



Kanabec County Board of Commissioners

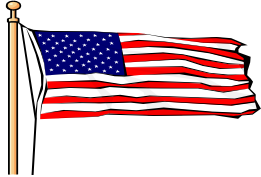
Organizational & Regular Meeting Agenda

January 5, 2021 9:00 a.m.

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

To be held via WebEx telephone call or video meeting:

Telephone call-in number for public access: 1-408-418-9388
Access Code: 146 239 2707



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m2d1597d24fa5e7f64f8c04c8cd922606>

Meeting number: 146 239 2707

Password: x2pBwQCEA83

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*

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.

9:00am ORGANIZATIONAL MEETING

1. Meeting called to order by Board Clerk
2. Pledge of Allegiance
3. Oath of Office for the re-elected and new Commissioners
4. Elect Chairperson
5. Turn the gavel over to the Chairperson
6. Elect Vice-Chairperson
7. Approve the Agenda
8. 2021 Board Meeting Dates
 - a. Regular Meetings
 - b. Board of Appeal & Equalization
 - c. Truth in Taxation
9. 2021 Family Services and Community Health Board Meeting Dates
10. Hospital Committee Appointments
11. Committee Appointments
12. Official Newspaper
13. Elected Officials Wages
 - a. Minimum Salaries
 - b. County Auditor/Treasurer
 - c. County Sheriff
 - d. County Recorder
 - e. County Attorney
14. County Commissioner Wages
15. Association of Minnesota Counties (AMC) Appointments/Delegates
16. County Mileage Reimbursement Rate (.56)
17. County Per Diems
18. 2021 HRA
 - a. Meeting Dates and Times
 - b. Elect Officers
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
 - c. Official Newspaper
 - d. Depository Bank
 - e. Mileage Reimbursement Rate (.56)
19. 2021 Railroad Authority Board

- a. Meeting Dates and Times
- b. Elect Officers
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
- c. Official Newspaper
- d. Depository Bank
- e. Mileage Reimbursement Rate (.56)

20. County Coroner Appointment

10:00a.m **Recess County Board to a time immediately following the Community Health Board.**
Community Health Board, Community Health Director Kathy Burski

Reconvene County Board- REGULAR MEETING

10:30 a.m. Public Comment Telephone call-in number for public access: 1-408-418-9388
Access Code: 146 239 2707

10:45 a.m. No Net Gain Resolution Discussion

11:00a.m. Real Estate Professional Services RFP Results

11:10a.m. Teresa Wickeham, Environmental Services

- a. Retainer for Legal Services
- b. Vacation Rental License Fee

Other business to be conducted as time is available:

- 1. Minutes
- 2. Paid Bills
- 3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
- 4. State of Minnesota COVID-19 Economic Relief Fund for Businesses
- 5. FFCRA Extension for Employees
- 6. Renew Medical Examiner Contract for 2021
- 7. Update on 330 Forest Avenue East sale
- 8. Board Operating Guidelines Draft
- 9. Future Agenda Items
- 10. Discuss any other matters that may come before the County Board

ADJOURN

9:00am Organizational Meeting

Agenda Item #8

January 5, 2021

REQUEST FOR BOARD ACTION

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

e. Board action requested:

Set the meeting dates of the Kanabec County Board of Commissioners for 2021.
See Resolution #1, Page two.

f. Background:

The attached resolution assumes normal meeting days being the 1st and 3rd Tuesdays of the month at 9:00am.

The Board of Appeal and Equalization recommended dates from the Assessor and Auditor/Treasurer are Wednesday, June 16th or Thursday June 17th with a start time of 6:30PM.

The Truth in Taxation meeting recommended dates are Wednesday, December 8th or Thursday December 9th at 6:00PM.

Supporting Documents: None **Attached:** ☒

Date Received in County Coordinator's Office:	n/a - originating department
--	------------------------------

Coordinators Comments:

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

Some January meeting dates:

- January 5 is the statutory meeting day pursuant to §375.07.
- January 19 will be posted as a meeting for regular business at 9:00am unless determined otherwise at the January 5 meeting.
- The regular board meeting will be recessed to its next date and time.

Resolution #__ – 1/5/21

Regular Meeting Dates

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 5, 2021, regular meetings of the Kanabec County Board of Commissioners shall be held in the County Courthouse in the City of Mora, Minnesota on the first and third Tuesday of each month, and

BE IT FURTHER RESOLVED that all meetings shall commence at 9:00am, and

BE IT FURTHER RESOLVED that the Board of Equalization and Truth in Taxation Hearings shall be scheduled separately from the regular County Board Meetings, and

BE IT FURTHER RESOLVED, that if any such regularly scheduled meeting of the County Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

BE IT FURTHER RESOLVED, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

BE IT FURTHER RESOLVED, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

Resolution #__ - 1/5/21

Board of Appeals & Equalization

BE IT RESOLVED to set the date for the County Board of Appeals and Equalization Meeting to be **Wednesday, June 16, 2021 or Thursday, June 17, 2021** at 6:30pm.

BE IT FURTHER RESOLVED to offer appointments until 7:00pm to meet statutory requirements pursuant to Minnesota Statutes Section 274.14.

Resolution #__ - 1/5/21

Truth-in-Taxation Meeting

BE IT RESOLVED to set the date for the Truth-in-Taxation Meeting to be **Wednesday, December 8, 2021 or Thursday, December 9, 2021** at 6:00pm.

Proposed 2021 County Board Meeting Calendar

Green: 9am Board Meeting

Purple: Holiday

January 2021								February 2021								March 2021						
Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
					1	2			1	2	3	4	5	6				1	2	3	4	5
3	4	5	6	7	8	9		7	8	9	10	11	12	13		6	7	8	9	10	11	12
10	11	12	13	14	15	16		14	15	16	17	18	19	20		13	14	15	16	17	18	19
17	18	19	20	21	22	23		21	22	23	24	25	26	27		20	21	22	23	24	25	26
24 31	25	26	27	28	29	30		28	24							27	28	29	30	31		

April 2021								May 2021								June 2021						
Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3								1				1	2	3	4	5
4	5	6	7	8	9	10		2	3	4	5	6	7	8		6	7	8	9	10	11	12
11	12	13	14	15	16	17		9	10	11	12	13	14	15		13	14	15	16	17	18	19
18	19	20	21	22	23	24		16	17	18	19	20	21	22		20	21	22	23	24	25	26
25	26	27	28	29	30			23 30	24 31	25	26	27	28	29		27	28	29	30			

[illegible][illegible]

9:00am Organizational Meeting

Agenda Item #9

January 5, 2021

REQUEST FOR BOARD ACTION

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

e. Board action requested:

Resolution #__ - 1/5/21

Family Service Board Meetings

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 5, 2021, regular meetings of the Kanabec County Family Service Board shall be held in the County Courthouse in the City of Mora, Minnesota on the third Tuesday of each month.

BE IT FURTHER RESOLVED that the meetings shall be held commencing at approximately 9:05am, and

BE IT FURTHER RESOLVED, that if any such regularly scheduled meeting of the Family Service Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

BE IT FURTHER RESOLVED, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

BE IT FURTHER RESOLVED, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

f. Background:

This assumes that the Family Service Board will be held on the second meeting of the month and that the board will meet on the dates described in Organizational Meeting Agenda Item 8. 2021 Board Meeting Dates.

Resolution #__ - 1/5/21

Community Health Board Meetings

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 5, 2021, regular meetings of the Kanabec County Community Health Board shall be held in the County Courthouse in the City of Mora, Minnesota on the first Tuesday of each month.

BE IT FURTHER RESOLVED that the meetings shall be held commencing at approximately 9:05am, and

BE IT FURTHER RESOLVED, that if any such regularly scheduled meeting of the Community Health Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

BE IT FURTHER RESOLVED, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

BE IT FURTHER RESOLVED, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

This assumes that the Community Health Board will be held on the First meeting of the month and that the board will meet on the dates described in Organizational Meeting Agenda Item #8. 2021 Board Meeting Dates.

Supporting Documents: None ☒ Attached:

Date Received in County Coordinator's Office:

n/a - originating department

Coordinators Comments:

None

9:00am Organizational Meeting

Agenda Item #10

January 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: Hospital Board Appointments	b. Origination: Welia Health
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested: Approve the following resolutions:

A. RESOLUTION GRANTING A TERM LIMIT EXCEPTION

WHEREAS Welia Health and Kanabec County entered into an agreement on 12/15/2020 by Board Resolution #21 – 12/15/20 to transition Welia Health to a private, 501(c)(3) non-profit entity; and

WHEREAS Kanabec County has a three-term or 9-year limit (whichever is least) policy for County Board appointed committees and boards unless otherwise required by statute; and

WHEREAS Welia Health requests an exception be granted to the term limit policy to allow appointment of Teri Heggernes to a 1-year term to allow for consistency on the Hospital Board through the privatization transition;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves a one-time exception to the term limit policy and appoints Teri Heggernes to the Hospital Board for a 1-year term.

B. RESOLUTION TO MODIFY THE NUMBER OF COMMISSIONERS APPOINTED TO THE HOSPITAL BOARD

WHEREAS Welia Health and Kanabec County have entered into an agreement on 12/15/2020 by Board Resolution #21-12/15/20 to transition Welia Health to a private, 501(c)(3) non-profit entity; and

WHEREAS historically Kanabec County Commissioners have held two positions on the Hospital Board; and

WHEREAS the agreement of 12/15/2020 allows for appointment of one commissioner to the Hospital Board; and

WHEREAS Welia Health requests that former Commissioner Kathi Ellis be appointed to a position on the Hospital Board instead of appointing two commissioners at this time to allow for consistency on the Hospital Board through the privatization transition;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby appoints Kathi Ellis to the Hospital Board for a 1-year term in place of appointing a second commissioner.

f. Background: **Supporting Documents:** None ☒ **Attached:**

Date received in County Coordinators Office:

Coordinators Comments: None

9:00am Organizational Meeting

Agenda Item #11

January 5, 2021

REQUEST FOR BOARD ACTION

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

e. Board action requested: Approve the following resolutions:

Resolution #__ - 1/5/21

BE IT RESOLVED to re-appoint Pat O'Brien to the Board of Adjustment for a three year term commencing immediately and expiring January 2, 2024.

BE IT FURTHER RESOLVED to re-appoint Gene Carda to the Board of Adjustment for a three year term commencing immediately and expiring January 2, 2024.

Resolution #__ - 1/5/21

BE IT RESOLVED to re-appoint Greg Yankowiak to the City/County Airport Zoning Board for a three year term commencing immediately and expiring January 2, 2024.

Resolution #__ - 1/5/21

BE IT RESOLVED to re-appoint Karen Rasmusson to the East Central Regional Library Board for a three year term commencing immediately and expiring January 2, 2024.

Resolution #__ - 1/5/21

BE IT RESOLVED to appoint [REDACTED] to the Economic Development Authority for a three year term commencing immediately and expiring January 2, 2024.

Resolution #__ - 1/5/21

BE IT RESOLVED to re-appoint Terry Salmela to the Extension Committee for a three year term commencing immediately and expiring January 2, 2024.

BE FURTHER IT RESOLVED to re-appoint Jean Mattson to the Extension Committee for a three year term commencing immediately and expiring January 2, 2024.

BE FURTHER IT RESOLVED to re-appoint Barbara McFadden to the Extension Committee for a three year term commencing immediately and expiring January 2, 2024.

BE FURTHER IT RESOLVED to appoint Jane Schmidt to the Extension Committee for a three year term commencing immediately and expiring January 2, 2024.

Resolution #__ - 1/5/21

BE IT RESOLVED to re-appoint Roberta Anderson to the Insurance Committee for a three year term commencing immediately and expiring January 2, 2024.

BE FURTHER IT RESOLVED to re-appoint Kate Mestnik to the Insurance Committee for a three year term commencing immediately and expiring January 2, 2024.

BE FURTHER IT RESOLVED to appoint [REDACTED] to the Insurance Committee for a three year term commencing immediately and expiring January 2, 2024.

Resolution #__ - 1/5/21

BE IT RESOLVED to re-appoint Todd Eustice to the Juvenile Detention Center Advisory Board for a three year term commencing immediately and expiring January 2, 2024.

Resolution #__ - 1/5/21

BE IT RESOLVED to re-appoint Liane Heupel to the Personnel Board of Appeals for a three year term commencing immediately and expiring January 2, 2024.

BE FURTHER IT RESOLVED to re-appoint Leona Dressel to the Personnel Board of Appeals for a three year term commencing immediately and expiring January 2, 2024.

Resolution #__ - 1/5/21

BE IT RESOLVED to appoint/re-appoint [REDACTED] to the Planning Commission for a three year term commencing immediately and expiring January 2, 2024.

Resolution #__ - 1/5/21

BE IT RESOLVED to re-appoint Jody Anderson to the Railroad Authority Advisory Committee for a three year term commencing immediately and expiring January 2, 2024.

BE FURTHER IT RESOLVED to re-appoint Bruce Anderson to the Railroad Authority Advisory Committee for a three year term commencing immediately and expiring January 2, 2024.

BE FURTHER IT RESOLVED to re-appoint Mike Papenhausen to the Railroad Authority Advisory Committee for a three year term commencing immediately and expiring January 2, 2024.

Resolution #__ - 1/5/21

BE IT RESOLVED to re-appoint Robin Etter to the Safety Committee for a three year term commencing immediately and expiring January 2, 2024.

BE FURTHER IT RESOLVED to re-appoint Kathy Burski to the Safety Committee for a three year term commencing immediately and expiring January 2, 2024.

BE FURTHER IT RESOLVED to appoint [REDACTED] to the Safety Committee for a three year term commencing immediately and expiring January 2, 2024.

Resolution #__ - 1/5/21

BE IT RESOLVED to appoint [REDACTED] to the Snake River Water Management Advisory Board for a three year term commencing immediately and expiring January 2, 2024.

f. Background:

Terms that have expired are highlighted in yellow. Letters have been sent to committee members asking if they would like to serve another term.

Terms highlighted in blue have agreed to another term.

Terms highlighted in red have declined reappointment.

Letters of interest have been received for the following boards (see attached):

Board of Adjustment (need 2): Patrick O'Brien, Gene Carda

City/County Airport Zoning Board (need 1): Greg Yankowiak

East Central Regional Library Board (need 1): Karen Rasmusson

Economic Development Authority (need 1): Jeremy Voss, Kathi Ellis

Emergency Medical Services Board Advisory Committee – Alternate (need 1): No applicants

Extension Committee (need 4): Barb McFadden, Jean Mattson, Terry Salmela, Jane Schmidt

Insurance Committee (need 3): Roberta Anderson, Kate Mestnik, Tina Von Eschen, Chad Gramentz, Barbara McFadden

Personnel Board of Appeals (need 2): Liane Heupel, Leona Dressel

Planning Commission (need 1): Dave Etter, Douglas Sabinash, Jeremy Voss

Railroad Advisory Committee (need 4): Jody Anderson, Bruce Anderson, Mike Papenhausen

Safety Committee (need 3): Patricia Kruse, Jennifer Anderson, Robin Etter, Kathy Burski

Advisory Board to Snake River Water Management Board (need 1): Douglas Sabinash, Eric Renstrom

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:	n/a – originating department
---	------------------------------

Coordinators Comments:

2021 - COMMITTEE MEMBERSHIP

AQUATIC INVASIVE SPECIES COMMITTEE

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

ASSOCIATION OF MN COUNTIES

VOTING DELEGATES (Annual appointment)

All Five (5) Commissioners, plus;

1. Kristine McNally
- 2.
- 3.

Description: At the Annual AMC Conference, each county is allowed eight delegates; usually the five commissioners and three staff people.

POLICY COMMITTEE MEMBERS

Environment & Natural Resources:	Teresa Wickeham
General Government:	Kris McNally
Health & Human Services:	Kathy Burski
Public Safety:	Brian Smith
Transportation & Infrastructure:	Chad Gramentz

Description: Counties must appoint one commissioner or county official to each of the five AMC policy committees. Individuals may not serve as a voting member on more than one policy committee.

BOARD OF ADJUSTMENT

Regular Members:

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Pat O'Brien	01/10/18	01/05/21	2 nd
Position A, Planning Commission Member			
Fred Sawatzky	10/06/20	01/03/23	1 st partial
Position B, Unincorporated Area			
Gene Carda	01/02/18	01/05/21	2 nd
Position C, Regular Member			

Alternate Member:

Ronald Peterson	02/27/19	01/03/22	1 st
Position D, Alternate			

Description: Collects information and conducts public hearings on variance requests pertaining to shoreline regulations as defined by the Kanabec County Shoreline Ordinance. One must be from the Planning Commission. One must be from an unincorporated area of the county (not in a city). The implication in Statute is that the others be county residents, but it doesn't explicitly state this.

CAFETERIA (SECTION 125) PLAN COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Board Chairperson	05/28/97	n/a	
County Auditor	05/28/97	n/a	
Personnel Director	05/28/97	n/a	

Description: Considers exceptions and hardship cases under the county pre-tax spending plan for out of pocket medical expenses, insurance premiums and childcare.

CENTRAL MINNESOTA COUNCIL ON AGING

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Gene Anderson	01/08/19	01/03/22	4 th
Kathi Ellis (alternate)	01/07/20	01/03/23	2 nd

CENTRAL MINNESOTA JOBS & TRAINING

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/02/18	01/05/21	6 th

CITY/COUNTY AIRPORT ZONING BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Bruce Burk	01/08/19	01/03/22	1 st
Greg Yankowiak	01/10/18	01/05/21	1 st

Description: This board is designated under state statute and consists of members appointed by the City of Mora and the county. The board meets to make, revise and approve airport zoning. This is a Joint Airport Zoning Board pursuant to §360.063, Subd. 3.

COUNTY ASSESSOR

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Tina Diedrich-Von Eschen	01/01/21	12/31/24	n/a

4 year appointments. 90 day notice to not reappoint. Must have Senior Accreditation from the State Board of Assessors or be able to obtain accreditation within 2 years. Appointment must be approved by the State Commissioner of Revenue.

COUNTY CORONER

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dr. Kelly Mills, M.D.	12/4/19	12/31/20	n/a

Must have successfully completed academic courses in pharmacology, surgery, pathology, toxicology, and physiology. Must appoint 30 days prior to expiration. Appointment must be made no later than 30 days before expiration.

COUNTY ENGINEER

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chad Gramentz	05/31/19	05/30/23	n/a

Appointed per §163.07

COUNTY SURVEYOR

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Tyler Kroschel	01/08/19	01/09/23	n/a

Must be licensed in Minnesota as a Land Surveyor. (30 day notice to not reappoint)

DITCH INSPECTOR

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chad Gramentz	01/07/20	01/03/23	n/a

E-911 COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	01/08/19	01/03/22	1 st
Dennis McNally (<i>alternate</i>)	01/02/18	01/05/21	2 nd

Description: Works with the County Sheriff on issues regarding implementing Enhanced 911 emergency phone service in Kanabec County.

EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Kathi Ellis	01/02/18	01/05/21	2 nd

EAST CENTRAL REGIONAL LIBRARY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Gene Anderson	01/08/19	01/03/22	3 rd
Rhonda Olson	01/07/20	01/03/23	1 st
Karen Rasmusson	01/07/20	01/05/21	1 st

Description: These three people represent Kanabec County on the six county East Central Regional Library Board. This library system serves Aitkin, Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties. Must be a resident of Kanabec County. Not more than one commissioner.

EAST CENTRAL SOLID WASTE COMMISSION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/08/19	01/03/22	2 nd
<u>Alternate</u>			
Les Nielsen	01/08/19	01/03/22	2 nd

ECONOMIC DEVELOPMENT ADVISORY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Role</u>	<u>Term</u>
Dan Johnson	02/13/19	01/04/21	At-large Representative	2 nd
Lonnie Ness	01/07/20	01/03/23	At-large Representative	1 st
Jerry Tvedt	01/07/20	01/03/23	Electric Utility Representative	3 rd
Lisa Holcomb	02/13/19	01/03/22	Township Elected Official	2 nd
Sara Treiber	02/13/19	01/03/22	City Representative	2 nd
Wayne Davis	02/18/20	01/03/23	At-large Representative	1 st
Ivan Black	02/13/19	01/03/22	City Representative	2 nd
Gene Anderson	02/13/19	01/04/21	County Commissioner	2 nd
Kathi Ellis	02/13/19	01/04/21	County Commissioner/County HRA	2 nd

Description: The EDA shall consist of a governing body of nine members. A maximum of two of the members shall be members of the Kanabec County Board of Commissioners, one of which will represent the HRA. In addition, there shall be one township elected official selected from those townships choosing to participate in the EDA; two city representatives including one from the City of Mora and one selected from the other participating city's; one electric utility representative; and three At-large representatives with preference being given to participating

cities within Kanabec County.

Of those initially appointed, two each shall be appointed for terms of one, two, or three years respectively and one each for terms of four, five, or six years, respectively. Therefore all members shall be appointed for six-year terms.

EMERGENCY MEDICAL SERVICE BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>		<u>Term</u>
Craig Smith	01/08/19	01/04/21		1 st
Les Nielsen	01/08/19	01/04/21	Alternate	1 st

2 year terms. Limited to 3 terms.

Advisory Committee

Dan Wilder	01/08/19	01/03/22		2 nd
alternate - Vacant	01/10/07	01/04/10		

Advisory Committee meets 6 times per year.

EXTENSION COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>District</u>	<u>Term</u>
Terry Salmela	01/02/18	01/05/21	5	2 nd
Jennifer Ernest	01/07/20	01/03/23	2	2 nd
Jean Mattson	01/02/18	01/05/21	5	3 rd
Kelsey Schiferli	01/07/20	01/03/23	4	2 nd
Barbara McFadden	04/25/18	01/05/21	1	1 st
Paula Weber	01/02/18	01/05/21	At large	2 nd
Craig Smith	01/08/19	01/05/21	Commissioner	1 st
Kathi Ellis	2020 Chairperson of the County Board (Statutory)			
Denise Snyder	Auditor/Treasurer (Statutory):			

Description: The Minnesota State Legislature established County Extension Committees in 1923. The statute mandates a committee of nine:

1. The chair of the County Board of Commissioners,
2. One other commissioner
3. The County Auditor (or their designee) as Secretary
4. Six county residents selected by the County Board.

Committee responsibilities include: attending Extension Committee meetings, Performance evaluation of the educators, program development, assist in marketing Extension programs, and evaluation and budget development.

FEMA BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chuck Hurd	01/08/19	01/03/22	1 st

Description: The Federal Government gives counties money for emergency use. FEMA meets once a year to decide how the money should be spent. Applications are obtained by agencies and groups that need assistance (ie: food shelves). This money is intended to alleviate housing and food shortages.

HEALTH AND HUMAN SERVICES ADVISORY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Diane Bankers	8/18/20	01/03/22	Welia Health	1 st
Kathy Belsheim	8/18/20	01/03/22	Ogilvie Schools Superintendent	1 st
Bob Benes	8/18/20	01/03/22	Lakes and Pines CAC, Inc.	1 st
Kathy Burski	8/18/20	01/03/22	Community Health Director	1 st

Lindy Crawford	8/18/20	01/03/22	Mora City Administrator	1 st
Jenny Danielson	8/18/20	01/03/22	Consumer	1 st
Kathi Ellis	8/18/20	01/03/22	County Commissioner	1 st
Randy Hall	8/18/20	01/03/22	Consumer	1 st
Steve Hansberry	8/18/20	01/03/22	Consumer	1 st
Chuck Hurd	8/18/20	01/03/22	Human Services Director	1 st
Les Nielsen	8/18/20	01/03/22	County Commissioner/Corrections Advisory Board	1 st
Desi Panek	8/18/20	01/03/22	7 County Senior Federation	1 st
Carol Peterson	8/18/20	01/03/22	Consumer	1 st
Charlie Strickland, Jr.	8/18/20	01/03/22	Consumer	1 st
Dan Voce	8/18/20	01/03/22	Mora Schools, Superintendent	1 st

Description: 2 Year terms. Pursuant to MN Statute 402.03 this advisory committee shall actively participate in the formulation of the plan for the development, implementation and operation of the programs and services by the board, and shall make a formal recommendation to the board at least annually concerning the annual budget and implementation of the plan in the ensuing year.

HIGHWAY 23 COALITION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Primary</u>			
Dennis McNally	01/07/20	01/03/23	1 st
<u>Alternate</u>			
Les Nielsen	01/07/20	01/03/23	1 st

HOSPITAL BOARD:

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Kim Smith	01/23/19	01/03/22	1 st
Dr. Donner	01/23/19	01/03/22	4 th
Dr. Jack Schwinghammer	01/02/18	01/05/21	2 nd
Teri Heggerness	01/02/18	01/05/21	3 rd
Carl Pederson	04/11/18	01/05/21	1 st
Becci Steffen	01/07/20	01/03/23	3 rd
Amy Anderson	01/07/20	01/03/23	3 rd
Les Nielsen	01/23/19	01/03/22	1 st
Kathi Ellis	01/07/20	01/03/23	7 th

Description: This is the governing board of the Kanabec Hospital. Must be a resident of Hospital Service area. Limit 3 3-year terms- excluding commissioners.

HOUSING REDEVELOPMENT AUTHORITY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Gene Anderson	01/07/20	01/03/23	N/A
Kathi Ellis (Chair)	01/07/20	01/03/23	N/A
Dennis McNally (Vice-Chair)	01/07/20	01/03/23	N/A
Craig Smith	01/07/20	01/03/23	N/A
Les Nielsen	01/07/20	01/03/23	N/A

[Description:](#) Yearly terms. Chair and Vice-chair will match the chair and vice chair of the County Board of Commissioners.

INSURANCE COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Members:				
Craig Smith	01/08/19	01/03/22	[Commissioners]	1 st
Roberta Anderson	04/25/18	01/05/21	[Local 320]	1 st
Michael Currie	10/09/19	01/03/22	[Local 49]	1 st partial
Susan Coon	01/07/20	01/03/23	[Local 107]	2 nd
Tammy Owens	01/07/20	01/03/23	[Local 363]	2 nd
Todd Eustice	01/02/18	01/05/21	[Dept Heads]	3 rd
Kate Mestnik	01/02/18	01/05/21	[Non-union]	2 nd
Justin Frisch	01/07/20	01/03/23	Local 106	2 nd
Kim Christenson	[Secretary] indeterminate term			
Kristine McNally	n/a - ex officio			

Insurance Committee Alternates:

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

JUVENILE DETENTION CENTER ADVISORY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Advisory Board</u>			
Les Nielsen	01/07/20	01/03/23	7 th
Todd Eustice	01/02/18	01/05/21	6 th

Operations Sub-Committee

Todd Eustice	01/07/20	01/03/23	7 th
--------------	----------	----------	-----------------

[Description:](#) Part of the East Central Regional Juvenile Detention Center Joint Powers Board to set policy and make financial decisions for the Juvenile Detention Center in Lino Lakes.

LAKES & PINES COMMUNITY ACTION COUNCIL BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Gene Anderson	01/08/19	01/03/22	4 th

LAW LIBRARY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Gene Anderson	01/07/20	01/03/23	3 rd

MAGIC FUND DESIGNEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Denise Cooper	02/25/98	Indefinite	n/a

Description: This is the person designated by the board to manage funds in the Association of Minnesota Counties investment pool.

MINNESOTA COUNTIES COMPUTER COOPERATIVE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Delegate</u>			
Karen McClellan	04/12/95	no term limit	
<u>Alternates:</u>			
Denise Cooper	01/04/98	no term limit	
Marie Sward	03/15/19	no term limit	

Description: MCCC is a joint power organization providing services, software and other cost-effective measures, to substantially reduce the cost of data processing for Minnesota Counties. MCCC cooperatively provides for establishment, operation and maintenance of data processing facilities and management information systems. MCCC uses regionally elected representatives on various committees to conduct day-to-day operations. Several user groups are organized around the use of common business needs, software products and systems. The Board of Directors is made up of one delegate from each member county and meets annually to set policies and the budget. The user group committees are elected regionally and hold monthly or as needed meetings.

MINNESOTA COUNTIES INFORMATION SYSTEMS (MCIS)

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Director</u>			
Tina Von Eschen	08/18/20	no term limit	
<u>Alternates:</u>			
Karen McClellan	08/18/20	no term limit	
Katie Koenings	08/18/20	no term limit	

Description: MCIS is a joint powers organization dedicated to providing quality, integrated information solutions through customized computer applications and responsive support. MCIS is a governmental organization, established in 1975 as a joint powers under MN Statutes §471.59. There are eleven (11) "Full" members and four (4) "Associate" members. A "Full Member" is a governmental unit who participates fully in the joint powers agreement, and has a vote on the MCIS Board. An "Associate Member" is a governmental unit purchasing services from MCIS through an executed service agreement, but are not signatories to joint powers agreement and has no voting rights on the MCIS Board. The MCIS Board meets quarterly in July, October, January and April at such time and place as designated by the Board.

NORTH TH 65 CORRIDOR COALITION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Delegate</u>			
Gene Anderson	01/07/20	01/03/23	1 st
<u>Alternates:</u>			
Dennis McNally	01/07/20	01/03/23	1 st

VISION STATEMENT: The general purpose of this agreement is to create an organization through which the members that are parties to this Agreement may jointly and cooperatively plan for and maximize the

OUTLOOK HEALTH SERVICES BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Kathi Ellis	01/08/19	01/03/22	7 th

PERSONNEL BOARD OF APPEALS

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Linda Holida	02/13/19	01/03/22	1 st
Liane Heupel	01/24/18	01/05/21	1 st
Leona Dressel	01/02/18	01/05/21	2 nd

Description: Three county residents who are not county employees or elected officials. The Board of Appeals meets upon call to hear the filing of an appeal by an applicant for county job or a county employee concerning discrimination practices, alleged arbitrary capricious action on the part of the County Board with respect to rules included in the Act, or other matters or grievances under the authority of this Act (M.S. §375.65 & 375.66).

PERSONNEL COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Primary</u>			
Kathi Ellis	2020 Chairperson of the County Board		
<u>Alternate</u>			
Dennis McNally	2020 Vice Chairperson of the County Board		
Kristine McNally	<i>County Coordinator - ex officio</i>		

PLANNING COMMISSION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rhonda Olson	01/21/20	01/03/23	1 st
Earl Bracewell	02/13/19	01/03/22	1 st
Dennis McNally	01/02/18	01/05/21	2 nd
Ron Hallin	01/08/19	01/03/22	2 nd
Dave Etter	01/10/18	01/05/21	1 st
Wayne Zaudtke	09/01/20	01/03/23	1 st
Pat O'Brien	03/13/19	01/03/22	5 th
(Board of Adjustment member)			
Chad Gramentz	01/02/18	01/05/21	2 nd
(non-voting)			

Must be a resident of Kanabec County. At least two must be from unincorporated areas of the county (not in a city). No more than one shall be an employee or elected official of the County. One must be from the Board of Adjustment. No voting member shall have received, during the 2 years prior to appointment, any substantial portion of income from business operations involving the development of land within the county for urban and urban related purposes.

