



Kanabec County Board of Commissioners

Regular Meeting Agenda

The Meeting of July 20, 2021

The public is welcome to join the meeting via WebEx or in-person at the meeting room.

To be held via WebEx telephone call or video meeting:

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

Access Code: 146 095 4102

Video Meeting link:

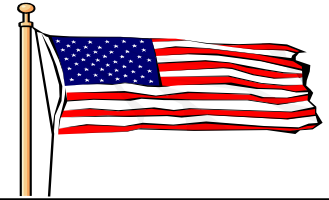
<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m3946b330758c484f6c75d024884ea5e8>

Meeting number: 146 095 4102

Password: vMkjbuXh724

To be held at:

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



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

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

Please 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 a. Pledge of Allegiance
b. Agenda approval

9:05am Recess county board to a time immediately following the FSB.

Family Services Board

9:30am Erica Bliss, VSO- Grant Resolution & Department Update

9:45am Heidi Steinmetz, EDA Director (30 minutes) – Blandin Community Broadband Resources (CBR): Accelerate Group Introductions and Recommendations

10:15am Denise Snyder, Auditor/Treasurer-

- a. Request for new part-time position effective August 2, 2021- March 31, 2022 in preparation for a retirement.
b. Resolution for Crime Victims Services Lease Agreement

10:30am Public Comment

Telephone call-in number for public access: 1-408-418-9388 146 095 4102

10:45am Al Skramstad, Springbrook Golf Course & Other Local Businesses Representatives
– Discuss Ordinance #27 Liquor: Hours of Sale of On-Sale Intoxicating Liquor

11:00am Gerald McCabe- Taxation on Mobile Home Decks

11:15am Robbie Anderson, Deputy Auditor Property & Tax- Discuss Easement request for Tax Forfeited Land in Haybrook Township

11:30am Recess county board to a time immediately following the Drainage Authority Board.

Drainage Authority Board

12:00pm Chad Gramentz, Public Works

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge Fund
4. Gambling Requests
 - a. National Wild Turkey Federation, Northern Tough Toms
 - b. Knife Lake Sportsman's Club
5. Governor Walz Declaration of July 27th as County Staff Appreciation Day
6. Future Agenda Items
7. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Family Services

905 East Forest Avenue, Suite 150
Mora, MN 55051
Phone: 320-679-6350
Fax: 320-679-6351

Kanabec County Family Services Board

Agenda

July 20, 2021

9:05 a.m.

- 1. Agenda Approval** **Pg. 1**
- 2. Director's Report** **Pg. 2**
 - Staffing – nothing to report
 - Post-COVID Return to Work Plan
 - See attached Plan **Pg. 3-6**
 - Ongoing Number of Children in Placement
- 3. Agreement and Amendment for Fiscal Services for SNAP Employment Services & Training with Sherburne County**
 - Action requested
 - See attached Agreement, Amendment and resolution **Pg. 7-29**
- 4. Welfare Fund Report** **Pg. 30**
 - See attached report
- 5. Financial Report** **Pg. 31-32**
 - See attached report
- 6. Abstract Approval** **Pg. 33-37**
 - See attached abstract and board vendor paid list
- 7. Other Business**
- 8. Adjourn**

Family Service Director's Report

July, 2021

Staffing

No changes at this time

Post-COVID Return to Work Plan

Included in your board packet is the plan developed by Family Services for a trial of flex work site model.

It outlines the positive effects on our agency Flexible Work Site option

- 1) Staff recruitment
- 2) Staff retention
- 3) Increased productivity
- 4) Cost savings
- 5) Greater accessibility for citizens

Over the past year we have been operating and meeting all measured outcomes. We have learned and developed many processes that have led to efficiencies and cost savings. The Staff have met and overcome the challenges without negative impact to our service.

Concerns Raised

Security- At this time, though not required by the state, we have begun home visits to check on security issues with computers and to ensure information is protected. We want to have documentation of these visits should any issues arise. We have been working with IS and will continue to do so at an even greater degree if the trial or ongoing flex work is allowed to continue.

Measures are included and others can be added. I have found no practical software available to track 100% of the time staff are working. Phone calls, reviewing documents and staff meetings can be done without computer strokes or input. Self-reporting of time is inherently non-trackable. We are looking at unannounced visits and other options to check on potential issues.

In research of Regional Counties, all are working on plans to continue with Telework to some degree. They all will be tracking the same or similar data measures we have been using.

I support this plan. Success at a larger amount of remote work has demonstrated it can work, research backs up the same. The fact that many private and public agencies are staying remote confirms this information. **See attached Plan**

I ask for your direction

Ongoing Update on Number of Children in Placement

Last month we had 22 children in our care in out of home placements. We have 19 children in care this month compared to 12 last year for the same month.

Family Services Plan for Return to Post-COVID Work

We have been tasked with producing a plan that returns staffing back to pre-COVID conditions within three to six months. We plan to execute this with an initial implementation of our Flexible Work Site Model followed by a transition to the requested full in-office model this fall. Our initial plan is as follows:

August 14th – Implementation of Flexible Work Site Model Trial

- Allow for continued part-time or intermittent use of an alternative work site, with a minimum of 50% staff assigned to the office per day comparative to pre-COVID levels, for staff who choose this model
- Immediately open the ability for any staff to work their time completely in-office (as that restriction has been lifted with the implementation of Phase 3)

November 6th – Transition to Full In-Office Model (If trial of Flexible Work Site Model fails or is not supported to continue).

- Staff back to working at office 100% of time

Discussion

Over this last year it has become clear to our agency many of the human service positions can be done remotely while retaining services and program requirements. We have learned remote and flexible schedules have increased our client services. Since the building reopened at the beginning of May, we have seen less than 10 people per day come into the building. I have been told by a few individuals that it is easier to reach staff and having the ability to contact staff after hours has worked well for them. The investments made in technology have allowed remote workers to complete all tasks in a timely manner.

While we have been at 75% staff working remotely, we now are at 60% or less on any given day. Even though this has been working, I believe that shifting to a Flexible Work Site Model would be the best long-term sustainable solution. The flexibility and productivity of this model would lead to enhanced quality and cost effective service. At the same time, we would maintain staff morale, team work, and future recruitment. As more counties continue to employ telework in the future we may lose staff and have an increase in training costs and quality of service concerns. I do recommend a Flexible Work Site Model as the most functional model for the agency.

Over the last year, here is what we've seen work:

Social Services

- We continue to serve all those who are eligible for programs.
- Utilizing remote work has allowed for staff to have greater flexibility in their schedules, being available for client needs beyond our typical work hours.
- The allowance from the State during the pandemic to substitute phone calls for face-to face visits has decreased mileage/travel time, which has allowed for greater client contact and program time. Meanwhile, many of our clients would prefer to have face-to-face contact, so resuming those in-person visits will be key.

- **Children's Services**

	Number of Intakes	Child Welfare Targeted Case Management Revenue
2019	699	\$43,497.50
2020	516	\$68,627.51

- **Home And Community Based Disability Waivers**

	Number of Clients	Revenue
2019	162	\$335,519.98*
2020	174	\$313,444.50

- **Mental Health Targeted Case Management**

	Number of Clients	Revenue
2019	157	\$188,232.01
2020	143	\$305,106.21

- **Vulnerable Adult/Developmental Disability Targeted Case Management**

	Number of Clients	Revenue
2019	27	\$69,716.93*
2020	24	\$57,745.20

*2019 includes claims from 2018 after a systems review of our claiming procedures. We also saw the unfortunate death of a few of our clients in 2020.

Fiscal/Administrative

	Revenue	Expenditures	PTO Usage
2019	\$3,927,345.98	\$5,964,167.18	12,243 hours
2020	\$4,001,757.25	\$5,773,649.80	2020 – 10,494 hours (reduced because of limited medical procedures and travel restrictions due to COVID)

Financial Assistance

	Number of Active Cases	Logged Complaints
2019	3363	1
2020	3619	1

2020	Timely Application Processing	Percent of Expedited Processed within One Day
Kanabec	97.4%	74.7%
State	93.8%	48.6%

Child Support

	Current Child Support Collection Rate	Child Support Arrears Collection Rate	Cost-Effectiveness (higher # is better)	Self Assessment Results (DHS Performance Review)
FFY 2019	74.74%	73.21%	3.50	
FFY 2020	75.15%	82.61%	4.39	5/5 cases correct

We continue to use technology to attend most meetings and a fair number of client appointments. These arrangements are made by others and some have informed us these meetings will continue to be virtual for the foreseeable future. Many counties and the state have plans for remote work continuing past the current pandemic response. They are doing this for various reasons:

- Improved Customer Service - Improve customer convenience and reduce customer costs by making services more accessible through the location of staff, the use of technology, and/or extended hours.
- Increased Productivity - Increased productivity can occur due to fewer interruptions commonly found in the office.
- Increase in staff turnover - As other agencies expand telework, they will have staff looking at changing employment for this ability.
- Travel costs - Remote location of staff would lead to enhanced planning to reduce mileage cost to the agency.
- Office space issues - Reduce times when they are pressed for staff space and disruption by reducing staff in office. Lower risk of inadvertent data being overheard by other staff and clients.
- Increased ability to recruit staff - Many other agencies will have on-going telework. It has been demonstrated having a program for remote work increases potential workers to hire from.
- Disaster/Power Interruption Recovery - Serve as a disaster recovery and contingency strategy.

Flexible Work Site Model

Some components of our flexible work site plan include:

1. Support staff will be in the office 40 hours a week.
2. Staff who choose to utilize the Flexible Work Site Model will have designated in-office hours every pay period, while guaranteeing adequate staff coverage at all times.
3. The Flexible Work Site Model, whether being used part-time or intermittently, would be pre-approved by the supervisor for each staff.
4. Each unit would have an in-office schedule requiring them to ensure both in person coverage and redundancy so every member of the public would have staff onsite to serve them in-person.
5. Any position using the Flexible Work Site Model would have to show a benefit to the agency (increased productivity, easy client access and the like)
6. This Flexible Work Site Model will remain an individual privilege, and it will be closely monitored. If this option does not seem to be working for a particular staff person based on the measures set by each unit, the staff will be expected to transition to a full in-office schedule.
7. Staff would be required to work in-office while on probation.
8. Staff must have sufficient internet speed to use the flexible work site model.
9. All in-person functions that had been in place before remote work would still be required to be available at the same level.

Each of our areas have clear ways that can be measured and examined to ensure work is getting accomplished and is being maintained at a high level:

Social Services – Case notes (documentation of actions performed on a case), Activity Log review to ensure standard of work is being completed each week

Financial Assistance – Case-notes (documentation of actions performed on a case), Daily Worker Message counts, pending case reports, levels of documents in CaseWorks, timeliness on data matches, listening to feedback from outside agencies

Child Support – Case-notes (documentation of actions performed on a case), collections rates, levels of documents in CaseWorks, timeliness of modifications/establishments and other court actions, outside feedback

Fiscal/Administrative – Accounts Payable processed by due dates. Accounts Receivable billed by due dates, all reporting completed on time

By examining and monitoring these items mentioned throughout the public health emergency (PHE), we've ensured our agency's success in performing our duties while telework has been utilized. We have been able to continue to provide all of our services, albeit in different ways, without disruption to our clients.

Recommendation

I recommend moving forward with a Flexible Work Site Model as it would offer our agency the best continued success as far as functionality and the most cost-effective service. Over this last year, while operating at a level of staff working remotely greater than our proposed Flexible Work Site Model, it has become clear many of our human services positions can be performed remotely while maintaining work of a high quality. We've continued to meet all of our mandated service requirements. We've even been surprised to learn that remote and flexible schedules have increased our ability to serve our clients. Not only that, but at the same time, we've seen the benefits to staff morale, the contribution of staying competitive, and the continuation of strong teamwork we have built across the agency. Staff who expressed a strong desire against working remotely at the start of the pandemic now are the most supportive of it. I have had no complaints about access to service and will as always monitor this closely.

As shown through various departmental reports throughout these months, we've seen it perform extraordinarily well. We believe that with a Flexible Work Site Model, increasing the numbers of staff in the office day-to-day to at least 50%, but still offer the flexibility of remote work, would certainly continue to function well. All the while, we would make any necessary adjustments to this work model as needed.

We ask for the opportunity to report back with the status of our operations at our October board meeting to evaluate how things have gone with the implementation of the Flexible Work Site Model. The Board would then have the option of continuing this model, or have all staff back in office by November 6th. We foresee moving to this model will do well to assuage concerns with staffing coverage as we have been performing exceedingly well with a 75% model during this PHE.

Family Services has appreciated this opportunity to engage in remote work. With the knowledge we've received on how effective this has been, we believe a Flexible Work Site Model would be the best for our agency moving forward.

If the Board elects not to test the Flexible Work Site Model the agency would start implementing a return to pre-covid work site by August 1st and complete full return to pre Covid onsite staffing by August 28th.

THIS AGREEMENT is made by and between the political subdivisions organized and existing under the Constitution and laws of the State of Minnesota, such agreement being effective as of the First day of October, 2021 and shall terminate as set forth herein.

ENABLING AUTHORITY

1.1 Minn. Stat. 471.59 provides that two or more governmental units may, by agreement, contract with a governmental agency to facilitate a power common to the contracting Parties; Minn. Stat. 393.07, subd. 10 provides that a local social services agency shall establish and administer a food stamp program; and Minn. Stat. 256D.051, subd. 1 requires those receiving food stamps to meet the employment and training participation requirements of the United States Department of Agriculture.

1.2 In consideration of the mutual promises and agreements contained herein and subject to the provisions of Minn. Stat. §471.59, Minn. Stat. §393.07 and Minn. Stat. 256D.051, and all other applicable statutes, rules and regulations, the following Parties:

McLeod County

Kanabec County

Meeker County

Renville County

Mille Lacs County

Wright County

(hereinafter know singularly as “Party” or collectively as “Parties”) hereby agree to contract with Sherburne County as a Fiscal Agent to facilitate employment and training services offered to clients by pooling their resources to provide the service through this Agreement.

PURPOSE AND POWERS

2.1 The Parties and Sherburne County desire to establish a mechanism whereby they may contract with a County to facilitate the provision of employment and training services for the provision of food stamp employment and training services, including participant support

services, direct program services and program administrative activities with an entity approved by the commissioner of employment and economic development (“DEED”). The Parties and Sherburne County as a group receive an allocation of monies from the State of Minnesota for the SNAP Employment and Training. As part of this Agreement, the Parties will contract with Sherburne County to be a Fiscal Agent to accept the monies on behalf of the Parties and enter into a contract with an entity approved by DEED to provide the services financed by the allocation of monies from the State of Minnesota.

2.2 Relationship. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint ventures, or an association. Sherburne County will only have the authority to act on behalf of the other Parties to the extent set forth in this Agreement.

AGREEMENT TO PARTICIPATE AND FUNDING

3.1 Compliance. The Parties and Sherburne County agree to abide by the terms and conditions of the Agreement.

3.2 Funding. The provision of services shall be funded with pass-through monies from the State of Minnesota. Except as otherwise provided herein, no Party shall be assessed for any administrative or operating expenses unless the board of that party so agrees or as necessary to pay for expenses upon dissolution.

CONTRACTING FOR THE ADMINISTRATION OF STATE PASS THROUGH MONIES

4.1 Fiscal Agent. The parties agree that commencing on October 1, 2021, Sherburne County, through its Health and Human Services department shall become the Fiscal Agent of the allocation of monies from the State of Minnesota made to the Parties for provision of services for food stamp employment and training services, including participant support services, direct program services and program administrative activities. As Fiscal Agent, Sherburne County shall be eligible to reimburse itself for any legally allowable administrative costs from the pass-through monies from the State of Minnesota.

4.2 Authority of the Fiscal Agent. The Fiscal Agent shall have the authority to accept the allocation of monies from the State of Minnesota for provision of services for food stamp employment and training services for the Parties as well as itself, including participant support services, direct program services and program administrative activities. The Fiscal Agent, on behalf of the Parties and itself, shall have the authority to contract with a public or private entity as approved by DEED to provide the services. The pass-through monies shall be held in a designated account, be subject to audit by a Party and to the extent required by Minn. Stat. §16C.05, Subd. 5 (as may be amended), the State Auditor, the Legislative Auditor or any of their duly authorized representatives, United States Department of Agriculture or any of its duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, and further shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures and involve transactions relating to this Agreement. Such materials shall be maintained, and such access and rights shall be in force and effect during the period of the Agreement and for six (6) years after its termination or withdrawal. Yearly audits shall be a cost that is borne by the Fiscal Agent. The Fiscal Agent shall ensure strict accountability for all funds under this Agreement and will provide, upon request of a Party reports on all receipts and disbursements made.

The Parties may each take such action as is necessary to enforce contracts funded by pass-through monies from the State of Minnesota to the extent available in equity or at law. Contracts let and purchases made pursuant to this Agreement shall conform to the requirements applicable to contracts required by law.

4.3 Start of Auditing Responsibilities. The Fiscal Agent shall be responsible only for prospective auditing and accounting requirements for the pass-through monies once Sherburne County has assumed the Fiscal Host duties, including any reports to the Minnesota State Auditor, DEED, the United States Department of Agriculture, or the Parties to this agreement.

4.4 Debarment. Sherburne County certifies that it is not prohibited from doing any business with either the federal government or the State of Minnesota as a result of any debarment or

suspension proceedings. This certification is a material representation upon which the other Parties will rely. Sherburne County will provide immediate notice to the Parties if at any time it learns that this representation is erroneous or becomes erroneous due to changed circumstances.

4.5 Reservation of Authority. Any authority not specifically enumerated shall be reserved to the Parties. Nothing in this Agreement shall act as a waiver by a participating Party of its individual power and legal authority to provide services to the eligible SNAP participants.

DATA

5.1 Confidential Information. The Parties and Sherburne County, through its agents, employees or others under its direction and control shall not discuss any individual case or any identifying case specifics which would violate the Minnesota Data Practices Act or HIPAA.

5.2 Data. All data collected, created, received, maintained, or disseminated for any purposes as a result of this Agreement is governed by Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as all other applicable state and federal law and regulations on data privacy.

5.3 Records and Reports. The books and records, including the original fully executed Agreement shall be maintained at office of the Fiscal Agent. The Sherburne County Health and Human Services Director shall be the designated authority in charge of all data collected, used, or disseminated in connection with the performance of this Agreement in compliance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13. The County Attorney for the Fiscal Agent shall assist unless a non-waivable conflict exists.

INDEMNIFICATION AND HOLD HARMLESS

6.1. Indemnification and Hold Harmless. The Parties and Sherburne County shall defend, indemnify and hold harmless the other Parties and/or Sherburne County against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the

Party or Sherburne County and/or its agents and employees. This Agreement to indemnify and hold harmless does not constitute a waiver by any Party's or Sherburne County's limitations on liability provided under Minn. Stat. §466.04. The Parties and Sherburne County are not liable for the acts or omissions of the others except to the extent to which they have agreed in writing to be responsible for acts or omissions of the others.

Under no circumstances shall a Party or Sherburne County be required to pay on behalf of itself or other parties, any amount in excess of the limits of liability established in Minn. Stat. Ch. 466, applicable to any third-party claim or action.

WITHDRAWAL AND TERMINATION

7.1. Withdrawal: Any Party shall have the right to withdraw from this Agreement in the following manner:

The Party seeking to withdraw shall receive written permission from the State of Minnesota to withdraw and shall provide 180 days' notice prior to the end of the State fiscal year support service allocation which coincides with the federal fiscal year expenditure budget. One Party's decision to withdraw shall not impact the terms of the Agreement of the remaining Parties.

The Party's County Board of Commissioners shall pass a motion or resolution declaring its intent to withdraw and shall provide evidence of such motion or resolution to the Fiscal Agent by certified, return receipt mail to Sherburne County Health and Human Services Director and upon the other Parties' social services directors.

7.2 Withdrawal Implications. When a Party exercises its option to withdraw under the terms of this Agreement, no liability shall accrue for the subsequent quarters after the completion State Fiscal Year Support Service Allocation. Any liability that arose while the Party was part of this Agreement shall not be discharged by the Party's withdrawal. The withdrawing party shall preserve all its records which have been maintained from the inception of the initial term of this Agreement to the effective date of its withdrawal. Such records shall be retained no less than six (6) years from the effective date of withdrawal.

7.3 Termination. This Agreement shall terminate at such time as all Parties respective Boards agree to terminate this Agreement; if there is no allocation of funds from the State of Minnesota for a full calendar year; or if Sherburne County provides sixty days (60) prior written notice to all of the Parties' social services directors that is will no longer serve as the Fiscal Agent at the end then State Fiscal Year for Support Service Allocations.

7.4 Effects of Termination. Termination shall not discharge any liability incurred by the Party or Sherburne County that arose during the term of the Agreement.

MISCELLANEOUS

8.1 Meetings. The Parties, as represented by the heads of their respective social services agencies, may call a meeting individually or collectively with Sherburne County to discuss the efficacy of this Agreement. Any meetings held will comply with the Open Meeting law.

8.2 Amendments. This Agreement may be amended only by approval of the County Boards of each Party and Sherburne County. Said action shall be by motion or resolution of the County Board of Commissioners of each Party and Sherburne County. Notice of any proposed amendment must be provided to the Parties and Sherburne County at least thirty (30) days prior to the effective date of the proposed amendment.

8.3 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Counterparts shall be filed with the Fiscal Agent who will maintain them in accord with this Agreement.

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF MCLEOD

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its:

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF MILLE LACS

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its:

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF WRIGHT

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its:

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF RENVILLE

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its:

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF MEEKER

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its:

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF KANABEC

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its: Coordinator

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF SHERBURNE

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its:

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

H:\CIVIL\Department - HEALTH HUMAN SRVS\SNAP - Multi County Fiscal Agent
#211533\JPA to administer SNAP.docx

AMENDMENT to the Joint Powers Agreement for the Pooling of Resources to provide SNAP Employment and Training

This is an amendment to the Joint Powers Agreement for the Pooling of Resources to Provide SNAP Employment and Training services to the food stamp clients which was entered into by the following counties:

McLeod County

Kanabec County

Meeker County

Renville County

Mille Lacs County

Sherburne County

Wright County

Article 8.2 of the Joint Powers agreement allows for amendment by approval of the County Boards of each Party to the Agreement and Sherburne County. The action for approval is by motion or resolution of each County Board and Sherburne County.

The County of Isanti seeks to pool its resources with the above-named Counties and agrees to the terms and condition as set forth in the original Joint Powers Agreement.

Therefore, Article 1.2 shall be amended to add Isanti County as one of the parties to the agreement.

