



Kanabec County Board of Commissioners

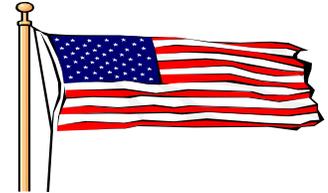
Regular Meeting Agenda The Meeting of July 6, 2021

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: 146 859 7895



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m23ec22a4dede1ba6cecd25306cba0b03>

Meeting number: 146 859 7895

Password: 4cEM7CYr2Kr

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

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

To be held at: **Kanabec County Courthouse
Basement Training Rooms 3 & 4
18 North Vine Street
Mora, MN 55051**

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

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

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

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

Community Health Board

9:30am Teresa Wickeham, Environmental Services Supervisor and Ryan Carda, Environmental Services / GIS Technician

 a. Comprehensive Land Use Plan RFP Results, Proposed Service Agreement, and Preliminary Plan

 b. Noxious Weeds in the County

10:00am Chad Gramentz, Public Works

10:30am Public Comment

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

Access Code: 146 859 7895

10:45am Lisa Blowers, I.S. Director- Response to Commissioners Questions on Technology Aspects of Teleworking

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. SCORE Claims
5. American Rescue Plan- State and Local Recovery Funds – Request #1
6. Discuss Waste Tire Ordinance proposed updates
7. Discuss Hospital Transfer of Assets Revenue
8. Discuss Creation of an Emergency Reserve Fund
9. LELS Local 106- Notice of Desire to Negotiate
10. Commissioner Reports
11. Future Agenda Items
12. CLOSED SESSION-Union Negotiations–(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
13. Discuss any other matters that may come before the County Board

ADJOURN

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

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-5
 - Staffing – Family Home Visiting Nurse & Home Health Aide
 - Mille Lacs County request
 - WIC Grant
 - See attached award letter page 6
 - Public Health Staffing
 - See attached page 7-9
 - South Country Health Alliance (SCHA) Audit
 - Legislative Update
 - CDC Mental Health Survey
 - Coronavirus Update/Response Activities
4. Central MN Council on Aging (CMCOA) Grant
 - Action requested
 - See attached resolution page 10
5. - Radiological Emergency Preparedness Grant
 - Action requested
 - See attached resolution page 11
6. Timber Trails Public Transit Title VI Compliance
 - Action requested
 - See attached narrative and resolution page 12-13
7. Financial Reports – see attached
 - Trial Balance – page 14-16
 - April 2021 Financial Report page 17
8. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 18-25
9. Other Business
10. Adjourn

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

Community Health Report

Staffing:

Family Home Visiting Nurse – A new Nurse started in Family Health on Monday, June 21. She is shadowing Family Home Visiting staff and will be training on a variety of different visit types until she receives the official evidence-based curriculum training (MESCH – Maternal Early Childhood Sustained Home-Visiting Program) through MDH at which time we will start building her caseload.

Home Health Aide – A conditional job offer was given on June 21.

Mille Lacs County request – Beth Crook, Director of Mille Lacs Community and Veteran Services sent an email to surrounding counties inquiring if any county would be interested in sharing the cost of a CHS Administrator and/or joining to form a Community Health Board with them. The current CHS Administrator for Mille Lacs County has resigned.

History: Kanabec County had been part of a Community Health Board consisting of Kanabec and Pine counties until 2017 when Pine County asked to withdraw. The Commissioner of Health granted Pine County's request. About the same time, Isanti County asked to withdraw from the Mille Lacs and Isanti County Community Health Board. This left Kanabec as a stand-alone and Mille Lacs as a stand-alone Community Health Board. Per MN Statute, a community health board must include within its jurisdiction a population of 30,000 or more persons or be composed of three or more contiguous counties.

There was no desire from either Board of Commissioners (Kanabec nor Mille Lacs) for the two counties to join and become a Community Health Board. The MN Department of Health asked the two counties to consider joining but in the end agreed to an informal working agreement between them. The informal working agreement allows us to remain stand-alone CHB's but to work together when it makes sense. An example of this is our administration of the Statewide Health Improvement Partnership where there are four counties working together to accomplish the goals and deliverables of the grant.

Mille Lacs County is looking for someone to take on the Community health Services Administration only. The position would not include any supervision of Mille Lacs County staff. I do not believe there would be an advantage to Kanabec and Mille Lacs County becoming a combined Community Health Board or sharing an Administrator.

WIC Grant

Kanabec County's application to administer the WIC Program for the period of 1/1/2021 through 12/31/2026 was approved.

-See attached Award Letter

Public Health Staffing:

Public Health has not been, nor will it be a standard 8:00 am – 4:30 pm job Monday thru Friday work schedule. In fact there are very few positions within the agency that are structured in that way. In order to best serve our residents, our staff work outside of these normal hours and days. It is important to have flexibility in schedules. Attached is a document that outlines how Public Health operated before COVID, during COVID, and currently.

- **See attached**

SCHA Audit:

South Country selects audit samples for each program area that was audited with a date span from 1/1/2020 to 12/31/2020. All members enrolled in a SeniorCare Complete, MSC+, AbilityCare, and SingleCare product, even if dis-enrolled or passed away, are eligible for possible audit. Starting on 6/9/2021 a desktop review of CCM/TruCare was completed by Kitty Rapp. On 6/21/2021, South Country conducted a Microsoft Teams audit exit meeting with Kanabec County for review of care coordination tasks. South Country Audit Manager Kitty Rapp conducted the exit meeting for South Country. The exit meeting was scheduled with the Kanabec County staff for their team to review the audit results, which included a PowerPoint presentation which highlighted elements of the audit results (both positive performance examples as well as opportunities for improvement).

The Elderly Waiver Audit Protocol, Community Well Audit Protocol, and SNBC Audit Protocols used during the 2020 audit were developed by the Minnesota Department of Human Services in collaboration with all Minnesota health plans. The Nursing Home and Unable to Reach/ Refusal audit tools were developed by South Country.

South Country sets a 95% threshold for completeness for each audit item. Audit items that have a completion rate below the 95% threshold are considered deficiencies and a Corrective Action Plan (CAP) will be required.

Based on the preliminary results of the audit, there were no deficiencies and there will be no Corrective Action Plans required.

2021 Legislative Session:

The Minnesota Legislature has approved the Health and Human Services budget bill which includes MDH's FY 22-23 budget. Overall, this bill includes historic levels of new investment in local and tribal public health and many LPHA priorities including tobacco prevention, enhanced asthma benefits, increased home visiting funding, and more. Below are some of the expected provisions:

- **Local Public Health Grant** – Increase of \$7 million/year for local public health through the current grant funding mechanism. *Kanabec County currently receives about .39% of the \$21,664,727 Local Public Health Grant funding. If based on the same funding formula I would estimate and increase of \$27,300*
- **Tribal Public Health Grants** – Increase of \$500,000/year for grants to tribal public health.
- **New Local Public Health Funding Distribution Framework** - \$6 million/year for community health boards and tribal governments for projects to build public health capacity, pilot new models for providing public health services, or improve the state's public health system with distribution planned through MDH and SCHSAC and
- \$1.5 million/year to MDH for public health system assessment and oversight.

One provision in the bill will have a negative impact on our local Public Health Budget and that provision is:

- **Child & Teen Check Up** – Permits DHS to work with Integrated Health Partnerships (IHPs) to provide outreach services for Child & Teen Checkups (Minnesota's EPSDT program). The change is permissive, meaning IHPs can choose to take this responsibility in but are not required to. The impact of this change will result in up to 50% of C&TC outreach statewide moving from local public health to IHPs. This change will go into effect January 1, 2022.
 - **It is not known which IHP's will choose to participate and which ones will not.** If an IHP chooses not to participate, public health will continue to provide the outreach to these individuals. If an IHP does participate, it is estimated that Kanabec County will lose funding for 426 eligible children (\$11,289) or 20% of its CTC funding.

Mental Health Survey - FYI:

On June 25, 2021, CDC released a Morbidity and Mortality Weekly Report that reported findings from an online survey conducted March 29- April 16, 2021 to evaluate the mental health impacts among U.S. public

health workers who worked at state, tribal, local or territorial health departments during the COVID-19 pandemic.

There were a series of discussions of the idea and related implementation with the national public health membership associations-- the Association of State and Territorial Health Officials (ASTHO), the National Association of County and City Health Officials (NACCHO), Association of Public Health Laboratories (APHL), and Council of State and Territorial Epidemiologists (CSTE). These organizations emailed a link to the survey to all members and supervisors were asked to cascade the survey to all workers within their organization; 26,174 public health workers responded to the survey.

- Among more than 26,000 state, tribal, local, and territorial health department workers who responded,
 - 53% reported symptoms of at least one mental health condition in the previous two weeks.
 - 32% reported symptoms of depression, 30% reported symptoms of anxiety, and 37% reported symptoms of post-traumatic stress disorder, and 8% reported suicidal thoughts.
 - Adverse mental health symptoms were more likely to be reported by people aged 29 years or younger and by transgender and non-binary persons.
 - Public health workers who reported being unable to take time off or worked long hours were more likely to report adverse mental health symptoms.
 - Severity of symptoms increased with increasing weekly work hours and increasing percentage of work time dedicated to COVID-19 response activities.
- The overall prevalence of symptoms of mental health conditions among public health workers was higher than what has previously been reported in the general population.
 - Prevalence of symptoms of depression and anxiety among public health workers were similar to previous reports among health care workers; however, prevalence of PTSD symptoms among public health workers was 10%–20% higher than that previously reported among health care workers, frontline personnel, and the general public.
- Respondents reported experiencing traumatic events or stressors since March 2020. Respondents who reported traumatic events or stressors were more likely to report symptoms of PTSD than respondents who did not experience these events or stressors.
 - 72% reported feeling overwhelmed by workload or family/work balance
 - 12% reported receiving job-related threats because of work
 - About 25% reported feeling bullied, threatened, or harassed because of their work
 - About 25% reported experiencing stigma or discrimination because of their work.
- 12.6% of respondents reported having received a diagnosis of COVID-19.
- During emergencies such as the COVID-19 pandemic, public health organizations can support workers' mental health by:
 - addressing work practices that contribute to stress and trauma, such as inability to take time off;
 - encouraging behavior changes that promote mental health, such as building awareness of symptoms of mental health conditions and developing sustainable coping strategies;
 - making employee assistance programs accessible and acceptable; and
 - destigmatizing requests for mental health assistance.
- Overall, public health organizations can implement approaches like the “Hierarchy of Controls Applied to NIOSH Total Worker Health” that emphasize organizational-level interventions to protect workers' well-being. For example, a program to reduce work-related stress might:
 - Implement organizational and management policies that eliminate root causes of stress, such as excess demands or workplace bullying, and that provide workers with increased flexibility and control over their work and schedules.
 - Provide training for supervisors on successful approaches and strategies to reduce stressful working conditions.

- Provide training and interventions to build resiliency for stress management and reduction for all workers. Implement, evaluate, and promote access to Employee Assistance Programs or similar programs.
- As part of the ongoing COVID-19 response, the Administration is investing \$7.4 billion from the American Rescue Plan to recruit and hire public health workers to respond to the pandemic and prepare for future public health challenges. This funding will allow the U.S. to expand its public health workforce. Having a more robust workforce to address these critical needs should reduce the strain on all of us.

Coronavirus information and response activities:

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

June 25, 2021

Kathy Burski, Director/CHS Administrator
County of Kanabec
905 East Forest Avenue, Suite 127
Mora, MN 55051

Dear Kathy Burski,

Thank you for your recent application to administer the WIC Program for the upcoming 5-year grant period. I am pleased to announce that your agency application has been approved to serve WIC participants and families for the period January 1, 2022 through December 31, 2026. We look forward to working with you and your WIC Program staff to serve Minnesota Families.

This letter is considered to be a part of the WIC Grant Project Agreement. Funding received under this program will be reported under CFDA 10.557. Please keep in mind that funding is contingent upon Federal appropriations and successful completion of project duties.

We will be sending out the grant agreement for the WIC Program for 2022-2026 through DocuSign once the agreement has been processed by MDH Financial Management for encumbrance, approximately October 1, 2021. If your Board of Directors needs to review the WIC agreement before signing, please ensure this can be scheduled as part of the October Board meeting or closest meeting date. There will be instructions with the agreement for obtaining the necessary signature(s) from your agency's authorized official(s) and returning the agreement to MDH for final execution.

If you have questions, please contact Kate Franken, WIC Director (651-201-4403) or your State WIC Consultant.

Sincerely,



Kathy Wick

MDH Child & Family Health Assistant Division Director

CC: Kate Franken
State WIC Consultant
WIC Coordinator

Public Health staffing

Family Health (WIC) – Generally work 8-4:30 unless a family cannot be served within those hours, they will adjust schedule to accommodate.

Pre COVID – USDA required visits to be completed face-to-face. Two nurses worked 72 hours (one is 40/week the other 32/week).

During COVID – USDA required virtual/telephonic visits. This has not yet been lifted – Anticipate going back to face-to-face or hybrid model in September. Two nurses split time in/out of office to assure safe distancing, etc.

Currently – One WIC nurse is in office 40 hours/week and the other 20 hours/week.

Family Health (Home Visiting Nurses) (4) – Nurses are in and out of the office all day. They conduct visits in the homes of families and complete charting in the office or in their cars or from their homes if it makes sense.** They are doing visits outside of the normal hours 8:00 am – 4:30 pm and sometimes on weekends to accommodate family needs.

Pre-COVID – Visits were required to be face-to-face with some exceptions allowed for virtual/telephonic when it was best for family. For the most part visits are done in homes of enrolled family, charting completed in the office, in staff car, or in staff home if it made sense.**

During COVID – Staff were completing virtual/telephonic home visits. They worked a hybrid schedule sometimes working from home, sometimes from office.

The Family Home Visiting staff played a primary role in community vaccination clinics and went wherever they were needed to accomplish this task.

Currently – Face-to-face visits are slowly resuming. Staff continue to work a schedule to fit the needs of those they serve offering visits outside of the 8-4:30 time and/or weekends if necessary. They are in/out of the office conducting visits in the homes of the enrolled families. Charting is completed in the office, in staff cars, or in staff homes if it makes sense.**

Family Health Case Aide (1) – Has been and will continue to be in office 40 hours per week.

Adult Health - Home Care nurses (3.5) provide services in the homes of clients.

Pre-COVID - Staff in and out of the office all day long. They sometimes work outside of the normal 8:00 am – 4:30 pm hours to accommodate needs of the clients. They complete charting in the office, in their car or sometimes in their homes if it makes sense.**

During COVID – no change, home care continued to operate as it had been.

Currently – no change.

****If it makes more sense = (time/productivity and mileage reimbursement wise) Staff complete a visit and by the time they travel back to the office, it is the end of the day and they do not have time to chart on their last client. Instead, they are closer to their home and travel there where they can complete their charting instead of travelling back to the office and it costs less in mileage because their home is closer than the office.**

Home Health Aides (8-10) are in and out during the day. Their offices are really their vehicles. They have an office within our suite that has a computer where they do their time cards, turn in paperwork, schedule etc.

Adult Health - Case Management (3.5). Work is completed both in-person and telephonically. Visits/contacts scheduled based on needs of clients – sometimes outside of 8:00 – 4:30 and sometimes on weekends.

Pre-COVID – There are face-to-face visit requirements as well as frequent telephone contacts to complete tasks.

During COVID – All work was completed virtually/telephonically. Staff time in office was staggered so that 1 or 2 were in office on any given day. Staff completed assessments lasting 1-2 hours on average over the phone. This caused some issues with noise/confidentiality as the case management staff are in cubicles. The elderly population that they work with are hard of hearing and the level at which the nurses need to speak (very loudly) over the phone, makes it really difficult for others in the office to be doing the same at the same time (and for those of us close to them). It is a big benefit to have staff stagger time in office so that their work is less disruptive to others. By being able to make many of these calls in the privacy and seclusion of their home offices is/was a benefit to all.

Currently – Waiting for DHS to inform as to when staff will be allowed to conduct face-to-face visits again. Continuing to stagger staff in office to allow for better privacy and noise control would be preferred.

Case Aide/Clerical (2) – In office 40 hours/week.

Administrative Assistant (1) – in office 40 hours/week.

Planner/Regional Prevention Coordinator (1)

As part of the contract we sign with DHS, this position has been allowed to “work from home”. The position covers a 10 county area and will again be traveling throughout the 10 counties providing technical assistance to coalitions as part of the grant program.

Health Promotions Coordinators (3)

Two of the three positions are more regional in nature. The Coordinator working with the Statewide Health Improvement Program (SHIP) works with three other counties. The Coordinator working with Crisis Text Line (CTL) and drug/alcohol/mental health works does the CTL work in a 5 county region.

The third Coordinator is the Public Health Emergency Preparedness Coordinator and during COVID has been working closely with the Regional group out of St. Cloud as well as with adjoining counties.