Description: Reviews proposed plats and makes recommendations to the County Board concerning implementation of the Kanabec County Subdivision and Platting Ordinance. Periodically, the Planning Commission reviews existing County Ordinances and makes recommendations to the County Board regarding changes.

RAILROAD AUTHORITY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/07/20	01/03/23	N/A
Gene Anderson	01/07/20	01/03/23	N/A
Les Nielsen	01/07/20	01/03/23	N/A
Kathi Ellis	01/07/20	01/03/23	N/A
Craig Smith	01/07/20	01/03/23	N/A

Kristine McNally, Board Clerk Appointed 01/08/19 non-voting

RAILROAD AUTHORITY ADVISORY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Represents</u>	<u>Term</u>
Kathi Ellis - Chairperson	ex officio (voting)			
Jody Anderson	01/24/18	01/02/21	City of Mora	1 st
Nick Stafford	01/24/18	01/05/21	Whited Township	1 st
Bruce Anderson	01/02/18	01/05/21	Comfort Township	5 th
Mike Papenhausen	01/02/18	01/05/21	At Large	5 th
Lanny Stegeman	02/27/19	01/03/22	At Large	5 th
Gordon Gullixson	01/08/19	01/03/22	City of Quamba	3 rd

Kristine McNally, Advisory Committee Clerk Appointed 01/08/19 non-voting

REGIONAL RADIO BOARD *(Commissioner needs to be the primary representative)*

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/02/18	01/05/21	2 nd
Brian Smith	01/02/18	01/05/21	2 nd
<i>(Alternate)</i>			

RUM RIVER ONE WATERSHED, ONE PLAN

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/23/19	01/03/22	1 ST

SAFETY COMMITTEE

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

SNAKE RIVER WATER MANAGEMENT BOARD ADVISORY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Wayne Zaudtke	01/02/18	01/05/21	2 nd
Gene Anderson	01/02/18	01/05/21	1 st

SNAKE RIVER WATERSHED

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

SNAKE RIVER ONE WATERSHED, ONE PLAN

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	10/23/19	01/03/22	1 st
Kathi Ellis (Alternate)	10/23/19	01/03/22	1 st
Teresa Wickeham (Staff)	10/23/19	01/03/22	1 st

SOUTHERN MINNESOTA COUNTY BASED PURCHASING (SOUTH COUNTRY HEALTH ALLIANCE)

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Kathi Ellis	01/02/18	01/05/21	4 th
Dennis McNally (alternate)	01/02/18	01/05/21	2 nd

SUBSTANCE ABUSE COALITION

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

TIMBER TRAILS ADVISORY BOARD

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

UNION NEGOTIATION COMMITTEES: 2019

County Coordinator plus;	
LELS Local 107 (Jailers/Dispatchers):	Craig Smith, Gene Anderson
LELS Local 106 (Deputies):	Kathi Ellis, Gene Anderson
Teamsters Local 320 (Courthouse):	Dennis McNally, Craig Smith
Oper. Engineers Local 49 (Highway):	Les Nielsen, Dennis McNally
Laborers Local 363 (Welfare):	Kathi Ellis, Les Nielsen

VETERAN SERVICE OFFICER

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Erica Bliss	09/05/17	09/04/21	n/a
(90 day notice to not reappoint)			

WATER PLAN

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Represents</u>	<u>Term</u>
Chad Gramentz	01/02/18	01/05/21		3 rd
Teresa Wickeham	ex-officio		Water Plan Coordinator	
Ellen White			Public Health	
Deanna Pomije			Kanabec Soil & Water	
Allan Ambrose	02/13/19	01/03/22	Citizen Appointee	2 nd
Jon Sanford	01/21/20	01/03/23	Citizen Appointee	1 st
Gene Anderson	01/02/18	01/05/21	County Board	3 rd

Description: Recommendations regarding the Kanabec County Comprehensive Local Water Plan occurs through the Kanabec County Water Plan Task Force Committee. This committee

meets upon the request of the County Board and makes recommendations on the coordination and implementation of the plan. There is technical advice assigned to the Soil & Water Conservation District, Natural Resources Conservation Service, County Extension, County Public Health, County Zoning, County Wetland Administrator, DNR, etc. as requested by the Task Force.

** UPDATED: 12/31/20

S:\Public\Word>Listings\Committe Listing.doc

County Commissioner Appointments, as of 1/9/20

Appointment	Dennis McNally	Gene Anderson	Les Nielsen	Kathi Ellis	Craig Smith
Association of Minnesota Counties	X	X	X	X	X
Aquatic Invasive Species Committee	X				
Central Minnesota Council on Aging		X			
<i>Central Minnesota Council on Aging Alternate</i>				X	
Central Minnesota Jobs & Training			X		
E-911 Committee					X
<i>E-911 Alternate</i>	X				
East Central Regional Development				X	
East Central Regional Library		X			
East Central Solid Waste Commission	X				
<i>ECSWC Alternate</i>			X		
Economic Development Advisory		X		X	
Emergency Medical Service Board					X
<i>Emergency Medical Alternate</i>			X		
Extension Committee				X	X
Health & Human Services Advisory Committee			X	X	
Highway 23 Coalition	X				
<i>Highway 23 Coalition Alternate</i>			X		
Hospital Board			X	X	
Housing and Redevelopment Authority	X	X	X	X	X
Insurance Committee					X
<i>Insurance Comm. Alternate</i>		X			
Juvenile Detention Center Advisory Board			X		
Lakes & Pines Board		X			
Law Library		X			
North Highway 65 Corridor Coalition		X			
<i>North Highway 65 Corridor Coalition Alternate</i>	X				
Outlook Health Services Board				X	
Personnel Committee	X			X	
Planning Commission	X				
Railroad Authority Board	X	X	X	X	X
Railroad Authority Advisory Committee				X	
Regional Radio Board	X				
Rum River One Watershed, One Plan	X				
Snake River One Watershed, One Plan					X
<i>Snake River One Watershed, One Plan Alternate</i>				X	
Snake River Water Management Advisory Board		X			
Snake River Watershed					X
Southern MN County Based Purchasing				X	
<i>Southern MN County Based Purchasing Alternate</i>	X				
Substance Abuse Coalition			X		
Timber Trails Advisory Board					X
<i>Timber Trails Alternate</i>		X			
Negotiating Team: Local 107 (Jailer/Dispatcher)		X			X
Negotiating Team: Local 320 (Courthouse)	X				X
Negotiating Team: Local 106 (Deputies)		X		X	
Negotiating Team: Local 49 (Highway)	X		X		
Negotiating Team: Local 363 (Welfare)			X	X	
Water Plan		X			
TOTAL APPOINTMENTS	15	15	13	15	12

Kelsey Schiferli

From: OBrien, Patrick R (DOC) <patrick.r.obrien@state.mn.us>
Sent: Monday, November 23, 2020 6:29 PM
To: Kelsey Schiferli
Subject: Re: Board of Adjustment term

I will continue to serve as long as I am able. Thank You for your consideration.

From: Kelsey Schiferli <kelsey.schiferli@co.kanabec.mn.us>
Sent: Monday, November 23, 2020 9:07 AM
To: OBrien, Patrick R (DOC) <patrick.r.obrien@state.mn.us>
Subject: RE: Board of Adjustment term

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Good morning!

I received your email on November 17th as well as your voicemail this morning. I apologize for not getting back to you right away. I had to do a little research regarding term limits.

There are no term limits for the Planning Commission or Board of Adjustment. Your term on the Planning Commission doesn't expire until January 3, 2022.

Please reply to this email to let me know whether or not you'd like to be reappointed to the Board of Adjustment for another term. If I don't hear from you, I'll give you a call this afternoon.

Have a great day!

Kelsey Schiferli

Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

From: Kim Christenson
Sent: Tuesday, November 17, 2020 8:15 AM
To: Kelsey Schiferli <kelsey.schiferli@co.kanabec.mn.us>
Subject: FW: Board of Adjustment term



OFFICE OF THE
KANABEC COUNTY COORDINATOR

18 North Vine Street Suite 181
Mora, MN 55051
Telephone: (320) 679-6440
Fax: (320) 679-6441

November 12, 2020

Gene Carda
2676 Jade St
Mora, MN 55051

Dear Gene,

Your term with the Board of Adjustment will expire on January 5, 2021. This would be the end of your second term on this board. If you are interested, you are eligible for re-appointment to this board for another three year term.

If you would like to continue or discontinue serving on this board, please email our office at coordinator@co.kanabec.mn.us or send us a letter via postal mail and let us know what you would like to do. Please respond in writing no later than Tuesday, November 24, 2020 at 4:30pm.

The County Board and the Citizens of Kanabec County, thank you for volunteering for this service to our county.

Sincerely,

Kelsey Schiferli
Administrative Assistant

*I Gene Carda Will Volunteer For another
Term on The Board of Adjustment.*

*Gene Carda
11-17-2020*

RECEIVED NOV 17 2020

AN EQUAL OPPORTUNITY EMPLOYER

Kelsey Schiferli

From: greg <gregyank@hotmail.com>
Sent: Wednesday, December 9, 2020 10:21 AM
To: Kelsey Schiferli
Subject: Airport zoning board

Hi Kelsey, This is Greg Yankowiak. I just wanted to let you know I would be willing to serve again on the Airport Zoning Board. Let me know if you need anything else from me. Thank you.

MEDICA®

11-17-2020

I would like to continue on the
East Central Regional Library Board
for another 3 year term.

Thank you,

Laver Rasmussen

RECEIVED NOV 17 2020

Jeremy Voss

1912 Cable Street

Ogilvie, MN 56358

December 21, 2020

RECEIVED DEC 21 2020

To Kanabec County Coordinator Kristine McNally,

Hello. I don't know if you know me or not, but I'm Jeremy Voss. My parents are Dennis and Rose Voss from Ogilvie. I used to own The Fish House Coffee Shop.

There are a couple of positions I am interested in at this time. I would like to be considered for the open position on the Economic Development Authority Advisory Board and the open position on the Planning Commission.

I am thoroughly interested in these two open positions because I'm passionate about helping bring new business and development to this area. It is one area in this community that I would like to be instrumental in. I actually originally purchased the building I did for The Fish House Coffee Shop, because that was the last dark, undeveloped side of Mora and it wasn't a very good visual to see when people first drove into Mora. The corner was indirectly cleaned up, somewhat as a result of us taking interest in starting to clean it up first.

I met Bob Fransen, who decided to build his Maytag Laundry next to us. Before he built, he and I had an extensive conversation about my interest in helping clean up this corner. Because I was so interested, he decided to build where he did, buying the old dirty grungy laundromat and having it torn down so he could build the beautiful building he has there today. He originally thought about putting it at the location of the one in town next to Kanabec Publications before we spoke. By him doing that and putting it where he did, not only did it drastically clean that side of the street up, but it also increased the property value of the other businesses currently around there.

I am interested as I want to start getting more directly involved in the direction and leadership of the community and area I live in. Being a lifelong resident here in this county, I feel that I have seen a lot of things over the years both happen and not happen, and I think the valuable college education I have in Business as well as Health & Exercise Science, the experience of going through the process of starting and opening The Fish House Coffee Shop, along with the whole real estate process, zoning and replotting our property line with the laundromat, as well as growing up in an entrepreneurial family will allow me to be a well rounded and experienced person to be represented on these two boards.

If you were to literally go and walk up and down the streets in downtown Mora or Ogilvie, and ask several business owners on main street, or employees at any of the three financial institutions in Mora, you would find positive comments about me and acknowledgement that they personally know who I am, not just the guy who owned The Fish House Coffee Shop.

You can personally go and ask our Kanabec County Attorney, Barbara McFadden, about a personal reference in regards to what kind of person I am and my interest in helping people and businesses in this community not only survive, but thrive!

Brian Smith as well, our Kanabec County Sheriff, could attest to what type of person I am and how well I am connected here. If you want to go so far as to seek out recommendations from our area legislators such as Sondra Erickson or Jason Rarick, they too could attest to who I am and give you a personal reference. It is with all these connections and relationships that I have developed over the years of being a lifelong resident of the county, that I can use to serve to the best of my ability representing the interests of the residents of this county.

With all that being said, that is why I feel I would be a well rounded person and a strong voice for business owners as well as community members in this county serving on these two boards.

Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink that reads "Jeremy Voss". The signature is written in a cursive style with a large, stylized "J" and "V".

Jeremy Voss

320.496.7379

Kelsey Schiferli

From: Barbara McFadden
Sent: Thursday, November 12, 2020 2:13 PM
To: Kelsey Schiferli
Subject: RE: Extension Committee

Hi Kelsey –

I already responded to Suzanne that I would love to be re-appointed to this committee. I feel like we are doing such good work and I would be proud to continue to serve.



Barbara McFadden, Kanabec County Attorney
18 N. Vine Street, Suite 202
Mora, MN 55051
(320) 679-6425
barbara.mcfadden@co.kanabec.mn.us

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent for delivering the message to the intended recipient, you are hereby notified that dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please notify us immediately by replying to this message and delete the original message and its contents. Thank You

From: Kelsey Schiferli
Sent: Thursday, November 12, 2020 1:23 PM
To: Barbara McFadden <barbara.mcfadden@co.kanabec.mn.us>
Subject: Extension Committee

Dear Barb,

Your term with the Extension Committee will expire on January 5, 2021. This would be the end of your first term on this board. If you are interested, you are eligible for re-appointment to this board for another three year term.

If you would like to continue or discontinue serving on this board, please respond to this email by November 24th.

The County Board and the Citizens of Kanabec County, thank you for volunteering for this service to our county.

Sincerely,

Kelsey Schiferli

Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

Kelsey Schiferli

From: Jean Mattson <jeanmattson61@outlook.com>
Sent: Thursday, November 12, 2020 2:06 PM
To: Kelsey Schiferli
Subject: RE: Extension Committee

It would be an honor and a pleasure to continue service! Are you interested in being the president yet? If not, I will continue. If you want it, I am happy to pass the baton!

Blessings to you!

From: Kelsey Schiferli <kelsey.schiferli@co.kanabec.mn.us>
Sent: Thursday, November 12, 2020 2:05 PM
To: Jean Mattson <jeanmattson61@outlook.com>
Subject: Extension Committee

Dear Jean,

Your term with the Extension Committee will expire on January 5, 2021. This would be the end of your third term on this board. If you are interested, you are eligible for re-appointment to this board for another three year term.

If you would like to continue or discontinue serving on this board, please respond to this email by November 24th.

The County Board and the Citizens of Kanabec County, thank you for volunteering for this service to our county.

Sincerely,

Kelsey Schiferli

Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

Kelsey Schiferli

From: Theron Salmela <salme002@umn.edu>
Sent: Thursday, December 17, 2020 3:32 PM
To: Kelsey Schiferli
Subject: Re: Extension Committee

Dear Kelsey,

I am willing to serve on the Extension Committee for another term.

Terry Salmela
612-390-3149

On Thu, Dec 17, 2020 at 2:44 PM Kelsey Schiferli <kelsey.schiferli@co.kanabec.mn.us> wrote:

Good afternoon,

I'm working on committee appointments for the county. I heard that you would like to be reappointed to the Extension Committee. I just need something in writing from you stating that you'd like to be reappointed so I can submit it to the County Board. It doesn't need to be anything fancy, just an email is fine.

Thank you!

Kelsey Schiferli

Administrative Assistant

**Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051**

**320-679-6440
Fax: 320-679-6441**

TO: Kanabec County Commissioners

RECEIVED DEC 22 2020

SUBJECT: Member at Large – Extension Committee

FROM: Jane Schmidt – Kanabec County Resident

It would be my privilege to serve the people of Kanabec County by being a member of the Extension Committee. Following is a list of qualifications that I believe would help strengthen and grow the mission of the Kanabec County Extension Committee.

- Team Driven Individual
- Served on Boards and Committees whose mission and goals were to work with youth and adults. Both non-profit and public. Positions from President to Board Member
- 4-H member when growing up in Kanabec County participating from leadership – Cattle Judging Team – Dairy (6 trips to the State Fair) – Chickens – Food and more.
- Born and Raised on a Dairy Farm
- Dedication to serve my community
- Able to look forward for new solutions
- Strong listening skills
- Lifetime accounting background
- Excellent at working with all ages of individuals
- Goal driven

Thank you for your time and consideration for the position of Member at Large for the Kanabec County Extension Committee

Jane Schmidt

763-742-8734

Kanabec County Resident

Kelsey Schiferli

From: Roberta Anderson
Sent: Monday, November 16, 2020 8:42 AM
To: Kelsey Schiferli
Subject: RE: Insurance Committee

Hi Kelsey,
I can continue up until my retirement—which will be before the end of 3 years—possibly by the end of 2021!

Thanks,
Robbie

Roberta Anderson
Deputy Auditor, Property & Tax
Kanabec County, Mora MN
320-679-6436
roberta.anderson@co.kanabec.mn.us

From: Kelsey Schiferli
Sent: Thursday, November 12, 2020 11:01 AM
To: Roberta Anderson <roberta.anderson@co.kanabec.mn.us>
Subject: Insurance Committee

Dear Robbie,

Your term with the Insurance Committee will expire on January 5, 2021. This would be the end of your first term on this board. If you are interested, you are eligible for re-appointment to this board for another three year term.

If you would like to continue or discontinue serving on this board, please respond to this email by November 24th.

The County Board and the Citizens of Kanabec County, thank you for volunteering for this service to our county.

Sincerely,

Kelsey Schiferli

Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

Kelsey Schiferli

From: Kate Mestnik
Sent: Thursday, November 12, 2020 11:04 AM
To: Kelsey Schiferli
Subject: RE: Insurance Committee

Hello Kelsey,

I believe that Kim and I discussed this at our last meeting and I had agreed at that time to stay on board for another term.

Thanks for checking!

Have a good day,

Kate Mestnik
Health Promotions Coordinator
Kanabec County Community Health
Cell: (320) 674 – 0003
Office: (320) 679 – 6317

From: Kelsey Schiferli
Sent: Thursday, November 12, 2020 11:02 AM
To: Kate Mestnik <kate.mestnik@co.kanabec.mn.us>
Subject: Insurance Committee

Dear Kate,

Your term with the Insurance Committee will expire on January 5, 2021. This would be the end of your second term on this board. If you are interested, you are eligible for re-appointment to this board for another three year term.

If you would like to continue or discontinue serving on this board, please respond to this email by November 24th.

The County Board and the Citizens of Kanabec County, thank you for volunteering for this service to our county.

Sincerely,

Kelsey Schiferli
Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

Kelsey Schiferli

From: Tina VonEschen
Sent: Wednesday, December 30, 2020 1:17 PM
To: Kelsey Schiferli
Subject: Re: Insurance Committee Vacancy

I would be interested if you haven't had anyone else volunteer.

Sent from my iPhone

On Dec 30, 2020, at 12:57 PM, Kelsey Schiferli <kelsey.schiferli@co.kanabec.mn.us> wrote:

There is currently a vacancy on the Insurance Committee for a Department Head. The committee typically meets quarterly and members serve three years.

If you are interested in serving on this committee please email me.

Thank you!

Kelsey Schiferli

Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

Kelsey Schiferli

From: Chad Gramentz
Sent: Wednesday, December 30, 2020 1:25 PM
To: Kelsey Schiferli
Subject: RE: Insurance Committee Vacancy

I'll do it last resort if nobody else volunteers

From: Kelsey Schiferli
Sent: Wednesday, December 30, 2020 12:57 PM
To: Barbara McFadden <barbara.mcfadden@co.kanabec.mn.us>; Brian Smith <brian.smith@co.kanabec.mn.us>; Chad Gramentz <chad.gramentz@co.kanabec.mn.us>; Chuck Hurd <chuck.hurd@co.kanabec.mn.us>; Denise Snyder <denise.snyder@co.kanabec.mn.us>; Helen Pieper <helen.pieper@co.kanabec.mn.us>; Kathryn Burski <kathryn.burski@co.kanabec.mn.us>; Lisa Blowers <lisa.blowers@co.kanabec.mn.us>; Lisa Holcomb <lisa.holcomb@co.kanabec.mn.us>; Tina VonEschen <Tina.VonEschen@co.kanabec.mn.us>; Todd Eustice <todd.eustice@co.kanabec.mn.us>
Subject: Insurance Committee Vacancy

There is currently a vacancy on the Insurance Committee for a Department Head. The committee typically meets quarterly and members serve three years.

If you are interested in serving on this committee please email me.

Thank you!

Kelsey Schiferli

Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

Kelsey Schiferli

From: Barbara McFadden
Sent: Wednesday, December 30, 2020 1:59 PM
To: Kelsey Schiferli
Subject: Re: Insurance Committee Vacancy

I used to be on it and would do it again if needed.

Thanks!

On Dec 30, 2020 12:57 PM, Kelsey Schiferli <kelsey.schiferli@co.kanabec.mn.us> wrote:
There is currently a vacancy on the Insurance Committee for a Department Head. The committee typically meets quarterly and members serve three years.

If you are interested in serving on this committee please email me.

Thank you!

Kelsey Schiferli

Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

Kelsey Schiferli

From: Kim Christenson
Sent: Thursday, November 19, 2020 8:07 AM
To: Kelsey Schiferli
Subject: FW: Personnel Board of Appeals

Kim Christenson
HR Specialist
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6449
320-679-6441, fax

From: Liane Heupel [mailto:lianeheup@gmail.com]
Sent: Wednesday, November 18, 2020 7:52 PM
To: Kim Christenson <kim.christenson@co.kanabec.mn.us>
Subject: Personnel Board of Appeals

To: Kanabec County Board of Commissioners
From: Liane M. Heupel
Re: re-appointment to Personnel Board of Appeals

Please accept this statement as my request to serve on the Personnel Board of Appeals for another three year term.

Sincerely
Liane M. Heupel

Please email me to confirm you have received this request. Let me know if you need more than this.
Thank you

Kelsey Schiferli

From: Kim Christenson
Sent: Tuesday, November 17, 2020 4:29 PM
To: Kelsey Schiferli
Subject: FW: Personnel Board of Appeals request for re-appointment

Kim Christenson
HR Specialist
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6449
320-679-6441, fax

From: Leona Dressel [mailto:dressel3006@hotmail.com]
Sent: Tuesday, November 17, 2020 4:15 PM
To: Kim Christenson <kim.christenson@co.kanabec.mn.us>
Subject: Personnel Board of Appeals request for re-appointment

Hi,
I received the County's letter dated 11/12/2020 regard my term with the Personnel Board of Appeals expiring January 5, 2021.

I am interested in re-appointment to this Board.

I retired from Lakes and Pines CAC as HR Director in December 2018. I have been volunteering with another local non-profit helping them with personnel areas such as drafting personnel policies, procedures, preventative risk management with their volunteer program, etc. I do enjoy helping out with our local communities.

Thank you.

Leona
11/17/2020
Leona Dressel
1634 Plum Street
Grasston MN 55030
320-515-0667 (cell)
320-396-3262 (home)

Kelsey Schiferli

From: Kim Christenson
Sent: Monday, November 23, 2020 8:25 AM
To: Kelsey Schiferli
Subject: FW: Dave Etter Re-appointment to Planning Commission

Kim Christenson
HR Specialist
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6449
320-679-6441, fax

From: Dave Etter [mailto:dfetter26@gmail.com]
Sent: Sunday, November 22, 2020 12:23 PM
To: Kim Christenson <kim.christenson@co.kanabec.mn.us>
Subject: Dave Etter Re-appointment to Planning Commission

To: County Coordinator
County Board

Thank you for the letter of inquiry regarding whether I would like to be re-appointed to the Planning Commission.

In response, yes I would like to be re-appointed for another 3 year term on the Planning Commission.

The Planning Commission should be a functional team that the County Board can rely upon for writing/updating official controls and providing guidance to the County Board. This requires members who are willing and able to research, listen, and communicate.

As we look ahead to post-Covid, we need to decide if and when we will update the county Comprehensive Plan. This plan should integrate, to the best of our abilities, the needs, directions, and desires of:

- The County Board
- Planning Commission
- Soil and Water
- EDA
- One Watershed One Plan
- Public Works
- Law Enforcement
- Human Services

- City Planning Commission(s)
- Other organizations/committees/commissions
- The public

In addition, we should review the Comprehensive Plans of peer and benchmark counties.

The Comprehensive Plan will be an opportunity for all of us to come together on our plans for the future of Kanabec County.

In my background of Research and Development Director at a medical device company, I have extensive experience in researching best practices and future planning. I would be well-suited to participating in planning the future of our county.

My wife and I have owned property in Kanabec County for 10 years. My wife grew up in this community. And we have spent extensive time in this area for the last 35 years. We love this community and both look for ways to serve and improve this community.

I hope you will re-appointment me for another term on the Planning Commission.

Thank you,
Dave Etter

DOUGLAS SABINASH
26166 NELSONS RD
MORA, MN 55051
319-830-7716

RECEIVED DEC 18 2020

December 18, 2020

Kanabec County Coordinator
18 North Vine Street Suite 181
Mora, Mn 55051

Dear County Coordinator:

I am writing to apply for a position on a Kanabec County Committee. I saw in the December 10, 2020 issue of the Kanabec County Times that you are seeking applicants to serve on a number of different committees. I am interested in the Advisory Board to Snake River Water Management Board or the Planning Commission.

I believe that my 30+ years in the utility business and Engineering degree will be valuable to either of these committees. While in the utility I was involved in overseeing construction, engineering and planning electric projects. As a project manager I oversaw everything from the concept of a project, to budgeting the project, engineering the project and construction of the project.

I would like the opportunity to discuss these positions with you to find out more information about these committees.

Sincerely,



Douglas Sabinash

Kelsey Schiferli

From: J A <twocycle2@msn.com>
Sent: Monday, November 30, 2020 10:26 AM
To: Kelsey Schiferli
Subject: Railroad

Kelsey,

Sorry it took a bit to get back to you. I needed to verify this wasn't an appointment through the city.

Yes, I would be willing to continue on the railroad advisory committee.

Jody Anderson

Get [Outlook for Android](#)

11-20-2020

KANABEC COUNTY COORDINATOR

I would be interested
in remaining on the
Railroad Authority Advisory
Committee.

Thank you

Bruce Anderson

2622 170TH AVE
MORA MN
55051

320-679-1536

RECEIVED NOV 23 2020

Kelsey Schiferli

From: Kim Christenson
Sent: Tuesday, November 17, 2020 12:02 PM
To: Kelsey Schiferli
Subject: FW: Railroad Authority Advisory Committee:

Kim Christenson
HR Specialist
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6449
320-679-6441, fax

From: Mike Papenhausen [mailto:pappapenney@gmail.com]
Sent: Tuesday, November 17, 2020 11:00 AM
To: Kim Christenson <kim.christenson@co.kanabec.mn.us>
Subject: Railroad Authority Advisory Committee:

I would be available to serve if you ever have a meeting :
Signed , Michael Papenhausen

Kim Christenson

From: Jennifer Anderson
Sent: Tuesday, October 6, 2020 8:43 AM
To: Kim Christenson
Subject: RE: Safety Committee

I would be willing to be on this committee

Jen Anderson
Child Protection Social Worker
Kanabec County Family Services • Children's Services
905 Forest Avenue East Suite 150 • Mora, MN 55051 • 320-679-6476

From: Kim Christenson
Sent: Tuesday, October 6, 2020 8:39 AM
To: Aliina Knickerbocker; Alissa McDermelt; Anita A; Ashley Bowen; Brianna Nikodym; Cassandra Dahlberg; Chelsey Bottelson; Cheryl Strelow; Christine W; Crystal Maxson; Danielle Linkert; Debra Kreger; Jennifer Anderson; Jennifer Niedzielski; Jennifer Ollestad; Jennifer Olson; Joshua Oquist; Karl Lindstrom; Katie Vork; Kelly Mitchell; Krista Eye; Kurt Seidel; Leah Hjort; Linda Hosley; Lynn Nelson; Mary Stromberg; Melinda N; Mickey Kringstad; Mistea Roeschlein; Pamela Vojvodich; Patricia Kruse; Rhonda Bergstadt; Shari Norling; Sharon Wright; Stephanie Klemz; Tamara Kelash; Tammy Owens; Tonya Burk
Cc: Chad Gramentz
Subject: Safety Committee

Hello everyone

The Safety Committee is looking for someone to represent the Family Services Dept on the safety committee. The safety committee is responsible for updating the county's safety policy, reviewing incident reports, and looking for ways to improve the overall safety of the employees and the county buildings.

The committee meets quarterly and members serve 3 years.

If you are interested in serving on this committee please email me.

Thank you

Kim Christenson
HR Specialist
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6449
320-679-6441, fax

Kim Christenson

From: Patricia Kruse
Sent: Tuesday, October 6, 2020 8:45 AM
To: Kim Christenson
Subject: RE: Safety Committee

I am interested!

*Patricia Kruse
Fiscal Officer
Kanabec County Family Services
905 East Forest Ave. Suite 150
Mora, MN 55051
320-679-6347*

From: Kim Christenson
Sent: Tuesday, October 6, 2020 8:39 AM
To: Aliina Knickerbocker <Aliina.Knickerbocker@co.kanabec.mn.us>; Alissa McDermeit <alissa.mcdermeit@co.kanabec.mn.us>; Anita A <anita.anderson@co.kanabec.mn.us>; Ashley Bowen <Ashley.Bowen@co.kanabec.mn.us>; Brianna Nikodym <briannan@co.kanabec.mn.us>; Cassandra Dahlberg <cassandra.dahlberg@co.kanabec.mn.us>; Chelsey Bottelson <chelsey.bottelson@co.kanabec.mn.us>; Cheryl Strelow <cheryl.strelow@co.kanabec.mn.us>; Christine W <chrisw6350@co.kanabec.mn.us>; Crystal Maxson <crystalm@co.kanabec.mn.us>; Danielle Linkert <danielle.linkert@co.kanabec.mn.us>; Debra Kreger <debra.kreger@co.kanabec.mn.us>; Jennifer Anderson <Jennifer.Anderson@co.kanabec.mn.us>; Jennifer Niedzielski <jennifern@co.kanabec.mn.us>; Jennifer Ollestad <jenniferol@co.kanabec.mn.us>; Jennifer Olson <jenny6396@co.kanabec.mn.us>; Joshua Oquist <joshuao@co.kanabec.mn.us>; Kari Lindstrom <Kari.Lindstrom@co.kanabec.mn.us>; Katie Vork <Katie.Vork@co.kanabec.mn.us>; Kelly Mitchell <kelly.mitchell@co.kanabec.mn.us>; Krista Eye <krista.eye@co.kanabec.mn.us>; Kurt Seidel <kurt.seidel@co.kanabec.mn.us>; Leah Hjort <Leah.Hjort@co.kanabec.mn.us>; Linda Hosley <linda.hosley@co.kanabec.mn.us>; Lynn Nelson <lynn.nelson@co.kanabec.mn.us>; Mary Stromberg <mary.stromberg@co.kanabec.mn.us>; Melinda N <melindaa6463@co.kanabec.mn.us>; Mickey Kringstad <mickey.kringstad@co.kanabec.mn.us>; Miste Roeschlein <miste6396@co.kanabec.mn.us>; Pamela Vojvodich <Pamela.Vojvodich@co.kanabec.mn.us>; Patricia Kruse <patricia.kruse@co.kanabec.mn.us>; Rhonda Bergstadt <rhonda.bergstadt@co.kanabec.mn.us>; Shari Norling <shari6396@co.kanabec.mn.us>; Sharon Wright <sharon.wright@co.kanabec.mn.us>; Stephanie Klemz <stephanie.klemz@co.kanabec.mn.us>; Tamara Kelash <tamara.kelash@co.kanabec.mn.us>; Tammy Owens <tammy.owens@co.kanabec.mn.us>; Tonya Burk <Tonya.Burk@co.kanabec.mn.us>
Cc: Chad Gramentz <chad.gramentz@co.kanabec.mn.us>
Subject: Safety Committee

Hello everyone

The Safety Committee is looking for someone to represent the Family Services Dept on the safety committee. The safety committee is responsible for updating the county's safety policy, reviewing incident reports, and looking for ways to improve the overall safety of the employees and the county buildings.