The parties to this amendment agree that there has been compliance with the original Joint Powers Agreement in that each of the original parties have had thirty calendar days to review the proposed amendment prior to adoption.

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Counterparts shall be filed with the Fiscal Agent who will maintain them in accord with this Agreement.

~Remainder of this page left blank~

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF MCLEOD

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its:

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF MILLE LACS

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its:

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF WRIGHT

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its:

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF RENVILLE

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its:

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF MEEKER

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its:

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF KANABEC

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its: Coordinator

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF SHERBURNE

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its:

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

IN WITNESS WHEREOF, by virtue of the duly authorized signatures set forth below has authorized the execution of this agreement to be effective as of the ____ day of _____, 20__.

COUNTY OF ISANTI

By: _____
Chairperson, Board of Commissioners

Date: _____

ATTEST:

By: _____
Its:

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
For the County Attorney's Office

Date: _____

Resolution # FS 7/20/21

Agreement to Administer Employment & Training Services for SNAP Clients resolution

WHEREAS, Minn. Stat. 471.59 provides that two or more governmental units may, by agreement, contract with a governmental agency to facilitate a power common to the contracting Parties; Minn. Stat. 393.07, subd. 10 provides that a local social services agency shall establish and administer a food stamp program; and Minn. Stat. 256D.051, subd. 1 requires those receiving food stamps to meet the employment and training participation requirements of the United States Department of Agriculture, and

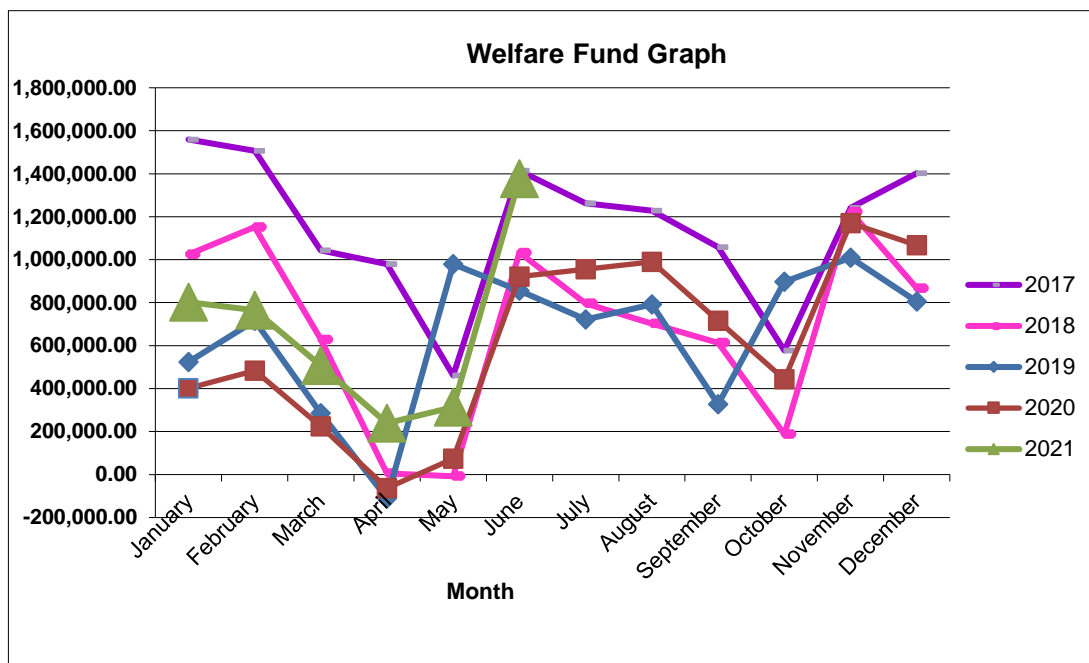
WHEREAS, Sherburne County has agreed to contract with Kanabec, McLeod, Meeker, Mille Lacs, Renville and Wright Counties as a Fiscal Agent to facilitate employment and training services offered to SNAP clients by pooling their resources to provide the service through an Agreement, and

WHEREAS, Kanabec County Family Services Director and Financial Supervisor are recommending this Agreement to facilitate employment and training services offered to SNAP clients by pooling their resources.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the Agreement between Sherburne County as fiscal agent and McLeod, Kanabec, Meeker, Mille Lacs, Renville and Wright counties to facilitate employment and training services for clients receiving SNAP benefits effective upon the date of execution.

BE IT ALSO RESOLVED the Kanabec County Family Services Board approves the Amendment to the above named Agreement to add Isanti County to the group of counties pooling their resources in order for Sherburne County to act as fiscal agent and facilitate employment and training services for SNAP clients.

	2017	2018	2019	2020	2021
January	1,559,203.05	1,024,705.97	523,556.70	401,131.39	802,602.99
February	1,507,019.98	1,151,821.98	715,738.74	483,781.08	764,375.81
March	1,044,116.93	629,190.77	285,341.21	225,078.17	507,711.89
April	979,174.37	5,607.36	-109,902.43	-63,141.11	239,129.82
May	461,452.14	-7,853.46	979,247.26	73,382.15	313,993.85
June	1,413,892.29	1,032,778.15	855,820.47	920,867.09	1,376,518.14
July	1,262,151.35	796,820.09	721,467.48	955,700.06	
August	1,228,621.03	703,093.77	791,435.79	990,235.56	
September	1,058,187.52	613,301.63	326,963.03	716,408.79	
October	577,905.27	187,807.92	897,606.65	443,084.51	
November	1,241,274.27	1,222,983.64	1,008,939.34	1,170,024.75	
December	1,402,699.93	867,114.62	804,618.63	1,067,709.00	
Totals	13,735,698.13	8,227,372.44	7,800,832.87	7,384,261.44	4,004,332.50
Averages	1,144,641.51	685,614.37	650,069.41	615,355.12	667,388.75
6 month Avg.	1,128,473.23	731,853.61	758,505.15	890,527.11	667,388.75
Rolling 12 month Avg	1,144,641.51	685,614.37	650,069.41	615,355.12	778,957.93



Kanabec County Family Services - Board Financial Report							Through June 2021		
	Total year to date/			8.33%	16.67%	25.00%	33.33%	41.67%	50.00%
Department	Budget	% of budget	Total	January	February	March	April	May	June
Income Main. Service									
Exp	689,139.00	51.19%	352,762.15	51,854.59	63,387.07	80,380.32	51,877.25	54,027.63	51,235.29
Rev	385,501.00	40.54%	156,282.64	10,047.98	56,794.47	10,047.98	9,841.60	59,709.01	9,841.60
Tax	295,906.00	52.01%	153,893.48	4,747.06					149,146.42
State Shared Rev			0.00						
Recoveries									
Exp	19,100.00	45.19%	8,631.59	3,262.28	0.00	1,917.78	1,505.83	1,945.70	0.00
Rev	19,100.00	59.14%	11,296.12	1,941.31	818.09	1,469.78	2,180.99	2,727.44	2,158.51
Tax	24,847.00	52.04%	12,929.66	405.92					12,523.74
State Shared Rev			0.00						
Burials									
Exp	25,000.00	35.58%	8,895.01	0.00	863.01	1,800.00	5,400.00	0.00	832.00
Rev			0.00						
Tax			0.00						
Child Support									
Exp	359,777.00	46.62%	167,739.39	26,967.91	23,235.11	40,119.83	23,276.07	30,879.16	23,261.31
Rev	412,000.00	45.46%	187,295.17	29,456.92	55,770.28	15,789.49	25,068.67	45,964.81	15,245.00
Tax									
MA Services									
Exp	483,900.00	53.34%	258,106.47	37,587.78	21,091.85	70,538.34	48,621.27	52,283.14	27,984.09
Rev	418,000.00	86.68%	362,339.76	59,053.49	31,205.13	73,017.31	29,650.19	50,174.73	119,238.91
Tax	64,151.00	52.02%	33,371.39	1,037.36					32,334.03
State Shared Rev			0.00						
Child Care									
Exp	230,950.00	34.15%	78,868.98	31,466.06	8,840.21	14,748.44	6,901.63	7,805.52	9,107.12
Rev	229,768.00	67.20%	154,413.26	858.00	745.00	77,369.00	585.00	74,117.26	739.00
Tax	1,129.00	52.09%	588.05	18.79					569.26
State Shared Rev			0.00						
Fraud									
Exp	75,704.00	47.55%	35,994.98	5,930.22	5,953.80	5,865.82	6,436.80	5,865.81	5,942.53
Rev			0.00		0.00	0.00	0.00	0.00	0.00
Tax	73,863.00	52.00%	38,409.87	1,180.19					37,229.68
State Shared Rev			0.00						
Adult Services									
Exp	3,500.00	68.00%	2,380.00	33.30	0.00	2,346.70	0.00	0.00	0.00
Rev	8,817.00	1.13%	100.02	16.67	0.00	33.34	16.67	16.67	16.67
Tax									
Dev. Disability									
Exp	91,389.00	33.53%	30,639.69	4,988.66	4,527.59	4,891.63	6,583.89	5,072.69	4,575.23
Rev	73,941.00	28.13%	20,799.00	0.00	10,606.00	0.00	0.00	10,193.00	0.00
Tax	16,941.00	52.56%	8,903.50	364.58					8,538.92
State Shared Rev			0.00						

Mental Health									
Exp	1,216,129.00	52.61%	639,754.47	93,026.89	117,059.81	101,367.94	119,009.34	106,998.11	102,292.38
Rev	693,784.00	65.36%	453,428.49	15,137.98	49,929.36	60,463.85	80,836.27	86,654.55	160,406.48
Tax	509,364.00	52.12%	265,490.48	8,753.69					256,736.79
State Shared Rev			0.00						
Chemical Dependency									
Exp	117,000.00	15.25%	17,840.18	1,620.00	0.00	2,000.00	3,221.06	9,049.12	1,950.00
Rev	51,000.00	29.26%	14,924.71	747.25	9,369.46	0.00	0.00	4,808.00	0.00
Tax	64,376.00	50.40%	32,447.89	0.00					32,447.89
Child Services									
Exp	567,262.00	46.52%	263,862.21	34,279.23	31,007.16	70,623.34	33,885.81	36,506.28	57,560.39
Rev	341,681.00	38.35%	131,045.37	9,327.07	41,967.49	10,063.28	11,010.79	39,587.93	19,088.81
Tax	220,009.00	52.65%	115,842.10	4,950.02					110,892.08
State Shared Rev			0.00						
Social Services									
Exp	1,278,208.00	44.80%	572,684.53	95,243.93	94,909.96	92,572.30	94,967.91	96,107.29	98,883.14
Rev	1,061,420.00	42.34%	449,417.15	50,849.88	115,773.01	54,655.76	48,133.99	133,888.52	46,115.99
Tax	211,426.00	51.94%	109,820.60	3,254.91					106,565.69
State Shared Rev			0.00						
Income Main. Admin									
Exp	88,074.00	45.32%	39,917.22	6,530.06	6,527.64	6,439.62	6,676.63	7,348.64	6,394.63
Rev	52,372.00	44.19%	23,144.98	1,235.14	8,716.90	1,235.14	1,456.56	8,035.68	2,465.56
Tax	34,786.00	51.87%	18,044.43	511.19					17,533.24
State Shared Rev			0.00						
Social Services Admin.									
Exp	301,984.00	43.28%	130,692.78	22,485.54	23,816.23	23,972.50	22,073.56	21,509.27	16,835.68
Rev	65,000.00	43.31%	28,150.00	0.00	14,854.00	0.00	0.00	13,296.00	0.00
Tax	231,078.00	52.05%	120,274.50	3,803.66					116,470.84
State Shared Rev			0.00						
FS Admin									
Exp	672,578.00	47.80%	321,476.19	69,803.74	54,781.56	44,941.17	50,571.59	49,153.52	52,224.61
Rev	148,488.00	44.58%	66,192.38	3,716.88	21,224.63	3,716.88	3,645.84	30,242.31	3,645.84
Tax	510,946.00	52.08%	266,092.00	8,558.24					257,533.76
State Shared Rev			0.00						
Agency Totals									
Exp	6,219,694.00	47.11%	2,930,245.84	485,080.19	456,001.00	564,525.73	481,008.64	484,551.88	459,078.40
Rev	3,960,872.00	51.98%	2,058,829.05	182,388.57	417,773.82	307,861.81	212,426.57	559,415.91	378,962.37
Tax	2,258,822.00	52.07%	1,176,107.95	37,585.61	0.00	0.00	0.00	0.00	1,138,522.34
State Shared Rev			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	6,219,694.00	52.01%	3,234,937.00	219,974.18	417,773.82	307,861.81	212,426.57	559,415.91	1,517,484.71

Board Approval Report

SSIS pymt. batch #: 110010487

Paid Cnty Vendor	Total Payments		Total Amount
ANOKA COUNTY NON SECURE, 000010476	3		8,365.33
Svc Description	Svc Code	Payments	Amount
Health-Related Services	118	3	8,365.33
Arrowhead Transit, 000010489	1		54.00
Svc Description	Svc Code	Payments	Amount
Transportation	416	1	54.00
Bliss/Jenny, 000010784	2		7,865.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	7,865.00
Central Minnesota Jobs & Training, 000015800	1		6,413.87
Svc Description	Svc Code	Payments	Amount
Statewide MFIP Employment Services	237	1	6,413.87
Central Mn Mental Health Center, 000011298	1		1,500.00
Svc Description	Svc Code	Payments	Amount
Detoxification	371	1	1,500.00
Community Living Options, 000011478	2		1,195.60
Svc Description	Svc Code	Payments	Amount
Semi-Independent Living Services (SILS)	534	2	1,195.60
Families in Transition Services Inc, 000012296	31		3,696.60
Svc Description	Svc Code	Payments	Amount
Family-Based Counseling Services	162	31	3,696.60
Family Pathways, 000012298	24		2,708.75
Svc Description	Svc Code	Payments	Amount
Family-Based Counseling Services	162	24	2,708.75
Hawkeye Holdings, LLC, 000012669	1		534.00
Svc Description	Svc Code	Payments	Amount
Adolescent Life Skills Training	146	1	534.00
Ignaszewski/Karissa, 000012959	2		12,285.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	12,285.00
Madison/Jackie, 000013841	2		384.19
Svc Description	Svc Code	Payments	Amount
Adolescent Life Skills Training	146	2	384.19
MN DHS-SOS, 000011816	14		24,537.25
Svc Description	Svc Code	Payments	Amount
State-Operated Inpatient	472	14	24,537.25
Mora Public Schools, 000014770	4		1,020.00
Svc Description	Svc Code	Payments	Amount
Adolescent Life Skills Training	146	4	1,020.00
Nexus-Gerard Family Healing , LLC, 000012394	2		19,579.20
Svc Description	Svc Code	Payments	Amount
Children's Residential Treatment	483	2	19,579.20
North Homes Inc., 000015171	1		10,441.80
Svc Description	Svc Code	Payments	Amount
Children's Residential Treatment	483	1	10,441.80
Northcrest Townhomes of Mora, LP, 000015175	1		725.00

Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
Svc Description	Svc Code	Payments	Amount		
Parent Support Outreach Services	167	1	725.00		
Northwestern Minnesota Juvenile Center, 000015203				1	7,950.00
Svc Description	Svc Code	Payments	Amount		
Correctional Facilities	185	1	7,950.00		
Ogilvie Public School, 000015273				2	200.00
Svc Description	Svc Code	Payments	Amount		
Adolescent Life Skills Training	146	2	200.00		
Options Residential, 000015334				1	1,273.20
Svc Description	Svc Code	Payments	Amount		
Child Family Foster Care	181	1	1,273.20		
PHASE, Inc., 000015579				3	1,351.42
Svc Description	Svc Code	Payments	Amount		
Day Training and Habilitation	566	1	903.42		
Transportation	516	2	448.00		
Richardson MD/Paul T, 000016136				2	4,045.00
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	4,045.00		
RSI, 000016246				2	511.65
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	2	511.65		
Village Ranch, Inc., 000017414				9	6,857.22
Svc Description	Svc Code	Payments	Amount		
Child Family Foster Care	181	9	6,857.22		
Volunteers Of America, 000017460				5	3,533.25
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	5	3,533.25		
Report Totals:				117	127,027.33

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

Signature

Title

Date

Vendor Name	Amount
Health Insurance Reimbursement	\$ 107.41
Akkerman Ingebrand (GA Burial)	\$ 1,896.25
Health Insurance Reimbursement	\$ 148.50
Jen Anderson	\$ 155.12
Health Insurance Reimbursement	\$ 802.94
Health Insurance Reimbursement	\$ 221.30
Arrowwood Resort & Conference Center	\$ 1,096.10
Health Insurance Reimbursement	\$ 582.04
Health Insurance Reimbursement	\$ 148.50
Rhonda Bergstadt	\$ 284.48
Chelsey Bottelson	\$ 221.65
Health Insurance Reimbursement	\$ 251.14
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 1,110.04
Card Services	\$ 195.09
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50
Denise Danelius	\$ 62.16
DHS	\$ 25,835.35
DNA (Child Support Paperwork)	\$ 81.00
Health Insurance Reimbursement	\$ 552.32
Health Insurance Reimbursement	\$ 148.50
Medical Mileage	\$ 184.14
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50
Medical Mileage	\$ 31.68
Medical Mileage	\$ 40.04
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 468.84
Medical Mileage	\$ 350.02
Health Insurance Reimbursement	\$ 445.50
Health Insurance Reimbursement	\$ 173.00
Health Insurance Reimbursement	\$ 148.50
Medical Mileage	\$ 38.45
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 804.00

Holiday Station (Gas cards for Family Assessment Response)	\$	100.00
Linda Hosley	\$	271.48
Innovative Office Solutions	\$	330.97
Health Insurance Reimbursement	\$	326.84
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	1,189.26
Kanabec County Attorney	\$	11,930.40
Kanabec County Aud Treas	\$	13,500.95
Kanabec County Comm Health	\$	14,179.17
Kanabec County Records office	\$	13.00
Kanabec Publications	\$	350.00
Tamara Kelash	\$	39.20
Medical Mileage	\$	290.40
Aliina Olson	\$	41.10
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	148.50
Medical Mileage	\$	79.20
Health Insurance Reimbursement	\$	410.52
Medical Mileage	\$	647.28
Patty Kruse	\$	28.00
Alissa McDermeit	\$	426.72
MCHHSA (Accounting Conf)	\$	200.00
Metro Sales Inc	\$	292.00
Health Insurance Reimbursement	\$	148.50
Minn Dept of Health	\$	40.00
Kelly Mitchell	\$	17.36
Health Insurance Reimbursement	\$	187.16
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	178.78
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	148.50
Pine County Sheriffs Office	\$	210.00
Medical Mileage	\$	73.92
Premier Biotech Labs LLC	\$	44.00

Procentive	\$	295.00	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	203.92	
Health Insurance Reimbursement	\$	330.00	
Health Insurance Reimbursement	\$	918.46	
SHI International	\$	133.00	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	135.92	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	97.60	
Health Insurance Reimbursement	\$	148.50	
Teen Focus Recovery Center	\$	485.53	
Health Insurance Reimbursement	\$	306.28	
Timber Trails	\$	3,042.90	
Health Insurance Reimbursement	\$	148.50	
Medical Mileage	\$	52.03	
Katie Vork	\$	454.72	
Health Insurance Reimbursement	\$	337.48	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	458.48	
Health Insurance Reimbursement	\$	319.94	
Health Insurance Reimbursement	\$	319.94	
Health Insurance Reimbursement	\$	2,105.18	
Sharon Wright	\$	78.96	
TOTAL IFS DOLLARS	\$	95,918.11	100 Total IFS Vendors
TOTA SSIS DOLLARS	\$	127,027.33	23 Total SSIS Vendors
GRAND TOTAL	\$	222,945.44	123 Total Vendors

9:30am Appointment

July 20, 2021

REQUEST FOR BOARD ACTION

a. Subject: MDVA_CVSO Operational Grant & Department Updates	b. Origination: Veterans' Service Office
c. Estimated time: 5 minutes	d. Presenter(s): Erica Bliss, VSO

e. Board action requested:

Consider and approve the attached resolution.

f. Background:

CVSO has applied for this grant each year and has been authorized the ability to sign corresponding documents with County Board approval.

A County Board Resolution is necessary as part of the grant application process.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Regularly Scheduled County Board Meeting

Resolution #__ – 07/20/2021

WHEREAS the County Veterans Service Office recommends we apply for the MDVA Operational Enhancement Grant as specified in Minnesota Laws 2019, Chapter 10, Article I, Section 37, Subdivision 2. This is an annual grant offered to counties, and

WHEREAS grant money must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office;

BE IT RESOLVED that the Kanabec County Board approves the application of the Veterans Operational Grant for FY22;

BE IT FURTHER RESOLVED to authorize Kanabec County Veterans Service Officer Erica Bliss to sign the grant agreement on behalf of the County Board;

BE IT FURTHER RESOLVED that this grant should not be used to supplant or replace other funding.

Chairperson, Kanabec County Board of Commissioners

Date

9:45am Appointment

July 20, 2021

REQUEST FOR BOARD ACTION

a. Subject: Community Broadband Resources (CBR): <i>Accelerate!</i> Team Presentation / Robust Network Feasibility Fund Grant Application / Feasibility Study Request for Proposals	b. Origination: EDA
c. Estimated time: 30 minutes	d. Presenter: Heidi Steinmetz

e. Board actions requested:

1. Authorize EDA staff to submit an application to the Blandin Foundation's for a "Robust Network Feasibility Fund" grant with an understanding that the required match would be provided with a portion of Kanabec County's American Rescue Plan (ARP) funds
2. Authorize EDA staff to release a Request for Proposals (RFP) for a Broadband Feasibility Study
3. Accept the EDA's recommendation that additional Kanabec County ARP funds be used to serve critical areas to be proposed at a later date based on broadband feasibility study results

f. Background:

On February 16th, the County Board recommended that the EDA apply for the Blandin Foundation's Community Broadband Resources (CBR): *Accelerate!* program. Kanabec County, Aitkin County, Pine County and Mille Lacs Corporate Ventures participated in the three-month program, which prompted Kanabec County's eight-member team to create strategies to accelerate broadband initiatives in Kanabec County. A summary of the program and recommended strategies moving forward will be presented in a PowerPoint presentation to the County Board during the July 20th County Board meeting.

