



Kanabec County Board of Commissioners

Regular Meeting Agenda

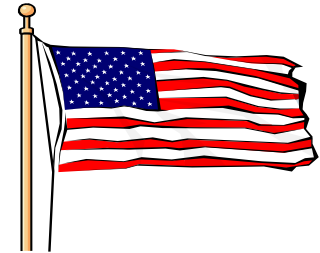
The Meeting of June 15, 2021

- This meeting will be in-person and via WebEx (video/phone conference)
- 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: 146 544 4047



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m1ec52beaa4d893427784cade6344db52>

Meeting number: 146 544 4047

Password: JxmAHsWG792

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 FSB.
Family Services Board
- 9:40am Heather Mickelson, Court Administrator - Introduction
- 9:50am Barbara McFadden, County Attorney- Request to Approve Withdrawal from the MCCC County Attorney User Group (CAUG) and Termination (Non-renewal) of the STI Service and Maintenance Agreement
- 10:00am Deanna Pomije, District Manager Kanabec Soil & Water Conservation District- Discussion on the Snake 1W1P future organizational options
- 10:15am Denise Snyder, Auditor/Treasurer –
a. Liquor License Approval Request
b. Job Description Substantive Changes

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*

**10:30am Public Comment Telephone call-in number for public access: 1-408-418-9388
Access Code: 146 544 4047**

- 10:45am Susanne Hinrichs, University of MN Extension Regional Director Northeast Region;
Lori Hall, University of MN Extension; Laura Krist, University of MN Extension
County 4-H Educator; Diana Rankin, Master Gardeners - Extension Presentation
- 11:00am Robbie Anderson, Deputy Auditor, Property & Tax- Preparation for the next Tax Forfeit
Land Sale
- 11:15am Tom Mortenson, Landowner- Proposed Land Donation
-

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. PERA Resolution Annual Renewal
5. Revised Re-Opening Plan
6. Discussion- update Ordinance [#11 Waste Tire](#)
7. Policy Review: #P-111 Phased Retirement Option Policy
8. Future Agenda Items
9. CLOSED SESSION-Union Negotiations–(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
10. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Family Services

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

Kanabec County Family Services Board

Agenda

June 15, 2021

9:05 a.m.

- 1. Agenda Approval** **Pg. 1**
- 2. Steve Hansberry, HHS Advisory Committee, Chairperson**
 - See attached Revised Committee Membership Recommendation List **Pg. 2**
 - Action requested
 - See attached HHS Advisory Committee By-Laws **Pg. 3-8**
 - Action requested
- 3. Director's Report** **Pg. 9**
 - Staffing – nothing to report
 - State Program Grant Information Delay
 - Finding Explanation to DHS Audit Review
 - See attached DHS letter **Pg. 10-11**
 - Ongoing Number of Children in Placement
- 4. Regional Fraud Prevention Agreement**
 - Action requested
 - See attached Agreement and resolution **Pg. 12-17**
- 5. Welfare Fund Report** **Pg. 18**
 - See attached report
- 6. Financial Report** **Pg. 19-20**
 - See attached report
- 7. Abstract Approval** **Pg. 21-24**
 - See attached abstract and board vendor paid list
- 8. Other Business**
- 9. Adjourn**

Kanabec County Health & Human Services Advisory Committee
Advisory Committee Membership Recommendation List

The following individuals are recommended for Committee membership.

	Name	Organization
Recipients of Service (4)		
	Jenny Danielson	Recipient of Service
	Randy Hall	Recipient of Service
	Carol Peterson	Recipient of Service
Citizens of the County (4)		
	Steve Hansberry	Citizen
	Charlie Strickland, Jr.	Citizen
	Jack Doughty	Citizen
	Mary Doughty	Citizen
Providers of Service (up to 4)		
	Bob Benes	Lakes and Pines CAC, Inc.
	Desi Panek	7 County Senior Federation
	Diane Bankers	Welia Health
Kanabec County Human Service Board		
	Les Nielsen	County Commissioner
Ex Officio		
	Chuck Hurd	Human Services Director
	Kathy Burski	Community Health Director
	Kathy Belsheim	Ogilvie Schools Superintendent
	Dan Voce	Mora Schools Superintendent
	Lindy Crawford	Mora City Administrator
		Representative designated by the City of Ogilvie

Respectfully submitted,

Steve Hansberry
Chairperson
Kanabec County Health & Human Services Advisory Committee

Kanabec County Health & Human Services
Advisory Committee

BY-LAWS

ARTICLE I

NAME AND DEFINITION

1.1

NAME

This organization shall be known as the Kanabec County Health and Human Services Advisory Committee (COMMITTEE).

1.2

DEFINITIONS

The terms defined in this section shall have the meanings given unless otherwise provided by the context.

Committee – The Kanabec County Health & Human Services Advisory Committee (KCHHSAC), was established by the Kanabec County Board of Commissioners by Resolution FS 6, dated December 19, 2018, in accordance with the parameters of M.S. 402.03.

Departments – Kanabec County Community Health and Human Services.

ARTICLE 2

PURPOSE

2.1

OVERALL PURPOSE

The overall purpose of the COMMITTEE is to advise the Departments, and other Kanabec County entities to fulfill the provision of MN. Stat. Section 402.03. The purpose of the COMMITTEE shall include, but is not limited to the following:

1). Submit written recommendations to the Human Services Board on the annual budget for the Departments;

2). Formulate plans to help the development, implementation and operation of the

programs and services provided by the Departments;

3). Receive, review and comment on special interest groups and community-at-large input regarding the Departments' mission, programs, services and performance;

4). To perform such duties as may be provided by law or directed to be performed by the Kanabec County Human Services Board.

ARTICLE 3 MEMBERSHIP

3.1 APPOINTMENT

The COMMITTEE shall be composed of no more than 25 members, appointed by the Kanabec County Human Services Board in accordance with MN. Statute 402.03.

3.2 MEMBERSHIP

Recipients of service members and citizens of the county appointed to the COMMITTEE shall be residents of Kanabec County.

Representation on the COMMITTEE shall be as follows:

Four (4) recipients of service members

Four (4) citizens of the county members

Up to Four (4) Providers of Services or their designees: for example: Welia Health, Lakes & Pines, Aging, etc.

One (1) Member of the Kanabec County Human Service Board

Ex-officio, one (1) each from both departments

At no time will providers represent more than 1/3 of the committee.

Each year the COMMITTEE will determine the number of representatives needed on the committee and make a recommendation to the Kanabec County Human Services Board. Membership will be consistent with MN Statute 402.03.

4.1 TERMS

The Kanabec County Human Services Board shall appoint all members of the

COMMITTEE to serve one or two year terms . Appointees cannot exceed six years of total COMMITTEE membership.

5.1 **VACANCIES**

Kanabec County Human Services Board shall have full power to fill any vacancy on the COMMITTEE.

6.1 **ABSENCES**

Two (2) consecutive absences from a Committee meeting by a member within a twelve (12) month period may be interpreted as a resignation from the COMMITTEE. Notification of absence shall be made to the COMMITTEE Chairperson prior to the commencement of any scheduled meeting and then shall be considered an excused absence.

ARTICLE 4
OFFICERS

7.1 **COMMITTEE OFFICERS**
EXECUTIVE COMMITTEE,

A chairperson shall be appointed by the Kanabec County Human Service Board annually. A vice-chairperson and a secretary shall be elected by the members of the COMMITTEE during the January meeting.

8.1 **DUTIES OF OFFICERS**

The Chairperson shall preside at all meetings of the COMMITTEE; and will perform all other duties of the chairperson and may speak on behalf of the COMMITTEE. The chairperson shall provide written COMMITTEE comments on a cover letter that shall be placed on the annual Departments' budgets being submitted to the Kanabec County Board of Commissioners.

In the absence of the chairperson, the vice-chairperson shall assume the duties of the chairperson and have all powers to perform all duties of the chairperson. The secretary shall prepare and maintain all official records of the COMMITTEE.

The Executive Committee membership shall consist of the chairperson, vice-chairperson and secretary. The Executive Committee can be called to meet on the business of the COMMITTEE by the chairperson or the vote of two other members of the Executive Committee.

ARTICLE 5 MEETINGS

9.1 REGULAR MEETINGS

Regular meetings of the COMMITTEE shall be held every three (3) months (4 times per year), starting in January of the calendar year, and at such time and place as shall be determined by the COMMITTEE. The COMMITTEE members shall be sent notification of specific times, places and agenda no less than five (5) days prior to the meeting. The COMMITTEE shall vote to approve or amend the agenda at the start of each meeting.

10.1 SPECIAL MEETINGS

Meetings of the COMMITTEE may be held upon the call of the chairperson, vice-chairperson, or a majority of members of Executive Committee. Notification shall be made within three (3) calendar days prior to the meeting.

11.1 QUORUM

A quorum shall be defined as the majority of the certified voting membership, appointed by the Kanabec County Human Services board, and present at the start of a meetings constitute a quorum to conduct official business. If a quorum exists at the start of the meeting, a quorum is then determined to exist for the entire meeting.

12.1 CONDUCT OF BUSINESS

The rules contained in the current edition of Robert's Rules of Order shall govern the COMMITTEE, to the extent that they are not inconsistent with these bylaws. Voting is by voice on any motion. Roll call voting may be conducted, if requested by a voting member. Each member has one (1) vote. Ex-officio members are not entitled to vote or state an opinion on any motion, unless requested by the chairperson, and a vote is taken to permit said opinion.

Copies of reports, monthly agenda items, and written comments submitted to the Kanabec County Human Services Board by the Departments shall be provided to the COMMITTEE secretary.

13.1 **AGENDA/RECORDS OF MINUTES**

The minutes of meetings are official records of the COMMITTEE meetings. The minutes may be recorded by the COMMITTEE secretary. He/she may prepare minutes from the recordings of the COMMITTEE meetings. A minutes log book shall be maintained by the COMMITTEE secretary and it shall be made available for any inspections.

14.1 **OPEN MEETINGS**

All COMMITTEE meetings shall be open to the public.

15.1 **SUB COMMITTEES**

The COMMITTEE shall appoint the following Standing Committees to assist in its functions, if needed: Health, Aging, Mental Health and Human Services. The COMMITTEE may appoint other permanent or temporary committees deemed necessary to assist in its functions. Subcommittees will be chaired by a member of the COMMITTEE. All committees appointed shall meet requirements mandated by M.S. 402.03.

ARTICLE 6 **GENERAL PROVISIONS**

16.1 **DEPARTMENT STAFF SUPPORT**

The COMMITTEE shall be provided with staff support from the directors of the Departments.

17.1 **CONFLICT OF INTEREST**

A Committee member shall not be eligible to vote on any deliberation of the COMMITTEE, standing committee or executive committee in relationship to any issues or proposal in which said member has a conflict of interest.

18.1 **AMMENDMENTS TO THE BY-LAWS**

These by-laws can only be altered by a two-thirds (2/3) vote of the COMMITTEE members present and presented to the Kanabec County Human Services Board.

19.1

APPROVAL OF COMMITTEE BY-LAWS

The COMMITTEE appointed a task force sub-committee to complete and approve the proposed by-laws for the COMMITTEE on October 21, 2020. If approved, the effective date of these by-laws will be January 1, 2021.

- 20.1 The following task force sub-committee members voted an “up or down” vote to approve the proposed by-laws, and sent this proposal to the full COMMITTEE for an “up or down” vote.

_____	_____
_____	_____
_____	_____

Kanabec County Health and Human Services Advisory Committee voted to

_____ the proposed by-laws on October _____ by a

vote of _____.

Chairperson, COMMITTEE

Family Service Director's Report

June, 2021

Staffing

No changes at this time

State Program Grant Information Delay

At this point we have not been informed of the effect of a state shut down on grant payments. I just want to inform the Board a quarter shift in these funds by the state may affect our budget. The agency at this time has reserves to cover a delay in these funds. Another affect is grant awards for the budget process are also being delayed. At this time we do not know what if any funding streams will be reduced or increased.

Finding Explanation to DHS Audit Review

The two cases that were found to be deficient were resolved by the case worker at the time of discovery. Our primary ongoing procedure to ensure continued program rule compliance is engaging in peer reviews on cases. Aside from having a case reviewed by a peer, the results are then reviewed by the supervisor. If issues are discovered during a review, these are corrected on the case. The discovery is also shared in staff meetings so we can all learn from it. I have submitted information to the state and they have accepted explanation.

Ongoing Update on Number of Children in Placement

Last month we had 22 children in our care in out of home placements. We have 22 children in care this month compared to 13 last year for the same month.

Minnesota Department of Human Services
Internal Audits Office
P.O. Box 64964
St. Paul, MN 55164-0964

MAY 28 2021

Family Services

May 25, 2021

Chairperson, Board of County Commissioners
Kanabec County Courthouse
18 N. Vine St.
Mora, MN 55051

Dear Chairperson:

The Minnesota Department of Human Services (DHS) is now conducting its review of county single audit reports for the year ended December 31, 2019. This review is the result of federal regulations imposed on state and local governments by the Single Audit Act as amended in 1996 and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Our letter to you, dated March 25, 2021, identified the procedures DHS and County Boards use to comply with these federal regulations.

DHS is responsible for monitoring the resolution of audit findings that impact federally funded human services programs and is also responsible for verifying the resolution of cross cutting audit findings for the counties in Minnesota. A cross cutting finding is a finding that affects the federally funded programs of more than one state agency. Resolution of any other findings which may appear in your report is the responsibility of the state agency administering the federal programs affected by those findings. These reviews are performed by DHS annually.

If a county audit report includes human services or cross cutting audit findings, DHS will review the corrective action plan submitted by the County Board to the Federal Audit Clearinghouse. DHS will take the following actions related to these audit findings and notify the County Board if any additional information is needed or if what was submitted will be adequate at this time.

1. DHS will sustain or not sustain any human services or material cross cutting audit findings and provide a reason for this decision.
2. DHS will include what actions they expect the County to take to resolve the finding.
3. DHS will include the dates corrective action is expected to be completed.
4. DHS will notify the County that action will be taken by the Financial Operations Division on any and all questioned costs related to any sustained findings.
5. DHS will notify the County Board of the timetable it expects action to be taken on these questioned costs findings.

DHS has reviewed the audit report for Kanabec County for the year ended December 31, 2019. The following audit findings are not sustained for Kanabec County at this time based on the audit report issued by CliftonLarsonAllen, LLP on September 16, 2020.

Finding 2019-005 Asset Verification

The required additional information is:

1. The recommendation states that the County review the asset verification policies and ensure procedures are being followed for each case file. Have these procedures been implemented? Please include a copy of the procedure used for this review. If not, please provide a timeline when they are scheduled to be implemented.

Please email your response within 30 days of receipt of this letter to margaret.brotherton@state.mn.us. If you have any questions concerning this letter, please contact me by email at margaret.brotherton@state.mn.us.

Sincerely,



Margaret Brotherton
Single Audit Coordinator

cc: Chuck Hurd, Director
Kanabec County Family Service Department

**REGIONAL ADMINISTRATIVE AGENCY
COOPERATIVE AGREEMENT
FRAUD PREVENTION INVESTIGATION PROGRAM**

This Agreement by and between Pine County Health and Human Services, acting as the lead agency for the regional Fraud Prevention Investigation (FPI) program (hereinafter REGIONAL ADMINISTRATIVE AGENCY) and Kanabec County through its Human Services Department (hereinafter COUNTY AGENCY).

WHEREAS, the REGIONAL ADMINISTRATIVE AGENCY contracts with the State of Minnesota's Department of Human Services, Financial Fraud and Abuse Investigations Division (hereinafter STATE) to administer the FPI program in Kanabec County;

WHEREAS, the intent of this Agreement achieves mutually beneficial goals by establishing the organizational and operational structures for providing FPI services to counties in a geographical area in accordance with operational requirements, forms and reporting mechanisms as contained in the FPI Program Guidelines (FPI Guidelines) which are incorporated herein by reference.

NOW, THEREFORE, it is agreed:

1. **TERM OF AGREEMENT.**

1.1 **Effective date.** The effective date of this Agreement is July 1, 2021.

1.2 **Expiration date.** The expiration date of this Agreement is June 30, 2023.

2. **COUNTY AGENCY DUTIES.** The COUNTY AGENCY will:

2.1 Cooperate with the STATE and the FPI REGIONAL ADMINISTRATIVE 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 because 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 ADMINISTRATIVE 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 to help 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.

3. **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 in 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.
4. **CONSIDERATION AND PAYMENT.** There will be no funds paid out by either agency under this Agreement. Each agency will be responsible for its own costs in performing its stated duties.
5. **AUTHORIZED REPRESENTATIVES.**
 - 5.1 **REGIONAL ADMINISTRATIVE AGENCY.** The REGIONAL ADMINISTRATIVE AGENCY's authorized representative is Rebecca Foss or her successor.
 - 5.2 **COUNTY AGENCY.** The COUNTY AGENCY's authorized representative is Tim Dahlberg or his successor.
6. **ASSIGNMENT.** COUNTY AGENCY shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the REGIONAL ADMINISTRATIVE AGENCY.
7. **AMENDMENTS.** Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original Agreement, or their successors in office.
8. **CANCELLATION.** This Agreement may be canceled by the REGIONAL ADMINISTRATIVE AGENCY or COUNTY AGENCY at any time, with or without cause, upon thirty (30) days written notice to the other party.
9. **STATE AUDITS.** Under Minn. Stat. §16C.05, subd. 5, the books, records, documents, and accounting procedures and practices of the COUNTY AGENCY and its employees, agents, or subcontractors relevant to this contract shall be made available and subject to examination by the REGIONAL ADMINISTRATIVE AGENCY and STATE, including the FPI contracting Agency/Division, Legislative Auditor, and State Auditor for a minimum of six years from the end of this Agreement.
10. **INFORMATION PRIVACY AND SECURITY.** For purposes of executing its responsibilities and to the extent set forth in this Agreement, the COUNTY AGENCY will be processing health care bills or payments on behalf of the State, and/or conducting other health care operations on behalf of State. In carrying out its duties, COUNTY AGENCY will be handling protected health information

and other private information concerning individual State clients. As such, COUNTY AGENCY agrees to be bound by the state and federal laws protecting the privacy of information, including the Data Practices Act, Minnesota Health Records Act, Health Insurance Portability Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) (42 USC 201 note, 42 USC 17931), and federal drug and alcohol treatment regulations.

Because COUNTY AGENCY is handling protected health information and providing health care services to clients on behalf of State, COUNTY AGENCY must comply with the terms of the Information Privacy Agreement signed by its County Administrator and the STATE, which is on file in the State Privacy Official's Office located at State's Central Office, 540 Cedar Street, St. Paul, MN 55164-0998 and is incorporated herein by reference.

11. **LIABILITY.** The COUNTY AGENCY and the REGIONAL ADMINISTRATIVE AGENCY agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other and the results thereof. The COUNTY AGENCY and the REGIONAL ADMINISTRATIVE AGENCY liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, section 466.01 to 466.15, and other applicable law.

12. **DEBARMENT BY STATE, ITS DEPARTMENTS, COMMISSIONS, AGENCIES OR POLITICAL SUBDIVISIONS**

COUNTY AGENCY certifies that neither it nor its principals is presently debarred or suspended by the state, or any of its departments, commissions, agencies, or political subdivisions. COUNTY AGENCY'S certification is a material representation upon which this contract is based. COUNTY AGENCY shall provide immediate written notice to the REGIONAL ADMINISTRATIVE AGENCY'S Authorized Representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNATRY EXCLUSION

Federal money will be used or may potentially be used to pay for all or part of the work under the grant contract, therefore the COUNTY AGENCY must certify the following, as required by the regulations implementing Executive Order 12549. COUNTY AGENCY'S certification is a material representation upon which this contract award is based.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER COVERED TRANSATIONS

1. The prospective lower tier participant certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.
13. **JURISDICTION AND VENUE.** This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of

this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in REGIONAL ADMINISTRATIVE AGENCY'S County, Minnesota.

14. **WAIVER.** If the REGIONAL ADMINISTRATIVE AGENCY fails to enforce any provision of this contract, that failure does not waive the provision or the REGIONAL ADMINISTRATIVE AGENCY'S right to enforce it.
15. **CONTRACT COMPLETE.** This contract contains all negotiations and agreements between the REGIONAL ADMINISTRATIVE AGENCY and the COUNTY AGENCY. No other understanding regarding this contract, whether written or oral may be used to bind either party.
16. **OTHER PROVISIONS.** None.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:

COUNTY AGENCY:

BY: _____

TITLE: _____

DATE: _____

REGIONAL ADMINISTRATIVE AGENCY:

BY: _____

TITLE: _____

DATE: _____

Resolution #HS – 6/15/2021

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:

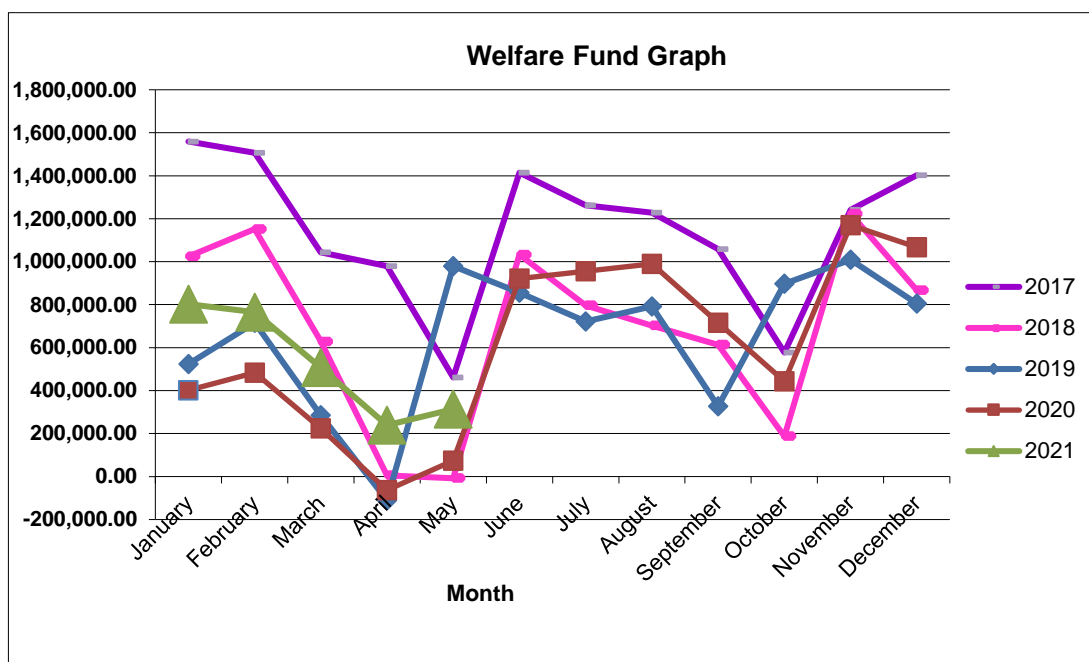
COUNTY AGENCY DUTIES. The COUNTY AGENCY will:

- 2.1 Cooperate with the STATE and the FPI REGIONAL ADMINISTRATIVE 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 ADMINISTRATIVE 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 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.

