

Sheila  
4/1/21 10:30AM  
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	
28	15-484-485-8475-6285		557.76	transport equip/staff 1/29/21		Contracted Work	Y
	298 Childrens Dental Services		557.76	1 Transactions			
	1506 Downtown Deli						
29	15-484-490-8489-6411		382.79	40 combo lunches vacc clinic	509686	Progam Supplies	G
	1506 Downtown Deli		382.79	1 Transactions			
	3646 Felland/Becky						
37	15-484-496-8447-6331		168.00	Feb/Mar home care mileage		Mileage & Meals	N
	3646 Felland/Becky		168.00	1 Transactions			
	3501 Fratzke/Michelle						
38	15-484-496-8447-6331		84.00	Feb/Mar home care mileage		Mileage & Meals	N
39	15-484-496-8447-6331		52.08	March home care mileage		Mileage & Meals	N
	3501 Fratzke/Michelle		136.08	2 Transactions			
	4184 Health Dimension Rehabilitation Inc						
58	15-484-496-8447-6211		6,456.92	February PT services		Services & Charges	N
59	15-484-496-8447-6211		1,564.04	February OT services		Services & Charges	N
60	15-484-496-8447-6211		44.97-	Feb attempted visit credit		Services & Charges	N
	4184 Health Dimension Rehabilitation Inc		7,975.99	3 Transactions			
	324 Healthcare First						
30	15-484-496-8447-6211		104.74	March HHCAHPS fee	INV 5187669	Services & Charges	N
	324 Healthcare First		104.74	1 Transactions			
	12990 Innovative Office Solutions						
31	15-484-450-0000-6412		84.30	admin office supplies	SO 3284141	Office Supplies	N
32	15-484-490-8489-6411		49.94	colored paper covid clinics	SO 3284141	Progam Supplies	N
	12990 Innovative Office Solutions		134.24	2 Transactions			
	3095 Isanti County Public Health						
54	15-484-485-8468-6880		2,980.54	Jan hlthy eating/active living		Grant Admin- Pass thru	N
55	15-484-485-8468-6880		345.01	January tobacco strategy		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		3,325.55	2 Transactions			
	653 Kanabec County Auditor						
20	15-484-490-8489-6331		11.00	covid vaccine clinic mileage		Mileage & Meals	N
	653 Kanabec County Auditor		11.00	1 Transactions			

Sheila  
4/1/21 10:30AM  
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	
56	236	Kanabec County Hwy. Dept.		281.63	labor/signage vaccine clinics		Progam Supplies	N
	236	Kanabec County Hwy. Dept.		281.63	1 Transactions			
5	667	Lighthouse Child & Family Services LLC		75.00	MIECHV sessions 1/20/21	6110	Services & Charges	Y
	667	Lighthouse Child & Family Services LLC		75.00	1 Transactions			
6	377	Marco Inc		787.11	Sharp MC5070v copier agmt	29013634	Rental & Service Contracts Copier	N
	377	Marco Inc		787.11	1 Transactions			
7	14361	Marco Technologies LLC.		270.00	MCD mailbox license	INC8487141	Progam Supplies	N
	14361	Marco Technologies LLC.		270.00	1 Transactions			
10	1143	McKesson Medical-Surgical Govt Solution		584.74	covid-19 supplies		Progam Supplies	N
8		15-484-490-8489-6411		19.28	home care supplies	18069243	Medical Supplies	N
9		15-484-496-8447-6432		120.80	admin supplies	18086059	Interdepartmental Charges	N
57		15-484-450-0000-6380		39.72	home care supplies	18095437	Medical Supplies	N
	1143	McKesson Medical-Surgical Govt Solution		764.54	4 Transactions			
11	198	Mille Lacs Co. Community & Veterans Ser		705.72	Feb hlthy eat/active living		Grant Admin- Pass thru	N
12		15-484-485-8468-6880		814.09	Feb tobacco strategy		Grant Admin- Pass thru	N
13		15-484-485-8468-6880		868.85	Feb well being strategy		Grant Admin- Pass thru	N
	198	Mille Lacs Co. Community & Veterans Ser		2,388.66	3 Transactions			
41	1353	Nelson/Darla		52.08	March homemaking mileage		Mileage & Meals	N
40		15-484-496-8448-6331		520.80	Feb/Mar HHA mileage		Mileage & Meals	N
	1353	Nelson/Darla		572.88	2 Transactions			
42	927	Neumen/Cami		39.20	Feb home care mileage		Mileage & Meals	N
43		15-484-496-8447-6331		248.64	March home care mileage		Mileage & Meals	N
	927	Neumen/Cami		287.84	2 Transactions			
52		Olson/Autumn						

Sheila  
4/1/21 10:30AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
46	15-484-487-8450-6331		16.80	March TANF mileage		Mileage & Meals	N
47	15-484-487-8451-6331		14.56	March HP mileage		Mileage & Meals	N
44	15-484-487-8453-6331		43.68	Feb MIECHV mileage		Mileage & Meals	N
48	15-484-487-8453-6331		40.32	March MIECHV mileage		Mileage & Meals	N
49	15-484-487-8457-6331		8.96	March MCH mileage		Mileage & Meals	N
45	15-484-490-8489-6331		36.40	covid vaccine clinic mileage		Mileage & Meals	N
52	Olson/Autumn		160.72	6 Transactions			
632	Pine County Health & Human Services						
14	15-484-485-8468-6880		5,039.38	Feb hlthy eat/active living		Grant Admin- Pass thru	N
15	15-484-485-8468-6880		299.52	Feb tobacco strategy		Grant Admin- Pass thru	N
16	15-484-485-8468-6880		243.79	Feb well being strategy		Grant Admin- Pass thru	N
632	Pine County Health & Human Services		5,582.69	3 Transactions			
1030	Ringler/Jennie						
2	15-484-496-8449-6331		213.92	Feb/Mar HHA mileage		Mileage & Meals	N
1030	Ringler/Jennie		213.92	1 Transactions			
3174	Rosburg/Diane						
50	15-484-496-8447-6331		183.68	Feb/Mar home care mileage		Mileage & Meals	N
3174	Rosburg/Diane		183.68	1 Transactions			
16326	Sarkisyan/Amber						
4	15-484-496-8449-6331		285.60	Feb/Mar HHA mileage		Mileage & Meals	N
16326	Sarkisyan/Amber		285.60	1 Transactions			
1268	Tomczak/Kristi						
3	15-484-496-8449-6331		231.84	Feb/Mar HHA mileage		Mileage & Meals	N
1268	Tomczak/Kristi		231.84	1 Transactions			
452	Zaiser/Kelly						
53	15-484-481-8481-6331		1.12	January PHNC mileage		Mileage & Meals	N
51	15-484-487-8453-6331		271.04	Jan-Mar MIECHV mileage		Mileage & Meals	N
52	15-484-487-8457-6331		15.68	February MCH mileage		Mileage & Meals	N
452	Zaiser/Kelly		287.84	3 Transactions			
15 Fund Total:			27,021.37	Community Health Fund	32 Vendors	60 Transactions	
Final Total:			27,021.37	32 Vendors	60 Transactions		

Sheila  
4/1/21

10:30AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	27,021.37	Community Health Fund	
	All Funds	27,021.37	Total	Approved by, .....
				.....
				.....

# 9:30am Appointment

April 6, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request to Fill Vacancies, Part-Time Deputy & Jail/Office Assistant	<b>b. Originating Department/Organization/Person:</b> Sheriff's Office
<b>c. Estimated time:</b> 5 Minutes	<b>d. Presenter(s):</b> Brian Smith, County Sheriff

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

### Resolution #\_\_ – 04/06/21

**WHEREAS** there is a vacancy in the position of a Part Time Deputy, and

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes the County Sheriff and the County Personnel Director to hire a Part Time Deputy to fill the position at Step A, Range 13 of the pay plan which is \$26.32 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.

### Resolution #\_\_ – 04/06/21

**WHEREAS** there is a vacancy in the position of a Full Time Jail/Office Assistant, and

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes the County Sheriff and the County Personnel Director to hire a Full Time Jail/Office Assistant to fill the position at Step A, Range 7 of the pay plan which is \$18.04 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:**

1. The Deputy position was originally approved back in February of 2020 and a person was hired. The start date was delayed due to COVID and because of the ongoing restrictions with COVID the person never started and the position was never filled. We would like to fill the position now.
2. The current Jail/Office Assistant submitted her resignation, her last day will be April 9, 2021.

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

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

**Coordinators Comments:**

# 9:40am Appointment

April 6, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Payroll System	<b>b. Origination:</b> Auditor/Treasurer, Coordinator
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Kim Christenson, Marie Sward, Kris McNally

**e. Board action requested:**

Payroll System vendor change

---

**f. Background:**

The contract for our current payroll system vendor is set to expire on August 31, 2021. We created a team consisting of myself, Kris McNally, Marie Sward (Deputy Finance), Lisa Blowers (IS Director), and Laura Birkaker (Deputy Auditor). We have met with numerous payroll system companies and have narrowed the search down to 2 companies. The 2 companies are Paycom and Tyler Technologies.

We have had several meetings with both of these companies and have compared the two side by side. Attached is a spreadsheet comparing the two companies; including the needs of the county, payroll software, cost comparisons, and implementation times.

With the new payroll system we will no longer need RT Vision for our timesheets, which will save \$6,800 annually. The Highway Dept will need to keep RT Vision because of their cost accounting system. We also no longer need BenefitsConnect for our online benefit renewal, which will save us \$1,800 annually. Both systems will integrate with RT Vision for the hwy timesheets, both will integrate with IFS and both offer applicant tracking.

The team is going to meet on Monday, April 5 to review the information again to make a final decision to present to the board. More information will be presented at the board meeting.

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**



	PayCom	Tyler
<b>What's Important to Us?</b>		
User Friendly	Yes	Yes
Integrates with IFS	Yes	Yes
Integrates with RT Vision	Yes	Yes
Includes Applicant Tracking	Yes	Yes
Report Writing	Excellent	Good
Benefits tracking	Extra cost	Includes online/open enrollment
Customer Support	Trained on Whole Product	20-25 people/area of expertise
Implementation Time	6-12 weeks	9 months
Implementation Cost (one time)	7,425	106,000
Annual Cost*	42,359	29,000
<b>INITIAL COST (implementation &amp; annual cost)</b>	<b>49,784</b>	<b>135,000</b>
<b>Annual cost after implementation</b>	<b>42,359</b>	<b>29,000</b>
Caveats	*Changes based on number of users	Includes a projection module for budget projections

Who else uses?

Wadena, Redwood  
Morrison

Waseca, Mille Lacs,  
Crow Wing, Blue Earth

	Paycom	Tyler
<b>TOTAL 5-YEAR COST WITH IMPLEMENTATION</b>	<b>219,220</b>	<b>251,000</b>
10-YEAR COST WITH IMPLEMENTATION	431,015	396,000

10-year cost assumes year 5 pricing continues

# 10:00am Appointment

April 6, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Leased Vehicle Pool	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kim Christenson, HR Specialist

**e. Board action requested:**

Approve the following resolution:

### Resolution #\_\_ - 4/6/21

**WHEREAS** the PH/FS/County-wide vehicle pool currently has 2 leased vehicles; and

**WHEREAS** PH/FS/County-wide transportation demands have decreased; and

**WHEREAS** the leasing company confirmed that the current market is good for early lease terminations;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves the early termination of the lease of vehicle #167 - 2017 Ford Fusion if the vehicle can be sold by the lessor to result in no fees to the County.

**BE IT FURTHER RESOLVED** that the Board of Commissioners agrees to revisit vehicle pool leasing if needs arise that may result in the need to add another vehicle back to the pool.

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**f. Background:**

Supporting Documents: None Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

Removing the Ford Fusion from the vehicle pool will leave the 2013 Ford Taurus (county-owned) and the 2017 Dodge Caravan (leased) at the PH/FS building. The 2009 Chevy Impala (county-owned) may be moved into the rotation for use there as well, leaving the 2002 Dodge Caravan (county-owned) stationed at the Courthouse for primarily intra-agency use by maintenance and I.S.

<b>Kanabec County Vehicle Pool 2019 – 2020 Mileage Comparison</b>				
<b>Unit Number</b>	<b>Vehicle</b>	<b>2019 Mileage</b>	<b>2020 Mileage</b>	<b>Percent Decrease 2019- 2020</b>
167	2017 Fusion (leased)	11,116	6,040	54%
176	2017 Caravan (leased)	11,524	4,010	35%
124	2013 Taurus (owned)	10,275	5,512	54%
978	2009 Impala (owned)	1,643	530	32%
25	2002 Caravan (owned)	1,537	443	29%
<b>Total:</b>		<b>36,095</b>	<b>16,535</b>	<b>46%</b>

**Total miles for leased vehicles in 2019: 22,640**

Mileage reimbursements @ .58/mile would have been \$13,131

Paid \$8,997 for vehicle leases

Savings of \$4,134

**Total miles for leased vehicles in 2020: 10,050**

Mileage reimbursements @ .575/mile would have been \$5,779

Paid \$8,997 for vehicle leases

Loss of \$3,218

# 10:15am Appointment

April 6, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Summer Assistant	<b>b. Origination:</b> County Coordinator/U of MN
<b>c. Estimated time:</b> 5 Minutes	<b>d. Presenter(s):</b> Laura Ambrose

**e. Board action requested:**

**Approve the following resolution:**

### Resolution #\_\_ - 4/6/21

**WHEREAS** the county has employed a 4-H Summer Assistant in past years, and

**WHEREAS** the board did budget for this position in 2021, and

**WHEREAS** the board desires to fill this position;

**BE IT RESOLVED** that the County Board authorizes the County Personnel Director to hire a 4-H Summer Assistant to refill the vacant position at \$10.08 per hour, or \$10.38 per hour if the person has prior experience as a Kanabec County 4-H Summer Assistant, and

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

### **f. Background:**

2021 Budget:	Wages	= \$4,560
	FICA	= \$ 350
	TOTAL	= \$4,910

At \$10.08/hour, that is 452 hours max

At \$10.38/hour, that is 439 hours max

Attached is a copy of the job description for this position

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

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

Kanabec County Position Description

***Extension 4-H Program Assistant***

Exemption Status: Non-Exempt

Date: April 20, 2005

Department: Extension

**Job Specifications**

Factor	Level
Minimum Education: . . . . .	High school graduate or equivalent
Minimum Job Related Experience:. . . . .	None
Other Requirements . . . . .	Valid MN Driver's License
Supervision Given To: . . . . .	None
Supervision Received From: . . . . .	Extension Secretary

**Knowledge, Skills & Abilities Desired**

- ▶ Knowledge of office procedures.
- ▶ Skilled in working with young people and adults
- ▶ Skilled in the use of office equipment, including computers and calculator.
- ▶ Some skills in oral and written communication
- ▶ Considerable ability to perform detailed work with a high degree of accuracy.
- ▶ Ability to establish and maintain effective working relationships with county officials, employees, and the general public.
- ▶ Ability to perform manual labor tasks involving some dexterity
- ▶ ☐Ability to work productively as part of a team and express enthusiasm for 4-H projects.

**Job Summary**

This position is intended to provide hands-on experience for the Extension 4-H Program Assistant and at the same time provide County 4-H Program Coordinators with extra needed help during the busy summer season.

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**Some Examples of Essential Duties**

In all duties, this position works according to good safety practices as posted, instructed, discussed, and written in policy. Uses all safety devices provided for their protection and the protection of others. Reports any unsafe condition or act to their supervisor or the safety officer immediately.

1. Assisting with coordinating county and/or State Fair programs, activities and events
2. Managing the required registration systems for 4-H State Fair participation and planning registration meetings with 4-H members.
3. Assisting regional extension educators and 4-H program coordinators with local county programming and

providing timely communication to Extension staff regarding progress made and accomplishments as well as recommendations for changes next year.

4. Assisting with 4-H membership recruitment and encouraging parental participation and support.
5. Working with community education programs
6. Assisting with media relations
7. Follow the program guidelines of the University of Minnesota Extension Service, the Minnesota 4-H program and the Kanabec County 4-H program.
8. Serves as a respectful, positive role model for youth and adults.
9. Performs other duties as required.