Attached are documents related to the actions requested of the County Board:

- Connect Kanabec: Reasons Why 1 page
 - Broadband in Rural Minnesota: Statistics 1 page
 - Blandin "Up to Speed" Broadband Survey Results 13 pages
 - Summary of Resolutions Received 1 page
 - Robust Network Feasibility Fund Grants Information 2 pages
 - Draft Broadband Feasibility Study Request for Proposals 8 pages
- 26 pages

Supporting Documents: Yes Attached: ☒

Date Received in County Coordinator's Office:

Coordinators Comments:

Connect Kanabec

**We all need access to high-speed internet.
Here are some of the reasons why:**

Speed & Reliability

If you work from home, attend virtual meetings, have kids doing schoolwork online, or use streaming services (like Netflix, Hulu, etc.), high-speed internet is the only option that will give you the speed and reliability that you need.

Strong Economy

Every business and most employees need access to fast, reliable internet especially as more and more people need to work from home (or the cabin). Today, high-speed internet is a necessity, not a luxury.

Health

Telemedicine or online visits with physicians, mental health professionals, and pharmacists have become a great solution for many who have difficulty getting around or finding rides. The internet has become a convenient way to stay healthy at home.



Friends and Family

Talking, messaging, and sharing photos with friends and family is an important way to stay connected. High-speed internet is the most reliable way to keep in touch with the people that matter most.



ACCELERATE!
Kanabec County
Community Broadband Resources

Broadband in Rural Minnesota

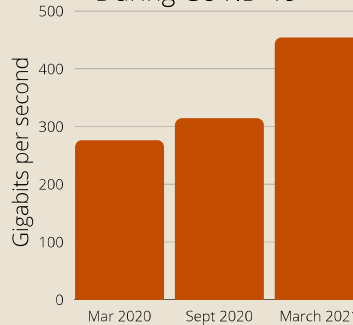
High-speed internet (broadband) has revolutionized business, government, education, work and lifestyles in rural communities. By opening markets, it creates new jobs and gives new focus and hope to communities in transition.

Broadband connects rural communities to the world and to the future. To survive, and thrive, rural places and people need access to affordable world-class broadband. Access denied is opportunity denied.

Broadband is the Solution

The pandemic has revealed to many the lived experience of the unserved: affordable internet is essential for all rural Minnesotans, regardless of their ZIP code. Access to broadband and the skills to use it is necessary to connect people to opportunities for telehealth, distance learning, global markets for home-based businesses, community resources and more.

Average Broadband Usage During COVID-19



2,632%

More telemedicine services delivered in Minnesota from Feb-April 2020 vs March-June 2019

The Unserved

The digital divide hits hardest for low-income, of-color, and rural residents. Seventy five percent of Black Minnesotans have broadband access compared to 86% of White Minnesotans. Moreover, 95% of those with incomes of \$75,000+ have broadband compared to 56% of those with incomes of \$20,000 or less.

246,000

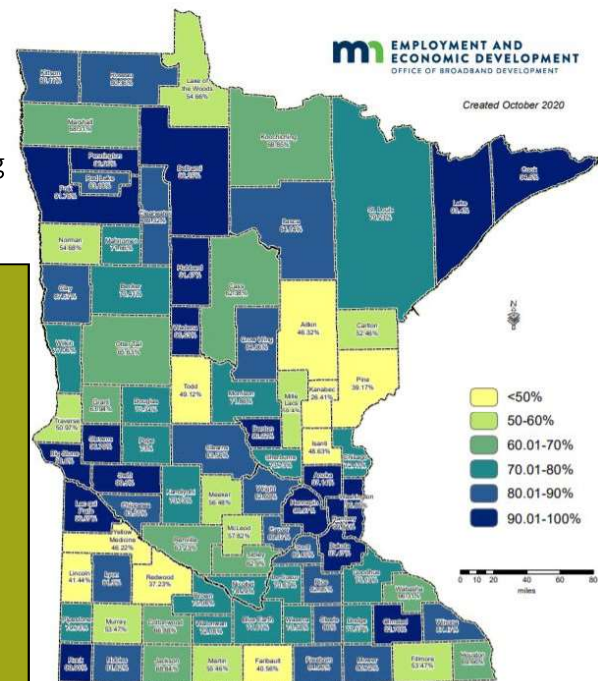
Rural Minnesota households that don't have access to broadband (25/3 megabites per second)

39%

of rural Americans and 41% of people living on tribal lands lack access to broadband compared with 4% of urban Americans

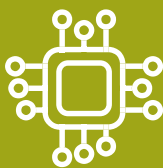
2020 Broadband Availability in the State of Minnesota

Percentage of Households Served by Wireline Broadband Service by County
At Least 100 Mbps Download/20 Mbps Upload Speeds
Statewide Availability: 87.75%, Rural: 72.53%



\$1,850

Average annual household economic benefits lost in rural homes without broadband



10:1

For every \$1 invested in broadband, \$10 is returned in direct and spin-off impacts to the local economy



70% of US high school teachers assign homework that requires internet access to complete



Unemployed people with internet access at home find employment 7 weeks faster than those who do not and earn \$5,000 more on average



60.6% of workers want the flexibility to work from home post-pandemic





Blandin “Up to Speed” Broadband Survey Results
By Benjamin Winchester
University of Minnesota
Extension Center for Community Vitality
July 7, 2021

The broadband survey was administered between April and June. Residents of Aitkin, Kanabec, and Pine County – as well as the Mille Lacs Band Tribal Economy region – were invited to complete the survey. A total of 2,621 surveys were submitted, of which 2,369 (90%) reported living within the survey region. The following tables will examine overall results which includes responses from those with a region-identified address, as well as 252 responses from those without a verifiable address. It is believed that many respondents with second homes in the region responded to the address questions with their primary residence (for example, in St. Paul), rather than their secondary address in the region.

The Mille Lacs Tribal Economy encompasses the three districts of the Mille Lacs Band of Ojibwe territory within Mille Lacs, Pine and Aitkin Counties. The Tribal Economy includes six specific Census tracts (9504, 9505, 7704, 9703, 9701 and 9702). A map of this area can be found in the Appendix. Mille Lacs Corporate Ventures aims to improve the economic vitality within this area for all residents, both Band members and non-members alike. Since the Mille Lacs Tribal Economy has coverage within all other counties, the summative totals of these individual areas will not match “all respondents” throughout this report.

Table 1: Survey responses by survey area.

County	Surveys Completed	Avg. Household Size	Estimated Population in Survey Sample
Aitkin County	692	2.02	1,398
Kanabec County	887	2.45	2,173
Pine County	610	2.57	1,568
Mille Lacs Tribal Economy	387	*	
No verifiable address	252		

* 2019 estimates not available for this small unit of geography.

Table 2: Is anyone in your household a member of the Mille Lacs Band of Ojibwe?

	Count	Percent
Yes	167	7%
No	2,409	94%
Total	2,576	

Table 3: I am completing this survey at...

	Count	Percent
Home	1,939	79%
Work	358	15%
Other	170	7%
Total	2,467	

Most open-ended responses here were related to a cabin or seasonal property. Others indicated public wifi, relatives house, a home in the Twin Cities.

Table 4: Respondents with Internet Service by Survey Area (n / %)

	I do not have Internet Service at my home.	I have Internet Service (excluding cellular phone or hotspot) at my home.	I have only cellular Internet at my home.
Aitkin County	57 / 8%	481 / 70%	154 / 22%
Kanabec County	37 / 4%	688 / 78%	162 / 18%
Pine County	42 / 7%	452 / 74%	116 / 19%
Mille Lacs Tribal Economy	23 / 6%	295 / 76%	69 / 18%
All respondents	162 / 6%	1960 / 75%	499 / 19%

Table 5: Respondents indicating they have 1) only cellular internet or 2) do not have internet.

	Count	Percent
Aitkin County	211	30%
Kanabec County	199	22%
Pine County	158	26%
Mille Lacs Tribal Economy	92	24%
All respondents	661	25%

For respondents that indicated they have either 1) only cellular internet or 2) do not have Internet Service, they were asked the following questions. (TABLE 6-10)

Table 6: Does at least one member of the household:

	Work at home (full or part time)	Operate a home business	Attend school online (full or part time)
Aitkin County	90 / 43%	25 / 12%	41 / 19%
Kanabec County	73 / 37%	40 / 20%	54 / 27%
Pine County	60 / 38%	23 / 15%	30 / 19%
Mille Lacs Tribal Economy	38 / 41%	11 / 12%	19 / 21%
All respondents	252 / 38%	94 / 14%	143 / 22%

Table 7: Please tell us why you do not have fixed Internet access as your home.

	No services are offered at my location	The price is too high	Other
Aitkin County	92 / 44%	27 / 13%	56
Kanabec County	86 / 43%	36 / 18%	42
Pine County	68 / 44%	24 / 15%	32
Mille Lacs Tribal Economy	31 / 45%	24 / 35%	14
All respondents	268 / 41%	115 / 17%	142

Do not need or want: 2 responses

Open-ended responses can be found in Appendix B

Table 8: What is the maximum monthly price you would be willing to pay for 100 Mbps service (high-speed upload and download internet)?

	Count	Percent
Less than \$25	36	8%
\$26-50	158	35%
\$51-\$75	163	36%
\$76-100	66	15%
\$101+	23	5%
I would not subscribe	5	1%
Total	451	

Table 9: If you had internet access at this location, would you use it for: (check all that apply)?

	Count
Education (K12 - higher education)	235
Earn income (work or business)	322
Communication (email, video calls, social media)	485
Entertainment (video or music streaming, gaming)	456
Access government information	211
Cloud-based services (Dropbox, iCloud, etc.)	208
Other	32

Other open-ended responses:

- Banking etc
- Contact with my new granddaughter
- Continuing Education
- Family members would use for work and school
- For the video surveillance system I plan on buying. I have Alexa products I would like to set up. My PS5
- general surfing and googling
- Health, library
- Home security
- If build a home would use for all but income
- Information
- Need for watching farming animals during work hours
- Ongoing education
- order online-shopping
- Pay bills

- personal banking/billpay
- Security
- Security
- security system
- Streaming
- Thermostat
- To be able to work from home
- volunteer work
- Work
- Work from home when needed

Table 10: In your opinion, are there sufficient Internet service provider choices available to you at your location (choose one)?

	Count	Percent
No	476	97%
Yes	17	3%
Total	493	100%

This is the end of the special bank of questions to respondents that indicated they have either 1) only cellular internet or 2) do not have Internet Service

Table 11: How many working computers, tablets and/or iPads do you have?

	Count	Percent
0-2	457	29%
3-4	626	40%
5+	470	30%

Table 12: How many other devices other than cell phones (TVs, gaming consoles, smart home, medical) in your home are connected to the Internet?

	Count	Percent
0-1	285	18%
2-3	546	35%
4-5	410	27%
6+	303	20%

Table 13: Who is your Internet provider? (choose all that apply)

Provider	Count
Access Communications	4
AirFiber	0
CenturyLink	774
Charter Spectrum	39
CTC	8
Emily Cooperative Telephone	0
Frontier	204
Genesis Wireless	40
Johnson Telephone	1
Mediacom	7
Midco	126
Mille Lacs Energy	33
SCI	91
Starwire Technologies	5
Windstream	1
Cellular/mobile phone data plan	51
Satellite (HughesNet, Viasat)	152
Satellite (Starlink)	20
Other	29

Table 14: To the best of your knowledge, what speed does your Internet service provider promise you?

	Count	Percent
Less than 10 Mbps	347	33%
Between 10 and 25 Mbps	408	38%
Between 26 and 100 Mbps	248	23%
Between 101 and 1 Gbps (Gig)	64	6%
Total	1,067	100%

Table 15: Overall – considering performance, cost, and any other factors – how satisfied are you with this Internet service?

	Affordability	Speed	Reliability
Extremely dissatisfied	19%	19%	19%
Somewhat dissatisfied	27%	27%	27%
Neither satisfied nor dissatisfied	19%	19%	19%
Somewhat satisfied	25%	26%	25%
Extremely satisfied	10%	10%	10%

The following tables show the percent of respondents indicating they are Dissatisfied (Extremely or Somewhat) and Satisfied (Extremely or Somewhat) for the providers having 20 responses or more. Note, open-ended responses were cleaned to identify the appropriate provider. For

example, many listed AT&T yet did not select “Cellular/Mobile Phone Data Plan”. For reference, “Satellite (Hughes, Viasat)” also includes DISH Network and Excede.

Table 16: Affordability Satisfaction by Provider

	Count	Percent Dissatisfied	Percent Satisfied
CenturyLink	774	40%	38%
Charter Spectrum	39	56%	28%
Frontier	204	61%	21%
Genesis Wireless	40	55%	33%
Midco	126	35%	46%
Mille Lacs Energy	33	39%	45%
SCI	91	37%	49%
Cellular/mobile phone data plan	51	35%	53%
Satellite (HughesNet, Viasat)	152	78%	10%
Satellite (Starlink)	20	25%	60%
Other	29	48%	38%

Table 17: Speed Satisfaction by Provider

	Count	Percent Dissatisfied	Percent Satisfied
CenturyLink	774	22%	68%
Charter Spectrum	39	15%	31%
Frontier	204	18%	79%
Genesis Wireless	40	13%	65%
Midco	126	19%	26%
Mille Lacs Energy	33	15%	45%
SCI	91	12%	24%
Cellular/mobile phone data plan	51	14%	64%
Satellite (HughesNet, Viasat)	152	10%	83%
Satellite (Starlink)	20	10%	10%
Other	29	16%	62%

Table 18: Reliability Satisfaction by Provider

	Count	Percent Dissatisfied	Percent Satisfied
CenturyLink	774	22%	9%
Charter Spectrum	39	54%	15%
Frontier	204	13%	5%
Genesis Wireless	40	20%	15%
Midco	126	58%	13%
Mille Lacs Energy	33	42%	9%
SCI	91	63%	9%
Cellular/mobile phone data plan	51	29%	7%
Satellite (HughesNet, Viasat)	152	11%	5%
Satellite (Starlink)	20	75%	10%
Other	29	30%	6%

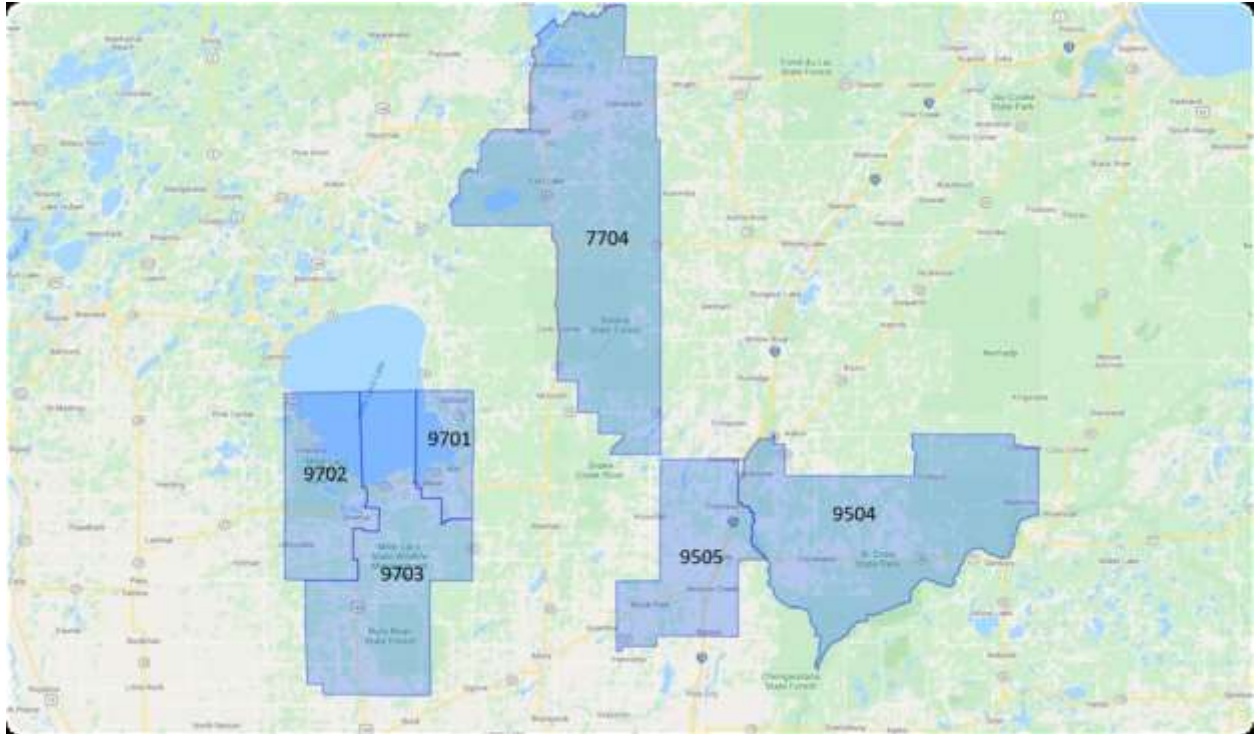
Table 19: Satisfaction by Community

	Affordability % Satisfied	Speed % Satisfied	Reliability % Satisfied
Aitkin County	43%	28%	35%
Kanabec County	44%	30%	35%
Pine County	40%	32%	39%
Mille Lacs Tribal Economy	44%	33%	41%
Mille Lacs Band Members	35%	35%	37%

Note this table also includes a row showing statistics from respondents that indicated they were members of the Mille Lacs Band of Ojibwe reported in Table 2. The Band member can be residing across the survey region.

The last question asked respondents to “Tell us your broadband story.” These responses are lengthy and can be found in a separate report. A reflection upon this survey process, and analysis, are in the Survey Administration Notes, Appendix C.

APPENDIX A – Map of Mille Lacs Tribal Economy census tracts



APPENDIX B – Open-Ended Location Responses from Table 7

Question: Please tell us why you do not have fixed Internet access as your home. Note: spelling and grammar was not corrected.

- Aitkin is cabin residence. Summer only.
- Bad Century Link experience
- Bad internet service
- Because the only service offered is satellite and I have heard terrible things about it.
- Cabin but may like service if it was reasonable enough
- Can get good service around my area
- Can't afford it and right now my phone works okay for me for service
- Connection speed is very poor but expensive. It is not useful
- Cost vs poor service is outrageous
- Crappy service
- Dial up internet only thing available
- End of the line, speed is too slow
- Fast Internet not available, not paying for slow speed.
- Frontier could not maintain line to the house.
- frontier is only option and constantly is being worked on and we don't want internet that is shut down
- Frontier is the option and ATT hotspot has better speeds.
- Had it they lowered the speed and would not restore it. Canceled it because why pay for something that does not work.
- Have ATT cloud
- Have been waiting for line to be dug since October 2020
- High speed gets used up right away
- High Speed Not Available
- I already have internet service at me home.
- I have heard horrible things about it.
- I have it, but I remember when I didn't have it. It was costly and I had poor connection. I work with several employees that could work form home, but internet is bad or they don't have it.
- In the process
- Internet is too expensive for such a slow speed.
- internet really sucks between providers that we have
- it is lakeshore
- It is offered by Frontier but it doesn't work very good and is expensive.
- It's difficult to keep up with the spam and other crap that infests the internet
- Limited Internet Available - speeds not fast enough for me to work from home. I work from Home FULL Time.
- limited speed, limited access
- Lousy options w poor speeds and high price
- new home and the only wired provider says they can't service us as we are 200 ft away from their line.
- No fiber to home!

- No fiberoptic available and trees are too high for Satellite
- No home on property.
- No phone based internet offered at my location and satellite options are too expensive
- No reliable service
- no reliable service
- No selection and prices too high
- No service ran to house and not going to pay \$2000 have it installed and it's poor internet anyway
- Not sure what services are provided at my address
- On fixed income
- one service is available at a very slow rate of download speed
- Only have 5 spot thru Verizon
- Only have unreliable DSL that is offered
- Only one provider frontier, and it isn't any good.
- only option is CenturyLink. We avoid due to customer service, slow speeds, just don't need to use them
- Only possible service is Century Link. No current lines exist to our house (recent new build). Cost to run line from access point to home is prohibitive. Also the service that would be available if we paid for this DSL is not cost effective and would not meet our access needs.
- only satellite internet at this location
- Only satellite available, expensive and slow
- Only satellite internet is available at my home, which is not affordable or fast enough.
- Only Satellite is offered
- Only satellite is accessible and it wasn't fast enough
- Only service provided is too slow for our needs.
- Only slow internet is available at a high cost
- Phone lines don't support internet
- POOR RECEPTION, TRIED GENESIS WIRELESS FOR YEARS SERVICE WAS VERY SPOTTY
- Poor service and high price.
- Poor Service and Speed
- Poor service offered in this area
- poor service/unreliable
- Price is high and service is poor
- Price is too high in comparison with Verizon hotspot
- Price is too high and internet options are slow and unreliable
- Price is too high for internet speed that is too slow.
- Price is too high for satellite internet
- Price is too high for what crappy services provided. Have only heard bad things about HughesNet etc
- Price too high for lousy service
- Prices are too high for the amount you get

- Pricing too high and only satellite internet. Need more secure than satellite internet
- Quality not good
- Ran out of Bandwidth
- Satellite internet being installed next week
- Satellite internet is really the only option.
- Satellite internet is very expensive
- Satellite internet will not meet my need and to expensive
- Satellite is expensive for small amount of data. Centurylink has been unreliable in the week we were supposed to have service
- Satellite is offered and not affordable or reliable
- Seasonal Cabin / Price too high
- Seasonal owner
- Seasonal property currently- will be full time residence within 5-10 years
- Service is not good
- Service is poor at this location
- Service speed is too slow
- Service that we have tried have been spotty.
- service was too slow
- Services are offered but they are all satellite. Satellite has proven, to us, it is slow and not reliable.
- Services aren't functional enough in our area
- Slow
- Slow speed. Only 10mbps available
- Slow speeds
- slow, bad!!
- Speed and connection issues
- SPEED ARE SLOW AND UNRELAIBLE AT BEST
- Speed is snail slow.
- speed is too slow for cost
- Speeds were not much higher than dial-up, yet we had to pay just as much as those with hi-speed access.
- The reliability and speed were terrible
- The service is intermittent and poor
- The service is not reliable for the cost
- The service is. It good. Can only connect 1to 2 devices usually before it starts to slow down
- The service Providers in our area are worthless and a waste of money. HORRIBLE service and speed.
- The services offered are far too slow
- The services offered are too slow to operate effectively - so we use cell service
- The services offered only work a small portion of the time.
- The services that are supposedly available in my area are not only ridiculously expensive but completely insufficient to do what I need to do --- I work from home and teach from

home - two separate jobs -- and fight daily with internet! It's ridiculous to live where I live and continually struggle to do basic Internet tasks!