All of these positions pre-COVID travel within and around multiple counties to do the work and are in and out of the office on any given day. Most do not have typical 8:00 – 4:30 jobs as there are often trainings that they provide, meetings, and community functions that they attend that are outside of the normal times including on weekends. Working hours need to be flexible in order to accommodate the grant deliverables and community needs.

This group has had a very large role in COVID response and have been pretty much available to the Director 24/7. They all worked on site at COVID Clinics and were in the office whenever requested by the Director.

When they were not doing COVID work, all of their meetings have been virtual. When sharing an office, it makes it very difficult to actively participate/facilitate these meetings and not be disruptive to office mates. Very few meetings have resumed in-person at this time making the sharing of office space more difficult.

Home has been the most effective and efficient base for these employees but each has spent time in the COVID Clinics and in the office.

The Public Health Department has not nor will it in the future be a standard Monday – Friday 8 am – 4:30 operation. While the “office hours” to the public are M-F 8:00 – 4:30, services in people’s homes and work in the community is really dictated by the needs of the people and the deliverables of the grants that fund programs in the community. It is important to remain flexible in how staff are allowed and able to work in order to accomplish the agencies mission and goals.

Resolution # KCCH – 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.

Resolution # KCCH – 7/6/2021
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.

Kanabec County Timber Trails Public Transit

905 East Forest Ave., Suite #127
Mora, MN 55051
Transit Director: (320) 364-1351
Operations Supervisor: (320) 364-1352

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
 - *This is accomplished through notifications posted on each bus and on our web site*
- A complaint process and complaint form
 - *A process has been developed and approved by MN/DOT that details how a person can make a complaint regarding a possible Civil Rights violation. This process and the appropriate forms are posted on the buses and on our web site. It is also available by request from our office.*
- A list of transit-related Title VI investigations, complaints and lawsuits
 - *The Transit Director maintains a log of all complaints, investigations and lawsuits. There have been no complaints since the record began in 2013.*
- A chart of the minority status of members of decision making boards and committees
 - *Using the most recent and relevant census information a determination is made concerning the minority representation on the Transit Advisory Committee. At this time, minority numbers are not sufficient to trigger specific membership revisions.*
- A public involvement program
 - *The public involvement program makes sure that the public has input into plans and decisions regarding public transit in Kanabec County. We have met these requirements with focus meetings, public hearings when possible and public outreach such as the fair booth.*
- A language assistance plan to ensure reasonable access to information for those with limited English proficiency;
 - *The Transit department uses the Language Assistance Plan developed by Public Health and has access to interpretive service through SCHA.*

Resolution # KCCH – 7/6/2021
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.

CERTIFICATION

I certify that the above resolution is an accurate copy of the resolution presented to and adopted by Kanabec County Board of Commissioners at a duly authorized meeting held on 6th day of July, 2021 as shown by the minutes of the meeting in my possession.

Kris McNally, County Coordinator

Sheila
6/29/21 10:24AM

**** Kanabec County ****



TRIAL BALANCE REPORT

As of Date: 05/2021
Report Basis: 2 1 - Cash
 2 - Modified Accrual
 3 - Full Accrual

Save Report: N

Comment:

FUND Range From 15 Thru 15

**** Kanabec County ****



Sheila
6/29/21 10:24AM

TRIAL BALANCE REPORT
As of 05/2021

Report Basis: Modified Accrual

15 Community Health Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	540,918.70	2,775.12	183,224.85-	357,693.85
1003 Audit Adjustments To Cash	5,251.83	0.00	5,251.83-	0.00
1110 Taxes Receivable - Prior & Delinquent	10,616.61	0.00	10,616.61-	0.00
1201 Accounts Receivable (Acc)	71,096.44	0.00	71,096.44-	0.00
1261 Due From Other Funds (Acc)	20,629.47	0.00	20,629.47-	0.00
1281 Due From Other Governments (Acc)	151,921.55	0.00	151,921.55-	0.00
Total Assets	800,434.60	2,775.12	442,740.75-	357,693.85
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17-	0.00	0.00	523.17-
2021 Accounts Payable (Acc)	28,762.16-	0.00	28,762.16	0.00
2030 Salaries Payable	81,027.18-	0.00	81,027.18	0.00
2091 Due To Other Funds (Acc)	1,144.59-	0.00	1,144.59	0.00
2100 Due To Other Governments	5,282.24-	0.00	5,282.24	0.00
2101 Due To Other Governments (Acc)	22,969.24-	0.00	22,969.24	0.00
2230 Deferred Inflows	10,616.61-	0.00	10,616.61	0.00
Total Liabilities	150,325.19-	0.00	149,802.02	523.17-
Fund Balance				
2881 Assigned Fund Balance	650,109.41-	0.00	0.00	650,109.41-
2910 Revenue Control	0.00	234,245.73-	712,791.63-	712,791.63-
2925 Expenditure Control	0.00	231,470.61	1,005,730.36	1,005,730.36
Total Fund Balance	650,109.41-	2,775.12-	292,938.73	357,170.68-
Total Liabilities and Balance	800,434.60-	2,775.12-	442,740.75	357,693.85-
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
15 Community Health Fund	0.00	0.00	0.00	0.00

Sheila
6/29/21 10:24AM
15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 05/2021

Report Basis: Modified Accrual



<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
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Kanabec County Community Health - Board Financial Report
15-484

Through April 2021

Department	Budget	Total year to date/		8.33%	16.67%	25.00%	33.33%	41.67%
		% of budget	Total	January	February	March	April	May
Pilt-Housing Authority								
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		-8,109.00	0.00	0.00	0.00	-8,109.00	0.00
Cares Act COVID-19 Grant								
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		162.35	162.35	0.00	0.00	0.00	0.00
Local Public Health Infrastructure								
Rev	458,691.00	13.00%	59,623.08	9,463.33	38.95	27,790.92	120.80	22,209.08
Exp	376,178.00	46.84%	176,183.76	54,699.23	42,977.75	22,418.66	22798.2	33,289.92
Prevent Infectious Disease								
Rev	21,050.00	107.74%	22,679.49	236.41	4,097.74	2,922.66	13,254.68	2,168.00
Exp	30,058.00	59.94%	18,015.50	5,356.16	3,092.93	2,559.26	2,884.18	4,122.97
Environmental Health								
Rev	25.00	140.00%	35.00	12.00	11.00	6.00	6.00	0.00
Exp	5,202.00	1.02%	53.26	0.00	0.00	15.90	37.36	0.00
Healthy Communities-Adult Health								
Rev	250,123.00	35.46%	88,704.66	12,642.85	9,964.08	54,566.81	9,864.35	1,666.57
Exp	252,252.00	31.61%	79,747.67	15,269.67	14,421.17	16,979.68	17,817.22	15,259.93
Healthy Communities-Health Improvement								
Rev	524,408.00	32.22%	168,971.43	16,568.86	33,211.24	55,972.75	10,144.26	53,074.32
Exp	498,327.00	28.82%	143,636.48	30,808.36	25,192.40	27,516.77	29,567.33	30,551.62
Healthy Communities-Family Health								
Rev	928,933.00	22.77%	211,492.57	42,630.43	82,964.98	35,146.08	25,016.06	25,735.02
Exp	771,717.00	18.50%	142,784.48	31,090.59	23,800.13	27,790.85	29,146.53	30,956.38
Emergency Preparedness								
Rev	45,924.00	98.95%	45,441.18	0.00	0.00	0.00	407.40	45,033.78
Exp	43,559.00	299.96%	130,661.37	12,127.62	32,393.86	27,303.84	26,694.62	32,141.43
Assure Access-Case Management								
Rev	377,900.00	40.99%	154,918.15	24,513.16	41,412.51	27,032.54	30,120.08	31,839.86
Exp	370,972.00	39.52%	146,620.22	26,098.66	25,070.62	28,150.60	32,861.89	34,438.45
Assure Access-Home Care								
Rev	544,000.00	37.88%	206,042.01	43,528.80	37,301.95	29,304.90	43,387.26	52,519.10
Exp	802,789.00	38.79%	311,376.33	73,075.00	61,198.05	69,670.69	56,722.68	50,709.91
Agency Totals								
Rev	3,151,054.00	30.40%	957,907.57	149,595.84	209,002.45	232,742.66	132,320.89	234,245.73
Exp	3,151,054.00	36.21%	1,141,132.42	248,687.64	228,146.91	222,406.25	210,421.01	231,470.61

outstanding payments/payments not yet posted

Hep A grant	228.41
VSO	
CTC	4,611.09
DFC	
FAP	
LCTS	10,000.00
LPHG	3,715.57
MCH	5,479.48
MIECHV	18,558.48
PHEP	14,855.03
RPC	
SHIP	
TANF	
WIC	14,757.00
Covid State	24,343.78
CMCOA	
MN Choice	3,125.00
Admin asst	2,592.00
mental hlth	
Suicide Prev	4,943.36
Covid Federal	
Home care	27,467.05 estimate only see note below
	134,676.25
SCHA Connector - We get reimbursed twice a year. Not included above.	
Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by paysource. Also, VA may pay up to two years after the date of service.	

amount has changed

Sheila
7/1/21 10:30AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Sheila
7/1/21 10:30AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
3	434 Ability Network Inc 15-484-487-8453-6211		217.04	June billing svc/eligibility	21M-0090244	Services & Charges	N
2	15-484-493-8452-6211		181.38	June billing svc/eligibility	21M-0090244	Services & Charges	N
1	15-484-496-8447-6211		259.18	June billing svc/eligibility	21M-0090244	Services & Charges	N
	434 Ability Network Inc		657.60	3 Transactions			
4	104 Ace Hardware 15-484-490-8489-6411		28.99	shrink wrap covid vacc clinics	290000	Progam Supplies	N
6	15-484-490-8489-6411		19.98	mallets for installing stakes	290178	Progam Supplies	N
5	15-484-496-8447-6803		8.08	buckets for cleaning equipment	290178	Miscellaneous Expenditures	N
7	15-484-450-0000-6411		13.99	D batteries	290478	Supplies	N
	104 Ace Hardware		71.04	4 Transactions			
34	185 Bergstadt/Jennifer 15-484-496-8449-6331		448.00	May/June HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		448.00	1 Transactions			
35	1396 Beaver/Laurie 15-484-496-8449-6331		177.52	May/June HHA mileage		Mileage & Meals	N
	1396 Beaver/Laurie		177.52	1 Transactions			
36	1275 Bromwich/Amanda 15-484-496-8449-6331		204.96	Hay/June HHA mileage		Mileage & Meals	N
	1275 Bromwich/Amanda		204.96	1 Transactions			
8	298 Childrens Dental Services 15-484-485-8475-6285		557.76	transport equip/staff 04/23/21		Contracted Work	N
63	15-484-485-8475-6285		557.76	transport equip/staff 5/28/21		Contracted Work	Y
	298 Childrens Dental Services		1,115.52	2 Transactions			
37	1388 Elfstrum/Brenda 15-484-496-8449-6331		74.48	May/June HHA mileage		Mileage & Meals	N
	1388 Elfstrum/Brenda		74.48	1 Transactions			
38	3646 Felland/Becky 15-484-496-8447-6331		194.32	May/June home care mileage		Mileage & Meals	N
	3646 Felland/Becky		194.32	1 Transactions			
39	3501 Fratzke/Michelle 15-484-496-8447-6331		117.04	May/June home care mileage		Mileage & Meals	N

Sheila
7/1/21 10:30AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
3501	Fratzke/Michelle		117.04		1 Transactions		
4184	Health Dimension Rehabilitation Inc						
11	15-484-496-8447-6211		7,595.94	May PT services		Services & Charges	N
12	15-484-496-8447-6211		45.25-	attempted visit credit		Services & Charges	N
4184	Health Dimension Rehabilitation Inc		7,550.69		2 Transactions		
324	Healthcare First						
10	15-484-496-8447-6211		99.75-	credit		Services & Charges	N
9	15-484-496-8447-6211		104.74	June HHCAHPS fee	5209001	Services & Charges	N
324	Healthcare First		4.99		2 Transactions		
3095	Isanti County Public Health						
13	15-484-485-8468-6880		2,898.02	May hlthy eat/active living		Grant Admin- Pass thru	N
14	15-484-485-8468-6880		126.92	May tobacco		Grant Admin- Pass thru	N
3095	Isanti County Public Health		3,024.94		2 Transactions		
653	Kanabec County Auditor						
15	15-484-487-8453-6331		31.68	May MIECHV co vehicle use		Mileage & Meals	N
653	Kanabec County Auditor		31.68		1 Transactions		
132	Kanabec Publications						
16	15-484-450-0000-6240		165.00	in memorium ad	052120980	Advertising	N
17	15-484-496-8447-6412		98.00	250 CMS reg 0017 form	052120980	Office Supplies	N
18	15-484-496-8447-6412		98.00	250 financial review form	052120980	Office Supplies	N
132	Kanabec Publications		361.00		3 Transactions		
667	Lighthouse Child & Family Services LLC						
19	15-484-487-8453-6211		375.00	MIECHV sessions 4/28/21	6125	Services & Charges	N
20	15-484-487-8453-6211		150.00	travel time 4/28/21	6125	Services & Charges	N
667	Lighthouse Child & Family Services LLC		525.00		2 Transactions		
1236	MACMH						
33	15-484-496-8447-6880		328.64	medicare withholding	2413	Medicare Pass Thru	N
1236	MACMH		328.64		1 Transactions		
377	Marco Inc						
25	15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt		Rental & Service Contracts Copier	N
377	Marco Inc		787.11		1 Transactions		

Sheila
7/1/21 10:30AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
22	1143 McKesson Medical-Surgical Govt Solution 15-484-481-8481-6432		85.40	PHNC supplies	18246653	Medical Supplies	N
23	15-484-490-8489-6411		176.40	covid 19 supplies	18246653	Program Supplies	N
21	15-484-496-8447-6432		65.09	home care supplies	18246653	Medical Supplies	N
26	15-484-496-8447-6432		106.05	home care supplies	18260199	Medical Supplies	N
64	15-484-496-8447-6432		418.00	home care supplies	18271291	Medical Supplies	N
24	15-484-490-8489-6411		127.30-	credit	8708029	Program Supplies	N
	1143 McKesson Medical-Surgical Govt Solution		723.64	6 Transactions			
40	1354 Miner/Brian 15-484-485-8480-6331		108.64	June RPC mileage		Mileage & Meals	N
41	15-484-485-8480-6411		17.00	RPC program supplies		Program Supplies	N
	1354 Miner/Brian		125.64	2 Transactions			
43	1353 Nelson/Darla 15-484-496-8448-6331		56.56	May/June HM mileage		Mileage & Meals	N
42	15-484-496-8449-6331		505.12	May/June HHA mileage		Mileage & Meals	N
	1353 Nelson/Darla		561.68	2 Transactions			
44	927 Neumen/Cami 15-484-496-8447-6331		56.56	May home care mileage		Mileage & Meals	N
45	15-484-496-8447-6331		182.00	June home care mileage		Mileage & Meals	N
	927 Neumen/Cami		238.56	2 Transactions			
46	52 Olson/Autumn 15-484-487-8451-6331		27.44	May/June HP mileage		Mileage & Meals	N
47	15-484-487-8453-6331		122.64	May/June MIECHV mileage		Mileage & Meals	N
	52 Olson/Autumn		150.08	2 Transactions			
27	1051 Phelan/Francis J. 15-484-496-8447-6283		2,685.00	preparation 2020 cost report	11162	Auditor Services	N
	1051 Phelan/Francis J.		2,685.00	1 Transactions			
28	1227 Pivec/Michelle 15-484-485-8468-6412		146.54	reimburse standing desk	111-3438713-68	Office Supplies	N
	1227 Pivec/Michelle		146.54	1 Transactions			
29	1313 Quill Corporation 15-484-450-0000-6412		83.25	admin office supplies	150934834	Office Supplies	N
31	15-484-485-8480-6411		149.19	RPC -chair	150934834	Program Supplies	N

Sheila
7/1/21 10:30AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
30	15-484-487-8456-6411		596.78	WIC-chairs	150934834	Supplies	N
	1313 Quill Corporation		829.22				
	479 Ring/Elsa						
55	15-484-477-8458-6331		38.08	June nuisance mileage		Mileage & Meals	N
54	15-484-487-8450-6331		67.76	Mar-Jun TANF mileage		Mileage & Meals	N
48	15-484-487-8453-6331		41.44	January MIECHV mileage		Mileage & Meals	N
49	15-484-487-8453-6331		1.12	February MIECHV mileage		Mileage & Meals	N
50	15-484-487-8453-6331		5.04	March MIECHV mileage		Mileage & Meals	N
51	15-484-487-8453-6331		12.32	April MIECHV mileage		Mileage & Meals	N
52	15-484-487-8453-6331		1.12	May MIECHV mileage		Mileage & Meals	N
53	15-484-487-8453-6331		11.76	June MIECHV mileage		Mileage & Meals	N
56	15-484-487-8457-6331		1.12	May MCH mileage		Mileage & Meals	N
57	15-484-490-8489-6331		56.00	February vacc campaign mileage		Mileage & Meals	N
	479 Ring/Elsa		235.76				
	1030 Ringler/Jennie						
58	15-484-496-8449-6331		158.48	May/June HHA mileage		Mileage & Meals	N
	1030 Ringler/Jennie		158.48				
	3174 Rosburg/Diane						
59	15-484-496-8447-6331		185.36	May/June home care mileage		Mileage & Meals	N
	3174 Rosburg/Diane		185.36				
	16326 Sarkisyan/Amber						
60	15-484-496-8449-6331		221.76	May/June HHA mileage		Mileage & Meals	N
	16326 Sarkisyan/Amber		221.76				
	167 Telander/Sarah						
61	15-484-450-0000-6331		42.00	Apr-June admin mileage		Mileage & Meals	N
	167 Telander/Sarah		42.00				
	1268 Tomczak/Kristi						
62	15-484-496-8449-6331		274.96	May/June HHA mileage		Mileage & Meals	N
	1268 Tomczak/Kristi		274.96				
	12306 WELIA HEALTH						
32	15-484-496-8447-6880		79.70	medicare withholding	2413	Medicare Pass Thru	N
	12306 WELIA HEALTH		79.70				

Sheila
7/1/21 10:30AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
15 Fund Total:		22,332.91	Community Health Fund	32 Vendors	64 Transactions
Final Total:		22,332.91	32 Vendors	64 Transactions	

Sheila
7/1/21

10:30AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	15	22,332.91	Community Health Fund
	All Funds	22,332.91	Total
			Approved by,
		
		

Board Meeting 07/06/21

Abstract Totals for Commissioner Vouchers

Board Meeting 07/06/21	Amount	Vendors	Transactions
Abstract #1	22,332.91	32	64
Abstract #2			
Totals	22,332.91	32	64

Abstract Totals for Auditor Vouchers

Board Meeting 07/06/21	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

9:30am Appointment

July 6, 2021

REQUEST FOR BOARD ACTION

a. Subject: Comprehensive Land Use Plan RFP Results and Noxious Weeds in the County	b. Origination: Environmental Services
c. Estimated time: 30 minutes	d. Presenter(s): Teresa Wickeham & Ryan Carda

e. Board action requested:

- a. **Review Comprehensive Land Use Plan RFP Results, Proposed Service Agreement, and Preliminary Plan. Approve the following resolution:**

Resolution # _____-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.