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### **Physical Demand Analysis Summary**

PHYSICAL DEMANDS IN THIS JOB WILL VARY AS THE PERSON'S DUTIES CHANGE. FOLLOWING IS AN ESTIMATED AVERAGE.

In a typical 5 hour work day, this person sits 1 hours, stands 2 hours and walks 2 hours. Some special physical demands include:

1. Up to 30% of the time requires carrying up to 24 pounds.
2. Up to 100% of the time requires seeing with near acuity and seeing a full field of vision.
4. Up to 70% of the time requires good verbal communication and hearing normal conversation.
5. Up to 50% of the time requires seeing with far acuity.
6. Up to 30% of the time requires good written communication, seeing with depth perception and being able to distinguish colors.
7. Up to 10% of the time requires hearing high pitched or low pitched sounds.
8. Up to 50% of the time requires reaching above shoulder level and pushing/pulling.
9. Up to 10% of the time requires bending/stooping and crouching.
10. Up to 70% of the time requires use of the hands at waist, chest and shoulder height.
11. Up to 30% of the time requires use of the hands at ear, top of the head, and over the head heights.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**April 6, 2021**  
**Appointment Agenda of**  
**Chad T. Gramentz, PE**  
**Public Works Director**

- |   |                          |
|---|--------------------------|
| 1. Equipment Rental/Services Bids             | Resolution #1 (04-06-21) |
| 2. Microsurfacing Bids CSAH 16 & CSAH 17      | Resolution #2 (04-06-21) |
| 3. Aggregate Surfacing Bids                   | Resolution #3 (04-06-21) |
| 4. Federal Funding Grant Agreement for CSAH 3 | Resolution #4 (04-06-21) |
| 5. Sign Truck – Updated Quotes                | Resolution #5 (04-06-21) |
| 6. Maintenance Schedule                       |                          |
| 7. County Road 81                             |                          |
| 8. High School Site                           |                          |

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**Resolution #1 (4-6-21)**  
**Equipment Rental and Service Bids**

WHEREAS bids were received and opened on March 23, 2021 for equipment rental rates and services, and

WHEREAS long term equipment rental quotes were received and presented before the board, and

WHEREAS Kanabec County may require various equipment and services throughout the year;

THEREFORE BE IT RESOLVED to accept all bids and quotes as submitted, and

BE IT FURTHER RESOLVED that the Public Works Director is directed to utilize the bids as necessary based on the availability of the lowest responsible bid.

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**Resolution #2 (4-6-21)**  
**Microsurfacing Bids**  
**CSAH 16 & CSAH 17**

WHEREAS the following bids were received on March 30, 2021:

Microsurfacing:

**Asphalt Surface Technologies Corp.   \$416,079.38**

WHEREAS the lowest responsible bid was \$416,079.38 submitted by Asphalt Surface Technologies Corp., and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the bid of \$416,079.38 submitted by Asphalt Surface Technologies Corp. for microsurfacing, and

BE IT FURTHER RESOLVED that the Chairperson and County Coordinator are authorized to sign contracts for this project.

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**Resolution #3 (4-6-21)**  
**Aggregate Surfacing Bids**

WHEREAS the following bids were received on March 30, 2021:

Aggregate Surfacing:

<b>DLL Excavating, Inc.</b>	<b>\$764,917.12</b>
Bjorklund Companies.	\$973,346.43
Central Specialties Incorporated	\$1,234,519.00
J.R. Ferche, Inc.	\$1,247,293.79
Knife River Corporation	\$1,337,109.15
Mark Sand & Gravel Co.	\$1,800,236.90

WHEREAS the lowest responsible bid was \$764,917.12 submitted by DLL Excavating, Inc., and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the bid of \$764,917.12 submitted by DLL Excavating, Inc. for aggregate surfacing, and

BE IT FURTHER RESOLVED that the Chairperson and County Coordinator are authorized to sign contracts for this project.

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**Resolution #4 (4-6-21)**  
**Federal Funding Grant Agreement**  
**CSAH 3**

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Kanabec County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Board Chairperson and the Coordinator are hereby authorized and directed for and on behalf of Kanabec County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation MnDOT Contract Number 1046517," a copy of which said agreement was before the County Board and which is made a part hereof by reference.

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**Resolution #5 (4-6-21)**  
**Purchase Sign Truck**

WHEREAS a quote for a 2021 Chevrolet Silverado 6500 Regular Cab Work Truck chassis at State Contract pricing was received from North Country GM for \$54,510.64, and

WHEREAS a quote for a custom sign truck box at State Contract pricing was received from Aspen Equipment for \$108,945.00, and

WHEREAS said quotes were presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$54,510.64 by North Country GM and approve the purchase a 2021 Chevrolet Silverado 6500 Regular Cab Work Truck, and

BE IT FURTHER RESOLVED to accept the quote of \$108,945.00 by Aspen Equipment and approve the purchase of a custom sign truck box.

**Kanabec County Highway Equipment Rental & Supplies  
Abstract of Bids 2021**

Item No. 1 Tractor Backhoe	Item No. 2 Excavator	Item No. 3 Dozer	Item No. 4 Dragline
<b>Ziegler - Columbus</b> \$1180 / week	<b>Hjort Excavating - Milaca</b> <u>Mini</u> \$125 / hr - with operator \$70 / hr - no operator \$975 / week - no operator <u>Medium</u> \$145 / hr - with operator \$90 / hr - no operator \$1900 / week - no operator <u>Large - Model 210</u> \$155 / hr - with operator \$95 / hr - no operator \$2150 / week - no operator <u>Large - Model 350</u> \$170 / hr - with operator \$120 / hr - no operator \$3500 / week - no operator  <b>Rydberg &amp; Sons - Pine City</b> <u>Medium - Volvo 160</u> \$135 / hr - with operator \$5500 / week - with operator \$110 / hr - no operator \$4500 / week - no operator <u>Large - JD 350</u> \$175 / hr - with operator \$7000 / week - with operator \$150 / hr - no operator \$6000 / week - no operator  <b>Ziegler - Columbus</b> <u>Mini - 305</u> \$1180 / week - no operator <u>Medium - 316</u> \$2900 / week - no operator - w/o thumb \$3095 / week - no operator - w/thumb <u>Large 336</u> \$5420 / week - no operator - w/o thumb \$5510 / weem - no operator - w/thumb Long Stick 326-\$5790/week-no operator	<b>Hjort Excavating - Milaca</b> <u>Small - 650K</u> \$140/ hr - with operator \$ 90 / hr - no operator \$1500 / week - no operator <u>Medium - 750L</u> \$150 / hr - with operator \$100 / hr - no operator \$2700 / week - no operator  <b>Rydberg &amp; Sons - Pine City</b> <u>Small - 650</u> \$125 / hr - with operator \$5000 / week- with operator \$100 / hr - no operator \$4000 / weekl - no operator <u>Medium - D6N</u> \$175 / hr - with operaor \$7000 / week - with operator \$150 / hr - with operator \$6000 / week - no operator <u>Large - D8R</u> \$250 / hr - with operator \$10,000 / week - with operator \$225 / hr - no operator \$9000 / week - no operator  <b>Ziegler - Columbus</b> <u>Small - D5K2</u> \$2320 / week - no operator <u>Medium - D6N:GP</u> \$4000 / week - no operator <u>Large - D6LGPW</u> \$5400 / week - no operator	

**Kanabec County Highway Equipment Rental & Supplies  
Abstract of Bids 2021**

Item No. 5 Motorgrader	Item No. 6 Front End Loader	Item No. 7 Scraper	Item No. 8 Off Road Haul Truck
<b>Rydberg &amp; Son - Pine City</b> Blading \$120 / hr - with operator \$4800 / week - with operator \$100 / hr - no operator \$3800 / week - no operator  <b>Ziegler - Columbus</b> Blading \$4170 / week - no operator Snowplow w/wing \$4700 / week - no operator	<b>Hjort Excavating - Milaca</b> <u>Model 624L</u> \$105 / hr - no operator \$2300 / week - no operator <u>Model 744K</u> \$175 / hr - with operator \$130 / hr - no operator \$4100 / week - no operator  <b>Rydberg &amp; Sons - Pine City</b> \$135 / hr - with operator \$5400 / week - with operator \$115 / hr - no operator \$4400 / week - no operator  <b>Ziegler - Columbus</b> \$2540 / week	<b>Rydberg &amp; Son - Pine City</b> \$195 / hr - with operator \$7800 / week - with operator \$175 / hr - no operator \$6800 / week - no operator  <b>Ziegler - Columbus</b> \$9960 / week	<b>Hjort Excavating - Milaca</b> <u>Model 300</u> \$200 / hr - with operator \$150 / hr - no operator \$4600 / week - no operator <u>Model 740</u> \$210 / hr - with operator \$160 / fr - no operator \$4800 / week - no operator  <b>Ziegler - Columbus</b> \$5460 / week

# Kanabec County Highway Equipment & Supplies

## Abstract of Bids 2021

Item No. 9 Plow Truck w/wing and Operator	Item No.10 Heavy Equipment Hauling	Item No. 11 Street Sweeep	Item No. 12 Bale Processor
	Hjort Excavating - Milaca 160 / hr		

**Kanabec County Highway Equipment Rental & Supplies  
Abstract of Bids 2021**

Item No. 13 Hydro Seeder	Item No. 14 Water Tanker trailer only	Item No. 15 Water Tanker w/operator	Item No. 16 Dump Truck w/operator
	<b>Rydberg &amp; Sons - Pine City</b> \$700 / day - 5000 gallons	<b>Rydberg &amp; Sons - Pine City</b> \$120 / hr - 5000 gallons	<b>Hjort Excavating - Milaca</b> \$110 / hr  <b>Rydberg &amp; Sons - Pine City</b> \$89 / hr - 32,000 lbs

## Kanabec County Highway Equipment Rental & Supplies Abstract of Bids 2021

Item No. 17 Belly Dump w/ Tractor & Operator	Item No. 18 Side Dump w/ Tractor & Operator	Item No. 19 Skid Steer wheeled unit	Item No. 20 Skid Steer track unit
Hjort Excavating - Milaca \$115 / hr	Hjort Excavating - Milaca \$120 / hr - end dump	Hjort Excavating - Milaca \$100 / hr - with operator \$70 / hr - no operator \$850 / week - no operator	Hjort Excavating - Milaca \$120 / hr - with operator \$80 / hr - no operator \$1300 / week - no operator
Rydberg & Sons - Pine City \$94.50 / hr - 48,000 lbs	Rydberg & Sons - Pine City \$105 / hr - 48,000 lbs	Rydberg & Sona - Pine City \$105 / hr - with operator \$4200 / week - with operator \$95 / hr - no operator \$3200 / week - no operator	Rydberg & Sons - Pine City \$120 / hr - with operator \$4800 / week - with operator \$100 / hr - no operator \$3800 / week - no operator
		Ziegler - Columbus \$800 / week - no operator	Ziegler - Columbus \$1900 / week - no operator

Item No. 21 24" High Flow Cold Planer	Item No. 22 40" High Flow Cold Planer	Item No. 23 Tractor w/mower & operator	Item No. 24 Shouldering Maching w/operator
Ziegler - Columbus \$2450 / week - no operator	Ziegler - Columbus \$2450 / week - no operator		

Item No. 21 24" High Flow Cold Planer	Item No. 22 40" High Flow Cold Planer	Item No. 23 Tractor w/mower & operator	Item No. 24 Shouldering Maching w/operator
Ziegler - Columbus \$2450 / week - no operator	Ziegler - Columbus \$2450 / week - no operator		

**Kanabec County Highway Equipment and Supplies  
Abstract of Bids 2021**

Item No. 25 Spray Patching	Item No. 26 Tree Service	Item No. 27 Tractor w/sprayer & operator	Item No. 28 Concrete Work
<b>Fahrner Asphalt - WI</b> \$100 / hr - traffic control \$500 / hr - process  <b>Pavement Resources - Ham Lake</b> \$3600 / day			



**Kanabec County Highway Equipment and Supplies**  
**Abstract of Bids 2021**

<b>Item No. 29</b> Lawn Care Service	<b>Item No. 30</b> Winter Maintenance Sand	<b>Item No. 31</b> Modified Class 5
	<p><b>Dawn Hass Construction - Ogilvie</b>  \$4.65 / cu yd - loaded by Bidder  Wahlstrom &amp; Hass Pit</p> <p><b>Knife River - Sauk Rapids</b>  \$5.25 / cu yd - loaded by County  \$5.95 / cu yd - loaded by Bidder  Kollar Pit</p>	<p><b>A&amp;M Aggregate - Mora</b>  \$5.75 / cu yd - loaded by County  \$6.75 / cu yd - loaded by Bidder</p> <p><b>Dawn Hass Construction - Ogilvie</b>  \$5.75 / cu yd - loaded by County  \$6 / cu yd - loaded by Bidder  Terry Nielson Pit</p> <p><b>Knife River - Sauk Rapids</b>  \$5.25 / cu yd - loaded by County  \$5.95 / cu yd - loaded by Bidder  Kollar Pit</p>

## Kanabec County Highway Equipment and Supplies

## Abstract of Bids 2021

Item No 32 Rock 1 1/2"	Item No. 33 Soil Test Boring	Item No. 34 Soil Test Report
<b>A&amp;M Aggragate - Mora</b> \$8.00 / cu yc- loaded by County \$9.00 / cu yd - loaded by Bidder  <b>Dawn Hass Construction - Ogilvie</b> \$6.75 / cu yd - loaded by County \$7.00 / cu yd - loaded by Bidder Wahlstrom & Hass Pit  <b>Rydberg &amp; Sons - Pine City</b> \$18 / cu yd - loaded by County \$20 / cu yd - loaded by Bidder Pine City Shop or Sturgeon Lake Pit	<b>Independent Testing - Waite Park</b> \$15 / lf - 4" \$22 / lf - '2"	<b>Independent Testing - Waite Park</b> \$1000 / each

# Kanabec County Highway Equipment and Supplies

## Abstract of Bids 2021

Item No. 35 Aggregate Testing	Item No. 36 Drainage Tiling	Item No. 37 Sodding	Item No. 38 Dust Control
<b>EGT Testing - Mora</b> \$75 / each  <b>Independent Testing - Waite Park</b> 85 / each  <b>Rydberg &amp; Sons - Pine City</b> \$150 / each			<b>Knife River - Sauk Rapids</b> \$.27 / sq yd - 38% @ .2 gal/sq yd \$.405 / sq yd - 38% @ .3 gal/sq yd

Kanabec County Higway Equipment and Supplies

Abstract of Bids 2021

Item No. 39 Milling, Bituminous	Item No. 40 Crack Sealing	Item No. 41 Bituminous Patching
SW Asphalt. - Pine City \$6.00 / inch	Fahrner Asphalt - WI \$2.50 / pound	Fahrner Asphalt - WI \$50 / sq yd - IR Patching
	SW Asphalt - Pine City \$.95 / lf - blow/fill	SW Asphalt - Pine City \$36 / sq yd \$150 / ton
		Rococ Paving - McGrath \$36 / sq yd \$150 / ton

**Kanabec County Highway Equipment and Supplies**  
**Abstract of Bids 2021**

Item No.42 Large Crack Repair	Item No. 43 Miscellaneous
<b>Fahrner Asphalt - WI</b> \$3.00 / pound - Mastic \$2.75 / pound - Flex Patch \$3.30 / ft - Mastec \$3.00 / ft - Flex Patch  <b>Pavement Resources - Ham Lake</b> \$3.50 / ft	<b>Central Applicators - Foley</b> Herbicide Application \$65 / hr - nurse tank \$75 / hr - 30' width \$55 / hr - 15' spray wand Trycera - \$135 / gal Garlon 3A - \$135 / gal Escort - \$22.50 / ounce Arsenal - \$349 / gal Activator - \$75.08 / gal 2-4-D - \$44.75 / gal Roundup - \$73 / gal Milestone - \$7.75 / ounce  <b>Fahrner Asphalt - WI</b> \$4 / sq yd - GSB Friction Seal \$3 sq yd - Scrub Seal w/fog  <b>Pavement Resources - Jam Lake</b> \$3600 / day - Spray Inject Patching  <b>Ziegler - Columbus</b> Massey Ferguson Boom Mower \$3400 / week CAT H115E Hrydraulichamer 314E \$1820 / week CAT BA118 Sweeper Broom -skid \$530 / week + brush wear CAT B6118 Pickup Broom - skid \$430 / week + brush wear



**Minnesota Department of Transportation**

**State Aid for Local Transportation**

395 John Ireland Boulevard, MS 500

Saint Paul, MN 55155

March 18, 2021

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

**SUBJECT: SP 033-603-029, STPF 3321(196)**  
**Improvements to CSAH 3**  
**MnDOT Contract Number 1046517**

Dear Mr. Gramentz:

Attached is a copy of the agency agreement between Kanabec County and MnDOT, which allows for MnDOT to act as the Local Government's agent in accepting federal aid in connection with the above referenced project.