	2017	2018	2019	2020	2021
January	1,559,203.05	1,024,705.97	523,556.70	401,131.39	802,602.99
February	1,507,019.98	1,151,821.98	715,738.74	483,781.08	764,375.81
March	1,044,116.93	629,190.77	285,341.21	225,078.17	507,711.89
April	979,174.37	5,607.36	-109,902.43	-63,141.11	239,129.82
May	461,452.14	-7,853.46	979,247.26	73,382.15	313,993.85
June	1,413,892.29	1,032,778.15	855,820.47	920,867.09	
July	1,262,151.35	796,820.09	721,467.48	955,700.06	
August	1,228,621.03	703,093.77	791,435.79	990,235.56	
September	1,058,187.52	613,301.63	326,963.03	716,408.79	
October	577,905.27	187,807.92	897,606.65	443,084.51	
November	1,241,274.27	1,222,983.64	1,008,939.34	1,170,024.75	
December	1,402,699.93	867,114.62	804,618.63	1,067,709.00	
Totals	13,735,698.13	8,227,372.44	7,800,832.87	7,384,261.44	2,627,814.36
Averages	1,144,641.51	685,614.37	650,069.41	615,355.12	525,562.87
6 month Avg.	1,128,473.23	731,853.61	758,505.15	890,527.11	615,920.56
Rolling 12 month Avg	1,144,641.51	685,614.37	650,069.41	615,355.12	740,987.01



Kanabec County Family Services - Board Financial Report							Through May 2021	
	Total year to date/			8.33%	16.67%	25.00%	33.33%	41.67%
Department	Budget	% of budget	Total	January	February	March	April	May
Income Main. Service								
Exp	689,139.00	43.75%	301,526.86	51,854.59	63,387.07	80,380.32	51,877.25	54,027.63
Rev	385,501.00	37.99%	146,441.04	10,047.98	56,794.47	10,047.98	9,841.60	59,709.01
Tax	295,906.00	1.60%	4,747.06	4,747.06				
State Shared Rev			0.00					
Recoveries								
Exp	19,100.00	45.19%	8,631.59	3,262.28	0.00	1,917.78	1,505.83	1,945.70
Rev	19,100.00	47.84%	9,137.61	1,941.31	818.09	1,469.78	2,180.99	2,727.44
Tax	24,847.00	1.63%	405.92	405.92				
State Shared Rev			0.00					
Burials								
Exp	25,000.00	32.25%	8,063.01	0.00	863.01	1,800.00	5,400.00	0.00
Rev			0.00					
Tax			0.00					
Child Support								
Exp	359,777.00	40.16%	144,478.08	26,967.91	23,235.11	40,119.83	23,276.07	30,879.16
Rev	412,000.00	41.76%	172,050.17	29,456.92	55,770.28	15,789.49	25,068.67	45,964.81
Tax								
MA Services								
Exp	483,900.00	47.56%	230,122.38	37,587.78	21,091.85	70,538.34	48,621.27	52,283.14
Rev	418,000.00	58.16%	243,100.85	59,053.49	31,205.13	73,017.31	29,650.19	50,174.73
Tax	64,151.00	1.62%	1,037.36	1,037.36				
State Shared Rev			0.00					
Child Care								
Exp	230,950.00	30.21%	69,761.86	31,466.06	8,840.21	14,748.44	6,901.63	7,805.52
Rev	229,768.00	66.88%	153,674.26	858.00	745.00	77,369.00	585.00	74,117.26
Tax	1,129.00	1.66%	18.79	18.79				
State Shared Rev			0.00					
Fraud								
Exp	75,704.00	39.70%	30,052.45	5,930.22	5,953.80	5,865.82	6,436.80	5,865.81
Rev			0.00		0.00	0.00	0.00	0.00
Tax	73,863.00	1.60%	1,180.19	1,180.19				
State Shared Rev			0.00					
Adult Services								
Exp	3,500.00	68.00%	2,380.00	33.30	0.00	2,346.70	0.00	0.00
Rev	8,817.00	0.95%	83.35	16.67	0.00	33.34	16.67	16.67
Tax								
Dev. Disability								
Exp	91,389.00	28.52%	26,064.46	4,988.66	4,527.59	4,891.63	6,583.89	5,072.69
Rev	73,941.00	28.13%	20,799.00	0.00	10,606.00	0.00	0.00	10,193.00
Tax	16,941.00	2.15%	364.58	364.58				
State Shared Rev			0.00					

Mental Health								
Exp	1,216,129.00	44.19%	537,462.09	93,026.89	117,059.81	101,367.94	119,009.34	106,998.11
Rev	693,784.00	42.24%	293,022.01	15,137.98	49,929.36	60,463.85	80,836.27	86,654.55
Tax	509,364.00	1.72%	8,753.69	8,753.69				
State Shared Rev			0.00					
Chemical Dependency								
Exp	117,000.00	13.58%	15,890.18	1,620.00	0.00	2,000.00	3,221.06	9,049.12
Rev	51,000.00	29.26%	14,924.71	747.25	9,369.46	0.00	0.00	4,808.00
Tax	64,376.00		0.00	0.00				
Child Services								
Exp	567,262.00	36.37%	206,301.82	34,279.23	31,007.16	70,623.34	33,885.81	36,506.28
Rev	341,681.00	32.77%	111,956.56	9,327.07	41,967.49	10,063.28	11,010.79	39,587.93
Tax	220,009.00	2.25%	4,950.02	4,950.02				
State Shared Rev			0.00					
Social Services								
Exp	1,278,208.00	37.07%	473,801.39	95,243.93	94,909.96	92,572.30	94,967.91	96,107.29
Rev	1,061,420.00	38.00%	403,301.16	50,849.88	115,773.01	54,655.76	48,133.99	133,888.52
Tax	211,426.00	1.54%	3,254.91	3,254.91				
State Shared Rev			0.00					
Income Main. Admin								
Exp	88,074.00	38.06%	33,522.59	6,530.06	6,527.64	6,439.62	6,676.63	7,348.64
Rev	52,372.00	39.49%	20,679.42	1,235.14	8,716.90	1,235.14	1,456.56	8,035.68
Tax	34,786.00	1.47%	511.19	511.19				
State Shared Rev			0.00					
Social Services Admin.								
Exp	301,984.00	37.70%	113,857.10	22,485.54	23,816.23	23,972.50	22,073.56	21,509.27
Rev	65,000.00	43.31%	28,150.00	0.00	14,854.00	0.00	0.00	13,296.00
Tax	231,078.00	1.65%	3,803.66	3,803.66				
State Shared Rev			0.00					
FS Admin								
Exp	672,578.00	40.03%	269,251.58	69,803.74	54,781.56	44,941.17	50,571.59	49,153.52
Rev	148,488.00	42.12%	62,546.54	3,716.88	21,224.63	3,716.88	3,645.84	30,242.31
Tax	510,946.00	1.67%	8,558.24	8,558.24				
State Shared Rev			0.00					
Agency Totals								
Exp	6,219,694.00	39.73%	2,471,167.44	485,080.19	456,001.00	564,525.73	481,008.64	484,551.88
Rev	3,960,872.00	42.41%	1,679,866.68	182,388.57	417,773.82	307,861.81	212,426.57	559,415.91
Tax	2,258,822.00	1.66%	37,585.61	37,585.61	0.00	0.00	0.00	0.00
State Shared Rev			0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	6,219,694.00	27.61%	1,717,452.29	219,974.18	417,773.82	307,861.81	212,426.57	559,415.91

Board Approval Report

SSIS pymt. batch #: 108316995

Paid Cnty Vendor	Total Payments		Total Amount
ANOKA COUNTY NON SECURE, 000010476	1		266.00
Svc Description	Svc Code	Payments	Amount
Correctional Facilities	185	1	266.00
Bliss/Jenny, 000010784	2		7,822.50
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	7,822.50
Central Minnesota Jobs & Training, 000015800	1		9,008.12
Svc Description	Svc Code	Payments	Amount
Statewide MFIP Employment Services	237	1	9,008.12
Central Mn Mental Health Center, 000011298	1		1,500.00
Svc Description	Svc Code	Payments	Amount
Detoxification	371	1	1,500.00
Community Living Options, 000011478	2		478.24
Svc Description	Svc Code	Payments	Amount
Semi-Independent Living Services (SILS)	534	2	478.24
Family Pathways, 000012298	13		1,512.50
Svc Description	Svc Code	Payments	Amount
Family-Based Counseling Services	162	12	1,477.50
Family-Based Life Management Skills Services	163	1	35.00
Grand River Estates, 000012455	1		1,832.45
Svc Description	Svc Code	Payments	Amount
Adolescent Life Skills Training	146	1	1,832.45
Ignaszewski/Karissa, 000012959	2		11,565.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	11,565.00
Nexus-Gerard Family Healing , LLC, 000012394	2		20,231.84
Svc Description	Svc Code	Payments	Amount
Children's Residential Treatment	483	2	20,231.84
North Homes Inc., 000015171	1		10,789.86
Svc Description	Svc Code	Payments	Amount
Children's Residential Treatment	483	1	10,789.86
Northwestern Minnesota Juvenile Center, 000015203	1		8,215.00
Svc Description	Svc Code	Payments	Amount
Correctional Facilities	185	1	8,215.00
Options Residential, 000015334	1		1,315.64
Svc Description	Svc Code	Payments	Amount
Child Family Foster Care	181	1	1,315.64
Pearson/Daniel, 000015507	1		55.23
Svc Description	Svc Code	Payments	Amount
Adolescent Life Skills Training	146	1	55.23
PHASE, Inc., 000015579	3		1,045.68
Svc Description	Svc Code	Payments	Amount
Day Training and Habilitation	566	2	693.68
Transportation	516	1	352.00
Richardson MD/Paul T, 000016136	2		4,045.00
Svc Description	Svc Code	Payments	Amount

Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
Adult Outpatient Psychotherapy		452	2	4,045.00	
RSI, 000016246				2	443.43
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	2	443.43		
Village Ranch, Inc., 000017414				6	7,019.02
Svc Description	Svc Code	Payments	Amount		
Child Family Foster Care	181	6	7,019.02		
Volunteers Of America, 000017460				4	2,607.88
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	4	2,607.88		
Report Totals:				46	89,753.39

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

Signature

Title

Date

Vendor Name	Amount
Health Insurance Reimbursement	\$ 280.66
Health Insurance Reimbursement	\$ 148.50
Jen Anderson	\$ 320.88
Health Insurance Reimbursement	\$ 582.04
Health Insurance Reimbursement	\$ 148.50
Rhonda Bergstadt	\$ 31.36
Health Insurance Reimbursement	\$ 627.85
Health Insurance Reimbursement	\$ 148.50
Card Services	\$ 133.57
Health Insurance Reimbursement	\$ 148.50
Medical Mileage	\$ 67.44
Health Insurance Reimbursement	\$ 148.50
Crescent Tide (GA Burial)	\$ 832.00
Health Insurance Reimbursement	\$ 148.50
DHS	\$ 4,443.29
Health Insurance Reimbursement	\$ 594.00
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50
Medical Mileage	\$ 75.94
Health Insurance Reimbursement	\$ 148.50
Medical Mileage	\$ 235.40
Health Insurance Reimbursement	\$ 469.76
Health Insurance Reimbursement	\$ 346.00
Health Insurance Reimbursement	\$ 148.50
Katie Heacock	\$ 94.64
Medical Mileage	\$ 28.68
Health Insurance Reimbursement	\$ 148.50
Leah Hjort	\$ 90.16
Linda Hosley	\$ 192.44
Innovative Office Solutions	\$ 309.45
Isanti County Sheriff Office (CS Paperwork)	\$ 70.00
Health Insurance Reimbursement	\$ 148.50
Kanabec Co Flex Funds	\$ 500.00
Kanabec County Lcts	\$ 21,195.00
Kanabec County Aud Treas	\$ 4,953.67
Kanabec County Comm Health	\$ 14,072.08
Medical Mileage	\$ 84.00
Stephanie Klemz	\$ 76.72
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50
Medical Mileage	\$ 101.42
Health Insurance Reimbursement	\$ 410.52
Alissa McDermeit	\$ 282.02
Health Insurance Reimbursement	\$ 148.50
Kelly Mithcell	\$ 94.64
MNCCC	\$ 29.80
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 178.78
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50

Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	148.50	
Medical Mileage	\$	2.24	
Premier Biotech Labs LLC	\$	60.35	
Medical Mileage	\$	92.13	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	571.48	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	266.22	
Health Insurance Reimbursement	\$	203.92	
Health Insurance Reimbursement	\$	660.00	
Health Insurance Reimbursement	\$	918.46	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	339.80	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	244.00	
Medical Mileage	\$	7,488.00	
Health Insurance Reimbursement	\$	148.50	
Teen Focus Recovery Center	\$	450.00	
Health Insurance Reimbursement	\$	306.28	
Timber Trails	\$	4,433.22	
Health Insurance Reimbursement	\$	148.50	
Medical Mileage	\$	59.40	
Health Insurance Reimbursement	\$	337.48	
Health Insurance Reimbursement	\$	148.50	
Health Insurance Reimbursement	\$	458.48	
Health Insurance Reimbursement	\$	639.88	
Health Insurance Reimbursement	\$	319.94	
Sharon Wright	\$	98.56	
Health Insurance Reimbursement	\$	564.00	
Medical Mileage	\$	62.48	
TOTAL IFS DOLLARS	\$	74,835.53	84 Total IFS Vendors
TOTA SSIS DOLLARS	\$	89,753.39	18 Total SSIS Vendors
GRAND TOTAL	\$	164,588.92	102 Total Vendors

9:40am Appointment

June 15, 2021

REQUEST FOR BOARD ACTION

a. Subject: Introduction of New Court Administrator Heather Mickelson	b. Origination: Court Administration
c. Estimated time: 5-10 minutes	d. Presenter(s): Heather Mickelson

e. Board action requested:

Meet new Court Administrator Heather Mickelson

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

9:50am Appointment

June 15, 2021

REQUEST FOR BOARD ACTION

a. Subject: Withdrawal from the MCCC CAUG (County Attorney User Group) and Termination (Non-renewal) of the STI service and maintenance agreement	b. Origination: County Attorney's Office
c. Estimated time: 10 minutes	d. Presenter(s): Barbara McFadden, County Attorney

e. Board action requested:

Consider the County Attorney's request to withdrawal from the MCCC CAUG (County Attorney User Group) and termination (Non-renewal) of the STI service and maintenance agreement.

f. Background:

Recommendation:

This is part of the transition away from MCAPS case management software to Prosecutor by Karpel. This transition was discussed with the Board at the end of 2020, and was approved for CARES funding. Initially the launch date was in the spring of 2022. This date has been moved up to October of 2021. The Rule and Regulations of the County Attorney's User Group membership requires a 90-day notice prior to the MnCCC June budget meeting. This notice will end our involvement in the User Group and our ownership/use of MCAPS, with final effective date of 12/31/22, as well as notice to terminate the STI Software Contract that was part of our CAUG membership.

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

To: Minnesota Counties Computer Cooperative
100 Empire Drive, Suite 201
St. Paul, MN 55103

NOTICE OF INTENT TO TERMINATE

Pursuant to Article V, Section 2.A. of the “Rules and Regulations of the Minnesota Counties Computer Cooperative County Attorney User Group” and Article VIII of the “Amended and Restated Joint Powers Agreement, Kanabec County hereby provides notice that it will withdraw as a member of the County Attorney User Group, effective December 31, 2022.

Date: _____

Signed: _____
Gene Anderson, Board Chair

Date: _____

Attest: _____

Title: _____

To: Minnesota Counties Computer Cooperative
100 Empire Drive, Suite 201
St. Paul, MN 55103

Strategic Technologies, Inc.
9905 45th Avenue N., Suite 220
Plymouth, MN 55442

NOTICE OF INTENT TO TERMINATE

The Kanabec County Board of Commissioners previously ratified the PROFESSIONAL SERVICES AGREEMENT BETWEEN MINNESOTA COUNTIES COMPUTER COOPERATIVE and STRATEGIC TECHNOLOGIES INCORPORATED for the maintenance and support of MCAPS, thereby adopting the terms of the Agreement as a Party.

Please accept this Notice of Kanabec County's intent to terminate this agreement. The termination shall take effect as of the expiration of the Initial Term or Renewal Term, December 31, 2022.

Kanabec County Board of Commissioners

Date: _____

Signed: _____
Gene Anderson, Board Chair

Date: _____

Attest: _____

Title: _____

10:00am Appointment

June 15, 2021

REQUEST FOR BOARD ACTION

a. Subject: Snake River 1W1P Future Organizational Options	b. Origination: Deanna Pomije, District Manager Kanabec Soil & Water Conservation District
c. Estimated time: 15 minutes	d. Presenter(s): Deanna Pomije

e. Board action requested:

Discuss future organizational options

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

	Separate		Linked		Merged
Structure	Snake River WMB Independent	Snake River 1W1P Independent	Snake River WMB has representation on the Snake River 1W1P Policy Committee		Snake River WMB reformats to become the 1W1P Policy Committee
Changes to the Snake River WMB Joint Powers Agreement	None		None		Modified to add SWCD Supervisors to the Snake River WMB
Policy Committee Structure	<u>Snake River WMB</u> Stays the Same	<u>Potential 1W1P Policy Comm.</u> <ul style="list-style-type: none"> Aitkin Co Aitkin SW Chis Co Chis SW Isanti Co Isanti SW Kanab Co Kanab SW Mille Co Mille SW Pine Co Pine SW 	<u>Potential 1W1P Policy Comm.</u> <ul style="list-style-type: none"> Aitkin Co Aitkin SW Chis Co Chis SW Isanti Co Isanti SW Kanab Co Kanab SW Mille Co Mille SW Pine Co Pine SW Snake River WMB Member 		<u>Potential 1W1P Policy Comm.</u> <ul style="list-style-type: none"> Aitkin Co Aitkin SW Chis Co Chis SW Isanti Co Isanti SW Kanab Co Kanab SW Mille Co Mille SW Pine Co Pine SW
Advisory Committee	<u>Snake River WMB</u> Stays the Same	<u>Potential 1W1P Policy Comm.</u> Includes Local Government Staff members Includes state agency members Other members as determined by the Policy Committee	<u>Potential 1W1P Policy Comm.</u> Includes Local Government Staff members Includes state agency members Other members as determined by the Policy Committee		<u>Potential 1W1P Policy Comm.</u> Includes Local Government Staff members Includes state agency members Other members as determined by the Policy Committee
Local Government Representation	County Commiss. are the decision making authority	Policy Committee has equal representation from County and SWCD	County has one additional representative (Snake River WMB member) than SWCD		Policy Committee has equal representation from County and SWCD
Meeting Framework	Separate Meetings for Snake River WMB and Snake River 1W1P policy committee (may be sequential, i.e. Snake River WMB from 9-10, Snake River 1W1P from 10-12)		Separate Meetings. The Snake River WMB representative on the Snake River 1W1P Policy Committee would attend both meetings.		Single meeting with both SWCD and County policy committee members
Current Local Funding Structure	<u>SRWMB</u> No change, counties would continue funding at current joint powers agreement level	<u>1W1P</u> County and SWCD would provide in-kind time for the 1W1P local effort	<u>SRWMB</u> No change, counties would continue funding at current joint powers agreement level	<u>1W1P</u> County and SWCD would provide in-kind time for the 1W1P local effort	Local funding will be determined through modified joint powers agreement. County and SWCD would provide in-kind time for the 1W1P local effort

Implementation Organizational Arrangement Options

For the Snake River 1W1P Policy Committee Members

The information below is a summary of information from the [MN Counties Intergovernmental Trust](#) and [MN Board of Water and Soil Resources](#). Originally compiled by Jamie Schurbon of the Anoka Conservation District for the Rum River 1W1P and modified for the Snake River 1W1P.

Decision Needed:

At the conclusion of 1W1P planning, the State requires that the partners have some formal arrangement for implementing the plan. This arrangement provides structure for deciding how the group will use Watershed Based Implementation Funding (non-competitive State grants). There will be approx. \$1/2 M every two years in State dollars for 1W1P implementation.

Summary of Options:

1. Memorandum of Agreement

Description

- Formal and outward commitment to work together.
- Being used for 1W1P planning.
- A document titled an MOA but citing MN Statue 471.59 is really a joint powers agreement (option 2 or 3).

Pros:

- Simple for cooperative planning.

Cons:

- Not legally enforceable. Not recommended by BWSR for this reason.
- Partnership cannot directly receive grant funds, placing all risk with the grant agreement holder(s).

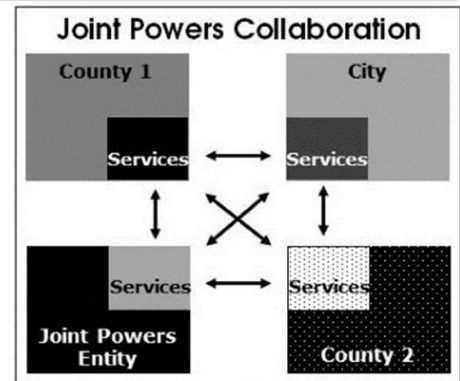
Who's using this:

- I'm not aware of any other 1W1P's in MN using this.

2. Joint Powers Collaboration (JPC)

Description

- Agreement to jointly deliver a service or product.
- Legally binding.
- Does not create a new entity. The collaboration cannot enter into any contracts.
- Any board or committee formed acts solely in an advisory capacity to the forming member boards. Member entities (counties, SWCDs, etc) maintain autonomous decision making.
- Funds are obtained and expended by participating governmental units each separately.
- Duties of administration, managing projects or other tasks can be contracted out to member entities.



Pros:

- No additional layer of government. The collaborative does still meet to do work.
- Participants' governing bodies maintain autonomous decision-making authority.
- One statutory liability limit.
- Possibly less administrative cost.

Cons:

- Participants may share liability. Every collaborative participant can be liable for the actions of the group. If sued, one statutory liability applies to the group, which is far better than in option 1 where each participant may be liable up to its legal limit. It is possible to allocate liability percentages amongst participants in the agreement, such as based on land area.
- Decision making can be slower because of the number of separate boards all needing to make decisions.
- There usually needs to be a voting structure that allows for decisions that are not unanimous.
- Programs would need to have one lead partner that accepts the funds and manages the project. This includes programs spanning multiple jurisdictions. It is possible to have subcontracts with other entities that pass the liability as appropriate.