The committee meets quarterly and members serve 3 years.

If you are interested in serving on this committee please email me.

Kelsey Schiferli

From: Robin Etter
Sent: Thursday, November 12, 2020 11:50 AM
To: Kelsey Schiferli
Subject: RE: Safety Committee

I will serve again.

Robin Etter
Civil Process Coordinator
Kanabec County Sheriff's Office
18 N Vine Street, Suite 143
Mora MN 55051
320-679-8410 (phone)
320-679-8422 (fax)

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent for delivering the message to the intended recipient, you are hereby notified that dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please notify us immediately by replying to this message and delete the original message and its contents. Thank You.

From: Kelsey Schiferli
Sent: Thursday, November 12, 2020 11:50 AM
To: Robin Etter <robin.etter@co.kanabec.mn.us>
Subject: Safety Committee

Dear Robin,

Your term with the Safety Committee will expire on January 5, 2021. This would be the end of your fifth term on this board. If you are interested, you are eligible for re-appointment to this board for another three year term.

If you would like to continue or discontinue serving on this board, please respond to this email by November 24th.

The County Board and the Citizens of Kanabec County, thank you for volunteering for this service to our county.

Sincerely,

Kelsey Schiferli

Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

Kelsey Schiferli

From: Kathryn Burski
Sent: Friday, December 18, 2020 8:40 AM
To: Kelsey Schiferli
Subject: RE: Safety Committee

I apologize if I have not gotten back to you on this. I have no concept of what day/month it is. I have no strong feelings either way about my re-appointment.

Kathy Burski, Director
Kanabec County Community Health
905 East Forest Avenue, Suite 127
Mora, MN 55051
T) 320-679-6438
F) 320-679-6333
kathryn.burski@co.kanabec.mn.us

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent for delivering the message to the intended recipient, you are hereby notified that dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please notify us immediately by replying to this message and delete the original message and its contents. Thank You.

From: Kelsey Schiferli
Sent: Thursday, November 12, 2020 11:50 AM
To: Kathryn Burski <kathryn.burski@co.kanabec.mn.us>
Subject: Safety Committee

Dear Kathy,

Your term with the Safety Committee will expire on January 5, 2021. This would be the end of your third term on this board. If you are interested, you are eligible for re-appointment to this board for another three year term.

If you would like to continue or discontinue serving on this board, please respond to this email by November 24th.

The County Board and the Citizens of Kanabec County, thank you for volunteering for this service to our county.

Sincerely,

Kelsey Schiferli

Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

Kelsey Schiferli

From: eric renstrom <ewrenstrom@yahoo.com>
Sent: Monday, December 28, 2020 9:22 AM
To: Kelsey Schiferli
Subject: RE: Failure Notice

Good Morning. Yes, I'm interested in the Snake River Water Management Advisory Board. My apologies for not stating that in my letter. I feel rather foolish for that. Have a wonderful day and thanks for reaching out to clarify.

Sent from Yahoo Mail on Android

On Mon, Dec 28, 2020 at 9:17 AM, Kelsey Schiferli
<kelsey.schiferli@co.kanabec.mn.us> wrote:

Eric,

I received your letter of interest to serve on a county committee. I'm assuming the committee you're interested in is the Snake River Water Management Advisory Board? I just wanted to clarify because your email didn't specify. Please let me know at your earliest convenience.

Have a great day!

Kelsey Schiferli

Administrative Assistant

Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051

320-679-6440
Fax: 320-679-6441

From: eric renstrom [mailto:ewrenstrom@yahoo.com]
Sent: Wednesday, December 23, 2020 5:54 PM
To: Kelsey Schiferli <kelsey.schiferli@co.kanabec.mn.us>
Subject: Fw: Failure Notice

I regret to sending this letter past the due date, but unfortunately I didn't realize until now that I had the email address incorrect. Below is my original message I sent earlier today. Thank You.

----- Forwarded Message -----

From: MAILER-DAEMON@yahoo.com <mailer-daemon@yahoo.com>

To: "ewrenstrom@yahoo.com" <ewrenstrom@yahoo.com>

Sent: Wednesday, December 23, 2020, 12:11:11 PM CST

Subject: Failure Notice

Sorry, we were unable to deliver your message to the following address.

<coordinator@kanabec.co.mn.us>:

No mx record found for domain=kanabec.co.mn.us

--- Below this line is a copy of the message.

Dear Ms. McNally

I'm writing you today in response the advertisement seeking board members for various boards in the county. I am a lifelong resident of Kanabec county and currently own a residence on the Mud Creek. I have worked with the county to complete a large scale restoration project on the Snake River near Grasston, and that that has sparked my interest in river conservation. I am a member of both Pheasants Forever and the Ruffed Grouse Society. I've made a career in the construction industry and have a background in nearly all aspects of it including leading crews on some of the biggest projects in the state.

I see myself as an open minded, forward thinking, research based, non-partisan member of this board. I will seek to educate myself on every obstacle from multiple points of view and make decisions that I feel benefit future generations.

This position would hold challenges that I am eager to overcome. I view this a possible stepping stone into local politics and I would relish the opportunity to become more involved in my community while being an example for not only my peers, but my children as well. I believe I'd be a fine candidate for this position and hope to hear from you soon.

Regards,

Eric Renstrom 320-412-6009

9:00am Organizational Meeting

Agenda Item #12

January 5, 2021

REQUEST FOR BOARD ACTION

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

e. Board action requested:

Approve the following resolution:

Resolution #__ - 1/5/21

Official Newspaper

BE IT RESOLVED by the Kanabec County Board of Commissioners that the offer submitted by the Kanabec County Times for all legal publications during the year 2021 is hereby accepted, and

BE IT FURTHER RESOLVED that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices and that the Kanabec County Times is hereby designated as the official newspaper for the publication of the 2020 Financial Statement, and

BE IT FURTHER RESOLVED that the Kanabec County Times is hereby designated as the official newspaper for the newspaper in which the notice and list of Real Estate Taxes remaining delinquent on the first Monday in January, 2021, shall be published.

BE IT FURTHER RESOLVED that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd 5 and that the notice must remain on the Web site during the notice's full publication period.

f. Background:

See attached: **Page 2**, Rate history
Page 2, M.S. §375.12: requirement to award an official newspaper
Page 3 & 4, M.S. §331A.02: newspaper qualifications

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:	n/a - originating department
---	------------------------------

Coordinators Comments:

Rate History with the Times:

YEAR	Rate per column-inch	Change
1996	\$5.65	
1997	\$6.00	6.19%
1998	\$6.20	3.33%
1999	\$6.40	3.23%
2000	\$6.50	1.56%
2001	\$6.50	0
2002	\$6.75	3.85%
2003	\$6.75	0
2004	\$6.75	0
2005	\$6.75	0
2006	\$6.95	2.96%
2007	\$6.95	0
2008	\$7.15	2.88%
2009	\$8.60	20.28%
2010	\$8.60	0
2011	\$8.60	0
2012	\$8.60	0
2013	\$8.60	0
2014	\$8.60	0
2015	\$8.60	0
2016	\$8.65	0
2017	\$8.60	.50%
2018	\$8.65	.50%
2019	\$8.65	0
2020	\$8.75	1.16%
2021	\$8.75	0

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

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

Subd. 2. **Small claims totaled.** Individualized itemized accounts, claims or demands allowed by the county board pursuant to section [471.38, subdivision 1](#), need not be published pursuant to subdivision 1, if the amount allowed from each claim is \$300 or less. The official proceedings following the itemization of accounts required

shall contain a statement showing the total number of claims that did not exceed \$300 and their total dollar amount.

331A.02 REQUIREMENTS FOR A QUALIFIED NEWSPAPER.

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

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

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

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

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

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

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

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

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

RECEIVED DEC 14 2020

KANABEC COUNTY
TIMES

107 Park Street South, Mora, MN 55051 • 320-679-2661 • www.moraminn.com

December 8, 2020

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

Dear Ms McNally,

Please accept our 2021 bid for the official newspaper designation for Kanabec County.

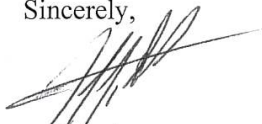
The *Kanabec County Times* meets all of the requirements of a legal newspaper for Kanabec County as set forth in MN Statute 331A.02. The *Kanabec County Times* is mailed weekly to 1,996 subscribers.

Our rate is \$8.75 per column inch with a 7 point type and 9 lines per inch, the same as 2020. We post all legal notices to our website: www.moraminn.com, at no additional charge and free to all viewers.

We would prefer legal notices emailed to notices@moraminn.com. Our deadline is 4 p.m. on Mondays for Thursday publication.

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

Sincerely,



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

9:00am Organizational Meeting

Agenda Item #13

January 5, 2021

REQUEST FOR BOARD ACTION

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

e. Board action requested:

Approve the 2021 minimum salaries for certain elected officials and set 2020 wages for the County Auditor/Treasurer, County Sheriff, County Recorder and County Attorney.

f. Background:

Resolution A- Minimum Annual Salaries for Certain Elected Officials

Resolution B – County Auditor/Treasurers wage

Resolution C – County Sheriff wage

Resolution D - County Recorder wage

Resolution E – County Attorney wage

Supporting Documents: None Attached: ☒

Date Received in County Coordinator's Office:

N/A

RESOLUTION A – 01/05/21

WHEREAS Minnesota Statutes require counties to establish the minimum salaries that will be paid to certain elected officials within the county, and

WHEREAS said minimum salaries must be set at the January meeting in the year that individuals may file for elected offices within the county;

BE IT RESOLVED by the Kanabec County Board of Commissioners, that the minimum annual salary in 2021 for the following elected positions shall be set as follows:

County Attorney	\$108,409	M.S. 388.18
County Auditor/Treasurer	\$ 92,934	M.S. 384.151
County Recorder	\$ 68,307	M.S. 386.015
County Sheriff	\$100,380	M.S. 387.20

RESOLUTION B – 01/05/21

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage for year 2021 for the County Auditor/Treasurer, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Auditor/Treasurer;

BE IT RESOLVED to set the Y2021 annual wage of County Auditor/Treasurer Denise Snyder at \$113,089.00, which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2021 = \$54.37 per hour.

RESOLUTION C – 01/05/21

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage for year 2021 for the County Sheriff, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Sheriff;

BE IT RESOLVED to set the Y2021 annual wage of County Sheriff Brian Smith at \$122,969.00, which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2021 = \$59.12 per hour.

RESOLUTION D – 01/05/21

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage for year 2021 for the County Recorder, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Recorder;

BE IT RESOLVED to set the Y2021 annual wage of County Recorder Lisa Holcomb at \$83,678.00 which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2021 = \$40.23 per hour.

RESOLUTION E – 01/05/21

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage for year 2021 for the County Attorney, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Attorney;

BE IT RESOLVED to set the Y2021 annual wage of County Attorney Barb McFadden at \$132,808.00 which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2021 = \$63.85 per hour.

9:00am Organizational Meeting

Agenda Item #14

January 5, 2021

REQUEST FOR BOARD ACTION

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

e. Board action requested:

Resolution # _____ – 1/5/21

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

WHEREAS, the Kanabec County Board of Commissioners approved Y2021 compensation for the County Commissioners by Resolution #18c – 12/15/20;

BE IT HEREBY RESOLVED to confirm the annual wage for the year 2021 for Kanabec County Commissioners at \$23,095.

f. Background:

Previous Wages:

	<u>Hourly</u>	<u>Annual</u>
2020 rate	\$12.69	\$23,096
2019 rate	\$12.47	\$22,695
2018 rate	\$12.47	\$22,695
2017 rate	\$12.05	\$22,027
2016 rate	\$11.59	\$21,107
2015 rate	\$11.21	\$20,492
2014 rate	\$11.21	\$20,492
2013 rate	\$11.05	\$20,199
2012 rate	\$11.09	\$20,261
2011 rate	\$11.09	\$20,261
2010 rate	\$11.09	\$20,261
2009 rate	\$11.39	\$20,810

Supporting Documents: None **Attached:**

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

Coordinators Comments:

9:00am Organizational Meeting

Agenda Item #15

January 5, 2021

REQUEST FOR BOARD ACTION

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

e. Board action requested:

Appoint delegates to AMC Policy Committees and voting representatives

Background:

Supporting Documents: None **Attached:** ☒

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

Coordinators Comments:

AMC 2021 POLICY COMMITTEE & VOTING DELEGATE APPOINTMENTS

2021 AMC POLICY COMMITTEE APPOINTMENTS

*Counties must appoint at least one commissioner or county official to each of the five AMC policy committees.
Individuals may not serve as a voting member on more than one policy committee.*

2021 County Board Chair	
--------------------------------	--

Policy Committee	2021 Policy Committee Member
Environment & Natural Resources Policy Committee	
General Government Policy Committee	
Health & Human Services Policy Committee	
Public Safety Policy Committee	
Transportation & Infrastructure Policy Committee	

2021 AMC VOTING DELEGATE APPOINTMENTS

*Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2021 in the spaces below.
Voting delegates are permitted to cast votes on behalf of one's county during official AMC meetings/business.*

1	
2	
3	
4	
5	
6	
7	
8	

ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS

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

Please return to Laurie Klupacs @ klupacs@mncounties.org

9:00am Organizational Meeting

Agenda Item #16

January 5, 2021

REQUEST FOR BOARD ACTION

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

e. Board action requested: Approve the following resolution:

Resolution #__ – 1/5/21

Mileage Reimbursement

BE IT RESOLVED that the federal mileage reimbursement rate of \$0.56 per mile is the official rate for Kanabec County mileage reimbursements.

Background:

Supporting Documents: None ☒ **Attached:**

Date Received in County Coordinator's Office:

Coordinators Comments:

The Internal Revenue Service (IRS) has issued its 2021 standard mileage rates. Beginning on January 1, 2021, the standard mileage rates for the use of a car, van, pickup or panel truck will be: 56 cents per mile for business miles driven (down from 57.5 cents in 2020) ~ Dec 22, 2020

9:00am Organizational Meeting

Agenda Item #17

January 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: County Per Diems	b. Origination: Coordinator's Office
c. Estimated time: 5 min	d. Presenter(s): Kris McNally

e. Board action requested: Approve the following resolution:

Resolution #__ – 1/5/21

BE IT RESOLVED that appointees by the Board of Commissioners that attend meetings of paid county committees and boards shall receive a per diem of \$75.00 per meeting.

BE IT FUTHER RESOLVED that County Commissioners may personally accept per diems for all committee and board meetings, both internal and external and including virtual meetings, effective January 5, 2021.

Background:

Supporting Documents: None ☒ Attached:

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

Coordinators Comments:

9:00am Organizational Meeting

Agenda Item #18

January 5, 2021

REQUEST FOR BOARD ACTION

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

e. Board action requested:

Approve the following:

- a. Meeting Dates and Times
- b. Elect Officers
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
- c. Official Newspaper
- d. Depository Bank
- e. Mileage Reimbursement (.56)

f. Background:

Supporting Documents: None **Attached:** ☒

Date Received in County Coordinator's Office:

n/a - originating department

Coordinators Comments:

Resolution a

Resolution #HRA__ - 1/5/21 Housing and Redevelopment Authority Meetings

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 31, 2021, regular meetings of the Kanabec Housing and Redevelopment Board shall be held in the County Courthouse in the City of Mora, Minnesota, and

BE IT FURTHER RESOLVED meetings shall be held as necessary with proper notice commencing at a time the Board of Commissioners of the Authority determines. Future monthly meetings may also be scheduled when deemed necessary, and

BE IT FURTHER RESOLVED, Special Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

Resolution b

Resolution #HRA – 1/5/21 Appointment of HRA Officers

RESOLUTION APPOINTING OFFICERS OF THE HOUSING AND REDEVELOPMENT OF KANABEC COUNTY, MINNESOTA

BE IT RESOLVED by the Kanabec County Housing and Redevelopment Authority (the “Authority”) of Kanabec County, Minnesota, as follows:

APPOINTMENT OF OFFICERS: The following are appointed to hold the HRA offices set forth opposite their respective names:

Chair:

Vice-Chair

Secretary* Kris McNally, County Coordinator

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

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

and the following voted against the same:

Resolution c

Resolution #HRA – 1/5/21

Official Newspaper

BE IT RESOLVED that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices of the Kanabec County Housing and Redevelopment Authority, and

BE IT FURTHER RESOLVED that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd. 5 and that the notice must remain on the Web site during the notice's full publication period.

Resolution d

Resolution #HRA – 1/5/21

Official Depository Bank

BE IT RESOLVED that First Citizens Bank is hereby designated as the official depository bank of the Kanabec County Housing and Redevelopment Authority.

Resolution e

Resolution #HRA – 1/5/21

Mileage Reimbursement

BE IT RESOLVED that the federal mileage reimbursement rate of \$0.56 per mile is the official rate for the Housing and Redevelopment Authority's mileage reimbursements.

9:00am Organizational Meeting

Agenda Item #19

January 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: 2021 Railroad Authority Board	b. Originating Department: County Coordinator
c. Estimated time: 10 Minutes	d. Presenter(s): Kris McNally

e. Board action requested:

Approve the following:

- a. Meeting Dates and Times
- b. Elect Officers
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
- c. Official Newspaper
- d. Depository Bank
- e. Mileage Reimbursement (.56)

f. Background:

Supporting Documents: None **Attached:** ☒

Date Received in County Coordinator's Office:

n/a - originating department

Coordinators Comments:

Resolution a

Resolution # __ - 1/5/21

Railroad Authority Board Meetings

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 31, 2021, regular meetings of the Kanabec Railroad Authority Board shall be held in the County Courthouse in the City of Mora, Minnesota, and

BE IT FURTHER RESOLVED meetings shall be held as necessary with proper notice commencing at a time the Board of Commissioners of the Authority determines. Future monthly meetings may also be scheduled when deemed necessary, and

BE IT FURTHER RESOLVED, Special Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

Resolution b

Resolution #__ – 1/5/21

Appointment of Railroad Authority Board Officers

RESOLUTION APPOINTING OFFICERS OF THE RAILROAD AUTHORITY BOARD OF KANABEC COUNTY, MINNESOTA

BE IT RESOLVED by the Kanabec County Railroad Authority Board of Kanabec County, Minnesota, as follows:

APPOINTMENT OF OFFICERS: The following are appointed to hold the Railroad Authority Board offices set forth opposite their respective names:

Chair:

Vice-Chair

Secretary* Kris McNally, County Coordinator

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

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

and the following voted against the same:

Resolution c

Resolution #__ – 1/5/21

Official Newspaper

BE IT RESOLVED that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices of the Kanabec County Railroad Authority Board, and

BE IT FURTHER RESOLVED that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd. 5 and that the notice must remain on the Web site during the notice's full publication period.

Resolution d

Resolution #__ – 1/5/21

Official Depository Bank

BE IT RESOLVED that First Citizens Bank is hereby designated as the official depository bank of the Kanabec County Railroad Authority Board.

Resolution e

Resolution #__ – 1/5/21

Mileage Reimbursement

BE IT RESOLVED that the federal mileage reimbursement rate of \$0.56 per mile is the official rate for the Railroad Authority Board's mileage reimbursements.

9:00 Appointment

Agenda Item #20

January 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: County Coroner Appointment	b. Origination: Sheriff's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #___ – 1/5/21

County Coroner

WHEREAS the term of office for County Coroner expired December 31, 2020, and

WHEREAS Minnesota Statute §390.005 requires that the county board appoint a Coroner, and

WHEREAS the County Sheriff recommends appointment of Dr. Kelly Mills;

BE IT RESOLVED to appoint Dr. Kelly Mills as Kanabec County Coroner effective January 5, 2021 for a term ending December 31, 2021.

f. Background:

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office:

Coordinators Comments:

Kanabec County Community Health Board
AGENDA
Tuesday, January 5, 2021
10:00 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-3
 - Staffing – Nurse resignation
 - Coronavirus
 - Response Activities
 - Children's Dental Services
 - Home Care
 - Transportation report
4. 2021 Organizational Chart page 4
 - See attached
5. Contracting with Local Nurses/Pharmacy staff for Vaccinations/Administration
 - Action requested
6. TTPT MOU with Volunteers of America/ RSVP page 5-9
 - Action requested
 - See attached MOU and resolution
7. Financial Reports – see attached page 10-12
 - Trial Balance page 13-14
 - October Financial Report
8. Abstract Approval page 15-22
 - Action Requested
 - See attached Abstract and Vendor List
9. Other Business
10. Adjourn

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

Community Health Report

Staffing:

Resignation – Home Care Nurse. Jeff Holland has turned in his resignation. His last day will be Friday, January 8. I am looking to refill this position.

Coronavirus:

Current numbers will be provided at the meeting.

Response Activities:

Our response has shifted to more vaccination planning. Kanabec County Community Health received a grant in the amount of \$20,690 for vaccination work. Paperwork was completed to become a vaccine provider, standing orders and all required documentation was reviewed and signed off by our Medical Director, Dr. Bostrom.

We did receive our first 100 doses on 12/22/2020. The priority for these doses are any EMSRB Certified first responders that are not being taken care of by WELIA, as well as those who will be providing vaccinations. This includes many of the deputies from the Kanabec County Sheriff's Office and Kanabec County Nursing Staff. Other priorities will be Assisted Living Facility staff and residents. The amount of vaccine available and the priority groups are changing regularly. We participate in regular phone calls to stay informed and ensure we are sticking with the current priorities.

The Minnesota Department of Health conducted a survey of our estimated capacity for vaccination. I estimated that we could staff 40 hours of clinics a week, with three nurses providing vaccination and ancillary staff needed to run the clinic. This would amount to approximately 920 vaccinations a week. I estimate that the population that would be eligible for vaccination would be about 12,000. It would take us more than 24 weeks to administer the two doses required. MDH also asked what we could do with additional funding. Because our staff need to do some of their regular work and to minimize burn out, I stated that if additional funding would be available, I could potentially contract with nurses/pharmacy trained vaccinators and ancillary staff to assist in the campaign.

We are still providing technical assistance to area businesses and the schools as well as conducting the Case Investigation and Contact Tracing for residents. As we move into larger vaccination clinics, we may need to decrease our work in these areas.

Children's Dental Services:

A grant was written and \$3,500 was received from First Citizen's Bank Foundation to continue providing access to dental care for pregnant women and children in Kanabec County for six more months. We will continue to seek on-going funding for this important service.

Home Care:

The State of Minnesota showed up for a Home Care Survey and were here the week of December 14-18. We do know that we will need to put a performance improvement plan in place for a few items and are working on making some corrections already. We anticipate receiving the report after the first of the year and will have 10 working days to respond.

Transportation Report

2015 Commuter Challenge grant is up for audit by MN/DOT:

Any underspending of the contract would just leave money on the table - grant funding was paid out based on actual expenditures.

2018 Operating grant (\$1,088,000 contract amount) is up for audit by MN/DOT:

First year without Mille Lacs County – we were over staffed and did make these adjustments but the contract had been set and MNDot automatically pays the contracted amount. This contract is underspent and there will be a pay-back required. Grant was submitted based on projected service; business model changed and staffing was reduced. In addition to reduced expense, revenue was significantly more than projected (nearly \$60,000 more than projected). The contract was underspent by \$188,072.54. We anticipate needing to pay back \$150,000-\$200,000.

2020 Transit Department independent audit preparation has begun.

Due to COVID the 2020 Operations Contract is 100% federal funding

2021

We have been notified by MN/DOT that the balance of the 2020-2021 Contract will be amended to include no local match. We haven't been given a lot of details on this yet. It appears that after February 2021 - the funding for operations will be 100% state dollars. A meeting has been scheduled for early January to roll out the full details.

With one month left to report - it appears that ridership will be down about 50% for the year. These kinds of ridership reductions are being seen across the state and across the nation. There has been no mention from MN/DOT of amending the 2020-2021 contract due to low ridership. The recent surge in COVID has everyone holding their breath to see what 2021 will bring. We expect that there will be some kind of "buyer's remorse" for the unexpected and un-budgeted COVID expenses.

Citizens of Kanabec County County Board

Kanabec County
Board of Health

CHS Board

Community Health Director (1827) R21
- Kathy Burski

Administrative Assistant (2217) R9
- Renee Petersen 40

Family Health Supervisor (2211) R17
- Ashley Berg 36-40

Certified Public Health Nurse (2218) R15
- Elsa Ring
- Ellen White 24-32
- Vacant 32 MIECHV
- Vacant 40 MIECHV
- Kelly Zaiser 40 MIECHV

RNs (2202) R13
- Vacant
- Autumn Olson 40
LPN (2203) R8
- Diana Waschenbecker 40

Case Aide R6
- Sam Pioske 24 MIECHV

I & H Svces QA /Emergency Mgr R1
Vacant

Community Health Planner (22) R
Vacant

Account Clerk (2208) R7
- Dave Strelow 24 Transit

Clerk Typist II-Grant (2212) R5
- Amy Troupe 30

Clerk Typist IIA (2209) R5
- Sarah Telander 40

Regional Promotion Coord (2204) R13
- Brian Miner 40 Grant

Health Promotion Coord (2204) R12
- Lori Swanson 40 Grant
- Kate Mestnik 40 Grant
- Patti Miller 40 Grant

Fiscal Officer - R9
- Sheila Kientop 40

Nursing Supervisor (2215) R15
- Farrah Gajewski 40

RNs (2202) R13
Case Managers
- Carey Raudabaugh 40
- Michelle Fratzke 40
- Mickey Kringstad 40

Certified Public Health Nurse (2218) R15
- Rebecca Felland 40 (2202)
- Jeff Holland 40

RNs (2202) R13
- Camille Neumen 40
- Diane Rosburg 36-40

LPNs () R8
- Vacant 40

Mental Health Nurse (2202) R13
- Mary Heins 40

Case Aide R6
- Kelli Magnuson 40

Home Health Aide/Homemaker (22)
- Laurie Biever PT
- Brenda Elfstrum PT
- Jennie Ringler PT
- Darla Nelson PT
- Kristi Tomczak PT
- Jennifer Bergstadt PT
- Amber Sarkisyan PT
- Amanda Bromwich PT

Transit Director R14
- Helen Pieper 40

Transit Supervisor R11
- Kevin Petersen 40

Dispatcher () R5
- Deborah Prasnicki 40
- Roxanne Rolstad 40
- Lynda Ricke 40

Bus Drivers R5
- Kelly Miller PT
- VACANT FT
- David Strelow PT
- Kim Webb PT
- VACANT FT
- Tim Torgeson FT
- Greg Wills FT



MEMORANDUM OF UNDERSTANDING

BETWEEN

Retired and Senior Volunteer Program (RSVP) Sponsored by Volunteers of America of Minnesota

☐ 924 19th Avenue South
Minneapolis, MN 55404
Phone: East Metro 612-704-6116, or West Metro 612-704-6114
FAX: 888.657.4993

☒ 38 Union Street N
Mora, MN 55051
Phone: 612-390-5218
FAX: 888.657.4993

Name: Kanabec County – Timber Trails Public Transit		
Address: 300 Industrial Park Road		
City: Mora	State: MN	Zip: 55051
Tel: (320) 364-1350	Fax: (320) 679-2077	E-Mail: helen.pieper@co.kanabec.mn.us

Volunteer Station staff person responsible for volunteer training, supervision, and signing of time sheets:

Volunteer Drivers are not employees of Kanabec County. The supervision provided by Kanabec County relates solely to their volunteer assignments. Please see the attached Kanabec County Non-Employee Driver Agreement and Release. Exhibit 1

Name and Title: Helen Pieper, Transit Director/Kevin Petersen, Operations Supervisor	
Federal Focus Area: Ride/Transportation	

Volunteer Station Mission Statement: Kanabec County – Timber Trails Public Transit works to make it as easy as possible to access transportation in Kanabec & Mille Lacs Counties.

Please attach an organizational brochure/mission statement.

Targeted recipients of volunteer services (annually): low-income, seniors and those with disabilities.		
Estimated # of children & youth:	adults:	seniors: 450 (can't break out ages)
Show how this is measured: Based on rides provided July –December YTD 2017		

Volunteer Station complies with the Americans with Disabilities Act? ☒ Yes ☐ No

Volunteer station is a public or private non-profit agency or organization (with the exception of proprietary health care facilities)? ☒ Yes ☐ No

Helen Pieper
I certify the eligibility of KCTT (Name of Organization) as a public or private non-profit organization, or a proprietary health care agency.

For Office Use Only
Date
Initials

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. It may also include an Addendum to address site-specific issues. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.

BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING

A. RSVP Sponsored by Volunteers of America of Minnesota will:

1. Recruit, interview and enroll RSVP volunteers and refer volunteers to the volunteer station.
2. Instruct RSVP volunteers in the proper use of monthly reports, reimbursement guidance and program procedures.
3. Provide RSVP orientation to volunteer station staff prior to placement of volunteers, and at other times as the need arises.
4. Develop publicity for RSVP such as radio, TV, print or verbal presentations highlighting volunteers' service, accomplishments, and impact on the community.
5. Furnish accident, personal liability, and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.
6. Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers and volunteer station.
7. Reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies.

B. Volunteer Station will:

1. Provide job descriptions for current volunteer assignments or planned assignments.
2. Interview and make final decision on assignment of volunteers.
3. Provide volunteers with station and task-specific orientation and in-service instruction, including any necessary specialized training and/or background checks.
4. Furnish volunteers with materials required for assignment, as follows:

NA

5. Furnish volunteers with transportation required during their assignments, as follows:

NA

6. RSVP and the station will identify mutually agreed upon data to be collected and reported to RSVP. See attached addendum.
7. Provide supervision of volunteers.
8. Provide for adequate safety of volunteers, conduct an annual safety review and submit an assurance email upon request of the project sponsor.
9. Collect and sign appropriate volunteer reports for submission to the RSVP office on a monthly basis. Time sheets are vital to RSVP for reporting and recognition of the RSVP volunteers.

10. Investigate and immediately report any accidents and injuries involving RSVP volunteers to the RSVP office. All reports will be submitted in writing.
11. Respond within two business days to RSVP staff regarding potential volunteer referrals. The expectation is that partner sites will follow up with potential volunteers with a personalized phone call or email within 2 business days.
12. **Projected Volunteer Assignments:** The total number of volunteer assignments projected to be available with the Volunteer Station on an annual basis is . Total number of volunteers requested for these assignments is .