This agreement is for Advance Construction, because you wish to begin construction of the project prior to the year it is designated in the STIP. The project will be converted to "real" funds in Federal fiscal years 2023 or sooner as funds are available.

Please review and if approved, please sign. A County Board resolution similar to the example attached, must be passed by your governing board. The certified resolution should then be placed as the last page of the agreement. Please verify that the person/title authorized to sign as stated in the resolution, corresponds to the signature (person/title) on the signature page. Please return signed copy of the agreement to [Olga.kruglova@state.mn.us](mailto:Olga.kruglova@state.mn.us) for MnDOT signatures. A fully executed copy will be returned to you. If you have any questions or need any revisions, please feel free to contact me at 651.366.3826.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Angela Murphy'.

**FOR** Angela Murphy, PE

Plans Engineer

Enclosures

Cc: *Kelvin Howieson* — DSAE  
Cindy Degener — Finance  
File



**STATE OF MINNESOTA**  
**AGENCY AGREEMENT**  
 for  
**FEDERAL PARTICIPATION IN ADVANCE CONSTRUCTION**

**State Project Number:** 033-603-029\_\_\_\_\_

**FAIN Number:** STPF 3321(196)\_\_\_\_\_

This agreement is entered into by and between Kanabec County ("Local Government") and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT").

**RECITALS**

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1. MnDOT Contract Number dcp(1030033) which has been executed between the Local Government and MnDOT, appoints MnDOT as the Local Government's agent to receive and disburse transportation related federal funds, and sets forth duties and responsibilities for letting, payment, and other procedures for a federally funded contract let by the Local Government; and
2. Pursuant to Minnesota Statutes Section 161.36, the Local Government desires MnDOT to act as the Local Government's agent to accept and disburse federal funds for the construction, improvement, or enhancement of transportation financed in whole or in part by federal funds, hereinafter referred to as the "Project"; and
3. The Local Government is proposing a federal aid project to perform construction improvements to County State Aid Highway 3, hereinafter referred to as the "Project"; and
4. The Project is eligible for the expenditure of federal aid funds and is programmed in the approved federally approved STIP for the fiscal years 2021 and 2023, and is identified in MnDOT records as State Project 033-603-029, and in Federal Highway Administration ("FHWA") records as Minnesota Project STPF 3321(196); and
5. The Local Government desires to proceed with the construction of the project in advance of the year it is programmed for the federal funds; and
6. It is permissible under Federal Highway Administration procedures to perform advance construction of eligible projects with non-federal funds, with the intent to request federal funding for the federally eligible costs in a subsequent federal fiscal year(s), if sufficient funding and obligation authority are available; and
7. The Local Government desires to temporarily provide Local Government State Aid and/or other local funds in lieu of the federal funds so that the project may proceed prior to the fiscal year(s) designated in the STIP; and
8. MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

**AGREEMENT TERMS**

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**1. Term of Agreement**

- 1.1. **Effective Date.** This agreement will be effective upon execution by the Local Government and by appropriate State officials, pursuant to Minnesota Statutes Section 16C.05, and will remain in effect for five (5) years from the effective date or until all obligations set forth in this agreement have been satisfactorily

fulfilled, whichever occurs first.

## 2. Local Government's Duties

- 2.1. The Local Government will perform all of its duties and obligations in MnDOT Contract Number dcp(1030033), which is incorporated herein by reference, in the solicitation, letting, award, and administration of the construction of the Project.

## 3. MnDOT's Duties

- 3.1. MnDOT will perform all of its duties in accordance with MnDOT Contract Number dcp(1030033), which is incorporated herein by reference.
- 3.2. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project, and for reimbursement of eligible costs pursuant to the terms of this agreement.
- 3.3. MnDOT will request the conversion of the Project to federal funding of eligible costs, when funding and obligation authority are available.
- 3.4. At such time that the project is converted to federal funding and such funding is received by MnDOT, MnDOT will reimburse to the Local Government the federal aid share of the federally eligible costs, previously provided by the Local Government. Reimbursement for Local Government State Aid funds used in lieu of federal funds, will be deposited in the Local Government's State Aid Account. Reimbursement for other Local Government funds used in lieu of federal funds will be forwarded to the Local Government.

## 4. Time

- 4.1. The Local Government must comply with all the time requirements described in this agreement. In the performance of this agreement, time is of the essence
- 4.2. The period of performance is defined as beginning on the date of federal authorization and ending on the date defined in the federal financial system or federal agreement ("end date"). **No work completed** after the **end date** will be eligible for federal funding. Local Government must submit all contract close out paperwork to MnDOT, twenty four months prior to the **end date**.

## 5. Payment

- 5.1. It is estimated that the total cost of the Project is \$2,918,621.
  - 5.1.1. Of these Surface Transportation Program Flexible funds, \$1,668,560 are available in federal fiscal year 2021.
  - 5.1.2. Of these Surface Transportation Program Flexible funds, \$424,000 are available in federal fiscal year 2023.
- 5.2. The Local Government will pay any part of the cost or expense of the work that the FHWA does not pay.
- 5.3. Request for reimbursement of the federal aid share of the federally eligible costs can be made any time after the work is completed, however payment may not be made until after October 1, 2022 for federal fiscal year 2023. It could be earlier if funding and obligation authority are available (subject to the Area Transportation Partnership (ATP) policy).
- 5.4. The Local Government will make requests for reimbursement in accordance with the payment provisions in MnDOT Contract Number dcp(1030033), which is incorporated by reference, and will comply with the requirements of 2 CFR Part 200.

## 6. Authorized Representatives

- 6.1. MnDOT's Authorized Representative is:



Name: Angela Murphy, or her successor.

Title: State Aid, Federal Plans Engineer

Phone: 651-366-3826

Email: angela.murphy@state.mn.us

MnDOT's Authorized Representative has the responsibility to monitor Local Government's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, MnDOT's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2. The Local Government's Authorized Representative is:

Name: Chad Gramentz, or his successor.

Title: Kanabec County Engineer

Phone: 320-679-6300

Email: Chad.gramentz@co.kanabec.mn.us

If the Local Government's Authorized Representative changes at any time during this agreement, the Local Government will immediately notify MnDOT.

## 7. Assignment Amendments, Waiver, and Agreement Complete

- 7.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 7.2. **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3. **Waiver.** If MnDOT fails to enforce any provision of this agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
- 7.4. **Agreement Complete.** This agreement contains all negotiations and agreements between MnDOT and the Local Government. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.
- 7.5. **Severability.** If any provision of this Agreement or the application thereof is found invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.

## 8. Liability and Claims

- 8.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
- 8.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The Local Government will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. The Local Government will indemnify, defend (to the extent permitted by the Minnesota

Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The Local Government's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

## 9. Audits

- 9.1. Under Minn. Stat. § 16C.05, Subd.5, the Local Government's books, records, documents, and accounting procedures and practices of the Local Government, or other party relevant to this agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 9.2. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR 200.400-.475 will be used to determine whether costs are eligible for reimbursement under this agreement.
- 9.3. If Local Government expends \$750,000 or more in Federal Funds during the Local Government's fiscal year, the Local Government must have a single audit or program specific audit conducted in accordance with 2 CFR Part 200.

**10. Government Data Practices.** The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by MnDOT under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Local Government or MnDOT.

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

**12. Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## 13. Termination; Suspension

- 13.1. **Termination by MnDOT.** MnDOT may terminate this agreement with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 13.2. **Termination for Cause.** MnDOT may immediately terminate this agreement if MnDOT finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that the Local Government has been convicted of a criminal offense relating to a state agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. MnDOT may take action to protect the interests of MnDOT of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 13.3. **Termination for Insufficient Funding.** MnDOT may immediately terminate this agreement if:
  - 13.3.1. Funding is not obtained from the Minnesota Legislature; or

13.3.2. Funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT will provide the Local Government notice of the lack of funding within a reasonable time of MnDOT's receiving that notice.

13.4. **Suspension.** MnDOT may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Local Government during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

14. **Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Local Government consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.

15. **Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this Project.

16. **Discrimination Prohibited by Minnesota Statutes §181.59.** The Local Government will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

17. **Appendix II 2 CFR Part 200 Federal Contract Clauses.** The Local Government agrees to comply with the following federal requirements as identified in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and agrees to pass through these requirements to its subcontractors and third party contractors, as applicable. In addition, the Local Government shall have the same meaning as "Contractor" in the federal requirements listed below.

17.1.1. **Remedies.** Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and

Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- 17.1.2. **Termination.** All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- 17.1.3. **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- 17.1.4. **Davis-Bacon Act, as amended.** (40 U.S.C. 3141-3148) When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 17.1.5. **Contract Work Hours and Safety Standards Act.** (40 U.S.C. 3701-3708) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 17.1.6. **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes

to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

- 17.1.7. **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued under the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 17.1.8. **Debarment and Suspension.** (Executive Orders 12549 and 12689) A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 17.1.9. **Byrd Anti-Lobbying Amendment.** (31 U.S.C. 1352) Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- 17.1.10. **Procurement of Recovered Materials.** See 2 CFR 200.322 Procurement of Recovered Materials.
- 17.1.11. **Telecommunications Certification.** By signing this agreement, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Contractor will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses “covered telecommunications equipment or services” (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any contract related to this agreement.
- 17.2. **Drug-Free Workplace.** In accordance with 2 C.F.R. § 32.400, the Local Government will comply with the Drug-Free Workplace requirements under subpart B of 49 C.F.R. Part 32.
- 17.3. **Nondiscrimination.** The Local Government hereby agrees that, as a condition of receiving any Federal financial assistance under this agreement, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d), related nondiscrimination statutes (i.e., 23 U.S.C. § 324, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975), and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, handicap, or age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Local Government receives Federal financial assistance. The specific requirements of the Department of Transportation Civil Rights assurances

(required by 49 C.F.R. §§ 21.7 and 27.9) are incorporated in the agreement.

**17.4. Federal Funding Accountability and Transparency Act (FFATA).**

17.4.1. This Agreement requires the Local Government to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Local Government is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Local Government provides information to the MnDOT as required.

- a. Reporting of Total Compensation of the Local Government's Executives.
- b. The Local Government shall report the names and total compensation of each of its five most highly compensated executives for the Local Government's preceding completed fiscal year, if in the Local Government's preceding fiscal year it received:
  - i. 80 percent or more of the Local Government's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
  - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

Executive means officers, managing partners, or any other employees in management positions.

- c. Total compensation means the cash and noncash dollar value earned by the executive during the Local Government's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
    - i. Salary and bonus.
    - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
    - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
    - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
    - v. Above-market earnings on deferred compensation which is not tax qualified.
- 17.4.2. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.



- 17.4.3. The Local Government must report executive total compensation described above to the MnDOT by the end of the month during which this agreement is awarded.
- 17.4.4. The Local Government will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each project. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>
- 17.4.5. The Local Government's failure to comply with the above requirements is a material breach of this agreement for which the MnDOT may terminate this agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the Local Government unless and until the Local Government is in full compliance with the above requirements.

**[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]**

Kanabec County

Kanabec County certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_

Title: State Aid Engineer

Date: \_\_\_\_\_

**COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_



### SAMPLE RESOLUTION FOR AGENCY AGREEMENT

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Kanabec County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the \* ( *Chairman* ) and the \* ( *Auditor* ) are hereby authorized and directed for and on behalf of Kanabec County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation MnDOT Contract Number 1046517," a copy of which said agreement was before the County Board and which is made a part hereof by reference.

*\*Titles of persons authorized to sign on behalf of the County\**

### SAMPLE CERTIFICATION

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by Kanabec County name at a duly authorized meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as shown by the minutes of said meeting in my possession.

\_\_\_\_\_  
Auditor

Notary Public

My Commission expires \_\_\_\_\_

(SEAL)



## **NORTH COUNTRY GM**

BOB OHARA | 218-349-8955 | [rwohara01@aol.com](mailto:rwohara01@aol.com)

# **KANABEC COUNTY**

**Prepared For: NATE WESTLING**

Vehicle: [Fleet] 2021 Chevrolet Silverado MD (CK56403) 4WD Reg Cab Work Truck





# NORTH COUNTRY GM

BOB OHARA | 218-349-8955 | rwohara01@aol.com

Vehicle: [Fleet] 2021 Chevrolet Silverado MD (CK56403) 4WD Reg Cab Work Truck (  Complete )

## Price Summary

PRICE SUMMARY	
	MSRP
Base Price	\$52,300.00
Total Options	\$12,135.00
Vehicle Subtotal	\$64,435.00
Tire Weight Tax (TWT)	\$26.64
Destination Charge	\$1,695.00
Grand Total	\$66,156.64

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## Quote Worksheet

	MSRP
Base Price	\$52,300.00
Dest Charge	\$1,695.00
Total Options	\$12,135.00
<b>Subtotal</b>	<b>\$66,130.00</b>
BID ASSIST	(\$8,012.00)
<b>Subtotal Pre-Tax Adjustments</b>	<b>(\$8,012.00)</b>
Less Customer Discount	(\$3,634.00)
<b>Subtotal Discount</b>	<b>(\$3,634.00)</b>
Trade-In	\$0.00
<b>Subtotal Trade-In</b>	<b>\$0.00</b>
<b>Taxable Price</b>	<b>\$54,484.00</b>
Tire Weight Tax	\$26.64
Sales Tax	\$0.00
<b>Subtotal Taxes</b>	<b>\$26.64</b>
<b>Subtotal Post-Tax Adjustments</b>	<b>\$0.00</b>
<b>Total Sales Price</b>	<b>\$54,510.64</b>

Dealer Signature / Date

Customer Signature / Date

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## Selected Model and Options

MODEL		
CODE	MODEL	MSRP
CK56403	2021 Chevrolet Silverado MD 4WD Reg Cab Work Truck	\$52,300.00

COLORS	
CODE	DESCRIPTION
GAZ	Summit White

MODEL OPTION				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
R7P	6500 HD Series (Included and only available with (DD5) 21,000 lb. GVWR, (C5D) 22,500 lb. GVWR or (DB9) 23,000 lb. GVWR.)	0.00 lbs	0.00 lbs	Inc.