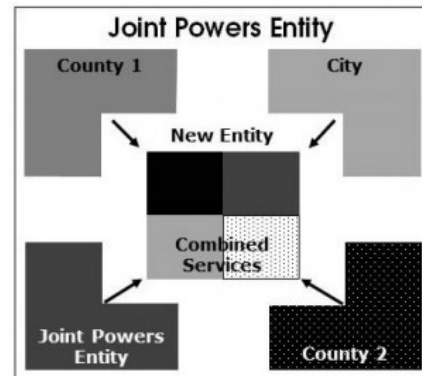
Who's using this:

- At least six other 1W1Ps. Most 1W1Ps in MN, including Lake Superior North 1W1P (4 participants), North Fork Crow River 1W1P (14 participants), Red Lake River (7 participants), Root River 1W1P (13 participants), Yellow Medicine 1W1P (10 participants) and Lower St. Croix 1W1P (17 participants).
- While groups using this option have wanted to minimize administration, many seem to be finding that they still need someone, likely one of the partners, paid to coordinate the collaborative.

3. Joint Powers Entity (JPE)

Description

- Creates a new entity with authorities imbued upon it by its members. As such, a JPE can never have more authority or jurisdictional purview than that which all of its members can give it. So a JPE in this case could not have taxing or land use planning authority because that is not common to all participants. In practice, JPEs authorities are often much less than its members.
- The JPE board has autonomous decision-making authority and can enter into contracts.
- The new entity must purchase its own insurance, have its own bank account, undergo financial audits, and has liability apart from the member parties.
- Duties of administration, managing projects or other tasks can be contracted out to member entities.



Pros:

- New entity's authorities can be limited in the agreement to only those that the partnership chooses. Often, the limits are very strict, including a prohibition of regulation, taxation, etc.
- Liability apart from the participants helps to insulate individual members from liability while undertaking joint endeavors. In this way, it is analogous to a "shell company" that shields the participants from liability. It does not, however, protect participants from liability for their independent actions.
- Simplified decision-making by a new autonomous board. All participants have a representative vote in decision-making, but those decisions don't go back to full boards of the participating entities.
- Possible to have a single grant agreement between the state and the JPE covering many projects over many jurisdictions. If the new entity receives a grant covering multiple projects, it can shift funds amongst programs to balance any unforeseen costs on one project with lower than expected expenditures on another.
- Grant match could be met by the group collectively. Excessive match by one partner could reduce match needed from others.
- Any equipment purchased might be shared amongst participants.

Cons:

- New entity is formed even if its authorities are limited.
- Costs of insurance and administration for the new entity. Cost may need to be split among participants.
- Need to decide the voting leverage that Questions about whether all participants get equal votes (for example, those with small and large land areas in the watershed)?

Who's using this:

- Cannon River 1W1P.

Options Presented as a Continuum


Option 1: Memorandum of Agreement – Excluded from below because the partnership will be dealing with public dollars and this agreement type is not legally enforceable, and therefore not recommended.

Agreement Type


Option 2: Joint Powers Collaboration

Option 3: Joint Powers Entity


Speed of Decision-Making

		
Slowest	Medium	Fastest
Governing boards of each entity make decisions, which are then somehow pooled into a group decision	Participants vote on behalf of, and in consultation with, their governing boards	Autonomous board with reps from each participant


Autonomy of the Collaborative's Board

		
No autonomy	Medium	Autonomous
Decisions made by governing boards	Participants vote on behalf of their governing boards	Board with decision-making authority with reps from each


Liability to Participating Entities

		
Highest	Medium	Lowest
Every participant can be liable for the collaborative's actions	Agreement allocates liability based on land area, involvement, etc	New entity insulates participants from individual liability


Who can Receive Watershed Based Implementation Funding Grants

		
Individual participants only.	The Collaborative or individual participants.	
Any projects with multiple collaborators must one lead who accepts grantee liabilities	Facilitates projects across multiple jurisdictions. and allows shifting funds amongst projects as needed	

Trust needed

		
Least	Medium	Most
Every decision must go back to your county board, SWCD board, etc. Could require unanimous decisions	Voting structure might allow dissent, but an action passes when most governing boards approve	Trust the new entity, with your rep, will act in your and the group's interest

Administration and Insurance Costs

		
Lowest	Medium	Highest
No separate insurance or bank account. Project planning coordination remains significant	Collaborative project coordination is significant in most any option	Insurance and bank account for new entity. Collaborative project coordination

10:15am Appointment

Item a.

June 15, 2021

REQUEST FOR BOARD ACTION

a. Subject: 2021-2022 Liquor-Beer-Tobacco License Renewals	b. Origination: Auditor/Treasurer
c. Estimated time: 5 min	d. Presenter(s): Denise Snyder

e. Board action requested: Approve the following resolution for liquor license renewals:

Resolution #____ - 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	-	-

f. Background:

Supporting Documents: None ☒ Attached:

Date Received in County Coordinator's Office:

6/11/21

Coordinators Comments:

10:15am Appointment

Item b.

June 15, 2021

REQUEST FOR BOARD ACTION

a. Subject: Job Description Substantive Changes	b. Origination: County Auditor's Office
c. Estimated time: 10 minutes	d. Presenter(s): Denise Snyder, Auditor/Treasurer

e. Board action requested:

Approve the following resolution:

RESOLUTION # -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.

f. Background:

With pending retirements in the Auditor/Treasurer's Office in 2022, the Auditor/Treasurer is reviewing and re-structuring essential functions and duties to improve efficiencies in the workflow.

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office: 6/11/21

Coordinators Comments:

Deputy Auditor- Tax II

Department: Auditor/Treasurer

Exemption Status: Non-Exempt

Board Approval: 08/08/18

Job Specifications		
<i>Education & experience qualifications are a job-related combination substantially equivalent to the levels shown at right.</i>	Factor	Level
	Education	High School plus AA Degree
	Job Related Experience.	Minimum 4 years job related experience
	Other Requirements	Must complete Property Tax Calculation Course within 1 year of hire and maintain ongoing certification
	Supervision Given	None
	Supervision Received.	County Auditor/Treasurer

Job Summary

The Deputy Auditor-Tax II position performs a number of highly technical taxation tasks requiring specialized knowledge, independent judgement and interpretation. The Deputy Auditor-Tax II will demonstrate knowledge of state and local property tax statutes, regulations, policies, procedures, methods, and programs. Position also serves as the primary contact for property tax information for the land offices and provides collection services to the Auditor-Treasurer's office. This position deals with many state mandates and mandated deadlines.

Some Examples of Essential Duties

70% Job Duties Perform Technical Taxation Tasks

Collect, enter, and verify tax calculation data.

Process and prepare truth in taxation notices, property tax statements and tax rolls by deadlines.

Proof accordingly with department head and image files when complete and post to website.

Coordinate the preparation, review and analysis of reports for submission to the Department of Revenue including but not limited to any abstracts and PRISM reports.

Prepare and submit TIF reports to entities and DOR

Collecting, entering, and proofing of Special Assessment data, applying to tax bills and billing entities for Special Assessment collection service

~~Proof and prepare School Tax report by deadline.~~

Correspond with the DNR on mineral leases and prepare manual tax bills as required.

Work with Deputy Auditor-Tax to prepare for Tax Forfeited Land sale

~~Prepares property tax settlement for both tax collections and tax forfeited sales for local taxing districts and reconciles the settlement payment with collections and monitors related fund~~

balances. Compiles Tax Settlement and Apportionment to School District reports for transmittal along with funds to each Township, City and School District, as required
Maintains tax settlement records on real estate and mobile home taxes for the current year and ten prior years of tax for each governmental unit recording levies, collections, abatements, additional tax, cancellations and forfeitures.

Assists Auditor/Treasurer in property tax calculation and tax increment finance values and statutory TIF reporting requirements.

Submits reports referring to taxes to State Agencies, the Minnesota Department of Revenue, etc.

20% of Job Duties Provide taxation customer service

1. Be able to explain how to calculate tax rates and taxes to taxpayers

Act as a resource for taxpayers, municipalities and A/T staff

Interpret and respond to complex questions from staff and customers

Calculate tax estimates and Green Acre/Rural Preserve paybacks

Prepare tax data flat files by customer request

Prepare and process escrow flat files for billing and payment

Generates various electronic and manual assessment reports from the tax system which are used internally by the county as well as externally by the Department of Revenue, other government agencies and the public

~~Prepare Auditor Certificates for bonding agents~~

Collects, receipts and reports Gravel Tax collections

Prepare tax statements for mailing - sorting, stuffing & postage

11. Daily balancing of cash with manual & computer receipts.

12. Receives tax payments over the counter, in the mail and online and posts them in computer.

13. Files, records and mails corrected tax statements.

14. Receives, verifies and records delinquent tax payments.

15. Issues over-remittance checks for overpayment of property taxes.

2. Communicates with title and abstract companies, financial institutions and escrow companies regarding tax payments, including any discrepancies.

3. Maintain and update all escrow information.

CHECKS - 10%

~~1. Receives, verifies balances, enters in warrant register and distributes/mailes county checks.~~

~~2. Assists Deputy Auditor Finance with warrants processing.~~

~~3. Returns payroll related checks to Deputy Auditor Finance for processing.~~

~~4. Sorts and prepares monthly bank statements for reconciliation.~~

~~5. Imaging documents and statements on the computer.~~

MISC - 10%

1. Receives and reviews documents and calculates and collects amounts for state deed tax and mortgage registration tax.

2. Issues receipts for state deed tax and returns document and receipt to Auditors staff.

3. ~~Issues receipts for mortgage registration tax and returns document and receipt to Recorder.~~

4. Responds to phone inquiries providing information from the County Auditor-Treasurer's Office.
5. ~~Verifies and prepares daily bank deposits.~~
6. ~~Receives, reviews and verifies deposits for Hospital, Recorder, Family Services, Community Health, Transit, Highway and any other county departments.~~
7. Maintains taxpayer name and address list
8. Assists Audit Examiners with requested documentations, ~~if needed.~~

~~In a typical 8 hour work day, this person sits 6 hours, stands 1 hour and walks 1 hour. Some special physical demands include:~~

- ~~1. Occasional need to bend, reach above shoulder level, kneel, push and pull.~~
- ~~2. Frequent lifting and carrying of up to 10 pounds.~~
- ~~3. Occasional lifting and carrying of up to 24 pounds.~~
- ~~4. Frequent need for verbal and written communication ability.~~
- ~~5. Repetitive manipulating with both hands in computer keyboarding.~~
- ~~6. Frequent need to hear normal conversation, seeing with near acuity, and distinguishing colors.~~
- ~~7. Frequent use of hands at knee, mid thigh, waist, and shoulder height.~~
- ~~8. Rare use of hands above the head.~~
- ~~9. Frequent work around office machinery.~~
- ~~10. Frequent contact with the public.~~
- ~~11. Frequent need to meet deadlines.~~
- ~~12. Frequent eyestrain and attention to detail.~~
139. Occasional need for travel for training sessions.

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

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

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

Deputy Auditor, Property & Tax

Exemption Status: Non-Exempt

Date: September 21, 2006

Department: Auditor/Treasurer

Board Approval:
Updated: 2017

Job Specifications		
	FACTOR	LEVEL
Education & Experience qualifications are a job-related combination substantially equivalent to the levels shown at right.	Education:	High School + 2 years of accounting or closely related AA Degree
	Experience:	4 years
	Other Requirements:	MAAO Assessment Principles & Procedures course: Advanced legal description course
	Supervision given to:	Lead Worker, (3) indirect
	Supervision received from:	County Auditor/Treasurer

Knowledge, Skills and Abilities Desired

- Considerable knowledge of computer systems utilized in the collection of taxes.
- Considerable knowledge of basic bookkeeping and accounting principles and practices.
- Considerable knowledge of statutes and regulations applicable to the payment and collection of taxes.
- Extensive knowledge of legal land descriptions and land measurements.
- Considerable knowledge of Microsoft applications, including Word and Excel.
- Skilled in the use of computers and calculators.
- Ability to organize work and adhere to reporting deadlines.
- Ability to prepare complete and accurate accounting reports and statements of moderate difficulty.
- Ability to perform detailed work with a high degree of accuracy.
- Ability to establish and maintain effective working relationships with, county officials, state officials, employees and the public.
- Ability to supervise and provide training and/or assistance to Collections Clerks.
- Ability to work rapidly and accurately in handling a high volume of calls.
- Ability to calculate property tax, tax interest and penalties, tax increment values and green acre paybacks.
- Ability to maintain confidentiality according to established procedures governing the release of protected data.
- Ability to communicate effectively via telephone with taxpayers, state agencies, business professionals and the general public.

Job Summary

The Deputy Auditor Property & Tax is responsible for property tax computation and distribution of ~~related tax~~ settlement, administration of delinquent tax collections and confession of judgment

contracts, tax increment finance calculation, green acre calculation and collection entry, property splits, combinations, plats and annexations, preparing and executing tax forfeited land sales and the shared responsibility in election administration

Some Examples of Essential Duties

70%	Property Tax & Collection Related Settlement
1.	Administers delinquent tax collection process including mailing preliminary notices to first year delinquents in January, prepares and proofs list for publication, mails official notices, prepares affidavit to mailing and maintains Tax Judgment Book.
2.	Administers tax forfeiture process including preparation of “notice of expiration of redemption” for posting, publishing, mailing and sheriff’s service. Prepares the certificate of forfeiture for recording and files original with court administrator, receipts and codes revenues for payments, and prepares repurchase paperwork. Prepares Notices of Vacancy and provides information to County Attorney’s Office for Notices of Eviction.
3.	Performs split and combination maintenance of parcels for the County, including adding/deleting parcels, amending the county plat books to reflect parcel boundaries and parcel numbers changes and gives Auditor’s approval on exemption certificate applications.
4.	Performs parcel maintenance on the tax system: taxpayer ID’s, property address, complete legal descriptions, acreage, confessions of judgments and parcel annexations.
5.	Land offices legal description expert.
6.	Performs initial review of “green acre” paybacks, payback calculation and tax split requests to supply other effected departments with specifics of parcel size and legal descriptions.
7.	Reviews and proofs new plats and annexations prior to Auditor-Treasurer office approval.
8.	Administers the applications and paperwork for tax forfeit land swap proposals between Department of Natural Resources, County Board and taxpayers.
9.	Administers tax forfeited land sales including compiling information necessary for county board review, requesting township approval, attaining wetlands certifications, DNR approval, and sale notices. Composes maps and forms for classification, prepares applications for state deeds and reconciles tax forfeited fund annually.
10.	Maintains tax forfeited data and confession of judgment records within tax collection system. Assists county board with tax forfeit land committee.
11.	Administers confession of judgment contracts by preparing contracts, bills and notices. Receipts in payments, computes outstanding balances, calculates installments and interest, and reports any defaults to the Auditor-Treasurer.
12.	Prepares property tax settlement for both tax collections and tax forfeited sales for local taxing districts and reconciles the settlement payment with collections and monitors related fund balances. Compiles Tax Settlement and Apportionment to School District reports for transmittal along with funds to each Township, City and School District, as required

13. Prepares, calculates and distributes Auxiliary Forest Funds, Severed Mineral Interest, Delinquent and In Lieu of Tax settlements, including maintaining tax forfeit records for reporting and distribution of state payment.
14. Calculates and prepares distribution of State Aids including County Program Aid, PERA Aid, Market Value Credit for all property classifications, Disparity Reduction Aid.
15. ~~Maintains tax settlement records on real estate and mobile home taxes for the current year and ten prior years of tax for each governmental unit recording levies, collections, abatements, additional tax, cancellations and forfeitures. Assists Auditor/Treasurer in property tax calculation and tax increment finance values and statutory TIF reporting requirements.~~
16. ~~Submits reports referring to taxes to State Agencies, the Minnesota Department of Revenue, etc.~~
17. Compiles and submits School Tax Abatement Reports and Taxes Receivable Reports (Form 51) and provides necessary information to other Counties as needed.
18. Processes bankruptcy claims including filing, recording and receipts payments on real estate parcels.
19. Prepares ditch liens and maintains ledger.
20. Researches and reviews laws and procedures.
21. Prepares and maintains monthly reporting and county check for mortgage registry and state deed taxes.

5% Payroll

1. ~~Compiles and receipts payroll withholding taxes bi-weekly and submits quarterly 941 reports~~
2. ~~Responsible for the filing of payroll tax reports and other payroll reports required by State and Federal agencies.~~
3. ~~Assists Deputy Auditor Finance in proofing payroll and accounts payable prior to printing warrants.~~

25% Elections

1. Enters post election voter history within timeline set by State Statute.
2. Administers and maintains absentee voting including UOCAVA and permanent absentee lists and voting.
3. Holds position on county Absentee Ballot Board with Auditor/Treasurer.
4. Assists Auditor-Treasurer with Election Day preparation, election judge training, absentee voting and election night reporting.
5. Attends election training provided by the Secretary of State's office, county and related vendors.
6. Assists Auditor-Treasurer with election judge training.
7. Organizes Health Care Facility absentee voting.

5% Other Important Duties

1. Assist taxpayers with licenses, deeds, CRVs, receipts and taxes. Provide information to the public as needed.
2. Assists public with passport applications, as needed.

3. Performs other work as required.

Physical Demand Analysis Summary

In a typical 8 hour work day, this employee will sit 6½ hour, stand 1 hour and walk ½ hour.

Average Day Up to %	Extreme Day		DESCRIPTION
	Up to %	days/ year	
20%			Lift and carry up to 10 lbs
0%	5%	20	Lift and carry up to 34 lbs.
40%	75%	20	Verbal communication
70%	90%	40	Written communication & reports
90%	--	--	Seeing with near acuity
10%	--	--	Repetitive simple motion (data entry)

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

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

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

10:45am Appointment

June 15, 2021

REQUEST FOR BOARD ACTION

a. Subject: University of MN Extension Update	b. Origination: University of MN Extension Office
c. Estimated time: 15 minutes	d. Presenter(s): Susanne Hinrichs, University of MN Extension Regional Director Northeast Region; Lori Hall, University of MN Extension; Laura Krist, University of MN Extension County 4-H Educator; Diana Rankin, Master Gardeners

e. Board action requested: Information only

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

11:00am Appointment

June 15, 2021

REQUEST FOR BOARD ACTION

a. Subject: TF list for fall sale	b. Origination: County Auditor's Office
c. Estimated time: 10 minutes	d. Presenter(s): Roberta Anderson

e. Board action requested:

Classify preliminary tax forfeit parcel list as "non-conservation" land and approve for sale before the list is sent to State DNR for review.

f. Background:

This tax forfeit list has been approved for sale by the local taxing district (township or city) and now needs board approval and a resolution that it has been classified as non-conservation.

The list will then be sent to the DNR for approval before the county board can determine a minimum bid price.

I have attached the list along with legal descriptions and addresses where they are available as well as an aerial view of the property.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:	6/10/21
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Coordinators Comments:

Kanabec County Tax Forfeiture Land Sale

Preliminary List for Sept 2021 Sale

Tract	Municipality	PID	Sec/Twp/Rg	Street or Address	Abbreviated Legal Description	Acres (m/l)	SA after Forf	Minimum Bid
1	Arthur Twp	02.04900.00	24-39-24	xxxx Brook View Dr S, Mora	Spring Brook Estates, Lot 20 Block 3	1.00		
2	Brunswick Twp	03.00185.50	3-38-24	1904 153 Ave, Ogilvie	Pt NW1/4 of SW1/4, S 320' of W 390'	2.87		
3	Ford Twp	05.00340.00	8-42-23	3797 Hwy 65, Isle	NE1/4 of NW1/4 of NW1/4 & N1/2 of SE1/4 of NW1/4 of NW1/4	15.00		
4	Ford Twp	05.01040.00	28-42-23	xxxx Mahogany St, Isle	S1/2 of N1/2 of S1/2 of NW1/4, subj to easements of record	20.00		
5	Haybrook Twp	07.00105.20	4-42-24	landlocked	NE1/4 of SW1/4	40.00		
6	Haybrook Twp	07.00130.00	4-42-24	landlocked	N1/4 of NW1/4 of SW1/4	10.00		
7	Haybrook Twp	07.00145.00	4-42-24	landlocked	N1/2 of S1/2 of SW1/4 of SW1/4	10.00		
8	Haybrook Twp	PT 07.00650.00	17-42-24	adjacent owner request	NW1/4 of SW1/4 (only), (part of 200.00 acre parcel)	40.00		
9	Kanabec Twp	09.00285.30	5-39-25	xxxx Cable St, Ogilvie	Pt NE1/4 of NE1/4, N 660' of E 660'	10.00		
10	Kroschel Twp	11.01510.00	36-42-22	xxxx Velvet St, Sandstone	S1/2 of NW1/4 of NW1/4	20.00		
11	Peace Twp	12.01135.30	2-41-23	xxxx 300 Ave, Mora	W1/2 of NE1/4 of NW1/4 of NW1/4 subj to hwy easement	5.00		
12	Peace Twp	12.01825.00	32-41-23	2764 Hwy 65, Mora	Pt Govt Lot 1, (full legal on file), 2764 Hwy 65, Mora MN	0.82	yes	
13	Peace Twp	12.02140.00	36-41-23	Pilot & Quarry St.	N1/2 ex NE1/4 of NE1/4; & E1/2 of SE1/4	360.00		
14	Peace Twp	12.02285.00	6-41-23	xxxx Hwy 65, Mora	Plan of Warman, Lot 6, Block 3 ex hwy r/w	0.16		
15	Pomroy Twp	13.00605.00	12-41-22	3125 320 Ave, Brook Park	NE1/4 of NW1/4	40.00		
16	Pomroy Twp	13.00910.00	19-41-22	xxxx 300 Ave, Brook Park	Govt Lot 2 (peninsula, all wetlands per Teresa)	30.38		
17	Pomroy Twp	13.01010.10	22-41-22	xxxx 290 Ave, Brook Park	W1/2 of SW1/4	80.00		
18	Pomroy Twp	13.01365.00	29-41-22	2828 Rainbow St, Brook Park	Pt SW1/4 of SW1/4, N 350' thereof ex W 60' of N 350' for hwy	10.39		
19	Southfork Twp	14.01365.10	31-38-25	1027 110 Ave, Milaca	NW1/4 of NE1/4 of NW1/4, subj to hwy easement	10.00		
20	Whited Twp	15.00175.00	7-40-23	landlocked	NW1/4 of SE1/4	40.00		
21	Whited Twp	15.00450.30	12-40-23	2656 Rainbow St, Brook Park	SW1/4 of NW1/4 ex hwy r/w easement	39.17		
22	Whited Twp	15.01250.20	25-40-23	xxxx Sherwood St, Brook Park	N1/2 of N1/2 of NE1/4 of SE1/4 lying S of RR r/w	9.93		
23	City of Grasston	21.00460.00	12-38-23	xxx Oak St, Grasston	John Runquists 2nd Addn to Grasston, Lot 1, Block 7	0.16		
24	City of Mora	22.01075.00	11-39-24	601 2nd St W, Mora	Aud Subd #3, Pt Lot 45, 601 2nd St, Mora MN	0.41		
25	City of Ogilvie	23.00350.00	35-39-25	209 Hill Ave N, Ogilvie	Ogilvie Plat, Lot 1, Block 2, 209 Hill Ave N, Ogilvie MN	0.16	yes	

Twp wants this split up

Sample

COUNTY BOARD RESOLUTION _____

FYI

WHEREAS, The County Board of Commissioners of the County 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 Services 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.