- b. **Noxious Weeds in the County – Information Only.**

f. Background:

Supporting Documents: None **Attached:**

Date received in County Coordinators Office:	6/30/21
---	---------

Coordinators Comments:



June 28, 2021

Teresa Wickeham, Environmental Services Director
Kanabec County
903 Forest Avenue East
Mora, MN 55051

Subject: An Agreement between the Kanabec County and Hoisington Koegler Group Inc. for services pertaining to the Comprehensive Plan Update

Dear Mrs. Wickeham,

This letter outlines a Scope of Services, Fee Schedule and other elements which together constitute an agreement between **Kanabec County**, hereinafter referred to as the CLIENT, and **Hoisington Koegler Group Inc.**, hereinafter referred to as the CONSULTANT for **Comprehensive Plan Update**, hereinafter referred to as the PROJECT.

The CLIENT and CONSULTANT agree as set forth below:

A. BASIC SERVICES

The CONSULTANT'S basic services for the PROJECT are as provided in Attachment A Scope of Work & Fee.

B. ADDITIONAL SERVICES

The CONSULTANT and the CLIENT may agree in writing to amend this Contract for additional services related to the PROJECT and compensation for such services. The following services have not been requested by the CLIENT but are available upon written authorization.

1. Meetings in addition to those specified in Paragraph A above.
2. Services or Deliverables not specifically identified in Paragraph A above.

C. FEES FOR PROFESSIONAL SERVICES

The CONSULTANT agrees to complete the scope of work contained in Paragraph A in exchange for professional fee compensation as noted below. The CLIENT agrees to pay the CONSULTANT for PROJECT services rendered as follows:

1. For the CONSULTANT'S Basic Services described in Paragraph A above, a fee based on the CONSULTANT'S current hourly rate schedule (see Attachment B) not-to-exceed **\$49,425** inclusive of expenses as noted in Paragraph A.

2. For the CONSULTANT'S Additional Services described in Paragraph B, a fee based on the CONSULTANT'S current hourly rate schedule plus incidental expenses or a negotiated fee.
3. Invoices will be submitted electronically (PDF form) to the CLIENT via email on a monthly basis as work is completed and shall be payable within 30 days in accordance with this Agreement.
4. The CONSULTANT reserves the right to suspend services if the CLIENT is delinquent in making payments in accordance with this Agreement.

D. CLIENT'S RESPONSIBILITY

The CLIENT shall be responsible for the following:

1. Assembly of background information including, but not limited to digital copies of all files, pertinent plans, aerial photographs, base maps, inventory data, available GIS mapping, limited to those that are reasonably available.
2. Arrangements and notification for public meetings and stakeholder meetings.
3. Reproduction and distribution of Project reports as deemed necessary and not otherwise specified in paragraph A.
4. Participation in team workshops as needed.
5. Presentation of draft materials to stakeholder groups as required.
6. Provide traffic and municipal engineering support to the project as needed.

E. INSURANCE

CONSULTANT shall maintain insurance of the kind and in the amounts shown below for the life of the contract. Certificates for General Liability Insurance should state that the CLIENT, its officials, employees, agents and representatives are Additional Insureds. The CLIENT reserves the right to review CONSULTANT's insurance policies at any time to verify that contractual requirements have been met.

1. Commercial General Liability Insurance
 - \$2,000,000 per occurrence
 - \$3,000,000 general aggregate
 - \$300,000 damage to rented premises
 - \$15,000 medical expenses
2. Umbrella Liability
 - \$1,000,000 per occurrence
 - \$1,000,000 general aggregate
 - \$10,000 self-insured retention

3. Worker's Compensation and Employer's Liability
 - a. Worker's Compensation per Minnesota Statutes
 - b. Employer's Liability
 - \$500,000 per accident;
 - \$500,000 per employee;
 - \$500,000 per disease policy limit.

4. Professional Liability Insurance
 - \$2,000,000 per claim
 - \$4,000,000 annual aggregate

F. COMPLETION SCHEDULE

The services of the CONSULTANT will begin upon CLIENT approval and will, absent of causes beyond the control of the CONSULTANT, be completed within **6 months** of the date that the CLIENT issues a notice to proceed. The notice to proceed shall come from an authorized representative of the County.

G. NONDISCRIMINATION

The CONSULTANT agrees not to discriminate by reason of age, race, religion, color, sex, national origin, or handicap unrelated to the duties of a position, of applicants for employment or employees as to terms of employment, promotion, demotion or transfer, recruitment, layoff or termination, compensation, selection for training, or participation in recreational and educational activities.

H. EQUAL OPPORTUNITY

During the performance of this Contract, the CONSULTANT, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor regulations 41 CFR Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The CONSULTANT shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT shall post in conspicuous places available to employees and applicants for employment notices to be provided by the Government setting forth the provisions of this nondiscrimination clause. The CONSULTANT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. The CONSULTANT shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

I. INDEMNIFICATION

CLIENT and CONSULTANT agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of the CLIENT and CONSULTANT, they shall be borne by each party in proportion to its negligence

J. TERM, TERMINATION, SUCCESSORS AND/OR ASSIGNS

1. The Term of this Agreement shall be concurrent with the work authorized and shall be in accordance with the schedule to be established between the CLIENT and the CONSULTANT.
2. Either party may terminate this Agreement by written notice to the other party at its address by certified mail at least ten (10) days prior to the date of termination.
3. Neither the CLIENT nor the CONSULTANT shall assign, sublet or transfer its interest in this Agreement without the written consent of the other.
4. The time schedule shall not apply and/or time extensions will be allowed for any circumstances beyond the control of the CONSULTANT.
5. This Agreement shall be governed by all applicable laws.
6. Upon termination, Consultant shall be entitled to fees earned through the effective date of termination.

K. DISPUTES

In the event the CLIENT and CONSULTANT are unable to reach agreement under the terms of this contract, disputes shall be resolved using alternative dispute resolution (ADR).

L. REVOCATION

If this agreement is not signed and accepted by both parties within 90 days of the contract date, it shall become null and void.

M. AUTHORIZATION

IN WITNESS WHEREOF, The CLIENT and the CONSULTANT have made and executed this Agreement for Professional Services,

This _____ day of _____, 2021

CLIENT
Kanabec County

Name

Title

Name

Title

CONSULTANT
Hoisington Koegler Group Inc.

Name:

Title

Name:

Title

Attachment A - Scope of Work & Fee

Task 1: Project Management

We have assigned Brad Scheib, Principal-in-Charge for this project. Brad's primary purpose will be to review the work being conducted by the planning team for the County. Lance Bernard has also been assigned to this project and will serve as the Project Manager. Lance will serve as the primary point of contact and provide day-to-day project management throughout the study, including weekly check-ins with the County's Project Manager.

Deliverables

- 1) Prepare and attend a project kick-off meeting with County staff.
- 2) Day-to-day project management and weekly check-ins.

Task 2: Public Involvement Plan (PIP)

Together the County and HKGi will begin by preparing a PIP that will guide the process. The plan will outline stakeholders, approaches, communications methods, purposes/objectives, and anticipated/desired outcomes. At a very basic level, public engagement for the Comprehensive Plan will include a Comprehensive Land Use Plan Advisory Committee (CLUPAC) comprised of a cross-section of County representatives and leaders.

Deliverables

- 3) Develop a Public Involvement Plan.
- 4) Develop and launch a project website with interactive tools for online engagement.
- 5) Develop marketing materials for County staff and CLUPAC members to use for promoting the project website.
- 6) Prepare and attend up to two (2) stakeholder meetings (e.g., Towns Board Listening Sessions).
- 7) Prepare and attend up to two (2) Comprehensive Land Use Plan Advisory Committee (CLUPAC) meetings.
- 8) Prepare and attend up to two (2) County staff/Project Management Team meetings to review draft materials.

Task 3: Socioeconomic and Emerging Trends

This task will focus on researching, analyzing, and communicating the local and regional context that may affect Kanabec County over the planning horizon. This will include a physical analysis of the community, as well as a policy analysis. In this task, we will map the physical features (e.g., natural areas, soils, water and aggregate) and political boundaries that define Kanabec County. More importantly will be an analysis of Kanabec County with an eye towards identifying locations where change may occur or where change should occur.

Deliverables

- 9) Develop a visual "State of the County Report" to articulate emerging trends and changing demographics (example from Foley Land Use Plan below).
- 10) Update maps and graphics depicting the County's physical context (examples below).

Task 4: Review Past Planning Efforts

We will evaluate the current plan to identify the specific areas of the document that are in need of updating. Assessing those areas that need attention will provide focus for the planning process. We will start this task by reviewing recent studies and plans (e.g., watersheds and state agencies) that must be incorporated, referenced, and in some cases, closely coordinated with the comprehensive plan update to maximize efficiencies and coherency (see Strategy #7).

Deliverables

- 11) Document past planning efforts and relevant information that needs to be referenced in the Comprehensive Plan.

Task 5: Refining the Plan's Goals and Policies

This task will evaluate the County's desire to maintain its current vision, but also explore where and if it needs to be refined (see Strategy #4 – #6). For example, we understand the existing goals and policies to be strong in their commitment to preserving the county's rural character, but how do changing trends in demographics, economies, travel behaviour, or recreation desires influence the vision? These types of policy and vision discussions will be led by HKGi and facilitated through departmental planning efforts and Town Board engagement activities.

Deliverables

- 12) Lead and facilitate a workshop with County departments to refine the plan's goals and policies (see Task 2.5) through a sustainability and resiliency lens.
- 13) Lead and facilitate a workshop with Town Board representatives to refine the plan's goals and policies (see Task 2.3) through a sustainability and resiliency lens.
- 14) Prepare and draft updates to the Plan's goals and policies.

Task 6: Implementation

This task will focus on a "realistic" implementation plan that adheres to the plan's goals and policies. The implementation plan will lay out specific action items within a specified time period. The action items will be further aligned with innovative tools, guidance and funding mechanisms to ensure a specific measure can be carried out over time.

Deliverables

- 15) Document implementation strategies and actions steps in a visual/usable matrix.

Task 7: Update the Plan & Seek Approvals

It is assumed a larger part of the comprehensive plan update will be driven by the integration of existing plans and findings from previous tasks. Our team will leverage and use as much of the information possible from previous planning efforts, in order to save time and provide greater budget efficiencies. Our approach includes evaluating current trends and issues, updating goals and policies through a sustainability, resiliency and green infrastructure lens, and engaging the general public, CLUPAC, and elected/appointed officials in how those emerging ideas fit into the plan update. Greater budget efficiencies can also be achieved if the County is will to take the lead in updating maps (e.g., GIS maps depicting existing land uses and natural resources).

Deliverables

- 16) Update the Plan using the findings from Task 2 – 6.
- 17) Present a draft of the Comprehensive Plan update to the Planning Commission and prepare one set of plan refinements based on comments (1 meeting).
- 18) Assist staff with preparing materials and presenting the plan to the County Board for final approval.
- 19) Prepare the final document incorporating final recommended changes.
- 20) Provide electronic documents and GIS data files used to create the plan.

Task 8: Planning Contingency

Planning funds will be reserved for out-of-scope items (e.g., additional meetings) at the County's request. If a request is made by the County, we will prepare an estimate of time (hours) to complete the work, as well as a timeframe for delivering requested products. The County will authorize work in writing and/or by email.

Fee

Task	Task Description	Fee
1.0	Project Management	\$2,300
2.0	Public Engagement	\$12,900
3.0	Socioeconomic and Emerging Trends	\$5,300
4.0	Review Past Planning Efforts	\$1,100
5.0	Refining the Plan's Goals and Policies	\$8,000
6.0	Implementation	\$6,400
7.0	Update the Plan & Seek Approvals	\$10,500
8.0	Planning Contingency (5%)	\$2,325
	Expenses	\$600
	Total	\$49,425

Schedule

Schedule *	Key Milestones
July 12 - July 16	Project kick-off
July 19 - July 23	Launch the study website
July 26 - July 30	Promote the project at the County Fair
August 2 - August 6	County Project Team Meeting
August 9 - August 13	
August 16 - 20	CLUPAC Meeting
August 23 - August 27	
August 30 - September 3	Township Board Listening Session
September 6 - September 10	
September 13 - September 17	
September 20 - September 24	County Project Team Meeting
September 27 - October 1	CLUPAC Meeting
October 4 - October 8	Preliminary Draft for Review
October 11 - October 15	Update the project website with draft materials
October 18 - October 22	Township Board Listening Session
October 25 - October 29	Finalize Plan
November 1 - 5	Planning Commission
November 8 - 12	County Board
* Subject to change based on the availability of stakeholders, township boards, etc.	

ATTACHMENT B

HOISINGTON KOEGLER GROUP INC.

2021 HOURLY RATES

Principal	\$180-225/hr
Associate	\$145-165/hr
Senior Professional	\$90-165/hr
Professional II	\$80-115/hr
Professional I	\$50-95/hr
Technical	\$50-70/hr
Secretarial	\$60/hr
Litigation Services	\$240/hr
Testimony	\$285/hr

Incidental Expenses:

Mileage	current federal rate/mile
Photocopying BW	15¢/page
Photocopying Color	\$1.00/page
Outside Printing	Actual Cost
Large Format Scanning	Actual Cost
B/W Bond Plots	\$5.00 each
Color Bond Plots	\$10.00 each
Photo Paper Color Plots	\$30.00 each

July 6, 2021
10:00 a.m. Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

1. Construction Bids Resolution #1 (07-06-21)
2. County Equipment at County Fair
 - Fair Board representative to discuss request

Resolution #1 (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.

Resolution # _____
SAP 033-610-019
2021 Ogilvie Watermain Improvements

WHEREAS Northern Lines Contracting provided the low bid of \$2,635,574.60 for completion of projects SAP 033-610-019, SP 3301-36, and the 2021 Ogilvie Watermain Improvements, and

WHEREAS the bid abstract for said projects was presented before the Ogilvie City Council and included herein, and

WHEREAS the bid amount for the 2021 Ogilvie Watermain Improvements is \$401,123.00, and

WHEREAS the City of Ogilvie's portion of sidewalk, consisting of 12,437 sq. ft. of concrete sidewalk not including pedestrian ramps, in SAP 033-610-019 is \$82,965.20, and

WHEREAS the Ogilvie City Council wishes to proceed with this project, and

BE IT RESOLVED that the City of Ogilvie recommends to the Kanabec County Board award of the low bid of \$2,635,574.60 by Northern Lines Contracting and that Kanabec County proceed with construction of the project, and

BE IT FURTHER RESOLVED that the City of Ogilvie agrees to pay for all construction costs of the 2021 Ogilvie Watermain Improvements, and

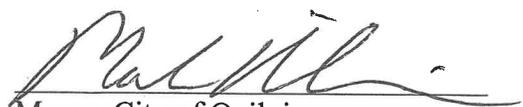
BE IT FURTHER RESOLVED that the City of Ogilvie agrees to reimburse Kanabec County for Ogilvie's portion of sidewalk in SAP 033-610-019 totaling \$82,965.20, and

BE IT FURTHER RESOLVED that the City of Ogilvie requests that the non-grant portion of said sidewalk reimbursement totaling \$28,000 be payable in two installments of \$14,000 each due on July 15 2022, and July 15, 2023 respectively.