GVWR				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
C5D	GVWR, 22,500 lb. (10,206 kg) (Silverado 6500 HD 4WD models require the following combination: (FTB) 7.5k front axle and (FTV) 7.5k front suspension and (HD1) 15k rear axle or (J27) 15.5k rear axle and (FU7) 15.5k rear suspension.)	0.00 lbs	0.00 lbs	\$5,075.00

REQUIRED OPTION				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
R6I	30,000 lb. GCWR (13,607 kg) (Requires 30k GCWR transmission (MBV, MBW, MBX, MBY, MJ0, MIO, MHV, ME0).)	0.00 lbs	0.00 lbs	\$0.00

ENGINE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
L5D	Engine, Duramax 6.6L Turbo-Diesel V8, B20-Diesel compatible 350 hp @ 2700 rpm, 700 lb.-ft. torque @ 1600 rpm (STD)	0.00 lbs	0.00 lbs	\$0.00

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### POWER TAKE OFF

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
PTO	Power Take Off, engine control provisions Access is available on left-hand and right-hand side	0.00 lbs	0.00 lbs	\$275.00

### TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
MBV	Rugged Duty Service Transmission, Automatic close-ratio 6 SPD with double overdrive, Allison, A2750RDS ratios: 3.10 1ST, 1.80 2ND, 1.40 3RD, 1.00 4TH, 0.70 5TH, 0.61 6TH Rugged Duty Series, 26K GVW & 37K GCW Max., requires PTO, includes park pawl, On/Off Highway. Available with GVWs greater than 19.5K (Requires (DD5) 21,000 lb. GVWR, (C5D) 22,500 lb. GVWR or (DB9) 23,000 lb. GVWR and (PTO) Power Take Off, engine control provisions and (R6I) 30,000 lb. GCWR (13,607 kg) or (R6W) 34,000 lb. GCWR (15,422 kg).)	0.00 lbs	0.00 lbs	\$1,585.00

### AXLE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
092	Rear axle, 4.30 ratio Max road speed: 75 MPH	0.00 lbs	0.00 lbs	\$0.00

### FRONT AXLE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
FTB	Front axle, 7,500 lb., Dana Spicer 60-256, single-reduction, front driving	0.00 lbs	0.00 lbs	\$0.00

### REAR AXLE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
HD1	Rear axle, 15,000 lb. (6,804 kg) Dana Spicer S16-130, single reduction	0.00 lbs	0.00 lbs	\$675.00

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## REAR SUSPENSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
FU7	Rear suspension, 15,500 lb. (7,031 kg) multi-leaf, vari-rate (Requires (PCJ) Vocational Specific Heavy Suspension Package when ordered with (ED9) 165" Wheelbase.)	0.00 lbs	0.00 lbs	\$50.00

## WHEELBASE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
ER2	Wheelbase, 189" (480.1 cm), 108" CA (Requires (FOC) 49" axle to end of frame, (FOD) 63" axle to end of frame or (FOI) 75" axle to end of frame.)	0.00 lbs	0.00 lbs	\$350.00

## PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs	\$0.00

## WHEEL TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
PWQ	Wheels, 19.5" x 6.75", steel, Black painted, 8-holes, hub piloted (STD)	0.00 lbs	0.00 lbs	\$0.00

## FRONT TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
XHD	Tires, front 225/70R19.5 G Traction Blackwall Continental Max Axle Load: 7,940 lb. (Requires (YHD) rear 225/70R19.5 G Traction Blackwall Continental tires.)	0.00 lbs	0.00 lbs	\$190.00

## REAR TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
YHD	Tires, rear 225/70R19.5 G Traction Blackwall Continental Max Axle Load: 15,000 lb.	0.00 lbs	0.00 lbs	\$380.00

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## SPARE TIRE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
ZHD	Tire, Spare 225/70R19.5 G traction blackwall Continental (Requires (XHD) front 225/70R19.5 G Traction Blackwall Continental tires or (YHD) rear 225/70R19.5 G Traction Blackwall Continental tires. Includes (V33) Rim Wrench and handle only tool kit.)	0.00 lbs	0.00 lbs	\$400.00

## PAINT SCHEME

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
ZY1	Paint, solid	0.00 lbs	0.00 lbs	\$0.00

## PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
GAZ	Summit White	0.00 lbs	0.00 lbs	\$0.00

## SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
AE7	Seats, front 40/20/40 split-bench, 3-passenger driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD)	0.00 lbs	0.00 lbs	\$100.00

## SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
H2R	Dark Ash seats with Jet Black interior accents, Cloth seat trim	0.00 lbs	0.00 lbs	\$0.00

## RADIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
IOB	Audio system, 7" diagonal color touch-screen with Chevrolet Infotainment AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones. (Includes (UQ3) 6-speaker audio system. Not available with (TG5) Single slot CD/MP3 player.)	0.00 lbs	0.00 lbs	\$275.00

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## ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
VYU	Snow Plow Prep Package includes (UNL) auxiliary harness for headlamps and turn signals, (KW5) 220-amp alternator, forward lamp wiring harness and (TRW) provision for cab roof mounted lamp/beacon (Note: (KW5) 220-amp alternator can be upgraded to (KHB) dual, 150 amps and 220 amps each alternators.)	0.00 lbs	0.00 lbs	\$340.00

## ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
7Y8	Batteries, heavy-duty dual 1300 cold-cranking amps includes battery box mounted to left side under cab	0.00 lbs	0.00 lbs	\$85.00
BTN	Battery, top post threaded, battery jump start stud (located on battery box) (Requires (7Y7) 1100 cold-cranking amps batteries or (7Y8) 1300 cold-cranking amps batteries.)	0.00 lbs	0.00 lbs	\$50.00
F0D	Axle to End of Frame, 63" (Requires Wheelbase (ED9) 165", (ER2) 189" or (ED5) 201".)	0.00 lbs	0.00 lbs	\$100.00
F59	Front stabilizer bar	0.00 lbs	0.00 lbs	\$175.00
FPF	DPF, diesel particulate filter, manual regeneration customer regeneration will not be allowed until the DPF load percentage has reached 100% full and a driver information center (DIC) message has been shown (Required with (YF2) Emergency Service Package.)	0.00 lbs	0.00 lbs	\$250.00
G68	Shock Absorbers, rear	0.00 lbs	0.00 lbs	\$65.00
G86	Axle, limited slip, Dana Spicer Truetrac, torque proportioning limited slip	0.00 lbs	0.00 lbs	\$350.00
JL1	Trailer brake controller, integrated (Requires (UY7) Trailering provisions.)	0.00 lbs	0.00 lbs	\$275.00
K05	Engine block heater	0.00 lbs	0.00 lbs	\$90.00
KW5	Alternator, 220 amps (Included with (VYU) Snow Plow Prep Package.)	0.00 lbs	0.00 lbs	Inc.
UY7	Trailering provisions, trailering wire harness only, trailer combined (Stop/Tail/Turn) connection socket and harness mounted at rear of frame. (Requires (JL1) Trailer brake controller.)	0.00 lbs	0.00 lbs	\$30.00
V33	Tool kit, Rim Wrench and handle only (Included with (ZMF), (ZBC), (ZBK), (ZHD) and (ZBR) spare tires.)	0.00 lbs	0.00 lbs	Inc.

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### ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
DPN	Mirrors, outside heated power-adjustable vertical trailing, upper glass, manual-folding and extending, black. Includes integrated turn signal indicators consisting of 51 square inch flat mirror surface positioned over a 24.5 square inch convex mirror surface with a common head and lower convex spotter glass (convex glass is not heated and not power adjustable) and addition of Auxiliary cargo lamp for backing up (helps to see trailer when backing up with a trailer) and amber auxiliary clearance lamp (Requires (A31) power windows.)	0.00 lbs	0.00 lbs	\$355.00
PWY	Wheel, 19.5" x 6.75", spare, steel, Black, 8-holes temporary mounted on frame, hub piloted (Required and only available with (PWQ), (PWR) or (PWS) steel wheels when ordered with a spare tire.)	0.00 lbs	0.00 lbs	\$0.00
TRW	Provision for cab roof-mounted lamp/beacon provides an overhead console mounted switch and electrical wiring tucked beneath the headliner for a body upfitter to connect a body-mounted warning or emergency lamp (Included with (VYU) Snow Plow Prep Package.)	0.00 lbs	0.00 lbs	Inc.
UNL	Auxiliary harness, 3' for headlamps and turn signals (Included with (VYU) Snow Plow Prep Package.)	0.00 lbs	0.00 lbs	Inc.

### ADDITIONAL EQUIPMENT - ENTERTAINMENT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
—	Bluetooth for phone, personal cell phone connectivity to vehicle audio system (Included and only available with (IOB) 7" diagonal color touch-screen with Chevrolet Infotainment.)	0.00 lbs	0.00 lbs	Inc.
UQ3	6-speaker audio system (Included and only available with (IOB) 7" diagonal color touch-screen with Chevrolet Infotainment.)	0.00 lbs	0.00 lbs	Inc.

### ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
A31	Windows, power with driver express up and down and express down on all other windows (Requires (DPN) outside heated power-adjustable vertical trailing mirrors.)	0.00 lbs	0.00 lbs	\$290.00
KI4	Power outlet, 110-volt AC	0.00 lbs	0.00 lbs	\$125.00

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ADDITIONAL EQUIPMENT - SAFETY-INTERIOR				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
UVC	Rear Vision Camera, display integrated into Radio (Shipped loose in cab for upfitter installation.)	0.00 lbs	0.00 lbs	\$200.00
<b>Options Total</b>		<b>0.00 lbs</b>	<b>0.00 lbs</b>	<b>\$12,135.00</b>
As Specified Curb Weight		5236.00 lbs	3117.00 lbs	

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## Standard Equipment

### Mechanical

4500 HD Series (Included and only available with (C7Y) 14,001 lb. GVWR, (C5B) 15,000 lb. GVWR, (C7P) 16,000 lb. GVWR or (C7R) 16,500 lb. GVWR.) (STD)

GVWR, 16,500 lb. (7484 kg) (Silverado 4500 HD 4WD models require one of the following combinations: (1) (FTB) 7.5k front axle and (FTV) 7.5k front suspension and (FN1) 10k rear axle or (GL4) 11k rear axle and (GR3) 11k rear suspension. (2) (FTB) 7.5k front axle and (FTV) 7.5k front suspension and (HD1) 15k rear axle or (J27) 15.5k rear axle and (GR4) 13.5k rear suspension or (FU7) 15.5k rear suspension.) (STD)

Emissions, 50 state certification

Emissions, USA 50 State certified

Engine, Duramax 6.6L Turbo-Diesel V8, B20-Diesel compatible 350 hp @ 2700 rpm, 700 lb.-ft. torque @ 1600 rpm (STD)

Highway Service Transmission, Automatic close-ratio 6 SPD with double overdrive, Allison, A1700HS ratios: 3.10 1ST, 1.80 2ND, 1.40 3RD, 1.00 4TH, 0.70 5TH, 0.61 6TH Highway Series, 19.5K GVW & 26K GCW Max., requires PTX and park pawl. Available with GVWs less than or equal to 19.5K (Requires (C7Y) 14,001 lb. GVWR, (C5B) 15,000 lb. GVWR, (C7P) 16,000 lb. GVWR, (C7R) 16,500 lb. GVWR, (GZX) 17,500 lb. GVWR, (GZJ) 18,000 lb. GVWR or (GZG) 19,500 lb. GVWR. Requires (R6G) 26,000 lb. GCWR (11,793 kg).) (STD)

Rear axle, 4.30 ratio Max road speed: 75 MPH

Front axle, 7,500 lb., Dana Spicer 60-256, single-reduction, front driving

Front suspension, 7,500 lb. (3,402 kg) multi-leaf, includes shock absorbers

Wheelbase, 165" (419.1 cm), 84" CA (Requires (F0C) 49" axle to end of frame, (F0D) 63" axle to end of frame or (F0K) 91" axle to end of frame. Requires (PCJ) Vocational Specific Heavy Suspension Package, when ordering (FTA) 7,000 lb. Front axle/(FK6) 7,000 lb. Front suspension or (FTL) 8,000 lb. Front axle/(FSN) 8,000 lb. Front suspension or (FU7) 15,500 lb. rear suspension.) (STD)

Rear axle, 11,000 lb. (4,999 kg) Dana Spicer S14-110, single reduction

Rear suspension, 11,000 (4,990 kg) multi-leaf, vari-rate (STD)

Neutral-at-Stop Automatic transmission shifts to neutral when the service brake is depressed while the vehicle is at a complete stop, and remains in neutral until the service brake is released

Transmission shift control calibration, fuel sense Performance

Four wheel drive

Batteries, heavy-duty dual 1100 cold-cranking amps includes battery box mounted to left side under cab

Alternator, 150 amps

Incomplete vehicle

Axle to End of Frame, 49" (Requires wheelbase (ED5) 201", (ED9) 165" or (ER2) 189". Not available with (G40), (GP1) or (GP8) rear air suspension.)

Axle, Open rear axle, non-locking rear

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## Mechanical

Axle lubricant, front, synthetic oil EmGard FE-75W-90

Axle lubricant, rear, synthetic oil EmGard FE -75W-90

Steering, power (Bosch S2 8014 Plus)

Brakes, hydraulic, heavy duty Bosch/Meritor/Wabco system with 4-channel (ABS) (Includes (J69) driveline park brake.)

Fuel tank, rear only, 40 gallon mounted between frame side rails and behind rear axle

Fuel, diesel B20

Capped Fuel Fill

Exhaust system, rear exit

Exhaust brake

## Exterior

Wheels, 19.5" x 6.75", steel, Black painted, 8-holes, hub piloted (STD)

Tires, front 225/70R19.5G highway blackwall Goodyear Max Axle Load: 7,940 lb. (Requires (YAL) Tires, rear 225/70R19.5G highway blackwall Goodyear, Max Axle Load: 15,000 lb. or (YMF) Tires, rear 225/70R19.5G traction blackwall Goodyear, Max Axle Load: 15,000 lb.) (STD)

Tires, rear 225/70R19.5G highway blackwall Goodyear Max Axle Load: 15,000 lb. (STD)

Spare tire delete (STD)

Wheel, spare delete

Bumper, front, Black

Assist steps

Front fender extension, mold-in-color Black (Not available with (FNP) Body color front fender extension.)

Grille, base, molded in color, Black

Grille guard screen, insect protection (mounted behind grille)

Headlamps, halogen projector-beam

Lamps, cargo area, cab mounted with switch on center switch bank

Lamps, Smoked Amber roof marker

Lamps, rear, stop/turn/backup (1-piece assembly) with license plate light

Mirrors, outside high-visibility vertical camper-style, Black with manual folding and extension and lower convex spotter glass

Glass, solar absorbing, tinted

Antenna, fixed mast

Door handles, Black

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### Entertainment

Audio system, 4.2" diagonal color display AM/FM stereo with USB port and auxiliary jack (Requires (AE7) front 40/20/40 split-bench seat. Not available with (UE1) OnStar or (U2K) SiriusXM Radio.) (STD)

SiriusXM, delete

Audio system feature, 4-speaker system

### Interior

Seats, front 40/20/40 split-bench, 3-passenger driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD)

Interior trim, Jet Black/Dark Ash (Required and only available with (H2Q/H2R) Dark Ash seats with Jet Black interior accents.)

Seat trim, Vinyl

Seat Belt, Black

Floor covering, Graphite-colored rubberized-vinyl

Steering wheel, urethane

Steering column, manual Tilt-Wheel

Instrumentation, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Speedometer, miles/kilometers

Driver Information Center, 3.5-inch diagonal monochromatic display, provides warning messages and basic vehicle information

Upfitter switch kit provides up to 4-30 amp circuits to facilitate installation of aftermarket electrical accessories located on the instrument panel

Windows, manual driver and front passenger

Door locks, power

Cruise control, steering wheel-mounted

Air conditioning, single-zone

Mirror, inside rearview manual day/night

Visors, driver and front passenger, vinyl

Assist handle, front passenger and driver on A-pillars

### Safety-Mechanical

Brake, parking, driveline park brake system

Electronic Stability Control System with Traction Control includes Electronic Trailer Sway Control and Hill Start Assist

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## Safety-Mechanical

Traction control

## Safety-Exterior

Daytime Running Lamps, with automatic exterior lamp control

## Safety-Interior

Airbags, Single-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front outboard seating positions; Includes airbag deactivation switch for front outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Airbag deactivation switch, frontal passenger-side (Included and only available with (AY0) airbags.)

OnStar, delete

Horn, single-note

## WARRANTY

Warranty Note: <<< Preliminary 2021 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years (Allison Basic): 5

Drivetrain Years: 5

Drivetrain Miles/km (Allison Basic): Unlimited

Drivetrain Miles/km: 100,000

Drivetrain Note: Duramax Diesel

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

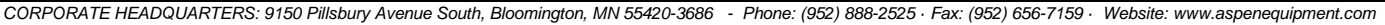
Roadside Assistance Years: 5

Roadside Assistance Miles/km: 100,000

Maintenance Note: 1 Year/1 Visit

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 13387. Data Updated: Mar 28, 2021 10:42:00 PM PDT.