It is projected these assignments will be at the following locations (attach additional list if necessary):

Location	Number of Positions (if known)	Position Description Attached (yes/no)
Kanabec County	20 +	Yes

C. Other Provisions:

1. **Separation from Volunteer Service:** The volunteer station may request the removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at the Volunteer Station or from the RSVP at any time. Discussion of individual separations will occur among RSVP staff, Volunteer Station Staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Volunteer Station.
2. **Religious & Political Activities:** The Volunteer Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
3. **Displacement of Employees:** The Volunteer Station will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contracts for services.
4. **Neither the grantee nor any volunteer station requests or receives compensation from the beneficiaries of Senior Corps volunteers.**
5. **Any volunteer station financial support of the Senior Corps project is not a precondition for that station to obtain volunteer service.**
6. **A Senior Corps volunteer does not receive a fee for service from service recipients, their legal guardian, or members of their family, or friends.**
7. **Accessibility and Reasonable Accommodation:** The Volunteer Station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
8. **Prohibition of Discrimination:** The Volunteer Station will not discriminate against RSVP volunteers or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; sexual orientation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.

9. **Publicity and Media Coverage:** Volunteer Station will specify, either by written information or verbally, that RSVP volunteers are participants of the RSVP Program sponsored by Volunteers of America of Minnesota in any publicity: radio, TV, print or verbal presentation.
10. Conditions of the Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. It will be reviewed at least every three years to permit needed changes.
11. This Memorandum of Understanding contains all the terms and conditions agreed upon by the contracting parties. No other understanding, oral or otherwise, shall be deemed to exist or to bind any of the parties hereto.
12. This Memorandum of Understanding will be in effect upon dated signature of the Volunteer Station's Representative and RSVP staff.

Period Covered:

2017 - 12/20	To	2019 2020 - 12/19
--------------	----	-------------------

Signed:

Helen Pieper, Transit Director

12/20/2017

Name and Title, Volunteer Station

Date

Monique Mendylke - East Central
~~Rachel Laune~~ RSVP Sponsored by Volunteers of America of Minnesota

12/20/2017

Date

Updated:

Name and Title, Volunteer Station

Date

Monique Mendylke East Central
Name and Title, RSVP Sponsored by Volunteers of America of Minnesota

12/19/20

Date

Updated:

Name and Title, Volunteer Station

Date

Name and Title, RSVP Sponsored by Volunteers of America of Minnesota

Date

Kanabec County Community Health Board # 1/5/2021
Volunteers of America/RSVP Memorandum of Understanding
Resolution

Whereas, Timber Trails Public Transit, a department of Kanabec County, has had a Memorandum of Understanding (MOU) in place with Volunteers of America through their Retired and Senior Volunteer Program (RSVP) to provide volunteer opportunities for local community members, and

Whereas, the MOU states that it needs to be reviewed and renewed at least every three years.

Therefore, the Transit and Community Health Directors have reviewed and wish to renew the MOU with Volunteers of America through their RSVP.

Therefore Be It Resolved, the Kanabec County Community Health Board approves the renewal of the MOU with Volunteers of America for the Retired and Senior Volunteer program through Timber Trails Public Transit for a period of three years.

Sheila
12/28/20 10:05AM

**** Kanabec County ****



Page 1

As of Date: 11/2020

TRIAL BALANCE REPORT

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

*** Kanabec County ***



Sheila
12/28/20 10:05AM

TRIAL BALANCE REPORT
As of 11/2020

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	457,860.13	38,172.74	126,547.14	584,407.27
1003	Audit Adjustments To Cash	4,697.57	0.00	4,697.57-	0.00
1110	Taxes Receivable - Prior & Delinquent	11,551.96	0.00	11,551.96-	0.00
1201	Accounts Receivable (Acc)	152,250.88	0.00	152,250.88-	0.00
1261	Due From Other Funds (Acc)	13,365.21	0.00	13,365.21-	0.00
1281	Due From Other Governments (Acc)	271,211.24	0.00	271,211.24-	0.00
Total Assets		910,936.99	38,172.74	326,529.72-	584,407.27
---Liabilities and Balance-----					
Liabilities					
2020	Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021	Accounts Payable (Acc)	20,986.95 -	0.00	20,986.95	0.00
2030	Salaries Payable	126,275.60 -	0.00	126,275.60	0.00
2091	Due To Other Funds (Acc)	7,118.91 -	0.00	7,118.91	0.00
2100	Due To Other Governments	8,725.14 -	0.00	8,725.14	0.00
2101	Due To Other Governments (Acc)	18,395.46 -	0.00	18,395.46	0.00
2230	Deferred Inflows	11,551.96 -	0.00	11,551.96	0.00
Total Liabilities		193,577.19 -	0.00	193,054.02	523.17 -
Fund Balance					
2881	Assigned Fund Balance	717,360.03 -	0.00	0.00	717,360.03 -
2910	Revenue Control	0.00	269,561.70 -	2,381,229.19 -	2,381,229.19 -
2925	Expenditure Control	0.00	231,388.96	2,514,704.89	2,514,704.89
Total Fund Balance		717,360.03 -	38,172.74 -	133,475.70	583,884.33 -
Total Liabilities and Balance		910,937.22 -	38,172.74 -	326,529.72	584,407.50 -
488	Kanabec Pine Community Health (fka 59)				
-----Assets-----					
1001	Cash	0.11 -	0.00	0.00	0.11 -
Total Assets		0.11 -	0.00	0.00	0.11 -
---Liabilities and Balance-----					
Liabilities					
2030	Salaries Payable	0.10	0.00	0.00	0.10
2030	Salaries Payable	0.24	0.00	0.00	0.24
Total Liabilities		0.34	0.00	0.00	0.34
Total Liabilities and Balance		0.34	0.00	0.00	0.34

Sheila
12/28/20 10:05AM

15 Community Health Fund

Account

15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 11/2020

Report Basis: Modified Accrual



Page 3

Beginning
Balance

0.00

Actual
This-Month

0.00

Actual
Year-To-Date

0.00

Current
Balance

0.00

Kanabec County Community Health - Board Financial Report
15-484

Through October 2020

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	58.33% July	66.67% August	75.00% September
Pilt-Housing Authority												
Rev	0		92.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.32	0.00
Exp	0		8,109.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cares Act COVID-19 Grant												
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		77.97	0.00	0.00	0.00	0.00	0.00	0.00	26,450.14	0.00	0.00
Local Public Health Infrastructure												
Rev	410,257.00	61.28%	251,422.83	4,722.57	85.07	32,937.93	3,800.00	0.00	165,252.20	34,701.97	2,471.73	4,512.53
Exp	372,769.00	74.32%	277,052.97	64,018.82	40,933.14	26,164.56	17,401.60	13,788.09	18,599.70	28,720.94	28,785.75	17,272.74
Prevent Infectious Disease												
Rev	23,750.00	72.60%	17,241.60	589.25	776.11	307.04	148.92	11,272.02	0.00	50.00	515.30	3,141.32
Exp	29,730.00	92.06%	27,368.04	1,564.91	1,746.77	2,884.72	1,171.94	1,892.67	1,552.41	1,764.89	2,665.55	7,279.40
Environmental Health												
Rev	25.00	24.00%	6.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00
Exp	4,636.00	17.44%	808.49	0.00	24.53	15.90	71.54	0.00	220.23	345.32	120.75	10.22
Healthy Communities-Adult Health												
Rev	290,166.00	89.15%	258,668.72	26,838.64	15,984.46	54,786.63	30,898.73	15,046.80	13,723.70	25,437.20	41,712.02	24,861.60
Exp	279,446.00	71.56%	199,984.52	25,538.66	23,199.25	22,512.64	14,273.58	28,722.70	18,238.94	21,134.57	15,507.51	16,183.52
Healthy Communities-Health Improvement												
Rev	502,296.00	90.72%	455,707.07	90,599.09	20,368.58	149.21	125,074.54	45,808.92	4,759.64	77,254.74	35,163.01	49,162.34
Exp	487,991.00	72.21%	352,356.01	34,377.47	36,839.45	37,189.50	38,770.61	33,690.24	26,359.63	52,057.23	30,937.92	33,371.70
Healthy Communities-Family Health												
Rev	938,192.00	74.43%	698,256.63	95,400.23	49,895.05	105,221.81	65,361.00	51,553.56	77,843.75	88,496.37	35,963.43	95,941.24
Exp	795,439.00	66.58%	529,633.17	73,994.77	53,074.98	53,948.94	47,061.31	47,243.65	65,419.90	64,698.26	44,876.98	40,345.39
Emergency Preparedness												
Rev	30,734.00	333.01%	102,347.39	670.76	6,678.87	75,000.00	0.00	8,877.87	0.00	0.00	11,119.89	0.00
Exp	28,258.00	229.60%	64,881.68	3,230.34	2,508.95	4,757.48	14,570.28	13,943.83	14,008.60	-11,194.60	8,226.33	7,303.70
Assure Access-Case Management												
Rev	372,900.00	91.75%	342,143.87	26,896.20	65,152.83	16,250.51	10,003.78	23,893.42	32,366.94	46,808.90	33,724.24	28,710.16
Exp	376,002.00	73.06%	274,691.07	29,268.68	26,231.40	27,359.19	26,111.60	26,025.48	26,188.70	35,497.33	26,708.87	25,421.53
Assure Access-Home Care												
Rev	604,000.00	70.32%	424,712.59	46,584.52	44,750.98	48,790.41	41,591.31	33,207.17	42,805.38	40,577.21	33,962.53	49,964.33
Exp	798,049.00	90.61%	723,144.84	81,662.32	66,670.03	71,009.72	66,988.24	66,902.98	69,741.99	93,816.59	70,053.33	71,422.94
Agency Totals												
Rev	3,172,320.00	80.40%	2,550,599.02	292,301.26	203,691.95	333,446.54	276,878.28	189,659.76	336,751.61	313,326.39	194,724.47	256,296.52
Exp	3,172,320.00	77.49%	2,458,107.76	313,655.97	251,228.50	245,842.65	226,420.70	232,209.64	240,330.10	313,290.67	227,882.99	218,611.14

amount has changed

83.33%
October

outstanding payments/payments not yet posted

	Hep A grant	228.41	
0.00	VSO		
8,109.00	CTC		
	DFC		
0.00	FAP		
-26,372.17	LCTS		
	LPHG		
2,938.83	MCH		
21,367.63	MIECHV		
	PHEP	156.45	
441.64	RPC		
4,844.78	SHIP		
	TANF		
0.00	WIC		
0.00	MIIC		
	CMCOA		
9,378.94	MN Choice		
14,673.15	Admin asst mental hlth		
7,367.00	Suicide Prev	5,421.86	
28,762.26	MHIG		
	Home care	103,474.24	estimate only see note below
32,580.19			
38,968.99		109,280.96	
	SCHA Connector - We get reimbursed twice a year. Not included above.		
0.00			
7,526.77			
58,336.89	Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by paysource. Also, VA may pay up to two years after the date of service.		
25,878.29			
42,478.75			
64,876.70			
153,522.24			
188,635.40			

Board Meeting 01/05/21

Abstract Totals for Commissioner Vouchers

Board Meeting 01/05/21	Amount	Vendors	Transactions
Abstract #1	31,383.83	39	75
Abstract #2			
Totals	31,383.83	39	75

Abstract Totals for Auditor Vouchers

Board Meeting 01/05/21	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
12/31/20 10:31AM

**** 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
12/31/20 10:31AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	434 Ability Network Inc						
	15-484-487-8453-6211	P	206.67	Dec billing svc/eligibility	20M-0191833	Services & Charges	N
2	15-484-493-8452-6211	P	172.23	Dec billing svc/eligibility	20M-0191833	Services & Charges	N
1	15-484-496-8447-6211	P	247.38	Dec billing svc/eligibility	20M-0191833	Services & Charges	N
	434 Ability Network Inc		626.28	3 Transactions			
4	1418 Association Of Minnesota Counties						
	15-484-450-0000-6245		1,005.00	2021LPHA annual dues	57497	Registration & Membership Dues	N
	1418 Association Of Minnesota Counties		1,005.00	1 Transactions			
54	538 Berg/Ashley						
	15-484-487-8457-6331	P	38.53	December MCH mileage		Mileage & Meals	N
	538 Berg/Ashley		38.53	1 Transactions			
55	185 Bergstadt/Jennifer						
	15-484-496-8449-6331	P	331.20	December HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		331.20	1 Transactions			
56	1396 Biever/Laurie						
	15-484-496-8449-6331	P	258.75	December HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		258.75	1 Transactions			
5	371 Blue Cross & Blue Shield Of Mn						
	15-484-496-8447-6880	P	27.78	refund claim 21548848080 V.K.		Medicare Pass Thru	N
	371 Blue Cross & Blue Shield Of Mn		27.78	1 Transactions			
57	1275 Bromwich/Amanda						
	15-484-496-8449-6331	P	210.45	December HHA mileage		Mileage & Meals	N
	1275 Bromwich/Amanda		210.45	1 Transactions			
58	3094 Burski/Kathy						
	15-484-490-8484-6411	P	300.64	reimburse vaccine cooler		Program Supplies	N
	3094 Burski/Kathy		300.64	1 Transactions			
74	298 Childrens Dental Services						
	15-484-485-8475-6285	P	557.76	transport staff/equip 12/11/20		Contracted Work	Y
75	15-484-485-8475-6285	P	557.76	transport staff/equip 11/20/20		Contracted Work	Y
	298 Childrens Dental Services		1,115.52	2 Transactions			
	1272 Dept. of Veterans Affairs-Financial Svce						

Sheila
12/31/20 10:31AM
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	
6	15-484-496-8447-6880	P	168.96	overpayment 525845124 1128504		Medicare Pass Thru	N
7	15-484-496-8447-6880	P	203.60	overpayment 470520178 0345910		Medicare Pass Thru	N
8	15-484-496-8447-6880	P	232.32	overpayment 475486793 0345910		Medicare Pass Thru	N
9	15-484-496-8447-6880	P	140.80	overpayment 481329843 0345910		Medicare Pass Thru	N
10	15-484-496-8447-6880	P	290.96	overpayment 481329843 0345910		Medicare Pass Thru	N
11	15-484-496-8447-6880	P	145.60	overpayment 481329843 0345910		Medicare Pass Thru	N
12	15-484-496-8447-6880	P	876.00	overpayment 481329843 0345910		Medicare Pass Thru	N
13	15-484-496-8447-6880	P	183.84	overpayment 481329843 0345910		Medicare Pass Thru	N
14	15-484-496-8447-6880	P	87.36	overpayment 481329843 0345910		Medicare Pass Thru	N
45	15-484-496-8447-6880	P	35.52	overpayment 0345910		Medicare Pass Thru	N
46	15-484-496-8447-6880	P	37.10	overpayment 0345910		Medicare Pass Thru	N
47	15-484-496-8447-6880	P	340.07	overpayment 0345910		Medicare Pass Thru	N
48	15-484-496-8447-6880	P	51.99	overpayment 0345910		Medicare Pass Thru	N
49	15-484-496-8447-6880	P	199.15	overpayment 0345910		Medicare Pass Thru	N
50	15-484-496-8447-6880	P	227.34	overpayment 0345910		Medicare Pass Thru	N
51	15-484-496-8447-6880	P	124.05	overpayment 0345910		Medicare Pass Thru	N
52	15-484-496-8447-6880	P	44.15	overpayment 0345910		Medicare Pass Thru	N
1272	Dept. of Veterans Affairs-Financial Svce		3,388.81	17 Transactions			
59	1388 Elfstrum/Brenda	P	287.50	December HHA mileage		Mileage & Meals	N
	1388 Elfstrum/Brenda		287.50	1 Transactions			
60	3646 Felland/Becky	P	202.40	December home care mileage		Mileage & Meals	N
	3646 Felland/Becky		202.40	1 Transactions			
61	3501 Fratzke/Michelle	P	52.90	Sep-Nov home care mileage		Mileage & Meals	N
	3501 Fratzke/Michelle		52.90	1 Transactions			
16	4184 Health Dimension Rehabilitation Inc	P	3,707.85	November PT services		Services & Charges	N
17	15-484-496-8447-6211	P	1,181.18	November OT services		Services & Charges	N
18	15-484-496-8447-6211	P	65.90-	attempted visit credit		Services & Charges	N
19	15-484-496-8447-6211	P	85.00-	OT not billed timely		Services & Charges	N
	4184 Health Dimension Rehabilitation Inc		4,738.13	4 Transactions			
20	1274 Health Net Federal Services, LLC	P	760.00	check 80043819		Medicare Pass Thru	N
	15-484-496-8447-6880						

Sheila
12/31/20 10:31AM
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	
1274	Health Net Federal Services, LLC		760.00	1 Transactions			
15	324 Healthcare First						
	15-484-496-8447-6211	P	104.74	Dec HHCAHPS fee	5165825	Services & Charges	N
	324 Healthcare First		104.74	1 Transactions			
22	12990 Innovative Office Solutions						
	15-484-084-8484-6432	P	34.68	surge protector	3200532	COVID19 Medical Supplies	N
21	15-484-450-0000-6412	P	178.86	admin office supplies	3200532	Office Supplies	N
23	15-484-487-8457-6411	P	22.77	envelopes	3200532	Supplies	N
	12990 Innovative Office Solutions		236.31	3 Transactions			
24	3095 Isanti County Public Health						
	15-484-485-8468-6880	P	3,342.39	Nov hlthy eat/active living		Grant Admin- Pass thru	N
25	15-484-485-8468-6880	P	455.71	November tobacco strategy		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		3,798.10	2 Transactions			
26	4132 Juettner Marketing						
	15-484-485-8468-6211	P	150.00	renew web host and domain name		Services & Charges	Y
	4132 Juettner Marketing		150.00	1 Transactions			
27	2162 Kanabec County Information Systems						
	15-484-450-0000-6203	P	546.44	Qtr 4 2020 phone service	6196	Telephone	N
	2162 Kanabec County Information Systems		546.44	1 Transactions			
72	667 Lighthouse Child & Family Services LLC						
	15-484-487-8453-6211	P	375.00	November 18 MIECHV sessions		Services & Charges	Y
73	15-484-487-8453-6211	P	75.00	November 23 MIECHV sessions		Services & Charges	Y
	667 Lighthouse Child & Family Services LLC		450.00	2 Transactions			
43	377 Marco Inc						
	15-484-450-0000-6341		787.11	Sharp Mc5070v copier agmt	28434324	Rental & Service Contracts Copier	N
	377 Marco Inc		787.11	1 Transactions			
30	1143 McKesson Medical-Surgical Govt Solution						
	15-484-084-8484-6432	P	127.67	covid-19 supplies	15816329,15818	COVID19 Medical Supplies	N
29	15-484-469-8440-6432	P	11.84	DP&C supplies	16097449	Medical Supplies	N
28	15-484-496-8447-6432	P	29.99	home care supplies	16097449	Medical Supplies	N
44	15-484-496-8447-6432	P	82.00	home care supplies	16966159	Medical Supplies	N

Sheila
12/31/20 10:31AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1143	McKesson Medical-Surgical Govt Solution		251.50	4 Transactions			
31	198 Mille Lacs Co. Community & Veterans Ser						
	15-484-485-8468-6880	P	3,006.70	Nov hlthy eat/active living		Grant Admin- Pass thru	N
32	15-484-485-8468-6880	P	1,613.63	November tobacco strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		4,620.33	2 Transactions			
33	1036 Minnesota Department Of Health						
	15-484-496-8447-6820		1,913.00	2021 home care license fee		State Fees	N
	1036 Minnesota Department Of Health		1,913.00	1 Transactions			
42	610 Minnesota Homecare Association						
	15-484-496-8447-6289		1,117.70	2021 membership dues	300001462	Staff Development	N
	610 Minnesota Homecare Association		1,117.70	1 Transactions			
63	1353 Nelson/Darla						
	15-484-496-8448-6331	P	68.42	Nov-Dec HM mileage		Mileage & Meals	N
62	15-484-496-8449-6331	P	413.43	Nov-Dec HHA mileage		Mileage & Meals	N
	1353 Nelson/Darla		481.85	2 Transactions			
64	927 Neumen/Cami						
	15-484-496-8447-6331	P	71.88	November home care mileage		Mileage & Meals	N
65	15-484-496-8447-6331	P	197.80	December home care mileage		Mileage & Meals	N
	927 Neumen/Cami		269.68	2 Transactions			
34	632 Pine County Health & Human Services						
	15-484-485-8468-6880	P	787.68	Nov hlthy eat/active living		Grant Admin- Pass thru	N
35	15-484-485-8468-6880	P	373.77	November tobacco strategy		Grant Admin- Pass thru	N
36	15-484-485-8468-6880	P	330.22	November well-being		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		1,491.67	3 Transactions			
53	15762 Postmaster						
	15-484-485-8480-6205		55.00	one roll forever U.S. stamps		Postage	N
	15762 Postmaster		55.00	1 Transactions			
66	1030 Ringler/Jennie						
	15-484-496-8449-6331	P	22.43	December HHA mileage		Mileage & Meals	N
	1030 Ringler/Jennie		22.43	1 Transactions			
	1746 RMB Environmental Laboratories Inc						

Sheila
12/31/20 10:31AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 6

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
37	15-484-487-8451-6803	P	50.00	arsenic and ecoli water	B001259	Miscellaneous Expenditures	N
1746	RMB Environmental Laboratories Inc		50.00	1 Transactions			
67	3174 Rosburg/Diane	P	197.80	Nov-Dec home care mileage		Mileage & Meals	N
3174	Rosburg/Diane		197.80	1 Transactions			
68	16326 Sarkisyan/Amber	P	198.38	Nov-Dec HHA mileage		Mileage & Meals	N
16326	Sarkisyan/Amber		198.38	1 Transactions			
38	3991 Sitecal Inc	P	275.00	frig/freezer calibration	18576	Program Supplies	N
39	15-484-490-8484-6411	P	140.00	calibration travel	18576	Program Supplies	N
3991	Sitecal Inc		415.00	2 Transactions			
69	1268 Tomczak/Kristi	P	231.73	Nov-Dec HHA mileage		Mileage & Meals	N
1268	Tomczak/Kristi		231.73	1 Transactions			
40	1214 Waschenbecker/Diana	P	175.00	reimburse LEC license renewal		Staff Development	N
1214	Waschenbecker/Diana		175.00	1 Transactions			
41	12306 WELIA HEALTH		416.37	3 epi pens	COVID-100	Medical Supplies	N
12306	WELIA HEALTH		416.37	1 Transactions			
71	452 Zaiser/Kelly	P	2.30	December PHNC mileage		Mileage & Meals	N
70	15-484-487-8453-6331	P	57.50	Nov-Dec MIECHV mileage		Mileage & Meals	N
452	Zaiser/Kelly		59.80	2 Transactions			
15 Fund Total:			31,383.83	Community Health Fund	39 Vendors	75 Transactions	
Final Total:			31,383.83	39 Vendors	75 Transactions		

Sheila
12/31/20 10:31AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	31,383.83	Community Health Fund	
	All Funds	31,383.83	Total	Approved by,
			
			

10:45am Appointment

January 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: Kanabec County's No Net Gain Resolution	b. Origination: Coordinator's Office
c. Estimated time: 20 minutes	d. Presenter(s):

e. Board action requested:

f. Background:

From 7/26/17:

Commissioner Dennis McNally led a discussion regarding a No Net Gain Policy.

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

Resolution #13- 7/26/17

Instituting "No Net Gain" of land by Minnesota Department of Natural Resources (DNR) or any tax exempt land trust.

WHEREAS, Minnesota Statute 84.944 Subdivision 3, pursuant to Minnesota Statute 97A.145 Subdivision 2, allows the Kanabec County Board of Commissioners to prohibit the purchase of land by the MN DNR in Kanabec County, and

WHEREAS, the further acquisition of land by the MN DNR and environmental land trusts further erodes the tax base of Kanabec County, and

WHEREAS, the State of Minnesota PILT payment is uncertain dollars;

THEREFORE BE IT RESOLVED, the Kanabec County Board hereby established a "No Net Gain" policy for both MN DNR and all Environmental Land Trusts. No new lands may be "acquired" unless an equal amount of property is sold back or transferred to private ownership. The Kanabec County Board of Commissioners also petitions the MN DNR to do a complete inventory of all lands currently owned in Kanabec County and evaluate each parcel for possible sale back to private ownership.

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

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

DNR LAND PURCHASES

I. POLICY STATEMENT

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

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

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

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

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

97A.145 WETLANDS FOR WILDLIFE.

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

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

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

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

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

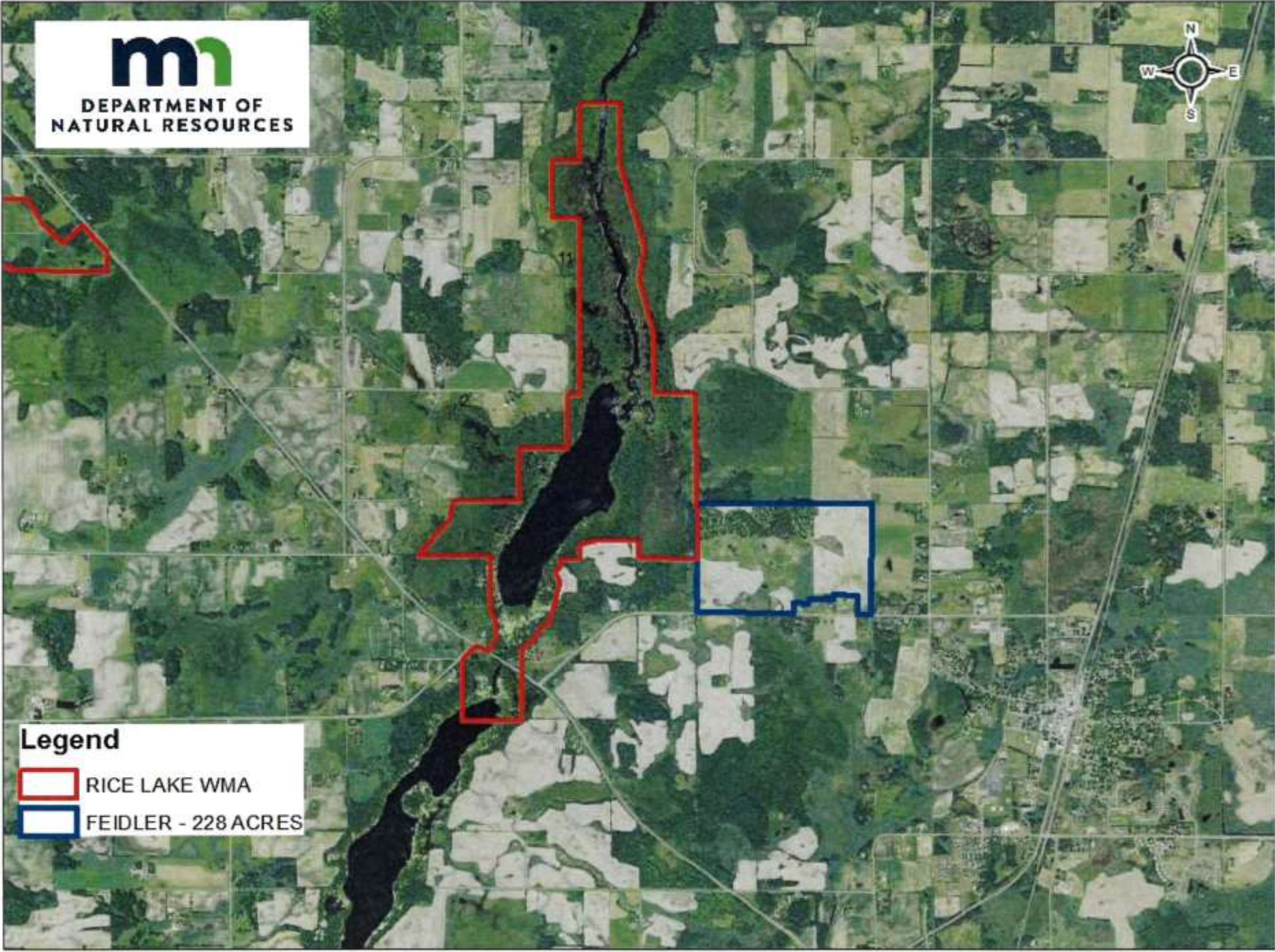
(d) If the county board disapproves the acquisition, it must state valid reasons. The commissioner may not purchase or lease the land if the county board disapproves the acquisition and states its reasons within the prescribed time period. The landowner or the commissioner may appeal the disapproval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

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

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

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

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



Legend

- RICE LAKE WMA
- FEIDLER - 228 ACRES

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

11:00am Appointment

January 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: Real Estate Professional Services RFP Results	b. Origination: Coordinator's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally

e. Board action requested:

Resolution #__ - 1/5/21

WHEREAS the County received two responses to the advertised request for proposals for real estate professional services:

- Rose Krie from Northern Lights Realty- Commission rate 6% of sale price, no other realtor fees
- Remax Select, Inc. Lonnie Ness, Anna Magaard, & Tim Haley – Commission rate of 5% of sale price if awarded Knife Lake B & Knife Lake C, no other realtor fees

WHEREAS the lower commission rate was submitted by Remax Select, Inc.;

BE IT RESOLVED that the Coordinator is hereby authorized to enter in to an agreement on behalf of Kanabec County with Remax Select, Inc. to sell Knife Lake Parcels B & C pursuant to the requirements in MN Statute 373.01.

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Real Estate Professional Services Proposal

RE/MAX Select, Inc.
104 S. Union St.
Mora, MN 55051

12/21/2020

Kanabec County
18 North Vine St., Suite 181
Mora, MN 55051

Dear Kanabec County Board of Commissioners,

BROKERAGE:

RE/MAX Select, Inc. has been in the community for the past 24 years and has an excellent reputation. Our brokerage has vast experience in residential, agricultural, vacant, shoreland and commercial sales. RE/MAX Select, Inc. averages 80-100 transactions annually.

Lonnie Ness has been the owner of RE/MAX Select, Inc. for 19 years. He has been licensed and serving our community for the past 24 years. Prior to real estate, Lonnie served for 8 years in the USAF and is a decorated Veteran of Panama Crisis and Gulf Wars. For the past 19 years, Lonnie has received over 40 awards from the National Association of Realtors, Minnesota Association of Realtors and RE/MAX Incorporated. In 2018, Lonnie received his Lifetime Achievement award from RE/MAX, the highest award given to RE/MAX agents.

Anna Magaard has been a full time agent for the past 3 years and will be taking her real estate broker's license test in early 2021. Prior to real estate, Anna graduated from the University of Northwestern – St Paul, formally known as Northwestern College, with her BS in Health Science and entered the healthcare field. After 10 years in health care, Anna joined Lonnie at RE/MAX Select, Inc.

Tim Haley is our new and upcoming agent who is in his first year of real estate. Tim was raised in Mora and is a graduate of Mora High School. After graduation, Tim enlisted and served 6 year in the USAF. Prior to real estate, Tim spent 13 years in the service industry.

In 2021, Lonnie, Anna, and Tim will become a team under Lonnie Ness and Associates with RE/MAX Select, Inc. Therefore, you will be receiving three agents for the price of one agent.