Adopted this 30th day of June, 2021



Clerk



Mayor, City of Ogilvie

Kanabec County Public Works
SAP 033-610-019, SP 3301-36, Ogilvie Watermain Improvements 2021
Bid Abstract
06/29/2021 10:30 AM CDT

SAP 033-610-019, SP 3301-36, Ogilvie Watermain Improvements 2021						Engineer Estimate		Northern Lines Contracting		Gladen Construction inc		Forest Lake Contracting, Inc.		Douglas-Kerr Underground, L.L.C	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
SECTION A - SAP 033-610-019 , SP 3301-36															
	1	2021.501	MOBILIZATION	LS	1	\$ 85,000.00	\$ 85,000.00	\$ 86,200.00	\$ 86,200.00	\$ 67,000.00	\$ 67,000.00	\$ 85,000.00	\$ 85,000.00	\$ 36,963.00	\$ 36,963.00
	2	2051.501	MAINTENANCE AND RESTORATION OF HAUL ROADS	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 100.00	\$ 100.00	\$ 1.00	\$ 1.00	\$ 16,127.00	\$ 16,127.00
	3	2101.505	CLEARING	ACRE	1	\$ 6,000.00	\$ 6,000.00	\$ 10,500.00	\$ 10,500.00	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 7,956.00	\$ 7,956.00
	4	2104.502	SALVAGE AND REINSTALL SIGNS	EACH	46	\$ 50.00	\$ 2,300.00	\$ 210.00	\$ 9,660.00	\$ 300.00	\$ 13,800.00	\$ 200.00	\$ 9,200.00	\$ 215.00	\$ 9,890.00
	5	2104.502	MAILBOX SUPPORTS	EACH	32	\$ 150.00	\$ 4,800.00	\$ 115.00	\$ 3,680.00	\$ 125.00	\$ 4,000.00	\$ 150.00	\$ 4,800.00	\$ 118.00	\$ 3,776.00
	6	2104.502	SALVAGE & REINSTALL SIGN	EACH	1	\$ 2,500.00	\$ 2,500.00	\$ 210.00	\$ 210.00	\$ 300.00	\$ 300.00	\$ 250.00	\$ 250.00	\$ 269.00	\$ 269.00
	7	2104.503	REMOVE CURB AND GUTTER	LF	3792	\$ 5.00	\$ 18,960.00	\$ 4.15	\$ 15,736.80	\$ 4.15	\$ 15,736.80	\$ 3.00	\$ 11,376.00	\$ 3.75	\$ 14,220.00
	8	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	1647	\$ 2.50	\$ 4,117.50	\$ 2.35	\$ 3,870.45	\$ 3.00	\$ 4,941.00	\$ 3.00	\$ 4,941.00	\$ 3.15	\$ 5,188.05
	9	2104.503	REMOVE PIPE CULVERTS	LF	417	\$ 15.00	\$ 6,255.00	\$ 11.00	\$ 4,587.00	\$ 26.00	\$ 10,842.00	\$ 18.00	\$ 7,506.00	\$ 20.80	\$ 8,673.60
	10	2104.504	REMOVE CONCRETE WALK	SQ. YD.	1451	\$ 9.00	\$ 13,059.00	\$ 8.50	\$ 12,333.50	\$ 9.00	\$ 13,059.00	\$ 5.00	\$ 7,255.00	\$ 4.60	\$ 6,674.60
	11	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	22766	\$ 1.00	\$ 22,766.00	\$ 4.50	\$ 102,447.00	\$ 3.25	\$ 73,989.50	\$ 3.00	\$ 68,298.00	\$ 4.30	\$ 97,893.80
	12	2105.602	CONSTRUCT TURNLANE	EACH	1	\$ 20,000.00	\$ 20,000.00	\$ 65,000.00	\$ 65,000.00	\$ 58,000.00	\$ 58,000.00	\$ 68,000.00	\$ 68,000.00	\$ 71,809.00	\$ 71,809.00
	13	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU. YD.	14005	\$ 10.00	\$ 140,050.00	\$ 13.00	\$ 182,065.00	\$ 17.15	\$ 240,185.75	\$ 14.00	\$ 196,070.00	\$ 15.65	\$ 219,178.25
	14	2106.507	EXCAVATION- COMMON (P)	CU. YD.	33255	\$ 7.00	\$ 232,785.00	\$ 8.65	\$ 287,655.75	\$ 7.90	\$ 262,714.50	\$ 11.00	\$ 365,805.00	\$ 14.55	\$ 483,860.25
	15	2123.51	MOTOR GRADER	HOUR	20	\$ 150.00	\$ 3,000.00	\$ 200.00	\$ 4,000.00	\$ 175.00	\$ 3,500.00	\$ 140.00	\$ 2,800.00	\$ 152.00	\$ 3,040.00
	16	2123.51	DISK HARROW	HOUR	20	\$ 100.00	\$ 2,000.00	\$ 75.00	\$ 1,500.00	\$ 165.00	\$ 3,300.00	\$ 100.00	\$ 2,000.00	\$ 108.00	\$ 2,160.00
	17	2123.51	2 CU. YARD SHOVEL	HOUR	20	\$ 150.00	\$ 3,000.00	\$ 180.00	\$ 3,600.00	\$ 225.00	\$ 4,500.00	\$ 180.00	\$ 3,600.00	\$ 188.00	\$ 3,760.00
	18	2123.51	10 CU. YD. TRUCK	HOUR	20	\$ 150.00	\$ 3,000.00	\$ 160.00	\$ 3,200.00	\$ 125.00	\$ 2,500.00	\$ 110.00	\$ 2,200.00	\$ 129.00	\$ 2,580.00
	19	2123.51	150 HP TRACTOR	HOUR	20	\$ 150.00	\$ 3,000.00	\$ 160.00	\$ 3,200.00	\$ 125.00	\$ 2,500.00	\$ 180.00	\$ 3,600.00	\$ 129.00	\$ 2,580.00
	20	2123.51	PNEUMATIC-TIRED ROLLER	HOUR	20	\$ 100.00	\$ 2,000.00	\$ 160.00	\$ 3,200.00	\$ 125.00	\$ 2,500.00	\$ 120.00	\$ 2,400.00	\$ 129.00	\$ 2,580.00
	21	2123.51	DOZER	HOUR	20	\$ 150.00	\$ 3,000.00	\$ 160.00	\$ 3,200.00	\$ 185.00	\$ 3,700.00	\$ 160.00	\$ 3,200.00	\$ 161.00	\$ 3,220.00
	22	2123.61	SKID LOADER	HOUR	20	\$ 125.00	\$ 2,500.00	\$ 160.00	\$ 3,200.00	\$ 125.00	\$ 2,500.00	\$ 110.00	\$ 2,200.00	\$ 129.00	\$ 2,580.00
	23	2130.523	WATER	MGAL	45	\$ 20.00	\$ 900.00	\$ 75.00	\$ 3,375.00	\$ 35.00	\$ 1,575.00	\$ 50.00	\$ 2,250.00	\$ 68.30	\$ 3,073.50
	24	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	4813	\$ 17.00	\$ 81,821.00	\$ 22.80	\$ 109,736.40	\$ 26.00	\$ 125,138.00	\$ 35.00	\$ 168,455.00	\$ 29.70	\$ 142,946.10
	25	2221.507	SHOULDER BASE AGGREGATE (LV), CLASS 1	CY	130	\$ 20.00	\$ 2,600.00	\$ 38.00	\$ 4,940.00	\$ 45.00	\$ 5,850.00	\$ 80.00	\$ 10,400.00	\$ 74.05	\$ 9,626.50
	26	2232.504	MILL BITUMINOUS SURFACE 0"- 3"	SY	3580	\$ 1.25	\$ 4,475.00	\$ 3.00	\$ 10,740.00	\$ 3.50	\$ 12,530.00	\$ 4.00	\$ 14,320.00	\$ 4.30	\$ 15,394.00
	27	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1519	\$ 1.25	\$ 1,898.75	\$ 3.15	\$ 4,784.85	\$ 3.00	\$ 4,557.00	\$ 4.24	\$ 6,440.56	\$ 2.95	\$ 4,481.05
	28	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	2547	\$ 65.00	\$ 165,555.00	\$ 87.00	\$ 221,589.00	\$ 83.00	\$ 211,401.00	\$ 74.00	\$ 188,478.00	\$ 80.65	\$ 205,415.55
	29	2360.509	TYPE SP12.5 NONWEARING COURSE MIXTURE (2,C)	TON	2331	\$ 65.00	\$ 151,515.00	\$ 85.75	\$ 199,883.25	\$ 82.00	\$ 191,142.00	\$ 68.00	\$ 158,508.00	\$ 74.20	\$ 172,960.20
	30	2501.502	24" GS SAFETY APRON AND GRATE DESIGN	EACH	2	\$ 950.00	\$ 1,900.00	\$ 1,695.00	\$ 3,390.00	\$ 1,040.00	\$ 2,080.00	\$ 1,200.00	\$ 2,400.00	\$ 1,884.00	\$ 3,768.00
	31	2501.502	15" GS SAFETY APRON AND GRATE DESIGN	EACH	2	\$ 450.00	\$ 900.00	\$ 840.00	\$ 1,680.00	\$ 481.00	\$ 962.00	\$ 700.00	\$ 1,400.00	\$ 1,151.00	\$ 2,302.00
	32	2501.502	18" RC SAFETY APRON AND GRATE DESIGN 3022C 1:4 SLOPE	EACH	2	\$ 1,000.00	\$ 2,000.00	\$ 1,955.00	\$ 3,910.00	\$ 1,612.00	\$ 3,224.00	\$ 1,900.00	\$ 3,800.00	\$ 2,804.00	\$ 5,608.00
	33	2501.502	30" RC SAFETY APRON AND GRATE DESIGN 3022C 1:4 SLOPE	EACH	1	\$ 1,100.00	\$ 1,100.00	\$ 2,935.00	\$ 2,935.00	\$ 2,807.00	\$ 2,807.00	\$ 3,000.00	\$ 3,000.00	\$ 3,405.00	\$ 3,405.00
	34	2501.502	36" RC SAFETY APRON AND GRATE DESIGN 3022C 1:4 SLOPE	EACH	2	\$ 1,200.00	\$ 2,400.00	\$ 3,915.00	\$ 7,830.00	\$ 2,922.00	\$ 5,844.00	\$ 4,000.00	\$ 8,000.00	\$ 4,729.00	\$ 9,458.00
	35	2501.502	42" RC SAFETY APRON AND GRATE DESIGN 3022C 1:4 SLOPE	EACH	2	\$ 2,300.00	\$ 4,600.00	\$ 4,565.00	\$ 9,130.00	\$ 4,002.00	\$ 8,004.00	\$ 4,500.00	\$ 9,000.00	\$ 5,457.00	\$ 10,914.00
	36	2501.502	36" X 23" SPAN PIPE-ARCH APRON	EACH	4	\$ 2,300.00	\$ 9,200.00	\$ 1,920.00	\$ 7,680.00	\$ 1,404.00	\$ 5,616.00	\$ 2,000.00	\$ 8,000.00	\$ 3,936.00	\$ 15,744.00
	37	2501.503	15" CORRUGATED METAL PIPE CULVERT	LF	40	\$ 51.00	\$ 2,040.00	\$ 78.00	\$ 3,120.00	\$ 56.75	\$ 2,270.00	\$ 60.00	\$ 2,400.00	\$ 90.05	\$ 3,602.00
	38	2501.503	24" CORRUGATED METAL PIPE CULVERT	LF	38	\$ 53.00	\$ 2,014.00	\$ 94.00	\$ 3,572.00	\$ 68.75	\$ 2,612.50	\$ 95.00	\$ 3,610.00	\$ 110.00	\$ 4,180.00
	39	2501.503	18" REINFORCED CONCRETE PIPE	LF	70	\$ 70.00	\$ 4,900.00	\$ 88.00	\$ 6,160.00	\$ 71.00	\$ 4,970.00	\$ 85.00	\$ 5,950.00	\$ 95.80	\$ 6,706.00
	40	2501.503	36" REINFORCED CONCRETE PIPE	LF	90	\$ 95.00	\$ 8,550.00	\$ 160.00	\$ 14,400.00	\$ 129.00	\$ 11,610.00	\$ 165.00	\$ 14,850.00	\$ 180.00	\$ 16,200.00