1 of 2





CORPORATE HEADQUARTERS: 9150 Pillsbury Avenue South, Bloomington, MN 55420-3686 - Phone: (952)888-2525 - Fax: (952)656-7157 - Website: www.aspenequipment.com

Cust Name: Dept Quote Number: Quote Date: 1/8/2021  
Contact: Nate Westling KANABEC COUNTY HIGHWAY DEPT-25-OTH-44204-09-52-v1  
Phone:  
Fax:  
Dealership:  
Contact:

**Aspen Equipment is pleased to offer the following quotation for your consideration**

Qty	Part/Spec Number	Description	Installed
2	8.345 Work Light Install PR	Mount work light pair, route wire to switch, tie-up and guard.	\$1,012.00
1	8.390 5650OLP	Reel Craft 3/8" X 50 Ft. spring retract air reel	\$836.00
1	8.476 CSW-1012	Magnum 1000 Watt pure sine inverter w/ Fuse	\$1,451.00
1	2 Inch Reciever	Build 2 inch reciever into rear bumper curb side	
1	7.0	Body Version #7, For a single axle Truck opening behind the cab for CatWalk	\$30,304.00
1	3.1.0 Make & Model	Bossair H85 80102-AHBI with murphy panel	\$8,489.00
	Air Compressor type	Piston , screw, €Rotary	
	Air compressor Drive Type	Hydraulic drive	
	Minimum delivery at 110 PSIG (List Cf30 CFM @ 110 PSI @ 14.1 GPM		
	Maximum Delivery at 110 PSIG (List C85 CFM @ 100 PSI @ 27.6 GPM		
	If using a relay system to use both a ciNA		
	Using just Crane	1,200 RPM	
	Using just Air Compressor	1,600 RPM	
	Using both crane and Air Compressor	1,200 RPM	
	Mounting Location	Below Deck	
	Does Compressor Include enclosure	NA	
	Weight	375 Lbs	
	Warranty	1 year parts and labor, 2 years air end	
1	State Contract	Air Compressors - State Contract C# 174524 Valid Through 12/31/2021	

State of Minnesota Contract 184023, 176433, 174524, 175225

Tax Note: Applicable sales tax and/or FET estimates will be confirmed and added to the final invoice

Submitted by,	Quote Sub Total:	\$108,945.00
Mark Lundeen	Estimated Sales Tax:	\$0.00
612-719-4414	Total:	\$108,945.00

- F.O.B.: Bloomington, MN (Unless otherwise specified)
- Equipment Specifications subject to change
- Quote valid for 30 days from date of quotation

\* Chassis modifications including, but not limited to alterations or relocation of components related to fuel tanks, air tanks, brakes, exhaust systems, battery boxes, protrusions above and below the frame rails, shortening or lengthening frame rails and the like will be added to the selling price. \*\*Mfg's Surcharges may be added to this quotation.

**Exhaust Systems:** With the new EPA mandated diesel exhaust systems for 2007 and newer many changes are taking place. Manufacturers are often unable to depict accurately how the exhaust systems are configured and have difficulty stipulating whether certain components (i.e. PTOs and pumps) may fit in the confined spaces beneath the truck. 2007 EPA COMPLIANT DIESEL EXHAUST SYSTEMS CANNOT BE MODIFIED, RELOCATED OR REPLACED BY ASPEN EQUIPMENT. Due to evolving designs, Aspen Equipment can not maintain expertise on every chassis/engine/transmission/exhaust configuration possible, regardless of who orders or specifies it. Nor can Aspen Equipment guarantee that a chassis ordered today will not change in design prior to delivery from the factory. Therefore, Aspen Equipment does not warrant that quoted products can be installed on a chassis without modifications to the chassis or products installed. As such, Aspen Equipment will not be responsible for the cost of modifications due to exhaust systems conflicting with the installation of quoted products. Aspen Equipment will make every reasonable effort to ensure that installations are completed without additional charges to the customer.

## Kanabec County Maintenance Projected Schedule 2021

[illegible]

# 11:05am Appointment

April 6, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Memorandum of Understanding Between the State of Minnesota, Tenth Judicial District and the County of Kanabec for a Court Construction Project and Related Reimbursement	<b>b. Origination:</b> State of Minnesota, 10 <sup>th</sup> Judicial District
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> LuAnn Blegen, Temporary Court Operations Analyst

**e. Board action requested:**

Approve the attached Memorandum of Understanding

---

**f. Background:**

Supporting Documents: None Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE STATE OF MINNESOTA, TENTH JUDICIAL DISTRICT  
AND  
THE COUNTY OF KANABEC**

**THIS MEMORANDUM OF UNDERSTANDING** (MOU) is entered into by and between Kanabec County, Minnesota (“County”) and the State of Minnesota, Tenth Judicial District (“State”).

**WHEREAS**, the State wishes to create a private office for the Court Administrator, create storage areas for supplies, and reconfigure the cubicles in the court administration office.

The Project will include, but is not limited to, removing rolling shelves and raised floor reinforcements. The Project will also include, but is not limited to, erecting walls to create a private office for the Court Administrator, installation of a door, related electrical and cabling work, repairing and painting the wall(s), purchase and installation of furniture. The Project will also include, but is not limited to, modifications to cubicles, purchase, installation, and relocation of supply storage shelves, cabinets, and work surfaces.

**WHEREAS**, Minnesota Statutes section 484.77 requires the County to provide suitable facilities for court purposes at the county seat, and to mutually agree upon “renovation, new construction, and remodeling decisions related to court facility needs.”

**WHEREAS**, it is mutually beneficial for the County to contract with vendors and contractors, and for the State to reimburse the County for all Project expenses under this MOU.

**NOW THEREFORE**, in consideration of the mutual benefits, the parties agree as follows:

1. The County and State agree that Lu Ann Blegen, Temporary Court Operations Analyst, is appointed as Project Manager for the Project. Ms. Blegen will not be considered an employee or contractor of the County while performing her responsibilities as Project Manager.
2. Project Manager or her designee will review materials, develop the scope of work, write documentation to secure quotes or bids (if necessary) as required under County policy and state law.
3. The County will pay the initial cost(s) submitted by contracted vendors not to exceed \$21,212.50.
4. The State will reimburse the County for all Project costs not to exceed \$21,212.50 within 30 days of receiving an invoice from the County.
5. The term of this MOU begins when both parties have signed and ends on June 30, 2021 or until the last outstanding invoice is paid, whichever is later.
6. This MOU is the present expression of the understanding of the parties. There are no representations or stipulations either oral or written not contained herein. Any modification of this MOU must be reduced to writing and signed by both parties.

IN WITNESS WHEREOF, the parties have signed this MOU on the dates written below.

\_\_\_\_\_  
Gene Anderson  
Chair, Kanabec County Board of Commissioners  
Kanabec County  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Paul Patterson  
District Administrator  
Tenth District  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Kristine McNally  
County Coordinator  
Kanabec County  
Dated: \_\_\_\_\_



2332 Hwy 65  
Mora, MN 55051  
Office: 612-333-3857  
Fax: 320-679-2684

Name/Address

Kanabec County Courthouse  
Attn: Dave Mulvaney  
18 N Vine Street Ste 181  
Mora, MN 55051

## Estimate

Date	Estimate No.
2/26/2021	15766

Project	
Mora Courthouse Room	
Description	Total
DKN proposes to do work as follows:	
Supply 3'x7'10" metal frame, wood door	860.00
Remove 2 lights, relocate/switch, disconnect 2 lights, add 1 switch	900.00
Supply metal studs and labor to frame wall to grid	1,580.00
Sheetrock wall, tape to a smooth finish	1,250.00
Repaint office walls in new space, paint new frame, stain door	1,985.00
Set door, cut in tile to fit new wall	500.00
Clean up / disposal	200.00
Sup-time / Coordination	150.00
OH&P	742.00
Prices are good for 30 days.	
If is it not listed, it is not included	
No SAC or WAC permitting figured.	
Total	

Signature



Kanabec County Courthouse  
Attn: Dave Mulvaney  
18 N Vine Street Ste 181  
Mora, MN 55051

Date	Estimate No.
2/26/2021	15766

Signature \_\_\_\_\_



2500 Broadway Street NE  
 Minneapolis, MN 55413  
 Phone: (612) 378-3800  
 Fax: (612) 378-3100  
[www.mid-america.com](http://www.mid-america.com)

# Price Quotation

## Customer Name & Address:

Kanabec County District Court  
 18 N. Vine Street  
 Mora, MN 55051  
 Att: Dave Mulvaney

Date: 2/16/2021  
 F.O.B. Factory  
 PO #:  
 Sales Rep: Al Slayton  
 Expiration: 60 Days  
 Terms: Net 15  
 Taxable:

Item	Qty.	Description	Unit	Total Price
------	------	-------------	------	-------------

A

### Spacesaver Mobile Shelving System Disassembly

#### Includes:

\*Disassembly and Removal of Spacesaver Mechanical Mobile Shelving, 6 Mobile Carriages, 2 Stationary Shelves, and Subfloor. Prep and load onto client carts for storage.

Shelving located on the 3rd Floor at:

Kanabec County District Court  
 18 N. Vine Street  
 Mora, MN 55051

\*District Court/County has carts that shelving can be loaded onto and they will move the system to their storage location

**Total Services**

**\$4,500.00**

Protect your investment with a Service Contract.  
 Call Mid-America Today at 612-378-3800

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_





**Kanabec Private Office**  
Finishes to be determined.

*Your Innovative Team*

Rick Buranen  
Account Executive  
[rburanen@innovativeos.com](mailto:rburanen@innovativeos.com) 952.237.3958

Laura Napel  
Design Lead  
[lnapel@innovativeos.com](mailto:lnapel@innovativeos.com)

3/24/2021  
Project ID 201279

Laura Brunner  
Furniture Specialist  
[lbrunner@innovativeos.com](mailto:lbrunner@innovativeos.com) 612.418.8918

**The following section is: Kanabec Priv Office**

Elec. Adj. Table 72" L-Style-Right

Kanabec Priv Office

Manufacturer: OPS  
Part Number: E-TABLE72-L-J-RH



Quantity:

Sell \$ 581.80 Ext Sell \$581.80

Finishes: Skipped Option

Image for reference only

C-LEG (Right) FOR 24" WORK SURFACE,  
ACCEPTS MODESTY PANEL

Kanabec Priv Office

Manufacturer: OPS  
Part Number: CLEGR



Quantity:

Sell \$ 92.03 Ext Sell \$92.03

Finishes: Skipped Option

Image for reference only

BOX/BOX/FILE PEDESTAL FULL PULL 24"D  
W/OUT TOP

Kanabec Priv Office

Manufacturer: OPS  
Part Number: BBF-FP-21



Quantity:

Sell \$ 163.13 Ext Sell \$163.13

Finishes: Skipped Option

Image for reference only

36"W Lateral File, Full Pull, 3 Drawer

Kanabec Priv Office

Manufacturer: OPS  
Part Number: LF3-36-FP



Quantity:

Sell \$ 457.88 Ext Sell \$457.88

Finishes: Skipped Option

Image for reference only

**48X24X72 Adj Right Surface**

Kanabec Priv Office

Manufacturer: OPS  
Part Number: AHTECCWS48247



Quantity: 1

Sell \$ 232.88      Ext Sell \$232.88

Finishes:  
... Skipped Option  
... Skipped Option

Image for reference only

**36Wx13-3/8Dx65-7/8H 5-High Square Bookcase-4 Adjustable Shelves**

Kanabec Priv Office

Manufacturer: OPS  
Part Number: GBS3666



Quantity: 1

Sell \$ 512.50      Ext Sell \$512.50

Finishes:  
... Skipped Option  
... Skipped Option

Image for reference only

**24 X 48 WORK SURFACE**

Kanabec Priv Office

Manufacturer: OPS  
Part Number: WS2448



Quantity: 1

Sell \$ 92.03      Ext Sell \$92.03

Finishes:  
... Skipped Option  
... Skipped Option  
... Skipped Option

Image for reference only

**36" Round Table (No Hardware Or Base)**

Kanabec Priv Office

Manufacturer: OPS  
Part Number: RT36



Quantity: 1

Sell \$ 120.38      Ext Sell \$120.38

Finishes:  
... Skipped Option  
... Skipped Option

Image for reference only

**X Base 30" Base 28" Height**

Kanabec Priv Office

Manufacturer: OPS  
Part Number: TB-X-R-3028



Quantity: 1

Sell \$ 82.13      Ext Sell \$82.13

Finishes:  
... Skipped Option

Image for reference only

Nesting chair w/arms black seat and  
black/silver mesh back

Kanabec Priv Office



Manufacturer: STO  
Part Number: 5484

Quantity: 3

Sell \$ 131.33 Ext Sell \$393.99

Finishes:

Image for reference only

**Subtotal** Ext. Sell **\$2,728.75**

The following section is: Z.Services

Receive, deliver and install during standard  
business hours. Based on an empty office.

Z.Services

Quantity: 1

Manufacturer: IOS  
Part Number: FURNINSTALL

Sell \$ 457.00 Ext Sell \$457.00

Finishes:

Image for reference only

**Furniture Design Services** Z.Services

Quantity: 1

Manufacturer: IOS  
Part Number: FURNDISIGN

Sell \$ 185.00 Ext Sell \$185.00

Finishes:

Image for reference only

**Furniture Freight Common Carrier** Z.Services

Quantity: 1

Manufacturer: OPS  
Part Number: FRTFURNCCC

Sell \$ 199.00 Ext Sell \$199.00

Finishes:

Image for reference only

**Furniture Freight Common Carrier** Z.Services

Quantity: 1

Manufacturer: STO  
Part Number: FRTFURNCCC

Sell \$ 85.23 Ext Sell \$85.23

Finishes:

Image for reference only

**Subtotal** Ext. Sell **\$926.23**

**Project Total (does NOT include Sales Tax)** Grand Total: **\$3,654.98**

# 11:30am Appointment

April 6, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> TF Informal Sales	<b>b. Origination:</b> County Auditor's Office
<b>c. Estimated time:</b> 25 minutes	<b>d. Presenter(s):</b> Roberta Anderson

**e. Board action requested:**

Approve parcels for informal sales and set minimum bid price.

---

**f. Background:**

There are several parcels that qualify to be sold by an informal sale by sealed bid to the adjoining land owners. The minimum bid price needs to be set and any additional terms or conditions for these sales.

Potentially the letters to the adjoining owners would go out by April 9<sup>th</sup> and the bids would need to be back by May 10<sup>th</sup> to be opened at the May 18<sup>th</sup> board meeting.

Supporting Documents: None    Attached: ☒

<b>Date Received in County Coordinator's Office:</b>	
--	--

**Coordinators Comments:**

### Tax Forfeit Informal Sales

PID	Twp/City	Twp/City Approval	Acres	Assessed Value	Notes for consideration	Min Bid \$	Price Paid	Sold To	St Deed #	Date Rec.	Doc #	Tax Rolls	Class Chg
06.00980.10	Grass Lake	yes	1.00	1700									
06.02290.00	Grass Lake	yes	0.50	900									
08.00320.00	Hillman	yes	0.10	100									
09.01585.00	Kanabec	yes	n/a	2000									
09.01940.00	Kanabec	yes	0.37	700									
12.04020.00	Peace	yes	0.24	300									
12.04170.00	Peace	yes	n/a	<20000	s/b connected to Outlot A, Pine View Beach North								
15.01335.00	Whited	yes	0.25	100									
22.00380.10	Mora	yes	n/a	51800									
22.01550.00	Mora	yes	n/a	100									
22.02345.00	Mora	yes	n/a	14000	Sell in two pieces								
22.06250.10	Mora	yes	n/a	900	wetlands								
22.06250.20	Mora	yes	n/a	900	wetlands								
22.06720.00	Mora	yes	n/a	14000	non-buildable on own								
22.06725.00	Mora	yes	n/a	14000	non-buildable on own								
22.06730.00	Mora	yes	n/a	14000	non-buildable on own								

23.00235.10	Ogilvie	yes	0.03	200	overlap between lots								
23.00730.10	Ogilvie	pending	n/a	3000	non-buildable on own								
24.00195.00	Quamb a	yes	0.25	800									
24.00305.00	Quamb a	yes	n/a	200									

Board Meeting Date:

Bids Opened:

# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**Unapproved Minutes**

**March 16, 2021**

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, March 16, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Craig Smith, Dennis McNally, and Les Nielsen. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Staff participating via telephone/video included: County Attorney Barbara McFadden.

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

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the agenda with the following addition: Discuss re-opening plan.