ADVERTISING:

By hiring RE/MAX Select, Inc., you also receive the benefits of the RE/MAX name and world wide web. RE/MAX has the largest reaching website throughout the world with offices in 100 countries and territories. RE/MAX Select, Inc. has personally helped clients move from Germany to East Central Minnesota.

RE/MAX Select, Inc. understands the importance of advertising and the internet. We utilize the Multiple Listing Service (MLS), Virtual Office Web Site (VOWS) or broker reciprocity, and IDX sites such as Trulia, Zillow, realtor.com. RE/MAX Select, Inc. also uses its own website to advertise listings and also manages other social media platforms to reach a larger audience.

RE/MAX Select, Inc. believes in great photography and with these lake front parcel, aerial photographs and video would be our number one priority.

MARKET ANALYSIS:

After reviewing the very minimal sold vacant shore listing in Kanabec County this past year, RE/MAX Select, Inc. recommends the following list prices for each parcel:

Knife Lake Parcel B (2.35 Acres±): List price at \$124,900

Knife Lake Parcel C (2.60 Acres±): List price at \$174,900

The price difference is due to the low land on Parcel B and neighboring property easement.

FEE/TERMS OF CONTRACT

RE/MAX Select, Inc. is offering a 6% commission fee for Knife Lake Parcel B and a 6% commission fee for Knife Lake Parcel C. If RE/MAX Select, Inc. is awarded both parcels, we would lower the commissions to 5% for Parcel B and 5% for Parcel C. Any listing contract would be for 1 year with renewal options.

INSURANCE:

Please see the attached insurance information.

REFERENCE:

Don & Rachael Hannay
Buyers with RE/MAX Select, Inc.
Cambridge, MN
(763) 234-3514

Chad & Anne Grahm
Sellers & Buyers w/ RE/MAX Select, Inc.
Mora, MN
(763) 843-5714

Aaron & Lauren Gunderson
Buyers with RE/MAX Select, Inc.
Mora, MN
(320) 591-0070

Aaron & Theresa Banks
Buyers with RE/MAX Select, Inc.
Brook Park, MN
(763) 732-8954

Kelsey Schiferli

From: Rose Krie <rtomlinson1969@gmail.com>
Sent: Friday, December 11, 2020 10:14 AM
To: Kelsey Schiferli
Subject: Proposal-Real Estate Services

Kanabec Coordinator and Commisioners,

I am requesting the opportunity to enter into a listing contract with Kanabec county regarding parcels 10.00450.00 part B and part C. My name is Rose Krie, I am an agent with Northern Lights Realty in Mora. NLR has been serving the Kanabec county community for over 20 years. I personally have been with the company since 4/2007. NLR has a large blended staff of agents, full and part time, available to clients 7 days a week. I am a full time agent with the company with considerable experience in all aspects of buying and selling real estate. I am very familiar with the lots to be sold on Knife Lake having very recently sold the last available lot in the Salmonson's River Trail addition (9 lots total) directly across the street.

Upon Kanabec county agreeing to accept my proposal I would meet with the counties representative to go over the listing contract and all other required documents. I would do a market analysis on the subject lots and discuss what price point to start the listing at. Additional discussion regarding the current market, seller's level of motivation as well as what the county can expect of me. Listings generally can go live within 1-2 days after all listing documents are fully signed. NLR does not require but does encourage the use of signage on the property. Since this parcel is a vacant lot it is helpful to have boundaries marked if possible by the seller. As much information about the subject property will be obtained and become part of the listing. Photos of the lot, county beacon photos and possible drone photos are included in the listing.

NLR offers a flat rate commision of 6% of the sale price. NLR has no up front costs, no brokerage fee's, technology fee's, simply stated, we only get paid if we sell the property. The commision covers all advertising, document prep, communication between outside agents, title company communication, input into MLS system as well as any reasonable fee's incurred to complete listing.

I sincerely hope you will consider allowing me and NLR to list on the counties behalf. I am available for any further questions you may have upfront regarding listing and selling. All of my contact information is provided.

Thank you,
Rose

--

Rose Krie
Northern Lights Realty LLC
612-345-2717 cell
rtomlinson1969@gmail.com
<https://go.homeasap.com/homesearch/536778659674188>

320-225-2601 fax
320-225-2600 office

11:10am Appointment

Item a.

January 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: Retainer for Legal Services	b. Origination: Environmental Services
c. Estimated time: 5 minutes	d. Presenter(s): Teresa Wickeham

e. Board action requested:

Resolution #__ - 1/5/21

WHEREAS Kanabec County wishes to continue to retain legal services for specialized land and environmental issues, and

WHEREAS Scott Anderson, of Rupp, Anderson, Squires and Waldspurger, P.A. has previously provided these services in a cost effective manner, and

WHEREAS a retainer fee of \$5,000, is proposed for 2021, and

THEREFORE BE IT RESOLVED to approve renewing a retainer with Scott Anderson of Rupp, Anderson , Squires and Waldspurger, P.A. for calendar year 2021 at a cost of \$5,000 paid from wetland funds and authorize the chairperson and Public Works Director to sign the agreement.

f. Background:

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office: 12/16/20

Coordinators Comments:

Kevin J. Rupp
Scott T. Anderson
Jay T. Squires*†
Michael J. Waldspurger*
Amy E. Mace
Trevor S. Helmers*
John P. Edison*
Tessa S. Wagner
Liz J. Vieira
Kristin C. Nierengarten
Zachary J. Cronen
Michael J. Ervin
Abigail R. Kelzer
Steven R. Gershoni
Ryan P. Supple*
Marcus Jardine
Nathan S. Froemming*
Hannah M. Reichenbach

**RUPP, ANDERSON, SQUIRES
& WALDSPURGER, P. A.**



*Also Admitted in Wisconsin

†Real Property Specialist Certified by
the MN State Bar Association

December 16, 2020

Ms. Teresa L. Wickeham
Environmental Services Director
Kanabec County Highway Building
903 Forest Ave. E.
Mora, MN 55051

RE: Zoning Retainer
Our File No. 5033-0007

Dear Teresa:

It's that time of year again, so I'm enclosing for your review a proposed retainer agreement for the new year. I am happy to be able to propose another yearly agreement with the county. I know it's been more than ten years now that we've entered into these retainers. I think they have worked well for the County, and hope the County feels the same way.

After a period of no movement, the last couple of years the retainer amount went up. \$600 each year. I am again proposing a raise in the amount of the retainer, an \$800 increase to \$5000. That is going to be my lowest retainer amount for any county from this point forward. And frankly, I should be holding the line at that amount for 2022 also. To put the amount in context, at my normal hourly rate, that equates to about 2 hours of work a month. That time goes rather quickly.

The other change to the agreement is, as normal, the rates for hourly services, "off retainer." Those have been raised \$5.00 an hour consistent with our general rate increases at the firm.

333 South Seventh Street, Suite 2800, Minneapolis, MN 55402
office (612) 436-4300 • fax (612) 436-4340 • raswlaw.com

December 16, 2020
Ms. Teresa Wickeham
Page 2

I have executed the agreement. If the County finds the proposal acceptable, I would ask that you have the appropriate individual execute the same on behalf of the County and then return an executed copy to my attention. If you or Barbara or Kris have any questions just let me know.

Very Truly Yours,


Scott T. Anderson

STA/

RASW:

RETAINER AGREEMENT FOR LEGAL SERVICES

This Agreement is entered between Kanabec County ("County"), and Rupp, Anderson, Squires & Waldspurger, P.A., attorneys at law ("Attorneys").

WHEREAS, the County desires professional legal services relating to land use and zoning issues; and

WHEREAS, the Attorneys provide services relating to land use to Counties, and have the skill and expertise necessary to perform the duties as set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Scope of Services: The Attorneys shall provide advice and consultation upon issues relating to zoning matters pursuant to an annual Retainer Agreement for the sum of \$5000.00. The primary attorney to render all such advice will be Scott T. Anderson. If Scott T. Anderson is not available, then Kristin Nierengarten, or their delegates, shall render such advice.

For purposes of this Retainer Agreement, advice and consultation shall consist of telephone conversations, e-mail communications, and/or short letters on non-recurrent matters, but shall not include any research and/or drafting beyond the above that may be requested by the County, except as may be otherwise set forth in this Agreement. Any requested research and/or drafting will be billed at hourly rates set forth herein. The County and the Attorneys may conclude that a particular matter or issue will not be resolved through one or several telephone calls. If so, then upon agreement of the County and the Attorneys, the Attorneys will open a separate file for the matter and perform the work on hourly basis, to be billed at the hourly rates set forth herein.

The advice and consultation covered under this Agreement shall include the follow areas:

- A. Questions relating to the permitting process for all permits called for under the County's land use ordinances, as well as questions relating to rezoning;
- B. Questions pertaining to conducting hearing processes on land use requests including, but not limited to, any questions pertaining to the Open Meeting Law or Minnesota Government Data Practices Act, as they may pertain to such hearings;
- C. Questions pertaining to EAW's, EIS's, or any other environmental review;

D. Questions pertaining to enforcement of land use ordinances; and

E. Questions relating to ordinance and statutory interpretation.

It is the intent of the parties to this Agreement that the scope of this Retainer Agreement shall include short written letters confirming telephone advice and consultation, as deemed necessary by the County and/or the Attorneys, to the extent that such letters do not involve any additional research or other drafting.

2. Authorized Contact Persons: Those County personnel who will be authorized to contact the Attorneys for services included within this Agreement are the Planning and Zoning Administrator, the County Coordinator, the County Attorney, the County Board Chair, and/or their delegates.
3. Term: From January 1, 2021 through December 31, 2021.
4. Payment for Services: The Attorneys shall bill the County quarterly in equal installments for the amount due under the retainer. Payment is due thirty (30) days after the receipt of the bill. Each quarterly bill for retainer services will include within it a statement of costs and disbursements incurred during that quarterly period that are to be paid by the County under this Agreement.
5. Costs: In addition to the annual retainer amount, the County agrees to pay actual, necessary and reasonable costs and expenses incurred by the Attorneys in the performance of the services under this Agreement. Those costs include mileage at the I.R.S. rates; photocopying at 20 cents per page; facsimile at \$1.00 per page/\$5.00 maximum per transmission; and the actual costs of long distance phone calls and postage. If additional services are rendered under Paragraph 7 herein, the County also recognizes that it would be responsible for costs and disbursements incurred by the Attorneys, including, but not limited to, costs for messengers, court costs, arbitration, or mediation expenses, deposition expenses, and/or other trial or administrative hearing related expenses.
6. In-Service Training: The Attorneys will provide up to three hours of on-site in-service training to County officials, officers, and/or staff. This in-service training will occur in one three-hour session, upon any subject relating to the

area of land use or, at the choice of the County, upon any other topic(s) mutually agreed to by the County and the Attorneys that are within the normal working areas of Rupp, Anderson, Squires & Waldspurger.

7. Services at Hourly Rates: Any special projects or services provided by the Attorneys that are outside the scope of services covered by the retainer will be provided at the hourly rates set forth below. Any services contracted at hourly rates will be billed on a monthly basis. Payment is due 30 days after the receipt of the bill. Invoices will be in the standard format of Rupp, Anderson, Squires & Waldspurger, and will indicate the amount of time spent on each legal issue, the attorney providing the service, the nature of the work done, and the exact amount of time spent.

Hourly Rates:

Scott T. Anderson	\$205.00/hour
Jay T. Squires	\$205.00/hour
Amy E. Mace	\$205.00/hour
Trevor S. Helmers	\$205.00/hour
John P. Edison	\$205.00/hour
Tessa S. Wagner	\$195.00/hour
Liz Vicira	\$195.00/hour
Kristin C. Nierengarten	\$195.00/hour
Zachary J. Cronen	\$195.00/hour
Michael J. Ervin	\$195.00/hour
Abbi R. Kelzer	\$195.00/hour
Ryan P. Supple	\$195.00/hour
Nathan S. Forming	\$195.00/hour
Hannah M. Reichenbach	\$195.00/hour

COUNTY OF KANABEC

RUPP, ANDERSON, SQUIRES &
WALDSPURGER, P.A.

By: _____

By: Scott T. Anderson
Scott T. Anderson

Its: _____

333 South Seventh St., Suite 2800
Minneapolis, MN 55402

Date: _____

Date: December 16, 2020.

11:10am Appointment

Item b.

January 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: Vacation Rental License Fee	b. Origination: Environmental Services
c. Estimated time: 10 minutes	d. Presenter(s): Teresa Wickeham

e. Board action requested:

Add a license fee to the Environmental Services Fee Schedule for Vacation Rental Properties

f. Background:

The Environmental Services fee schedule was updated in February 18, 2020 to coincide with the adoption of the County's Shoreland Ordinance (Ordinance #5). Part of the newly revised ordinance has a licensing requirement for approved vacation rentals.

Environmental Services has reviewed surrounding counties fees and recommends an annual license fee of \$150.00 to be added to the department fee schedule.

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:	12/14/20
---	----------

Coordinators Comments:

KANABEC COUNTY ENVIRONMENTAL SERVICES FEE SCHEDULE

Adopted on February 18th, 2020

TYPE OF PERMIT	FEE
Accessory Buildings <239 sq. ft. and/or Sign (no pre-onsite).....	50.00
Accessory Buildings and/or WATER ORIENTED 240 sq. ft. – 1000 sq. ft.	100.00
Accessory Buildings 1001 sq. ft. and larger.....	200.00
Commercial Buildings/Additions (footprint of structure)	
- <500 sq.ft.	300.00
- 501 – 2500 sq.ft.	400.00
- >2501 sq.ft.	600.00
Residence, new construction/guest cottage (footprint - including attached garage, deck, and/or porch)	
Residence Additions (decks and patios are separate permit fees)	
- <500 sq. ft.	100.00
- 501 – 2000 sq.ft.	200.00
- >2001 sq. ft.	300.00
Stairways, Lifts and Landings	100.00
Deck/Patio <199 sq.ft.	100.00
Deck/Patio 200 sq.ft and larger.....	150.00
(Patios are those within the required building setback to the lake)	
Land Alterations	200.00
- Vegetation Alterations (ordinance requirements)	NO FEE
Planning Call/Site Review	100.00
Conditional Use Permit (does not include permit fees).....	670.00
- Amendment to existing CUP	670.00
Variance (does not include permit fee)	670.00
Interim Use Permit	670.00
- Renewal of Interim Use Permit	670.00
Appeal to BOA	670.00
Republication of Variance or CUP	50.00
Rezoning	670.00
Ordinance Amendment	2000.00
Preliminary Plats and PUDs (1-5 lots/units)	670.00
(6 or more lots/units an additional \$50.00/lot/unit)	
Final Plats and PUD'S	670.00
(6 or more lots/units an additional \$50.00/lot/unit)	
Administrative Subdivisions and Exemptions	
- With survey	100.00
- Without survey.....	200.00
Surveyor Review Fee (for plats and residential PUDs 1-5 lots).....	150.00
(6 or more lots/units an additional \$20.00 per lot/unit)	
Engineers Review Fee (for plats and residential PUDs	150.00
911 Addressing (includes sign and post)	30.00
Tire Shred Use Permit.....	500.00
After-the-fact fee for non-permitted work – 2X permit fee and still pay permit fee	

****A septic system must be installed when there is running water to or within a structure.****
SEE REVERSE SIDE FOR WETLAND AND SEWER FEES

RESIDENTIAL SEWERS

The type of septic system to be installed will be determined by the type of soil on the property. A licensed ISTS professional can do soil borings to determine the type of soil and system the property can support.

Drainfield/Tank Replacement.....	150.00
Trench, Pressurebed, Holding Tank	150.00
Mound Systems, At-grade.....	200.00
Mid-size Systems, Type IV & V.....	300.00
Sewer Permit Renewal (one year extension)	200.00

COMMERCIAL and CLUSTER SEWERS

GALLONS/DAY	
1-500	500.00
501-1,000	600.00
1,001-2,500	1000.00
2,501-10,000	1,200.00
plus any additional costs for design review & inspections (5)	

WETLAND CONSERVATION ACT

Wetland Banking Application.....	300.00
Wetland Replacement Plan.....	100.00
Wetland Exemption Application	100.00
Wetland Certificate of No Loss.....	100.00
Wetland Boundary/Type Determination	100.00
Appeal of LGU Decision to Board of Adjustments	670.00

OTHER CHARGES

Adult Use Business License.....	670.00
(+\$125.00 per person listed on license)	
Adult Use Manager's License	150.00/year
(\$125.00 of the fee may be waived for the first year if the person paid a \$125.00 per person fee for the Business License)	
Hauler's License.....	50.00/yr
Recycling Facility License	50.00/yr
Vacation Rental License.....	150.00/yr
Ordinances (excluding Shoreland and General Zoning).....	10.00
- Shoreland and General Zoning Ordinances	25.00
Comprehensive Land Use Plan	25.00
Administrative Fee (per hour plus mileage, minimum charge of 1/2 hour)	50.00
Copies	0.25/page
Color Copies	0.50/page
Copies of Meeting Recordings	25.00

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

December 15, 2020

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, December 15, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden and Recording Secretary Kelsey Schiferli.

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

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the agenda with the following changes: Delete 10:45am Appointment, No Net Gain Resolution Discussion.

Action #2 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the December 1, 2020 Regular Board Meeting minutes as presented.

Action #3 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the December 3, 2020 Truth in Taxation minutes as presented.

Action #4 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to recess the Board Meeting at 9:05am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:05am on Tuesday, December 15, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Family Services Director, Chuck Hurd presented the Family Services Agenda.

Action #FS5 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to approve the Family Services Board Agenda as presented.

Social Services Supervisor Katie Heacock met with the Board via WebEx to give an update on Chemical Dependency Transition. Information only, no action was taken.

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

Resolution #FS6 – 12/15/20

Minnesota Merit System Withdrawal

WHEREAS, Kanabec County Family Service Agency and Coordinators Office have evaluated services for employment done by the Minnesota Merit System for many years, and

WHEREAS, this service is found not to be the most cost effective service available to meet requirements for staffing in Family Services, and

WHEREAS, the county Human Resource department is able to meet the requirements and responsibility of this service through its established personnel system, and

WHEREAS, said Personnel system was established in 1995 in compliance with MN 375.56-375.71 (County Personnel Act), and

WHEREAS, Notice must be given one calendar year in advance of withdrawal from the Merit System

THEREFORE, the Coordinator and Family Services Director are recommending to give notice of withdrawal from the Merit System and to complete withdrawal by January 1, 2022.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board authorizes the Chair of the Board to sign the withdrawal letter and give notice to withdraw from the Minnesota Merit System effective January 1, 2022.

Action #FS7 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #FS7 – 12/15/20

Pine County Psychiatric Services Resolution

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

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

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

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

Action #FS8 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #FS8 – 12/15/20

Mille Lacs County Psychiatric Services Resolution

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

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

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

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

Action #FS9 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the payment of 100 claims totaling \$210,048.08 on Welfare Funds.

Action #FS10 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn Family Services Board at 9:20am.

The Board of Commissioners reconvened.

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

Road & Bridge

Vendor	Amount
Ace	205.23

Aramark	491.69
Auto Value	2,145.94
Beaudry	11,440.40
Central Pension Fund	309.70
Central McGowan	36.98
Dooley, Mark	300.00
Dultmeier Sales	38.08
Federated Co-ops	160.56
Frisch, Nick	49.98
Glens Tire	102.50
Gopher State One-Call	12.15
Grainger	48.00
Granite Electronics	684.75
Kanabec County - Petty Cash	60.00
Kwik Trip	20.66
Marco	296.29
Novus Glass	250.00
Nuss Truck Equipment	131.16
Office Depot	109.53
Owens Auto Parts	203.66
Pomp's Tire Service	2,586.08
Power Plan	1,116.21
Quality Disposal	164.25
Schiferli, Kevin	86.87
Scott's Lawn & Landscapes	797.20
Towmaster	633.53
Trueman Welters	197.38
USIC Locating Serices	180.00

29 Claims Totaling: \$22,858.78

COVID & Cares Act

<u>Vendor</u>	<u>Amount</u>
Ace Hardware	47.00
Blue Star Graphics	300.00
IT SAVVY LLC	1,623.94
IT Savvy LLC	79.14
Kanabec Publications	2,888.00
Karpel Solutions	55,600.00
Lighthouse Child & Family Services LLC	400.00

Marco Technologies, LLC	1,393.00
Marco Technologies, LLC	505.23
9 Claims Totaling:	<u>\$62,836.31</u>

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

Revenue Fund

Vendor	Amount
Ace Hardware	21.73
A and E Cleaning Services	475.00
Advanced Correctional Healthcare	17,144.55
Ingebrand Funeral Home	430.00
American DataBank	74.60
Auto Value	19.98
Auto Value	21.98
Auto Value	7.99
Bina & Guptil Law Firm	170.00
Black, Ivan	225.00
Braham Motor Service Inc	100.00
Carda, Eugene	110.91
Central Lakes College Business & Industry Center	1,000.00
Clifton Larson Allen LLP	4,213.00
Curtis, Michael	353.96
CW Technology	4,600.00
CW Technology	1,670.00
Davis, Wayne	275.00
East Central Exterminating	125.00
Ellis, Kathi	173.42
Eric Hanson Consulting	4,853.33
Election Systems & Software Inc.	7,702.03
ECM Publishers	121.50
East Central Solid Waste Commission	479.02
FBG Service Corporation	584.80
FBG Service Corporation	6,410.24
Glen's Tire	80.88
Glen's Tire	43.50
Granite City Jobbing Co	172.49
Handyman's Inc	319.48
Handyman's Inc	419.55
Hoefert, Robert	928.63

Holcomb, Lisa	325.00
IT SAVVY LLC	811.87
JCF Properties LLC	2,100.00
Johnson, Dan	325.00
Johnsons Hardware	182.85
Kanabec County A/T	4,033.12
Kanabec County Highway Dept	203.82
Kanabec Publications Inc	175.00
Kanabec Publications Inc	62.00
Kanabec Publications Inc	31.24
Kanabec Publications Inc	62.00
Kanabec Publications Inc	175.00
Kanabec Publications Inc	641.00
Kanabec SWCD	126.00
Kanabec Publications Inc	51.25
Kanabec Publications Inc	1,208.33
MN Counties Insurance Trust	5,391.00
MN Counties Insurance Trust	(278.00)
MN Counties Insurance Trust	(2,801.00)
MN Counties Insurance Trust	550.00
MACVSO	250.00
Manthie, Wendy	553.15
Marco Technologies, LLC	4,750.00
Marco, Inc.	159.00
Marco	134.68
Marco	3,186.68
MCCC	360.00
McNally, Dennis	294.40
McGaw, Susan	4.28
McKinnis & Doom PA	59.50
McKinnis & Doom PA	59.50
McKinnis & Doom PA	212.00
McKinnis & Doom PA	272.00
MEI Total Elevator Solutions	1,008.58
Minnesota County Attorney's Association	2,763.00
Minnesota Monitoring, Inc.	152.00
MNCVSO Assistants & Secretaries Assoc.	50.00
Mora Psychological Service, PLLC	2,400.00
MN Dept. of Agriculture	10.00
Marco	354.42
Marco	274.47

NACVSO	50.00
Nelson, Jerald	332.93
Nelson, Ronette	259.90
Ness, Lonnie	175.00
Nielsen, Les	170.78
Office Depot	177.95
Office Depot	39.86
Office Depot	103.53
Office Depot	85.07
O'Brien, Pat	119.16
O'Reilly Auto Parts	60.78
Quadient Finance USA, Inc	4,010.00
Quality Disposal Systems	24.15
Quality Disposal Systems	199.35
Quality Disposal Systems	388.36
Rupp, Anderson, Squires & Waldspurger, PA	1,195.02
Ramsey County	2,987.00
RELX Inc. DBA LexisNexis	187.58
Sawatzky, Fred	97.59
Smith, Craig	673.61
Society for HR Management	219.00
Stellar Services	214.96
Stevens, Joel	26.31
Streicher's	1,708.00
Summit Food Service Management	3,728.50
Summit Companies	201.50
Sunshine Printing	76.15
Tinker & Larson Inc	51.75
Treiber, Sara	275.00
Trimin Systems, Inc.	22,798.00
Tvedt, Jerry	200.00
UPS	11.52
Visser, Maurice	748.67
YourMembershipcom, Inc	149.00
Zamora, Ray	713.58
108 Claims Totaling:	<u>\$130,553.23</u>

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

Resolution #13 – 12/15/20

SCORE CLAIMS

WHEREAS the board has been presented with claims for recycling efforts to be paid from SCORE Funds, and

WHEREAS these claims have been reviewed, tabulated and approved by the Kanabec County Solid Waste Officer, and

WHEREAS SCORE Funds appear adequate for the purpose;

BE IT RESOLVED to approve payment of the following claims on SCORE Funds:

Waste Management	\$5,001.38
Quality Disposal	\$3,688.60
Arthur Township	\$400.00
Total	\$9,089.98

County Assessor Tina Von Eschen met with the County Board to discuss matters concerning her department.

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

Resolution #14 – 12/15/20

WHEREAS Lisa Steven has successfully obtained her Certified Minnesota Appraiser license from the State Board of Assessor's as of November 17, 2020, and

WHEREAS doing so qualified her for promotion from the Assessor Trainee Appraiser to Assessor Certified Appraiser;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves Ms. Steven's promotion to Assessor Certified Appraiser and corresponding pay increase to Grade 11, Step A at \$22.59 per hour effective 11/21/2020.

Action #15 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #15 – 12/15/20

Resolution to set the Maximum Levy and Final Budget for 2021

BE IT RESOLVED by the Kanabec County Board of Commissioners that the following proposed year 2021 maximum levy and final budget be adopted:

FUND	2021 FINAL BUDGET	2021 MAXIMUM LEVY
<i>a.</i> Revenue Fund	14,289,626	7,068,068
<i>b.</i> Family Services (Welfare) Fund	6,219,694	2,258,822
<i>c.</i> Community Health	3,106,222	388,459
<i>d.</i> Road & Bridge Fund	9,590,006	1,933,361
<i>e.</i> Railroad Authority Fund	1,017	917
<i>f.</i> Debt Service – Tax Capacity based (<i>not including market value levy</i>) “ <i>Building Fund</i> ”	1,040,524	855,284
<i>g.</i> SUB-TOTALS (<i>total of a. through f.</i>)	34,400,289	12,654,911
i. + Debt Service For Market Based Referendum Levy		\$178,740
ii. + EDA Levy		\$150,000
j. TOTAL PRELIMINARY PAYABLE Y2021 LEVY (total= <i>f+i+ii</i>)		\$12,833,651

BE IT FURTHER RESOLVED that \$855,284 of the debt service tax capacity based and all of the market value based of \$178,740 are dedicated to debt service.

BE IT FURTHER RESOLVED that the budget reflects revenue of **\$1,191,242** in County Program Aid.

Action #16 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following items required by DHS for withdrawal from the Merit System as presented: Kanabec County Political Activity Policy, Kanabec County Employee Training & Development Policy and Merit System Certification effective December 15, 2020.

Action #17 – Dennis McNally introduced the following consent agenda and moved its adoption:

Resolution #17a - 12/15/20

WHEREAS the Nemeth Orthodontics currently leases space in the Kanabec County Courthouse Building one day per month, and

WHEREAS the terms of this lease expire on 12/31/2020 and Nemeth Orthodontics

desires to renew for 2021,

BE IT RESOLVED that the Kanabec County Commissioners approve a 1 year lease agreement for 2021 for Nemeth Orthodontics and authorize the Board Chair to sign said lease.

Resolution #17b - 12/15/20

WHEREAS the Rise, Incorporated utilizes space and administrative support assets in the Public Services Building, and

WHEREAS the terms of this lease expire on 12/31/2020 and Rise, Incorporated desires to renew for 2021,

BE IT RESOLVED that the Kanabec County Commissioners approve a 1 year lease agreement for 2021 for Rise, Inc. and authorize the Board Chair to sign said lease.

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

IN FAVOR THEREOF: Gene Anderson, Kathi Ellis, Craig Smith, Les Nielsen
OPPOSED: Dennis McNally
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Additionally, the Coordinator was directed to gather information from Nemeth Orthodontics and Rise, Inc. on the consequences of non-renewal of the lease agreements with the County in future years.

Action #18 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #18a – 12/15/20

ORDER OF THE BOARD

BE IT RESOLVED to approve the following wage scale for non-union employees and elected officials effective January 1, 2021:

2021 Wage Scale								
Grade	A	B	C	D	E	F	G	Grade
1	\$ 12.71	\$ 13.19	\$ 13.66	\$ 14.15	\$ 14.63	\$ 15.10	\$ 15.58	1
2	\$ 13.47	\$ 13.98	\$ 14.49	\$ 15.00	\$ 15.50	\$ 16.01	\$ 16.52	2

3	\$ 14.29	\$ 14.83	\$ 15.35	\$ 15.89	\$ 16.43	\$ 16.97	\$ 17.50	3
4	\$ 15.14	\$ 15.71	\$ 16.28	\$ 16.84	\$ 17.41	\$ 17.98	\$ 18.55	4
5	\$ 16.05	\$ 16.65	\$ 17.26	\$ 17.86	\$ 18.46	\$ 19.06	\$ 19.66	5
6	\$ 17.01	\$ 17.66	\$ 18.29	\$ 18.93	\$ 19.57	\$ 20.20	\$ 20.85	6
7	\$ 18.04	\$ 18.71	\$ 19.39	\$ 20.06	\$ 20.74	\$ 21.42	\$ 22.09	7
8	\$ 19.11	\$ 19.83	\$ 20.55	\$ 21.27	\$ 21.99	\$ 22.70	\$ 23.42	8
9	\$ 20.26	\$ 21.03	\$ 21.79	\$ 22.55	\$ 23.31	\$ 24.07	\$ 24.83	9
10	\$ 21.48	\$ 22.29	\$ 23.09	\$ 23.90	\$ 24.70	\$ 25.51	\$ 26.32	10
11	\$ 22.99	\$ 23.84	\$ 24.71	\$ 25.58	\$ 26.43	\$ 27.30	\$ 28.15	11
12	\$ 24.59	\$ 25.51	\$ 26.44	\$ 27.36	\$ 28.28	\$ 29.21	\$ 30.13	12
13	\$ 26.32	\$ 27.31	\$ 28.29	\$ 29.27	\$ 30.27	\$ 31.25	\$ 32.24	13
14	\$ 28.16	\$ 29.22	\$ 30.28	\$ 31.32	\$ 32.38	\$ 33.43	\$ 34.49	14
15	\$ 30.41	\$ 31.55	\$ 32.69	\$ 33.83	\$ 34.98	\$ 36.12	\$ 37.26	15
16	\$ 32.84	\$ 34.08	\$ 35.30	\$ 36.54	\$ 37.77	\$ 39.00	\$ 40.23	16
17	\$ 35.47	\$ 36.80	\$ 38.13	\$ 39.46	\$ 40.79	\$ 42.12	\$ 43.45	17
18	\$ 38.31	\$ 39.75	\$ 41.18	\$ 42.62	\$ 44.06	\$ 45.49	\$ 46.93	18
19	\$ 41.37	\$ 42.93	\$ 44.48	\$ 46.03	\$ 47.58	\$ 49.14	\$ 50.69	19
20	\$ 44.68	\$ 46.36	\$ 48.04	\$ 49.71	\$ 51.39	\$ 53.06	\$ 54.73	20
21	\$ 48.26	\$ 50.07	\$ 51.88	\$ 53.69	\$ 55.49	\$ 57.31	\$ 59.12	21
22	\$ 52.12	\$ 54.08	\$ 56.03	\$ 57.99	\$ 59.94	\$ 61.89	\$ 63.85	22

Resolution #18b – 12/15/20

WHEREAS the State of Minnesota’s minimum wage has increased to \$10.08 per hour effective January 1, 2021, and

WHEREAS the starting wage for a Homemaker with Kanabec County is currently \$10.00, and

WHEREAS Kanabec County needs to be in compliance as of January 1, 2021, and

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

2021 Homemaker Pay Scale

A	B	C	D	E	F	G
\$10.08	\$10.61	\$10.98	\$11.35	\$11.74	\$12.15	\$12.56

Resolution #18c – 12/15/20

WHEREAS, Minnesota Statute 375.055 requires that the County

Commissioners' compensation be set by resolution in the year preceding the action;

BE IT HEREBY RESOLVED to set the annual wage for the year 2021 for Kanabec County Commissioners set at \$23,095 annually.