Dated this 14th day of August, 2019.

Chairperson, Kanabec County Board of Commissioners

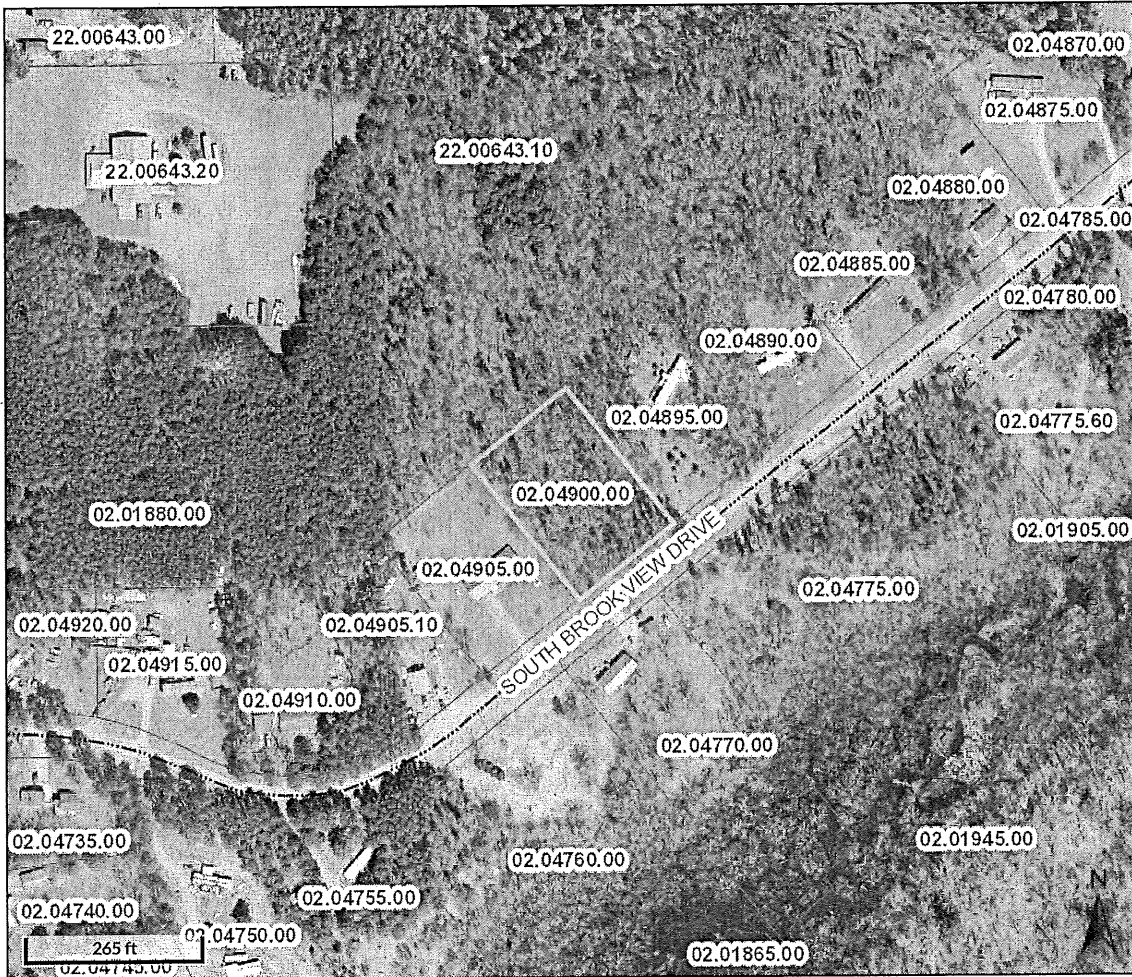
Attested by:

Clerk

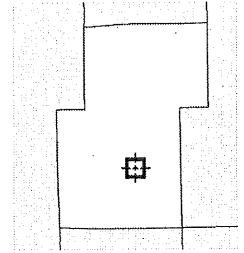


BeaconTM Kanabec County, MN

02-04900-00 ✓



Overview



Legend

- ☐ Parcels
- ☒ Townships
- Roads
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID	02.04900.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	24-039-024	Class	960 - Tax Forfeit		
Property Address		Acreage	n/a		
District	ARTHUR SCH 0332				
Brief Tax Description	Sect-24 Twp-039 Range-024 SPRING BROOK ESTATES Lot-020 Block-003 (Note: Not to be used on legal documents)				

*Land only
for 9-9-20*

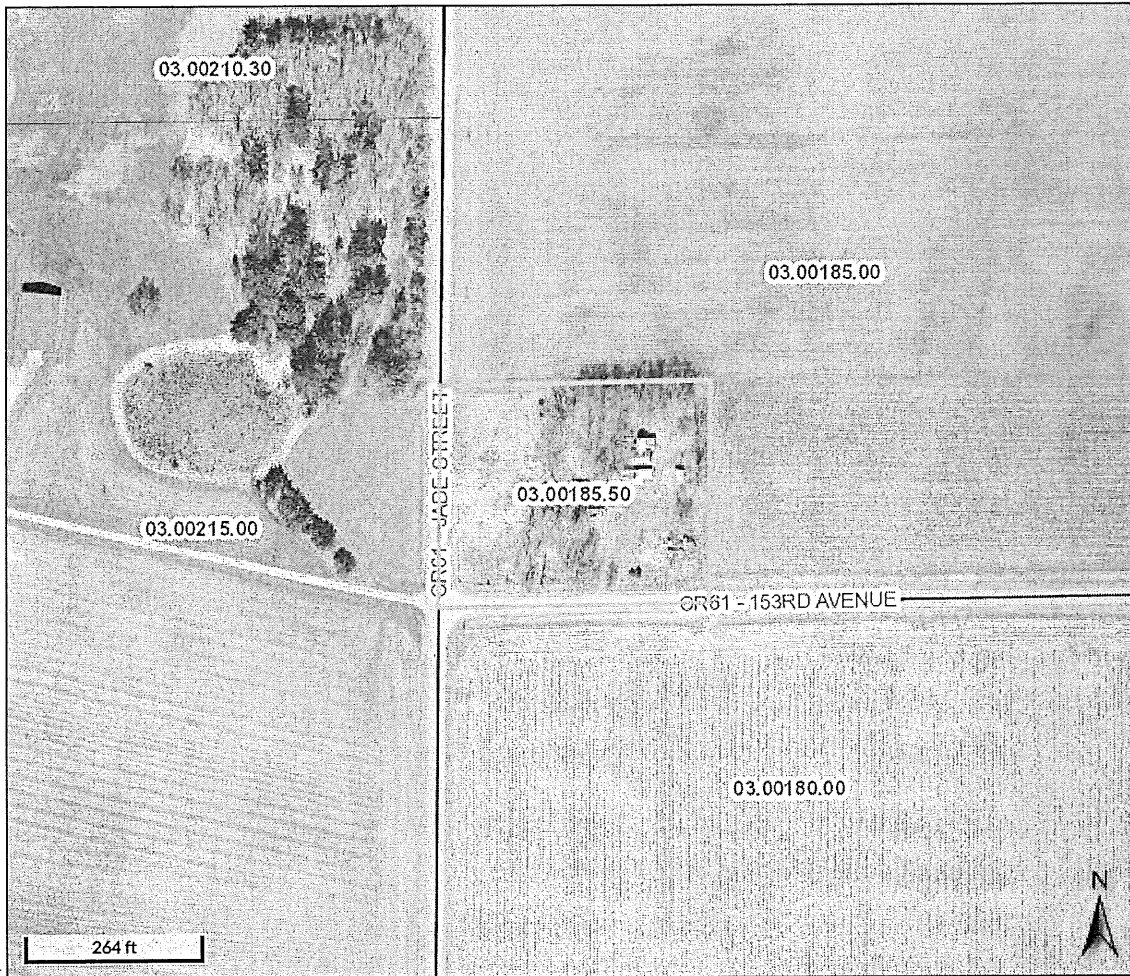
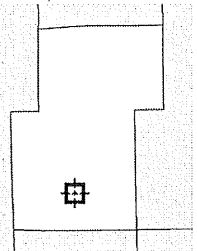
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Developed by Schneider
GEOSPATIAL

**Beacon**TM

Kanabec County, MN

03-00185-50 ✓

**Overview****Legend**

- ☐ Parcels
- ☒ Townships
- Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID 03.00185.50
Sec/Twp/Rng 03-038-024
Property Address 1904 153 AVE
OGILVIE

Alternate ID n/a
Class 960 - Tax Forfeit
Acreage 2.87

Owner Address STATE OF MINNESOTA

District BRUNSWICK SCH 0332
Brief Tax Description Sect-03 Twp-038 Range-024 2.87 AC PT NW1/4 OF SW1/4 S 320' OF W 390'
(Note: Not to be used on legal documents)

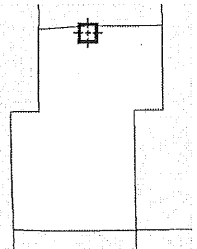
Land & Bldgs
forf 9-9-2020

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Overview



Legend

- ☐ Parcels
- ☒ Townships
- Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID 05.00340.00
Sec/Twp/Rng 08-042-023
Property Address 3797 HWY 65
ISLE

Alternate ID n/a
Class 960 - Tax Forfeit
Acreage 15

Owner Address STATE OF MINNESOTA

Land + Bldgs

District FORD SCH 0332
Brief Tax Description Sect-08 Twp-042 Range-023 15.00 AC NE1/4 OF NW1/4 OF NW1/4; N1/2 OF SE1/4 OF NW1/4 OF NW1/4
(Note: Not to be used on legal documents)

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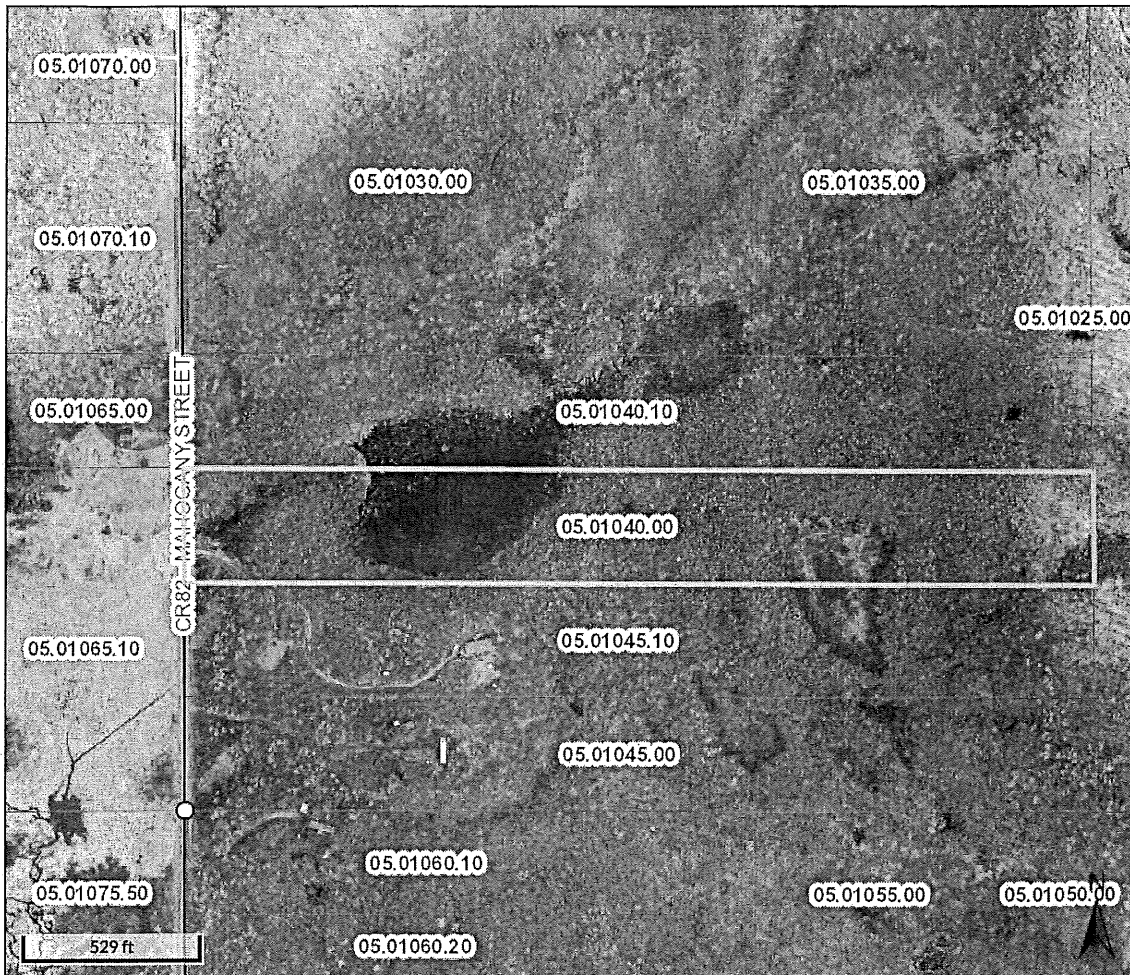
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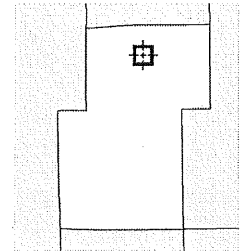
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Kanabec County, MN

05-01040-00



Overview



Legend

- Parcels
- Survey Points
- Townships
- Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

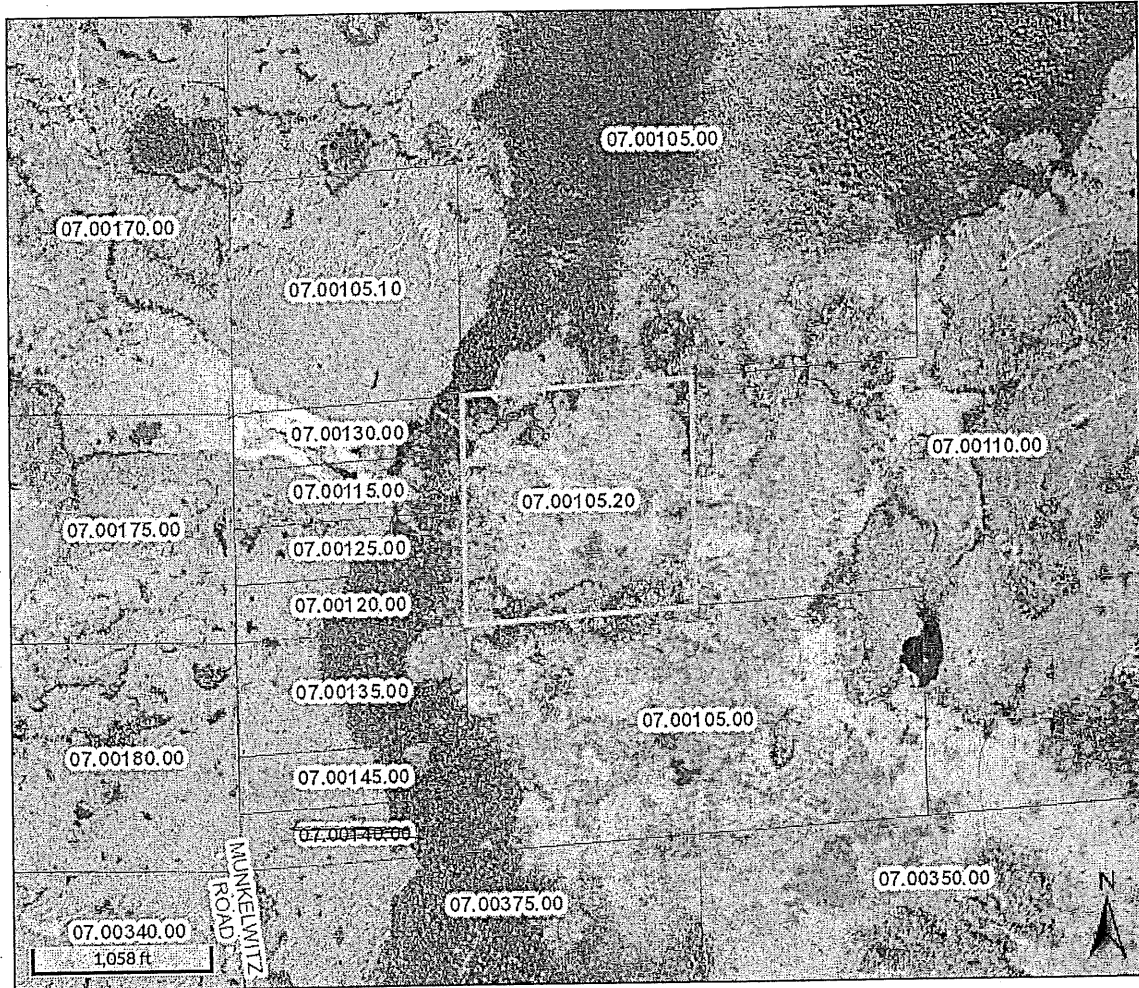
Parcel ID	05.01040.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	28-042-023	Class	960 - Tax Forfeit		
Property Address		Acreage	20		
District	FORD SCH 0332				
Brief Tax Description	Sect-28 Twp-042 Range-023 20.00 AC S1/2 OF N1/2 OF S1/2 OF NW1/4 SUBJ TO EASEMENT ACROSS S 110' OF W 180' THEREOF (Note: Not to be used on legal documents)				

Land only

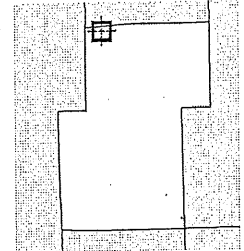
Date created: 4/19/2021
Last Data Uploaded: 4/19/2021 4:28:10 AM

Developed by Schneider
GEOSPATIAL

07-00105-20
07-00130-00
07-00145-00



Overview



Legend

- ☐ Parcels
- ☒ Townships
- Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID 07.00105.20 Alternate ID n/a
 Sec/Twp/Rng 04-042-024 Class 960 - Tax Forfeit
 Property Address Acreage 40
 District HAYBROOKSCH 0473
 Brief Tax Description Sect-04 Twp-042 Range-024 40.00 AC NE1/4 OF SW1/4
 (Note: Not to be used on legal documents)

Owner Address STATE OF MINNESOTA

Date created: 4/13/2021
 Last Data Uploaded: 4/13/2021 4:24:54 AM

Developed by Schneider GEOSPATIAL

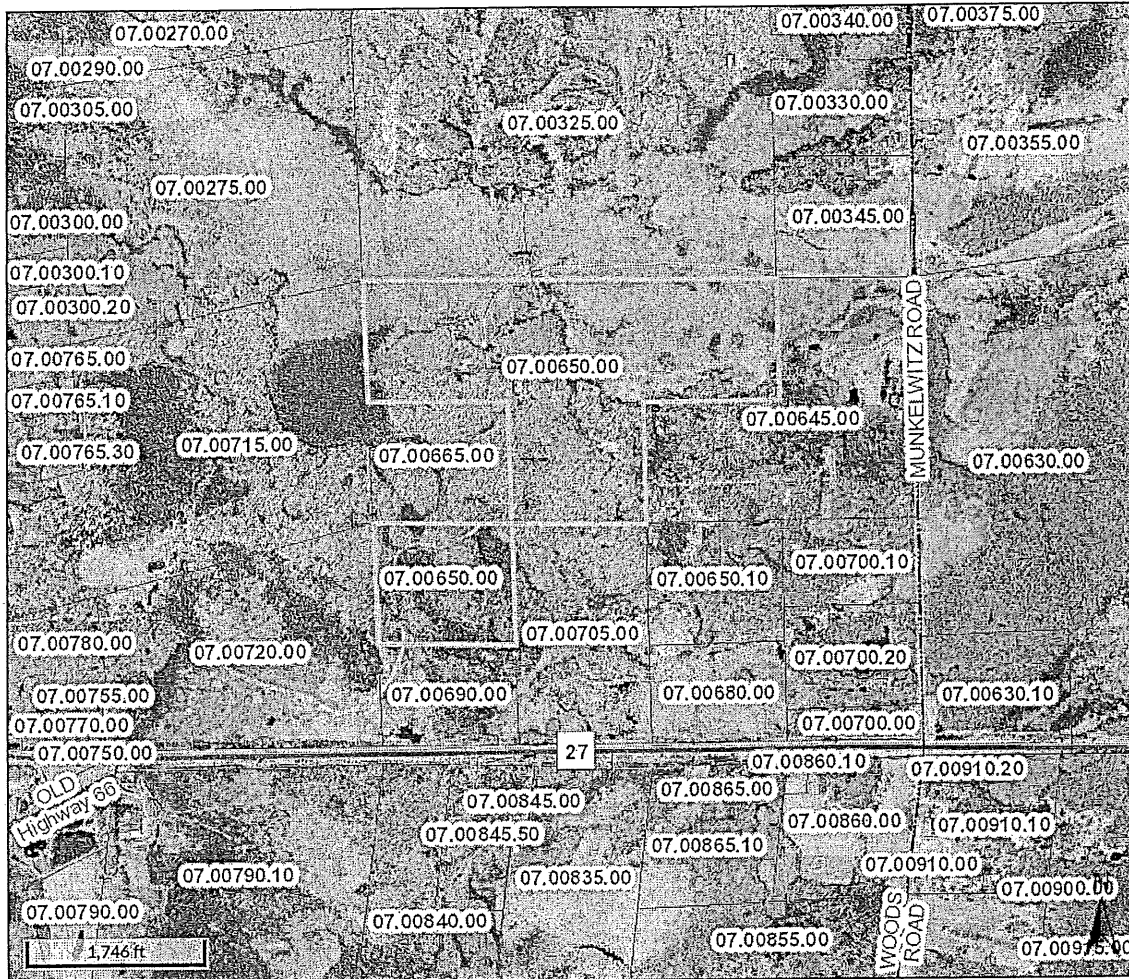
Land
 07-00105-20 *forf* 11-8-17
 07-00130-00 *forf* 10-1-2003
 07-00145-00 *forf* 12-9-16
Twp approved ✓