Action #2 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to approve the March 2, 2021 minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
Mora Municipal Utilities	14,643.43
Quadient Finance USA, Inc.	3,000.00
Spire Credit Union	2,328.01
Verizon Wireless	1,365.69
The Hartford Priority Accounts	4,499.62
Consolidated Communications	966.57
Further	636.60
Kanabec County Auditor HRA	7,200.00
Kwik Trip Inc	7,997.59
Marco Inc	3,345.68
Midcontinent Communications	459.77

Minnesota Department of Public Safety	125.00
Minnesota Department of Finance	5,306.00
Minnesota Energy Resources Corp	7,685.78
Office of MN.IT Services	1,300.00
Quadient Finance USA, Inc.	2,000.00
Verizon Wireless	3,717.03
Consolidated Communications	173.58
East Central Energy	80.77
Card Services (Coborns)	134.32
<b>20 Claims Totaling:</b>	<b><u>\$66,965.44</u></b>

Action #4 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to recess the meeting at 9:06am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:06am on Tuesday, March 16, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Craig Smith, Dennis McNally, and Les Nielsen. Family Services Director Chuck Hurd presented the Family Services Board 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.

Tim Dahlberg, Financial/Child Support Supervisor met with the County Board to give a presentation on the Financial Management Evaluation (ME) Review. Information only, no action was taken.

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

Action #FS6 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

### **Resolution #FS6 – 3/16/21** **Copy Machine/Printer Replacement**

**WHEREAS**, a twelve year-old printer/copy machine in the Financial/Child Support area of Family Services has stopped working and is obsolete, therefore parts are unavailable to repair it, and

**WHEREAS**, IS has acquired a bid to purchase a new copier/printer, and

**WHEREAS**, Family Services has the money in their equipment budgets to purchase a new copier/printer and they will be reimbursed for a portion of the cost, and



**WHEREAS**, the Family Services Director and IS recommend replacing the copier/printer through leasing rather than purchasing a machine.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services board approves the Family Services Director and IS Director purchasing a new copier/printer rather than leasing, for the amount of \$6,043.00.

Action #FS7 – It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to approve the payment of 68 claims totaling \$112, 687.69 on Welfare Funds.

Action #FS8 – It was moved by Dennis McNally, seconded by Rickey Mattson, and carried unanimously to adjourn Family Services Board at 9:40am and to meet again on April 20, 2021 at 9:05am.

The Board of Commissioners reconvened.

Randy Ulseth, Welia C.E.O. met with the County Board to discuss matters concerning Welia Health.

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

### **Resolution #9 – 3/16/21**

#### **RESOLUTION AUTHORIZING DEFEASANCE OF GENERAL OBLIGATION MEDICAL FACILITIES EQUIPMENT AND REFUNDING BONDS, SERIES 2012B**

**BE IT RESOLVED** by the Board of Commissioners (the “Board”) of Kanabec County, Minnesota (the “County”), as follows:

SECTION 1. The County has issued its \$2,900,000 General Obligation Medical Facilities Equipment and Refunding Bonds, Series 2012B, dated, as originally issued, as of November 7, 2012 (the “Bonds”), of which \$620,000 in principal amount remains outstanding. The Bonds were issued pursuant to a resolution adopted by the Board on October 10, 2012.

SECTION 2. The County has determined that it is in the best interests of the County to defease the Bonds, in full, to maturity from funds to be provided by Kanabec County Hospital, d/b/a Welia Health, pursuant to an escrow agreement between the County and a bank or trust company qualified by law as an escrow agent. The Chair and the County Coordinator are hereby authorized to enter into an escrow agreement with the escrow agent establishing the terms and conditions for the escrow account.

Action #10 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to approve the following resolution:

## **Resolution #10 - 3/16/21**

### **Kanabec County Hospital – PERA Transition**

**WHEREAS**, the Kanabec County Board ("Board") has authorized the privatization of Kanabec County Hospital, d/b/a Welia Health ("Hospital") pursuant to Minnesota Statutes Section 447.47 ("Privatization");

**WHEREAS**, Kanabec County ("County") and Welia Health, a Minnesota nonprofit corporation, ("Corporation") have executed a Master Transaction Agreement and related documents to effect the Privatization ("Agreement");

**WHEREAS**, Minnesota Statutes Section 353F ("Section 353F") provides for special benefit coverage for individuals employed at public medical facilities that are privatized and who therefore are excluded from retirement coverage under the general employees retirement plan of the Public Employees Retirement Association ("PERA General Retirement Plan");

**WHEREAS**, the County desires that the PERA General Retirement Plan provide the special benefit coverage under Section 353F to Hospital employees who will no longer be employees of County as a result of the Privatization;

**WHEREAS**, in order to determine whether such privatization and special benefit may be approved, the executive director of PERA ("Executive Director") must direct that actuarial calculations be performed to determine whether the privatization and benefits will result in a net gain or net loss to the PERA General Retirement Plan ("Actuarial Calculations");

**WHEREAS**, in order to direct that such Actuarial Calculations be performed, the Board must provide the Executive Director with resolutions supporting providing coverage under Section 353F and agreeing to pay the costs of the Actuarial Calculations; and

**WHEREAS**, the Corporation is required to reimburse the County for costs necessary to complete the Privatization pursuant to Section 6.16 of the Agreement;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board supports providing PERA General Retirement Plan coverage pursuant to Section 353F to its employees who will no longer be employees of the County as a result of the Privatization;

**FURTHER RESOLVED**, that the County shall pay any costs of the Actuarial Calculations; and

**FURTHER RESOLVED**, that County will be reimbursed in full by the Corporation for all costs of the Actuarial Calculations actually paid by the County.

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

**Revenue Fund**

<b>Vendor</b>	<b>Amount</b>
Ace Hardware	216.04
American DataBank	124.60
Auto Value	21.98
Auto Value	8.49
Carda, Ryan	571.73
Clifton Larson Allen LLP	630.00
Curtis, Michael	1,360.32
CW Technology	1,332.40
East Central Exterminating	125.00
East Central Solid Waste Commission	520.63
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Glen's Tire	68.25
Grainger	447.74
Granite City Jobbing Co	237.71
Handyman's Inc	367.08
Health Partners	6,560.22
Hoefert, Robert	1,108.80
IT SAVVY LLC	182.88
Kanabec County Soil & Water	15,176.00
Kanabec Publications	809.00
Kanabec Publications	34.13
Kanabec Publications	404.60
Kanabec Publications	570.08
Kanabec Publications	60.00
Labels Direct	50.00
League of MN Cities	207.00
M&I Lockbox: MCCC	1,500.00
M&I Lockbox: MCCC	1,874.90
Manthie, Wendy	999.32
Marco	134.68
McFadden, Barbara	160.00
McFadden, Barbara	75.00
McFadden, Barbara	40.00
MEI Total Elevator Solutions	1,014.58
Minnesota Monitoring, Inc.	224.00
Nelson, Ronnette	554.96
Oak Gallery	26.28
Office Depot	18.98
Office Depot	22.83
Office Depot, Inc.	85.18
Premium Waters Inc	33.96

Quality Disposal	400.06
Quality Disposal Systems	24.15
Quill	63.98
RELX Inc. DBA LexisNexis	187.58
RT Vision	6,850.00
Rupp, Anderson, Squires & Waldspurger, PA	1,050.00
Rupp, Anderson, Squires & Waldspurger, PA	57.00
Safeguard Business Systems	121.67
Schiferli, Kelsey	160.00
Schiferli, Kelsey	75.00
Schneider Geospatial, LLC	7,800.00
Schneider Geospatial, LLC	11,400.00
Summit Companies	355.00
Sunshine Printing	64.40
Thomson Reuters-West	1,873.00
Trimin Systems, Inc.	7,500.00
Van Alst, Lillian	281.68
Vertiv Corporation	3,500.00
Visser, Maurice	951.17
Wickeham, Teresa	22.54
<b>62 Claims Totaling:</b>	<b><u>87,691.62</u></b>

#### **Road & Bridge Fund**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Ace Hardware	308.97
Aramark	452.48
Auto Value	4,090.10
Boyer Truck	363.81
Central McGowan	598.68
Central Pension Fund	217.30
Federated Co-op	58.88
Glens Tire	410.00
Gopher State	1.35
Granite City Jobbing	202.19
Hydrocad Software	1,720.00
Johnson Hardware	67.42
Kanabec County Highway Department	69.30
Northern States Supply	322.93
Northpost	486.55
Owens Auto Parts	216.65
Power Plan	36.40

Quality Disposal	164.25
Stegeman, Jesse	255.00
University of MN	230.00
Ziegler Inc	4,329.76

**21 Claims Totaling: 14,602.02**

Kris McNally, County Coordinator gave an update on Knife Lake Parcel C. Information only, no action was taken.

Teresa Wickeham, Environmental Services Supervisor met with the County Board to discuss matters concerning her department.

Teresa Wickeham led a discussion regarding the SCORE Program. Information only, no action was taken.

Teresa Wickeham led a discussion regarding the Solid Waste Management Plan and the use of tire shreds in Kanabec County. Information only, no action was taken.

Teresa Wickeham led a discussion regarding the Environmental Services Fee Schedule. Information only, no action was taken.

Teresa Wickeham led a discussion regarding the Comprehensive Plan.

**10:33am** – The Chairperson called for Public Comment. Those that responded included:

Micah Rogers	Comments regarding opportunities for community involvement, request for information on the tax forfeited property, thank you for concern about Welia employee retirement plans, invitation to Community Leadership Day.
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**10:38am** – The Chairperson closed public comment.

Teresa Wickeham continued her discussion regarding the Comprehensive Plan. Information only, no action was taken.

Teresa Wickeham led a discussion regarding Kanabec County Cleanup Day and Household Hazardous Waste Cleanup. Information only, no action was taken.

Action #12 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to recess the board meeting at 10:59am to a time immediately following the Drainage Authority Board.

The Kanabec County Drainage Authority Board met at 10:59am on Tuesday, March 16, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Craig Smith, Dennis McNally, and Les Nielsen. Public Works Director Chad Gramentz presented the Drainage Authority Board Agenda.

The Board expressed consensus to schedule the informational meeting for a Ditch Petition on April 7<sup>th</sup> or 14<sup>th</sup> at 6:30pm at the Grand Event Center.

Action #13 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to adjourn the Drainage Authority Board at 11:29am.

The Board of Commissioners reconvened.

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

Action #14 – Les Nielsen introduced the following resolution and moved its adoption:

### **Resolution #14 – 3/16/21**

#### **Seasonal Employees**

**WHEREAS** the County Highway Department budget includes funds for the hiring of seasonal employees, and

**WHEREAS** the County Engineer has requested approval to hire two (2) seasonal employees to perform seasonal maintenance work on county grounds and highways and assist with construction staking, and

**WHEREAS** the County Engineer has requested to hire a part time Engineering Technician and/or use consultant services to assist with construction inspection, and

**WHEREAS** the Board desires to fill these seasonal positions;

**BE IT RESOLVED** that the County Board authorizes the Public Works Director, and the County Personnel Director to hire two(2) full-time seasonal workers for the 2021 season, and

**BE IT FURTHER RESOLVED** that the rate of pay for seasonal workers will be set at the time of hire by the Public Works Director and Personnel Director at \$12.71, \$13.47, \$14.29 or \$15.14 per hour, respective to seasons worked, and that the hours of work for the seasonal workers be limited to those budgeted, and

**BE IT FURTHER RESOLVED** that the County Board authorizes the Public Works Director, and the County Personnel Director to hire one (1) part-time Engineering Technician (CADD tech) for the 2021 construction season, and

**BE IT FURTHER RESOLVED** that the rate of pay for the part-time Engineering Technician (CADD tech) will be set at the time of hire by the Public Works Director and Personnel Director at \$24.59 to \$30.13 per hour, depending on experience and qualifications.

The motion for the adoption of the foregoing motion was duly seconded by Rickey

Mattson and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Gene Anderson, Rickey Mattson, Dennis McNally, Les Nielsen  
**OPPOSED:** Craig Smith  
**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

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

**Resolution #15 – 3/16/21**  
**Establish No Parking Zone**  
**CSAH 6**

**WHEREAS** public safety has become a concern for event parking on CSAH 6 along section 12 in Kanabec Township, and

**WHEREAS** a no parking zone on the north side of CSAH 6 would limit pedestrian crossings, and

**THEREFORE BE IT RESOLVED** to establish a no parking zone on the north side of CSAH 6 beginning 1,980 ft. west of Garden St. and extending westward 2,640 ft., and

**BE IT FURTHER RESOLVED** to direct the County Engineer to install signage to delineate the no parking zone.

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

**IN FAVOR THEREOF:** Gene Anderson, Rickey Mattson, Les Nielsen  
**OPPOSED:** Craig Smith, Dennis McNally  
**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

**11:50am** – Craig Smith left the meeting.

Chad Gramentz, Public Works Director led a discussion regarding intersections safety. Information only, no action was taken.

Kris McNally, County Coordinator led a discussion regarding the American Rescue Plan. Information only, no action as was taken.

The County Board reviewed the Bulletin Board Policy A-121. The Board expressed consensus to table this discussion until the next meeting.

Kris McNally, County Coordinator presented County Building Use Policy A-103 for clarification on “non-county” language section II.G.5. The Board expressed consensus to table this discussion until the next meeting.

Future Agenda Items: Increase SCORE Funding, Highway Summer Project Schedule, County Re-Opening Plan

Action #16 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to adjourn the meeting at 12:34pm and to meet again on Tuesday, April 7, 2021 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>
Kanabec County Auditor-Treas	7,521.05	Leased Vehicles	Various
Kanabec County Auditor HRA	48,018.00	HRA Contributions	Various
AT&T Mobility	931.01	Monthly Service	Sheriff
Quality Disposal	199.35	Disposal Services	Jail
VISA	1,493.68	See Below	
Minnesota Energy Resources Corp	894.16	Gas Utilities	Various
Verizon Wireless	1,365.51	Monthly Service	Various
Chamberlain Oil	441.04	Shop Supplies	Highway
East Central Energy	1,595.80	Intersection Lighting	Highway
Mora Municipal Utilities	13,216.02	Utilities	Various
Dearborn National Life Insurance Co	771.71	Short Term Disability Premiums	Employee Benefits
Life Insurance Company of North America	945.90	Accident, Group Hospital, Critical Illness Ins Premiums	Employee Benefits
MNPEIP	168,689.18	Health Insurance Premiums	Employee Benefits
Sun Life Financial	4,136.69	Life Insurance Premiums	Employee Benefits
The Hartford Priority Accounts	2,249.81	Long Term Disability Premiums	Employee Benefits
VSP Insurance Company	328.16	Vision Insurance Premiums	Employee Benefits
CW Technology	1,327.40	Monthly Service	IS
Spire Credit Union	2,980.44	See Below	
<b>18 Claims Totaling:</b>	<b><u><u>\$257,104.91</u></u></b>		
VISA	643.18	Home Depot/Table Saw	Building Maintenance
	38.66	Home Depot/Fly Window Trap	Building Maintenance
	51.49	Pro Drinking Fountains/Filters	Building Maintenance
	51.49	Pro Drinking Fountains/Filters	Building Maintenance
	19.01	EasyKeys/File Cabinet Locks	Jail

	293.10	Betty Mills/Mop Handles	Jail
	93.00	Jays Big Rolls/Cleaning Supplies	Jail
	128.06	PWSO-LA Inc/Washer Parts	Jail
	46.38	Amazon/Hobart Float Kit	Jail
	51.49	Pro Drinking Fountains/Filters	Jail
	51.49	Pro Drinking Fountains/Filters	Highway
	26.33	Amazon/Door Alarms	Welfare
<b>12 Claims Totaling:</b>	<b><u>\$1,493.68</u></b>		

Spire Credit Union

60.45	Checksforless/Deposit Slips	Auditor
52.74	Amazon/HDMI Cables	IS
53.75	MN State Board of Assessors	Assessor
32.37	Amazon/Office Supplies	Assessor
120.00	MN Dept HS/Background Study	Transit
12.99	Amazon Prime Membership	Sheriff
16.99	Amazon/Rechargable Batteries	Sheriff
350.00	MSA Trng/CD	Jail
350.00	MSA Trng/JR	Jail
11.99	Amazon/Inmate Medical OTC	Jail
18.85	Amazon/Inmate Medical OTC	Jail
89.99	Amazon/Dymo Label Printer	Jail
16.05	CISCO/Webex Mthly	Jail
91.20	Amazon/Brother Drum Unit	Extension
72.19	Amazon/Dymo Label Printer	Extension
84.01	Amazon/Facial Tissue, Tape, Etc.	Community Health
13.99	Amazon/iPhone Case	Community Health
895.00	Ref Materials/Mental Hlth	Community Health
384.00	Survey Monkey/License	Community Health
36.30	Availity Subscrip Fee	Community Health
30.26	Availity Subscrip Fee	Community Health
43.44	Availity Subscrip Fee	Community Health
15.99	Amazon/Phone Case, Screen Pro	Welfare
95.91	Amazon/Phone Case, Screen Pro	Welfare