41	2501.503	42" REINFORCED CONCRETE PIPE	LF	62	\$ 150.00	\$ 9,300.00	\$ 235.00	\$ 14,570.00	\$ 189.00	\$ 11,718.00	\$ 230.00	\$ 14,260.00	\$ 254.00	\$ 15,748.00
42	2501.503	36" X 23" SPAN PIPE-ARCH CULVERT	LF	86	\$ 150.00	\$ 12,900.00	\$ 170.00	\$ 14,620.00	\$ 149.00	\$ 12,814.00	\$ 200.00	\$ 17,200.00	\$ 191.00	\$ 16,426.00
43	2501.602	PLUG FILL AND ABANDON PIPE CULVERT	EACH	1	\$ 5,000.00	\$ 5,000.00	\$ 3,140.00	\$ 3,140.00	\$ 4,500.00	\$ 4,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,533.00	\$ 5,533.00
44	2503.503	12" RC PIPE SEWER DESIGN 3006	LF	309	\$ 68.00	\$ 21,012.00	\$ 55.00	\$ 16,995.00	\$ 74.00	\$ 22,866.00	\$ 60.00	\$ 18,540.00	\$ 70.05	\$ 21,645.45
45	2503.503	15" RC PIPE SEWER DESIGN 3006	LF	1023	\$ 70.00	\$ 71,610.00	\$ 58.00	\$ 59,334.00	\$ 74.00	\$ 75,702.00	\$ 50.00	\$ 51,150.00	\$ 72.85	\$ 74,525.55
46	2503.503	18" RC PIPE SEWER DESIGN 3006	LF	387	\$ 72.00	\$ 27,864.00	\$ 61.00	\$ 23,607.00	\$ 83.70	\$ 32,391.90	\$ 55.00	\$ 21,285.00	\$ 74.60	\$ 28,870.20
47	2503.503	24" RC PIPE SEWER DESIGN 3006	LF	1243	\$ 85.00	\$ 105,655.00	\$ 81.00	\$ 100,683.00	\$ 99.70	\$ 123,927.10	\$ 70.00	\$ 87,010.00	\$ 84.30	\$ 104,784.90
48	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1	\$ 1,000.00	\$ 1,000.00	\$ 2,290.00	\$ 2,290.00	\$ 450.00	\$ 450.00	\$ 700.00	\$ 700.00	\$ 3,728.00	\$ 3,728.00
49	2506.502	CASTING ASSEMBLY	EACH	20	\$ 1,000.00	\$ 20,000.00	\$ 720.00	\$ 14,400.00	\$ 850.00	\$ 17,000.00	\$ 600.00	\$ 12,000.00	\$ 643.00	\$ 12,860.00
50	2506.502	ADJUST FRAME AND RING CASTING	EACH	9	\$ 400.00	\$ 3,600.00	\$ 565.00	\$ 5,085.00	\$ 450.00	\$ 4,050.00	\$ 400.00	\$ 3,600.00	\$ 1,577.00	\$ 14,193.00
51	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	9	\$ 600.00	\$ 5,400.00	\$ 1,545.00	\$ 13,905.00	\$ 2,020.00	\$ 18,180.00	\$ 1,800.00	\$ 16,200.00	\$ 1,946.00	\$ 17,514.00
52	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	9	\$ 600.00	\$ 5,400.00	\$ 2,215.00	\$ 19,935.00	\$ 2,135.00	\$ 19,215.00	\$ 2,400.00	\$ 21,600.00	\$ 2,364.00	\$ 21,276.00
53	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	EACH	2	\$ 725.00	\$ 1,450.00	\$ 3,630.00	\$ 7,260.00	\$ 3,470.00	\$ 6,940.00	\$ 4,000.00	\$ 8,000.00	\$ 4,223.00	\$ 8,446.00
54	2521.518	6" CONCRETE WALK	SF	1200	\$ 8.00	\$ 9,600.00	\$ 12.00	\$ 14,400.00	\$ 10.00	\$ 12,000.00	\$ 11.00	\$ 13,200.00	\$ 11.80	\$ 14,160.00
55	2521.518	4" CONCRETE WALK	SF	10928	\$ 8.00	\$ 87,424.00	\$ 6.40	\$ 69,939.20	\$ 4.60	\$ 50,268.80	\$ 5.00	\$ 54,640.00	\$ 6.85	\$ 74,856.80
56	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	7882	\$ 25.00	\$ 197,050.00	\$ 14.00	\$ 110,348.00	\$ 12.50	\$ 98,525.00	\$ 13.00	\$ 102,466.00	\$ 14.70	\$ 115,865.40
57	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SY	108	\$ 120.00	\$ 12,960.00	\$ 66.50	\$ 7,182.00	\$ 50.00	\$ 5,400.00	\$ 60.00	\$ 6,480.00	\$ 53.75	\$ 5,805.00
58	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SY	813	\$ 145.00	\$ 117,885.00	\$ 78.00	\$ 63,414.00	\$ 61.00	\$ 49,593.00	\$ 70.00	\$ 56,910.00	\$ 72.75	\$ 59,145.75
59	2531.604	8" CONCRETE VALLEY GUTTER	SY	720	\$ 100.00	\$ 72,000.00	\$ 87.50	\$ 63,000.00	\$ 70.00	\$ 50,400.00	\$ 70.00	\$ 50,400.00	\$ 84.35	\$ 60,732.00
60	2531.618	TRUNCATED DOMES	SF	315	\$ 44.00	\$ 13,860.00	\$ 36.75	\$ 11,576.25	\$ 35.00	\$ 11,025.00	\$ 35.00	\$ 11,025.00	\$ 37.65	\$ 11,859.75
61	2540.602	TEMPORARY MAILBOXES	LS	1	\$ 500.00	\$ 500.00	\$ 1,600.00	\$ 1,600.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 1,613.00	\$ 1,613.00
62	2545.501	LIGHTING SYSTEM	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 21,350.00	\$ 21,350.00	\$ 24,000.00	\$ 24,000.00	\$ 15,000.00	\$ 15,000.00	\$ 21,825.00	\$ 21,825.00
63	2563.601	TRAFFIC CONTROL	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 14,000.00	\$ 14,000.00	\$ 13,000.00	\$ 13,000.00	\$ 12,000.00	\$ 12,000.00	\$ 5,268.00	\$ 5,268.00
64	2564.518	SIGN PANELS TYPE C	SF	20	\$ 50.00	\$ 1,000.00	\$ 65.00	\$ 1,300.00	\$ 60.00	\$ 1,200.00	\$ 50.00	\$ 1,000.00	\$ 53.75	\$ 1,075.00
65	2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00	\$ 7,000.00	\$ 7,000.00	\$ 3,000.00	\$ 3,000.00	\$ 9,939.00	\$ 9,939.00
66	2573.502	STORM DRAIN INLET PROTECTION	EACH	16	\$ 400.00	\$ 6,400.00	\$ 280.00	\$ 4,480.00	\$ 150.00	\$ 2,400.00	\$ 150.00	\$ 2,400.00	\$ 150.00	\$ 2,400.00
67	2573.503	SILT FENCE, TYPE HI	LF	7713	\$ 2.00	\$ 15,426.00	\$ 4.75	\$ 36,636.75	\$ 3.00	\$ 23,139.00	\$ 4.00	\$ 30,852.00	\$ 5.65	\$ 43,578.45
68	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	137	\$ 2.50	\$ 342.50	\$ 6.00	\$ 822.00	\$ 5.00	\$ 685.00	\$ 3.30	\$ 452.10	\$ 3.55	\$ 486.35
69	2574.505	SOIL BED PREPARATION	ACRE	31.68	\$ 150.00	\$ 4,752.00	\$ 310.00	\$ 9,820.80	\$ 25.00	\$ 792.00	\$ 95.00	\$ 3,009.60	\$ 188.00	\$ 5,955.84
70	2574.507	LOAM TOPSOIL BORROW	CU. YD.	1418	\$ 18.00	\$ 25,524.00	\$ 15.00	\$ 21,270.00	\$ 35.00	\$ 49,630.00	\$ 28.00	\$ 39,704.00	\$ 34.05	\$ 48,282.90
71	2574.508	FERTILIZER TYPE 1	POUND	1772	\$ 0.50	\$ 886.00	\$ 0.45	\$ 797.40	\$ 1.00	\$ 1,772.00	\$ 1.00	\$ 1,772.00	\$ 0.60	\$ 1,063.20
72	2575.504	EROSION CONTROL BLANKET, CATEGORY 20	SY	13520	\$ 1.50	\$ 20,280.00	\$ 1.25	\$ 16,900.00	\$ 2.75	\$ 37,180.00	\$ 2.00	\$ 27,040.00	\$ 1.75	\$ 23,660.00
73	2575.505	SEEDING	ACRE	2.64	\$ 75.00	\$ 198.00	\$ 840.00	\$ 2,217.60	\$ 1,000.00	\$ 2,640.00	\$ 500.00	\$ 1,320.00	\$ 274.00	\$ 723.36
74	2575.508	SEED MIXTURE 25-131	POUND	583	\$ 3.70	\$ 2,157.10	\$ 2.85	\$ 1,661.55	\$ 4.00	\$ 2,332.00	\$ 4.00	\$ 2,332.00	\$ 3.75	\$ 2,186.25
75	2576.508	SEED MIXTURE 25-141	POUND	250	\$ 3.70	\$ 925.00	\$ 3.05	\$ 762.50	\$ 4.50	\$ 1,125.00	\$ 5.00	\$ 1,250.00	\$ 4.30	\$ 1,075.00
76	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	26740	\$ 1.15	\$ 30,751.00	\$ 0.65	\$ 17,381.00	\$ 1.75	\$ 46,795.00	\$ 1.52	\$ 40,644.80	\$ 1.50	\$ 40,110.00
77	2575.523	RAPID STABILIZATION METHOD 3	MGAL	29.04	\$ 650.00	\$ 18,876.00	\$ 290.00	\$ 8,421.60	\$ 400.00	\$ 11,616.00	\$ 500.00	\$ 14,520.00	\$ 484.00	\$ 14,055.36
78	2582.503	4" SOLID LINE PAINT	LF	5579	\$ 0.07	\$ 390.53	\$ 0.85	\$ 4,742.15	\$ 1.00	\$ 5,579.00	\$ 0.90	\$ 5,021.10	\$ 0.85	\$ 4,742.15
79	2582.503	4" BROKEN LINE PAINT	LF	828	\$ 0.07	\$ 57.96	\$ 0.85	\$ 703.80	\$ 1.00	\$ 828.00	\$ 0.90	\$ 745.20	\$ 0.85	\$ 703.80
		Section Total:				\$ 1,987,897.34		\$ 2,234,451.60		\$ 2,262,039.85		\$ 2,249,492.36		\$ 2,557,479.91

10:45am Appointment

July 6, 2021

REQUEST FOR BOARD ACTION

a. Subject: Technology Considerations for Teleworking	b. Origination: Board of Commissioners
c. Estimated time: 15 minutes	d. Presenter(s): Lisa Blowers, I.S. Director

e. Board action requested:

Discuss Commissioner's questions regarding technology considerations for teleworking.

f. Background:

Supporting Documents: None Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

June 15, 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, June 15, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Craig Smith, Dennis McNally, and Les Nielsen. Staff present on-site: County Coordinator Kris McNally, County Attorney Barbara McFadden and Recording Secretary Kelsey Schiferli.

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

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the agenda with the following changes: Add County Board of Equalization and Appeals SFIA and related discussion.

Action #2 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to approve the June 1, 2021 minutes as presented.

Action #3 - It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Kanabec County Auditor HRA	12,000.00
Mora Municipal Utilities	14,052.04
Spire Credit Union	5,792.95
East Central Energy	85.23
Ann Lake Twp	44,939.83
Arthur Twp	129,278.22
Braham Public Schools	79,851.51
Brunswick Twp	84,776.71
City of Braham	22,684.90
City of Grasston	11,568.46

City of Mora	780,419.04
City of Ogilvie-Clerk	68,827.67
City of Quamba	52,021.90
Comfort Township	79,304.50
Comm of Finance-Treas Div	476.64
East Cent Reg Dev Commission	14,733.15
East Central School Dsistrict	28,977.01
Ford Twp	51,206.90
Grass Lake Twp	63,207.20
Haybrook Twp	43,123.08
Hillman Twp	39,668.88
Hinckley-Finlayson Schools	29,918.66
Isle Public Schools	19,622.12
Kanabec County	176,970.56
Kanabec Twp	51,099.39
Knife Lake Improvement District	18,290.87
Knife Lake Twp	68,061.91
Kroschel Twp	30,561.12
Milaca Public Schools	7,371.82
MN Commissioner of Revenue	53.20
Mora Public Schools	1,487,918.49
Ogilvie Public Schools	237,963.44
Peace Twp	79,567.30
Pine City Public Schools	307.60
Pomroy Twp	65,719.90
Southfork Twp	29,444.28
St Paul Port Authority	1,917.39
Whited Twp	45,087.02
Ann Lake Twp	29,405.00
Braham Public Schools	13,414.60
Brunswick Twp	1,690.17
City of Grasston	1,512.96
City of Mora	477.00
City of Ogilvie-Clerk	4,168.59
Grass Lake Twp	6,123.04
Hinckley-Finlayson Schools	38,190.00
Knife Lake Twp	1,355.76
Kroschel Twp	17,985.00
Mora Public Schools	68,965.80
Ogilvie Public Schools	71,011.18
Peace Twp	9,985.00
Pomroy Twp	20,300.00
Southfork Twp	1,985.00

Whited Twp	1,785.00
Kwik Trip	9,443.56
Midcontinent Communications	188.95
Minnesota Department of Finance	7,326.50
Office of MN.IT Services	1,300.00
Quadient Finance	4,005.00
Verizon Wireless	5,040.60
Maslonkowski, Quiten	1,000.00
Card Services (Coborns)	68.23
Midcontinent Communications	244.21

63 Claims Totaling: \$4,293,842.04

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

<u>Vendor</u>	<u>Revenue Fund</u>	<u>Amount</u>
4Imprint		456.55
A and E Cleaning Services		525.00
Ace Hardware		48.06
Advanced Correctional Healthcare		19,702.16
Advanced Correctional Healthcare		2,047.45
Ingebrand Funeral Home		430.00
Ingebrand Funeral Home		725.00
Alpine Diversified Services Inc.		490.00
Aspen Mills		363.88
Aspen Mills		328.54
AT&T Mobility		1,808.97
AT&T Mobility		89.84
Auto Value		40.96
Auto Value Mora		7.50
Bluebird Window Cleaning		1,600.00
Braiedy, Kevin		202.97
Coborn's Pharmacy		5.00
Curtis, Michael		1,258.06
ECM Publishers		1,057.00
ECM Publishers		110.70
East Central Exterminating		240.00
East Central Exterminating		125.00
East Central Solid Waste Commission		66.00
East Central Solid Waste Commission		102.57
Election Systems & Software Inc		4,257.75
FBG Service Corporation		6,410.24
FBG Service Corporation		584.80

Further	636.95
Galls	40.95
Glen's Tire	100.00
Glen's Tire	247.00
Glen's Tire	396.81
Grainger	208.57
Grainger	58.33
Grainite City Jobbing	587.53
Hoefert, Robert	1,126.47
IAEMD	55.00
Indianhead Foodservice Distributor	128.88
Johnson, Samuel	110.50
Kanabec County Ag Society	4,500.00
Kanabec County Coordinator	238.50
Kanabec County History Center	3,500.00
Kanabec Publications	484.00
Kanabec Publications	35.00
Kanabec Publications	854.00
Kanabec Publications	437.50
Kanabec Publications	379.49
Lakeland Printers Inc	482.00
LexisNexis	187.58
Manthie, Wendy	919.52
Marco	3,186.68
Marco	4,750.00
Marco	117.00
Marco	134.68
Marco	920.04
MEI Total Elevator Solutions	1,115.44
Mid-America Business Systems	4,500.00
Minnesota Monitoring	210.00
Minnesota Sheriffs' Association	5,696.26
The Northspan Group	1,515.00
Novus Glass	50.00
Office Depot	25.48
Office Depot	66.26
Office Depot	106.54
Office Depot	92.09
Ogilvie Museum	750.00
Premium Waters	23.96
Prophoenix Corporation	56,642.78
Quality Disposal Systems	199.35
Quality Disposal Systems	394.21

Quality Disposal Systems	24.15
Quill	48.97
Ramsey County	2,042.00
Regents of the University of MN	18,814.00
River Valley Forensic Services	1,000.00
RS Eden	10.45
Rupp, Anderson, Squires & Waldspurger, PA	829.00
Schumacher, Sarah	300.00
SIRCHIE	190.05
Stellar Services	981.94
Stellar Services	306.75
Summit Food Service Management	8,005.09
Summit Food Service Management	7,797.10
SHI	6,720.00
Tinker & Larson	75.00
Tinker & Larson	229.05
Tinker & Larson	70.60
Trimin Systems	750.00
Visser, Maurice	390.88
Watch Guard	27.00

90 Claims Totaling: \$ 187,906.38

Road & Bridge

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning	1,050.00
Ace	345.36
Aramark	487.46
Auto Value	3,282.22
Bjorklund Companies	1,323.24
Blum Sand and Gravel	67.64
Boyer Trucks	1,506.16
Campbell, Gary	300.00
Central Pension Fund	209.60
Diamond Mowers	65,255.00
Federated Co-ops	435.96
Fluegge's Ag	81.00
Glens Tire	20.00
Gopher State	21.60
Hass Construction	252.00
Houtsma, Brandon	300.00
J A Smith Companies	975.00

Kanabec County Highway Department	58.85
Knife River	382.70
Marco	316.29
Mei Total Elevator Solutions	560.71
Northpost	1,357.56
Northern States Supply	71.09
Nuss Truck	127.31
Office Depot	347.45
Owens Auto Parts	277.52
Power Plan	2,483.28
Quality Disposal	164.25
Rocon Paving	12,456.15
Roeschlein, Tom	320.00
Timmer Implement	449.00
USIC	60.00
Walk-N-Roll	969.53
West Central Industries	5,594.16
Zep	1,086.56

35 Claims Totaling: \$ 102,994.65

Action #5 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to recess the Board Meeting at 9:06am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:06am on Tuesday, June 15, 2021 pursuant to adjournment with the following Board Members present: Gene Anderson, Rickey Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS6 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the Family Services Board Agenda as presented.

HHS Advisory Committee Chairperson Steve Hansberry met with the Board to present the revised committee membership recommendation list and HHS Advisory Committee By-Laws.

Action #FS7 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the HHS Advisory Committee By-Laws as presented.

Family Service Director Chuck Hurd presented the Director’s Report. Information only, no action was taken.

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

Resolution #FS8 – 6/15/21
Regional Fraud Agreement Resolution

WHEREAS, the Regional Administrative Agency (Pine County Human Services) contracts with the State of Minnesota’s Department of Human Services, Financial Fraud and Abuse Investigations Division to administer the FPI program in Kanabec County; and

WHEREAS Kanabec County, dba Kanabec County Family Services desires to enter into an agreement with Pine County Human Services, acting as the Regional Fraud Prevention Administrative Agency to achieve mutually beneficial goals by establishing structures for providing FPI services to Kanabec County.

THEREFORE BE IT RESOLVED the Kanabec County Human Services Board approves the Family Services Director entering into a Regional Fraud Administration Agreement with Pine County Human Services commencing July 1, 2021 through June 30, 2023 with no funds to be exchanged, rather each agency will be responsible for their own costs in performing the stated duties:

COUNTY AGENCY DUTIES. The COUNTY AGENCY will:

- 2.1 Cooperate with the STATE and the FPI REGIONAL ADMINSTRATIVE AGENCY in fulfilling goals and objectives of the FPI program pursuant to the FPI Guidelines, United States laws, federal regulations, State of Minnesota (State or state) laws, applicable Department rules and county ordinances.
- 2.2 Cooperate with the REGIONAL ADMINISTRATIVE AGENCY in monitoring fraud referrals, completed investigations and case actions taken as a result of fraud prevention investigations.
- 2.3 Cooperate with the REGIONAL ADMINISTRATIVE AGENCY and the STATE in submission of narrative, financial and/or statistical reports either as required in FPI guidelines or as requested by the STATE.
- 2.4 Ensure that eligibility workers under its control make FPI referrals to the investigator representing the REGIONAL ADMINSTRATIVE AGENCY, cooperate with case action reporting requirements and participate in funded FPI program related training.
- 2.5 Evaluate FPI referral rates among COUNTY AGENCY eligibility workers in order to identify fraud detection training needs.
- 2.6 Refer for criminal prosecution public assistance recipients and providers who have committed intentional program violations (IPV) or, when such prosecutions are declined by a COUNTY AGENCY attorney or the COUNTY AGENCY decides not to pursue criminal

prosecution of an IPV, pursue administrative disqualification of a provider or recipient in lieu of criminal prosecution in compliance with Minnesota Statutes, section 256.046.

REGIONAL ADMINISTRATIVE AGENCY DUTIES. The REGIONAL ADMINISTRATIVE AGENCY will:

- 3.1 Provide FPI services and report FPI Program activity to the COUNTY AGENCY.
- 3.2 Use qualified investigative staff to provide FPI services.
- 3.3 Annually provide training to COUNTY AGENCY eligibility workers in fraud detection to assist them with identifying cases that should be referred. Provide training to COUNTY AGENCY eligibility workers on FPI forms and procedures.
- 3.4 Assist the COUNTY AGENCY in the identification and disqualification of individuals through the administrative disqualification hearing process when a completed fraud prevention investigation identifies an intentional program violation and no criminal action is contemplated.