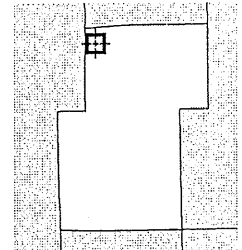
Beacon™

Kanabec County, MN

07-00650-00
Land only



Overview



Legend

- ☐ Parcels
- ☒ Townships
- Roads
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID	07.00650.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	17-042-024	Class	960 - Tax Forfeit		
Property Address		Acreage	200		
District	HAYBROOKSCH 0473				
Brief Tax Description	Sect-17 Twp-042 Range-024 200.00 AC NW1/4 OF NE1/4; N1/2 OF NW1/4; SE1/4 OF NW1/4; NW1/4 OF SW1/4 (TAX FORFEIT)				
	(Note: Not to be used on legal documents)				

Land only
for 5/13/1946

Date created: 4/14/2021
Last Data Uploaded: 4/14/2021 4:26:14 AM

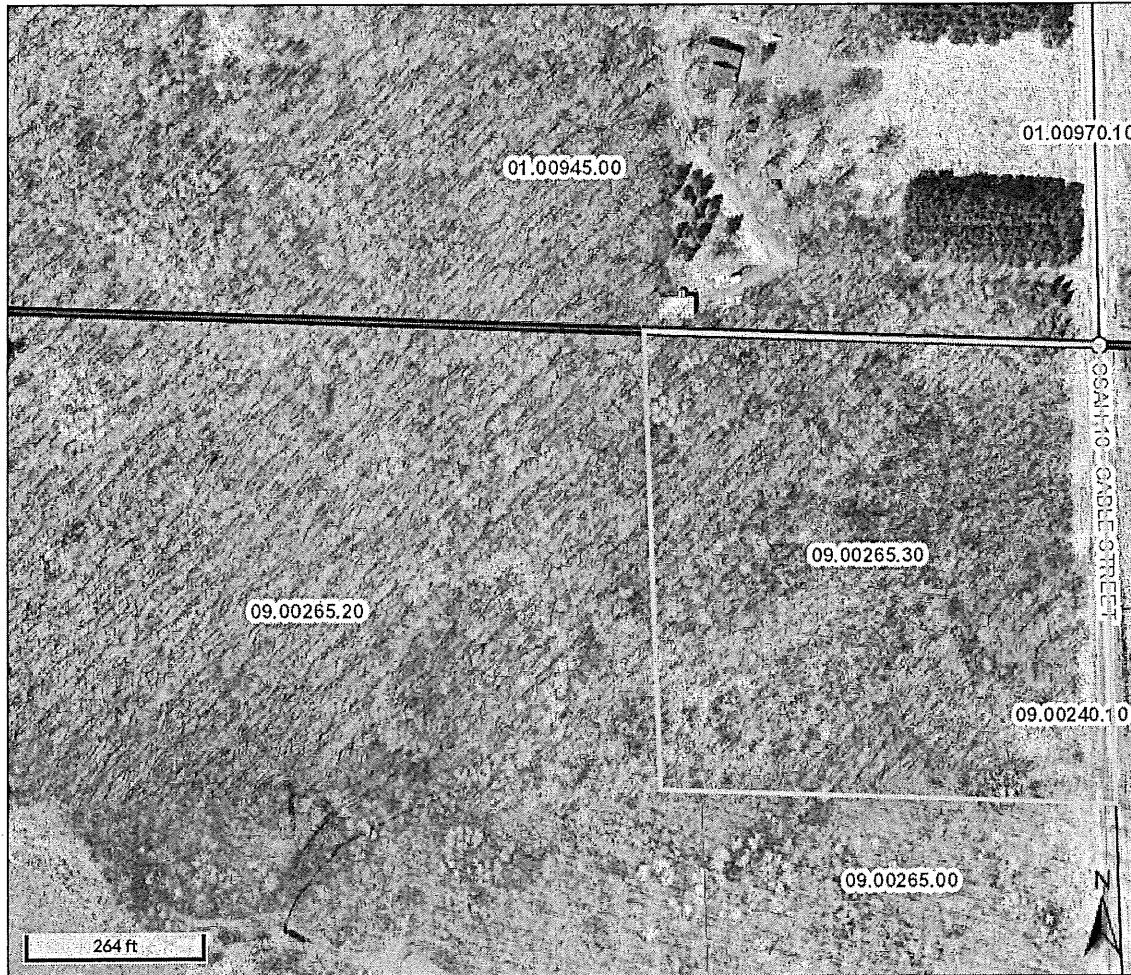
Developed by Schneider GEOSPATIAL

2-59
Twp approved ✓

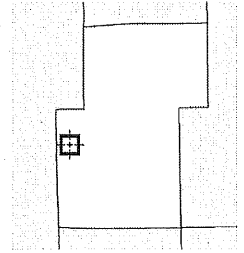


Beacon™ Kanabec County, MN

09-00265-30 ✓



Overview



Legend

- ☐ Parcels
- ☐ SurveyPoints
- ☒ Townships
- Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID 09.00265.30 Alternate ID n/a
Sec/Twp/Rng 05-039-025 Class 960 - Tax Forfeit
Property Address
District KANABEC SCH 0333
Brief Tax Description Sect-05 Twp-039 Range-025 10.00 AC PT NE1/4 OF NE1/4 N 660' OF E 660'
(Note: Not to be used on legal documents)

Owner Address STATE OF MINNESOTA

Land only

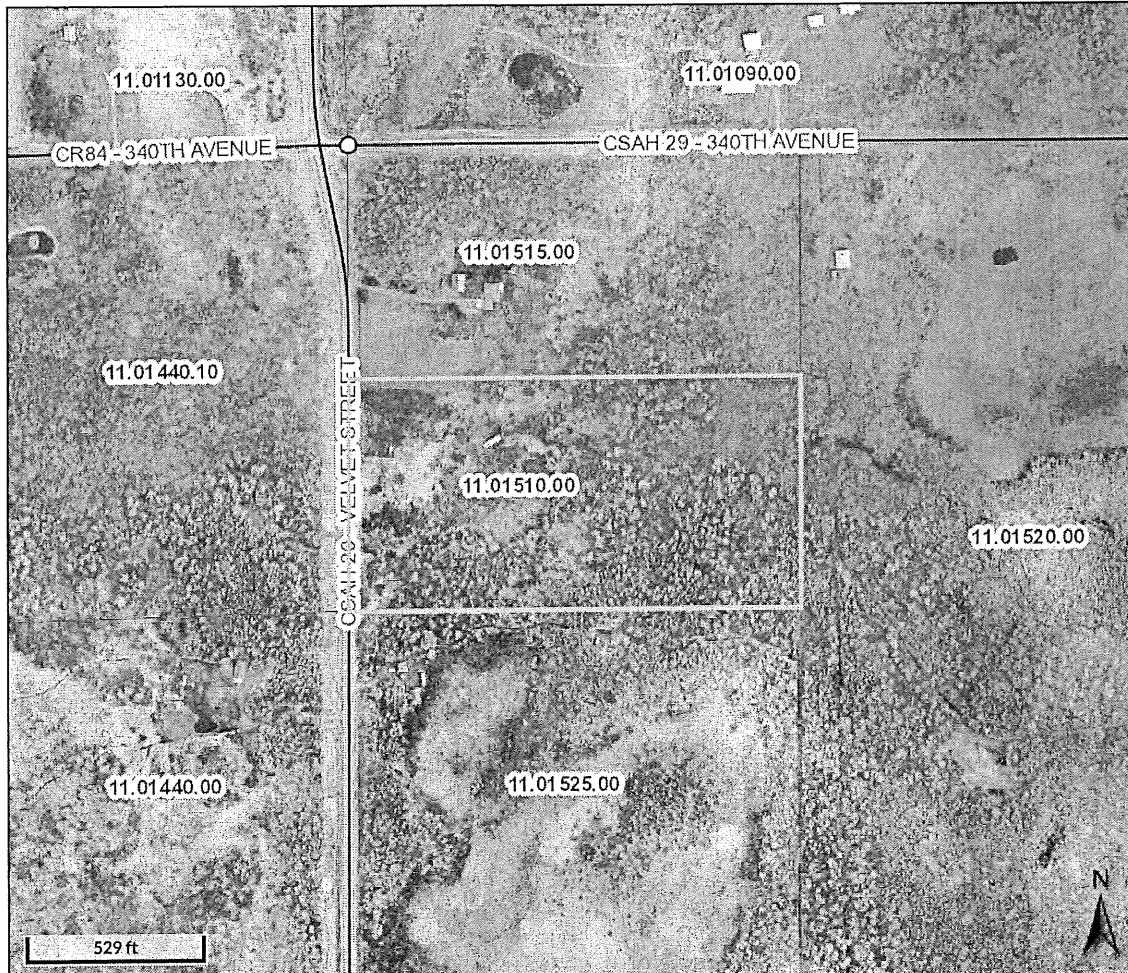
Date created: 4/19/2021
Last Data Uploaded: 4/19/2021 4:28:10 AM

Developed by Schneider
GEOSPATIAL

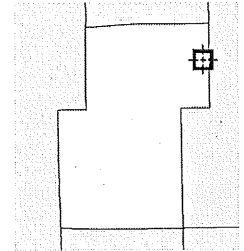


Beacon™ Kanabec County, MN

11-01510-00 ✓



Overview



Legend

- ☐ Parcels
- ☒ Survey Points
- ☒ Townships
- Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID	11.01510.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	36-042-022	Class	960 - Tax Forfeit		
Property Address		Acreage	20		
District	KROSCHER SCH 2165				
Brief Tax Description	Sect-36 Twp-042 Range-022 20.00 AC S1/2 OF NW1/4 OF NW1/4 (Note: Not to be used on legal documents)				

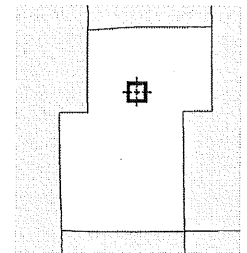
Land - old out buildings
20.00 AC

Date created: 4/19/2021
Last Data Uploaded: 4/19/2021 4:28:10 AM

Developed by Schneider
GEOSPATIAL



Overview



Legend

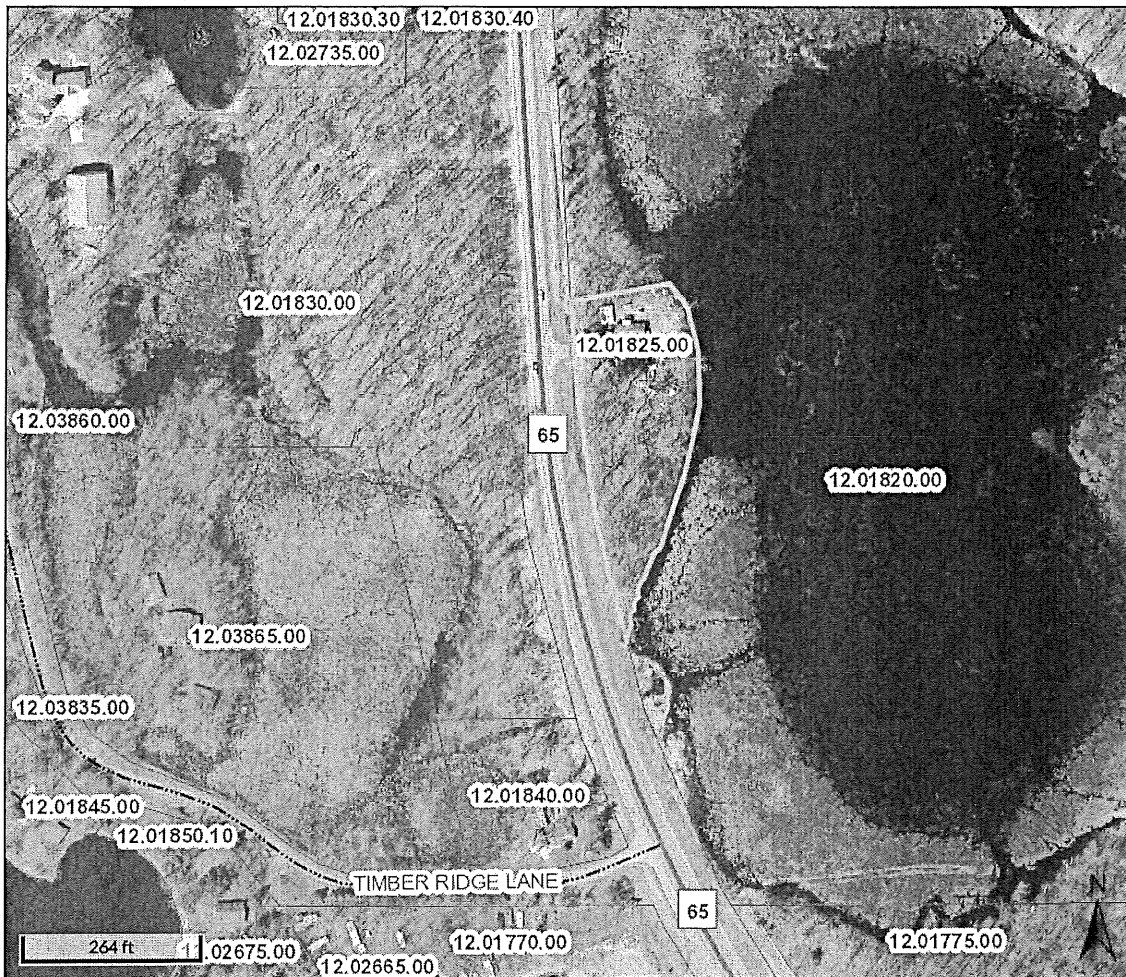
- Parcels
- SurveyPoints
- Townships
- Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID	12.01135.30	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	20-041-023	Class	960 - Tax Forfeit		
Property Address		Acreage	5		
District	PEACE SCH 0332				
Brief Tax Description	Sect-20 Twp-041 Range-023 5.00 AC W1/2 OF NE1/4 OF NW1/4 OF NW1/4 SUBJ TO .45 AC HWY ESMNT (Note: Not to be used on legal documents)				

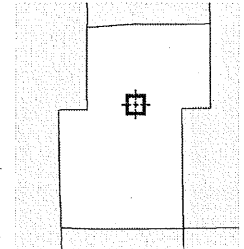
Land - 5 AC

Date created: 4/19/2021
Last Data Uploaded: 4/19/2021 4:28:10 AM

Developed by  **Schneider**
GEOSPATIAL



Overview



Legend

- ☐ Parcels
- ☐ Survey Points
- ☒ Townships
- Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID 12.01825.00
 Sec/Twp/Rng 32-041-023
 Property Address 2764 HWY 65
 MORA

Alternate ID n/a
 Class 960 - Tax Forfeit
 Acreage 0.82

Owner Address STATE OF MINNESOTA

Land & Bldg (Pocket Knife Lake)

District Brief Tax Description

PEACE SCH 0332
 Sect-32 Twp-041 Range-023.82 AC PT GOVT LOT 1 COM AT N1/4 COR OF SEC 32 THEN WLY ALONG N LINE OF SEC 32 1834.4', THEN DEFL N 93D34' LEFT 1768.2' TO PT ON E/R/W LINE OF HWY 65 WHICH IS POB OF FF: CONT SLY ON R/W LINE ALONG A SPIRAL CURVE TO LEFT (LS=200', DC=3D 07'26", OS=3D 07'26") 100' N 79D 48' E 148.6' TO SHORELINE OF LEWIS LK, NLY ALONG SHORE 101.3' M/L S 79D48' W 180.8' TO POB, SUBJ TO 14' EASEMENT ALONG W EDGE OF SAID PROP, & ALL THAT PT GOVT LOT 1 SEC 32 DESC AS FF: COM AT N1/4 COR OF SEC WLY 1834.4' THEN DEFL 93D 34' LEFT 1768.2' TO PT ON E/R/W LINE OF HWY 65, SLY ON R/W LINE ALONG SPIRAL CURVE TO LEFT (LS=200', DC=3D 7'26", OS=3D 7'26") 100' N 79D48' E 148.6' TO POB, THE SAME BEING WLY SHORE OF LEWIS LK, S 79D48' W 148.6' TO ELY R/W LINE OF HWY 65 SLY 299.6' N 67D45' E 30.8' N-NELY ALONG WLY EDGE 211.2' TO PT REFERRED TO AS REF PT A, N-NELY ALONG W SHORE 97.3' TO POB. THE LOCATION OF REF PT A IS DESC AS FF: COM AT N1/4 COR SEC 32 WLY 1834.4' THEN DEFL 93D34' LEFT 1768.2' TO PT ON E/R/W OF HWY 65 SLY ON R/W ALONG SPIRAL CURVE 200' N 78D10' E 129.6' TO REF PT A

(Note: Not to be used on legal documents)

Date created: 4/19/2021
 Last Data Uploaded: 4/19/2021 4:28:10 AM

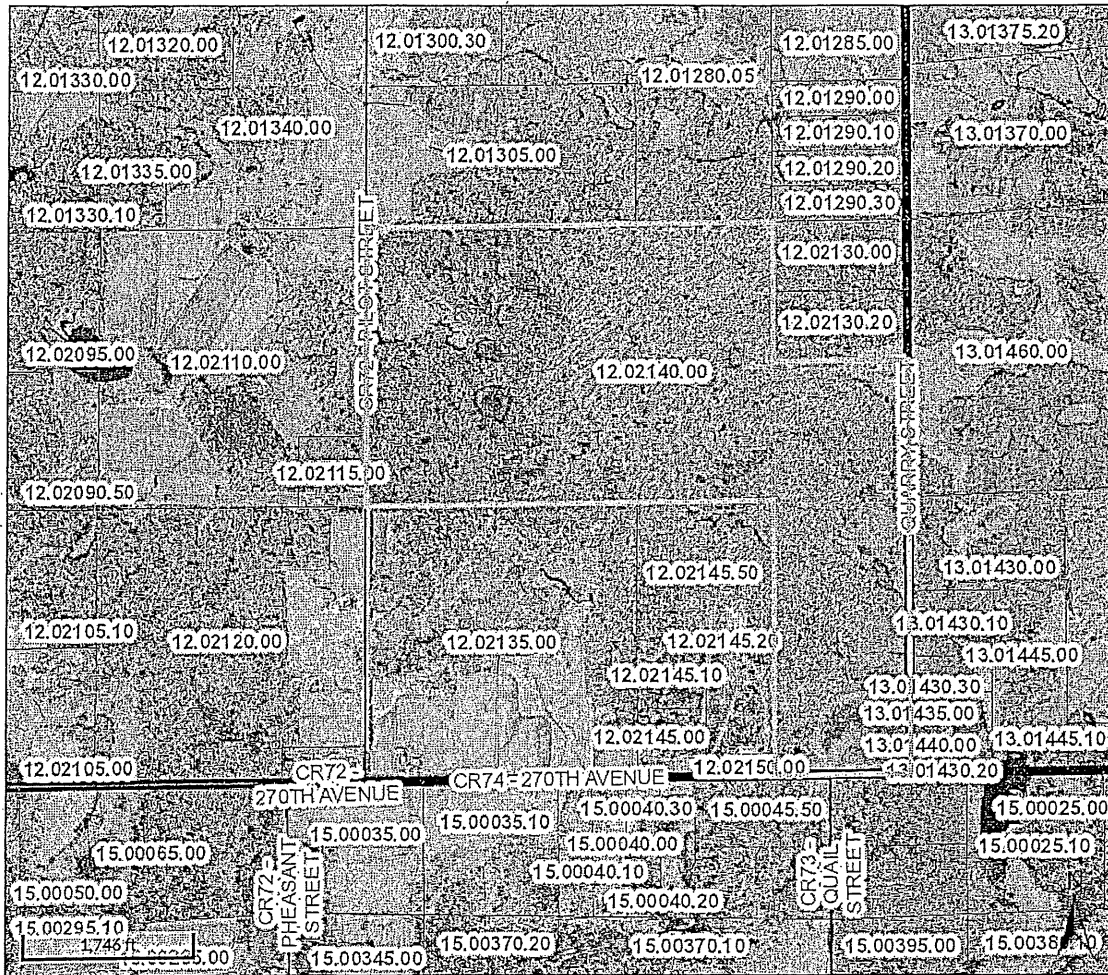
Developed by Schneider
 GEOSPATIAL



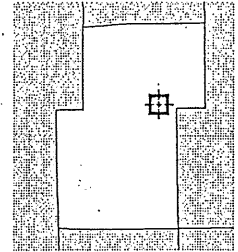
Beacon™

Kanabec County, MN

12-02140-00



Overview



Legend

- Parcels
- Townships
- Roads
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

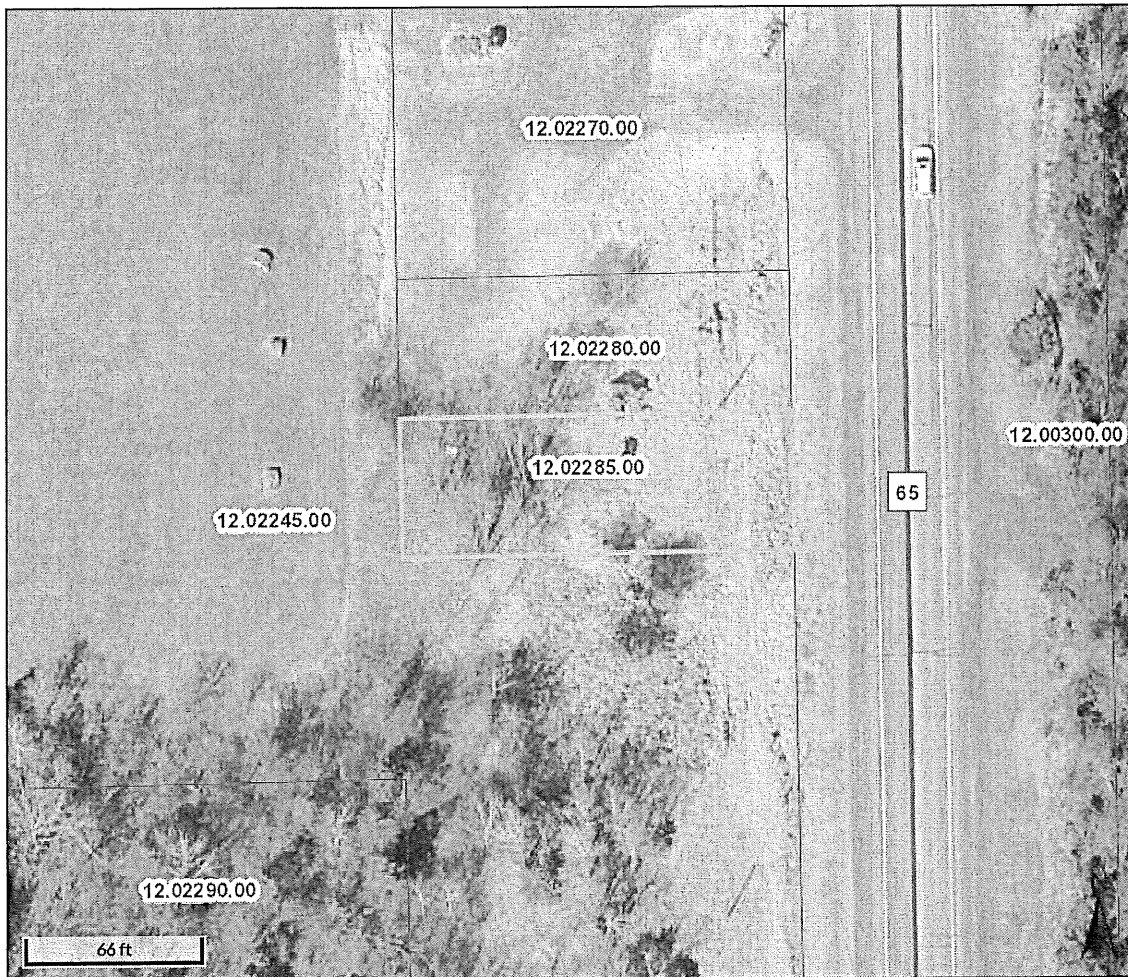
Parcel ID 12.02140.00 Alternate ID n/a Owner Address STATE OF MINNESOTA
Sec/Twp/Rng 36-041-023 Class 960 - Tax Forfeit
Property Address Acreage 360
District PEACE SCH 0332
Brief Tax Description Sect-36 Twp-041 Range-023 360.00 AC N1/2, EX NE1/4 OF NE1/4 & E1/2 OF SE1/4 (TAX FORFEIT DUE TO LAND SWAP)
(Note: Not to be used on legal documents)