- The speed is not adequate and too costly
- The speeds are way too slow. I've had internet in the past
- they were too slow
- this is my cabin at the lake
- T-mobile home internet
- too expensive for crappy service
- We are going to build at site. We do not live there now, but have been looking at internet options.
- We do have access.
- We do not have fast enough internet in our area, i have been using my phones hot spot at this point
- We don't use it enough to justify the cost
- We have a cabin and it's only open in the summer. It's too costly for us to have service at the cabin and at home.
- We have no broadband, satellite is available, but is worthless
- We have satellite available, or very slow speeds but the cost is really high.
- We have signed up for fiber through MLEC but it has not been installed yet. Also- the home is a seasonal cabin.
- We have tried every cell provider out there and still can't get decent service.
- We haven't thought about internet for the cabin, but would consider it if the price was right. We're generally not there for extended periods.
- We just bought a lot on Cedar Lake. We have not built our home yet. We have heard from neighbors that internet service in the area is terrible.
- We would like for century link to come to our neighborhood. They have customers down the street from us. We live in a new development. Which is why they haven't come this way yet.
- When we built our home frontier told us our connection to internet would basically be a little better than dial up speed. They were not sure when a better connection would be offered in my area.

APPENDIX C – Survey Administration Notes

The following recommendations are made should the survey be replicated.

1. Be clear about why are we asking where people are taking the survey (home/work). I recommend just asking what type of property they have located in the survey region. Is it a primary home, business, cabin. This survey was unable to clarify all those with lake cabins outside of those that selected “other” and wrote in “cabin”. It is unclear the value of a “work” response to the respondent location at the time of survey administration.
2. For the number of devices, require numeric responses – do not allow open-ended.
3. Allow option to identify Lake Home, address clarification
4. Ask people for their in-region address. Also selectable list of county names.

5. The list of providers was a confusing split between technology type (satellite, cell phone) and provider name. For example, DISH network was not listed and respondents did not find an appropriate response category. Same for AT&T, Verizon, and T-Mobile – though “cellular/mobile plan” was available for a choice. It may be easiest to just list company names and identify the technology type from there.



26 Resolutions of Support

7/13/2021

From May through June 2021, the CBR: *Accelerate!* team asked public entities to support efforts to bring better broadband to Kanabec County. The team received the following resolutions of support.

- ✓ **2 School Districts** Mora & Ogilvie
- ✓ **3 Cities** Grasston, Mora & Ogilvie
- ✓ **13 Townships** Ann Lake, Arthur, Brunswick, Comfort, Ford, Grass Lake, Haybrook, Kanabec, Knife Lake, Kroschel, Pomroy, Southfork & Whited
- ✓ **8 Organizations** Ann Lake Watershed Alliance, Braham Moose 1544, IOUE Local 49, Kanabec County DFL, Kanabec County Republicans, Ogilvie Collision, Ogilvie Lions Club & Rum River Labor Coalition



Robust Network Feasibility Fund Grants

Matching grants to support research on the feasibility of geographically based broadband networks.

Feasibility studies provide factual data and information necessary to make informed decisions about potential broadband network infrastructure investments. The geographic area of a feasibility study may range from a rural township to a county or an even larger region. A well-designed study will provide information on existing broadband infrastructure and services, prospective customer demand and willingness to pay for improved broadband services, technology options, prospective provider partnerships and business planning. A study can be designed to examine any or all of these elements, depending on where a community is in the broadband improvement process.

Through experience, Blandin Foundation now recognizes that feasibility study impacts are maximized when a community has done important community development work in advance of hiring a feasibility study consultant. This work includes forming and educating a cross-sector steering team about community broadband development; interviewing existing and prospective broadband providers; considering public sector roles in broadband development; and discussing these preliminary findings with citizens and local elected officials. Applicants should be prepared to document these activities in advance of applying for a feasibility grant. The Foundation's [Community Broadband Resources](#) program can help.

Application deadlines for 2021 are August 2, and November 1.

More Information



Robust Network Feasibility Fund Grant Application Instructions

Microsoft Word – 76 KB

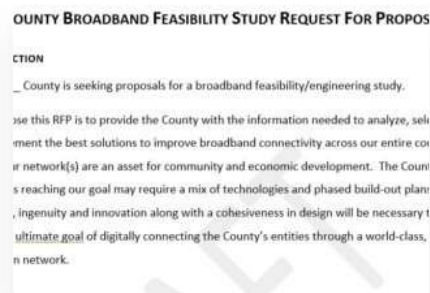


Apply Online - Robust Network Feasibility Fund grants

Broadband Feasibility Study Consultants				
	Contact	Web Address	Phone	Email
Engineering	David Dawson	www.crgcomm.com	202-255-7089	blackbeard@crgcomm.com
Consulting	Greg Gantley	www.chrissolutions.com	502-314-1050	greg.gantley@chrissolutions.com
Business Development	Rebecca Adams		512-856-7625	rebecca.adams@chrissolutions.com
IT	JoAnne Johnson		612-229-7173	joannejohnson@broadbandnet.net
IT Ventures	Greg Ruse	www.trustcompass.com	218-346-3600	greg.ruse@trustcompass.com
Consultants	Jason Dale	www.cooperative-networks.com	218-298-0264	jason.dale@cooperative-networks.com
Cooperative Network	JoAnne Hovis	http://www.ccnw.net	303-933-1488	info@ccnw.net
Policy and	Andrew Coble	www.designline.com	540-951-4400	acoble@designline.com
Design	Gary Elert	www.elert.com	651-430-2772	Gary.Elert@elert.com
Associates	Mark Mita	www.fidryusa.com	307-777-2000	m.mita@fidryusa.com
Engineering	Dustin Mason	www.kjeng.com	701-555-8780	Dustin.Mason@kjeng.com
Lee & Lj	Eric Lampland	www.lookoutgt.com	651-227-8122	eric@lookoutgt.com
Design Solutions	Kyle Hofffield	www.magnifyadvisors.com	888-488-1767	info@magnifyadvisors.com
Advisors	Karen Olson	www.mn-tech.us	920-289-8024	kolson@mns-tech.us
	Diane Kruse	www.netfiber.net	970-305-3500	info@netfiber.net

Broadband Feasibility Study Consultants

PDF – 154 KB



Sample RFP - Broadband Feasibility Study

Microsoft Word – 40 KB



Broadband Discussion Series

Links to upcoming Broadband Lunch Bunch discussion sessions and archived sessions where MN and national broadband leaders share insights and tips to transform communities.



BROADBAND FEASIBILITY STUDY REQUEST FOR PROPOSAL

INTRODUCTION

The Kanabec County Economic Development Authority (EDA) is seeking proposals for a broadband feasibility/engineering study.

The purpose this RFP is to provide the County with the information needed to analyze, select and implement the best solutions to improve broadband connectivity across our entire county so that our network(s) are an asset for community and economic development. The County recognizes reaching our goal may require a mix of technologies and phased build-out plans. Flexibility, ingenuity and innovation along with a cohesiveness in design will be necessary to reach the ultimate goal of digitally connecting the County's entities through a world-class, next generation network.

The vision of Kanabec County's 2021 broadband committee is that:

All residents and businesses will have access to efficient and affordable high speed Internet.

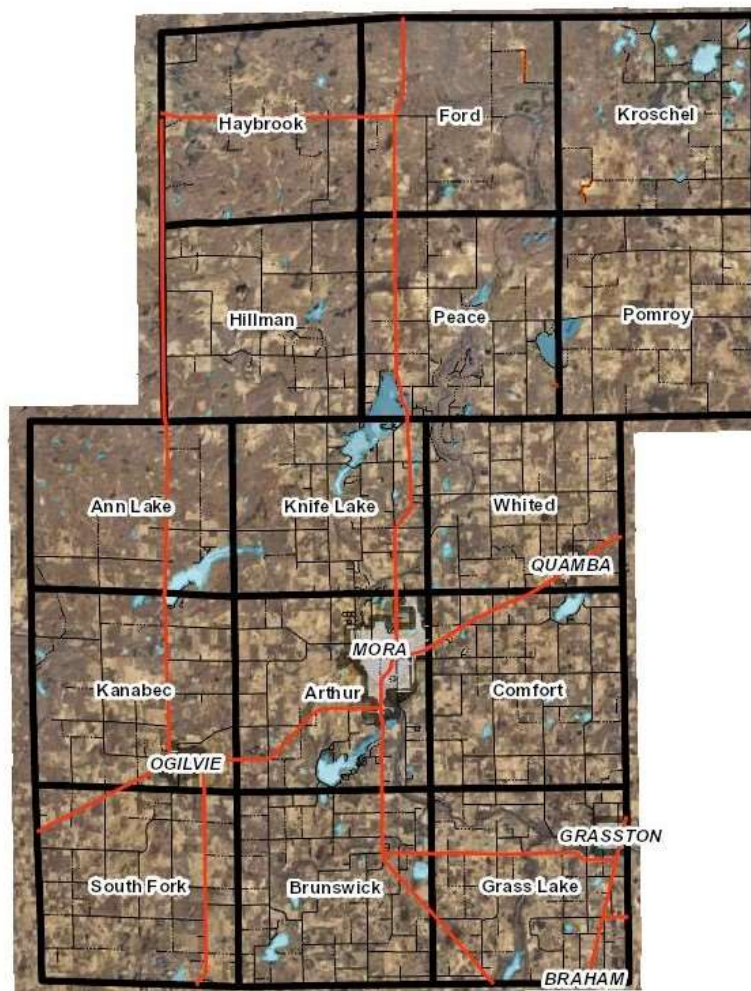
To achieve this vision, we seek the best path to a ubiquitous broadband network that is ultimately scalable to one Gigabit to homes, businesses and anchor institutions recognizing that this may require a 10 Gigabit backbone. We recognize that there are a variety of models that could be used to achieve our vision and we are open to all of them, including incenting private sector investment, engaging in a public-private partnership or forming a new cooperative.

We expect this to be highly interactive and iterative process, with excellent and ongoing communications between the selected vendor and the steering committee so that at the end of the study process, the committee clearly understands the best alternatives for moving forward to achieve the vision.

DESCRIPTION OF KANABEC COUNTY

Kanabec County is located in East Central Minnesota. Three major transit highways (MN-65, MN-23 and MN-47) intersect in the County. Mora Municipal Airport has a 4,800-foot paved primary runway. BNSF Railway runs through the southeast corner of the County, connecting Braham to the port of St. Paul and Duluth-Superior. Major industries include plastics and fabricated metal product manufacturing and machinery manufacturing. Major employers are Commercial Plastics and Welia Health.

- County Road Miles: 430 (approximately half paved & half gravel)
- Population: 16,089
- Average Rural Population Density:
- Largest Cities: Mora (3,490) Ogilvie (492) Grasston (188)



Additional maps of Kanabec County are attached.

COUNTY CONTRIBUTIONS TO THE FEASIBILITY STUDY PROJECT

To support the selected vendor, the county will, at a minimum, provide the following:

- Recruitment of a project steering team
- Recruitment of focus group participants
- Access to County GIS data
- Access to historical County Permit Data
- Other public information as needed

SCOPE OF WORK/REPORTING REQUIREMENTS

This section outlines the study and report requirements.

Section A – Current assessment and market demand

- Review of the competitive environment
 - Complete an inventory of existing fiber networks within the county, including ownership and availability for use by other network providers.
 - Provide an overview of current broadband providers' services, pricing strategies and coverage area. To the extent possible, determine and analyze the investment and deployment plans of incumbent providers.
 - Map existing the location of existing fiber and broadband-related electronics and available broadband speeds available by provider. This information should be provided in a format usable by the County GIS systems.
 - Provide an assessment of the services available to our existing and prospective businesses and how that impacts our economic development efforts.
- Provide a market study to establish a likely market penetration rate and clarify which benefits from a new countywide network might be most important to the residents and businesses. Include information from the following sources
 - Available market and census data
 - Local random sample countywide survey of residents and businesses
 - Focus groups of key constituencies
 - Include a sample survey your firm has used for similar project and the resulting report as an appendix of your proposal

Section B – Technology options

- Determine the best technology path for our county
 - What are the broadband capacities and considerations that are necessary now and in the future that will enable our county to be economically competitive? What technologies can provide broadband services at those speeds?

- What are the technologies best suited to the various areas of the County based on geography and demographics?
- What opportunities exist to provide a protected-ring fiber network that would connect businesses and anchor institutions such as schools, libraries, hospitals, public safety, cities, institutions of higher education and community support organizations?
- Options for services provision to include:
 - Mix of technologies and phased build out plans with multiple platforms scalable to 1 gigabit and include wireless, fiber, ARMER towers, cable, etc.
 - Options should include scenarios using what already exists within the County, with a minimum service level of (25/3, 100/100, Gb (county must choose)).
 - Business models and pro forma to be analyzed to include but not be limited to:
 - a) Build on existing networks: Options to combine or collaborate with existing providers to provide middle and last mile coverage to the underserved and unserved, with special emphasis on leveraging CAF2 dollars.
 - b) Create new networks:
 - 1. Open Access: The County would finance and contract to build the network and invite other service providers to contract to deliver services over the network.
 - 2. Proprietary Network:
 - i. The County would build and operate the network, with or without private sector operating partners
 - ii. The County would incent a private sector partner, including existing cooperatives, the creation of a new cooperative, or other entity to invest, build and operate a network by using development powers as necessary.
 - 3. Other options that might involve multiple local entities or other scenarios as contractor sees appropriate.
- Conduct pre-engineering study(s) at sufficient depth to estimate costs and approximate implementation timeframes for full network implementation.
 - This evaluation should include an assessment of all available mainstream high-speed technologies either alone or in combination and include an assessment and consideration of both Fiber to the Premise (FTTP) and wireless technologies. All parts, materials, and service proposed must be currently available on the market and in continuing production (no discontinued manufacturers or parts).
 - Assessment of primary and redundant backhaul connection options between local network and the Internet.

- Define the proposed service area and create a conceptual fiber route and high level design to provide the greatest coverage, showing businesses and publicly owned facilities passed within ½ mile on both sides of the fiber route.
- Use algorithmic tools to combine the map data with historical cost data to provide an estimated cost to offer scalable broadband service for all options identified. Costs will be calculated by service area and anticipated route miles to determine capital costs for fiber optic mainline, access equipment, cell tower backhaul, routers, and switches. Costs should be all inclusive of any design, initial configuration and installation costs.

Section C – Partnership options

- Provide examples of who might be a prospective partner with a brief summary of how each relationship would function.
- What sectors, groups and individuals may help our county achieve the broadband goals? Please identify synergies and sharing opportunities that exist with providers and customers to include but not limited to:
 - ISP Providers, Telecoms, Cooperatives, Statewide telecom networks, Government entities, NGO's, K-12 and higher education, including library systems, Healthcare providers and the industry and business community

Section D – Financing and Legal Considerations

- Provide financing options to include, but not limited to general obligation bonds, revenue bond, public/private partnerships, USDA RUS, other state and federal funding and others where appropriate.
- Provide an assessment of legal requirements, risks and regulations relevant to the building or operation of a network and partnership arrangements.
- Prepare financial projections for at least two project scenarios as selected by the project steering team:
 - Options Identified
 - Operational Cash flow for expenditures
 - One Time and Recurring Capital Expenses
 - Business and technical expertise needed
 - Organizational support
 - Community Support

PROPOSED SCHEDULE

- All proposals due at 4:30 pm CST on August 17, 2021.
- Project implementation schedule and phasing - Please provide an estimated project timeline. Timeline should include:

- Estimated project start and end dates.
 - Proposed date(s) for pre-project meeting with County's feasibility study project committee.
 - Proposed dates for conducting a community presentation to collect public input and review preliminary findings.
 - Proposed date for presentation to County Board. Board meetings are typically the **dates/time**.
- Consultant will provide biweekly updates on progress during the work period, via either email, or phone calls, to the designated County Representative and/or steering committee.
 - Consultant will provide fifteen copies of final feasibility study along with a digital copy

REQUEST FOR PROPOSALS

The following will be considered minimal contents of the proposal. Limit proposal to 10 pages.

1. Provide a restatement of the goals, objectives and project tasks to demonstrate the responder's view of the project and your approach to this project. Please reference the **Study/Report Requirements: Sections A – D** in your responses.
2. Provide on your background and experience in the following areas:
 - a. Network: Outline the direct knowledge and experience your company has regarding broadband solutions.
 - b. Financial: Describe direct experience and knowledge your company has creating and analyzing financial plans and models including capital requirements, operational pro formas, and financing options.
 - c. Regulatory/Legal: Describe any direct experience and knowledge your company has in analyzing and interpreting the regulatory and legal landscape and providing analysis and guidance on these issues as they pertain to the various options contained in the proposal.
 - d. Services: Describe any direct experience and knowledge your company has in providing community and business community analysis and guidance surrounding broadband services.
 - e. Project Management: Outline your company's direct knowledge and experience with structured project management.
 - f. Partnerships: Share your company's experience in working with state and local governments and public-private sector collaborations.
3. Conflicts of Interest: Provide any information on prospective conflicts of interests, including existing or financial relations with equipment vendors, ISPs or other firms.
4. References: Include at least three references from previous similar projects.

Identify key personnel who will conduct the project and provide detail of their training and work experience. No change in key personnel assigned to the project will be allowed without the approval of the local project team. Address experience in working with rural communities, schools and townships in regard to this type of study.

Note: Subcontractors working for the contractor must meet all the requirements of the Request for Proposal (RFP) and any contract between the contractor and the subcontractor must include all contract terms agreed to between the County and the successful contractor.

5. Detailed work plan to include:

- a. Tasks to be accomplished and the budget hours to be expended for each task and subtask. (This will be used as a work plan and managing tool for basis of invoicing.)
- b. Identify project timeline with deliverables and key milestones.
- c. Provide detail regarding local involvement and services expected to complete the project. A minimum of 3 status meetings are to be contained in the work plan in addition to any data collection or input/review meetings.
- d. Outline the project management approach that your company will employ to execute this project and identify individual(s) responsible for the various areas in the outline.
- e. Identify areas of risk for the project based on the contractors detailed work plan and schedule for all aspects of the project including but not limited to financial, construction, legal, product availability, environmental and archaeological.
- f. Provide detailed cost estimate of the study, including known project expenses, professional hourly rates and multipliers and estimated service/task hours with a "Not to Exceed" cap. Other ancillary expenses related to the completion of the study will be discussed on a case-by-case basis.
- g. Commit to working closely with Steering Committee and County Board

EVALUATION CRITERIA

The local project team will evaluate all proposals using the following criteria to conduct a best value evaluation:

- Experience and qualifications of the vendor and personnel assigned to this project
- Clear understanding of this project
- Clear technical proficiency for the mix of technologies and cohesiveness of the network proposed
- Project work plan and timeline
- Work experience in small and rural communities including counties, cities and townships
- Pricing

After evaluating all proposals, the local project team may choose to interview the top candidates. After making a selection, the review team will submit their recommendation to the county board for final approval to pursue a professional services agreement with the chosen candidate.

SELECTION

Selection of the consultant for this project will be based on the criteria noted above. Upon approval from the board, the county will enter into negotiations with the selected consultant to develop a Professional Services Agreement and finalize the work plan including budget hours. Should the county and the selected consultant fail to satisfactorily reach agreement to the work plan, including budget, the county may enter into negotiations with the respondent judged second in the evaluation process, or the county may re-advertise for proposals.

The county reserves the right to reject any and all proposals regardless of merit.

RFP TIMELINE 2021

- | | |
|--|---------|
| • Release RFP | July 20 |
| • RFP summary published | July 22 |
| • Questions due to Kanabec County | Aug. 3 |
| • Kanabec County responses provided | Aug. 10 |
| • Proposals due | Aug. 17 |
| • Interviews, if necessary | Aug. 24 |
| • Approval of contract by County Board | Sept. 7 |

Any proposal related questions should be emailed to Heidi Steinmetz, EDA Director, at heidi.steinmetz@co.kanabec.mn.us.

The above dates are subject to change at the discretion of Kanabec County.

Please email your proposal to Heidi Steinmetz at heidi.steinmetz@co.kanabec.mn.us. Generic marketing or advertising materials not specific to your bid should not be included with your proposal.

PRIMARY CONTACT

Heidi Steinmetz
Economic Development Director
18 North Vine Street, #101
Mora, MN 55051

Office: 320-209-5031
Mobile: 320-515-1674

10:15am Appointment

Item a.

July 20, 2021

REQUEST FOR BOARD ACTION

a. Subject: Request to add a Part-Time Position in A/T Office in Preparation for an upcoming Retirement	b. Origination: County Auditor's Office
c. Estimated time: 10 minutes	d. Presenter(s): Denise Snyder

e. Board action requested:

The Deputy Auditor, Property & Tax and the Deputy Auditor Tax II are planning to retire in the near future. The Deputy Auditor, Property & Tax was originally planned to retire in 2021, however that retirement was postponed and a new date is unknown at this time. The Deputy Tax Auditor II's retirement is set for July 2022.

In 2021, the Auditor/Treasurer's Office budgeted for an employee to begin training for the Deputy Auditor, Property & Tax position, however at this time the Auditor/Treasurer is requesting permission to use those funds to begin training the Deputy Tax Auditor II's replacement.

The proposed plan would include hiring an employee for 16 hours per week between 8/2/21-3/31/22 and then for that person to become full-time from April-June 2022. The intention is for that person to train and take over the responsibilities of the retiring Deputy Tax Auditor II in July 2022. The extra 16-hour position would be eliminated when the person converts to full time.

The position will be posted internally.

f. Background:

In addition to training on the Deputy Tax Auditor's position, the new employee would assist in the transition to the new Tax/CAMA system.

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:15am Appointment

Item b.

July 20, 2021

REQUEST FOR BOARD ACTION

a. Subject: Crime Victims Services Agreement	b. Origination: County Auditor/Treasurer's Office
c. Estimated time: 5 minutes	d. Presenter(s): Denise Snyder

e. Board action requested:

WHEREAS Kanabec County supports the Crime Victims Services program through matching required grant funding; and

WHEREAS the Kanabec County Auditor Treasurer recommends clarification of the in-kind grant match components of the grant agreement;

BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the Crime Victims Services Agreement as written.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

CRIME VICTIMS SERVICES AGREEMENT

THIS AGREEMENT is an agreement made and entered into this 20th day of July, 2021, by and between Kanabec County and Crime Victim Services. This will be effective from October 1, 2021 to September 30, 2023.

During this time Crime Victim Services, under the supervision of the Kanabec County Attorney's Office and partially funded by a grant from the Office of Justice Programs, will

provide services to crime victims and witnesses involved in matters pending in Kanabec County. The grant for this program requires that Kanabec County provide \$34,752 in county match.