Action #FS9 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the payment of 102 claims totaling \$164,588.92 on Welfare Funds.

Les Nielsen led a discussion regarding employees in the Family Services Department discontinuing telework and coming back to work in the office. Chuck will present a plan of action at the next Family Services Board Meeting.

Action #FS10 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to adjourn Family Services Board at 9:55am and to meet again on July 20, 2021 at 9:05am.

The Board of Commissioners reconvened.

Newly appointed Kanabec County Court Administrator Heather Mickelson met with the Board for a formal introduction. Information only, no action was taken.

County Attorney Barbara McFadden led a discussion regarding a case management system transition.

Action #13 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the County Attorney's request to withdraw from the MCCC CAUG (County Attorney User Group) and termination (Non-renewal) of the STI service and maintenance agreement.

Kanabec Soil & Water Conservation District Manager Deanna Pomije met with the Board to discuss Future Organizational Options for the Snake River One Watershed One Plan. Information only, no action was taken.

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

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

Resolution #14- 6/15/21

Liquor & Tobacco Licenses

WHEREAS the Kanabec County Auditor/Treasurer has recommended the following applications for liquor and tobacco licenses, and

WHEREAS the applications were complete, included all necessary documentation, appear in accordance with County Policies and the facility owners are in good standing with the County;

BE IT RESOLVED to approve the following license applications:

LIQUOR/BEER/ TOBACCO LICENSE RENEWALS 2021-2022

KANABEC COUNTY BOARD - JUNE 15, 2021

Establishment	LIQUOR	BEER	TOBACCO
McBees	On/Off/Sun	-	-

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

Resolution #15 - 6/15/21

WHEREAS policy #P-106 states that when substantive changes are made to job descriptions, the proposed changes must be reviewed by the Board; and

WHEREAS the job descriptions for the Deputy Auditor- Property and Tax and Deputy Auditor Tax II have been updated by the Auditor/Treasurer and Personnel Director; and

WHEREAS the Auditor/Treasurer has submitted said job descriptions; and

WHEREAS the Board has examined and evaluated the information;

BE IT RESOLVED to approve sending the updated job descriptions to the pay consultant for review and scoring.

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

Resolution #16 – 6/15/21

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that Kanabec County hereby declares that the position of Deputy, currently held by our current and future part time employees, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

County Coordinator Kris McNally led a discussion regarding the Revised COVID-19 Re-Opening Plan.

Action #17 – It was moved by Craig Smith, seconded by Rickey Mattson and carried unanimously to approve the Revised COVID-19 Re-Opening Plan as presented.

10:30am – The Chairperson called for public comment three times. None responded.

10:31am – The Chairperson closed public comment.

Dennis McNally led a discussion regarding proposed changes to Ordinance #11, Waste Tire. Proposed changes will be highlighted and reviewed by County Attorney Barbara McFadden before being sent to the Planning Commission for input.

Regional Extension Director Susanne Hinrichs, County 4H Educator Laura Krist, Master Gardner Terry Salmela, and Master Gardner Chairperson Diana Rankin (via WebEx) met with the Board to give a presentation and update on Extension in Kanabec County and to request hiring a Part-Time Master Gardener Coordinator. Information only, no action was taken.

Deputy Auditor Property & Tax Roberta Anderson met with the County Board to discuss the classification of parcels as non-conservation for the tax forfeit land sale.

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

Resolution #18 – 6/15/21

WHEREAS, the County Board of Commissioners of Kanabec, State of Minnesota, desires to offer for sale the attached parcels of land that have forfeited to the State of Minnesota for non-payment of taxes, and

WHEREAS, said parcels of land have been viewed and have been classified as non-conservation lands as provided for in MN Statutes 282.01;

NOW, THEREFORE, BE IT RESOLVED that the Kanabec County Board of Commissioners hereby certify that these parcels of land described below have been viewed and complies with the provisions of MN Statutes 85.012, 92.461, 282.01, subd. 8 and 282.018, subd. 2 (1990) and other statutes that require the withholding of tax-forfeited lands from sale. The County Board of Commissioners hereby acknowledges that the Kanabec County Environmental has reviewed all parcels and identified any and all non-forested marginal land and wetlands.

BE IT FURTHER RESOLVED, that the Kanabec County Board of Commissioners hereby request approval from the MN Department of Natural Resources for the sale of said parcels on the attached list.

Tom Mortenson met with the Board to discuss a proposed donation of 120 acres of his land on the Snake River in Ford Township to create a Minnesota State Park. Information only, no action was taken.

Future Agenda Items: Information Systems Director to provide input on teleworking.

Action #19 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to close the meeting at 11:55am 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 #20 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to re-open the meeting at 12:11pm.

Action #21 – It was moved by Les Nielsen, seconded by Craig Smith, and carried unanimously to adjourn the meeting at 12:12pm and to meet again in regular session on Tuesday, July 6, 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>
Consolidated Communications	1,149.46	Monthly Service	Various
E C Riders	1,702.14	2021 BM#4 Snake River Trail	Unallocated
Kanabec County Auditor HRA	12,000.00	HRA Contributions (2)	HR
Kanabec County Audit-Treas	8,117.13	Leased Vehicles	Various
McNally, Dennis	4,474.02	2017-2020 SS WH Adj/Refund	Commissioners
Minnesota Energy Resources Corp	5,785.50	Gas Utilities	Various
VISA	2,715.09	See Below	
East Central Energy	172.93	Intersection Lighting	Highway
McClellan, Karen	500.00	Driveway Permit Refund	Highway
Schafer, Jeff	500.00	Driveway Permit Refund	Highway
Kanabec County Aud-Treas	260.00	COJ Delq Tax Pymts	Prepaid Tax Fund
E C Riders	9,155.15	2019 BM#2 Snake River Trail	Unallocated
Kanabec County Auditor HRA	48,018.00	2Q 2021 HRA County Contributions	Various
City of Braham	500.00	Driveway Permit Refund	Highway
Steffen, Todd	575.00	Driveway Permit Refund	Highway
CW Technology	1,279.40	Monthly Service	IS
MNPEIP	7,375.52	Health Reserves	HR
Quadient Finance USA, Inc.	4,005.05	Postage Courthouse & PSB	Unallocated
Spire Credit Union	8,389.72	See Below	
East Central Energy	1,322.97	Intersection Lighting	Highway
Jones, Willis	500.00	Driveway Permit Refund	Highway
Mora Municipal Utilities	1,113.26	205th Ave Metered Service	Highway
Schafer, Jeff	75.00	Mailbox Fee Refund	Highway
Card Services (Coborns)	45.08	Wellness Snacks	Employee Wellness
Dearborn national Life Insurance Co	810.07	Short Term Disability Premiums	Employee Benefits

Health Partners	6,528.20	Dental Insurance Premiums	Employee Benefits
Life Insurance Company of North America	945.90	Accident, Group Hospital, Critical Illness Ins Premiums	Employee Benefits
MNPEIP	157,038.02	Health Insurance Premiums	Employee Benefits
Sun Life Financial	4,089.59	Life Insurance Premiums	Employee Benefits
The Hartford Priority Accounts	2,249.98	Long Term Disability Premiums	Employee Benefits
VSP Insurance Co	310.40	Vision Insurance Premiums	Employee Benefits
31 Claims Totaling:	<u><u>\$291,702.58</u></u>		

VISA	75.03	Amazon/Ind Dusting Cloths	Building Maintenance
	64.76	Paypal/Control HVAC Battery	Jail
	843.97	RM Cotton/Maintenance Kit	Jail
	1,071.33	Amazon/Bottle Filling Station	Sheriff
	420.00	Safeway Driving School	Welfare
	240.00	City of Mora/Swim Passes	Welfare
6 Claims Totaling:	<u><u>\$2,715.09</u></u>		

Spire Credit Union	284.00	MSBA Membership/BM	Attorney
	252.00	MN Lawyer Registration	Attorney
	790.59	Maddens/LH	Recorder
	88.75	MN State Board Assess/LS	Assessor
	88.75	MN State Board Assess/TJ	Assessor
	153.75	MN State Board Assess/TD	Assessor
	153.75	MN State Board Assess/JL	Assessor
	138.00	MLS Service Fee	Assessor
	40.00	MAAO Summer Seminar/TB	Assessor
	40.00	MAAo Summer Seminar/LS	Assessor
	43.71	Office Supplies	Assessor
	46.75	Amazon/APC Battery Backup	Building Maintenance
	456.55	Tumblers w/straw	VSO
	12.99	Amazon Prime Membership	Sheriff
	562.00	Craguns/Conf (BS)	Sheriff
	598.00	Training Course/ZG & AG	Sheriff

52.98	Amazon/Office Supplies	Sheriff
69.00	Kanabec County Times Subscription	Sheriff
82.00	Kalahari Resort/Conf (CD)	Jail
115.25	Blueline Ind/Transport Locks	Jail
96.85	Handcuff Warehouse/Supplies	Jail
27.39	Amazon/Office Supplies	Jail
114.94	Galls/Bergwick Boots	Jail
16.05	CISCO/WebEx Monthly	Jail
64.44	Amazon/Inmate Medical	Jail
82.00	Kalahari Resort/Conf (KS)	911 Emergency
0.99	Apple/Storage	Highway
19.99	Amazon/Computer Speakers	Highway
157.50	Amazon/Canon Scanner	Welfare
246.35	Amazon/Canon Scanner	Welfare
125.00	Stanford Univ/Conf Reg	Community Health
989.00	B&H Photo/HP Laptop	Community Health
44.49	Amazon/Laptop Backpack	Community Health
399.99	B&H Photo/MS Office	Community Health
18.15	Availity Sub Fee	Community Health
675.00	Univ of MN/Reflective Pract Tr	Community Health
47.92	Amazon/Phone Case	Community Health
39.96	Amazon/Phone Charger	Community Health
407.17	Tiger Medical.Infant Scales	Community Health
270.25	School Outfitters/Folding Chairs	Community Health
300.64	JC Penny/HD Suitcase	Community Health
139.98	Amazon/Folding Tables	Community Health
15.12	Availity Sub Fee	Community Health
21.73	Availity Sub Fee	Community Health
44 Claims Totaling:	<u>\$8,389.72</u>	

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 7/6/21

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	IAEMD	55.00	EMD Recertification, KS
911 EMERGENCY TELEPHONE SYSTEM	Prophoenix Corporation	<u>595.00</u>	Phoenix National User Conference, LB
		650.00	
ASSESSOR	American Solutions for Business	3,756.92	2022 Valuation Notice mailing, outsource serv, forms
ASSESSOR	MAAP	10.00	MN Associate of Assessment Personnel Membership
ASSESSOR	Marco	159.00	Lease Agreement
ASSESSOR	MNCCC Lockbox	<u>45.00</u>	Annual Conference Registration, TV
		3,970.92	
AUDITOR	American Solutions for Business	4,635.51	2021 Tax Stmt mailing, outsource serv, envelopes
AUDITOR	Kanabec Publications	<u>673.05</u>	Publish Notice Expir/Redempt
		5,308.56	
BUILDINGS MAINTENANCE	Ace Hardware	52.98	Thermostat wire, toilet cleaner, lightbulbs
BUILDINGS MAINTENANCE	Grainger	226.36	Wall switch motion sensors (4), cone paint strainer
BUILDINGS MAINTENANCE	Handyman's Inc	252.48	Filters
BUILDINGS MAINTENANCE	MEI Total Elevator Solutions	<u>126.63</u>	Replaced Emergency Light Battery
		658.45	
COMPUTER EXPENSES	ITSAVVY	19.70	Waste Cartridge
COMPUTER EXPENSES	MNCCC Lockbox	<u>45.00</u>	Annual Conference Registration, KM
		64.70	
COUNTY ATTORNEY	Marco	116.64	Staples for Copier
COUNTY ATTORNEY	Office Depot	177.34	Office Supplies
COUNTY ATTORNEY	Office Depot	72.56	USB Sandisk, Misc Office Items

COUNTY ATTORNEY	Office Depot	<u>81.11</u>	Fasteners, Scissors, Toner
		447.65	
COUNTY CORONER	Ingebrand Funeral Home	<u>430.00</u>	Transport removal, body bag
		430.00	
COUNTY EXTENSION	Mattson, Jean	92.92	Per Diem & Mileage June 2021
COUNTY EXTENSION	McFadden, Barbara	75.00	Per Diem June 2021
COUNTY EXTENSION	Salmela, Terry	86.20	Per Diem & Mileage June 2021
COUNTY EXTENSION	Schiferli, Kelsey	75.00	Per Diem June 2021
COUNTY EXTENSION	Schmidt, Jane	<u>76.68</u>	Per Diem & Mileage June 2021
		405.80	
COUNTY RECORDER	Holcomb, Lisa	89.60	Mileage to MRCA Conference - Brainerd
COUNTY RECORDER	Minnesota County Recorder Assoc.	<u>100.00</u>	MCRA Summer Conference
		189.60	
COURT ADMINISTRATOR	Anne M Carlson Law Office, PLLC	867.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	ArchKey Technologies	2,123.67	Cabling for remodeling project
COURT ADMINISTRATOR	Bina & Guptil, LLC	390.26	Public Defender Requests
COURT ADMINISTRATOR	DKN Construction	<u>8,607.00</u>	Construction services for remodeling project
		11,987.93	
EAST CENTRAL REGIONAL LIBRARY	East Central Regional Library	<u>78,671.50</u>	2nd half of 2021 Appropriation
		78,671.50	
ECONOMIC DEVELOPMENT	Mora Area Chamber	400.00	Two 30x80 full-color EDA banners for light poles
ECONOMIC DEVELOPMENT	Northland Process Piping Inc	<u>13,666.38</u>	2019 & 2020 Tax Rebates
		14,066.38	
ENVIRONMENTAL SERVICES	CES Imaging	104.38	Paper roll 36"x100" matte paper
ENVIRONMENTAL SERVICES	Environmental Systems Research Institute	5,831.96	ESRI - ArcGIS Maintenance & License
ENVIRONMENTAL SERVICES	MACAI Shortcourse	190.00	MN Assoc. County Ag Insp Conf/Training
ENVIRONMENTAL SERVICES	Mora Chevrolet Buick	735.29	Fuel Tank Filter Repair

ENVIRONMENTAL SERVICES	Quill	39.58	Envelopes, Filters
ENVIRONMENTAL SERVICES	Rupp, Anderson, Squires & Waldspurger, P/	1,307.65	Environmental Svc/Land Use Quarterly Retainer
ENVIRONMENTAL SERVICES	Sunshine Printing	63.20	Inspection Notices
		8,272.06	
HIGHWAY	MN Counties Insurance Trust	184.00	2021 PC Addn Equip
		184.00	
LAW LIBRARY	Matthew Bender, LexisNexis	238.10	Law Library Invoice
		238.10	
PROBATION & JUVENILE PLACEMENT	Anoka County Corrections	840.00	East Central RJC - Juvenile Detention
PROBATION & JUVENILE PLACEMENT	Office Depot	66.19	Office Supplies
PROBATION & JUVENILE PLACEMENT	Office Depot	115.36	Office Supplies
		1,021.55	
PUBLIC TRANSPORTATION	Ace Hardware	58.95	Supplies
PUBLIC TRANSPORTATION	Curtis, Michael	1,739.07	Volunteer Driver
PUBLIC TRANSPORTATION	Fairview Health Services	109.00	Drug Screens
PUBLIC TRANSPORTATION	Granite City Jobbing Company	120.01	Office Supplies
PUBLIC TRANSPORTATION	Hoefert, Robert	1,373.90	Volunteer Driver
PUBLIC TRANSPORTATION	Innovative Office Solutions, LLC	864.49	Office Supplies
PUBLIC TRANSPORTATION	Kanabec County Community Health	20.00	Background check
PUBLIC TRANSPORTATION	Manthie, Wendy	1,514.24	Volunteer Driver
PUBLIC TRANSPORTATION	Mora Municipal Utilities	284.54	Utilities
PUBLIC TRANSPORTATION	Van Alst, Lillian	699.44	Volunteer Driver
PUBLIC TRANSPORTATION	Visser, Maurice	1,469.83	Volunteer Driver
PUBLIC TRANSPORTATION	Zamora, Ray	296.14	Volunteer Driver
		8,549.61	
SHERIFF	Arbogast, Allyn	20.00	Reimbursement for transport van fuel
SHERIFF	Aspen Mills	733.38	Uniforms
SHERIFF	Braham Motor Service Inc	101.36	Spare car - replace fuel injector, refasten light assembly
SHERIFF	Michael Keller, Ph.D, L.P.	1,300.00	Psych Eval New Employee (2)