Land only

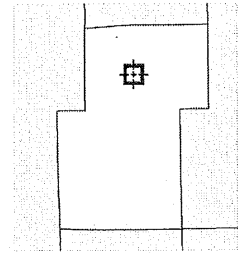
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Last Data Uploaded: 5/7/2021 4:25:39 AM

Developed by Schneider GEOSPATIAL

Tap wants it split up into 40 + 80 AC



Overview



Legend

-  Parcels
-  SurveyPoints
-  Townships
- Roads**
 -  MN Highway
 -  County Highway/Road
 -  Township Road
 -  Municipal Road
 -  State Forest Road
 -  Roads
 -  Other

Parcel ID 12.02285.00

Sec/Twp/Rng 06-041-023

Property Address

District

Brief Tax Description

Alternate ID n/a

Class 960 - Tax Forfeit

Acreage n/a

Owner Address STATE OF MINNESOTA

Land

PEACE SCH 0332

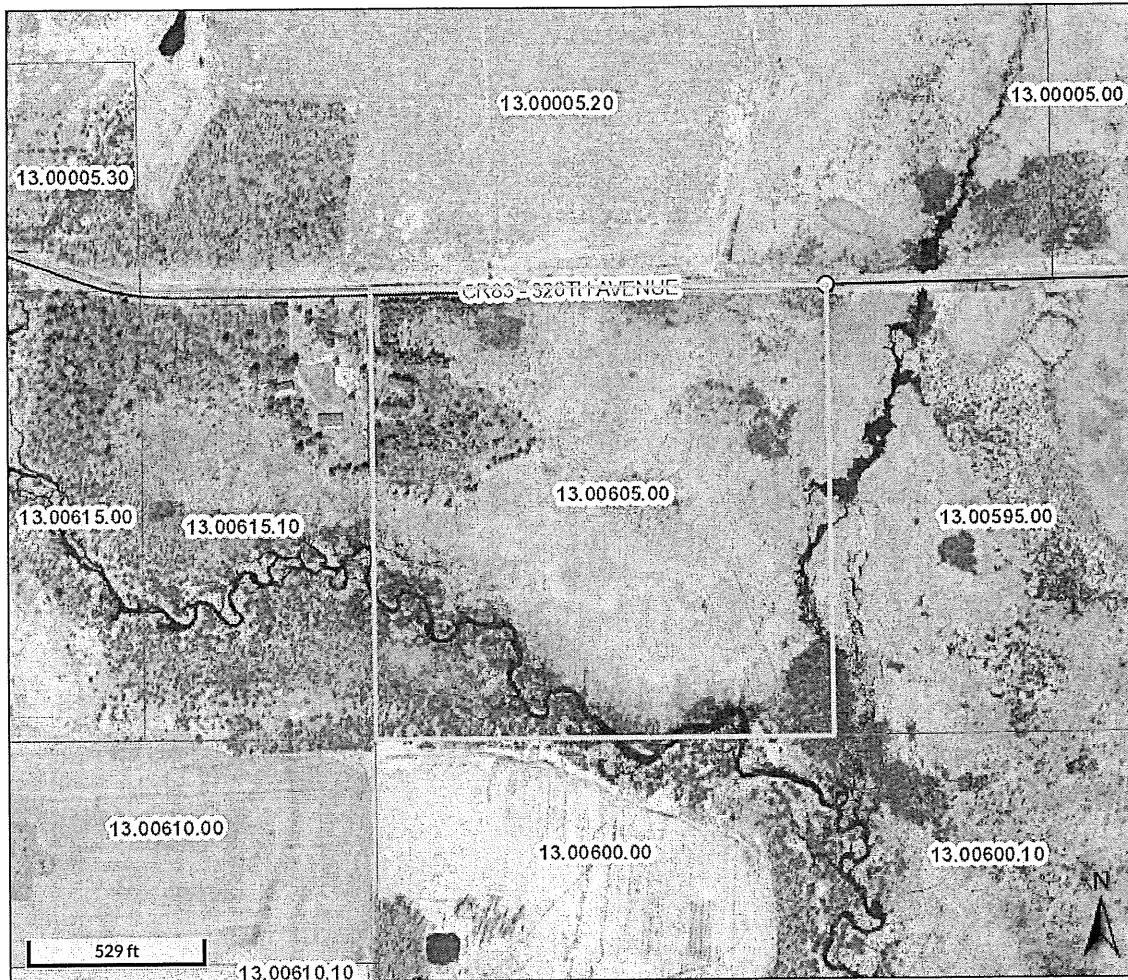
Sect-06 Twp-041 Range-023 PLAN OF WARMAN LOT 6, BLK 3, EX HWY R/W

(Note: Not to be used on legal documents)

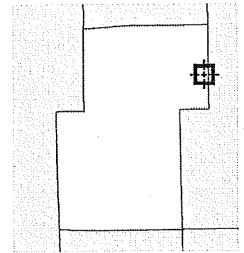
Date created: 4/19/2021

Last Data Uploaded: 4/19/2021 4:28:10 AM

Developed by  **Schneider**
GEOSPATIAL



Overview



Legend

- ☐ Parcels
- ☐ SurveyPoints
- ☒ Townships
- Roads
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID	13.00605.00	Alternate ID	n/a
Sec/Twp/Rng	12-041-022	Class	960 - Tax Forfeit
Property Address	3125 320 AVE	Acreage	40
	BROOK PARK		
District	POMROY SCH 2165		
Brief Tax Description	Sect-12 Twp-041 Range-022 40.00 AC NE1/4 OF NW1/4		
	(Note: Not to be used on legal documents)		

Owner Address STATE OF MINNESOTA

Land only
40 AC

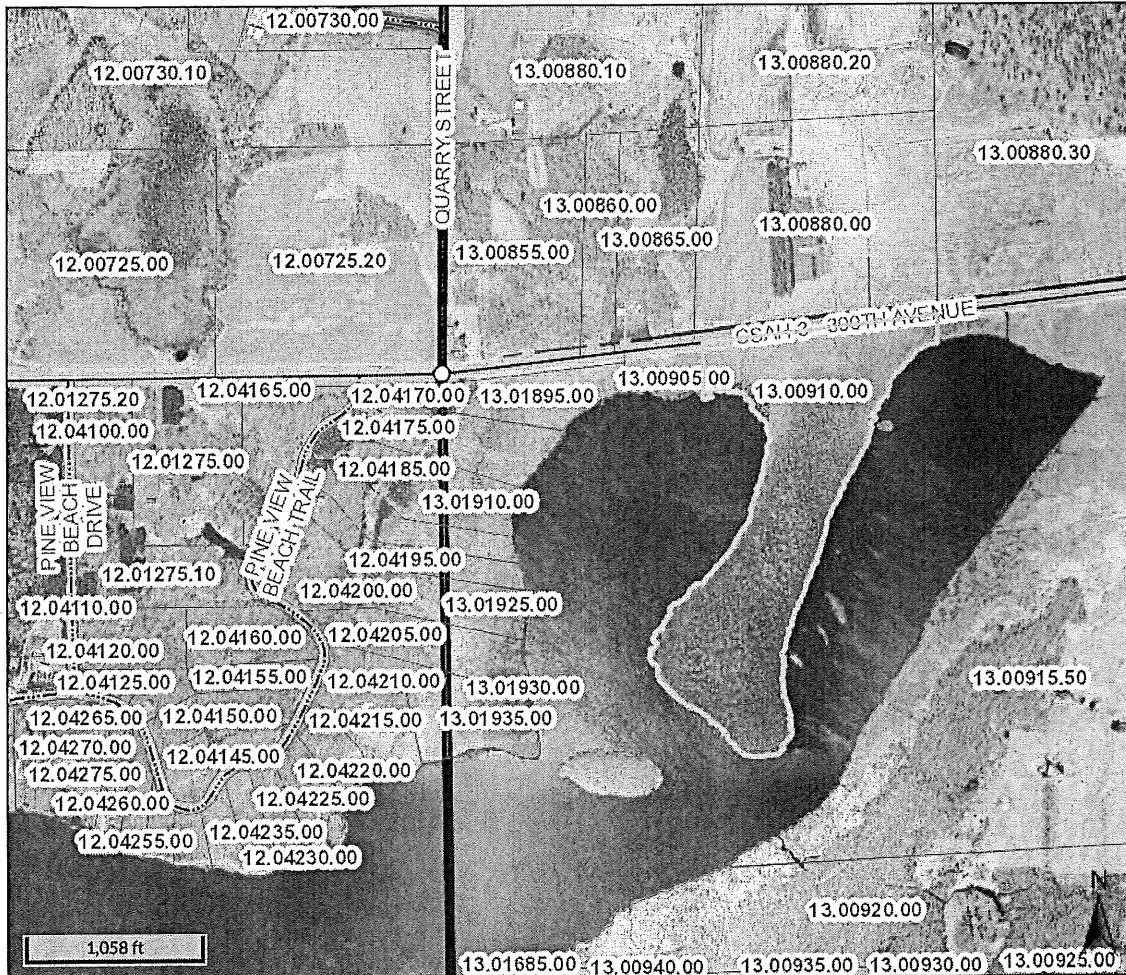
Date created: 4/19/2021
Last Data Uploaded: 4/19/2021 4:28:10 AM

Developed by Schneider
GEOSPATIAL

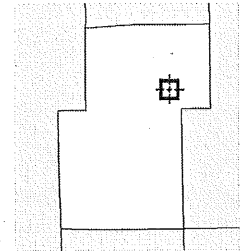


Beacon™ Kanabec County, MN

13-00910-00



Overview



Legend

- Parcels
- Survey Points
- Townships
- Roads
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID 13.00910.00
Sec/Twp/Rng 19-041-022
Property Address
District POMROY SCH 0332
Brief Tax Description Sect-19 Twp-041 Range-022 30.38 AC GOVT LOT 2 (TAX FORFEIT)
(Note: Not to be used on legal documents)

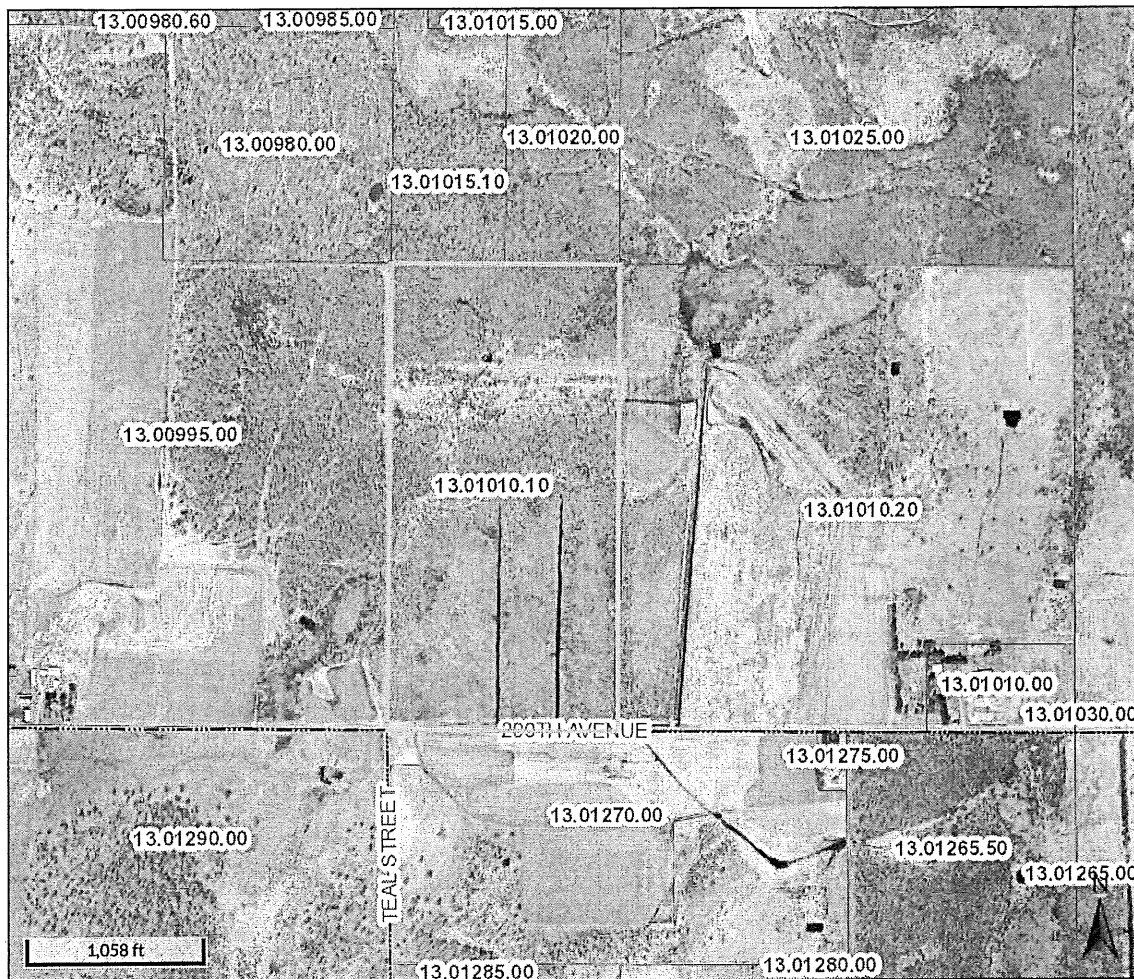
Alternate ID n/a
Class 960 - Tax Forfeit
Acreage 30.38

Owner Address STATE OF MINNESOTA

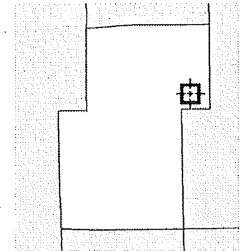
Land / Water

Date created: 4/19/2021
Last Data Uploaded: 4/19/2021 4:28:10 AM

Developed by Schneider
GEOSPATIAL



Overview



Legend

- ☐ Parcels
- ☐ SurveyPoints
- ☒ Townships
- Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID 13.01010.10 Alternate ID n/a
 Sec/Twp/Rng 22-041-022 Class 960 - Tax Forfeit
 Property Address Acreage 80
 District POMROY SCH 2165
 Brief Tax Description Sect-22 Twp-041 Range-022 80.00 AC W1/2 OF SW1/4
 (Note: Not to be used on legal documents)

Owner Address STATE OF MINNESOTA

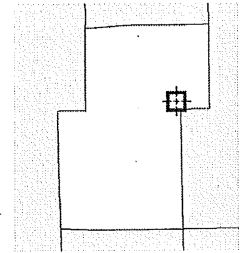
Land only

Date created: 4/19/2021
 Last Data Uploaded: 4/19/2021 4:28:10 AM

Developed by Schneider
 GEOSPATIAL



Overview



Legend

- ☐ Parcels
- ☐ SurveyPoints
- ☒ Townships
- Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID 13.01365.00 Alternate ID n/a
 Sec/Twp/Rng 29-041-022 Class 960 - Tax Forfeit
 Property Address 2828 RAINBOW ST Acreage 10.39
 BROOK PARK

Owner Address STATE OF MINNESOTA

Land

District POMROY SCH 0332
 Brief Tax Description Sect-29 Twp-041 Range-022 10.39 AC PT SW1/4 OF SW1/4 N 350' THEREOF EX W 60' OF N 350' FOR HWY R/W
 (Note: Not to be used on legal documents)

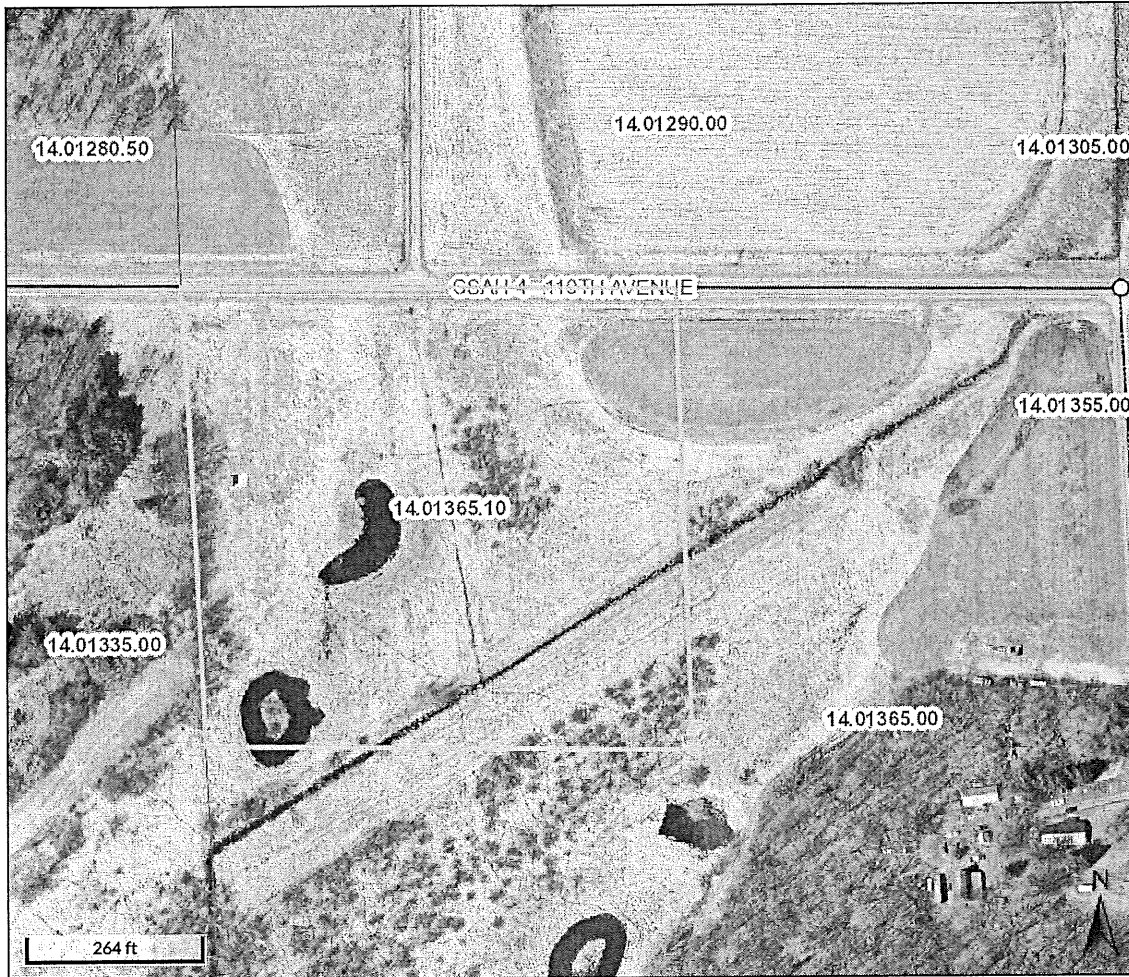
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Developed by Schneider
 GEOSPATIAL

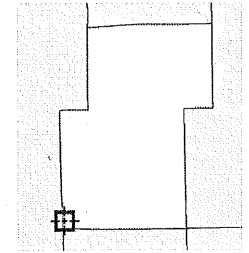


BeaconTM Kanabec County, MN

14-01365-10



Overview



Legend

- ☐ Parcels
- ☐ SurveyPoints
- ☒ Townships
- Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID 14.01365.10
Sec/Twp/Rng 31-038-025
Property Address 1027 110 AVE
MILACA

Alternate ID n/a
Class 960 - Tax Forfeit
Acreage 10

Owner Address STATE OF MINNESOTA

Land & Cabin

District SOUTH FORKSCH 0912
Brief Tax Description Sect-31 Twp-038 Range-025 10.00 AC NW1/4 OF NE1/4 OF NW1/4, SUBJ TO .75 AC HWY EASEMENT
(Note: Not to be used on legal documents)

Date created: 4/19/2021
Last Data Uploaded: 4/19/2021 4:28:10 AM

Developed by Schneider
GEOSPATIAL

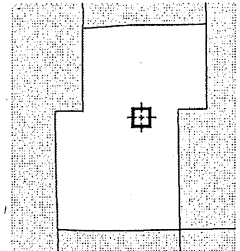


Beacon™ Kanabec County, MN

15-00175-00



Overview



Legend

- ☐ Parcels
- ☒ Townships
- Roads
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID	15.00175.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	07-040-023	Class	960 - Tax Forfeit		
Property Address		Acreage	40		
District	WHITED SCH 0332				
Brief Tax Description	Sect-07 Twp-040 Range-023 40.00 AC NW1/4 OF SE1/4 (TAX FORFEIT)				
	(Note: Not to be used on legal documents)				