	31.98	Amazon/Phone Case, Screen Pro	Welfare
25 Claims Totaling:	<u>\$2,980.44</u>		

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 4/6/21

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	Minnesota Sheriffs' Association	140.00	PSAP 911 Conference - MW
		<b>140.00</b>	
AUDITOR	1st Choice Document Destruction	94.50	Shredding
AUDITOR	Creative Forms & Concepts Inc	302.61	PR Check Stock 275
AUDITOR	Kanabec Publications	2,401.88	Publish 2020 Delq Tax List 3/11, 3/25
		<b>2,798.99</b>	
BUILDINGS MAINTENANCE	Ace Hardware	105.30	Fittings, Screwdrivers, Driver Bits, Wirenuts, P Trap, Ant Bait
BUILDINGS MAINTENANCE	Grainger	495.10	Electric Strike, Fly Traps, Abrasive Roll
BUILDINGS MAINTENANCE	Oslin Lumber	216.53	Boards - 8' 2x4, 5/8" Prem MDF
		<b>816.93</b>	
COUNTY ATTORNEY	1st Choice Document Destruction	85.00	Shredding
COUNTY ATTORNEY	Grand View Lodge	333.98	Conference Lodging & Meals
COUNTY ATTORNEY	Minnesota Fraud Investigators Association	175.00	MFIA Membership Dues & Conference
		<b>593.98</b>	
COUNTY COORDINATOR	1st Choice Document Destruction	10.00	Shredding
		<b>10.00</b>	
COUNTY CORONER	Ingebrand Funeral Home	400.00	Removal & Transport
COUNTY CORONER	Ingebrand Funeral Home	725.00	Removal & Transport
COUNTY CORONER	Peterson-Johnson Funeral Home	400.00	Removal & Transport
COUNTY CORONER	Ramsey County	4,467.00	Toxicology/Autopsy
		<b>5,992.00</b>	

COUNTY EXTENSION	Mattson, Jean	75.00	February 2021 Per Diem
COUNTY EXTENSION	Mattson, Jean	160.00	2020 Per Diems Adjustment
COUNTY EXTENSION	Regents of the University of MN	18,814.00	Jan-Mar 2021 MOA Billing
COUNTY EXTENSION	Salmela, Terry	75.00	February 2021 Per Diem
COUNTY EXTENSION	Salmela, Terry	160.00	2020 Per Diems Adjustment
COUNTY EXTENSION	SHI International	396.00	Quickbooks
		<b>19,680.00</b>	
COUNTY RECORDER	Government Forms and Supplies	128.37	Seal Embosser
		<b>128.37</b>	
COUNTY SURVEYOR	Kroschel Land Surveyors, Inc.	2,600.00	Surveying
		<b>2,600.00</b>	
ELECTIONS	1st Choice Document Destruction	50.00	Shredding
ELECTIONS	Election Systems & Software Inc	884.39	T2021 Ballot Programming
		<b>934.39</b>	
ENVIRONMENTAL SERVICES	Carda, Eugene	107.40	BOA Per Diem & Mileage
ENVIRONMENTAL SERVICES	Kanabec County Records Dept	46.00	Variance Recording Fee
ENVIRONMENTAL SERVICES	O'Brien, Pat	90.12	BOA Per Diem & Mileage
ENVIRONMENTAL SERVICES	Peterson, Ronald	115.56	BOA Per Diem & Mileage
ENVIRONMENTAL SERVICES	Sawatzky, Fred	97.88	BOA Per Diem & Mileage
		<b>456.96</b>	
FORFEIT TAX SALE	A & E Cleaning Services	2,510.00	313 1st St Cleanup
		<b>2,510.00</b>	
HIGHWAY	1st Choice Document Destruction	20.00	Shredding
		<b>20.00</b>	
HUMAN RESOURCES	PD's Embroidery	103.00	Employee Recognition
		<b>103.00</b>	

INFORMATION SYSTEMS	1st Choice Document Destruction	290.00	Shredding
INFORMATION SYSTEMS	KnowBe4 Inc.	1,388.82	Subscription 6 Months
INFORMATION SYSTEMS	Marco	3,186.68	Lease Agreement
INFORMATION SYSTEMS	Revize LLC	1,900.00	Annual Service Package
		<b>6,765.50</b>	
PROBATION & JUVENILE PLACEMENT	1st Choice Document Destruction	15.00	Shredding
PROBATION & JUVENILE PLACEMENT	Kanabec County Court Administration	185.00	Fee Payment Correction
		<b>200.00</b>	
PUBLIC TRANSPORTATION	A & E Cleaning Services	475.00	Cleaning Services
PUBLIC TRANSPORTATION	Curtis, Michael	1,512.88	Volunteer Driver
PUBLIC TRANSPORTATION	Hoefert, Robert	1,490.72	Volunteer Driver
PUBLIC TRANSPORTATION	Innovative Office Solutions, LLC	89.91	Office Supplies
PUBLIC TRANSPORTATION	Kanabec County Community Health	120.80	Protective Masks
PUBLIC TRANSPORTATION	Manthie, Wendy	1,838.76	Volunteer Driver
PUBLIC TRANSPORTATION	Mora Municipal Utilities	246.63	Utilities
PUBLIC TRANSPORTATION	Nelson, Ronette	623.84	Volunteer Driver
PUBLIC TRANSPORTATION	North Central Bus & Equipment	697.76	Bus Parts
PUBLIC TRANSPORTATION	Town Link	237.00	Advertising
PUBLIC TRANSPORTATION	Van Alst, Lillian	170.24	Volunteer Driver
PUBLIC TRANSPORTATION	Visser, Maurice	1,304.28	Volunteer Driver
		<b>8,807.82</b>	
SHERIFF	1st Choice Document Destruction	15.00	Shredding
SHERIFF	Ace Hardware	10.50	Keys
SHERIFF	Aspen Mills	212.45	Uniforms - Mock, Embroidery
SHERIFF	Aspen Mills	2,602.73	Uniforms - Bulletproof Vests, Mock, Embroidery, Pants, Gloves
SHERIFF	Braham Motor Service Inc	73.90	Reprogrammed/Calibrated, Headlight
SHERIFF	Emergency Automotive Technologies	480.83	DTF LED Hideaway
SHERIFF	Horizon Towing	263.44	Towing Services
SHERIFF	Horizon Towing	322.12	Towing Services

SHERIFF	Minnesota Department of Public Safety	31.16	Dangerous Dog Warning Signs & Symbol Tags
SHERIFF	Minnesota Sheriffs' Association	150.00	Advanced Gun Laws - RE
SHERIFF	Novus Glass	325.00	Installation/Labor
SHERIFF	O'Reilly Auto Parts	6.20	Mini Bulb
SHERIFF	St. Cloud State University	445.00	EVO/PIT Refresher - SS
SHERIFF	Streicher's	1,014.00	Riot Duty Visor, Gas Mask Shield
SHERIFF	Tinker & Larson Inc	252.40	Oil Changes
		<b>6,204.73</b>	
SHERIFF - CITY OF MORA	Braham Motor Service Inc	621.23	Inspect/Replace Worn Plugs, Repalce Plugs & Failed Coil Boots
SHERIFF - CITY OF MORA	Tinker & Larson Inc	322.55	Oil Changes
SHERIFF - CITY OF MORA	Watch Guard	24.00	Camera for Squad
		<b>967.78</b>	
SHERIFF - JAIL/DISPATCH	1st Choice Document Destruction	5.00	Shredding
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	16,955.41	On-site Medical Services
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	970.94	On-site Mental Health Services
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	3,258.11	February 21 DOC Pharmacy
SHERIFF - JAIL/DISPATCH	Aspen Mills	1,344.01	Uniforms - Jacket, Pants, Shirts, Boots, Belt
SHERIFF - JAIL/DISPATCH	Auto Value	33.96	Belts
SHERIFF - JAIL/DISPATCH	East Central Exterminating	240.00	April Services
SHERIFF - JAIL/DISPATCH	Galls	85.00	Uniforms - Boots
SHERIFF - JAIL/DISPATCH	Granite City Jobbing Co	1,339.44	Paper Towels, Toilet Paper, Sanicloth, Soap
SHERIFF - JAIL/DISPATCH	IT SAVVY	1,087.78	Headset, Battery for Dispatch
SHERIFF - JAIL/DISPATCH	Marco	223.13	Lease Agreements
SHERIFF - JAIL/DISPATCH	McKesson Medical Surgical	5,532.97	Gloves (200 Boxes)
SHERIFF - JAIL/DISPATCH	Pine County Sheriff's Office	825.00	Inmate Boarding
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	1,550.00	Canteen Phone Cards
SHERIFF - JAIL/DISPATCH	RJ Mechanical	718.72	Tune Boilers at Jail
SHERIFF - JAIL/DISPATCH	State of Minnesota - Dept of Transportation	300.00	Communications Use Agreement
SHERIFF - JAIL/DISPATCH	Stellar Services	373.18	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	529.44	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	11,486.09	Inmate Meals

SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>7,676.11</u>	Inmate Meals
		<b>54,534.29</b>	
SHERIFF - RESERVES	Ace Hardware	15.17	PVC, Screw, Hitch Pin
SHERIFF - RESERVES	Aspen Mills	<u>10,020.47</u>	Uniforms - Bulletproof Vests, Shirts
		<b>10,035.64</b>	
TAX & PENALTY	All American Title Co	60.00	2021 Prepay Refund 09.01515.20
TAX & PENALTY	Park Forest Estates	6,984.00	2021 Prepay Refunds 22.01565.00 & 22.03430.00
TAX & PENALTY	Taipale, Michelle & Daniel	<u>46.00</u>	2021 Prepay Refund 11.01805.00
		<b>7,090.00</b>	
UNALLOCATED	Quadient Leasing USA, Inc	2,086.20	PSB & Courthouse Postage Machine Lease
UNALLOCATED	Rupp, Anderson, Squires & Waldspurger, F	<u>168.99</u>	January Legal Services, Land Sales
		<b>2,255.19</b>	
VETERAN SERVICES	1st Choice Document Destruction	25.00	Shredding
VETERAN SERVICES	Mora Bakery	<u>36.48</u>	Coffee Talk Donuts
		<b>61.48</b>	
<b>98 Claims Totaling:</b>		<u><b>\$ 133,707.05</b></u>	



**Agenda Item #3b**  
**Regular Bills - Road & Bridge**  
**Bills to be approved: 4/6/21**

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
A&E Cleaning Services	950.00	Office Cleaning
Allen Precision Equipment	68.71	Magnetic Locator Parts
Auto Value	2,934.79	Repair Parts
Crawford's Equipment	346.81	Repair Parts
Currie, Michael	23.76	Clothing Allowance
Dultmeier Sales	385.07	Repair Parts
Frontier Precision	524.00	Engineering Supplies
Grainger	207.98	Repair Parts
Granite City Jobbing	157.63	Road Paper
IT Savvy LLC	89.30	Toner
Johnson Hardware	99.99	Shop Supplies
Kanabec County Highway Department	140.60	Petty Cash, Postage
Kanabec Publications	676.93	Bid Advertisements
Kwik Trip	24.83	Fuel
Marco	3,398.29	Printer Fees
Mei Total Elevator Solutions	510.28	Elevator Inspection
Mille Lacs County	706.97	Snowplowing
MPH Industries	2,191.77	Radar Display
North Central International	267.01	Repair Parts
Novus Glass	62.00	Glass Repair
Nuss Truck Equipment	212.94	Repair Parts
Premier Outdoor Services	7,550.00	Snowplowing
Trueman Welters	101,829.54	Tractor Purchase Unit 2101
UMN	180.00	Engineering Conference
USIC Locating	30.00	Locates
Wahlstrom, Greg	595.00	Repair Parts
Wiarcom	675.30	GPS Vehicle Monitoring
Ziegler	431.09	Repair Parts
<b>28 Claims Totaling:</b>	<b><u>\$ 125,270.59</u></b>	

# Agenda Item #4a

April 6, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> SCORE Claims - February	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 2 minutes	<b>d. Presenter(s):</b> None

**f. Board action requested:**

### Resolution #\_\_ – 4/6/21

#### 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	\$801.84
Quality Disposal	\$3,467.40
Arthur Township	\$400.00
Total	\$4,669.24

**g. Background:**

Provider	Billed	Paid Amount
<b>QUALITY DISPOSAL (February)</b>	\$3,067.40	\$3,067.40
<b>WASTE MANAGEMENT (February)</b>	\$801.84	\$801.84
<b>Sub-Total</b>	<b>\$3,869.24</b>	<b>\$3,869.24</b>
<b>Recycling Center Incentive Payments:</b>		
<b>Quality Disposal (February)</b>	\$400.00	\$400.00
<b>Arthur Township (February)</b>	\$400.00	\$400.00
<b>TOTAL PAYMENTS =</b>		<b>\$4,669.24</b>

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

**January 1, 2021 SCORE Fund balance = \$113,199.89**

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

**Expenditure: 01-391-392-0000-6211 = \$10,535.04**

**Current SCORE Funds balance is = \$102,664.85**

# Agenda Item #4b

April 6, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Gambling Request	<b>b. Originating Department/Organization/Person:</b> Knife Lake Sportsman's Club
<b>c. Estimated time:</b> 2 Minutes	<b>d. Presenter(s):</b> None

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

### Resolution #\_\_ – 4/6/21

**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 raffle event to be held at MN DNR Highway 65 Boat Launch, Near 2743 MN 65, Mora, MN 55051 on May 8, 2021.

**f. Background:**

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

**Date received in County Coordinators Office:** 3/29/21

**Coordinators Comments:**

RECEIVED MAR 29 2021

To: Kanabec County Coordinator's Office  
Kanabec County Board of Commissioners  
From: Ed Hamlin, Knife Lake Sportsman's Club Vice President  
Date: 3/21/21  
RE: Application of Exempt Permit

The Knife Lake Sportsman's Club is planning a fishing contest and raffle event. This event, our Spring Crappie fishing contest & raffle will take place on May 8, 2021. This event will take place at HWY 65 Boat Launch Parking area. The KLSC did cancel this event last year, but with the lifting restrictions, its time to get and fish!!!

Any proceeds from this event will be used for the care and maintenance of Knife Lake & the Knife Lake Sportsman's Clubhouse as well as the financing of future Knife Lake Sportsman's Club events.

Please see the enclosed, Exempt Permit Application. Please place this request for approval on the agenda of your next board meeting. If approved, please contact me, I am available to pick up the permit or have it mailed to me at: 2675 Kite St, Mora MN 55051 or have it emailed to me at: [vp@knifelake.us](mailto:vp@knifelake.us)

If any questions arise, feel free to contact me at 952-250-0642.

Thank you for this consideration.

A handwritten signature in black ink, appearing to read 'Ed Hamlin', with a long horizontal line extending to the right.

Ed Hamlin, Vice President of Knife Lake Sportsman's Club

## LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Knife Lake Sportsman Club

Previous Gambling Permit Number: X-02117-20-031

Minnesota Tax ID Number, if any: 41-1350036

Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: 2825 Hwy 65 Box 254

City: Mora State: MN Zip: 55051 County: Kanabec

Name of Chief Executive Officer (CEO): Carol Meemken

CEO Daytime Phone: 651-600-0503

CEO Email: president@knifelake.us

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

- ☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): MN DRN HWY 65 Boat Launch

Physical Address (do not use P.O. box): Near: 2743 MN 65

Check one:

- ☐ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_
- ☒ Township: Peace Zip: 55051 County: Kanabec

Date(s) of activity (for raffles, indicate the date of the drawing): 5/8/2021

Check each type of gambling activity that your organization will conduct:

- ☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.