SHERIFF	Novus Glass	175.00	Squad 162, passenger rear door
SHERIFF	Oak Gallery	14.54	Mailed evidence to BCA
SHERIFF	SHI	656.00	Licensing
SHERIFF	Tactical Solutions	510.00	Cert of Radar Units (15)
SHERIFF	Watch Guard	490.00	Squad Cameras
		4,000.28	
SHERIFF - CITY OF MORA	Watch Guard	10,000.00	Squad Cameras
		10,000.00	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	165.00	May 21 pharmacy for MN DOC
SHERIFF - JAIL/DISPATCH	Aspen Mills	554.24	Uniforms
SHERIFF - JAIL/DISPATCH	East Central Exterminating	240.00	July Services
SHERIFF - JAIL/DISPATCH	Eric Hanson Consulting	5,539.17	HVAC Upgrade
SHERIFF - JAIL/DISPATCH	Hirsch, Autumn	100.00	Reimbursement for online correctional health 2020
SHERIFF - JAIL/DISPATCH	Jamar Company	2,995.00	Complete roof repairs
SHERIFF - JAIL/DISPATCH	Marco	91.00	Standard Payment
SHERIFF - JAIL/DISPATCH	Motorola Solutions	13,564.05	Service 1/1/21-3/31/22
SHERIFF - JAIL/DISPATCH	Prophoenix Corporation	595.00	Phoenix National User Conference, CD
SHERIFF - JAIL/DISPATCH	Stellar Services	189.87	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Services Management	11,150.10	Inmate Meals 6/5/21-6/25/21
		35,183.43	
UNALLOCATED	Central MN Council on Aging	1,520.00	2021 County Admin Memorandum of Agreement
UNALLOCATED	Quadient Leasing	2,086.20	Postage Machine Lease - Courthouse & PSB
UNALLOCATED	Rupp, Anderson, Squires & Waldspurger, P,	471.50	April Legal Services
		4,077.70	
VETERAN SERVICES	PD's Embroidery	391.86	Clothing Order w/LinkVet logo
		391.86	
		82 Claims Totaling: \$ 188,770.08	

Agenda Item #3b
Regular Bills - Road & Bridge
Bills to be approved: 7/6/21

Vendor	Amount	Purpose
Ace Hardware	226.74	Shop Supplies
Auto Value	2,665.21	Repair Parts
Beaudry	18,417.15	Fuel
Bjorklund	4,023.78	Gravel
Boyer Trucks	198.67	Repair Parts
Campbell, Gary	300.00	Beaver Removal
Central McGowan	262.43	Shop Supplies
Chamberlain	389.96	Shop Supplies
East Central Solid Waste	10.00	Scale Fee
Federated Co-ops	2,492.20	Maintenance Supplies
Hancock Concrete	5,283.20	Culverts
Johnson Hardware	32.76	Shop Supplies
Kanabec County Highway Department	115.00	Petty Cash, Postage
Kanabec Publications	405.30	Bid Advertisements
Midway Iron	1,303.95	Repair Parts
Midwest Machinery	1,667.25	Repair Parts
North Central International	642.36	Repair Parts
Northern Safety	124.53	Safety and Cleaning Supplies
Novus Glass	300.00	Windshield Replacement
Nuss Truck Equipment	379.18	Repair Parts
Oak Gallery	35.11	Return Shipping
Olson Power & Equipment	332.90	Repair Parts
Oslin Lumber	190.20	Shop Supplies
Sanitary Systems	280.00	Restroom Rental
Timmer Implement	50.00	Repair Parts
Trueman Welters	76,486.72	Tractor Purchase 2103 and Tire
USIC	30.00	Locates
Wiarcom	675.30	GPS Vehicle Monitoring
Ziegler	578.64	Repair Parts
29 Claims Totaling:	<u>\$ 117,898.54</u>	

Agenda Item #4

July 6, 2021

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 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

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (April & May)	\$6,697.40	\$6,697.40
WASTE MANAGEMENT (May)	\$849.74	\$849.74
Sub-Total	\$7,647.14	\$7,647.14
Recycling Center Incentive Payments:		
Quality Disposal (April & May)	\$900.00	\$900.00
Arthur Township (May)	\$500.00	\$500.00
TOTAL PAYMENTS =		\$9,047.14

Date received in County Coordinators Office:	Various dates in May & June
---	-----------------------------

January 1, 2021 SCORE Fund balance = \$113,199.89
Revenue: 01-391-392-0000-5332 =
Expenditure: 01-391-392-0000-6211 = \$24,372.18
Current SCORE Funds balance is = \$88,827.71

Agenda Item #5

July 6, 2021

REQUEST FOR BOARD ACTION

a. Subject: American Rescue Plan Funding Request #1	b. Origination: American Rescue Plan- Coronavirus Local Fiscal Recovery Fund
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #__ - 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.

f. Background:

Supporting Documents: None Attached:

Date received in County Coordinators Office:

Coordinators Comments:

It was the CLA Consultant's opinion that is an eligible expenditure under the American Rescue Plan-Coronavirus Local Fiscal Recovery Funds based on the fact the expansion is directly tied to COVID-19 mitigation response in a congregate living facility.

Need for Upgraded Jail Camera System

Over the last year Kanabec County Law Enforcement was faced with a safety concern on a whole new level, the worldwide COVID pandemic, which was a major shock to our jail facility's standard operating procedures. We realized very quickly this pandemic brought forth the extreme need for a new camera system within our jail. Not only did our jail face limitations with the quality of the camera footage, but also a substantial deficiency with the number of cameras within and outside of the cells, as well as an outdated system that cannot be expanded to meet our compliance and safety needs.

The major issue with our camera system came to light when the quarantine guidelines were issued and implemented. Inmates have to be housed separately and appropriately to adhere to the current CDC standards. One example is how we were utilizing our four observation cells that have cameras in our Special Management Housing Units to quarantine individuals. This restricted our ability to utilize these cells for the regular use of Mental Health or at risk inmates, for high-intensity observation purposes.

It was realized that while inmates are housed as separately as possible, we do not have enough cameras to cover all areas to be PREA compliant or CDC compliant. During the height of the pandemic, Courts limited the numbers of inmates to be housed. Now Courts are ramping up and catching up on jail sentences, thus the jail inmate numbers are increasing and our needs to expand the existing system are urgent. Spaces previously unused or used for other purposes, now must be used to house inmates.

Additionally, while researching an expansion of the existing system, our vendor notified us that compatible camera hardware is no longer available, software cannot be updated on the existing system, nor can they provide any software/security updates to our existing system.

In order to have safe coverage for COVID and CDC related standards, it is essential that we install a new camera system. Then we can be PREA compliant and ensure the safety of our staff and inmates. We need to add additional cameras in cells and must eliminate camera blind spots in all areas. At its fundamental level, this means adding no less than 9 cameras (from 103 to a minimum of 112) plus system upgrades including all new supporting hardware, software, licensing, etc. (Quotes attached)

We cannot stress enough how crucial it is that we implement a new camera system immediately. This pandemic is not over, the number of inmates continues to rise, and our jail is still following with the quarantine standards, thus these issues are not resolved. Please consider this request for new cameras as an immediate need for our facility in order to address immediate needs, as well as prepare for the future and continue to work through the COVID pandemic.



IT PRODUCTS TECHNOLOGY SOLUTIONS PEACE OF MIND®

ITsavvy LLC
 313 South Rohlwing Road
 Addison, IL 60101
 www.ITsavvy.com

Quote Details	
Quote #:	3470964
Date:	04/06/2021
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Quote

Bill To:
 ACCT #: 557511
 County of Kanabec
 Accounts Payable
 18 N Vine St
 Mora, MN 55051
 United States
 320-679-6496

Ship To:
 County of kanabec
 Attn: IS Dept
 18 Vine St N
 Ste 181
 Mora, MN 55051-1351
 United States
 320-676-6496

Client Contact:
 Lisa Blowers
 (P) 320-679-6496
 lisa.blowers@co.kanabec.mn.us

Client Executive:
 Dennis Winkowski
 (P) 312.676.5241
 (F) 312.676.5242
 dwinkowski@ITsavvy.com

Item Description	Part #	Tax	Qty	Unit Price	Total
1 HP Workstation Z2 Mini G5 Mini - 1 x Core i7 10700 / 2.9 GHz - vPro - RAM 8 GB - SSD 256 GB - TLC - Quadro P620 / UHD Graphics 630 - GigE - WLAN: Bluetooth 5.0, 802.11a/b/g/n/ac/ax - Win 10 Pro 64-bit - monitor: none - keyboard: US - Smart Buy Manufacturer Part #: 2X3H9UT#ABA	22743714	Y	2	\$1,299.83	\$2,599.66
2 HP Workstation Z2 Mini G5 Mini - 1 x Core i5 10500 / 3.1 GHz - vPro - RAM 8 GB - SSD 256 GB - TLC - Quadro P620 / UHD Graphics 630 - GigE - WLAN: Bluetooth 5.0, 802.11a/b/g/n/ac/ax - Win 10 Pro 64-bit - monitor: none - keyboard: US - Smart Buy Manufacturer Part #: 2X3H4UT#ABA	22743712	Y	3	\$1,152.41	\$3,457.23
3 HP DDR4 - module - 8 GB - SO-DIMM 260-pin - 3200 MHz / PC4-25600 - 1.2 V - unbuffered - non-ECC - promo - for Workstation Z2 Mini G5 Manufacturer Part #: 141J5AT	22815190	Y	3	\$46.20	\$138.60

Fair Market Value		\$1 Buy Out	
3 Year FMV / Year	5 Year FMV / Year	3 Year \$1 / Year	5 Year \$1 / Year
\$2,070.43	\$1,337.01	\$2,222.27	\$1,379.07

Lease prices listed above are estimates. They apply for Public School and Municipal Entities only. They are based upon individual credit review and approval. Your final rates will be determined after credit review.

Subtotal: \$6,195.49
 Shipping: \$0.00
 Tax: Exempt
TOTAL: \$6,195.49

ITsavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

All non-recurring services are 50% due upon signing of contract, 40% due upon delivery of equipment, balance due upon install.

ITsavvy's General Terms and Conditions of Sale, which can be found at www.ITsavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: _____

Title: _____

Authorized Signature: _____

Date: _____



ACCURATE CONTROLS, INC.

April 9th, 2021

**RE: Price Quotation for the Kanabec County Detention Center
Wonderware and VMS system upgrade base proposal
Mora, MN**

Wonderware & Video Surveillance System Upgrade

Summary of Scope:

This quotation is the base bid proposal to upgrade the existing security control computers and the analog video surveillance system. This proposal will replace the existing Windows 7 security control station computers, existing touchscreen monitors, analog DVR recording system, and analog matrix switching system. Included items in this proposal will be Wonderware Software for the (owner provided) new Windows 10 security control station computers, (owner provided) new touchscreen monitors, (owner provided) new video viewing workstations, and a new server - based recording system, cameras, networks switches, rack, etc. The Wonderware upgrade portion of this proposal will include programming time to update the screens to be 16:9 ratio with new icons placed on the screens. The base bid will also include 112 new IP cameras to be installed using the existing cabling and back box locations. Note: The security control computers are required to be upgraded to Windows 10 as Windows 7 is no longer supported. Updated Windows 10 compatible Omniserver software is being placed on the security control computers is to be able to maintain the integrated camera call up functionality. * Note: Any cable that is deemed not good or camera location that does not exist is not the responsibility of Accurate Controls to provide.

Installation plan:

This installation plan is laid out to help keep the jail operating as smooth as possible. There are going to be some short periods of time when the jail controls and the video system are going to be offline. Accurate Controls will coordinate with the facility staff before any of these offline periods take place.

The first phase of the installation plan is going to involve adding the new Video application equipment to the main security equipment room. While this is taking place, the electrical or owner maintenance will need to run new Cat 6 cabling to the control station locations for the new video workstations. Once that cable is in place a new video workstation will installed at each control station location with at least one monitor for camera viewing.

The second phase of this installation will include replacing the existing security control computers and touchscreen monitors. These stations can be replaced in any order so replacement times can be setup for more convenient times during the day. At this time all camera call up functionality will be done from the new control station onto the new video workstation and monitor. After functionality tests are completed then phase three of the installation can take place.

Phase three of this plan will include the installation of the new IP cameras at the facility. At this time Accurate Controls will be installing new camera and terminating the cat6 cabling in the new VMS equipment rack.

The last phase of this installation plan is to have a shake down period to find and remedy any issues as well as to have owner/ operator training classes.



ACCURATE CONTROLS, INC.

Control Room and Station layout:

Dispatch (Central Control) L100 –

(3) Security control computers with touch screen, (3) Video workstation computer with (3) desk mounted monitors, (4) existing wall mounted monitors. All computers and monitors are owner provided.

Booking N104 –

No new equipment – This station is not going to be used with the new systems.

Housing Control X111 –

(1) Security control computer with touch screen, (1) Video workstation computer with (2) desk mounted monitors. All computers and monitors are owner provided.

Administrator's Office L123 –

(1) Security control logging computer (SMC), (1) Video workstation computer with (1) desk mounted monitors. All computers and monitors are owner provided.

This proposal includes adding the following new security electronics equipment:

- (4) Wonderware upgrade Licenses for the owner provided security control computers
- (1) Wonderware upgrade licenses for the SMC (event logging computer) owner provided.
- (5) Omni Server license (for the security controls computers)
- (1) Unity Software License
- (1) Microsoft office pro software (for the SMC computer)
- (5) configuration of owner provided security controls computers
- (5) configuration of owner provided VMS camera workstation computers
- (1) Time Pro Master NTP time server/ w antenna
- (2) HP Aruba JL255A 24 Port PoE switch
- (2) HP Aruba JL256A 48 Port PoE switches
- (121) Cat6 jumper cables
- (1) 24 port Punch down panel
- (2) 48 port Punch down panels
- (1) 17" Programming monitor
- (1) Lowell 40 rack unit 32" deep rack with rail kit, doors, and fan kit.
- (1) power surge suppressor and terminal blocks for the VMS rack
- (1) Exterior Lift rental to hang cameras on the building and poles.
- (1) Interior Lift rental to hang cameras in the dayrooms and other areas that are not accessible by ladder.
- (1) Eaton Power 5PX2200RT UPS for the new VMS rack
- (3) Hanwha exterior 2MP 1080P fixed dome cameras
- (3) Hanwha exterior PTZ 1080P cameras 32X optical zoom
- (3) Hanwha wall mounts for PTZ cameras
- (3) Hanwha Corner mount adaptors for PTZ cameras
- (1) Hanwha Multi imager camera (5MP x 4) with PTZ camera head (1080P cameras 32X optical zoom)
- (1) Hanwha Pole mount adaptor and pole mount accessory
- (20) Hanwha Corner mount 3MP cameras
- (79) Hanwha 2MP interior fixed dome cameras
- (6) Hanwha multi-imager cameras 5MP camera head x4
- (2) Hanwha Network video recorders with 262TB of usable storage
- (1) Lot Hanwha Wave-Pro camera licenses

Inclusions:

- System engineering
- System programming
- Project management
- Head end equipment installation in existing racks and final terminations



ACCURATE CONTROLS, INC.

- Onsite system startup, testing and certification.
- Quotation includes (1) Accurate Controls technician on site for 5 weeks for installation.
- Quotation includes (2) day of professional Owner operator, administrative and maintenance training.
- Freight from our facility to the project site included in our quotation.
- As-built drawings

Exceptions:

- It is assumed the local computer UPS units shall be provided by the owner.
- Spare video equipment
- All work to be completed on 1st shift Monday thru Friday 7:00 am to 4:30 pm
- Some work will require the disruption of normal operations.
- Sales tax on materials

Assumptions/Clarifications:

- Prevailing wages do apply.
- New video management recording server is sized to record all cameras for a minimum of 90 days on continuous recording 15 IPS.
- ACI will send one of our professional training team members to train staff for two full days on the new video management system equipment.

Cabling Requirements for new Equipment included in quotation:

- Workstation computers require (1) West Penn 4246 Cat6 per between computer location and CCTV rack.
- New camera locations require (1) West Penn 4246 Cat6 per between camera location and CCTV rack.

As a result of the SARS-CoV-2 coronavirus pandemic, Accurate Controls shall add the following clauses.

- Accurate Controls, Inc. shall add a “force majeure” contract provision that relieves Accurate Controls, Inc. from performing our contractual obligations when certain unexpected, unanticipated circumstances beyond our control arise, making performance inadvisable, commercially impracticable, illegal, or impossible. Accurate Controls, Inc. wishes to negotiate clear, comprehensive and appropriate language to protect Accurate Controls, Inc. from a widespread epidemic, pandemic and/or public health emergency considering the threat posed by the current coronavirus outbreak.
- Accurate Controls, Inc. may adjust the contract price to reflect the revised actual cost of the labor and materials. Accurate Controls, Inc. shall provide to prime contractor or Owner documentation supporting our claim for additional compensation. If there is an increase in the actual cost of labor or materials charged to Accurate Controls, Inc. in excess of 5% subsequent to signing contract or purchase order, the price set forth in said contract or purchase order shall be increased accordingly with a written change order or amendment.
- Accurate Controls, Inc. shall submit production and labor schedule extensions to contractor or Owner in a timely fashion that result from changes to global supply chain and construction manufacturing that are out of our control.