Date created: 4/15/2021
Last Data Uploaded: 4/15/2021 4:25:47 AM

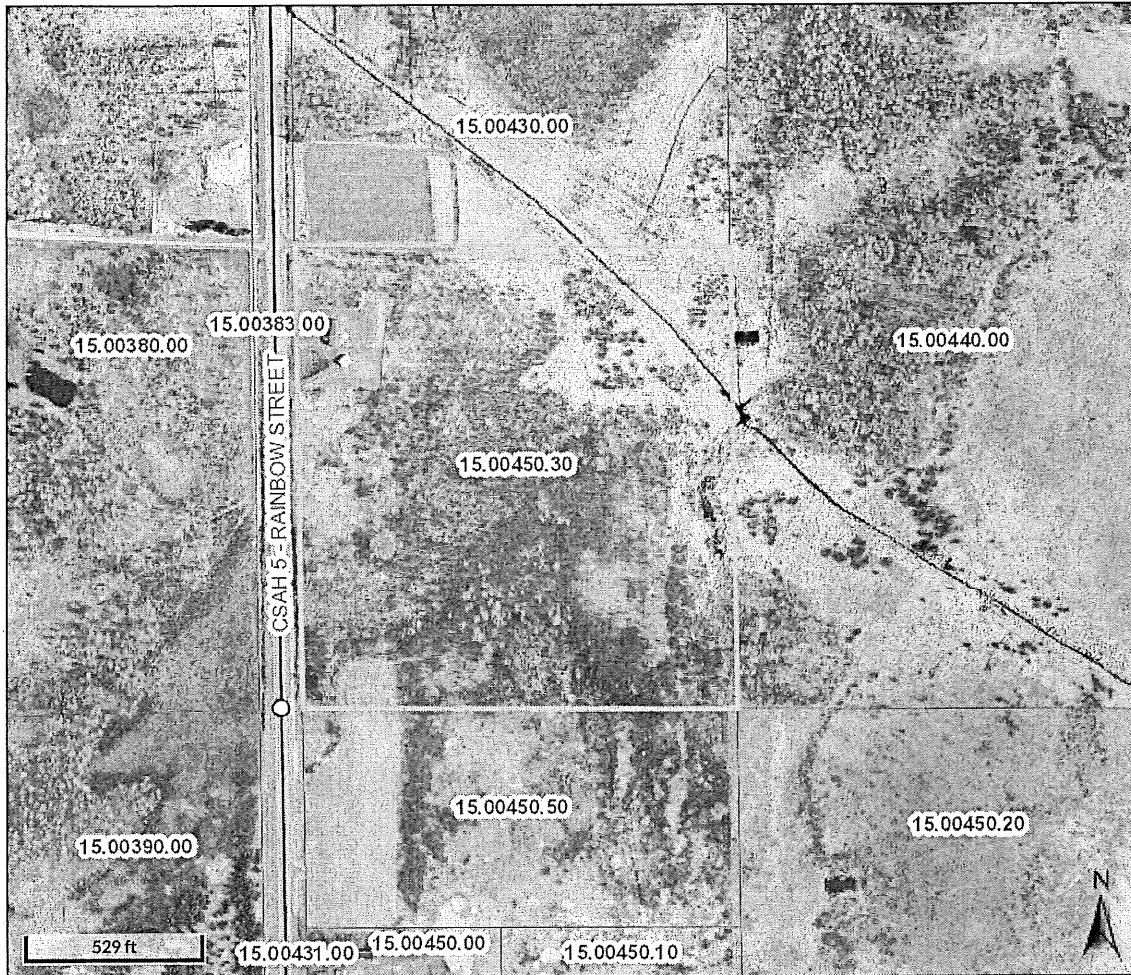
Developed by Schneider
GEOSPATIAL

Land only
✓ Twp approved
Jury 10-14-1955
W 235

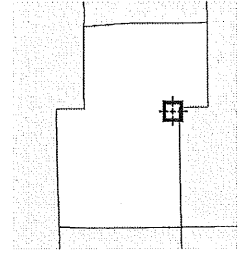


Beacon™ Kanabec County, MN

15-00450-30 ✓



Overview



Legend

- ☐ Parcels
- ☐ SurveyPoints
- ☒ Townships
- Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID 15.00450.30
Sec/Twp/Rng 12-040-023
Property Address 2656 RAINBOW ST
BROOK PARK

Alternate ID n/a
Class 960 - Tax Forfeit
Acreage 39.17

Owner Address STATE OF MINNESOTA

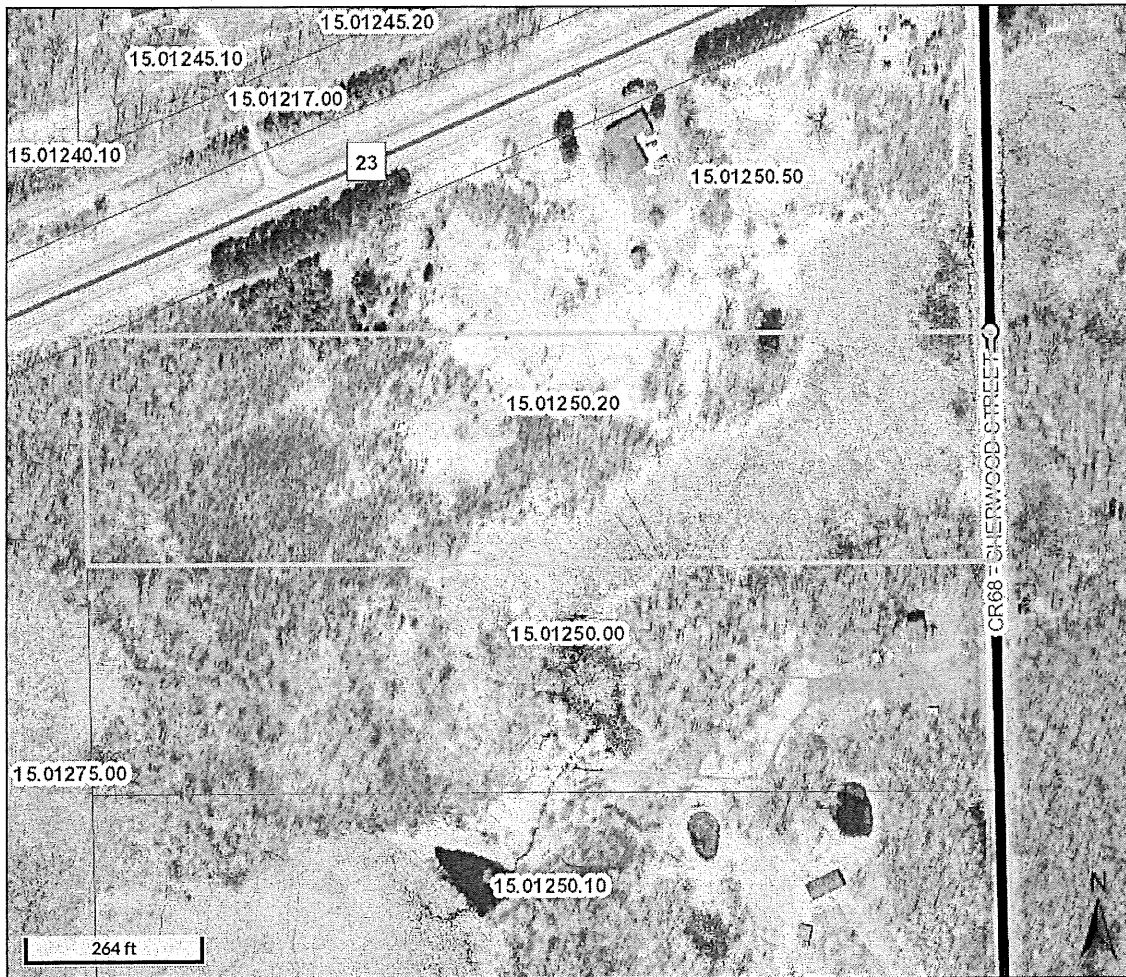
Land & House

District WHITED SCH 0332
Brief Tax Description Sect-12 Twp-040 Range-023 39.17 AC SW1/4 OF NW1/4 EX .83 AC HWY R/W EASEMENT, SUBJ TO ROAD RESTRICTION & RESV OF RECORD
(Note: Not to be used on legal documents)

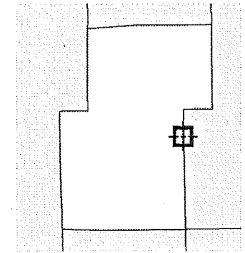
Date created: 4/19/2021
Last Data Uploaded: 4/19/2021 4:28:10 AM

Developed by Schneider GEOSPATIAL

15-01250-20✓



Overview



Legend

- Parcels
- SurveyPoints
- Townships
- Roads**
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID	15.01250.20	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	25-040-023	Class	960 - Tax Forfeit		
Property Address		Acreage	9.93		
District	WHITED SCH 0332				
Brief Tax Description	Sect-25 Twp-040 Range-023 9.93 AC N1/2 OF N1/2 OF NE1/4 OF SE1/4 LYING S OF RR R/W				
	(Note: Not to be used on legal documents)				

Land

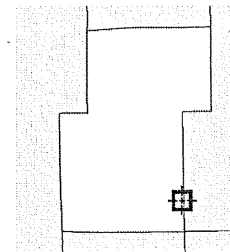
Date created: 4/19/2021
Last Data Uploaded: 4/19/2021 4:28:10 AM

Developed by  **Schneider**
GEOSPATIAL

21-00460-00 ✓



Overview



Legend

-  Parcels
-  SurveyPoints
-  Townships
- Roads**
 -  MN Highway
 -  County Highway/Road
 -  Township Road
 -  Municipal Road
 -  State Forest Road
 -  Roads
 -  Other

Parcel ID	21.00460.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	12-038-023	Class	960 - Tax Forfeit		<i>Land</i>
Property Address		Acreage	n/a		
District	GRASSTON SCH 0314				
Brief Tax Description	Sect-12 Twp-038 Range-023 JOHN RUNQUISTS 2ND ADD TO GRAS Lot-001 Block-007 (Note: Not to be used on legal documents)				

Date created: 4/19/2021
Last Data Uploaded: 4/19/2021 4:28:10 AM

Developed by  **Schneider**
GEOSPATIAL

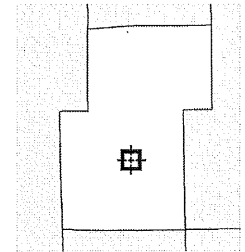


Beacon™ Kanabec County, MN

22-01075-00



Overview



Legend

- Parcels
- Townships
- Roads
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID 22.01075.00 Alternate ID n/a Owner Address STATE OF MINNESOTA
Sec/Twp/Rng 11-039-024 Class 960 - Tax Forfeit
Property Address 601 2 ST W Acreage n/a
MORA

District MORASCH0332
Brief Tax Description Sect-11 Twp-039 Range-024 AUD. SUBD. #3 PT LOT 45 COM AT SW COR OF NW1/4 OF SW1/4 SEC 11 THEN E 320' FOR POB, N 200' W 90' S 200' E 90' TO POB
(Note: Not to be used on legal documents)

Date created: 6/10/2021
Last Data Uploaded: 6/10/2021 4:21:23 AM

Developed by Schneider
GEOSPATIAL

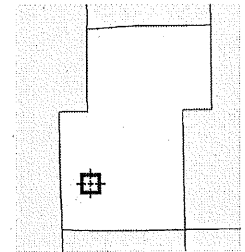


BeaconTM Kanabec County, MN

23-00350-00
* City of Ogilvie
Clean-up assmnt



Overview



Legend

- ☐ Parcels
- ☒ Townships
- Roads
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

Parcel ID	23.00350.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	35-039-025	Class	960 - Tax Forfeit		
Property Address	209 HILL AVE N OGILVIE	Acreage	n/a		
District	OGILVIE SCH 0333				
Brief Tax Description	Sect-35 Twp-039 Range-025 OGILVIE PLAT Lot-001 Block-002 (Note: Not to be used on legal documents)				

Date created: 6/10/2021
Last Data Uploaded: 6/10/2021 4:21:23 AM

Developed by Schneider
GEOSPATIAL

11:15am Appointment

June 15, 2021

REQUEST FOR BOARD ACTION

a. Subject: Proposed Land Donation	b. Origination:
c. Estimated time: 15 minutes	d. Presenter(s): Tom Mortenson, Landowner

e. Board action requested:

Discussion regarding a proposed donation of 120 acres on the Snake River in Ford Township to create a Minnesota State Park.

f. Background: A map and photos will be presented at meeting.

Supporting Documents: None ☒ Attached:

Date Received in County Coordinator's Office:	6/11/21
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Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

June 1, 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 1, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Dennis McNally, and Craig Smith. Absent: Les Nielsen. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli.

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

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the agenda with the following changes: Change item #6 to Request to Approve Purchase Agreement for Knife Lake Parcel C.

Action #2 – It was moved by Dennis McNally, seconded by Rickey Mattson and carried unanimously to approve the May 18, 2021 minutes as presented.

9:03am – Les Nielsen arrived.

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

<u>Vendor</u>	<u>Amount</u>
Kanabec County Auditor-Treas	9,337.67
Chamberlain Oil	3,688.72
East Central Energy	1,302.33
Kollar, Randy	500.00
Munsterteiger, Duane	500.00
Schumacher, Ed	500.00
Braham Public Schools	79,851.51
East Central School District	28,977.02
Hinckley-Finlayson Schools	29,918.67

Isle Public Schools	19,622.12
Kanabec County	176,970.57
Milaca Public Schools	7,371.83
Mora Public Schools	1,487,918.49
Ogilvie Public Schools	237,963.45
Pine City Public Schools	307.60
Chamberlain Oil	45.32
East Central Energy	215.93
Mora Municipal Utilities	2,462.99
Dearborn National Life Insurance Co	771.00
Health Partners	6,251.58
Life Insurance Company of North America	945.90
MNPEIP	165,593.46
Sun Life Financial	4,101.77
The Hartford Priority Accounts	2,241.92
VSP Insurance Co	322.24

25 Claims Totaling: \$2,267,682.09

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

Revenue Funds

<u>Vendor</u>	<u>Amount</u>
Association of MN Counties	75.00
Ann Lake Watershed Alliance	3,106.35
CW Technology	1,281.40
CW Technology	79.00
Curtis, Michael	1,173.57
Fish Lake Improvement Association	4,203.85
G & N Enterprises	2,539.10
Hoefert, Robert	1,141.06
ITSAVVY	512.78
Jamar Company	561.00
Kanabec County Records Office	46.00
Kanabec Soil & Water Cons.	101.00
Kanabec County Agricultural Society	80.00
Kanabec County Agricultural Society	240.00
Marco	477.00
Manthie, Wendy	897.68
MNCCC Lockbox	1,800.00
MNCCC Lockbox	1,837.50

Metropolitan Mechanical Contractors	8,682.46
Novus Glass	260.00
O'Brien, Pat	90.12
Office Depot	61.16
Office Depot	159.98
Peterson, Ronald	89.00
Premium Waters	23.96
Meinen, Ron	4,893.37
Sawatzky, Fred	78.36
Seelen, Daniel	15.00
Sunshine Printing	63.20
Summit Companies	1,370.75
Snake River Watershed Management Board	24,072.00
Thomason, Swanson & Zahn	86.50
Van Alst, Lillian	44.20
Visser, Maurice	796.71
Webb, Kim	80.00

35 Claims Totaling: \$ 61,019.06

Road & Bridge

<u>Vendor</u>	<u>Amount</u>
Brock White Company	2,993.40
Broehl, David	585.00
Federated Co-ops	40.98
Fluegge's Ag	1,821.40
Granite Electronics	49.50
Kanabec County Highway Department	77.00
Knife River	683.95
MN Dept of Transportation	224.72
North Central International	1,917.70
Office Depot	71.99
Stegeman, Jesse	35.94
Zarnoth Brush Works	1,242.80

12 Claims Totaling: \$ 9,744.38

County Coordinator Kris McNally presented a 2021 Budget Update. Information only, no action was taken.

Action #5 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to recess the meeting at 9:05am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:05am on Tuesday, June 1, 2021 pursuant to adjournment with the following Board Members Present: Gene Anderson, Rickey Mattson, Dennis McNally, Craig Smith and Les Nielsen. Community Health Director Kathy Burski presented the Community Health Board Agenda.

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

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

Action #CH7 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve spending up to \$16,500 for the D2L Brightspace for Learning Management System to be reimbursed by the Regional Prevention Coordination (RPC) Grant.

Community Health Director Kathy Burski gave an updated regarding the COVID-19 Pandemic and ongoing vaccination efforts. Information only, no action was taken.

Kathy Burski led a discussion regarding Resolution #13-5/5/20. The Board expressed consensus to allow Kathy Burski to spend over \$1,000 with approval from the Board Chair for costs that cannot wait for full board approval.

Action #CH8 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the payment of 62 claims totaling \$62,493.80 on Community Health Funds.

Action #CH8 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to adjourn Community Health Board at 9:27am and to meet again on July 6, 2021 at 9:05am.

The Board of Commissioners reconvened.

Community Health Director Kathy Burski met with the Board to present the Timber Trails Public Transit 2022 Operating Grant.

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

Resolution #13 – 6/1/21

Year 2022 Public Transit Operating Grant

BE IT RESOLVED that Kanabec County enters into an Agreement with the State of

Minnesota to provide public transit service in Kanabec County.

BE IT FURTHER RESOLVED that the Kanabec County agrees no local share will be required for the operating grant agreement, and up to 20 percent local share of the total capital costs.

BE IT FURTHER RESOLVED that the Kanabec County agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

BE IT FURTHER RESOLVED that the Kanabec County authorizes the Kanabec County Community Health Director and the Transit Director to execute the Agreement and any amendments.

Barbara Chaffee, Tricia Biagaouette, Leslie Wojtowicz, Dina Wuronos, and Diana Ristamaki from Central Minnesota Jobs and Training (CMJTS) met with the Board via WebEx to give an annual update. Information only, no action was taken.

County Sheriff Brian Smith met with the Board to discuss matters concerning his department.

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

Resolution #14 - 6/1/21

WHEREAS, Kanabec County supports efforts to establish an organization to coordinate efforts to develop and provide joint response to critical incidents or high risk entries where there is risk of criminal violence, occurring within and outside of the jurisdictions listed below; and

WHEREAS, the City of Braham, City of Cambridge, City of Isanti, and County of Isanti wish to work with Kanabec County Sheriff's Department to establish the Rum River Special Response Team (RRSRT) to accomplish this goal, and

WHEREAS, a Joint Powers Agreement of the Rum River Special Response Team has been provided to formalize the participation in accomplishing said goal;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the Joint Powers Agreement of the Rum River Special Response Team and authorizes the Board Chair, Sheriff and County Coordinator to sign said document on behalf thereof.

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

Resolution #15 - 6/1/21

BE IT RESOLVED to approve and authorize the Chairperson to sign the State of Minnesota Annual County Boat & Water Safety Grant Agreement, grant #R29G70CGBLA19 in the amount of \$3,895.00 for the state fiscal year 2021 ending June 30, 2022.

Action #16 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #16 - 6/1/21

WHEREAS Kanabec County Ordinance #34 requires Animal Control enforcement duties; and

WHEREAS MN Statute 347.50 requires Dangerous Dog enforcement duties; and

WHEREAS North Metro Animal Care and Control offers highly trained and specialized services on a 24/7 basis to assist Kanabec County Law Enforcement with said duties;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves entering into the agreement with North Metro Animal Care and Control and authorizes the Sheriff and County Coordinator to sign said agreement.

County Coordinator Kris McNally led a discussion regarding an Engagement Agreement with Clifton Larson Allen for the American Rescue Plan.

Action #17 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #17 - 6/1/21

WHEREAS, the American Rescue Plan- Corona Virus Local Fiscal Recovery Fund guidance is complex; and

WHEREAS, staff wishes to utilize the professional services of Clifton Larson Allen, LLP up to a maximum of \$4,000 to provide consultation on American Rescue Plan- Corona Virus Local Fiscal Recovery Fund matters on an as needed basis; and

WHEREAS Clifton Larson Allen, LLP agrees to provide those services; and

WHEREAS the consultant fees are eligible for American Rescue Plan- Corona Virus Local Fiscal Recovery Fund reimbursement;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the agreement and authorizes the Board Chair to sign said document.

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

10:30am – The Chairperson closed public comment.

Gene Anderson led a discussion regarding consideration to rescind Resolution #13 – 5/5/20.

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

Resolution #18 - 6/1/21

WHEREAS, Resolution #13-5/5/20 was originally intended to be temporary in response to the COVID-19 pandemic; and

WHEREAS the County has not experienced drastic revenue reduction as a result of the pandemic; and

WHEREAS the Commissioners desire to take strategic steps to resume normal operations including, but not limited to, filling budgeted vacancies as soon as possible;

BE IT RESOLVED that Resolution #13-5/5/20 is rescinded effective immediately.

County Coordinator Kris McNally led a discussion regarding requests from the I.S. Department.

Action #19 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #19 - 6/1/21

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

WHEREAS, the Information Systems Department has budgeted purchases in excess of \$1,000 necessary to conduct operations in 2021; and

WHEREAS, the Information Systems Director is seeking authorization to proceed with the following purchases: Microsoft Licensing for \$6,720.00.

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

Action #20 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #20 - 6/1/21

WHEREAS, Kanabec County supports the transition to DOTGov, and

WHEREAS, Kanabec County wants to move forward with the domain address as KanabecCountyMN.gov;

BE IT RESOLVED that the County Board authorizes the DOTGov Domain Registration.

County Coordinator Kris McNally led a discussion regarding the requested revisions to Policy A-103 Building Use.

Action #21 – It was moved by Craig Smith, second by Rickey Mattson and carried unanimously to approve Building Use Policy A-103 as presented.

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

Welia CEO Randy Ulseth met with the Board to give an update on Welia Health. Information only, no action was taken.

Veteran Service Officer Erica Bliss met with the Board to discuss matters concerning her department.

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

Resolution #22 -6/1/21

WHEREAS, the State of MN is requesting approval of Cooperation Agreement with State of MN, MDVA authorizing CVSO Erica Bliss, as point-of-contact (POC) for MDVA Homeless Registry Program, and

WHEREAS, the CVSO is in support of this agreement, and

WHEREAS, the County Attorney has reviewed and approved the agreement language,

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the presented State of MN-Cooperation Agreement for the Homeless Registry Program and further authorizes CVSO Erica Bliss to sign said agreement.

County Auditor/Treasurer Denise Snyder met with the Board to discuss matters

concerning her department.

Action #23 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #23 - 6/1/21

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 1, 2021

Establishment	LIQUOR	BEER	TOBACCO
Braham Moose Lodge 1544	Club/Sun	-	-
Captain Dans' Crow's Nest	On/Off/Sun	-	Yes
Mauer Fish Lake Restaurant & Bar	On/Off/Sun	-	-
Northwoods Steakhouse	On/Sun	-	-
Ogilvie Raceway	Wine/SB/On/Sun	On	-
Firepit Bar & Grill	On/Sun	-	-
Springbrook Golf Course	On/Sun	-	-
Eagles Cove Resort	On/Sun	-	-

ReMaxx Select Owner & Broker Lonnie Ness met with the Board to present an offer on Knife Lake Parcel C.