Terms of the Agreement

Kanabec County would provide the following to the Crime Victim Services program:

- 143 square feet of office area
- Utilities including electric and heat to the designated area
- Use of office furniture, phone service and PC
- IS services/software for the PC's that include the OS, Antivirus and Malware prevention
- Copy paper and use of network copier

Kanabec County will provide the aforementioned to the Crime Victim Services program at a cost of \$250.25 per month. This amount will not be billed by Kanabec County but will be in lieu of county match funds required.

10:45am Appointment

July 20, 2021

REQUEST FOR BOARD ACTION

a. Subject: Discuss Changes to Ordinance #27: Hours of Sale for On-Sale Intoxicating Liquor	b. Origination: Springbrook Golf Course
c. Estimated time: 10 minutes	d. Presenter(s): Al Skramstad

e. Board action requested:

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

ORDINANCE NO. 27
KANABEC COUNTY LIQUOR ORDINANCE

An Ordinance providing for hours when intoxicating liquor cannot be consumed on premises licensed to sell intoxicating liquor; for hours during which no person other than employees of a licensee can remain in any premises licensed to sell intoxicating liquor; for authority of law enforcement officials to enter premises to check for violations; for penalties for licensees who allow persons to remain on licensed premises during any time prohibited by this ordinance; providing for penalty for failure to allow a law enforcement official to enter a licensed premises to check for violations; and providing repeal of a prior ordinance and a prior resolution dealing with the same subject.

THE COUNTY BOARD OF KANABEC COUNTY ORDAINS:

- 1.0** **DEFINITIONS.** The following words and phrases when used in the ordinance, unless the context clearly indicates otherwise, shall have the meanings herein ascribed to them.
- 1.01** "County" shall mean County of Kanabec.
- 1.02** "Final decision" shall mean any decision made by the County after a hearing under Section 9.0, or any determination made by the County Auditor that is not challenged at a hearing under Section 9.0 within 10 days of the mailing of the notice required by Section 9.01.
- 1.03** "Intoxicating Liquor" as defined in Minn. Stat. § 340A.101, Subd. 14.
- 1.04** "License" shall mean those licenses issued by the County of Kanabec to allow for the sale of intoxicating liquor by a licensee on the premises available to the licensee for the sale of intoxicating liquor.
- 1.05** "Licensee" shall mean any person who is issued a license by the County of Kanabec to allow for the sale of intoxicating liquor by the person on the premises licensed by the County of Kanabec.
- 1.06** "Person" shall mean an individual, partnership or corporation.
- 1.07** "Premises" is the premises described in the approved license application, subject to the provisions in Minn. Stat. §340A.410, subd 7. In the case of a restaurant, club, or exclusive liquor store licensed for on-sales of alcoholic beverages and located on a golf course, "licensed premises" means the entire golf course except for areas where motor vehicles are regularly parked or operated.
- 1.08** "Off-Sale" shall mean the sale of intoxicating liquor in original packages for consumption off the licensed premises only.
- 1.09** "On-Sale" shall mean the sale of intoxicating liquor for consumption on the licensed premises only.

1.10 "Club" as defined in Minnesota Statute 340A.101, Subd. 7

2.0 APPLICATION PROCESS

- 2.01 An application for a license under this ordinance shall be made on the forms prescribed by the County and the State of Minnesota
- 2.02 Before issuing any license under this ordinance, the Board of Commissioners shall consider, among other things, the following:
- (a) the application;
 - (b) township approval;
 - (c) the written recommendations from the Kanabec County Sheriff and Kanabec County Attorney;
 - (d) the character and reputation of the person making the application;
 - (e) the nature of the business being or to be conducted;
 - (f) the physical set up of the premises;
 - (g) the propriety of the location of the premises;
 - (h) compliance with County ordinances and state law including, but not limited to: parking, zoning, sanitation, food service facilities, provisions for security against theft or misuse of products, subdivision regulations, building, fire, electrical and plumbing codes;
 - (i) any files of the County regarding the person making the application and/or premises.
- 2.03 A licensee must require that all of its employees or agents who serve alcoholic beverages at the establishment successfully complete an annual program of responsible beverage server training. The County shall provide a list of dates, locations and times of County-approved responsible beverage server training programs. Certificates of attendance indicating proof of such training shall be maintained on the premises of the licensed establishment and a copy provided to the County at the time of application for renewal of license. Any renewal application not containing the certificates of training attendance shall be incomplete. Attendance at the training session does not alleviate applicants from civil and/or criminal penalties for a violation of this chapter.

3.0 FEES – NEW LICENSEES AND RENEWALS

- 3.01 The license fees for the licenses issued under this ordinance shall be those as set by resolution of the Kanabec County Board of Commissioners. Any resolution of the Board regarding license fees must comply with the provisions of Minn. Stat. §340A.408 (2005), and any amendment or recodification thereto.
- 3.02 Licenses are annual and expire June 30th of each year. License fees are non-refundable.
- 3.03 Renewal fees are due with the license renewal application. No license shall be

issued until license fees are paid in full.

- 3.04 Any licensee paying license fees by business or personal check that is returned due to insufficient funds or a closed account, will not be issued their license until payment by certified cashier's check or cash is received by the Kanabec County Auditor's office.
- 3.05 The Kanabec County Auditor's office reserves the right to require license renewal fees be paid by certified cashier's check or cash in subsequent years should a licensee violate section 3.04.
- 3.06 No license for the sale of intoxicating liquor will be issued to anyone for sales to be made on premises upon which delinquent property taxes exist.

4.0 HOURS OF SALE OF ON-SALE INTOXICATING LIQUOR

- 4.01 No sale of intoxicating liquor for consumption on the licensed premises may be made:
 - (a) between 1:00 a.m. and 8:00 a.m. on the days of Monday through Saturday;
 - (b) between 1:00 a.m. and 10:00 am on Sundays.
- 4.02 No licensee licensed to sell intoxicating liquor shall permit any person to consume intoxicating liquor in the licensed premises later than 1/2 hour after this ordinance allows for the sale of intoxicating liquor.
- 4.03 No licensee shall permit any consumer or person whomever, except employees of the licensee, to remain on the licensed premises later than 1/2 hour after this ordinance allows for the sale of intoxicating liquor.

5.0 TEMPORARY ON-SALE LICENSES FOR INTOXICATING LIQUOR

- 5.01 The County may issue a temporary on-sale license for the sale of intoxicating liquor to a club or charitable, religious, or other non-profit organization in existence for at least three (3) years for the on-sale of intoxicating liquor in connection with a social event sponsored by the licensee.
- 5.02 The temporary license under this section shall be issued for not more than three (3) consecutive days.
- 5.03 The premises for which a temporary license is issued may include public property owned by the County.
- 5.04 In the event the premises used are public property owned by the County, the

licensee shall deposit with the Kanabec County Auditor, a \$1,500 refundable cash deposit to guarantee that the premises will be cleaned up after the expiration of the temporary license, and to guarantee against property damage to the property owned by the County.

- 5.05 A temporary license shall not be issued for the use of public property owned by the County unless the licensee files with the Kanabec County Auditor a liability and property damage insurance policy protecting the licensee and County with the limits of at least \$100,000 per person; at least \$300,000 per occurrence and property damage of at least \$10,000.

6.0 GENERAL PROVISIONS

- 6.01 A licensee shall allow any law enforcement official to enter the premises at any time, for the purpose of investigating possible violations of this ordinance, other ordinances, and Minnesota Statutes.
- 6.02 A licensee shall immediately stop sales when ordered to do so by the Sheriff of Kanabec County or their deputies.
- 6.03 A licensee shall make every sale in full view of the public.
- 6.04 Any license issued under this ordinance shall be posted in a conspicuous place on the premises for which it is issued.
- 6.05 Any license issued under this ordinance shall not be transferred to any other person, organization or premises.
- 6.06 The licensee shall comply with all laws, rules and regulations of the state and federal governments in operation on the premises, and shall ensure compliance therewith by each of their partners, employees, agents and customers.

7.0 PENALTIES

- 7.01 Any violation of Sections 4.02 or 4.03 is a misdemeanor, and additionally shall be cause for revocation, or suspension for up to 60 days of the license of the offender and/or up to a \$2000 fine.
- 7.02 Any violation of Section 6.01 shall be cause for revocation , or suspension for up to 60 days of the license of the offender and/or up to a \$2000 fine.
- 7.03 Any violation of Minnesota Chapter 340A shall be cause for revocation, or suspension for up to 60 days of the license of the offender and/or up to a \$2000 fine.
- 7.04 Upon a determination by the County Auditor that a violation of this ordinance or Minnesota Chapter 340A has occurred, the following minimum penalties shall

apply:

- a. First violation: \$1000 fine
- b. Second violation within 36 months of any prior violation: \$2000 fine
- c. Third violation within 36 months of any prior violations: \$2000 fine and a 14-day license suspension
- d. Upon a fourth violation occurring within 36 months of any prior violations, the licensee's license will be revoked.

7.05 Payment of all fines assessed must be made within 90 days of the date that written notice of the violation was provided to the licensee. Unpaid fines shall constitute a basis to deny renewal of a liquor license when renewal is due.

7.06 Violations are counted per licensee. In the event of a change in the licensee, upon the first violation occurring after the change, penalties will be assessed as a first offense.

8.0 NOTICE AND HEARING

8.01 If the County Auditor makes a determination to suspend or revoke a license granted under this ordinance, or to impose a fine on the licensee, the County Auditor must provide written notice of the specific civil penalty to the licensee.

8.02 Written notice from the County Auditor must inform the licensee of the following:

- (a) The reason for the Auditor's determination;
- (b) The proposed consequences that the County intends to impose on the licensee;
- (c) The licensee's right to request a hearing prior to the determination becoming final; and
- (d) The consequences of the licensee's failure to request a hearing within 10 days of mailing of written notice.

8.03 A hearing must be requested within 10 days of the date the notice was mailed via certified mail. If a licensee does not request a hearing within that time period, the determination of the County Auditor will be the final decision. Requests for a hearing must be submitted in writing to the County Coordinator.

8.04 If the licensee requests a hearing, the hearing will be conducted in accordance with Minn. Stat. §340A.415 and Sections 14.57 to 14.69 of the Administrative Procedures Act ("APA"), and any amendment or recodification thereto.

8.05 The County Board must select an independent hearing officer to conduct a hearing and make a report and recommendations pursuant to the provisions of the APA.

8.06 The County must consider the hearing officer's recommendations and issue its decision on the suspension or revocation based on that recommendation pursuant to provisions of the APA. This decision will be the County's final decision.

9.0 EFFECTIVE DATE

This ordinance shall be effective July 1, 2015.

| Passed by the Kanabec County Board of Commissioners this 24th day of June, 2015.

Kanabec County Chairperson

County Coordinator

11:00am Appointment

July 20, 2021

REQUEST FOR BOARD ACTION

a. Subject: Tax Issues with Decks on Mobile Homes	b. Origination: Commissioner Craig Smith
c. Estimated time: 10 minutes	d. Presenter(s): Gerald McCabe

e. Board action requested:

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:	7/15/21
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Coordinators Comments:

11:15am Appointment

July 20, 2021

REQUEST FOR BOARD ACTION

a. Subject: Discuss Easement Request for Tax Forfeited Land in Haybrook Township	b. Origination: County Auditor's Office
c. Estimated time: 10 minutes	d. Presenter(s): Roberta Anderson

e. Board action requested:

Taxpayer requests easement be granted to ensure that they will continue to have access over tax forfeit parcel that adjoins their property.

f. Background:

Outlot D, Haybrook 1st Addition adjoins three tax parcels. The owner of one of the parcels, John & Andrea Gruenhagen, have contacted Commissioner Smith regarding obtaining a permanent easement across the tax forfeit parcel to ensure they will not have to worry about the parcel being sold at a future date and losing their access.

The board has the authority to grant such an easement but needs to determine who will draft the easement if this is granted, and any costs associated with this process.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

7/14/21

Coordinators Comments:

Special Easement to the State and United States Federal Government

The county auditor is authorized to grant temporary or permanent easement rights on tax-forfeited land under the administration of the county to the state of Minnesota or to the United States federal government for the following purposes:

1. Highways, roads, and trails;
2. Flowage for development of fish and game resources; and
3. Flowage for stream protection and flood control.

The county board has the responsibility of setting the price for the easement, the conditions of the easement, and time period of the easement. The county board has the right to cancel an easement if it is not used for the intended purpose.

Private Easements

The county board may convey a road easement across unsold tax-forfeited land to an individual requesting an easement for access to private property owned by the individual. Such easements may be conveyed by the county auditor, but only if the county board has delegated its authority to the auditor ([Minnesota Statute 282.04](#)).

The county board may grant such easements if:

1. There are no reasonable alternatives to obtain access to the individual's property; and
2. The easement will not cause significant adverse environmental or natural resource management impacts.

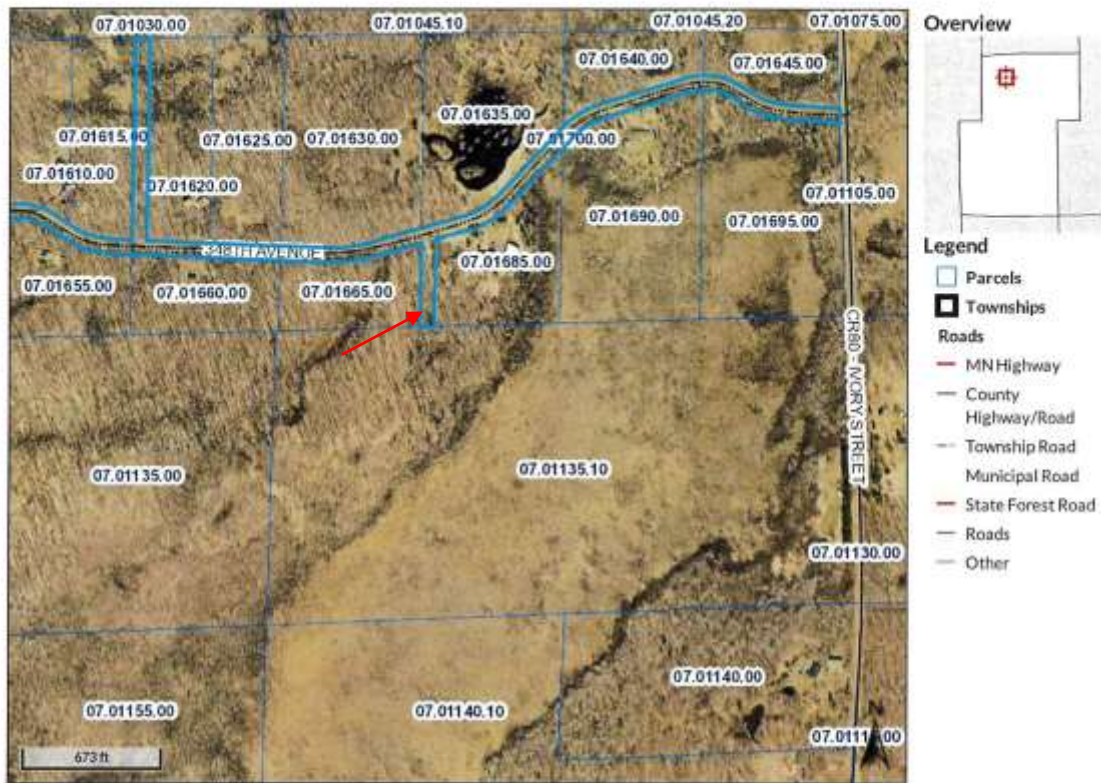
An individual applying for such an easement must pay the appraised value of the easement to the county auditor. The appraised value is determined by the county board. The conveyance granting the road easement must provide that the easement reverts to the state in trust for the taxing districts in the event of nonuse. The county board determines what constitutes "nonuse" since there is no statutory definition for the term.

Easements on Land Bordering Water

With the recommendation of the county board, the Department of Revenue is authorized to grant permanent easement rights to the Department of Natural Resources (DNR) for tax-forfeited land bordering lakes and streams ([Minnesota Statute 282.37](#)).

The county auditor must submit to the Department of Revenue an application letter which includes the following information:

1. The [legal description](#) of the parcel;
2. A detailed description of the purpose for the DNR easement;



Parcel ID	07.01700.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	26-042-024	Class	960 - Tax Forfeit		
Property Address		Acreage	n/a		
District	HAYBROOK SCH 0473				
Brief Tax Description	Sect-26 Twp-042 Range-024 HAYBROOK 1ST ADD. OUTLOTS A, B, D, E TAX FORFEIT 12/9/2016				
	(Note: Not to be used on legal documents)				

Date created: 7/15/2021
 Last Data Uploaded: 7/16/2021 4:47:07 AM

Developed by Schneider
 GEOSPATIAL

July 20, 2021
Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

11:30am Drainage Authority Board

1. Ditch Authority – CD 2 & CD 10 Inspection Reports
 - Prelim Cost Estimates to be presented at the board meeting
2. Schedule Hearing
3. Reconvene to Regular Board Meeting

12:00pm Regular Board Appointment

1. Intersection Policy Resolution #1 (07-20-21)
2. Construction Update

Resolution #1 (7-20-21)
Rural Through/STOP Intersection Policy

WHEREAS the Kanabec County Board of Commissioners wishes to improve safety on Kanabec County roadways, and

WHEREAS the County Engineer has developed a policy to help improve traffic safety, titled Rural Through/STOP Intersections, dated July 16, 2021 and

WHEREAS the County Sheriff has assisted with the policy development, and

WHEREAS said policy was presented before the Board and included herein, and

THEREFORE BE IT RESOLVED to adopt the Rural Through/STOP Intersections policy dated July 16, 2021 as presented, and

BE IT FURTHER RESOLVED to apply said policy to previous crashes as available to the County Engineer on the MnCMAT2 system.

DRAFT

Technical Memorandum

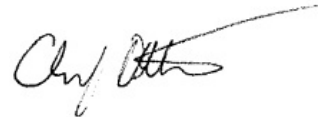
To: Chad Gramentz, P.E.
Kanabec County

From: Chris Otterness, P.E.
Zachary Schuster, EIT

Subject: Kanabec County Ditch 2 Inspection Report

Date: June 25, 2021

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



6-25-2021

Christopher Otterness
Reg. No. 41961

Date

INTRODUCTION

Houston Engineering (HEI) contracted with Kanabec County to prepare an inspection report for County Ditch 2 (CD 2) located in Township 38N, Range 24W, Sections 11-12, 13-15, 22-23, 26, and 35 in Kanabec County. CD 2 was established in 1904 and, per available documentation, has received little maintenance during its lifespan. In recent years, Kanabec County has received complaints about the condition of the ditch and its affect on upland drainage.

For this study, HEI was asked to perform a ditch inspection meeting the requirements of M.S. 103E.705 Subd. 1. To do so, HEI obtained aerial drone footage of the ditch system and used Kanabec County GIS data to determine the current alignment of the ditch.

This technical memorandum summarizes findings from the inspection of CD 2.

DITCH INSPECTION REPORT

DITCH DESCRIPTION

Kanabec CD 2 consists of a Main Trunk and Branches 1 and 2. The Main Trunk generally runs north-south and is approximately 5.6 miles long. The ditch has outlets at both ends. The north end outlets to the Groundhouse River in T38N, R24W, Section 12, and the south end outlets to Ties Creek in T37N, R24W, Section 2. The location of Kanabec CD 2 is shown on **Figure 1**. For the purposes of this report, stationing begins on the north end of the ditch, with Station 0+00 at Groundhouse Creek.

Branch 1 outlets to the Main Trunk at approximately Main Trunk Station 87+00. The upstream end of Branch 1 is approximately 1.3 miles west of the outlet in T38N, R24W, Section 22. Branch 2 outlets to the Main Trunk at Station 242+00. The upstream end of Branch 2 is approximately 1.5 miles north of the outlet in T38N, R24W, Section 24.

METHODS

HEI conducted an inspection of the existing Kanabec CD 2 in accordance with the requirements of M.S. 103E.705 Subd. 1. A ditch inspection helps assess the need for a repair and assess the extents of the repair if one is required. The survey of the public drainage system was done using aerial drone footage recorded by HEI on June 2 and 9, 2021. The drone flights were completed during a period of low precipitation with respect to long-term historical normals.

Kanabec County provided a GIS shapefile showing the current centerline of the ditch, and LiDAR elevation data obtained from the State of Minnesota was also used to verify the alignment of the ditch.

Locations of images taken from the drone survey are shown on **Figure 1** of this report.

OBSERVATIONS

Main Trunk

Overall, Kanabec CD 2 is in poor condition, and the ditch is not functioning as it was designed. Observations of Kanabec CD 2 showed poor drainage throughout the ditch system, with stagnant water and algae growth present throughout the Main Trunk. **Photo 1** shows a typical example of algae growth located at Station 58+00.

Stagnant water and large pools are also present upstream of many of the road and field culvert crossings. **Photo 2** shows a large impoundment upstream of the culvert under County Road 4 (103rd Street) at Station 283+00. Large impoundments are also present at State Road 65 (STA 43+00), County Road 15 (STA 57+00), and at the field crossing at Station 87+00. Although it is unclear what the primary cause of the pooling is, likely factors include sedimentation in the channel, beaver dams, and poor culvert conditions.

In areas where standing water has not filled the ditch banks, many parts of the channel are poorly defined. **Photo 3** shows a reach of the ditch from Station 105+00 to 112+00 where both the ditch banks and centerline are poorly defined. The ditch also has poor definition south of that reach from Station 124+00 to 140+00 and from Station 284+00 to the Ties Creek outlet.

Woody vegetation and treefalls that impede flow are also present along the length of the Main Trunk. Heavy woods are present from the Groundhouse River outlet to Station 26+00. **Photo 4** shows a significant blockage present at the upstream end of the wooded section. **Photo 5** shows another flow blockage caused by woody debris located at Station 55+00. Additional reaches of the Main Trunk that have excessive woody vegetation include Station 76+00 to 80+00, Station 146+00 to 156+00, and 158+00 to 170+00.

Branch 1

Branch 1 of CD 2 is also in poor condition. The ditch has several large impoundments of stagnant water. There is a large impoundment upstream of County Road 16 (Station 16+00) and at a field crossing immediately upstream of the outlet to the Main Trunk (Station 0+50). **Photo 6** shows the impoundment at County Road 16. The impoundment appears to be caused by a downstream impoundment on the Main Trunk, suggesting a repair of the full length of the system will likely be necessary to restore drainage function throughout all of CD 2.