Quotation:

Base Bid Total = \$310,900.00

Add 1.25% to the above referenced proposal if payment and performance bond is required.

Warranty:

Accurate Controls, Inc. shall guarantee our labor and materials to be free from defects for a period of one (1) year from final acceptance of installation. We shall replace defective materials in a timely fashion after diagnosis.



ACCURATE CONTROLS, INC.

Accurate Controls, Inc. will not replace or warrant hardware which is damaged due to negligence, acts of god or vandalism.

Summary:

Quotation valid for 60 days and subject to change thereafter.

Accurate Controls, Inc. is a national UL508A integrator of the preceding equipment with all of our project coordinators, technicians, and engineers being factory authorized. For more information about Accurate Controls, Inc. please visit our website at www.accuratecontrols.com. If you have any questions, comments or suggestions, please feel free to call me at 920-748-6603 ext. 240.

Respectfully,

Jeremy Dahlke

Jeremy Dahlke

Director of Customer Service

jdahlke@accuratecontrols.com

Agenda Item #6

July 6, 2021

REQUEST FOR BOARD ACTION

a. Subject: Discuss Waste Tire Ordinance proposed updates	b. Origination: Commissioners Smith & McNally
c. Estimated time: 10 minutes	d. Presenter(s): Commissioners Smith & McNally

e. Board action requested:

Discuss the proposed updates to the Waste Tire Ordinance

f. Background:

Supporting Documents: None Attached:

Date received in County Coordinators Office:	6/30/21
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Coordinators Comments:

ORDINANCE #11

Subdivision 1. Purpose. This ordinance regulates the use of used tires, and waste tires, and tire products, including the establishment, construction, modification, ownership, and operation of used tires/ or waste tire facilities, and the storage, use, processing and disposal of used tires, waste tires, and waste tire products and storage of used tires in Kanabec County.

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Subdivision 2. Definitions.

2.1 "County Board" means the Kanabec County Board of Commissioners.

2.2 "Zoning Administrator" means the Kanabec County Zoning Administrator.

~~2.32.1 Unless otherwise denoted, all other terms shall have the definitions given by Minnesota Agency Rules 9220.0210 and other sources incorporated therein by reference.~~

2.42.3 "Tire" means a pneumatic tire or solid tire.

2.4 "Waste Tire" means a tire that is no longer suitable for its original intended purpose because of wear, damage, or defect.

2.5 "Waste Tire Facility" means

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2.6 "Tire-derived Pproducts" means the usable materials produced from the chemical or physical processing of a waste tire, including tire shreds and tire crumbs. "Tire-derived products" does not include manufactured consumer products including, but not limited to, cow mats, door mats and mulch rings.

2.7 "Used Tire" means a tire which has a minimum of 2/32 inch of road tread and which is still suitable for sale and for its original purpose, including. Any tire permanently removed from the rim and which may be re-sold.

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2.8 "Used Tire Facility" means

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~~Unless otherwise denoted, all other terms shall have the definitions given by Minnesota Agency Rules 9220.0210 and other sources incorporated therein by reference.~~

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Subdivision 3. ~~Used Tires/Waste Tire Facility~~ Permit Required.

3.1 Used Tire Facility Permit Required.

3.1.1 Except as provided in 3.1.22, no person may do any of the following within Kanabec County without obtaining and possessing a valid Used Tire ~~Waste Tire~~ Facility Permit from the Minnesota Pollution Control Agency and the Kanabec County Board of Commissioners:

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3.1.1.1-1.1 —Store, process or dispose of used tires ~~waste tires~~ or tire-derived products; or

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3.1.1.2

3.1.2 —Establish, construct, modify, own or operate a used tire ~~waste tire~~ facility.

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3.1.2 Exclusions. The following persons are not required to obtain a permit for a Used Tire Facility:

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3.1.2.1 A registered and trademarked retail tire seller whose retail selling site is physically located in Kanabec County and no more than 5000 used tires are kept on the business premises; or

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3.1.2.2 An owner or operator of a registered or trademarked tire re-treading business that is located in Kanabec County for the business site if no more than 5,000 used tires are kept on the business premises; or

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3.1.2.3 An owner or operator of a registered or trademarked business that is located in Kanabec County who, in the ordinary course of a used tire business, removes tires from vehicles if no more than 500 used tires are kept on the business premises, for example, a salvage yard.

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3.2 Waste Tire Facility Permit Required.

3.2.1 Except as provided in 3.2.2, no person may do any of the following within Kanabec County without obtaining and possessing a valid Waste Tire Facility Permit from the Minnesota Pollution Control Agency and the Kanabec County Board of Commissioners:

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3.2.1.1 Store, process or dispose of waste tires or waste tire-derived products; or

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3.2.1.2 Establish, construct, modify, own or operate a waste tire facility.

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3.2.2 Exclusions. The following persons are not required to obtain a permit for either a ~~Used Tire/Waste Tire Facility Permit~~,

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- 3.32.1 A registered and trademarked retail tire seller who is located in Kanabec County for the retail selling site if no more than ~~5000 used tires~~ or 500 waste tires are kept on the business premises;
- ~~3.3.2 An owner or operator of a registered or trademarked tire re-treading business that is located in Kanabec County for the business site if no more than 5,000 used tires are kept on the business premises;~~
- ~~3.2.2~~ An owner or operator of a registered or trademarked business that is located in Kanabec County who, in the ordinary course of a used tire business, removes tires from vehicles if no more than 500 waste tires ~~or used tires~~ are kept on the business premises, for example, a salvage yard;
- ~~3.32.33~~ A permitted landfill operator with less than 500 waste tires stored above ground at the permitted site for 90 days or less.
- ~~3.23.4~~ A person using waste tires for agricultural purposes, if the waste tires are kept on the site of use and are cut and split, or, if not split, no more than 100 tires on site; or
- ~~3.32.5~~ A person conducting abatement activities under an abatement order or stipulation agreement entered into under part 7035.8020 of Minnesota Agency Rules. This exemption does not exempt the person from the duty to obtain a waste tire facility permit for activities other than the abatement action.

Subdivision 4. Issuance of Used Tire/Waste Tire Facility Permit.

- 4.1 ~~A~~ ~~A-Used Tire/Waste Tire~~ Facility Permit shall be issued to an applicant who does all of the following:
 - 4.1.1 Submits an application to the Zoning Administrator on an approved form accompanied by an application fee, which shall be established by the County Board by resolution.
 - 4.1.2 Files with the Zoning Administrator a copy of the permit issued by the Minnesota Pollution Control Agency, or properly and adequately demonstrates that the applicant has Permit by Rule status with the Minnesota Pollution Control Agency.
 - 4.1.3 Demonstrates compliance with all applicable zoning and use

ordinances.

4.1.4 All facilities shall have an approved fire plan on record with the Kanabec County Environmental Services from the local fire official.

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4.2 A Waste Tire Facility Permit shall be issued to an applicant who does all of the following:

4.2.1 Submits an application to the Zoning Administrator on an approved form accompanied by an application fee, which shall be established by the County Board by resolution.

4.2.2 Files with the Zoning Administrator a copy of the permit issued by the Minnesota Pollution Control Agency, or properly and adequately demonstrates that the applicant has Permit by Rule status with the Minnesota Pollution Control Agency.

4.2.3 Demonstrates compliance with all applicable zoning and use ordinances.

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4.2.4 All facilities shall have an approved fire plan on record with the Kanabec County Environmental Services from the local fire official.

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Subdivision 5. Terms and Conditions of Used Tire/Waste Tire Facility Permit.

Permits shall be valid for one year from the date of issuance or until the license From Minnesota Pollution Control becomes invalid, whichever occurs first.

Subdivision 6. Tire Shreds.

6.1 The use of tire-derived products as lightweight fill or for other engineering benefits for Township and County projects and Township, County or State Roads/Highways is permitted only when used in compliance with MN DOT standards and Minn. Stat §115A.912, Subd. 4.

6.2 A tire shred permit shall be issued to an applicant who files with the Zoning Administrator a copy of the permit issued by the Minnesota Pollution Control Agency, or properly and adequately demonstrates that the applicant has Standing Beneficial Use status with the Minnesota Pollution Control Agency.

6.3 A permit or inspection verification from the Minnesota Pollution

Control Agency and a Kanabec County permit is required for all tire shred projects.

- 6.4 The use of tire-derived products for an aggregate substitute or as light weight fill on driveways and field roads will be allowed if it is an engineered design and the data shows a need for their use. The use of tire shreds for any other purposes, such as retaining wall backfill, soil stabilization, foundation insulation, and storm water storage is not allowed unless approved by the Kanabec County Board of Commissioners and a permit is issued.
- 6.5 Under no circumstances will shredded tires be permitted to be placed below the normal groundwater elevation.
- 6.6 All projects shall have an approved fire plan provided by the local fire official included with their permit application.

Subdivision 7. Tire Shreds Driveway/Field Road Specifications and Inspection.

- 7.1 Specifications:
 - Maximum finished top width: 20 feet
 - Maximum bottom width of shredded tire fill: 26 feet
 - Maximum thickness of shredded tires: 3 feet
 - Minimum cover over tire shreds: 1.5 feet granular fill and 0.5 feet of Class 5 aggregate
 - Finished side slopes: 3:1
 - Tire fill side slopes: 1:1
 - Shredded tires must be encapsulated in an approved geotextile fabric and placed above the normal ground water elevation
- 7.2 Shredded tires must:
 - 80% by weight pass a 6" screen
 - Be free of oil, grease, and other contaminants
 - Have metal fragments firmly attached and 98% embedded to the tire material
 - Have at least one (1) sidewall severed from the face of the tire
- 7.3 Project must be engineer designed and prepared by an engineer licensed by the State of Minnesota.
- 7.4 Project must show that there is an engineering need for the use of waste tire material.
- 7.5 Inspections:

- 7.5.1 Inspection will be conducted by the Kanabec County Engineer or representative. Inspections will require a 24 hour advance notice from the installer.
- 7.5.2 The following inspections are required:
 - 7.5.2.1 Review and approval of plan;:-
 - 7.5.2.2 Inspection of trench prior to placement of geotextile;:-
 - 7.5.2.3 Inspection of geotextile and tire shreds prior to placement of cover material; and:-
 - 7.5.2.4 Inspection of finished project.

Subdivision 8. Used Tires.

Used tires must be inventoried and marketed in substantially the same fashion as a new tire. The registered/trademarked dealer must be able to provide satisfactory evidence that the market exists, and that the used tires are, in fact, being marketed.

- 8.1 No more than 5000 on site without a used tire permit.
- 8.2 Permits available through Kanabec County Environmental Services.
- 8.3 Fire Plan required.
- 8.4 No businesses outside of Kanabec County may store any used or waste tires in Kanabec County, unless the business is registered and physically operates its business in Kanabec County.

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Subdivision 9. Penalties.

- 9.1 In addition to any civil remedy available, the violation of any provision of this ordinance shall constitute a misdemeanor, punishable by a maximum penalty of a \$1,000.00 fine or 90 days imprisonment, or both.
- 9.2 After notification and failure to terminate and abate the operation, each day of operation subsequent to the initial charge shall constitute a separate offense.

Subdivision 10. Effective Date. The effective date of this Ordinance shall be the

date
Adopted.

QUESTIONS:

- Moratorium
- MPCA uses term "waste tire facility" so we should keep it consistent
- Definition of Used Tire Facility

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Agenda Item #7

July 6, 2021

REQUEST FOR BOARD ACTION

a. Subject: Hospital Transfer of Assets Revenue Discussion	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s):

e. Board action requested:

Discuss disposition of the revenue related to the transfer of assets from the hospital privatization.

f. Background:

Closing was completed on June 30, 2021 and funds were received from Welia Health.

Supporting Documents: None Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #8

July 6, 2021

REQUEST FOR BOARD ACTION

a. Subject: Emergency Reserve Fund Discussion	b. Origination: Commissioner Mattson
c. Estimated time: 10 minutes	d. Presenter(s):

e. Board action requested:

Discuss creation of an Emergency Reserve Fund (assigned fund)

f. Background:

Supporting Documents: None Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #9

July 6, 2021

REQUEST FOR BOARD ACTION

a. Subject: LELS Local 106 – Notice of Desire to Negotiate	b. Origination: Coordinator's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally

e. Board action requested:

Information only

f. Background:

Supporting Documents: None Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Kris McNally

From: Jessica Mabin <jmabin@lcls.org>
Sent: Tuesday, June 15, 2021 1:05 PM
To: Kris McNally
Cc: Justin Frisch; Alex Gerhardson
Subject: FW: Notice of Desire to Negotiate

Hello Kris,

Below please find the Notice of Desire to Negotiate, which was filed with the BMS today. Could you please circulate dates and times your team is available to meet to begin negotiating the successor contract? Preferably, July as June is pretty full.

Thank you,

~ Jessica

Jessica L. Mabin
Business Agent - Licensed Attorney
Law Enforcement Labor Services, Inc.
jmabin@lcls.org
2700 Freeway Blvd, #700
Brooklyn Center, MN 55430
651-425-1135 Cell
www.lcls.org
24-Hour Legal Defense: 1-855-533-6466



[Facebook](#) [Twitter](#) [Law Enforcement Labor Services](#)

From: BMS.PETITIONS@STATE.MN.US <BMS.PETITIONS@STATE.MN.US> On Behalf Of MN BMS PETITIONS
Sent: Tuesday, June 15, 2021 1:02 PM
To: Jessica Mabin <jmabin@lcls.org>
Subject: Notice of Desire to Negotiate

The Notice has been successfully submitted. Forward this e-mail to the other party(s). Do not reply to this e-mail. If you have questions, please contact the Bureau at 651-649-5421.

REMINDERS:

- 1) THE NOTICE HAS BEEN SUBMITTED ONLINE, DO **NOT** MAIL, FAX OR E-MAIL THE ORIGINAL.
- 2) PURSUANT TO MINNESOTA STATUTES 179.06 OR 179A.14, YOU ARE HEREBY NOTIFIED OF THE UNDERSIGNED'S DESIRE TO MEET AND NEGOTIATE AN INITIAL OR SUBSEQUENT AGREEMENT ESTABLISHING TERMS AND CONDITIONS OF EMPLOYMENT.
- 3) WHEN PROPERLY EXECUTED AND SERVED UPON THE COMMISSIONER AND THE OTHER PARTY, THIS NOTICE SATISFIES THE REQUIREMENTS OF MINN. STAT. 179.06 OR 179A.14. FAILURE TO PROVIDE TIMELY NOTICE MAY RESULT IN FINANCIAL PENALTY.

The following is a copy of the data submitted for your records:

IS THE EMPLOYER A PUBLIC OR PRIVATE ORGANIZATION? Public

NAME OF EMPLOYER: Kanabec County

EMPLOYER ADDRESS: 18 North Vine St
CITY: Mora STATE: MN ZIP: 55051

NAME OF CHIEF NEGOTIATOR/CONTACT: Kris McNally
Check if the following information is the same as above: Yes
CHF NEG CONTACT ADDRESS:
CITY: STATE: MN ZIP:
DAYTIME PHONE: 320-679-6440 EXT.:
CELL PHONE:
E-MAIL ADDRESS: Kris.McNally@co.kanabec.mn.us

NAME OF EXCLUSIVE REP: Law Enforcement Labor Services, Local #106
EXCLUSIVE REP ADDRESS: 2700 Freeway Blvd, Suite 700
CITY: Brooklyn Center STATE: MN ZIP: 55430

NAME OF CHIEF NEGOTIATOR/CONTACT: Jessica Mabin
Check if the following information is the same as above: Yes
CHF NEG CONTACT ADDRESS:
CITY: STATE: MN ZIP:
DAYTIME PHONE: 651-425-1135 EXT.:
CELL PHONE:
E-MAIL ADDRESS: jmabin@lels.org

TYPE OF EMPLOYER: County

TYPE OF BARGAINING UNIT: Law Enforcement - Essential

STATUS OF EMPLOYEES INVOLVED: ESSENTIAL? Yes

NUMBER OF EMPLOYEES IN UNIT: 20

EXPIRATION DATE OF CURRENT CONTRACT: 12/31/2021

FIRST CONTRACT? No
NOTICE INITIATED BY: Exclusive Representative

DATE OF NOTICE: 06/15/2021
DATE NOTICE COPY SENT TO OTHER PARTY ABOVE: 06/15/2021

NAME OF PERSON FILING THIS NOTICE: Jessica Mabin
TITLE OF PERSON FILING THIS NOTICE: BA
E-MAIL ADDRESS OF PERSON FILING THIS NOTICE: jmabin@lels.org

***** CONFIDENTIALITY NOTICE: This email message and any documents attached to it may contain personal and confidential information which is legally privileged and should be read only by the addressee named above. If you are not the intended recipient, you are hereby notified that any viewing, copying, distribution or storage of this email or its attachments is strictly prohibited. If you received this email in error, please notify us immediately. Thank you for your assistance. *****