Action #19 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #19a – 12/15/20

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

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

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

NOW, THEREFORE, the City of Mora and the County of Kanabec hereto agree to the retainer agreement for criminal prosecution services for the period of January 1, 2021 through December 31, 2022.

Resolution #19b – 12/15/20

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

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

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

NOW, THEREFORE, the City of Ogilvie and the County of Kanabec hereto agree to the retainer agreement for criminal prosecution services for the period of January 1, 2021 through December 31, 2021.

Resolution #19c – 12/15/20

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

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

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

NOW, THEREFORE, the City of Braham and the County of Kanabec hereto agree to the retainer agreement for criminal prosecution services for the period of January 1, 2021 through December 31, 2021.

The Board held a discussion regarding per diems.

Action #20 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve that appointees by the Board of Commissioners that attend meetings of paid county committees and boards shall receive a per diem of \$75.00 per meeting.

The Board held a discussion regarding the privatization of Kanabec County Hospital.

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

10:44am – The Chairperson closed public comment.

The Board held a discussion regarding the bid results of county fee-owned parcel #22.02835.00 located at 330 Forest Avenue East, Mora, MN 55051. No sealed bids for said parcel were received. The Board expressed consensus to authorize the County Coordinator to proceed with contracting with the same realtor who is awarded the contract with the RFP in process to list to continue to attempt to sell the property in compliance with the requirements of MN Statute 373.01.

The Board continued their discussion regarding the privatization of Kanabec County Hospital.

Action #21 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #21 – 12/15/20

Privatization of Kanabec County Hospital

WHEREAS, since 1945 the County has owned and operated Kanabec County Hospital, d/b/a Welia Health; and

WHEREAS, Welia Health is governed by a board of directors appointed by the County, and operates as an enterprise fund of the County;

WHEREAS, the Board and the Welia Health Board believe that Welia Health will be better able to operate in the competitive landscape of health care in the State of Minnesota if it is operated as a private non-profit; and

WHEREAS, the Board has been willing to entertain the privatization of Welia Health only if the Board can be assured that Welia Health will continue to deliver excellent health care services to the citizens of the County;

THEREFORE, BE IT RESOLVED, the privatization transaction described in the Master Transaction Agreement (the "Agreement"), attached hereto as Exhibit A, is hereby approved;

RESOLVED FURTHER, that the Kanabec County Board of Commissioners Chairperson is hereby authorized to execute the Agreement and the Lease (attached as Exhibit B) contemplated thereby, substantially in the form attached hereto, and any other documents of transfer or assignment that are contemplated by the Agreement or are reasonably necessary to consummate the transaction contemplated thereby.

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

Action #22 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #22 – 12/15/20

Informal Timber Sale – Timberlane Forestry

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

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

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

- 1) Removed only trees within the permit area.
- 2) Permit area is the area designated by the DNR within the NE 1/4 of SW, Section 2, Haybrook Township (42-24)
- 3) No cutting allowed from March 15, 2021 to December 1, 2021
- 4) Timber to be removed is under the direction of the DNR and limited to:
110 cords Aspen, 290 cords Red Maple, 110 cords Basswood, 32 cords Ash, and 75 cords of Paper Birch with an appraised sale value of \$6,400.70

WHEREAS this permit shall expire May 31, 2022:

BE IT RESOLVED to approve an informal timber sale and issue timber permit #33.20.184 for Timberlane Forestry to remove approved timber within the SW of NW of Section 2, Haybrook Township (07.00045.00), and

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

Chairperson Kathi Ellis led a discussion regarding the claim to the Minnesota Secretary of State Elections for \$4,082.96 which was pulled from the approval of Agenda Item #3a for clarification. County Auditor Denise Snyder clarified that the claim is for the return of leftover CARES Act dollars from townships that didn't provide proper documentation to return said funds to the county by the required CARES Act deadline.

Action #23 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following claim on the Revenue Fund: Minnesota Secretary of State Elections, \$4,082.96.

Chairperson Kathi Ellis led a discussion regarding SCORE Claims. She requested that revenues to the SCORE Fund be presented to the county board along with SCORE Claims in the future. County Auditor Denise Snyder agreed to look into this matter and to make sure revenues to the SCORE Fund are provided and reported accurately.

The Board held a discussion regarding the November settlement to Pomroy Township on Agenda Item #2, Paid Bills. Denise Snyder will double check the amounts of all 2020 November settlements to the townships for accuracy.

Action #24 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Ann Lake Twp	4,140.85
Arthur Twp	10,587.94
Braham Public Schools	19,802.96
Brunswick Twp	12,136.44
City of Grasston	368.97
City of Mora	12,725.00
City of Ogilvie - Clerk	4,212.32
City of Quamba	2,873.65
Comfort Twp	13,325.03
CW Technology	1,331.40
East Central Energy	311.25

East Central Regional Development Commission	1,529.10
East Central School District	4,336.88
Fort Twp	6,722.58
Grass Lake Twp	8,352.18
Haybrook Twp	4,959.16
Hillman Twp	4,099.95
Hinckley-Finlayson Schools	11,485.92
Isle Public Schools	6,601.75
Kanabec County	5,649.87
Kanabec Twp	7,262.29
Knife Lake Improvement District	548.01
Knife Lake Twp	9,296.19
Kroschel Twp	2,427.86
Midcontinent Communications	435.19
Milaca Public Schools	2,243.87
Mora Municipal Utilities	255.39
Mora Municipal Utilities	1,114.61
Mora Municipal Utilities	13,164.61
Mora Public Schools	130,323.84
Office of MN.IT Services	1,300.00
Ogilvie Public Schools	58,772.40
Peace Twp	5,864.10
Pine City Public Schools ISD 578	338.50
Pomroy Twp	14,451.21
Southfork Twp	6,913.70
Spire Credit Union	5,785.44
The Hartford Priority Accounts	2,161.37
Verizon Wireless	10,152.55
Whited Twp	4,131.90

40 Claims Totaling: \$412,496.23

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

Action #25 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #25 – 12/15/20
2020 Bituminous Paving Projects
Final Payment

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

SAP 033-610-017	CSAH 10
SAP 033-610-018	CSAH 10
SAP 033-613-005	CSAH 13
KCP 20-02	CR 81
KCP 19-04	CR 47
KCP 20-20	Patching
Arthur Twp 20-01	Paving

THEREFORE BE IT RESOLVED that we do hereby accept said completed projects for and on behalf of the County of Kanabec and authorize final payment to Knife River Corporation, in the amount of \$25,589.57.

Action #26 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #26 – 12/15/20

County Road 60 Reimbursement

WHEREAS KCP 18-04 road project improved County Road 60 from CSAH 12 to TH 23 in 2018 at a total cost of \$268,747.36 paid out of the Road and Bridge fund, and

WHEREAS said portion of CR 60 is adjacent to and provides the main access to the East Central Solid Waste Sanitary Landfill, and

WHEREAS said project consisted of pavement reclamation and resurfacing designed to for a 10-ton spring load limit that is necessary to accommodate the landfill operations, and

WHEREAS the landfill surcharge fund was established to mitigate costs associated with hosting the landfill, and

THEREFORE BE IT RESOLVED to reimburse the Road and Bridge fund \$268,747.36 from the Landfill Surcharge – Restricted fund for KCP 18-04 in 2020.

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

Resolution #27 – 12/15/20

GIS and Data Host Services

WHEREAS Schneider Geospatial, LLC had provided a professional services agreement to continue to provide the following: Beacon web portal, Geogear software maintenance, web feature service hosting, support and GIS consulting for 2021-2023,

WHEREAS said agreement including terms, scope, and price schedule was presented before the Board and included herein by reference, and

THEREFORE BE IT RESOLVED to accept and approve the professional services agreement with Schneider Geospatial, LLC as presented, and

BE IT FURTHER RESOLVED that payment for said services for 2021 shall be paid from the Recorder Compliance Fund.

Action #28 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #28 – 12/15/20
Purchase Survey Controller

WHEREAS the Public Works survey controller is obsolete and in need of replacement, and

WHEREAS Frontier Precision has provided a quote of \$8,786.80 for a Trimble TSC7 survey controller and associated hardware, software, and services, and

WHEREAS said quote is based on State Contract Pricing and has been presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$8,786.80 for a Trimble TSC7 survey controller and associated costs by Frontier Precision.

The Board held a discussion regarding Commissioner Per Diems.

Action #29 - Gene Anderson introduced a motion to leave County Commissioner per diems “as is” which requires that any per diems received by County Commissioners be returned to the county, unless the meeting is longer than four hours. The motion died for lack of a second.

Action #30 – Craig Smith introduced a motion to allow County Commissioners to personally accept per diems for attendance at all committee and board meetings, both internal and external and including virtual meetings, effective January 5, 2021.

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

IN FAVOR THEREOF: Dennis McNally, Craig Smith, Les Nielsen

OPPOSED: Gene Anderson, Kathi Ellis
ABSTAIN: None

whereupon the action was declared duly passed and adopted.

The Board held a discussion regarding holding an extra meeting in December for year-end bills.

Action #31 – Les Nielsen introduced a motion to approve the payment of regular bills as paid bills through December 2020 only if a penalty would be applied as a result of waiting until January for payment.

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

IN FAVOR THEREOF: Gene Anderson, Kathi Ellis, Craig Smith, Les Nielsen
OPPOSED: Dennis McNally
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

The Chairperson called for the Board to discuss any other matters.

Dennis McNally presented Chairperson Ellis with a plaque in recognition of her 20 years of service to Kanabec County.

EDA Director Heidi Steinmetz presented Chairperson Ellis with a plaque in recognition of her service to the Kanabec County Economic Development Authority.

Future Agenda Items: Review leases with Rise & Nemeth Orthodontics, Commissioner Operating Guidelines Draft.

12:00pm – The Chairperson adjourned the meeting.

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>
Card Services (Coborn's)	61.91	Wellness Supplies	Employee Wellness
City of Quamba	4,884.66	Special Assessments x 4	Taxes & Penalties
Consolidated Communications	1,188.78	Monthly Service	Various
Dearborn National Life Insurance Co	782.06	Short Term Disability Premiums	Employee Benefits
East Central Energy	1,363.72	Intersection Lighting	Highway
Further	668.90	Admin Fees	HR
Golly, Linda	500.00	Driveway Permit Refund	Highway
Health Partners	6,773.97	Dental Insurance Premiums	Employee Benefits
Kanabec County Auditor HRA	54,018.00	1Q2021 HRA County Contributions	Various
Kanabec County Auditor-Treas	305.83	Leased Vehicles	Various
Kwik Trip Inc	5,471.38	Gas Credit Cards	Various
Life Insurance Company of North America	1,033.19	Accident, Group Hospital, Critical Illness Ins Premiums	Employee Benefits
Minnesota Department of Finance	6,475.50	Recorder State Fees & Surcharges	Recorder
Minnesota Energy Resources Corp	7,694.02	Gas Utilities	Various
Minnesota Energy Resources Corp	668.12	Natural Gas for Garage	Highway
MNPEIP	165,648.60	Health Insurance Premiums	Employee Benefits
Mora Municipal Utilities	1,227.45	Utilities	Highway
Sun Life Financial	4,161.55	Life Insurance Premiums	Employee Benefits
The Hartford Priority Accounts	2,233.06	Long Term Disabiltiy Premiums	Employee Benefits
VISA	629.49	See Below	
VSP Insurance Co	316.32	Vision Insurance Premiums	Employee Benefits
21 Claims Totaling:	<u><u>\$266,106.51</u></u>		
 VISA	 232.36	 Supply House / faucet supplies	 Building Maintenance
	117.13	Cosmetology license/STAY	Welfare
	280.00	Mattress/FAR Funds	Welfare
3 Claims Totaling:	<u><u>\$629.49</u></u>		

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 1/5/21

Department Name	Vendor	Amount	Purpose
ASSESSOR	Kanabec SWCD	112.22	5 - 2020 Plat Books
ASSESSOR	Marco	352.70	Annual Contract
		464.92	
AUDITOR	American Solutions for Business	5,968.80	TNT Notices, Envelopes, Postage
AUDITOR	Kanabec Publications	2,398.20	Publish 2019 FS Summary
AUDITOR	MACO	720.00	2021 MACO Dues A/T Office
AUDITOR	Office Depot	145.09	Office Supplies
AUDITOR	Office Depot	4.99	Office Supplies
		9,237.08	
BUILDINGS MAINTENANCE	Assured Security	1,359.50	Handicap Door Opener at Jail, Deadlock at Transit
BUILDINGS MAINTENANCE	Auto Value	106.42	Shop Supplies & Tools
BUILDINGS MAINTENANCE	Grainger	176.92	Caddy Bag, O-Rings, Office Supplies, Bucket
BUILDINGS MAINTENANCE	Handyman's Inc	64.68	Filters
BUILDINGS MAINTENANCE	Mattson Electric	469.08	Jail Roof Air Handler
BUILDINGS MAINTENANCE	Oslin Lumber	7.99	Batteries
		2,184.59	
COMMISSIONERS	Association of MN Counties	9,282.00	AMC 2021 Annual Dues
COMMISSIONERS	NACO	450.00	2021 Membership Dues
		9,732.00	
COMPUTER EXPENSES	Marco	517.34	Annual Contracts
		517.34	
COUNTY ATTORNEY	Children's Hospitals and Clinics	383.00	Case Witness
COUNTY ATTORNEY	Cundy, Steven	252.00	Reimbursement for 2021 Attorney Registration
COUNTY ATTORNEY	Juettner Marketing	180.00	Veterans Restorative Justice Brochures

COUNTY ATTORNEY	Kanabec County Times	69.00	2 Year Subscription
COUNTY ATTORNEY	Kubes, Pamela	31.50	Bergum Transcript
COUNTY ATTORNEY	Marco	1,094.31	Annual Contract
COUNTY ATTORNEY	Office Depot	61.28	Office Supplies
COUNTY ATTORNEY	Office Depot	30.96	Office Supplies
COUNTY ATTORNEY	United States District Court	14.50	Certified Copy Fee
		2,116.55	
COUNTY COORDINATOR	Association of MN Counties	50.00	Annual Meeting Virtual 2020 KM
COUNTY COORDINATOR	CliftonLarsonAllen	45.94	CARES Act Consultation
COUNTY COORDINATOR	MACA	771.00	MACA Annual Membership Dues 2021
COUNTY COORDINATOR	Marco	1,785.54	Annual Contract
		2,652.48	
COUNTY CORONER	Methven Funeral and Cremation Services	400.00	Removal and Transport
		400.00	
COUNTY RECORDER	Information Systems Corporation	13,334.00	Annual Maintenance Agreements
COUNTY RECORDER	MACO	360.00	2021 MACO Dues Recorders Office
COUNTY RECORDER	Marco	466.97	Annual Contract
		14,160.97	
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	1,020.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	CORE Profesional Services P.A.	800.00	Doctor Fees for Psych Eval on File
		1,820.00	
ELECTIONS	DS Solutions	220.00	Online EJ Training
		220.00	
ENVIRONMENTAL SERVICES	MACPZA	170.00	2021 Membership MN Assn of Co. Planning & Zoning Admins
ENVIRONMENTAL SERVICES	SWAA/AMC	200.00	MN Solid Waste Adm. Assoc. 2021 Dues
		370.00	
HIGHWAY	MN Counties Insurance Trust	41,339.00	2021 PC Renewal
HIGHWAY	MN Counties Insurance Trust	34,935.00	2021 WC Renewal
HIGHWAY	Verizon Wireless	360.11	Monthly Service
		76,634.11	

HUMAN RESOURCES	MN Counties Insurance Trust	93,795.00	2021 WC Renewal
HUMAN RESOURCES	MN Counties Insurance Trust	6,216.00	2021 WC Renewal FS
HUMAN RESOURCES	MRA	1,600.00	Annual Membership 2021
		101,611.00	
INFORMATION SYSTEMS	CW Technology	215.00	Cisco Renewal
INFORMATION SYSTEMS	CW Technology	1,337.40	Monthly Services
INFORMATION SYSTEMS	CW Technology	150.00	VMWare Renewal
INFORMATION SYSTEMS	SHI	656.00	MS License
		2,358.40	
LAW LIBRARY	LexisNexis Matthew Bender	562.41	Law Library Invoice
		562.41	
PROBATION & JUVENILE PLACEMENT	Marco	239.40	Annual Contract
PROBATION & JUVENILE PLACEMENT	Office Depot	222.05	Office Supplies
		461.45	
PUBLIC HEALTH	MN Counties Insurance Trust	11,726.00	2021 PC Renewal
PUBLIC HEALTH	MN Counties Insurance Trust	20,239.00	2021 WC Renewal
PUBLIC HEALTH	Verizon Wireless	35.01	Monthly Service
		32,000.01	
PUBLIC TRANSPORTATION	Curtis, Michael	1,225.94	Volunteer Driver
PUBLIC TRANSPORTATION	Handyman's Inc	65.17	Filters
PUBLIC TRANSPORTATION	Hoefert, Robert	1,127.00	Volunteer Driver
PUBLIC TRANSPORTATION	Kanabec County Highway Department	341.24	Bus & Vehicle Repairs
PUBLIC TRANSPORTATION	Kanabec County Information Systems	729.97	Computers
PUBLIC TRANSPORTATION	Manthie, Wendy	1,140.23	Volunteer Driver
PUBLIC TRANSPORTATION	MN Counties Insurance Trust	5,755.00	2021 PC Renewal
PUBLIC TRANSPORTATION	MN Counties Insurance Trust	10,332.00	2021 WC Renewal
PUBLIC TRANSPORTATION	Nelson, Jerald	132.83	Volunteer Driver
PUBLIC TRANSPORTATION	Nelson, Ronette	457.13	Volunteer Driver
PUBLIC TRANSPORTATION	Owens Auto Parts	28.89	Bus Parts
PUBLIC TRANSPORTATION	Premium Waters Inc	10.81	Bottled Water Supplies
PUBLIC TRANSPORTATION	Stenstrom Collision & Detail	200.00	Car Wash Tokens

PUBLIC TRANSPORTATION	Verizon Wireless	240.06	Monthly Service
PUBLIC TRANSPORTATION	Visser, Maurice	987.89	Volunteer Driver
PUBLIC TRANSPORTATION	Zamora, Ray	972.33	Volunteer Driver
		23,746.49	
SHERIFF	Aspen Mills	260.38	Uniforms
SHERIFF	AT&T Mobility	809.23	Monthly Service
SHERIFF	BlueStar Graphics	960.00	Police Graphic, New Squads
SHERIFF	Coborn's Inc.	823.80	BADGES- Gift Card
SHERIFF	Gerhardson, Alex	93.65	Uniform Allowance
SHERIFF	Granite Electronics	3,330.70	Service Calls, Replace Batteries & Repair Microwave
SHERIFF	Marco	726.91	Annual Contract
SHERIFF	St. Cloud State University	1,335.00	EVO/PIT Refresher x 3
SHERIFF	Tinker & Larson Inc	1,128.77	Oil Changes & Repairs
SHERIFF	Verizon Wireless	619.56	Monthly Service
		10,088.00	
SHERIFF - CITY OF MORA	AT&T Mobility	44.83	Monthly Service
SHERIFF - CITY OF MORA	Tinker & Larson Inc	51.00	Oil Change
		95.83	
SHERIFF - JAIL/DISPATCH	Ace Hardware	23.99	Velcro, Jail Use
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	44.97	November Pharmacy DOC
SHERIFF - JAIL/DISPATCH	Aspen Mills	854.10	Uniforms
SHERIFF - JAIL/DISPATCH	East Central Exterminating	240.00	January Services
SHERIFF - JAIL/DISPATCH	Galls	35.96	Handcuff Key
SHERIFF - JAIL/DISPATCH	Granite Electronics	368.27	Antenna, Volume Switch & Labor
SHERIFF - JAIL/DISPATCH	Handyman's Inc	261.42	Filters
SHERIFF - JAIL/DISPATCH	Marco	97.62	Annual Contract
SHERIFF - JAIL/DISPATCH	Novus Glass	570.00	Jail Security Door
SHERIFF - JAIL/DISPATCH	RJ Mechanical	4,270.83	Install Mixing Valve
SHERIFF - JAIL/DISPATCH	Stellar Services	100.92	Canteen
SHERIFF - JAIL/DISPATCH	Summit Companies	780.00	Fire Sprinkler Service Call
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	11,337.74	Inmate Meals & Sporks
		18,985.82	
UNALLOCATED	Granite City Jobbing Co Inc	680.65	Copy Paper, 20 Cases

UNALLOCATED	Hildi Inc	3,100.00	Actuary Study GASB 75
UNALLOCATED	MN Counties Insurance Trust	118,689.00	2021 PC Renewal
UNALLOCATED	MN Counties Insurance Trust	10,790.00	2021 PC Renewal FS
UNALLOCATED	Quadient Leasing USA Inc	1,686.42	Postage Machine Lease Courthouse & PSB
UNALLOCATED	Quadient Leasing USA Inc	2,143.25	Postage, Late Fees, Finance Charges
UNALLOCATED	Ratwik, Roszak & Maloney, PA	342.00	Professional Services for November
		137,431.32	
VETERAN SERVICES	A&M Pumps	500.00	Veteran Emergency Well
VETERAN SERVICES	Verizon Wireless	40.01	Monthly Service
		540.01	
WELFARE	Verizon Wireless	80.02	Monthly Service
		80.02	
WETLAND	Rupp, Anderson, Squires & Waldspurger, PA	1,051.82	Environmental/Land Use Quarterly Retainer
		1,051.82	
106 Claims Totaling:		\$ 449,522.62	

Agenda Item #3b
Regular Bills - Road & Bridge
Bills to be approved: 1/5/21

Vendor	Amount	Purpose
A & E Cleaning	950.00	Office Cleaning
Auto Value	2,845.58	Repair Parts
Caswell Cycle	658.59	Chainsaw and parts
Central McGowan	122.05	Welding Supplies
Deutschlander Fencing LLC	1,453.75	Parking Lot Gate Repair
Federated Co-ops	998.37	Repair Parts
Frisch, Nick	108.96	Clothing Allowance
FS Solutions	155.20	Drug Screening
Kanabec County Highway Department	67.50	Petty Cash, Postage
Lacal Equipment	830.94	Blade edges and bolts
Magnuson, Dale	23.88	Clothing Allowance
Northern States Supply	114.53	Shop Supplies
Office Depot	247.23	Office Supplies
Pomp's Tire Service	4,473.00	Tire Order
Premier Outdoor Services	3,775.00	Snow Removal
Ringler, Jeremy	298.89	Clothing Allowance
Stegeman, Jesse	300.00	Clothing Allowance
Trueman Welters	658.12	Batwing Mower Parts
USIC	70.00	Locates
Wallace, Bruce	106.95	Clothing Allowance
Wiarcom	675.30	GPS Monitoring
Yotter, Tim	49.98	Clothing Allowance
22		
Claims Totaling:	<u>\$ 18,983.82</u>	

Agenda Item #4

January 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: State of Minnesota COVID-19 Economic Relief Fund for Businesses	b. Origination: State of Minnesota
c. Estimated time: 15 minutes	d. Presenter(s): Heidi Steinmetz, EDA Director & Kris McNally, Coordinator

e. Board action requested:

Resolution #__ - 1/5/21

WHEREAS, the State of Minnesota has approved a new business relief program intended to help businesses negatively impacted by the COVID-19 pandemic, and

WHEREAS, Kanabec County was allocated \$314,035.70 for said aid to businesses and nonprofits, and \$7,850.89 for administration of the program, and

WHEREAS, Kanabec County's Economic Development Authority administered the applications, screening and determination of qualifications for the CARES Act business assistance program, thus has an infrastructure and system in place to handle the administration of the new program funds;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the acceptance of the County Relief Grants to Local Business funds and authorizes the Board Chair to sign the certification form;

BE IT FUTHER RESOLVED that the Kanabec County Board of Commissioners hereby directs the County EDA to administer the program marketing, applications, screening and disbursement of the funds for the business assistance grant program in accordance with the State's guidelines and staff's proposed timeline, and to receive the \$7,850.89 in administrative fees.

BE IT FUTHER RESOLVED that the Kanabec County EDA will provide regular updates to the Board of Commissioners regarding the status of the program.

f. Background:

County Relief Grant Program Guidelines

Counties shall use the funds to make grants to individual businesses and nonprofits that, to the extent it is feasible for the county to determine:

- are located in the applicable county in the state of Minnesota or on adjacent tribal land
- have no current tax liens on record with the secretary of state as of the time of application for a grant under this section; and
- were impacted by an executive order related to the COVID-19 pandemic
- A county shall determine grant recipients and the grant amount awarded per grant
- Each county may use the greater of \$6,250 or 2.5 percent of the amount received under this program for administrative costs incurred from making grants under this program. A county may contract with a third party to administer the grant program on behalf of the county.

- Grant funds must be used by the eligible business or nonprofit for operations expenses incurred during the COVID-19 pandemic.
- A county may award a grant to a business that is owned by a tribal government and located on tribal land if the business has voluntarily complied with Executive Order No. 20-99.
- Nonprofits, nonprofit arts organizations, nonprofit museums, and nonprofit fitness centers that earn revenue similar to businesses, including but not limited to ticket sales and membership fees, are eligible for grants.
- The county will periodically report expenditures from this funding source as required by the State of Minnesota.
- Grants under this program must be awarded by March 15, 2021.
- Distributed funds cannot be expended after April 1, 2021.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Staff participated in a meeting on 12/23 regarding this business relief program. The intent of the legislation is to allow counties to customize their respective grant programs for the specific needs of businesses and business-like nonprofits in their communities. It was advised that schools would not be intended recipients.