# LG220 Application for Exempt Permit

11/17  
Page 2 of 2

## LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

### CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

### COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Carol Meemken Date: 3/24/21  
(Signature must be CEO's signature; designee may not sign)

Print Name: Carol Meemken

## REQUIREMENTS

### Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

### Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**Data privacy notice:** The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

### Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

## Business Record Details »

Minnesota Business Name

**Knife Lake Sportsmen's Club, Inc.**

**Business Type**

Nonprofit Corporation (Domestic)

**MN Statute**

317A

**File Number**

Q-1078

**Home Jurisdiction**

Minnesota

**Filing Date**

11/22/1978

**Status**

Active / In Good Standing

**Renewal Due Date**

12/31/2021

**Registered Office Address**

2825 N Hwy 65  
Mora, MN 55051  
USA

**Number of Shares**

NONE

**Registered Agent(s)**

(Optional) Currently No Agent

**President**

CAROL MEEMKEN  
2825 N HWY 65  
PO BOX 254  
MORA, MN 55051  
USA

### Filing History

## Filing History

Select the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	11/22/1978	Original Filing - Nonprofit Corporation (Domestic)	
	11/22/1978	Nonprofit Corporation (Domestic) Business Name (Business Name: Knife Lake Sportsmen's Club, Inc.)	

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	07/16/1990	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	03/16/1992	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	06/24/1997	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	



# Agenda Item #5

April 6, 2021

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## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Resolution Authorizing Action to Seek USDA Loan Reclassification (Hospital Bonds)	<b>b. Origination:</b> Welia Health/ Stinson LLP
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Adopt the attached resolution on advice of counsel.

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**f. Background:**

Supporting Documents: None

Attached: ☒

<b>Date received in County Coordinators Office:</b>
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**Coordinators Comments:**

**RESOLUTION No. \_\_\_\_**

**RESOLUTION AUTHORIZING ACTION TO SEEK USDA LOAN  
RECLASSIFICATION**

**WHEREAS**, the County of Kanabec, Minnesota ("County") is has entered into a Master Transaction Agreement with Welia Health ("Welia"), a Minnesota nonprofit corporation, through which the County will lease the County's principal health care related real estate, buildings and fixtures, including its hospital, assign all of the health care system's personal property, contracts and supplies, and transfer certain satellite clinic property, to Welia; and

**WHEREAS**, the County currently has outstanding loans held and/or guaranteed by the United States Department of Agriculture ("USDA") as follows: (i) Gross Revenue Hospital Bonds, Series 2019, in the original aggregate principal amount of \$56,600,000, to the United States of America, acting through the United States Department of Agriculture – Rural Development (the "USDA"); and (ii) Gross Revenue Hospital Note (USDA Guaranteed), Series 2019, in the original principal amount of \$4,900,000, to First Citizens Bank (hereinafter, collectively referred to as the "Loans"); and

**WHEREAS**, the County's plan to lease its health care facilities to Welia would cause the USDA, pursuant to 7 C.F.R. § 1951.224, to require the County to reclassify the Loans to non-program loans; and

**WHEREAS**, the County desires to complete the lease and transfer outlined in the Master Transaction Agreement and transfer its hospital and related health care operations to Welia.

**THEREFORE, BE IT RESOLVED**, that Randy Ulseth, Chief Executive Officer of Kanabec County Hospital d/b/a Welia Health, be authorized and directed to execute and deliver to the USDA in the name and on behalf of the County, directly or by or through such attorneys as Mr. Ulseth may designate or appoint, such documents as may be necessary to reclassify the Loans to non-program loans.

**RESOLVED FURTHER**, that the Kanabec County Board of Commissioners hereby ratifies, confirms and approves all actions taken by Mr. Ulseth, Mr. Ulseth's designated or appointed attorneys and other representatives of the County prior to the date hereof in furtherance of the foregoing resolution.

Adopted by the Kanabec County Board of Commissioners on this \_\_th Day of \_\_\_\_\_, 2021.

[KCH Letterhead]

[DATE]

**CONFIDENTIAL**

**VIA EMAIL**

[Address to proper USDA official]  
Community Programs Director  
USDA – Rural Development  
375 Jackson Street, Suite 410  
St. Paul, MN 55101-1853

Re: County of Kanabec, Minnesota: Request for Program Loan Reclassification to Non-Program Loan Status

Dear \_\_\_\_\_:

The County of Kanabec, Minnesota (the “County”) has outstanding the following two financings involving USDA debt instruments (hereinafter, the “Loans”):

- (a) Gross Revenue Hospital Bonds, Series 2019, in the original aggregate principal amount of \$56,600,000, to the United States of America, acting through the United States Department of Agriculture – Rural Development (the “USDA”); and
- (b) Gross Revenue Hospital Note (USDA Guaranteed), Series 2019, in the original principal amount of \$4,900,000, to First Citizens Bank.

The purpose of the Loans was to rehabilitate, remodel, and add to an existing hospital facility in Mora, Minnesota, as well as refinancing some existing debt, for Kanabec County Hospital d/b/a Welia Health (“KCH”). KCH is a County-owned rural hospital system.

The County and a newly-organized nonprofit organization, also to be known as “Welia Health,” have entered into a Master Transaction Agreement (the “Master Transaction Agreement”) whereby KCH would be privatized and its assets would be leased or transferred to Welia Health.

The County and Welia Health have finalized the terms of a Hospital and Clinic Lease (the “Lease”), whereby Welia Health would lease the real property consisting of the hospital and clinic buildings located in Mora, Minnesota (the “Hospital Campus”), would own outright certain satellite clinics, and would assume the operations of KCH. Welia Health has applied for, and expects to receive, classification as an organization exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code. The County’s and KCH’s purpose in seeking privatization is to improve the delivery of hospital and other health care services for the Kanabec

County community by enabling the health care system to compete more effectively, and to secure access to additional financial and health care resources.

The Master Transaction Agreement provides for the County to lease to Welia Health all of its health care related real estate, buildings and fixtures, including its hospital and clinics, except for its clinics located in Pine City and Hinckley, which will be transferred outright. It also involves the County assigning all of the health care system's personal property, contracts and supplies, to Welia Health, and, in exchange, the County will receive rent payments in the amount necessary to fully service the Loans plus any additional fees, cost and expenses of debt service. While the County will continue to own the Hospital Campus, Welia Health will possess and control all of KCH's facilities, including the Hospital Campus. Thus, the affiliation will be structured in a manner that does not allow the County to retain control over the facility's assets, operations, management and maintenance as required of program loans under 7 C.F.R. §§ 1942.17(b)(4) and 1951.224(d).

Due to the foregoing and pursuant to resolution of the Kanabec County Board of Commissioners, KCH requests reclassification of the County's program loans to non-program loans, as prescribed by 7 C.F.R. § 1951.224(d). KCH requests the reclassification be effective as of, and conditioned upon, the closing of the Master Transaction Agreement with Welia Health, which is scheduled to take place on June 30, 2021. For your convenience, we have attached a draft letter that could serve as confirmation of this reclassification. *See* Exhibit A.

The Kanabec County Board of Commissioners approved and executed the Master Transaction Agreement at its meeting on December 22, 2020. Thus, the County requests that USDA provide approval for reclassification contingent on the closing of the transaction.

Very truly yours,

Randy Ulseth

Chief Executive Officer  
Kanabec County Hospital

## **EXHIBIT A**

### **Draft USDA Response Letter**

Mr. Randy Ulseth  
Chief Executive Officer  
Kanabec County Hospital  
301 South Highway 65  
Mora MN 55051

Re: County of Kanabec, Minnesota: Confirmation of Program Loan Reclassification to Non-Program Loan Status

Dear Mr. Ulseth:

The United States Department of Agriculture ("USDA") understands that the County of Kanabec, a Minnesota political subdivision ("County"), and Welia Health, a Minnesota nonprofit corporation, have requested confirmation and acknowledgment of the items numbered below in regard to the following debt instruments (the "Loans"):

- (a) Gross Revenue Hospital Bonds, Series 2019, in the original aggregate principal amount of \$56,600,000, to the United States of America, acting through the United States Department of Agriculture – Rural Development (the "USDA"); and
- (b) Gross Revenue Hospital Note (USDA Guaranteed), Series 2019, in the original principal amount of \$4,900,000, to First Citizens Bank.

Regarding the foregoing, the USDA hereby:

1. Confirms that the Loans will be reclassified from program loans to non-program loans, effective July 1, 2021, conditioned on the closing of the Master Transaction Agreement by and between the County and Welia Health, as described in the County's letter dated **[INSERT DATE]**;
2. Acknowledges that the Lease by and between the County and Welia Health, as described in the County's letter dated **[INSERT DATE]**, will be subordinate to the Loans and not result in default under the original Bond purchase documents;
3. Provides its consent to Lease by and between the County and Welia Health;

4. Agrees with Welia Health that, in the event a default occurs under the Loans or Bond purchase documents, USDA will accept payments on the Lease directly from Welia Health and allow Welia Health to cure any defaults under the Loans or Bond purchase documents;
5. Agrees that so long as Welia Health is not in default under the Lease, its tenancy and rights under the Lease will not be disturbed, even if the USDA forecloses on its Mortgage securing the Loans and that upon such foreclosure, Welia Health will attorn to USDA under the Lease; and
6. Confirms that reclassification of the Loans will not affect any other financing between the USDA and the County, nor will it disqualify the County from future USDA program financing or other opportunities.

Sincerely,

# Agenda Item #6a

April 6, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Review Bulletin Board Policy A-121	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Kris McNally, County Coordinator

**e. Board action requested:**

Review Policy A-121 Bulletin Boards

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**f. Background:**

Supporting Documents: None      Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

## **BULLETIN BOARDS**

### **I. POLICY STATEMENT**

It is required that a County provide a place for the County's public notices and customary for Kanabec County to provide a place for non-profit organizations to post notices. As any bulletin board is finite in size and public interests must be preserved, guidelines must be established for use of these public posting areas.

### **II. POLICY GUIDELINES**

A. The County Board of Commissioners shall establish two bulletin boards:

1. One limited access board for publishing county notices.
2. One board for other notices.

B. The first bulletin board--for county notices--shall be used for:

1. Official notices and publications of the County of Kanabec
2. Postings for job vacancies and public information regarding employment with the County of Kanabec.
3. Awards and certificates presented to Kanabec County.
4. Other information as deemed related by the County Coordinator.

C. The second bulletin board--for other notices--shall be used for:

1. Notices and information for non-profit organizations.
2. All postings will be dated and removed after a maximum of one year, or sooner to make room for newer postings.
3. The County reserves the right to deny the posting of any material, or to remove any posting at any time.

D. Prior approval for any posting must be obtained from the County Coordinator. In case of dispute over suitability of posting, the Coordinator's decision may be appealed to the County Board of Commissioners.

E. This policy does not include notices to county employees of human resource issues, nor does it include postings which have other legal requirements.



# Agenda Item #6b

April 6, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Clarification on Building Use Policy A-103	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Kris McNally, County Coordinator

**e. Board action requested:**

Discuss Policy A-103 Building Use to clarify “non-county” language in section II.G.5.

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**f. Background:**

Supporting Documents: None

Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

## **Policy: A-103**

Approved: February 16, 2021

Effective: February 16, 2021

Supersedes (Eff): June 21, 2000

February 22, 2006

# **KANABEC COUNTY BUILDING USE POLICY**

## **I. POLICY STATEMENT**

This policy outlines the use and maintenance of Kanabec County buildings to preserve the health and safety of its employees and the public, and to assure that buildings are serviceable for as long as possible in the interests of the taxpayers of Kanabec County.

## **II. POLICY GUIDELINES**

- A. All appliances (such as coffee machines) shall meet OSHA standards of commercial quality.
- B. Work areas shall be kept free from clutter. Objects shall not be left in traffic areas.
- C. No equipment or practices shall be allowed in County Buildings which do not meet County Safety Policies or OSHA requirements. Department Heads and supervisors have an affirmative responsibility to see that such standards are met. Appliances that create an excessive electrical load are prohibited (i.e. space heaters).
- D. Pictures, whiteboards/corkboards, and documents may be hung from walls after consultation with the department head and maintenance department personnel. Only maintenance department personnel will hang the item. All required postings will be posted once in the public foyer. No adhesive or thumbtacks will be used on building walls.
- E. Exterior window covering, signs, decorations, etc. are prohibited.

### **F. Break Rooms**

The County Board has designated the following rooms as Break Rooms:

- Room 103, Public Service Building
- Room 123, Highway Dept Building
- Workforce Center Breakroom, 2<sup>nd</sup> Floor, Highway Dept Building
- Room R312, Courthouse Building
- Room R214, Courthouse Building
- Room R121, Courthouse Building

1. Each person using a break room will wash his/her own dishes and clean up after

him/herself including wiping tables, sink, and microwave after use, throwing away or recycling trash and debris, etc.

2. All food and beverages left in the refrigerator will be thrown out on a schedule set by Building Maintenance.
3. Removing equipment from the break room or meeting rooms is prohibited.
4. Any liquid or food is spilled on the carpeting must be cleaned ~~it~~ immediately by the person that spilled it.
5. Food preparation and preparation equipment (refrigerator, microwave, etc.) will be allowed only in designated break rooms. A variance for a refrigerator or microwave may be permitted by resolution of the County Board of Commissioners if there exists good cause and there is no cost born by the taxpayers AND if pre-approved by Building Maintenance. Refrigerators must be installed in a manner and location approved by Building Maintenance.

#### G. Meeting Rooms

1. Schedule meeting room use with:
  - Public Service Building - Public Health
  - Jail Training Room- Jail Administration
  - Courthouse Building - Coordinator's Office
  - Courthouse Third Floor - Court Administrator
  - Transit Training Room- Transit Office
2. Meeting room scheduling will be done on a first come basis. Kanabec County reserves the right to limit meeting room use to any internal or external group.
3. Each user/group is responsible to set up the room for their own meeting.
4. Each user/group is responsible to clean each room and return it to the arrangement in which it was found. Cleaning means wiping down the tables/counters and making sure all trash is in the trash bin.
5. No non-county meetings or events are allowed outside of normal business hours. Non-county means meetings or events held by entities other than a committee, board, department of Kanabec County or upon which a county representative serves (i.e. East Central Solid Waste Commission).
6. Building Use Agreement form must be signed by the person responsible for all non-county meetings or events. The Building Use Agreement form is available at the County Coordinator's Office and Public Services Front Desk.
6. Office conference rooms shall be kept in good order.
7. Each user/group is responsible to restrict their use to their assigned space.

8. The possession of alcohol is prohibited in all County buildings.

H. Animals, except for disability assistance animals, are not allowed in County buildings.

### **III. DESIGNATED SMOKING AREAS**

Smoking is not permitted in any county building. Employees are permitted to smoke on county grounds in the following locations:

- ◆ Courthouse Building - smoking will only be allowed by the Southeast entrance.
- ◆ Highway Department - smoking will only be allowed by rear exits.
- ◆ Public Service Building - smoking will only be allowed by the exit #4 (FSA).
- ◆ Jail Building- smoking will be allowed by the south parking lot.
- ◆ Transit Building- smoking will only be allowed in the designated area near the northwest corner of the building.

**Smoking will not be permitted within 20 feet of any county building entrance.**

### **IV. ITV & ELECTRONIC EQUIPMENT SUPPORT**

No County employee or public person(s) shall adjust, tamper with or move any electronic or ITV equipment, including microphones, TV Display, HDMI connection(s), or settings. Only those employees of the Information Systems Department and person(s) approved by the Kanabec County IS Director shall make adjustments.

Meeting rooms are equipped with electronic equipment intended to facilitate remote meetings and support audio/visual needs. The Information Systems Department will assist with the electronic equipment by calling extension 6498 during regular business hours.

No technology carts may be moved to alternate rooms or locations without prior approval from the Information Systems Department.

### **V. PARKING**

The following areas are designated as employee parking:

- A. Courthouse Building - Employees will park in the designated spots on the west or east sides of the building.
- B. Highway Department - Employees will park north or west sides of the building.
- C. Public Services- Employees will park away from the main entrance.
- D. Transit Building- Employees will park away from the main entrance.

## **VI. ACCOUNTABILITY**

All maintenance requests must come through Department Heads or Supervisors.

Department Heads will be held responsible for violations of this policy in their area.  
Violations may result in disciplinary action.