Much of the ditch channel is in poor condition upstream of County Road 16. There are an excessive amount of trees and woody debris within the ditch banks from the upstream end to 130th Avenue (Station 34+00) as seen in **Photo 7**. The channel is poorly defined from 130th Avenue to the County Road 16 crossing.

Branch 2

The channel of Branch 2 is poorly defined from the upstream end to Station 44+00 and from Station 22+00 to 8+00 (**Photo 8**). Additionally, the reach from Station 34+00 to 28+00 holding water, with a large body of water formed from Station 32+00 to 30+00 (**Photo 9**).

CONCLUSION

Kanabec County Ditch 2 is not functioning as designed, with much of the ditch holding stagnant water up to the top of its banks. Additionally, portions of the ditch are impeded by excessive woody vegetation and debris and have poorly defined channels. Although a full inspection of culverts was not completed, given the pooling observed and lack of maintenance on the system, it is likely that multiple culverts are failing and/or improperly sized. Also note that access along the banks for repair will be infeasible until clearing has taken place.

We recommend the Kanabec County Drainage Authority initiate a repair proceedings to restore the function and capacity of CD 2. The excessive amount of stagnant water and impoundments suggest the entire system will need to be repaired to provide effective outlets for the Main Trunk and both Branches and restore proper drainage.

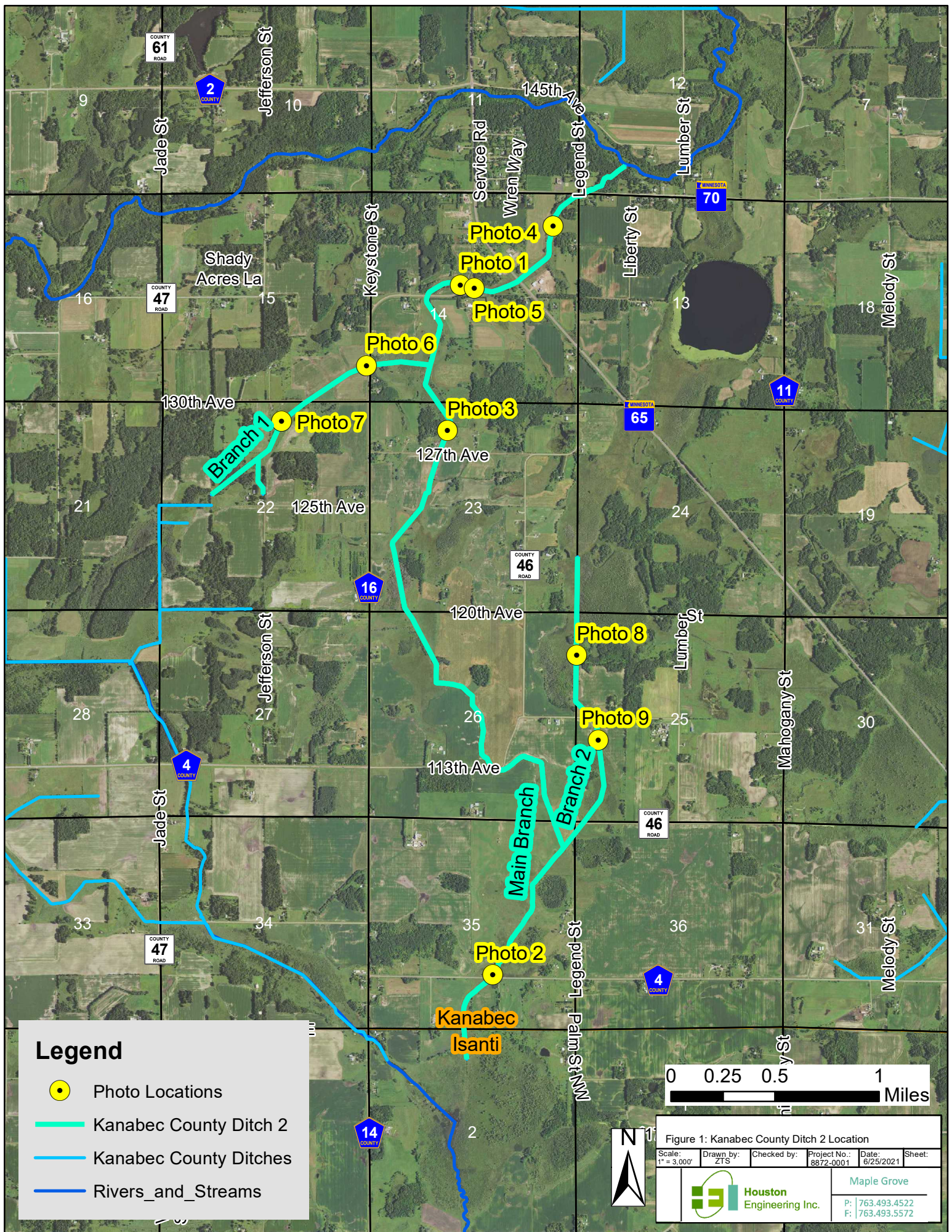


Figure 1: Kanabec County Ditch 2 Location

PHOTOS



Photo 1: Algae growth in the ditch channel at Main Trunk STA 58+00.



Photo 2: Impounded water upstream of County Road 4 at Main Trunk STA 283+00.



Photo 3: Poorly defined channel at Main Trunk STA 105+00, upstream of 127th Avenue.



Photo 4: Blockage of flow caused by woody debris / beaver dam located at Main Trunk STA 26+00.



Photo 5: Flow blockage on Main Trunk caused by debris at STA 55+00.



Photo 6: Impounded water on Branch 1 upstream of County Road 16 at STA 16+00.



Photo 7: Tree growth within the banks of Branch 1 located at STA 42+00.



Photo 8: Poor definition of Branch 2 channel near upstream end.

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Photo 9: Large impoundment at approximately STA 30+00 on Branch 2.

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Technical Memorandum

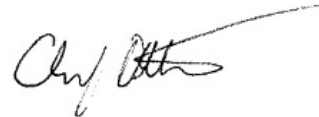
To: Chad Gramentz, P.E.
Kanabec County

From: Chris Otterness, P.E.
Zachary Schuster, EIT

Subject: Kanabec County Ditch 10 Inspection Report

Date: June 30, 2021

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



6-30-2021

Christopher Otterness
Reg. No. 41961

Date

INTRODUCTION

Houston Engineering (HEI) contracted with Kanabec County to prepare an inspection report for County Ditch 10 (CD 10) located in Township 40N, Range 23W, Sections 1 and 12 and Township 41N, R22W, Sections 9-10, 15-18, 21, 28-29, and 32. CD 10 was established in 1913 and, per available documentation, has not been repaired since the 1940s. In recent years, Kanabec County has received complaints about the condition of the ditch and its effect on upland drainage.

For this study, HEI was asked to perform a ditch inspection meeting the requirements of M.S. 103E.705 Subd. 1. To do so, HEI obtained aerial drone footage of the ditch system and used Kanabec County GIS data to determine the current alignment of the ditch.

This technical memorandum summarizes findings from the inspection of CD 10.

DITCH INSPECTION REPORT

DITCH DESCRIPTION

Kanabec CD 10 consists of a Main Trunk and Branches 1, 2, and 3. The location of the public drainage system is shown in **Figure 1**.

The Main Trunk generally runs north-south and is approximately 6.3 miles long. It begins in Township 41N, Range 22W, Section 10 and flows to the south before outletting into Mud Creek in Township 40N, Range 23W, Section 12.

Branch 1 outlets to the Main Trunk at Station 305+25 and extends upstream to the west approximately 0.8 miles. Branch 2 outlets to the Main Trunk at Station 263+00. Branch 2 extends to

the west 1.0 mile. Branch 3 outlets to the Main Trunk at Station 214+75, and it extends west 3.2 miles, ending just north of Pomroy Lake, parallel to 300th Street.

METHODS

HEI conducted an inspection of the existing Kanabec CD 10 in accordance with the requirements of M.S. 103E.705 Subd. 1. A ditch inspection helps assess the need for a repair and assess the extents of the repair if one is required. The survey of the public drainage system was done using aerial drone footage recorded by HEI on June 2 and 9, 2021. The drone flights were completed during a period of low precipitation when compared to long-term historical normals.

Kanabec County provided a GIS shapefile showing the current centerline of the ditch, and LiDAR elevation data obtained from the State of Minnesota was also used to verify the alignment of the ditch.

Locations of images taken from the drone survey are shown on **Figure 1** of this report. Stationing given in this report begins with Station 0+00 at each branch's outlet, and stations increase in the upstream direction.

OBSERVATIONS

Main Trunk

Overall, Kanabec CD 10 is in poor condition and does not appear to be draining water as designed. There are extended reaches of the ditch that are holding water to the top of the banks during the current period of low precipitation. It is not clear what the primary cause of the pooling is, but likely factors include channel sedimentation, beaver dams, and culvert disrepair. **Photo 1** shows an obstruction at approximately Station 253+00 that is causing water to pool behind it.

Other locations with obstructions that appear to be restricting flow are located at STA 190+00, STA 100+00, 75+00, 69+00, 65+00, and 58+00. **Photo 2** shows the obstructed field crossing at STA 100+00 that appears to be contributing to the pooling of water upstream.

At some other locations where water has not pooled to the top of the banks, the channel is poorly defined. The upper reach of the Main Trunk is poorly defined from STA 331+00 to the upstream end of the channel. The poor channel definition has caused water to pool in adjacent low-lying areas in some locations (see **Photo 3**).

Excessive vegetation growing within the banks of CD 10 does not appear to be an issue for much of the ditch's length, but there are several locations where vegetation and trees appear to be impeding the function of the ditch. Upstream of 290th Street (STA 148+00 to 154+00), the channel meanders

due in part to trees growing within the ditch (see **Photo 4**). Additionally, there are other locations such as the one shown in **Photo 5** (STA 113+00) where the ditch and its banks meander from a straight channel.

Branch 1

Branch 1 of CD 10 is generally poorly defined and has extensive woody vegetation surrounding the channel. The upstream end of the 0.8-mile reach is poorly defined with large areas of stagnant, pooled water, as seen in **Photo 6**. The downstream reach from STA 10+00 to the confluence with the Main Trunk is also poorly defined and largely filled with vegetation.

A reach of Branch 1 passes through heavy woods (**Photo 7**) from approximately STA 24+00 to 10+00. Although it difficult to determine the quality of the ditch through this reach from the aerial survey, the channel is likely filled with woody debris that can inhibit flow.

Branch 2

The upstream quarter-mile of Branch 2 is relatively well defined with some vegetation growth and would benefit from being cleaned out. Downstream of approximately STA 40+00 to the confluence with the Main Trunk, Branch 2 is holding a large amount of water that appears to be largely stagnant. **Photo 8** shows vegetation in the channel and stagnant water at approximately STA 33+00.

The downstream half-mile of Branch 2 is holding a large amount of water that is either up to the top of the banks or flooding adjacent low-lying areas. **Photo 9** shows water flooding land adjacent to the ditch at approximately STA 5+00.

Branch 3

The upstream reach of Branch 3 appears to be draining poorly, with a large volume of water accumulating in the ditch where it runs parallel to 300th Avenue, north of Pomroy Lake (**Photo 10**). The accumulation of water continues downstream of Rainbow Street and appears to be caused by a field crossing at STA 101+00 that is in disrepair (**Photo 11**).

Branch 3 also has an extensive stretch of the ditch that passes through heavy woods from approximately STA 54+00 to 23+00. It is difficult to determine the condition of the ditch in this reach, but it is likely trees and debris are inhibiting flow in this reach.

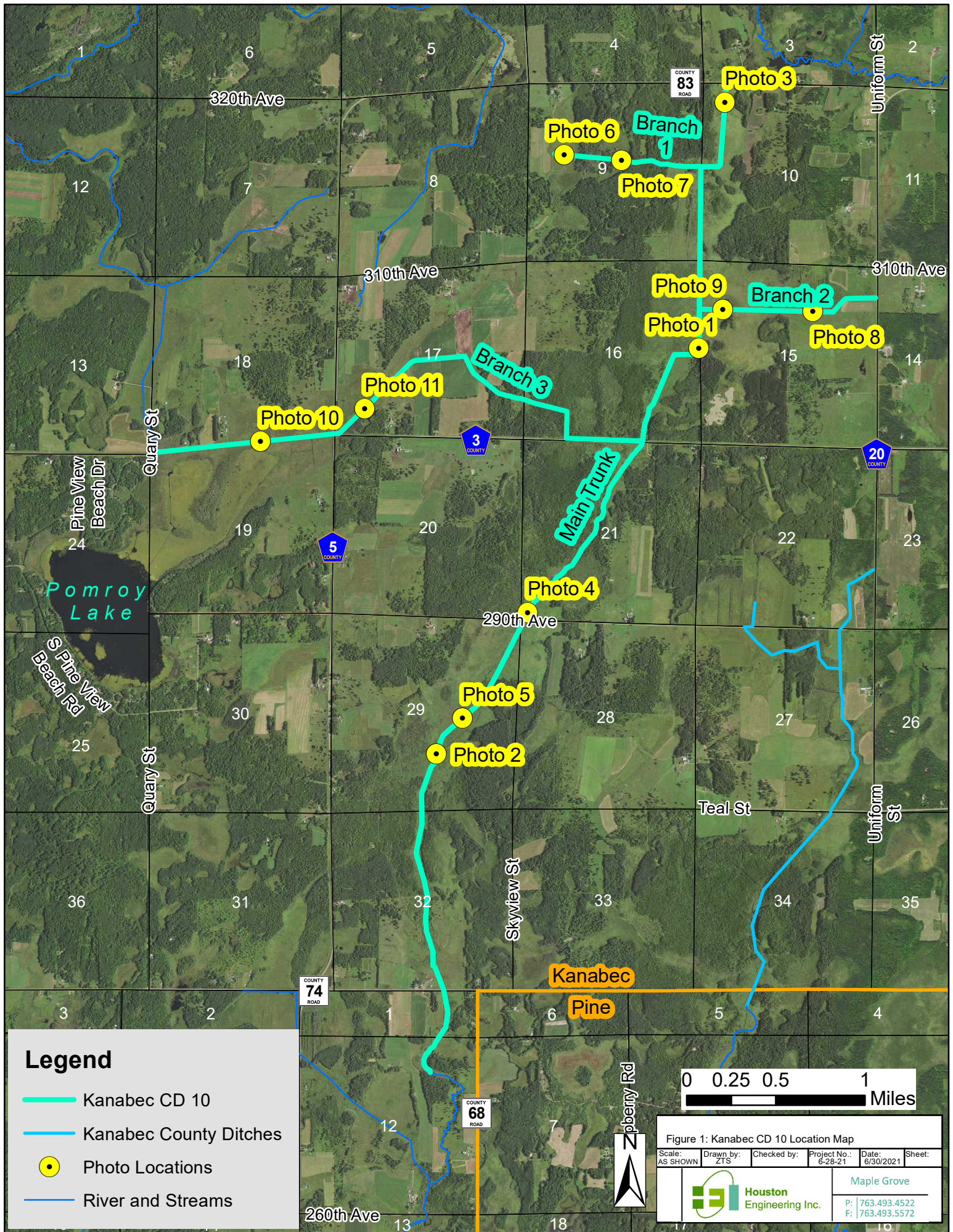
CONCLUSION

Kanabec County Ditch 10 is not functioning as designed, with long reaches of the ditch holding water to the top of banks or in low-lying overbank areas despite drier-than-normal conditions. Additionally,

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portions of the ditch meander from a straight path or are poorly defined and filled with trees and vegetation. An aerial inspection of the ditch also showed several culverts in poor condition that appear to be obstructing flow. It is likely further investigation of the system would identify additional culverts that are in undersized, too high, and/or otherwise in disrepair.

We recommend the Kanabec County Drainage Authority initiate a repair proceedings to restore the function and capacity of CD 10. The excessive amount of stagnant water, including pools at junctions such as the one between Branch 2 and the Main Trunk, suggest the full system will need to be repaired to provide effective outlets for the Main Trunk and all three branches.



PHOTOS



Photo 1: Obstruction at Main Trunk Station 253+00 that is causing water to pool upstream.



Photo 2: Field crossing at Main Trunk STA 100+00 that is in disrepair and obstructing flow.



Photo 3: Poor channel definition at the upstream end of the Main Trunk and pooling, stagnant water.



Photo 4: Meandering of ditch at Main Trunk STA 150+00 with trees growing in channel.



Photo 5: Ditch meandering at Main Trunk STA 113+00.



Photo 6: Poor channel definition at upstream end of Branch 1 with pooling, stagnant water.



Photo 7: Branch 1 passes through a stretch of heavy woods from approximately STA 24+00 to 10+00.

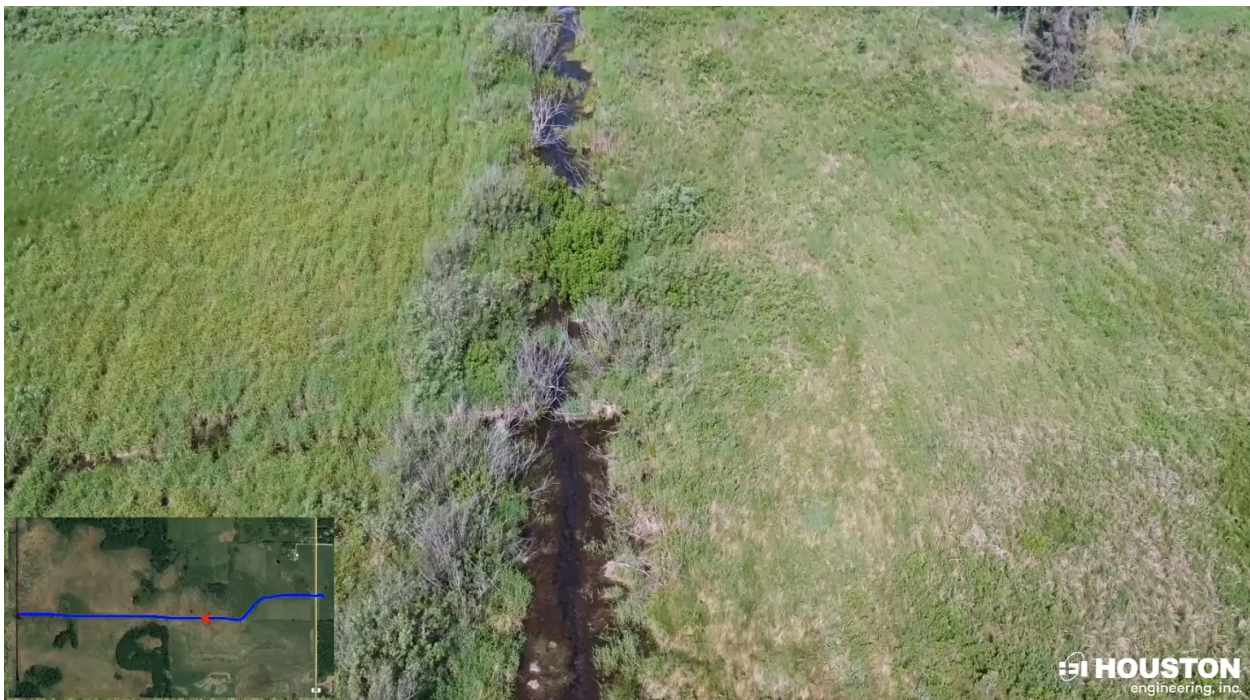


Photo 8: Pooling of water and flow obstruction at Branch 2 STA 33+00.



Photo 9: Water flooding overbank areas on Branch 2 near the confluence with the Main Trunk.

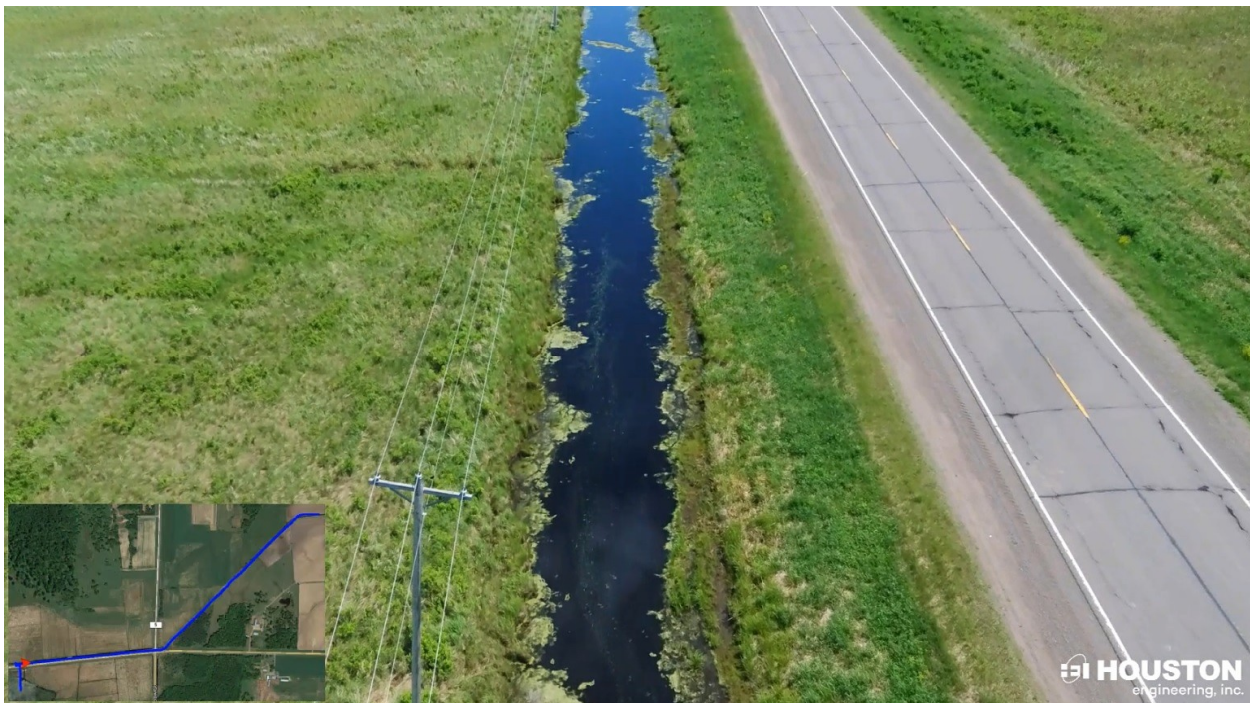


Photo 10: Stagnant water in Branch 3 parallel to 300th Avenue.