Staff prepared a draft timeline for the County's grant program:

1. County Board Approval of DEED's Certification Form & Staff's Recommended Process: **1/5**
2. Marketing of Upcoming Application (from admin fees): Beginning on **1/6**
3. EDA Review & Approval of Draft Application Form: **1/13**
4. Marketing of EDA-Approved Draft Application Form: Beginning on **1/14**
5. County Board Review & Approval of Application Form: **1/19**
6. Application Window for Applicants: **1/20 – 2/12** (*submission deadline Feb. 12th at 4:30pm*)
7. EDA Subcommittee Review of Completed Applications: **Week of 2/15**
8. Grant Check Voucher Requests due to Accounts Payable: **2/23 or 2/24**
9. County Board Approval of Grant Checks: **3/2**

County Code	County Name	Population	200K	Admin	Total
155	Traverse	3,263	\$250,000.00	\$6,250.00	\$256,250.00
077	Lake of the Woods	3,798	\$250,000.00	\$6,250.00	\$256,250.00
125	Red Lake	4,030	\$250,000.00	\$6,250.00	\$256,250.00
069	Kittson	4,299	\$250,000.00	\$6,250.00	\$256,250.00
011	Big Stone	4,993	\$250,000.00	\$6,250.00	\$256,250.00
031	Cook	5,462	\$250,000.00	\$6,250.00	\$256,250.00
087	Mahnomen	5,529	\$250,000.00	\$6,250.00	\$256,250.00
081	Lincoln	5,648	\$250,000.00	\$6,250.00	\$256,250.00
051	Grant	5,967	\$250,000.00	\$6,250.00	\$256,250.00
167	Wilkin	6,226	\$250,000.00	\$6,250.00	\$256,250.00
107	Norman	6,367	\$250,000.00	\$6,250.00	\$256,250.00
073	Lac qui Parle	6,629	\$250,000.00	\$6,250.00	\$256,250.00
101	Murray	8,222	\$250,000.00	\$6,250.00	\$256,250.00
029	Clearwater	8,808	\$250,000.00	\$6,250.00	\$256,250.00
117	Pipestone	9,132	\$250,000.00	\$6,250.00	\$256,250.00
089	Marshall	9,342	\$250,000.00	\$6,250.00	\$256,250.00
133	Rock	9,359	\$250,000.00	\$6,250.00	\$256,250.00
151	Swift	9,367	\$250,000.00	\$6,250.00	\$256,250.00
173	Yellow Medicine	9,729	\$250,000.00	\$6,250.00	\$256,250.00
149	Stevens	9,766	\$250,000.00	\$6,250.00	\$256,250.00
063	Jackson	9,858	\$250,000.00	\$6,250.00	\$256,250.00
075	Lake	10,632	\$250,000.00	\$6,250.00	\$256,250.00
165	Watonwan	10,923	\$250,000.00	\$6,250.00	\$256,250.00
121	Pope	11,139	\$250,000.00	\$6,250.00	\$256,250.00
033	Cottonwood	11,216	\$250,000.00	\$6,250.00	\$256,250.00
023	Chippewa	11,858	\$250,000.00	\$6,250.00	\$256,250.00
071	Koochiching	12,430	\$250,000.00	\$6,250.00	\$256,250.00
043	Faribault	13,580	\$261,471.79	\$6,536.79	\$268,008.58
159	Wadena	13,744	\$264,629.47	\$6,615.74	\$271,245.21
113	Pennington	14,355	\$276,393.78	\$6,909.84	\$283,303.62
129	Renville	14,588	\$280,880.00	\$7,022.00	\$287,902.00
143	Sibley	14,899	\$286,868.05	\$7,171.70	\$294,039.75
127	Redwood	15,204	\$292,740.58	\$7,318.51	\$300,059.09
135	Roseau	15,242	\$293,472.24	\$7,336.81	\$300,809.04
001	Aitkin	15,870	\$305,563.86	\$7,639.10	\$313,202.96
065	Kanabec	16,310	\$314,035.70	\$7,850.89	\$321,886.60
055	Houston	18,626	\$358,628.39	\$8,965.71	\$367,594.10
161	Waseca	18,648	\$359,051.98	\$8,976.30	\$368,028.28
091	Martin	19,752	\$380,308.60	\$9,507.71	\$389,816.31
039	Dodge	20,943	\$403,240.33	\$10,081.01	\$413,321.34
045	Fillmore	21,060	\$405,493.07	\$10,137.33	\$415,630.39
057	Hubbard	21,494	\$413,849.38	\$10,346.23	\$424,195.62
157	Wabasha	21,614	\$416,159.88	\$10,404.00	\$426,563.88
105	Nobles	21,976	\$423,129.90	\$10,578.25	\$433,708.15
093	Meeker	23,256	\$447,775.25	\$11,194.38	\$458,969.63
153	Todd	24,665	\$474,904.39	\$11,872.61	\$486,777.00
015	Brown	25,119	\$483,645.79	\$12,091.14	\$495,736.94
083	Lyon	25,635	\$493,580.95	\$12,339.52	\$505,920.47

095	Mille Lacs	26,227	\$504,979.42	\$12,624.49	\$517,603.91
079	Le Sueur	28,894	\$556,330.33	\$13,908.26	\$570,238.58
115	Pine	29,526	\$568,498.97	\$14,212.47	\$582,711.44
021	Cass	29,754	\$572,888.92	\$14,322.22	\$587,211.15
047	Freeborn	30,364	\$584,633.97	\$14,615.85	\$599,249.82
119	Polk	31,524	\$606,968.82	\$15,174.22	\$622,143.05
097	Morrison	33,368	\$642,473.54	\$16,061.84	\$658,535.37
103	Nicollet	34,323	\$660,861.28	\$16,521.53	\$677,382.81
005	Becker	34,545	\$665,135.71	\$16,628.39	\$681,764.10
017	Carlton	35,935	\$691,899.02	\$17,297.48	\$709,196.50
085	McLeod	35,963	\$692,438.14	\$17,310.95	\$709,749.09
147	Steele	37,112	\$714,561.19	\$17,864.03	\$732,425.22
041	Douglas	38,220	\$735,894.83	\$18,397.37	\$754,292.20
099	Mower	40,124	\$772,554.79	\$19,313.87	\$791,868.66
059	Isanti	40,566	\$781,065.14	\$19,526.63	\$800,591.76
009	Benton	40,895	\$787,399.76	\$19,684.99	\$807,084.76
067	Kandiyohi	43,193	\$831,645.87	\$20,791.15	\$852,437.02
061	Itasca	45,203	\$870,346.78	\$21,758.67	\$892,105.45
049	Goodhue	46,449	\$894,337.49	\$22,358.44	\$916,695.92
007	Beltrami	47,184	\$908,489.31	\$22,712.23	\$931,201.54
169	Winona	50,830	\$978,690.06	\$24,467.25	\$1,003,157.31
025	Chisago	56,613	\$1,090,036.99	\$27,250.92	\$1,117,287.91
111	Otter Tail	58,734	\$1,130,875.11	\$28,271.88	\$1,159,146.99
027	Clay	64,591	\$1,243,646.85	\$31,091.17	\$1,274,738.02
035	Crow Wing	65,274	\$1,256,797.46	\$31,419.94	\$1,288,217.39
131	Rice	66,853	\$1,287,199.81	\$32,180.00	\$1,319,379.81
013	Blue Earth	68,583	\$1,320,509.55	\$33,012.74	\$1,353,522.28
141	Sherburne	97,520	\$1,877,667.80	\$46,941.70	\$1,924,609.50
019	Carver	107,179	\$2,063,643.94	\$51,591.10	\$2,115,235.04
171	Wright	138,531	\$2,667,301.05	\$66,682.53	\$2,733,983.57
139	Scott	148,458	\$2,858,437.31	\$71,460.93	\$2,929,898.24
145	Stearns	160,211	\$3,084,731.71	\$77,118.29	\$3,161,850.00
109	Olmsted	160,431	\$3,088,967.63	\$77,224.19	\$3,166,191.82
137	St. Louis	199,661	\$3,844,309.18	\$96,107.73	\$3,940,416.91
163	Washington	262,748	\$5,058,997.74	\$126,474.94	\$5,185,472.68
003	Anoka	362,648	\$6,982,490.49	\$174,562.26	\$7,157,052.76
037	Dakota	433,302	\$8,342,875.45	\$208,571.89	\$8,551,447.34
123	Ramsey	558,248	\$10,748,608.44	\$268,715.21	\$11,017,323.65
053	Hennepin	1,279,981	\$24,644,986.78	\$616,124.67	\$25,261,111.45
Total		5,680,337	\$112,000,000.00	\$2,800,000.00	\$114,800,000.00
Per Cap			250K min or per capita whichever is greater		

COUNTY RELIEF GRANTS TO LOCAL BUSINESSES;
APPROPRIATION.

(a) \$114,800,000 in fiscal year 2021 is appropriated from the general fund to the commissioner of management and budget for payments to counties for relief grants to local businesses. This is a onetime appropriation.

(b) Each county shall be issued a payment in the amount of \$256,250 or a per capita amount determined by reference to the population of each county according to the most recently available 2019 population estimate from the state demographer as of December 1, 2020, whichever is greater.

(c) Each county may use the greater of \$6,250 or 2.5 percent of the amount received under paragraph (b) for administrative costs incurred from making grants under this section. A county may contract with a third party to administer the grant program on behalf of the county.

(d) Counties shall use the funds to make grants to individual businesses and nonprofits that, to the extent it is feasible for the county to determine:

(1) are located in the applicable county in the state of Minnesota or on adjacent tribal land;

(2) have no current tax liens on record with the secretary of state as of the time of application for a grant under this section; and

(3) were impacted by an executive order related to the COVID-19 pandemic.

(e) A county shall determine grant recipients and the grant amount awarded per grant. A business that receives a business relief payment under article 1 is not excluded from applying for a county relief grant under this section. A county may award a grant to a business that is owned by a tribal government and located on tribal land if the business has voluntarily complied with Executive Order No. 20-99. Nonprofits, nonprofit arts organizations, nonprofit museums, and nonprofit fitness centers that earn revenue similar to businesses, including but not limited to ticket sales and membership fees, are eligible for grants under this section.

(f) Grant funds must be used by the eligible business or nonprofit for operations expenses incurred during the COVID-19 pandemic.

(g) Grants under this section must be awarded by March 15, 2021.

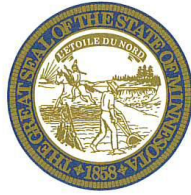
(h) Grants and the process of making grants under this section are exempt from the following statutes and related policies: Minnesota Statutes, sections 16A.15, subdivision 3; 16B.97; and 16B.98, subdivisions 5, 7, and 8. A county opting to use a third party to administer grants is exempt from Minnesota Statutes, section 471.345, in the selection of the third-party administrator. The exemptions under this paragraph expire on March 15, 2021.

(i) By June 30, 2021, the commissioner of employment and economic development shall report to the legislative committees with jurisdiction over economic development policy and finance on the grants provided under this section.

(j) Any unexpended amount from the appropriation in paragraph (a) after April 1, 2021, is canceled.

No churches

Sondra Erickson
State Representative
District 15A
Kanabec, Mille Lacs and Sherburne
Counties



Minnesota House of Representatives

RECEIVED DEC 18 2020

COMMITTEES:
CHAIR, EDUCATION INNOVATION POLICY CHAIR, ETHICS
EDUCATION FINANCE
TAXES
PROPERTY TAX AND LOCAL GOVERNMENT FINANCE DIVISION

MEMO

To: Kris McNally
Fr: Rep. Sondra Erickson
DT: December 16th, 2020
Re: Legislative intent and direction for County Aid to businesses closed

I am happy to share that we were able to pass \$216.5 million in relief for small businesses, over half of that amount will go to our counties for distribution to local businesses.

The following are my comments as you quickly develop the grant criteria and understand some background...

- 1) While we legislators did our best to write language that would ensure many hurting restaurants, bars, gyms, etc., would receive funding through direct payments from the Department of Revenue (DOR), the parameters we established left out some of these businesses who were severely restricted with the recent E.O. 20-99. Thus, county grants will help the businesses that may have been excluded or may not have received sufficient help from the DOR.
- 2) The DOR payments are based on a 30% or greater loss by comparing Q2 and Q3 of 2019 vs 2020. However, some operations that did not fall into that 30% category based on the DOR's calculations are equally in need of assistance. I encourage you to pay close attention to these properties in your grant-making. Additionally, some owners have multiple locations but file their taxes under one employer tax ID number. The DOR was not able to separate these out by location, meaning some owners may have only received one check from the DOR when they have multiple hurting locations. Revenue will also factor in the number of full-time and part-time employees when distributing payments based on the five-tier system listed below:

1947 Ridge Road, Princeton, MN 55371

State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155-1298

(763) 389-4498

(651) 296-6746



FAX: (651) 296-5378 Email: rep.sondra.erickson@house.mn

- Small businesses not in DEED's UI system will receive \$10,000
- Businesses with 0-20 employees will receive \$15,000
- Businesses with 21-100 employees will receive \$25,000
- Businesses with 101-300 employees will receive \$35,000
- Businesses with 300+ employees will receive \$45,000

Again, I urge you at the county-level to help those who did not fall into the Revenue formula and treat locals equally. Restaurants, gyms and bowling alleys are not the only businesses hurting. Child care centers have written and called me to seek help, so I am sure you may hear from them.

Moreover, year-around hotels and lodging properties were not completely shut down by executive orders, but they have experienced significant losses from having their pools and fitness rooms closed, youth sport tournaments canceled, and many weddings and conferences canceled. This industry will not receive any assistance from the DOR payments or the grants that DEED will make, so I hope you will take a close look at this industry as you award grants.

It is also important to remember the list of hurting businesses is not always readily apparent just by looking at the executive orders. For example, dry cleaners have never been shut down, but the increase in people working from home combined with wedding and event cancellations has resulted in a drastic reduction in their business from prior years. Additionally, YMCAs were not able to be included in the DOR payments because of their nonprofit status, yet they have had significant losses from their fitness facilities and pools being closed by executive order.

We wrote the grant language to give counties maximum flexibility to address each community's needs. It is my sincere hope that you do your best to aid the businesses that are struggling the most due to the pandemic and related closures, and in the fastest manner possible. Time is so critical right now!

If I can be of any assistance to you during this process, please do not hesitate to reach out to me at Rep.Sondra.Erickson@house.mn or at 651-296-6746.

Thank you very much for your partnership on this urgent support. We couldn't do this without your help!

Merry Christmas!

Sondra

County Relief Grants Certification Form

Authorized by Laws of Minnesota 2020, 7th Spec. Sess. chapter 2, article 5

This Certification Form must be submitted prior to disbursement of the funds.

Submit by email to economic.development@state.mn.us

Name of County KANABEC COUNTY	Phone Number 320-679-6440
Name and Title of Person Filling Out Form Kris McNally, County Coordinator	Email Address kris.mcnally@co.kanabec.mn.us

By submitting this application, the above-named county certifies it will honor all commitments in the statements below.

1. The distributed funds will be used by the county only in the following manner:

Counties shall use the funds to make grants to individual businesses and nonprofits that, to the extent it is feasible for the county to determine:

- are located in the applicable county in the state of Minnesota or on adjacent tribal land
- have no current tax liens on record with the secretary of state as of the time of application for a grant under this section; and
- were impacted by an executive order related to the COVID-19 pandemic

2. A county shall determine grant recipients and the grant amount awarded per grant.
3. Each county may use the greater of \$6,250 or 2.5 percent of the amount received under this program for administrative costs incurred from making grants under this program. A county may contract with a third party to administer the grant program on behalf of the county.
4. Grant funds must be used by the eligible business or nonprofit for operations expenses incurred during the COVID-19 pandemic.
5. A county may award a grant to a business that is owned by a tribal government and located on tribal land if the business has voluntarily complied with Executive Order No. 20-99.
6. Organizations such as nonprofits, nonprofit arts organizations, nonprofit museums, and nonprofit fitness centers that earn revenue similar to businesses, including but not limited to ticket sales and membership fees, are eligible for grants.
7. The county will periodically report expenditures from this funding source

as required by the State of Minnesota.

8. Grants under this program must be awarded by March 15, 2021.
9. Distributed funds cannot be expended after April 1, 2021.
10. Counties must return any funds not expended by April 1, 2021 to the State of Minnesota by April 15, 2021.
11. Counties must complete and return required reporting spreadsheet by April 30, 2021. Submit by email to economic.development@state.mn.us
12. The county understands and will communicate to grant recipients that, in the event federal funding becomes available to fund this program, the funding source may change and the county and/or grantees must comply with all terms of the federal funding source and any applicable Single Audit Act requirements, including the need for federal single audits.

I certify I have the authority to complete this certification on behalf of the county.

Signature of Chief Executive of County	Title BOARD CHAIR	Date
--	----------------------	------

Agenda Item #5

January 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: FFCRA Extension	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #___ -1/5/21 **FFCRA EXTENSION**

WHEREAS the Federal Government enacted the Families First Coronavirus Response Act (FFCRA) with effective dates of 4/2/2020 through 12/31/2020; and

WHEREAS the FFCRA includes provisions for employer provided emergency paid sick leave and expansion of the FMLA for employees that are unable to work or telework due to COVID-19; and

WHEREAS the FFCRA has not been extended by the Federal Government; and

WHEREAS COVID-19 continues to create a need for employee time off in 2021; and

WHEREAS the majority of Kanabec County employees have not used FFCRA paid leave time; and

WHEREAS the distribution of the vaccine is scheduled to begin in the near future on a tiered structure; and

WHEREAS the Kanabec County Board continues to be committed to supporting the well-being of its staff and their families during this pandemic;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby extends the use of FFCRA paid leave benefit under its established parameters through February 12, 2021 for employees who have not exhausted the hours permitted under the FFCRA.

THEREFORE BE IT FUTHER RESOLVED that should the FFCRA be extended or modified by the Federal Government, Kanabec County shall follow said extension and/or modifications.

f. Background:

67 employees have used some or all of the FFCRA paid sick leave benefit and 7 employees have used some or all of the FFCRA extended-FMLA benefit as of 12/18/2020.

Prior to Nov 30, 2020 the FFCRA paid leave time expense was covered as an eligible expense by the CARES Act funds.

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #6

January 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: 2021 Medical Examiner Contract	b. Origination: Sheriff's Office
c. Estimated time: 5 minutes	d. Presenter(s):

e. Board action requested: Review and approve the attached agreement for 2021 medical examiner services

Resolution #___ – 1/5/21

Medical Examiner Contract

WHEREAS the terms of the contract with River Valley Forensic Services, P.A. expired December 31, 2020, and

WHEREAS River Valley Forensic Services, P.A. has agreed to contract for services in 2021; and

WHEREAS the County Sheriff is satisfied with the services provided by River Valley Forensic Services, P.A.; and

WHEREAS the County Attorney has reviewed and approved the contract language;

BE IT RESOLVED to approve the Medical Examiner Contract Agreement with River Valley Forensic Services, P.A. for services provided by or under Dr. Kelly Mills as Kanabec County Medical Examiner effective January 5, 2021 for a term ending December 31, 2021.

f. Background:

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:

Coordinators Comments:

MEDICAL EXAMINER CONTRACT AGREEMENT

Agreement entered into this ____ day of _____, by and between the County of Kanabec, a political subdivision of the State of Minnesota, and River Valley Forensic Services, P.A. for the services of Dr. Kelly Mills, M.D. as Medical Examiner of Kanabec County.

I. Relationship of Parties

- A. Pursuant to County Board action that took place on _____ and the authority of Minnesota Statutes Ch. 390, the board of Kanabec County commissioners designates Dr. Kelly Mills, M.D., as Medical Examiner for Kanabec County, hereinafter "the Medical Examiner."
- B. It is agreed that nothing contained in the Agreement is intended or should be construed as creating the relationship of co-partners, joint ventures or an association or an employer/employee relationship between Kanabec County and Dr. Kelly Mills, M.D., River Valley Forensic Services, P.A., or their employees or designee. River Valley Forensic Services, P.A. is an independent contractor, and neither River Valley Forensic Services, P.A. it, its officers, agents or employees shall be considered agents or representatives of the County. The County is interested only in the results to be achieved. The manner and means of conducting the works are under the control of the Medical Examiner, except to the extent they are limited by statute or regulation and the express terms of this Agreement. None of the benefits provided by the County to its employees, including, without limitation, unemployment insurance, workers' compensation insurance, retirement and deferred compensation plans, vacation and sick leave, are available from the County to the Medical Examiner, River Valley Forensic Services, P.A., or the employees, agents or contractors of either. No civil service status shall attach to the Medical Examiner, Medical Staff, agent of contractors of the Medical Examiner or River Valley Forensic Services, P.A. and the County shall make no deductions from sums payable under the terms of this Agreement for state or federal income taxes, FICA, PERA or other payroll type deductions which are associated with an employer-employee relationship.

II. Personnel

- A. The Medical Examiner will designate Dr. Michael B. McGee, Dr. Victor Froloff and Dr. Butch Huston to assist in performing the contract and shall be under the control and supervision of the Medical Examiner. Dr. McGee, Dr. Froloff and Dr. Huston shall not be considered employees of the County, nor have a contractual relationship with the County. The County shall be notified prior to the effective date of any changes thereto.

- B. The non-medical personnel necessary to support the Medical Examiner in the performance of his duties under this Agreement shall be provided through the County Sheriff's Department. The compensation, benefits, and other terms of employment of these non-medical personnel shall be determined and paid solely by the county.

III. **Scope of Duties**

- A. The Medical Examiner shall be responsible for conducting a modern medico-legal investigative system for Kanabec County applying the standards of the National Association of Medical Examiners, as they may be amended from time to time. The Medical Examiner shall periodically consult with the County Attorney's Office, police agencies, and others concerned with forensic pathology to review procedures and formats for preparing medical reports and protocols. The Medical Examiner shall perform all duties imposed by Minnesota Statutes Chapter 390, as well as the duties imposed by other statutes applicable to the Medical Examiner's activities. The Medical Examiner shall testify, as required, at inquests, hearings and trials.
- B. The Medical Examiner shall be responsible for the final determination of the cause and manner of death, and the signing of certificates attesting the cause and manner of death. During the temporary absence of the Medical Examiner, a qualified person designated by the Medical Examiner may make the final determination of death, and sign a certificate attesting to the cause and manner of death.
- C. The Medical Examiner shall be entitled to perform other gainful activities which do not interfere with the performance of his duties hereunder.

IV. **Compensation**

- A. All payments made under this agreement for services rendered by or at the designation of Dr. Kelly Mills, M.D., shall be made to River Valley Forensic Services, P.A.
- B. The County will be responsible for the payment for each complete autopsy or external examination performed by Dr. Kelly Mills, M.D., or her assistants, as the Medical Examiner pursuant to this agreement and billed to Kanabec County upon completion of each examination in keeping with the past practice of the County Medical Examiner's Office.
- C. Compensation for the services under this contract shall be \$250.00/month plus the following on a per service basis: (1) complete forensic autopsy with basic toxicology, at approximately \$2,000, and (2) external examination with basic toxicology at approximately \$1000.

- D. Additionally, the County will be responsible for court related preparation / consultation and out of office charges, billed on an hourly basis of \$300/hr., including travel to and from Kanabec County in order to provide testimony in legal proceedings arising out of the duties of the Medical Examiner.

V. **Facilities**

The facility, together with all the necessary equipment, the supplies, shall be the responsibility of Dr. Kelly Mills, M.D. It is represented by Dr. Kelly Mills, M.D., and understood by the County that Ramsey County Morgue shall be available to Dr. Kelly Mills, M.D., for the performance of this agreement.

VI. **Insurance and Indemnification**

- A. River Valley Forensic Services, P.A. agrees to indemnify and hold harmless the County of Kanabec, its officials, employees and agents from any and all liability, loss or damage, that the County of Kanabec, its officials, employees and agents may suffer as a result of claims, demands, costs of judgments, including without limitation reasonable attorney's fees arising out of the provision of professional services by Dr. Kelly Mills, M.D., as the Medical Examiner of Kanabec County pursuant to Minnesota Statutes Ch. 390, provided, however, that this indemnification shall be limited to the extent of such claims, demands, costs or judgments, including, without limitation, reasonable attorney's fees are covered by insurance.
- B. The County of Kanabec agrees to indemnify and hold harmless River Valley Forensic Services, P.A., Dr. Kelly Mills, M.D., its and their agents, officers or employees from any and all liability, loss or damage, it, he, its agents, officers or employees may suffer as a result of claims, demands, costs or judgments, including without limitation reasonable attorney's fees, arising from the Medical Examiner's or his agents' performance of his or their duties under this Agreement.
- C. River Valley Forensic Services, P.A. shall obtain and keep in effect the following insurance coverage:
- 1) Comprehensive General Liability Insurance:
 - (a) Minimum Combined Single Limit
 - \$600,000 per occurrence
 - \$1,000,000 aggregate

- (a) The following coverage must be specifically insured and certified with no internal sublimits.
 - 1. Independent Contractors' Contingent Liability
 - 2. Products/Completed Operations Liability
 - 3. Contractual Liability
 - 4. Personal Injury Liability including claims related to employment and coverage (a) through (e).
 - 5. Broad Form Property Damage Liability, or deletion of the "Care, Custody and Control" Exclusion
 - 6. Aircraft Liability (if applicable)
 - 7. Watercraft Liability (if applicable)
 - (b) The Contractual Liability is to be either on a blanket basis for all written and oral contracts or specifically endorsed to acknowledge the contract between the insured and the County.
2. Professional Liability Insurance
- Minimum Limits
- \$1,000,000 per occurrence
- \$3,000,000 aggregate
3. Automobile Liability Insurance on Vehicles Owned by River Valley Forensic Services, P.A., or Kelly Mills, M.D., Michael McGee, M.D., Victor Froloff, M.D., or Butch Huston, M.D.
- D. All certificates of insurance shall provide that the insurance company shall give the County thirty (30) days prior written notice of cancellation, non-renewal or any material changes in the policy.
- E. The above subparagraphs establish the minimum insurance requirements, and it is the sole responsibility of River Valley Forensic Services, P.A. to purchase and maintain additional insurance that may be necessary in connection with this contract.
- F. The Medical Examiner shall provide a certificate of insurance to the County in a form acceptable to Kanabec County. All insurance policies shall be submitted to the County upon written request.
- G. Nothing in this contract shall constitute a waiver by the County of any statutory limits or exceptions on liability.

VII. Transportation

- A. Transportation of the deceased bodies from Kanabec County to the Ramsey County Morgue shall be the responsibility of Kanabec County.

VIII. Miscellaneous Provisions

- A. The Medical Examiner and all the members of the Medical Staff must be licensed to practice in Minnesota, with the Medical Examiner holding certification by the American Board of Pathology.
- B. At the termination of this Agreement, the Medical Examiner shall return all files, records and objects related to cases completed, or in progress, to the County upon written request.

IX. Term and Termination

- A. This agreement shall continue for a period ending 12/31/2021 unless terminated sooner pursuant hereto.
- B. This Agreement may be terminated by either party on forty-five (45) days written notice to the other.
- C. This Agreement may be renewed on an annual basis upon agreement of both parties.

X. Entire Agreement, Modification

- A. It is understood and agreed that the entire Agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous Agreements presently in effect between the parties relating to the subject matter hereof.
- B. This Agreement shall be altered, varied, modified or amended only in writing duly executed by the parties and attached hereto.

COUNTY OF KANABEC

(date)

By _____
Kanabec County Board Chair

(date)

By _____
Kanabec County Administrator

(date)

Kelly Mills, M.D.
Medical Examiner

River Valley Forensic Services, P.A.

(date)

By _____
Kelly Mills, President

Agenda Item #7

January 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: 330 Forest Avenue East Mora, MN 55051 Sale	b. Origination: Coordinator's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Information only

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments: Upon review of the sale file, it was discovered that the advertising requirements as defined under MN Statute 373.01 had not been met due to an oversight by the local newspaper of general circulation. To correct this error and ensure compliance with statutory requirements, staff has re-advertised the sale of this property and will bring any bids to the board for approval on January 19, 2021 at 10:15a.m.

Re-advertising expenses were covered by the publisher.

Agenda Item #8

January 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: Board of Commissioner Operating Guideline Draft	b. Origination: Coordinator Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Review the attached draft guidelines. Make recommendations for any needed changes.

f. Background:

Developed by modeling various other counties versions. First review conducted by former Chair and Vice Chair.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Kanabec County Board of Commissioners



KANABEC
COUNTY

Minnesota

Operating Guidelines 2021

Table of Contents

I. Overview	4
A. Purpose	
B. Statement of Principles	
C. Effective Date	
II. Amendments to Operating Guidelines	
III. County Board Organization	5
A. Membership	
B. Commissioner Districts	
C. Terms of Office	
D. Vacancy	
E. Officers	
F. Compensation	
G. Indemnification	
IV. County Board Meetings	6
A. Regular Meetings	
B. Organizational Meeting	
C. Open Meeting Law	
D. Closed Meetings	
E. Special Meetings/Emergency Meetings/Workshops/Other Meetings	
F. Public Hearings	
G. Audience/Citizen Requests	
H. Board Committees	
I. Quorum	
J. Role of Presiding Officer	
K. Addressing the Chair	
L. Coordinator's Role at Meetings	
V. Rules of Procedure	10
A. Statement of Purpose of the Board	
B. Statement of Principles of the Rules	
C. Statement of Purpose of the Rules	
D. Making a Motion	
E. Consideration of a Motion	
F. Types of Motions	
G. Order of Precedence of Motions	
H. Objects of Motions	
I. When Motions are Out of Order	
J. When to Proceed by Consensus, Motion, Resolution or Ordinance	
VI. Types of County Board Action	12
A. Resolution	
B. Ordinance	
C. Request for Board Action	
D. General Consensus	
E. Policy Development	
VII. County Board Agenda	13
A. Preparation and Distribution	
B. Order of Business	

C. Consent Agenda	
D. Regular Agenda	
E. Committee Reports/Commissioner Updates	
F. Official Records	
VIII. County Board Committees	14
A. Special Committees	
IX. Advisory Committees	15
A. Policy	
B. Role and Purpose of Committees	
C. Appointment and Qualification and Procedures	
D. Recruitment and Selection	
E. Per Diems and Mileage	
F. Ex-Officio Members	
G. Appointment of Chairs	
H. Attendance	
I. Resignation	
J. Terms of Office	
K. Recordkeeping	
X. Code of Ethics	17
XI. Citizens and Outreach	18
A. Public Communications	
B. Open Meeting Law	
C. Audience Participation at Board Meetings	
D. Responding to Citizen Inquiries/Complaints	
XII. Staff	19
A. Elected Staff	
B. County Coordinator and Coordinator's Office	
C. Role with Staff	
Appendix A- Code of Ethics	21
Appendix B- Organizational Chart (County Administration)	24

I. Overview

A. Purpose

The Kanabec County Board of Commissioners is the body charged by law with the management of the affairs of Kanabec County. The County Board operates as a deliberate and legislative assembly, meeting to discuss and determine the direction and policies of the County within the confines of State and Federal law.

The County Board functions within the statutory framework of Minnesota Law. General duties, powers and responsibilities are found in Minnesota Statutes, especially, but not exclusively Chapters 13D, 138, 370, 373, and 375. Minnesota Statutes supersede all bylaws, rules and policies established by the Board.

The Operating Guidelines established by the Kanabec County Board of Commissioners are intended to facilitate the transaction of business by the County Board, County staff and the established committees. The following principals shall guide the County Board in its interpretation and application of the guidelines.

B. Statement of Principles

The Operating Guidelines are designed to produce a procedural balance that considers all principles and articulates a specific process by which those principles interact and work. The rules are representative of the Kanabec County's Mission Statement:

To provide quality services to the citizens of Kanabec County in a cost-effective, courteous and efficient manner.

C. Effective Date

These guidelines shall become effective upon passage by the County Board on _____.

II. Amendments to the Operating Guidelines

Any member of the Kanabec County Board of Commissioners may initiate action to amend the Operating Guidelines. Amendments to the Operating Guidelines may also be initiated by the County Coordinator or County Attorney.

During the organizational meeting (statutorily required), the County Board may amend or suspend the Operating Guidelines by an affirmative vote of the members. Changes to the Operating Guidelines shall be effective immediately upon passage unless otherwise specified.

The statute references included in the text are current as of the adoption of the Operating Guidelines. Any changes in statute or law affecting the guidelines are effective immediately and will be reflected in the next draft of the guidelines.

III. County Board Organization

A. Membership

The County Board of Commissioners consists of five (5) members elected from single-member districts apportioned on the basis of population as provided by law.

B. Commissioner Districts

The boundaries of commissioner districts, including the procedures to follow in the event that redistricting is needed, are established pursuant to Minnesota Statute 375.025.

C. Terms of Office

The term of each Board member is four years, except as otherwise established pursuant to Minnesota Statute 375.03.

D. Vacancy

A vacancy in the office of County Board is filled in one of two ways, pursuant to Minnesota Statute §375.101. A vacancy may be filled at a special election to be held not fewer than 30 nor more than 90 days after the vacancy occurs. The special primary or special election may be held on the same day as a regular primary or regular election but the special election shall be held not fewer than 14 days after the special primary. The person elected at the special election shall take office immediately after receipt of the certificate of election and upon filing the bond and taking the oath of office and shall serve the remainder of the unexpired term.

If the vacancy occurs fewer than 60 days before the general election preceding the end of the term, the vacancy shall be filled by the person elected at the general election for the ensuing term. That person shall take office immediately after receiving the certificate of election, filing the bond and taking the oath of office.

A vacancy may be filled by Board appointment at a regular or special meeting. The appointment shall be evidenced by a resolution entered into the minutes and shall continue until an election is held. All elections to fill vacancies shall be for the unexpired term. If the vacancy occurs before the first day to file affidavits of candidacy for the next county general election and more than two years remain in the unexpired term, a special election shall be held in conjunction with the county general election. The appointed person shall serve until the qualification of the successor elected to fill the unexpired part of the term at that special election. If the vacancy occurs on or after the first day to file affidavits of candidacy for the county general election, or when less than two years remain in the unexpired term, there shall be no special election to fill the vacancy and the appointed person shall serve the remainder of the unexpired term and until a successor is elected and qualifies at the county general election.

E. Officers

The County Board, at its organizational meeting (first Tuesday after the first Monday of each year), elects from its members a Chair and a Vice-Chair. The Chair presides at the County Board meetings, decides on questions of order, and signs all documents requiring signature on the Board's behalf. The Chair's signature, attested to by the County Coordinator, is binding as the signature of the County Board.

The County Board elects from its membership a Vice Chair at the same time and place and in the same manner as provided for the election of the Chair. The Vice Chair performs the duties of the Chair when the Chair is unable to perform those duties.

If the Chair and Vice-Chair are absent from any meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of

the County Board shall be signed by a majority of it and attested to by the Board Clerk (County Coordinator) (Minnesota Statute §375.13).

F. Compensation

Kanabec County administers County Board compensation in accordance with Minn. Stat. §375.055. County Board members receive as compensation for services an annual salary as set by resolution of the County Board. The salary must be established prior to the end of the preceding year, and is effective January 1 of the new year. The resolution shall contain a statement of the new salary as defined on an annual basis and must be published in the official County newspaper and one other newspaper of the County

G. Indemnification

Kanabec County Board members are protected by the defense and indemnification provisions through Kanabec County's membership in the Minnesota Counties Insurance Trust.

IV. County Board Meetings

A. Regular Meetings

At the annual organizational meeting of the Board, the County Board shall adopt a schedule of regular Board meetings for the upcoming year. The schedule will include the location, date and time of the meetings. During the year the schedule may be amended by vote of the County Board.

Unless otherwise stated, all regular meetings of the County Board will be convened in the Board Room of the Kanabec County Courthouse in Mora, Minnesota. All regular meetings of the County Board are open to the public.

B. Organizational Meeting (sometimes referred to as the Statutory Meeting)

The County Board meets at the Board Room of the Courthouse for the transaction of business on the first Tuesday after the first Monday in January. The County Board transacts organizational business during this meeting, including:

1. Administration of the Oath of Office (if required)
2. Election of officers
3. Appointments of committee, commission and board positions
4. Appointment of voting delegates to AMC
5. Appointments to serve on inter-agency boards
6. Awarding of Official County Newspaper

C. Open Meeting Law

All meetings of the Kanabec County Board of Commissioners and Board Committees are subject to the Open Meeting Law (Minnesota Statute §13D.01, 13D.02, and 13D.021). See below for exception.

D. Closed Meetings

The County Board may hold closed meetings as authorized by MN Stat. §13D.05. Business which may be considered in closed session is in accordance with the attorney/client privilege, to consider strategy for labor negotiations, to review the performance of the department heads, or as otherwise required or permitted by the Minnesota Open Meeting Law.

Before closing a meeting, the Board will state on record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

E. Special/Emergency Meetings/Work Sessions and Other Meetings

The Kanabec County Board may meet hold a special or emergency meeting if called by the Board Chair or three members of the existing Board.

Special meetings shall be preceded by three days' notice, including a posting of the meeting notice on the Kanabec County website and either (1) a delivered notice to persons who have requested such notice, or (2) publication of the notice in the official newspaper (Minnesota Statute §13D.04). Procedures to schedule a special meeting shall be in accordance with Minnesota Statutes. Special Meetings of the Board must be limited to the specific item or items set forth in the notice.

Adjourned or reconvened meetings may be held at any specific time, date and place the Board may adopt without additional notice. However, the time, date and place must be publicly specified by the Board prior to adjourning the meeting in which the time, date and place are established.

The County Board may schedule work sessions, workshops, retreats, forums, or additional meetings at such times and concerning such subjects as may be established by action of the Board. A schedule of such meetings shall be maintained in the County Coordinator's office. Work sessions and other informal meetings of the Board, not regularly held, are subject to the same notice requirements of the Open Meeting Law. While Board workshops are subject to the Open Meeting Law (Minnesota Statutes §13D.01), no formal action is taken; and minutes are not kept.

A joint meeting with the Kanabec County Board and any other political subdivision may be held within the boundaries of either subdivision and will be specified in the meeting notice.

F. Public Hearings

From time to time, the County Board conducts formal public hearings. In addition to those required by law, the County Board may hold public hearings on matters of business when it decides that such hearings are in the best interest of the general public or issues under consideration. The order of business for public hearings generally follows this procedure.

1. Presiding officer opens the hearing and states the purpose.
2. Brief description of issue by County staff or other appropriate persons.
3. Presentation, if applicable, by affected or interested persons.
4. Statements members of the general public.
5. Public hearing closed by Chair.

At any time during the process, the County Board may address any questions as deemed appropriate.

The County Board may alter the public hearing procedure as needed to assure that the hearings are conducted in an orderly, fair and expeditious manner, including establishing reasonable time limits for speakers individually or on each side of the issue before the Board.

Rules adopted for public hearing procedures are intended to promote an orderly discussion, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising the right to free speech.

All comments by members of the public shall be made at the designated area (i.e. podium) and individuals making comments shall first give their name. This is required for an official record of the public hearing. Members of the public interested in addressing the County Board are requested to sign in and make it known at the appropriate time that they wish to speak.

G. Audience/Citizen Requests

The County Board prefers all business matters initiated by citizens coming before them to first be reviewed by staff and scheduled for discussion on the County Board agenda.

If an individual seeks to appear before the County Board, s/he should notify the County Coordinator of his/her intention and the issue to be presented. Staff will confer with the individual, address the issue and, if necessary, schedule the issue accordingly on the County Board agenda.

For an individual who appears at a County Board meeting unaware of Board operating procedure, a Recognition of interested citizens is included on the meeting agenda under the Public Comment section. The maximum length of time for an item to be presented in this section is five minutes. In general, before taking action, the County Board will direct the item to the appropriate staff for further review and recommendation.

When a citizen requests that a letter become part of the official record of a Board meeting, the Commissioner to whom the letter was addressed or the Chair of the Board (if the letter was addressed to all members of the Board) will note receipt of the letter –including the writer’s name, the topic of the letter, and the request that it be made a part of the official record – during the Board meeting. Following the meeting, the letter will be added to the Board agenda packet posted on the Kanabec County website.

H. Board Committees

For the purpose of assisting the Board in carrying on its business, committees shall be formed and shall be composed of members as determined by resolution of the Board. Minutes of the committee meetings may be kept and shall become official upon approval of the committee. All actions of the committees are considered recommendations to the County Board or appropriate committee.

I. Quorum

A quorum is necessary for the transaction of business. A majority of the members of the Board constitutes a quorum and no business shall be transacted unless approved by a majority (three votes) of the whole County Board (Minnesota Statute §375.07). Less than a majority of members may convene a meeting, but no business may be transacted. Less than a majority may adjourn the meeting.

Any County Board member who, for any reason, anticipates or plans an absence at any regular or special meeting is encouraged to contact the County Board Chair or the County Coordinator to indicate his or her planned absence.

J. Role of Presiding Officer

The presiding officer of the meeting is the Chair. In the absence of the Chair, the presiding officer will be the Vice Chair. The duties and powers of the presiding officer include the following:

1. Preside at all meetings of the County Board.
2. Preserve order and decide questions raised by members subject to appeal to the Board.
3. Vote all questions regularly moved and announce the result.
4. Carry out a roll call vote if requested.
5. Serve as representative of the Board in execution of contracts, orders, determinations and minutes of the Board.
6. If the chair temporarily vacates the position, she/he may make or second a motion and has the same voting rights and responsibilities as other members.

K. Addressing the Chair

Formal protocol is used when speaking to the County Board. The County Board Chair is addressed as "Mr./Madam Chair." Members of the public may speak on any matter before the County Board when recognized by the Chair and within established procedures as outlined in the rules.

L. Missing a Board Meeting

A member of the board who anticipates being absent for a Board Meeting must notify the Board Chair or Coordinator.

M. Coordinator's Role at Board Meetings

The County Coordinator or designee shall attend all meetings of the County Board and is the Clerk of the Board. The County Coordinator also represents the staff at the meetings. The County Coordinator may participate in the discussion or recommend a resolution or action to the County Board. A member of the Board may call on the County Coordinator to participate in the discussion or request a verbal recommendation on any subject pending before the Board.

The County Coordinator or designee shall prepare a written agenda for all regular and special meetings of the County Board. The County Coordinator or designee shall also:

1. Makes regular entries of all Board resolutions and decisions upon all questions.
2. Records the vote of each member on any question submitted to the Board.
3. Preserves and files all business acted upon by the Board.
4. Certifies, under seal of the County, copies of any and all resolutions or decisions of the Board.
5. Performs such further duties as designated by the Board.

V. Rules of Procedure

A. Statement of Purpose of the Board

The Kanabec County Board of Commissioners is the body charged by law with the ultimate management and control of all of the affairs of Kanabec County. As such, it operates as a deliberative and legislative assembly, meeting to discuss and determine the direction and policies of the County within the framework of state and federal law and ordinances the County Board may adopt. The various elected and appointed officials charged by law or the County Board with the operation of substantive areas of service delivery must conduct the management of their respective departments within the limits established by law and the County Board.

B. Statement of Principles of the Rules

The foundation for Rules of Procedure lies in the basic and enduring principles of rights. Specifically enunciated, these rights include the right of the majority to rule, the right of the minority to be heard, and the right of the individual to participate in the decision-making process. Along with these rights are important canons of efficiency; namely, attend to one matter at a time, and the balancing of the affirmative and negative factions to a pending matter.

Finally, the Rules foster courtesy and decorum, holding firm to the maxim that one must debate motions, not members.

C. Statement of Purpose of the Rules

The Rules intend to strike a procedural balance that considers all principles and enunciates a specific process by which those principles interact and work. The Rules are representative of the principles, both to give specific guidance on method and to provide a reasonable compromise in the event of conflict.

D. Making a Motion

1. Obtain the floor (when no other question is pending).
2. State the motion.
3. Another member seconds the motion.
4. Chairperson states the question on the motion to the group.

* Motion is now pending before the membership and open to debate.

Notes: Discussion of a subject is permitted only with reference to the pending motion and after the seconding of the motion.

E. Consideration of a Motion

1. Debate (unless no member claims the floor for that purpose).
2. Chairperson puts the question to a vote.
3. Chairperson announces the result of the vote.

Notes: Maker of motion receives first opportunity at debate.

* Individual member's vote may be changed up until announcement of vote by Chairperson.

* General or unanimous consent. The Chair specifies an action and announces that if there is no objection, the action will be considered adopted. If no member objects, then the matter is adopted. If a member does object, the matter may not proceed by consensus but must be considered through the motion process to a formal vote.

F. When Motions are Out of Order

1. If the motion conflicts with governmental laws, requirements of a parent organization, bylaws, rules of order, or standing rules.
2. If the motion presents substantially the same question as a motion previously decided at the same session or if it conflicts with a motion that has been adopted at any previous time and still in force.
3. If the motion conflicts with or presents substantially the same question as one still within the control of the Board.
4. If the motion contains language not allowed in debate, except as may be necessary to quote in a motion of disciplinary nature.
5. If the motion is patently frivolous, dilatory, or absurd. A motion is out of order if it is so insignificant it is apparently introduced only for comic purposes, or it obstructs the known will of the Board or if it does not make sense.

G. When to Proceed by Consensus, Motion, Resolution, or Ordinance

- 1) Consensus: -Vote not needed
-No controversy
-Generally used to direct staff
- 2) Motion: -Most frequently used; vote by majority
-Generally not sufficiently formalized to satisfy most statutory requirements specifying action and voting of the Board
-Does not require members to be polled or individual vote recorded
- 3) Resolution: -Most frequently required by statute to formalize an act of the Board
-Some statutes require super-majority vote (greater than 3-2) of Resolutions
-Independent record kept generally by year, in chronological order,
-Sometimes used to commemorate persons, events
- 4) Ordinances: -Used only to enact local law
-Formal publication requirements of hearing and ordinance
-Independent record kept in compliance of Kanabec County Ordinances

VI. Types of Board Action

A. Resolution

The County Board takes formal actions by resolution (MN Stat. § 373.02), ordinance (MN Stat. §375.51), or a motion, second and majority support by members of the Board for a Request for Board Action (RBA). A motion may be introduced by any member of the County Board.

The main motion in the form of a resolution is the means by which a member may present a substantive proposal to the County Board for consideration and action. Since it is the basic motion for the transaction of business, only one subject may be considered at a time and the main motion may be postponed only when no other motions are before the County Board. (See Section IV).

B. Ordinance

The County Board may take formal action by ordinance (MN Stat. §375.51). An ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the affairs of the County Board. Action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.

C. Request for Board Action (motion)

Any member of the County Board may move a Request for Board Action (RBA). When supported by another member of the Board and majority vote in favor, the action is approved.

D. General Consensus

The County Board provides informal direction by consensus. Informal direction is most often used to provide staff with preliminary Board perspective on a matter which will require future formal action. Informal direction is also used to provide additional insight into formal actions previously taken. Informal direction standing alone does not establish Board policy.

E. Policy Development

Authority for the development of policies in Kanabec County is granted to the County Board through MN Stat. Chapter 373 (Counties, Powers, Duties and Privileges) and in other statutes. With the powers granted within these statutes, the County Board may delegate certain authority, as appropriate. These delegations on authority may be rescinded at any time by the Board.

The County Board may at any time refer an item or resolution to the appropriate Committee for further review and deliberation.

VII. County Board Agenda

A. Preparation and Distribution

The County Coordinator shall cause preparation of the Agenda and supporting material for each regular and special meeting. Members of the Board may request an item to be placed on the Agenda by informing the County Coordinator.

Copies of the Agenda and supporting material are made available to County staff, public and media as appropriate. A distribution list is maintained in the County Coordinator's office. Members of the public who are interested in following issues considered by the Board may register their name and address with County Coordinator's Office to be placed on the Agenda distribution list.

The Agenda and Minutes are available on the Kanabec County website at <https://www.kanabecounty.org/departments/minutes.php>

B. Order of Business

The order of business for each regular meeting of the County Board shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Agenda approval
4. Community Health or Family Services Board
5. Scheduled Appointments
6. Public Comment
7. Approval of Minutes
8. Approval of Bills
9. Regular Agenda
10. Committee Reports/Commissioner Updates
11. Future Agenda Items
12. Other Business
11. Adjournment

The Order of Business may be changed as needed to accomplish objectives and priorities of the meeting. The Order of Business may be changed at the recommendation of the Chair, any members of the Board or the County Coordinator subject to County Board consensus.

C. Consent Agenda

The Consent Agenda consists of routine agenda items which are not likely to require additional debate and discussion. Examples of Consent Agenda items include, but are not limited to, personnel actions; miscellaneous contract renewals; and approval of the Record of Disbursements (payment of bills).

The Consent Agenda is considered routine business and is acted upon as one item of business unless a Board member requests removal of an item for separate action. The Board may approve all items on the Consent Agenda by adopting one action. In the minutes of the meetings, the items passed in the Consent Agenda shall be recorded individually.

D. Regular Agenda

The Regular Agenda consists of items which are likely to require additional discussion and review. Items of business within the Regular Agenda are considered individually and in the order of business noted on the Agenda.

E. Committee Reports/Commissioner Updates

Commissioners will report on various meetings they have attended.

F. Official Records

The County Coordinator or designee shall cause preparation of the official minutes of each meeting. Board meeting minutes shall be kept in accordance with all provisions of statute in order to provide an accurate record of County Board Actions. The record is not intended to be a verbatim transcript of all discussion and debate; the record is primarily a compilation of official actions.

The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (MN Stat. §375.12). The official Board proceedings are distributed to staff and interested parties, and are also available on the Kanabec County website.

The official public record of County Board meetings is available in the County Coordinator's office.

The Resolutions are numbered consecutively by respective sequential number of board action followed by the calendar date.

VIII. County Board Committees

A. Special Committees:

The Board may establish a special committee as deemed necessary. A special committee shall advise the Board as directed and may report recommendations to the Board for appropriate action. Unless expressly stated in the creation of the special committee, it shall automatically dissolve when its work is accepted by the Board.

IX. Advisory Committees

A. Policy

The County Board appoints individuals to various boards, committees or commissions, (hereinafter referred to as committees) which have been established by the County Board or pursuant to Minnesota Statute. Authority for establishment of the committees is prescribed in Minnesota Statutes or by County Board Resolution. The County Coordinator will maintain a complete list of committees and their underlying source of creation.

The current list of committees is available in the Office of the County Coordinator.

B. Role and Purpose of Committees

Each committee serves a statutory, policy, or operational purpose to further the interests of Kanabec County. Each committee has specific staff assigned and designated to support its function. The function and reporting relationship to the Board varies from committee to committee.

Committees are established to serve a variety of functions. The fundamental purposes for utilizing committees in support of County government are:

1. To involve members of the public in the decision making process.
2. To meet requirements of State law.
3. To ask residents to help define community standards and norms.
4. To provide technical expertise in certain areas.
5. To serve as advocates for the County.
6. To provide an independent sounding board for issues, ideas, and policy matters.

C. Appointment Qualifications and Procedures

1. All persons making application to the County Board for a citizen position on a board or committee shall be a resident of Kanabec County, except where enabling authority or bylaws state otherwise.
2. Persons interested in being considered for an appointment to a county board or committee will complete a letter of interest or an application dependent upon the requirements of each committee or board.

If applicable, applications will be available in the office of the County Coordinator.

3. When an individual's regular employment or financial relationship may potentially cause a conflict of interest with the normal items of business of the committee or board, the person shall divulge the possible conflict in writing prior to the consideration for appointment. Prior to making an appointment, the County Board shall determine whether or not the potential conflict of interest precludes appointment of the applicant.
4. As a general guideline, the appointees to each board or committee should be comprised of members representing a diversity of communities within the county, civil groups, and interests.

D. Recruitment and Selection

1. A vacancy notice for all committees/boards for which the County Board makes appointments shall be posted on the County's website, www.kanabecounty.org and published in the official newspaper. The notice shall indicate the function of the committee, number of members, length of term, meeting schedule, number of probable vacancies in the coming year, and any specific requirements of a particular membership.
2. The vacancy notice shall indicate that all persons interested in service on these committees/boards shall contact the Kanabec County Coordinator's Office to obtain information about how to apply or for specific information about a committee or board.

3. All submitted letters of interest and/or applications will be retained on file in the Office of the Coordinator. Only those letters of interest and applications received in the previous twelve (12) months will be considered by the County Board unless a previous applicant has notified the County Coordinator's Office in writing of their continued interest. A letter of interest or application may be requested from an incumbent in a position who is qualified to serve another term. Incumbents interested in serving another term should so notify the Office of the Coordinator in writing.

4. Each Commissioner reserves the right to determine the means of selection of an appropriate individual based on judgment, training, experience, interest and ability to function effectively on the committee/board.

5. Nominations and appointments shall be made by the County Board.

E. Per Diems and Mileage

Commissioners appointed by the Board to committees or boards may receive a per diem reimbursement for attendance at regular or special meetings of such committees or boards on behalf of Kanabec County unless otherwise stated by the County Board. If per diems are paid to Commissioners who serve on such committees or boards by virtue of their office, the compensation must be returned to the County. A Commissioner appointed to serve on a joint powers board or similar board or committee whose meetings exceed 4 hours (including travel time) may accept any and all per diems for that meeting.

An annual resolution establishing the per diem rate is adopted by the County Board at the annual organizational meeting.

Mileage reimbursement may be claimed when attending committee or board meetings. The Coordinator's Administrative Assistant will assist with processing mileage claims upon request.

F. Ex-Officio Members

Ex-Officio members on any committees are non-voting members.

G. Appointment of Chairs

Chairs of various committees are selected according to committee bylaws or State statutes.

H. Attendance

1. Should a board/committee member be unable to attend a meeting, it shall be their responsibility to contact the chair of the board/committee no less than twenty-four (24) hours in advance of the scheduled meeting date. Failure to do so shall count as an unexcused absence.

2. Attendance at meetings of these advisory boards/committees is essential to their effectiveness. Therefore, one unexcused absence, three consecutive excused absences or absence at more than 25% of the meetings in a six (6) month period will cause the

board/committee chair to review the nature of the absences with the member and, pending the outcome of the review, it may be necessary for the chair to forward a recommendation to the County Board that the member be removed for poor attendance.

I. Resignations

All written and verbal resignations of committee members are acknowledged by the Board and authorization is given to begin the open appointments process to fill the vacancy.

J. Terms of Office

The terms of the appointees to the various committees vary per committee, pursuant to Minnesota Statutes or at the discretion of the County Board. The County Coordinator's Office maintains a complete list of all committees, including information on member terms and applicable term limits.

K. Recordkeeping

1. It is the responsibility of the chair of each committee/ board to cause a written record of meeting occurrence. The agency responsible for the meeting shall keep the written records on file. This record will contain the date, time and location of meeting, attendance (including those members who were absent, excused or unexcused), and minutes documenting content and action of the meeting. Such recordkeeping will be the resource to review attendance patterns of appointees and can be used in an audit of requests for per diem and mileage reimbursement.
2. The office of the County Coordinator shall keep a current and complete listing of all members on boards/committees. This information will include the member's name, address, phone, county district, date of appointment, expiration of term date and other relevant information as requested on the form "Application for Citizen Advisory Committee/Board Appointment." Members shall notify the office of the County Administrator of changes in personal information. At minimum, the office of the County Coordinator will request an update of this information when an appointment or reappointment is made.
3. Retention of records practices shall be according to the records retention policy established by statute or by the County Board.

X. CODE OF ETHICS

Effective county government is premised upon public respect and confidence in the integrity and principles of the elected Board members. Attachment A is the Kanabec County Code of Ethics which was adopted from the Association of Minnesota Counties (AMC) Model Ethics Policy. It is the belief of the County Board that the trust bestowed upon them as elected officials is of utmost importance in the relationship between themselves and the public.

With this belief, the following statements serve to augment the Code of Ethics and further emphasize the priority and commitment the County Board has placed on ethical standards. In the execution of their official duties, all County Board members shall strive to:

- Observe the highest moral and ethical standards.
- Maintain and respect confidentiality or private and confidential information.

- Avoid discrimination against any person on the basis of race, color, religion, sex, age, veteran/military status, genetic information, creed, national origin, sexual orientation, disability, marital status, place of residence, status with regard to public assistance, familial status, or any other characteristic protected by law.
- Comply with the ethical obligations imposed by law, including Minnesota Statutes 10A.07, 10A.071, 382.18, 471.87-895, including, where appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.
- Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
- Allow citizens, staff, or colleagues sufficient opportunity to present their views. Be tolerant, respectful, attentive and professional at all times. Avoid comments, body language, or distracting activity that conveys a message of disrespect for the presentations from citizens, staff, or colleagues.

XI. Citizens and Outreach

A. Public Communication

Individual Citizen Outreach: The County Board believes members of the public have the right to be informed of the Board's process and decisions and should have the opportunity to present their views to the Board. Meetings are open to the public. Board/committee agendas are available on the County website, by email subscription or mailed to interested parties at their request. The County Board encourages the residents of Kanabec County to participate in all aspects of the Board's business, including citizen committees, commissions, and advisory groups.

Information/News Media Outreach: Kanabec County information is distributed through announcements to local news media and in articles provided by staff to local news publications. Information is also available on the Kanabec County website.

County Board Meeting Outreach: Meeting agendas and minutes are available for viewing on the County's website at www.kanabecounty.org/departments/minutes.php

Public Hearings Outreach: The County Board is interested in securing optimal public input on matters of business. In addition to hearings required by law, public hearings and open forums may be conducted at the discretion of the Board. Public Hearing notices will be published in the Kanabec County Times legal notice section, posted on the official bulletin board at the Courthouse, and posted on the County's website.

B. Open Meeting Law

All regular and committee meetings of the County Board and notice of such meetings are subject to MN Stat. §13D.01: Open Meeting Law.

The County Board may hold closed meetings as authorized by MN Stat. §13D.01. Before closing a meeting, the Board will state on record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

C. Audience Participation at Board Meetings

It is the intention of these guidelines to support the interest of the general public in following Board Business during their meetings.

Audience/Citizen's comments: Included within every regular County Board meeting agenda is a Public Comment portion where the Board has designated an opportunity for citizens to appear and speak on any issue or topic related to County Board business. The duration of public comment may be limited by the Board Chair.

To the extent possible, interested citizens shall notify the County Coordinator or the Coordinator's Assistant of their intent to speak at the meeting and the issue to be discussed. The County Administrator will notify the Chair. In an effort to encourage efficiency and early resolution of issues, the County Board recommends that citizens first contact their commissioner or staff to try to resolve matters before coming formally to the County Board meeting.

Distribution of Agenda: Members of the public who are interested in following issues considered by the County Board may register their name and address with the County Coordinator to the County Board to be placed on the agenda distribution list. The agenda and supportive material are also available on the Kanabec County website. Copies of the agenda and supportive materials are made available to the public at the County Board meeting.

D. Responding to Correspondence/Inquiries/Complaints from Citizens

County Board members and staff are committed to customer service and will endeavor to provide timely and efficient response and communication to the citizens of Kanabec County.

Written: Upon receipt of a written inquiry, request for information, or complaint about Kanabec County business which has been sent to a Board member, upon notification and directions from the County Coordinator or designee, staff will confer with the member to determine the appropriate course of action. The inquiry will be handled as directed with the County Coordinator or designee advising the Board member(s) upon completion.

Telephone. Incoming telephone calls requesting a specific Board member are forwarded to the Board member per his/her instructions. Administration staff will periodically review with Board members the preferred methods of handling telephone inquiries. Every effort will be made to maintain open lines of communication between Board members and their constituents.

Telephone calls requesting information about specific areas of County business are forwarded to the appropriate department. Customer service is of primary importance to the County Board and staff and an appropriate method of tracking the information requests and responses will be utilized.

XII. Staff

A. Elected Positions

The County Attorney, County Sheriff, County Auditor-Treasurer and County Recorder are elected positions and their respective duties are defined by statute.

B. County Coordinator

The position of County Coordinator is established pursuant to MN Stat. §375A.49 and includes:

- Managing the affairs of the county which the Board has authority over;
- Making recommendations about county affairs to the Board
- Serving as clerk of the Board
- Ensuring Board actions are executed
- Initiating and presenting a proposed annual budget to the Board for its consideration

The County Coordinator is a peer with the department heads in the Kanabec County, and is additionally responsible for the administration of personnel policies the county.

The HR Specialist is part of the Coordinator's Office and is the person to contact for questions regarding pay, benefits, etc.

The Administrative Assistant in the Coordinator's Office is available to assist with questions, forms, mileage reimbursement, gathering information, scheduling, etc. This position is available to assist Commissioners with administrative functions as needed.

C. Role of the County Board with Staff

The County Board annually reviews the performance of non-elected department heads, considers requests to fill vacancies, and considers requests for departmental expenditures and budgets. See the organization chart (Appendix B).

APPENDIX A

ATTACHMENT A. CODE OF ETHICS

Code of Ethics for Public Officers in Kanabec County

SECTION 1. DECLARATION OF POLICY The proper operation of democratic government requires that public officers be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all Public Officers of Kanabec County.

The purpose of this Code is to establish ethical standards of conduct for all such officers by setting forth those acts or actions that are incompatible with the best interests of the county, and by directing disclosure by such officers of private financial or other interests in matters affecting the county.

The provisions and purpose of this Code and such rules and regulations as may be established are hereby declared to be in the best interests of Kanabec County.

SECTION 2. DEFINITIONS OF TERMS

PUBLIC OFFICER: Per Minnesota Statute 609.415 a “Public Officer” means:

- (a) An executive or administrative office of the state of a county, municipality or other subdivision or agency of the state;
- (b) A member of the legislature or of a governing board of a county, municipality, or other subdivision or the state, or other governmental instrumentality within the state;
- (c) A judicial officer;
- (d) A hearing officer;
- (e) A law enforcement officer; or
- (f) Any other person exercising the functions of a public officer.

ANYTHING OF VALUE: Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. It does not mean reasonable compensation or expenses paid to a public officer by the government of Kanabec County for work performed.

COMPENSATION: A payment of “anything of value” to an individual in return for that individual’s services of any kind.

ASSOCIATION: A business entity of any kind, a labor union, a club or any other group of two or more persons other than the immediate family.

IMMEDIATE FAMILY: A reporting individual, spouse, minor children, minor stepchildren, or other person residing in the same household.

GIFT: The payment or receipt of “anything of value” unless consideration of greater or equal value is provided in return.

SECTION 3. ETHICAL CONSIDERATIONS Public officers are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Kanabec County government hinges on the proper discharge of duties in the public interest. Public officers must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved. Specific ethical considerations are enumerated below for the guidance of public officers, but these do not necessarily encompass all the possible ethical considerations that might arise.

- A. **Other Offices or Employment.** An elected public officer shall not hold another incompatible office as that term has been interpreted from time to time by statute, the courts, and by the Attorney General. Employed public officer shall not hold such

incompatible office nor shall they engage in any regular outside employment without notice to and approval by the County Board. Elected and appointed public officers shall not hold other office or employment which compromises the performance of their elected or appointed duties without disclosure of said office or employment and self-disqualification from any particular action which might be compromised by such office or employment.

- B. Use of Confidential Information. No public officer shall use information gained as a public officer which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value.
- C. Solicitation of or Receipt of Anything of Value. A public officer shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the public officer's duties.
- D. Holding Investments. No public officer shall hold any investment which might compromise the performance of the public officer's duties without disclosure of said investment and self-disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statutes 471.88.
- E. Representation of Others. A public officer shall not represent persons or associations in dealings with the county in consideration of anything of value.
- F. Financial Interest. Where a public officer or a member of the public officer's immediate family has a financial interest in any matter being considered by the public officer, such interest, if known to the public officer, shall be disclosed by the public officer. If the public officer has such a financial interest or if the minor child of a public officer has such a financial interest, the public officer shall be disqualified from further participation in the matter.
- G. County Property. No public officer shall use county owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific county policy in the conduct of officer county business.
- H. Special Consideration. No public officer shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- I. Authority. No public officer shall exceed his or her authority or breach the law, or ask others to do so. Giving Anything of Value. No elected public officer shall give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.
- J. Public Funds, etc. No public officer shall use public funds, personnel, facilities, or equipment for private gain or political campaign activities.

- K. Expenses. Public officers shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with County policy.
- L. Donations. No public officer shall take an officer action which will benefit any person or entity because of a donation of anything of value to the County by such person or entity.
- M. Officer Action. No public officer shall take an officer action which will benefit any person or entity where such public officer would not have otherwise have taken such action but for the public officer's family relationship, friendship, or business relationship with such person or entity.
- N. Compliance with Law. Public officers shall comply with all local ordinances and State and Federal Statutes including, but not limited to, the Criminal code, Fair Campaign Practices Act, and laws governing the functioning of counties and municipalities, their elected and appointed officers, and employees.

SECTION 4. SPECIAL CONSIDERATIONS Situations can arise where a member of a Commission, a Board, or a Committee abstains from voting because of a conflict of interest, but his or her abstention becomes a vote either for or against the matter because a majority are required to pass or reject that matter. This can happen where four-fifths vote is needed to pass an issue, or the vote has to be a clear majority and a split vote does not pass or reject. When this happens, the County Attorney must be consulted and the final vote should carry a public notice explaining what took place, and how it was resolved.

County Administration			CITIZENS OF KANABEC COUNTY					
			COUNTY BOARD					
County Sheriff (2600) R21			Public Works Director (2000) R21		Family Service Director R19			
- Brian Smith			- Chad Gramentz		- Chuck Hurd			
County Attorney (1100) R22			County Assessor (1000) R19		Public Health Director R19			
- Barbara McFadden			- Tina Diedrich Von-Eschen		- Kathy Burski			
County Auditor/Treasurer (1200) R20			Information Systems Dir (2100) R20		County Coordinator (1400) R21			
- Denise Synder			- Lisa Blowers		- Kris McNally			
County Recorder (2500) R16			Court Operations Supervisor		Probation Director (2400)			
- Lisa Holcomb			Heather Mickelson		- Todd Eustice			
					Extension Leader			
					- Suzanne Hinnichs			
Elected Positions								
Non-Elected Positions								
Non-County Employees								