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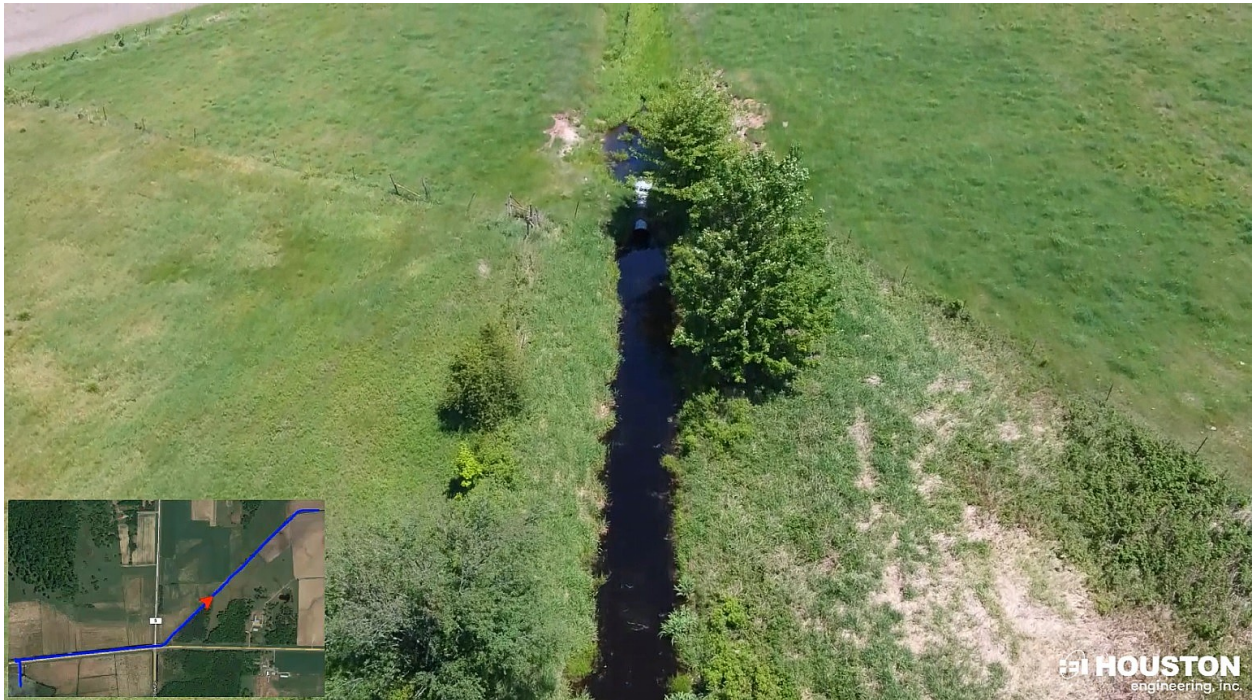


Photo 11: Branch 3 field crossing at STA 101+00 that is causing water to pool upstream.

Kanabec County Public Works- Department Policy

Rural Through/STOP Intersections

7-16-2021

Policy Purpose/Introduction

The purpose of this policy is to establish uniformity and consistency in the application, installation, and maintenance of through/STOP intersection safety strategies on the Kanabec County roadway system.

Policy

It is the policy of Kanabec County to implement safety strategies on through/STOP intersections based on a review and prioritization of intersections risk assessment and as included in the County Road Safety Plan. Strategies that will be considered to address the majority of gap-recognition, right-angle crashes include:

- *Change in Intersection Geometry*—Roundabouts and directional median intersections designs are effective at reducing, if not eliminating, right-angle crashes.
- *Mainline Dynamic Warning Sign*—Implementation of a mainline dynamic warning sign includes the installation of loop detectors on the minor leg approaches and a dynamic flashing sign on the major leg approaches. When a vehicle approaches on a minor leg, the loop detectors send a signal to the mainline sign and flashers warn drivers of a vehicle at the STOP sign.
- *Clearing and Grubbing*—Sight distance at intersections can be improved by clearing and grubbing adjacent right-of-way.
- *Street Lights*—Adding rural street lighting at intersections.

If crash records or comments by law enforcement indicate that intersection recognition (drivers running the STOP sign) is contributing to angle crashes, three additional strategies will be considered:

- *Upgraded Signs and Markings*—Installation of a standard set of signs and pavement markings on the minor intersection approaches.
- *Transverse Rumble Strips*—Transverse rumble strips are horizontal grooves in the pavement at approaches to intersections, typically between 450 to 700 feet from the intersection. Their purpose is to alert drivers to the approaching intersection by both noise and tactile sensation. The goal is to reduce unintentional running of STOP-controlled intersections in rural settings. The long-term success of transverse rumble strips as a traffic control enhancement lies in their very select, limited, and uniform application across an agencies system of intersections that have been identified as being at-risk for right-angle crashes associated with intersection recognition. Transverse rumble strips should not be used as the standard treatment for alerting motorists to conditions ahead. Overuse of transverse rumble strips could reduce their effect on road users, thereby reducing their effectiveness as a safety tool.
- *Flashing Lights*—Flashing lights mounted on STOP signs or LED-style flashing STOP signs.

Policy Criteria

Installation of safety strategies should be considered across the system, as opposed to only at individual locations as a reactive application. Research has proven that crashes are not the only indication of risk at rural intersections and decisions to implement should be based on a system-wide evaluation based on the following intersection risk factors:

- Geometry of intersection (skew)
- Geometry of roadway (on or near curves—both vertical and horizontal)
- Commercial development in quadrants
- Distance from previous STOP sign (greater than 5 miles from the previous stop)
- Average Daily Traffic (ADT) ratio (a ratio of 0.4 to 0.8)
- Railroad crossing on minor approach
- Crash history

Rumble strips should be considered only after an adequate trial of less intrusive strategies such as upgrading of signs and marking or flashing STOP signs. The installation of transverse rumble strips should be implemented only after an assessment of the system of intersections, including the review of the following factors:

- The traffic control issues at the site
- Traffic control devices currently in use
- Traffic control alternatives considered or previously used
- Collision history of the site
- The reason transverse rumble strips are being considered
- A description of the location, including distances to nearby residences

Consideration of Fatal Crashes

A fatal review panel shall be established to review fatal and serious injury crashes. The panel shall include representatives from the Public Works Department, Sheriff's Office, and when appropriate, representatives from other agencies/road authorities. The panel shall establish a regular meeting schedule and the County Sheriff shall appoint a fatal review coordinator to facilitate meetings and records.

When a fatal or serious injury crash, classified as K or A, occurs at an intersection including a roadway under the authority of Kanabec County, and it is determined by a crash review that signage recognition was a primary factor in the crash, the following may be implemented:

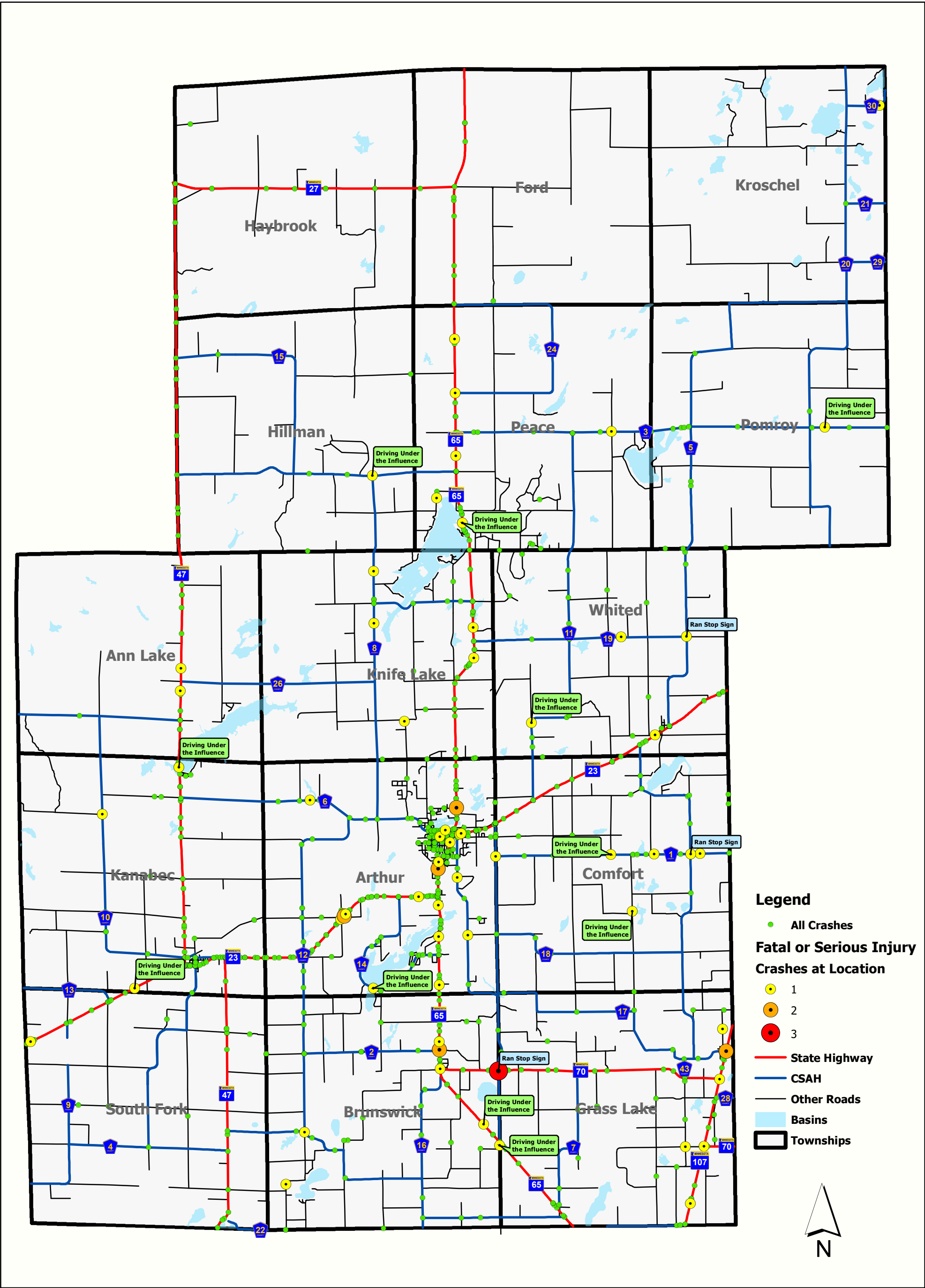
- upgraded signs and markings
- flashing lights – if upgraded signs and markings are present at the time of the crash

Implementation

The improvements and enhancements set forth in this policy are subject to available funding, available staffing, and professional judgement of Kanabec County's transportation professionals.

Kanabec County Crash Data

Fatal and Serious Injury Crashes



Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

July 6, 2021

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, July 6, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Dennis McNally, Craig Smit, and Les Nielsen. Absent: None. Staff present on-site: County Coordinator Kris McNally 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 Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the agenda with the following changes: Add Highway 23 Coalition sign request under other discussion.

Action #2 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the June 15, 2021 minutes as presented.

Action #3 – Craig Smith introduced a motion to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Consolidated Communications	1,149.46
E C Riders	1,702.14
Kanabec County Auditor HRA	12,000.00
Kanabec County Audit-Treas	8,117.13
McNally, Dennis	4,474.02
Minnesota Energy Resources Corp	5,785.50
VISA	2,715.09
East Central Energy	172.93
McClellan, Karen	500.00
Schafer, Jeff	500.00
Kanabec County Aud-Treas	260.00
E C Riders	9,155.15

Kanabec County Auditor HRA	48,018.00
City of Braham	500.00
Steffen, Todd	575.00
CW Technology	1,279.40
MNPEIP	7,375.52
Quadient Finance USA, Inc.	4,005.05
Spire Credit Union	8,389.72
East Central Energy	1,322.97
Jones, Willis	500.00
Mora Municipal Utilities	1,113.26
Schafer, Jeff	75.00
Card Services (Coborns)	45.08
Dearborn national Life Insurance Co	810.07
Health Partners	6,528.20
Life Insurance Company of North America	945.90
MNPEIP	157,038.02
Sun Life Financial	4,089.59
The Hartford Priority Accounts	2,249.98
VSP Insurance Co	310.40

31 Claims Totaling: \$291,702.58

The motion was seconded by Les Nielsen and the following voted:

IN FAVOR: Gene Anderson, Rick Mattson, Craig Smith, Les Nielsen

OPPOSED: None

ABSTAIN: Dennis McNally

Whereupon the motion was passed.

Action #4 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the following claims on the funds indicated:

Revenue Funds

<u>Vendor</u>	<u>Amount</u>
Ace Hardware	58.95
Ace Hardware	52.98
Advanced Correctional Healthcare	165.00
American Solutions for Business	4,635.51
American Solutions for Business	3,756.92
Anne M Carlson Law Office, PLLC	867.00
Anoka County Corrections	840.00
Arbogast, Allyn	20.00

ArchKey Technologies	2,123.67
Aspen Mills	733.38
Aspen Mills	554.24
Bina & Guptil, LLC	390.26
Braham Motor Service Inc	101.36
Central MN Council on Aging	1,520.00
CES Imaging	104.38
Curtis, Michael	1,739.07
DKN Construction	8,607.00
East Central Exterminating	240.00
East Central Regional Library	78,671.50
Environmental Systems Research Institute	5,831.96
Eric Hanson Consulting	5,539.17
Fairview Health Services	109.00
Grainger	226.36
Granite City Jobbing Company	120.01
Handyman's Inc	252.48
Hirsch, Autumn	100.00
Hoefert, Robert	1,373.90
Holcomb, Lisa	89.60
IAEMD	55.00
Ingebrand Funeral Home	430.00
Innovative Office Solutions, LLC	864.49
ITSAVVY	19.70
Jamar Company	2,995.00
Kanabec County Community Health	20.00
Kanabec Publications	673.05
MAAP	10.00
MACAI Shortcourse	190.00
Manthie, Wendy	1,514.24
Marco	91.00
Marco	116.64
Marco	159.00
Matthew Bender, LexisNexis	238.10
Mattson, Jean	92.92
McFadden, Barbara	75.00
MEI Total Elevator Solutions	126.63
Michael Keller, Ph.D, L.P.	1,300.00
Minnesota County Recorder Assoc.	100.00
MN Counties Insurance Trust	184.00
MNCCC Lockbox	45.00
MNCCC Lockbox	45.00
Mora Area Chamber	400.00

Mora Chevrolet Buick	735.29
Mora Municipal Utilities	284.54
Motorola Solutions	13,564.05
Northland Process Piping Inc	13,666.38
Novus Glass	175.00
Oak Gallery	14.54
Office Depot	66.19
Office Depot	177.34
Office Depot	72.56
Office Depot	81.11
Office Depot	115.36
PD's Embroidery	391.86
Prophoenix Corporation	595.00
Prophoenix Corporation	595.00
Quadient Leasing	2,086.20
Quill	39.58
Rupp, Anderson, Squires & Waldspurger, PA	1,307.65
Rupp, Anderson, Squires & Waldspurger, PA	471.50
Salmela, Terry	86.20
Schiferli, Kelsey	75.00
Schmidt, Jane	76.68
SHI	656.00
Stellar Services	189.87
Summit Food Services Management	11,150.10
Sunshine Printing	63.20
Tactical Solutions	510.00
Van Alst, Lillian	699.44
Visser, Maurice	1,469.83
Watch Guard	10,000.00
Watch Guard	490.00
Zamora, Ray	296.14

82 Claims Totaling: \$ 188,770.08

Road & Bridge

<u>Vendor</u>	<u>Amount</u>
Ace Hardware	226.74
Auto Value	2,665.21
Beaudry	18,417.15
Bjorklund	4,023.78
Boyer Trucks	198.67
Campbell, Gary	300.00

Central McGowan	262.43
Chamberlain	389.96
East Central Solid Waste	10.00
Federated Co-ops	2,492.20
Hancock Concrete	5,283.20
Johnson Hardware	32.76
Kanabec County Highway Department	115.00
Kanabec Publications	405.30
Midway Iron	1,303.95
Midwest Machinery	1,667.25
North Central International	642.36
Northern Safety	124.53
Novus Glass	300.00
Nuss Truck Equipment	379.18
Oak Gallery	35.11
Olson Power & Equipment	332.90
Oslin Lumber	190.20
Sanitary Systems	280.00
Timmer Implement	50.00
Trueman Welters	76,486.72
USIC	30.00
Wiarcom	675.30
Ziegler	578.64

29 Claims Totaling: \$ 117,898.54

Action #5 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to recess the meeting at 9:09am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:09am on Tuesday, July 6, 2021 pursuant to adjournment with the following Board Members Present: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith and Les Nielsen. Community Health Director Kathy Burski presented the Community Health Board Agenda.

Action #CH6 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the Community Health Board Agenda as presented.

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

Action #CH7 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #CH7 – 7/6/21

Central Minnesota Council on Aging Grant Resolution

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

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

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

THEREFORE BE IT RESOLVED to approve the Kanabec County Community Health Director to apply for the continuation grant for the Title III funds from Central Minnesota Council on Aging and to accept the grant and sign the Agreement if it is awarded.

Action #CH8– It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #CH8 – 7/6/21

Radiological Emergency Preparedness Grant resolution

WHEREAS, Kanabec County is located within 50 miles of a nuclear power plant and eligible to apply for Radiological Emergency Preparedness Grant funding and,

WHEREAS, the Radiological Emergency Preparedness (REP) Grant Program provides necessary direction, coordination, guidance, and assistance to support a county level ingestion zone response to an incident at a Minnesota nuclear power plant, and

NOW THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approve the Kanabec County Community Health Director to apply for the Radiological Emergency Preparedness Grant to prepare for a radiological incident for the total allocation and to accept the funds and sign the contract upon approval of the grant.

Action #CH9 – It was moved by Rick Mattson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #CH9 – 7/6/21

Timber Trails Public Transit's Title VI Program resolution

WHEREAS, Kanabec County – Timber Trails Public Transit under Title VI of the Civil Rights Act of 1964, is committed to a Title VI Program that prohibits discrimination in its transit program based on race, color or national origin.

WHEREAS, Kanabec County – Timber Trails Public Transit’s Title VI Program, as stated in the transit system’s annual management plan application, requires the following compliance elements:

- Notification to the public of their rights under Title VI of the Civil Rights Act
- A complaint process and complaint form
- A list of transit-related Title VI investigations, complaints and lawsuits
- A chart of the minority status of members of decision making boards and committees
- A public involvement program
- A language assistance plan to ensure reasonable access to information for those with limited English proficiency;

NOW THEREFORE BE IT RESOLVED that Kanabec County-Timber Trails Public Transit will follow the Title VI Program compliance elements to ensure all passengers and staff are treated equally.

BE IT FURTHER RESOLVED that Kanabec County – Timber Trails Public Transit authorizes the Health & Human Services Director and Transit Director to implement and oversee compliance of Kanabec County – Timber Trails Public Transit’s Title VI Program.

Action #CH10 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve 64 claims totaling \$22,332.91 on Community Health Funds.

Action #CH11 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to adjourn Community Health Board at 9:35am and to meet again on August 3, 2021 at 9:05am.

The Board of Commissioners reconvened.

Environmental Services Supervisor Teresa Wickeham met with the County Board to discuss noxious weeds in the County. Information only, no action was taken.

Environmental Services GIS Technician Ryan Carda met with the County Board to present the Comprehensive Land Use Plan RFP results, proposed service agreement, and preliminary plan.

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

Resolution #12 -7/6/21

WHEREAS the Kanabec County Board of Commissioners initiated the process to update the existing Kanabec County Comprehensive Land Use Plan; and

WHEREAS a Request for Proposals (RFP) was advertised in various newspapers, on the County's website, and on the AMC website; and

WHEREAS two firms responded to the RFP by the deadline and were vetted by the Public Works Director, Environmental Services Supervisor, Environmental Services/GIS Technician, a Commissioner, and the County Coordinator; and

WHEREAS the firm Hoisington Koegler Group Inc. is recommended to facilitate the planning process as described in the RFP and subsequent service agreement;

THEREFORE BE IT RESOLVED that the service agreement with Hoisington Koegler Group Inc. is hereby approved; and the Board Chair and County Coordinator are authorized to sign the agreement on behalf of Kanabec County.

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

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

Resolution #13 – 7/6/21

SAP 033-610-019, SP 3301-36, 2021 Ogilvie Watermain Improvements

WHEREAS the following bids were received on June 29, 2021 for roadway and watermain Improvements:

Northern Lines Contracting	\$2,635,574.60
Gladen Construction Inc	\$2,746,621.40
Forest Lake Contracting Inc	\$2,883,510.96
Douglas-Kerr Underground LLC	\$3,185,841.21

WHEREAS the lowest responsible bid was \$2,635,574.60 submitted by Northern Lines Contracting, and

WHEREAS a complete bid abstract was presented before the Board and included herein, and

WHEREAS the Minnesota Department of Transportation has given concurrence on said bids and has given authorization to award the contract, and

WHEREAS the City of Ogilvie, by resolution, has recommended award to the low bidder and has agreed to pay for all costs related to 2021 Ogilvie Watermain Improvements and its share of sidewalk included in SAP 033-610-019, and

WHEREAS said resolution was presented before the Board and is included herein, and

WHEREAS the City of Ogilvie has requested a reimbursement schedule for its non-grant portion of sidewalk included in SAP 033-610-019 totaling \$28,000 to be paid in two installments of \$14,000 each due on July 15, 2022, and July 15, 2023 respectively, and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the bid of \$2,635,574.60 submitted by Northern Lines Contracting for roadway and watermain improvements, and

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

BE IT FURTHER RESOLVED that Kanabec County agrees to the reimbursement schedule for the City of Ogilvie's non-grant portion of sidewalk included in SAP 033-610-019 totaling \$28,000 to be paid in two installments of \$14,000 each due on July 15, 2022, and July 15, 2023 respectively.

Kanabec County Agricultural Society Treasurer Kathi Ellis met with the County Board to request the use of County equipment and donated time of heavy equipment operator(s) for the 2021 Kanabec County Fair.

The Board expressed consensus to donate the use of County Public Works equipment for the 2021 Kanabec County Fair.

Public Works Director Chad Gramentz gave a construction update. Information only, no action was taken.

10:29am – The Chairperson called for public comment. Those that responded included:

Kathi Ellis	Comments regarding the proposed Comprehensive Plan committee.
Rhonda Olson	Comments on the recent Knife Lake Township Meeting regarding the proposed Dollar General.

10:34am – The Chairperson closed public comment.

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

Resolution #11 – 7/6/21

SCORE CLAIMS

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

WHEREAS these claims have been reviewed, tabulated and approved by the Kanabec

County Solid Waste Officer, and

WHEREAS SCORE Funds appear adequate for the purpose;

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

Waste Management	\$849.74
Quality Disposal	\$7,697.40
Arthur Township	\$500.00
Total	\$9,047.14

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

Resolution #12 - 7/6/21

WHEREAS, Kanabec County received a portion of the allocation of the American Rescue Plan- Coronavirus Local Fiscal Recovery Fund on 6/1/21; and

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

WHEREAS, the Kanabec County Sheriff's Office is attempting to mitigate the impact of COVID-19 in the Jail Facility and comply with CDC congregate living space standards by maximizing the distance between housed inmates; and

WHEREAS the jail's existing camera system is technologically outdated and unable to be expanded to meet the COVID mitigation needs; and

WHEREAS, investing in jail infrastructure is an allowable capital expense under the American Rescue Plan-Coronavirus Local Fiscal Recovery Fund;

BE IT RESOLVED that the Kanabec County Board of Commissioners approves the expenditure request to purchase and install a new camera system in the Kanabec County Jail Facility using American Rescue Plan-Coronavirus Local Fiscal Recovery Funds.

Information Systems Director Lisa Blowers met with the County Board to address Commissioners questions on technology aspects of teleworking. Lisa Blowers and Kris McNally will prepare a list of costs related to teleworking and bring it back to the Board for further discussion.

Dennis McNally led a discussion regarding the proposed changes to the Waste Tire Ordinance. Dennis McNally, Barbara McFadden and Craig Smith will meet on Friday, July 9th to make further updates to the ordinance and bring it back to the Board for further discussion.

Kris McNally led a discussion regarding the transfer of assets from Welia Health to Kanabec County. Information only, no action was taken.

Rick Mattson led a discussion regarding the creation of an Emergency Reserve Fund. Information only, no action was taken.

The Board expressed consensus for the revenue related to the transfer of assets from the privatization of Welia Health to be deposited into the General Reserve Fund.

Kris led a discussion regarding the LELS Local 106 notice of desire to negotiate. Information only, no action was taken.

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

Future agenda items: Chad Gramentz, County Ditch Petition Follow Up

Kris McNally led a discussion regarding a request from the Highway 23 Coalition to place a sign in Kanabec County.

Action #13 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to authorize the Highway 23 Coalition to place a sign in Kanabec County at a location to be determined by County Coordinator Kris McNally and Public Works Director Chad Gramentz.

Action #14 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to close the meeting at 11:51am pursuant to the Open Meeting Law, MN Statute §13D.03 to consider strategy for labor negotiations, including negotiation strategies or developments and discussion and review of labor negotiation proposals, conducted pursuant to sections §179A.01 to §179A.25. Those present during the closed portion of the meeting included Commissioners Gene Anderson, Rickey Mattson, Dennis McNally, Craig Smith and Les Nielsen; as well as County Coordinator & Personnel Director Kristine McNally.

Action #15 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to re-open the meeting at 12:31pm.

A brief discussion on the status of the Knife Lake Parcel C sale was held. The sale's closing is pending. Information only, no action was taken.

Action #16 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn the meeting at 12:33pm and to meet again in regular session on Tuesday, July 20, 2021 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk

DRAFT

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Midcontinent Communications	248.31	Utilities	Transit
Mora Municipal Utilities	19,738.14	Utilities	Various
East Central Energy	86.05	Intersection Lighting	Highway
Maslonkowski, Quinten	150.00	Driveway Permit & Mailbox Refund	Highway
Quality Disposal	164.25	Disposal Service	Highway
Breeden, Danny & Debra	11.60	Prepaid Refund	Prepaid Tax Refund
Cummings, Jerome	8.00	Prepaid Refund	Prepaid Tax Refund
Hall, Todd	7.00	Prepaid Refund	Prepaid Tax Refund
Kwik Trip	10,470.04	County Gas Credit Cards	Various
Midcontinent Communications	188.53	Monthly Service	Various
Minnesota Department of Finance	8,088.00	State Fees & Surcharges	Recorder
Office of MN.IT Services	1,300.00	WAN	IS
Verizon Wireless	5,044.57	Monthly Service	Various
VISA	1,601.49	See Below	
Ripka, Peter	500.00	Driveway Permit Refund	Highway
Minnesota Department of Finance	4,783.26	Real Estate Assurance, 2Q21 State Assurance Fees	State Revenue Fund
Minnesota Department of Health	1,742.50	Well Cert Fees 2Q21	State Revenue Fund
17 Claims Totaling:	<u><u>\$54,131.74</u></u>		
VISA	38.38	Amazon/Caster Wheels	Building Maintenance
	27.04	SupplyHouse	Building Maintenance
	240.00	City of Mora/Respite Services	Welfare
	171.31	Sky Zone/Respite Services	Welfare
	250.00	Anoka Co Parks/Respite Activities	Welfare
	874.76	Amazon/Respite Activities	Welfare
6 Claims Totaling:	<u><u>\$1,601.49</u></u>		

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 7/20/21

Department Name	Vendor	Amount	Purpose
ASSESSOR	Marco	159.00	Lease Agreement
ASSESSOR	MNCCC Lockbox	140.00	Linkedin Learning License (4)
		299.00	
AUDITOR	MNCCC Lockbox	70.00	Linkedin Learning License (2)
AUDITOR	Pakor Inc.	289.97	Passport Media
		359.97	
BUILDINGS MAINTENANCE	Abate Tek	3,500.00	Removal of Asbestos Floor Tile and Mastic - Old Jail
BUILDINGS MAINTENANCE	East Central Exterminating	125.00	Services for the Month of June
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	June 2021 Cleaning
BUILDINGS MAINTENANCE	Grainger	96.99	Overhead Door Holder
BUILDINGS MAINTENANCE	Granite City Jobbing Co	428.66	Garbage Bags, Paper Towels, Toilet Paper, Soap
BUILDINGS MAINTENANCE	Handyman's Inc	381.48	Filters
BUILDINGS MAINTENANCE	Jamar Company	733.00	PSB Emergency Repair - Waterproofing Membranes
BUILDINGS MAINTENANCE	Metropolitan Mechanical Contractors	832.66	Coil Cleaning on Air Conditioners and Chillers
BUILDINGS MAINTENANCE	Quality Disposal Systems	394.21	June Service - PSB & Courthosue
		12,902.24	
COMPUTER EXPENSES	Kanabec County A/T	1,714.26	PR Fees Paycom, 7/2 & 7/16
COMPUTER EXPENSES	MCIS	7,931.00	MCIS Property Tax Quarterly Support
COMPUTER EXPENSES	MNCCC Lockbox	35.00	Linkedin Learning License (1)
COMPUTER EXPENSES	MNCCC Lockbox	12,920.50	3rd Qtr Tax & CAMA Support & Fees
		22,600.76	
COUNTY ATTORNEY	BCA Business Shared Services	120.00	CJDN Access Fee (BCA)
COUNTY ATTORNEY	LexisNexis, RELX Inc.	189.08	Lexis Nexis June Charges

COUNTY ATTORNEY	Office Depot	<u>63.93</u>	Office Supplies
		373.01	
COUNTY RECORDER	Kanabec Publications	95.00	Printed Envelopes
COUNTY RECORDER	Northstar Computer Forms, Inc.	<u>173.55</u>	Vital Records Paper
		268.55	
COURT ADMINISTRATOR	Innovative Office Solutions, LLC	<u>3,654.98</u>	Office Furniture for Remodeling Project
		3,654.98	
ECONOMIC DEVELOPMENT	Cheney, Leah	990.00	Childcare Capacity Builders Forgivable Loan Program
ECONOMIC DEVELOPMENT	Kanabec County Ag Society	<u>150.00</u>	2021 County Fair Booth
		1,140.00	
ELECTIONS	Election Systems & Software Inc	<u>2,400.00</u>	ERM Maint Contract
		2,400.00	
ENVIRONMENTAL SERVICES	Kanabec County Soil & Water	15,176.00	SWCD Second Half 2021 County Allocation
ENVIRONMENTAL SERVICES	Kanabec Publications	<u>29.58</u>	Public Notice Planning Commission - Boulder Estates Plat
		15,205.58	
HUMAN RESOURCES	American DataBank	135.30	Background Study for New Employees (2)
HUMAN RESOURCES	ECM Publishers	252.00	Correctional Officer/Dispatcher Employment Ad (2)
HUMAN RESOURCES	Further	636.95	Administrative Fees for July
HUMAN RESOURCES	Kanabec County A/T	1,714.26	PR Fees Paycom, 7/2 & 7/16
HUMAN RESOURCES	Kanabec Publications	137.50	Correctional Officer/Dispatcher Employment Ad (2)
HUMAN RESOURCES	PD's Embroidery	<u>45.00</u>	Jacket for Employee Recognition
		2,921.01	
INFORMATION SYSTEMS	Marco	<u>3,186.68</u>	Phone Lease
		3,186.68	
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	<u>300.00</u>	REAM Grant June 2021
		300.00	

PUBLIC TRANSPORTATION	A and E Cleaning Services	550.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	Curtis, Michael	664.62	Volunteer Driver
PUBLIC TRANSPORTATION	Fairview Health Services	41.00	Drug Screens
PUBLIC TRANSPORTATION	Glen's Tire	28.00	2019 Dodge Van, Flat Repair
PUBLIC TRANSPORTATION	Hoefert, Robert	663.04	Volunteer Driver
PUBLIC TRANSPORTATION	Industrial Health Services Network	45.90	Drug Screen
PUBLIC TRANSPORTATION	Kanabec Publications	1,234.00	Advertising
PUBLIC TRANSPORTATION	Manthie, Wendy	641.76	Volunteer Driver
PUBLIC TRANSPORTATION	Marco	134.68	Printer Contracts (2)
PUBLIC TRANSPORTATION	Owens Auto Parts	18.90	Bus Parts
PUBLIC TRANSPORTATION	Quality Disposal Systems	24.15	June Service - Transit
PUBLIC TRANSPORTATION	Van Alst, Lillian	856.24	Volunteer Driver
PUBLIC TRANSPORTATION	Visser, Maurice	378.60	Volunteer Driver
PUBLIC TRANSPORTATION	Zamora, Ray	1,274.56	Volunteer Driver
		6,555.45	
SANITATION	East Central Solid Waste Comm	30.00	Highway Dept Mixed Solid Waste & Recycling
		30.00	
SHERIFF	AT&T Mobility	929.95	Monthly Service
SHERIFF	Glen's Tire	647.84	New Tires (4) & Flat Repair
SHERIFF	Minnesota County Attorney's Assn	55.00	Forfeiture Form, Property Receipt
SHERIFF	Office Depot	125.87	Office Supplies
SHERIFF	O'Reilly Auto Parts	15.30	Mini Bulbs
SHERIFF	Tinker & Larson Inc	258.45	Oil Change & Battery
		2,032.41	
SHERIFF - CITY OF MORA	AT&T Mobility	44.92	Monthly Service
SHERIFF - CITY OF MORA	Tinker & Larson Inc	78.92	Oil Change
		123.84	
SHERIFF - JAIL/DISPATCH	Abbott Northwestern	33.00	DOC Inmate - Medical ER Visit
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	23,430.70	Aug21 on Site Medical/Mental Health & Jan21 MN DOC Pharmacy

SHERIFF - JAIL/DISPATCH	Aspen Mills	119.90	Uniform Allowance
SHERIFF - JAIL/DISPATCH	Eric Hanson Consulting	2,200.00	Building Control Services
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	June 2021 Cleaning
SHERIFF - JAIL/DISPATCH	Grainger	466.72	Fuses for Chiller (2)
SHERIFF - JAIL/DISPATCH	Granite City Jobbing Co	252.19	Garbage Bags, Foaming Soap
SHERIFF - JAIL/DISPATCH	Handyman's Inc	203.04	Filters
SHERIFF - JAIL/DISPATCH	Mattson Electric	309.38	1 Man Overtime Labor 2.75hrs - Jail Chiller
SHERIFF - JAIL/DISPATCH	Metropolitan Mechanical Contractors	4,017.54	Coil Cleaning on Air Conditioners and Chillers
SHERIFF - JAIL/DISPATCH	Quality Disposal Systems	199.35	June Service - Jail
SHERIFF - JAIL/DISPATCH	State of MN Public Safety BCA	270.00	CJDN Access Fees (BCA & State GF)
SHERIFF - JAIL/DISPATCH	Stellar Services	113.89	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	7,629.65	Inmate Meals 6/26/21-7/9/21
		39,830.16	
UNALLOCATED	Kanabec Publications	437.68	County Board Minutes 5/4, 5/18, 6/1
		437.68	
VETERAN SERVICES	Kanabec County Community Health	3,008.46	Media Engagement Work Jan-Jun 2021
		3,008.46	
WETLAND	Kanabec County Soil & Water	5,000.00	SWCD Wetland - Natural Resource Block Grant
		5,000.00	
77 Claims Totaling:		<u>\$ 122,629.78</u>	

Agenda Item #3b
Regular Bills - Road & Bridge
Bills to be approved: 7/20/21

Vendor	Amount	Purpose
A & E Cleaning	1,100.00	Office Cleaning
Aramark	556.99	Uniforms, Towels and Coveralls
Beaudry	17,419.45	Fuel
Bjorklund Companies	265.20	Gravel
Capitalone Trade Credit	151.30	Repair Parts
Central Pension Fund	208.20	Training Center use fee
Deutschlander Fencing	2,076.85	Fence Repair
Federated Co-ops	279.99	Shop Supplies
Glens Tire	937.00	Tire Repair
Gopher State	22.95	Locates
Houston Engineering	7,405.00	Drone Survey
Johnson Hardware	35.98	Shop Supplies
Johnson, Phyllis	295.00	Temporary Easement
Kanabec County Highway Department	70.00	Petty Cash, Postage
Knife River	8,389.44	Gravel and Dust Control
Kwik Trip	174.18	Fuel
Magaard, Russ	540.00	Straw Bales
Marco	356.02	Printer Fee
Med Compass	625.00	Hearing Test OSHA
MN Energy	51.40	Natural Gas
North Central International	2,499.85	Repair Parts
Olson Power	88.80	Repair Parts
Owens Auto Parts	133.99	Repair Parts
Power Plan	1,972.39	Repair Parts
Rostberg, John	60.00	Sand
USIC	180.00	Locates
Walk-N-Roll	752.57	Repair Parts
WiarCom	675.30	GPS Monitoring
28 Claims Totaling:	<u><u>\$ 47,322.85</u></u>	

Agenda Item #4a

July 20, 2021

REQUEST FOR BOARD ACTION

a. Subject: Gambling Request	b. Originating Department/Organization/Person: National Wild Turkey Federation – Northern Tough Toms
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolutions:

Resolution #__ – 7/20/21

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for the National Wild Turkey Federation – Northern Tough Toms for a raffle event to be held at Braham Moose Lodge 2353 103rd Ave, Braham, MN 55006 on November 11, 2021.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office: 7/7/21

Coordinators Comments:

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: NORTHSTAR WILD Turkey Federation - NORTHSTAR Previous Gambling Permit Number: X-36142
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: 2339 QUAIL STREET
 City: BEAUM State: MN Zip: 55007 County: KANABEC
 Name of Chief Executive Officer (CEO): Jeremiah Sims
 CEO Daytime Phone: 62-720-6454 CEO Email: Sims.Jeremiah@hotmail.com
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☐ **A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): BEAUM MOOSE LODGE
 Physical Address (do not use P.O. box): 2353 103RD AVE
 Check one:
☒ City: BEAUM Zip: MN County: KANABEC
☐ Township: _____ Zip: _____ County: _____
 Date(s) of activity (for raffles, indicate the date of the drawing): 11-11-21

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

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

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

LG220 Application for Exempt Permit

11/17
Page 2 of 2

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: 6-7-21
(Signature must be CEO's signature; designee may not sign)

Print Name: Joan Mary Sims

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

Business Record Details »

Minnesota Business Name

The National Wild Turkey Federation, Inc.

Business Type

Nonprofit Corporation (Foreign)

MN Statute

303

File Number

625012-2

Home Jurisdiction

Virginia

Filing Date

09/12/2003

Status

Active / In Good Standing

Registered Office Address

1010 Dale Street North
St. Paul, MN 55117
USA

Registered Agent(s)

REGISTERED AGENT SOLUTIONS, INC.

Filing History

Filing History

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

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	09/12/2003	Original Filing - Nonprofit Corporation (Foreign) (Business Name: The National Wild Turkey Federation, Inc.)	
<input type="checkbox"/>	10/30/2018	Registered Office and/or Agent - Nonprofit Corporation (Foreign)	

Agenda Item #4b

July 20, 2021

REQUEST FOR BOARD ACTION

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

e. Board action requested: Approve the following resolutions:

Resolution #__ – 7/20/21

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for the Knife Lake Sportsman's Club for a raffle and bingo event to be held at Northwoods Steakhouse, 2732 Hwy 65 N, Mora, MN 55051 on February 5, 2022.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office: 7/15/21

Coordinators Comments:

To: Kanabec County Coordinator's Office
Kanabec County Board of Commissioners

From: Ed Hamlin, Knife Lake Sportsman's Club Vice President
newly elected President of Knife Lake Sportsman's club

Date: 7/12/21

RE: Application of Exempt Permit

Good Day Kanabec County Board of Commissioners!!!!

The Knife Lake Sportsman's Club is looking forward to the month of February, when our Winter Day of Fun takes place on 2/5/22. Our day is packed with fun for all, including a Pancake breakfast, Bingo, Ice Fishing contest & plenty of prizes to be given away for all to enjoy. We, KLSC are trying to be ahead of the possible price increases with any big-ticket prizes. Our early thoughts are to once again give away an Ice Castle ice house.

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

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

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

Thank you for this consideration.



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

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: <u>Knife Lake Sportsman's Club</u>	Previous Gambling Permit Number: <u>X-02117-20-032</u>
Minnesota Tax ID Number, if any: <u>41-1350036</u>	Federal Employer ID Number (FEIN), if any: _____
Mailing Address: <u>2825 Hwy 65 Box 254</u>	
City: <u>Mora</u>	State: <u>MN</u> Zip: <u>55051</u> County: <u>Kanabec</u>
Name of Chief Executive Officer (CEO): <u>Ed Hamlin</u>	
CEO Daytime Phone: <u>320-703-8007</u>	CEO Email: <u>pres@knifelake.us</u> (permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): _____	

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- ☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☒ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): NorthWoods Steak House

Physical Address (do not use P.O. box): 2732 Hwy 65 N

Check one:
☐ City: _____ Zip: _____ County: _____
☒ Township: Peace Twp Zip: 55051 County: Kanabec

Date(s) of activity (for raffles, indicate the date of the drawing): Feb 5 2022

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

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

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

LG220 Application for Exempt Permit

11/17
Page 2 of 2

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

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	
TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____	

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: 7/12/21
 (Signature must be CEO's signature; designee may not sign)
 Print Name: ED HAMLIN

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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Business Record Details »

Minnesota Business Name

Knife Lake Sportsmen's Club, Inc.

Business Type

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

Q-1078

Home Jurisdiction

Minnesota

Filing Date

11/22/1978

Status

Active / In Good Standing

Renewal Due Date

12/31/2021

Registered Office Address

2825 N Hwy 65
Mora, MN 55051
USA

Number of Shares

NONE

Registered Agent(s)

(Optional) Currently No Agent

President

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

Filing History

Filing History

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

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	11/22/1978	Original Filing - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	11/22/1978	Nonprofit Corporation (Domestic) Business Name (Business Name: Knife Lake Sportsmen's Club, Inc.)	
<input type="checkbox"/>	07/16/1990	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	03/16/1992	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	06/24/1997	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	7/8/2021	Amendment - Nonprofit Corporation (Domestic)	

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Agenda Item #5

July 20, 2021

REQUEST FOR BOARD ACTION

a. Subject: County Staff Appreciation Day Proclamation	b. Origination: Governor Walz & the Association of Minnesota Counties
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Proclamation of County Staff Appreciation Day

WHEREAS, county staff serve as the cornerstone of this community, dedicating their time, skills, and expertise for the benefit of their neighbors; and

WHEREAS, county staff went beyond expectations, taking on personal risks, to continue delivering essential services to the citizens of our county during the COVID-19 pandemic; and

WHEREAS, in addition to their regular duties, many county staff were called upon and accepted new and challenging responsibilities during the pandemic such as expediting the distribution of thousands of dollars in economic recovery appropriations, empowering the survival of our local business community; successfully managing a deluge of mail-in ballots in an unprecedented federal election; and, retooling local public health education outreach to flatten the curve; and

WHEREAS, although the state has turned the corner on the COVID-19 pandemic, county staff continue their exemplary work, assisting with recovery through vaccination roll outs and preparing for the American Rescue Plan's multi-year recovery effort; and

WHEREAS, the work of county staff over the past year and a half have kept the doors of the county open and our community safer, healthier, and productive throughout months of unprecedented global transition; and

WHEREAS, President Sve and the Board of the Association of Minnesota Counties requested the Office of Governor Walz and Lt. Governor Flanagan to proclaim July 27, 2021 as County Staff Appreciation Day and their request was granted;

NOW, THEREFORE, we, the Kanabec County Board of Commissioners, proclaim July 27, 2021 as County Staff Appreciation Day and extend our thanks to the staff of our county and express deep gratitude for their commitment to excellence in public service during the COVID-19 pandemic.

f. Background:



Supporting Documents: None Attached: ☒

Date received in County Coordinators Office: 7/8/21

Coordinators Comments:

The Department Heads are planning to host a cookout over the lunch hours to thank the employees.



STATE of MINNESOTA

Proclamation

WHEREAS: County employees serve as the cornerstone of their communities, dedicating their time, skills, and expertise for the benefit of their neighbors; and

WHEREAS: The work of county employees is essential and often in person, whether that is performing newborn well-checks, renewing tabs at a license center, or processing voter registrations and ballots; and

WHEREAS: The COVID-19 pandemic disrupted county service delivery and program administration, creating uncertainty for employees and citizens on accessing essential services; and

WHEREAS: County employees continued providing vital community services in 2020, showing exemplar leadership by taking personal risks, assuming new duties and responsibilities, and innovating new modes of service delivery; and

WHEREAS: Through their dedication to county work and commitment to public service, county employees kept counties open and their communities safer, healthier, and productive.

NOW, THEREFORE, I, TIM WALZ, Governor of Minnesota, do hereby proclaim Tuesday, July 27, 2021, as:

COUNTY STAFF APPRECIATION DAY

in the State of Minnesota.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 16th day of June.

A handwritten signature in black ink, reading "Tim Walz".

GOVERNOR

A handwritten signature in black ink, reading "Steve Simon".

SECRETARY OF STATE