Action #24 – It was moved by Craig Smith, seconded by Rickey Mattson and carried unanimously to approve the following resolution:

Resolution #24 – 6/1/21

WHEREAS as on 10/20/20 the Kanabec County Board of Commissioners approved advertising the sale of county fee-owned parcel #10.00450.10 “Parcel C” located on Salmonson’s RiverRoad with approximately 2.60 deed acres +- and approximately 210 feet of lakeshore on Knife Lake, and

WHEREAS the advertising and sale process were conducted pursuant to MN Statute

373.01, and

WHEREAS no sealed bids for said parcel were received on or before 3:30p.m. on November 13, 2020, and

WHEREAS the parcel was then listed with ReMaxx Select, Inc. following an RFP process, and

WHEREAS a responsible offer, exceeding the statutory minimum of \$165,000 was submitted on 5/28/21 by Philip and Heather Smith in the amount of \$182,900;

BE IT RESOLVED that the Kanabec County Board of Commissioners hereby accepts the offer of \$182,900 submitted by Philip and Heather Smith contingent upon their acceptance of the County's counter-offer language changes;

BE IT FURTHER RESOLVED that the County Coordinator is authorized to proceed with working with ReMaxx Select, Inc. for the collection of payments and fees, preparation of a quit claim deed, and executing all required documents to complete the land sale transaction;

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign all closing documents on behalf of Kanabec County;

BE IT FURTHER RESOLVED that the proceeds from the sale of this parcel will be credited to 01-061-000-0000-5920.

Action #25 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to adjourn the meeting at 11:38am and to meet again in regular session on Tuesday, June 15, 2021 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Kanabec County Auditor HRA	12,000.00	HRA Deposits	HR
Mora Municipal Utilities	14,052.04	Utilities	Various
Spire Credit Union	5,792.95	See Below	
East Central Energy	85.23	Intersection Lighting	Highway
Ann Lake Twp	44,939.83	May 2021 Settlement	Taxes & Penalties
Arthur Twp	129,278.22	May 2021 Settlement	Taxes & Penalties
Braham Public Schools	79,851.51	May 2021 Settlement	Taxes & Penalties
Brunswick Twp	84,776.71	May 2021 Settlement	Taxes & Penalties
City of Braham	22,684.90	May 2021 Settlement	Taxes & Penalties
City of Grasston	11,568.46	May 2021 Settlement	Taxes & Penalties
City of Mora	780,419.04	May 2021 Settlement	Taxes & Penalties
City of Ogilvie-Clerk	68,827.67	May 2021 Settlement	Taxes & Penalties
City of Quamba	52,021.90	May 2021 Settlement	Taxes & Penalties
Comfort Township	79,304.50	May 2021 Settlement	Taxes & Penalties
Comm of Finance-Treas Div	476.64	May 2021 Settlement	Taxes & Penalties
East Cent Reg Dev Commission	14,733.15	May 2021 Settlement	Taxes & Penalties
East Central School Dsitric	28,977.01	May 2021 Settlement	Taxes & Penalties
Ford Twp	51,206.90	May 2021 Settlement	Taxes & Penalties
Grass Lake Twp	63,207.20	May 2021 Settlement	Taxes & Penalties
Haybrook Twp	43,123.08	May 2021 Settlement	Taxes & Penalties
Hillman Twp	39,668.88	May 2021 Settlement	Taxes & Penalties
Hinckley-Finlayson Schools	29,918.66	May 2021 Settlement	Taxes & Penalties
Isle Public Schools	19,622.12	May 2021 Settlement	Taxes & Penalties
Kanabec County	176,970.56	May 2021 Settlement	Taxes & Penalties
Kanabec Twp	51,099.39	May 2021 Settlement	Taxes & Penalties
Knife Lake Improvement District	18,290.87	May 2021 Settlement	Taxes & Penalties

Knife Lake Twp	68,061.91	May 2021 Settlement	Taxes & Penalties
Kroschel Twp	30,561.12	May 2021 Settlement	Taxes & Penalties
Milaca Public Schools	7,371.82	May 2021 Settlement	Taxes & Penalties
MN Commissioner of Revenue	53.20	May 2021 Settlement	Taxes & Penalties
Mora Public Schools	1,487,918.49	May 2021 Settlement	Taxes & Penalties
Ogilvie Public Schools	237,963.44	May 2021 Settlement	Taxes & Penalties
Peace Twp	79,567.30	May 2021 Settlement	Taxes & Penalties
Pine City Public Schools	307.60	May 2021 Settlement	Taxes & Penalties
Pomroy Twp	65,719.90	May 2021 Settlement	Taxes & Penalties
Southfork Twp	29,444.28	May 2021 Settlement	Taxes & Penalties
St Paul Port Authority	1,917.39	May 2021 Settlement	Taxes & Penalties
Whited Twp	45,087.02	May 2021 Settlement	Taxes & Penalties
Ann Lake Twp	29,405.00	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
Braham Public Schools	13,414.60	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
Brunswick Twp	1,690.17	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
City of Grasston	1,512.96	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
City of Mora	477.00	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
City of Ogilvie-Clerk	4,168.59	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
Grass Lake Twp	6,123.04	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
Hinckley-Finlayson Schools	38,190.00	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
Knife Lake Twp	1,355.76	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
Kroschel Twp	17,985.00	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
Mora Public Schools	68,965.80	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
Ogilvie Public Schools	71,011.18	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
Peace Twp	9,985.00	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
Pomroy Twp	20,300.00	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
Southfork Twp	1,985.00	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
Whited Twp	1,785.00	2020 Tax Forfeited Fund Settle	Forfeited Tax Sale
Kwik Trip	9,443.56	County Gas Credit Cards	Various
Midcontinent Communications	188.95	Monthly Service	Various
Minnesota Department of Finance	7,326.50	State Fees & Surcharges	Recorder
Office of MN.IT Services	1,300.00	Monthly Service	IS
Quadient Finance	4,005.00	Postage, Courthouse & PSB	Unallocated
Verizon Wireless	5,040.60	Monthly Service	Various

Maslonkowski, Quiten	1,000.00	Driveway Permit Refund	Highway
Card Services (Coborns)	68.23	Wellness Snack Supplies	Employee Wellness
Midcontinent Communications	244.21	Utilities	Transit
63 Claims Totaling:	<u>\$4,293,842.04</u>		
Spire Credit Union	10.98	Amazon/Flash Drive	IS
	13.92	Amazon/Legal Pads	IS
	40.00	ePly Reg/Seminar	Assessor
	40.00	ePly Reg/Seminar	Assessor
	96.90	Amazon/Office Supplies	Assessor
	33.26	Amazon/Thank You Cards	VSO
	171.26	Amazon/Lapel Pin	VSO
	12.99	Amazon Prime Membership	Sheriff
	675.00	Post Board Licensing	Sheriff
	295.00	MN Sheriff's Off/Conf	Sheriff
	7.49	Amazon/Plastic Key Tags	Sheriff
	136.99	Amazon/Utility Cart	Sheriff
	13.63	Amazon/Flash Drive	Sheriff
	75.98	New vehicle Setup/20mm Ball	Sheriff
	139.94	New Vehicle Setup/Radio Holder	Sheriff
	286.10	Lyback's Marine/B&W Parts	Boat & Water
	16.89	Amazon/Label Tape	Jail
	16.05	CISCO/Webex Monthly	Jail
	64.87	Amazon/Inmate OTC	Jail
	26.95	Amazon/Cleaning Cloths	Jail
	20.00	Amazon/Laptop Bag	911 Emergency
	159.80	Amazon/Monitor Mounts	Probation
	551.96	Amazon/Monitors	Probation
	434.80	Amazon/Brother Toner	Extension
	0.99	Apple/Storage	Highway
	7.00	Amazon/USB Printer Cable	Highway
	159.99	Amazon/Brother Printer	Highway
	7.95	Amazon/RAM Ball Mount	Highway
	17.09	Amazon/Webcam	Welfare

24.95	Amazon/Wireless Mouse	Welfare
150.00	MHFA Traning	Community Health
484.66	Amazon/Supplies for Crisis Lin	Community Health
161.31	Amazon/Supplies for Crisis Lin	Community Health
475.00	Training for RPC	Community Health
36.30	Availity Subscrip Fee	Community Health
250.75	USPS Postage for COVID Flyers	Community Health
602.50	USPS Postage for COVID Flyers	Community Health
30.25	Availity Subscrip Fee	Community Health
43.45	Availity Subscrip Fee	Community Health
39 Claims Totaling:	<u>\$5,792.95</u>	

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 6/15/21

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	IAEMD	55.00	EMD Recertification
911 EMERGENCY TELEPHONE SYSTEM	Prophoenix Corporation	56,642.78	Annual Maintenance & Support, Licensing
		56,697.78	
AUDITOR	Lakeland Printers Inc	482.00	Misc Receipts 3000 ct
		482.00	
BUILDINGS MAINTENANCE	Ace Hardware	48.06	Filters, Poly, Stain, Foam Brushes, T-Shirt Rags, Faucet Connector
BUILDINGS MAINTENANCE	Auto Value	40.96	Belts
BUILDINGS MAINTENANCE	Bluebird Window Cleaning	1,600.00	Exterior Glass Cleaning
BUILDINGS MAINTENANCE	East Central Exterminating	125.00	May 2021 Service
BUILDINGS MAINTENANCE	East Central Solid Waste Commission	66.00	TV & VCR Disposal
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	May 2021 Cleaning
BUILDINGS MAINTENANCE	Grainite City Jobbing	587.53	Paper Supplies and Cleaning Supplies
BUILDINGS MAINTENANCE	MEI Total Elevator Solutions	1,115.44	June-Aug Quarterly Service
BUILDINGS MAINTENANCE	Quality Disposal Systems	394.21	May Service
		10,387.44	
COUNTY ATTORNEY	LexisNexis	187.58	May Charges
		187.58	
COUNTY COORDINATOR	Office Depot	25.48	Post-it Notes, Business Card Paper
		25.48	
COUNTY CORONER	Ingebrand Funeral Home	430.00	Transport Removal, Body Bag
COUNTY CORONER	Ingebrand Funeral Home	725.00	Body Bags (2)
COUNTY CORONER	Ramsey County	2,042.00	Toxicology (2)

COUNTY CORONER	River Valley Forensic Services	<u>1,000.00</u>	Postmortem Examination (2), Contract Monthly Medical Examiner
		4,197.00	
COUNTY EXTENSION	Regents of the University of MN	<u>18,814.00</u>	Apr-Jun 2021 MOA Billing
		18,814.00	
COUNTY RECORDER	Kanabec Publications	35.00	Land Notification Alert Handout
COUNTY RECORDER	Trimin Systems	<u>750.00</u>	Land Notification Software Maintenance
		785.00	
COURT ADMINISTRATOR	Johnson, Samuel	110.50	Court Appointed Attorney Fees
COURT ADMINISTRATOR	Mid-America Business Systems	<u>4,500.00</u>	Spacesaver Mobile Shelving Tear Down
		4,610.50	
CULTURES & RECREATION	Kanabec County Ag Society	4,500.00	2021 Contribution
CULTURES & RECREATION	Kanabec County History Center	3,500.00	2021 Contribution
CULTURES & RECREATION	Ogilvie Museum	<u>750.00</u>	2021 Contribution
		8,750.00	
ECONOMIC DEVELOPMENT	Kanabec County Coordinator	238.50	Printing of 954 Surveys and Envelopes
ECONOMIC DEVELOPMENT	Kanabec Publications	484.00	Broadband Survey Ad
ECONOMIC DEVELOPMENT	The Northspan Group	<u>1,515.00</u>	Strategic Plan Update Consulting
		2,237.50	
ELECTIONS	Election Systems & Software Inc	<u>4,257.75</u>	AM/DS200 Maintenance Contract
		4,257.75	
ENVIRONMENTAL SERVICES	Quill	<u>48.97</u>	Storage Boxes & Laminating Sheets
		48.97	
HUMAN RESOURCES	ECM Publishers	1,057.00	Employment Ads-RN/PHN, CO/Dispatcher, HHA/Homemaker
HUMAN RESOURCES	Further	636.95	Administrative Fees for June
HUMAN RESOURCES	Kanabec Publications	<u>437.50</u>	Employment Ads-CO/Dispatcher, RN/PHN, HHA/Homemaker
		2,131.45	

INFORMATION SYSTEMS	Marco	3,186.68	Phone Lease
INFORMATION SYSTEMS	Marco	4,750.00	Labor
INFORMATION SYSTEMS	SHI	6,720.00	MS License
		14,656.68	
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring	210.00	REAM Grant May 2021
PROBATION & JUVENILE PLACEMENT	RS Eden	10.45	Drug Testing May (1)
PROBATION & JUVENILE PLACEMENT	Schumacher, Sarah	300.00	Contract Report Writer
		520.45	
PUBLIC TRANSPORTATION	A and E Cleaning Services	525.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	Auto Value Mora	7.50	2019 Van Parts
PUBLIC TRANSPORTATION	Curtis, Michael	1,258.06	Volunteer Driver
PUBLIC TRANSPORTATION	Grainger	208.57	Hinges (4), Tape Measures (2)
PUBLIC TRANSPORTATION	Hoefert, Robert	1,126.47	Volunteer Driver
PUBLIC TRANSPORTATION	Kanabec Publications	854.00	Advertising
PUBLIC TRANSPORTATION	Manthie, Wendy	919.52	Volunteer Driver
PUBLIC TRANSPORTATION	Marco	134.68	Printer Contracts (2)
PUBLIC TRANSPORTATION	Novus Glass	50.00	2016 Van Windshield Repair
PUBLIC TRANSPORTATION	Premium Waters	23.96	Bottled Water Supplies
PUBLIC TRANSPORTATION	Quality Disposal Systems	24.15	May Service
PUBLIC TRANSPORTATION	Visser, Maurice	390.88	Volunteer Driver
		5,522.79	
SHERIFF	Aspen Mills	363.88	Uniform Allowance - Pants, Shirts, Patches
SHERIFF	AT&T Mobility	1,808.97	Monthly Service
SHERIFF	Braiedy, Kevin	202.97	Uniform Allowance Work Boots & Retirement Cake Reimbursement
SHERIFF	Glen's Tire	247.00	Tires, Mount Dismount
SHERIFF	Glen's Tire	396.81	Computer Balance (2), Tire Dismount, Oil Change, Flat Repair
SHERIFF	Minnesota Sheriffs' Association	5,696.26	ICLD Project, MSA Dues, Lexipol Project Dues
SHERIFF	Office Depot	66.26	Tape, Address Labels, Packaging Tape
SHERIFF	Tinker & Larson	229.05	Oil Changes (2), Install Silencer & Foglamp, Tire Rotation
SHERIFF	Watch Guard	27.00	New Squads Microphone, Transmitter

		9,038.20	
SHERIFF - CITY OF MORA	AT&T Mobility	89.84	Monthly Service
SHERIFF - CITY OF MORA	Tinker & Larson	70.60	Oil Changes & AC
		160.44	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	19,702.16	Pool cap - DOC Medical, Jul 21 Medical Mental Health
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	2,047.45	Feb 21 DOC Pharmacy, Apr 21 Pharmacy Epi Pen & Hygiene
SHERIFF - JAIL/DISPATCH	Alpine Diversified Services Inc.	490.00	Kitchen Exhaust Cleaning
SHERIFF - JAIL/DISPATCH	Aspen Mills	328.54	Uniform Allowance - Shirt, Patches, Pants
SHERIFF - JAIL/DISPATCH	Coborn's Pharmacy	5.00	Insulin Syringes
SHERIFF - JAIL/DISPATCH	East Central Exterminating	240.00	June Services
SHERIFF - JAIL/DISPATCH	East Central Solid Waste Commission	102.57	Cleaned Out Impound Vehicles
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	May 2021 Cleaning
SHERIFF - JAIL/DISPATCH	Galls	40.95	Jail New Employee Stock Handcuff Keys
SHERIFF - JAIL/DISPATCH	Grainger	58.33	Pre-Rinse Spring for Kitchen Sink
SHERIFF - JAIL/DISPATCH	Indianhead Foodservice Distributor	128.88	Inmate Meals
SHERIFF - JAIL/DISPATCH	Marco	117.00	Standard Payment, Late Charges
SHERIFF - JAIL/DISPATCH	Office Depot	106.54	Money Receipts, Batteries, Comp Book
SHERIFF - JAIL/DISPATCH	Quality Disposal Systems	199.35	May Service
SHERIFF - JAIL/DISPATCH	SIRCHIE	190.05	Hinge Lifter Trans, Test 05- Duquenoise, Printmatic Flawless Ink Pads
SHERIFF - JAIL/DISPATCH	Stellar Services	981.94	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	306.75	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	8,005.09	Inmate Meals 5/8-5/21
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	7,797.10	Inmate meals 5/22-6/4
SHERIFF - JAIL/DISPATCH	Tinker & Larson	75.00	Clear Waring Code, Jail Van
		41,507.50	
UNALLOCATED	ECM Publishers	110.70	Comprehensive Land Use
UNALLOCATED	Kanabec Publications	379.49	County Board Minutes, Comp Land Use Plan
UNALLOCATED	Rupp, Anderson, Squires & Waldspurger	829.00	March Legal Services
		1,319.19	
VEHICLE POOL	Glen's Tire	100.00	09 Impala Tire Sensors

		<u>100.00</u>	
VETERAN SERVICES	4Imprint	456.55	Tumbler with Straw
VETERAN SERVICES	Marco	920.04	Copier Contract
VETERAN SERVICES	Office Depot	<u>92.09</u>	Post-it Notes, Staples, Tape
		1,468.68	
90 Claims Totaling:		<u>\$ 187,906.38</u>	

Agenda Item #3b
Regular Bills - Road & Bridge
Bills to be approved: 6/15/21

Vendor	Amount	Purpose
A & E Cleaning	1,050.00	Office Cleaning
Ace	345.36	Shop Supplies
Aramark	487.46	Uniforms, Towels and Coveralls
Auto Value	3,282.22	Repair Parts
Bjorklund Companies	1,323.24	Gravel
Blum Sand and Gravel	67.64	Gravel
Boyer Trucks	1,506.16	Repair Parts
Campbell, Gary	300.00	Beaver Removal
Central Pension Fund	209.60	Training Center use fee
Diamond Mowers	65,255.00	Mower
Federated Co-ops	435.96	Grass Seed
Fluegge's Ag	81.00	Repair Parts
Glens Tire	20.00	Tire Repair
Gopher State	21.60	Locates
Hass Construction	252.00	Gravel
Houtsma, Brandon	300.00	Beaver Removal
J A Smith Companies	975.00	Dam Removal
Kanabec County Highway Department	58.85	Petty Cash, Postage
Knife River	382.70	Gravel
Marco	316.29	Printer Fee
Mei Total Elevator Solutions	560.71	Elevator Operation
Northpost	1,357.56	Mail Box Posts
Northern States Supply	71.09	Shop Supplies
Nuss Truck	127.31	Repair Parts
Office Depot	347.45	Office Supplies
Owens Auto Parts	277.52	Repair Parts
Power Plan	2,483.28	Repair Parts
Quality Disposal	164.25	Garbage Pickup
Rocon Paving	12,456.15	Paving
Roeschlein, Tom	320.00	Straw Bales
Timmer Implement	449.00	Repair Parts
USIC	60.00	Locates
Walk-N-Roll	969.53	Repair Parts
West Central Industries	5,594.16	Laths & Stakes
Zep	1,086.56	Cleaning Supplies
35 Claims Totaling:	<u>\$ 102,994.65</u>	

Agenda Item #4

June 15, 2021

REQUEST FOR BOARD ACTION

a. Subject: PERA resolution	b. Origination: County Coordinator
c. Estimated time: 2 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following resolution:

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.

f. Background:

Under state law the county is required to provide written certification for employees who are covered under the police and fire plan and are part time. When we hire a part time deputy the above resolution needs to be sent with their PERA application.

The resolution above says that the employee is an employee here and is working part time for Kanabec County and we are asking PERA to accept the employee.

This resolution needs to be approved each year.

Supporting Documents: None ☒ **Attached:**

Date Received in County Coordinator's Office:	N/A
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Agenda Item #5

June 15, 2021

REQUEST FOR BOARD ACTION

a. Subject: Updated COVID-19 Re-Opening Plan	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Review and approved the most updated COVID-19 Re-Opening Plan.

f. Background:

The most recent changes are in purple color.

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Kanabec County's Safely Re-Open Plan For the COVID-19 Pandemic

I. PURPOSE

The purpose of this document is to set forth Kanabec County's plan regarding the safe re-open and return to work practices that will comply with the Minnesota Occupational Safety and Health Act of 1973, Minnesota Statutes 2019, Chapter 182 ("Minnesota OSHA Standards"), in addition to guidelines related to COVID-19 set forth by the Minnesota Department of Health and the Centers for Disease Control and Prevention ("MDH and CDC Guidelines"). This plan complies with the COVID-19 Preparedness Plan requirements as set forth in guidance published by the Department of Employment and Economic Development.

II. SCOPE OF COVERAGE

This plan is applicable to all employees of Kanabec County. All employees must be aware of this plan and will receive a copy that must be confirmed by receipt of the employee's signature.

Management and employees are responsible for executing and complying with all aspects of this plan. Kanabec County department heads and supervisors have the Kanabec County Commissioners full support in enforcing the provisions of this plan.

III. COUNTY OFFICES OPENING UNDER A PHASED APPROACH

Kanabec County will consider the health of all employees and the public as we move forward with reopening offices for public on-site access while applying the best practices for social distancing in the workplace.

Re-Opening Phase 1

- a. Kanabec County Departments continue to serve the public primarily by appointment and with limited building access as described below to promote social distancing practices compliance:

Public Service Building (Family Services/Community Health):

- * Appointments only.
- * Doors locked.
- * Use front door for entrance. Will try to have a one-way flow of public traffic, unless non-handicap accessibility issues arise.
- * Public access allowed by appointment with escorts in and out of the building.
- * Limited in-person meetings and regular cleaning of meeting rooms

Non-county tenants will be provided with guidance for consistency in the building.

Timber Trails Transit Building:

- * Appointment only.
- * Doors locked.

Law Enforcement Center (Jail):

- * Appointment only.
- * Doors locked.
- * Training room is set up as the Emergency Operations Center

Courthouse:

- * Appointments only.
- * Public access allowed by appointment with escorts in and out of the building.
- * Doors locked.

Public Works Building:

- * Appointment only.
- * Doors locked.
- * Kanabec County Driver's License Department will serve the public using drop boxes and scheduled appointments (starting June 15th) to ensure essential services are available such as real ID and driver's licenses.

- b. Kanabec County staff utilize email, phone calls, drop boxes, curbside assistance and scheduled in-person appointments to ensure essential services are available to the public.
- c. Plexiglas barriers installed at Kanabec County's public service counters and hand sanitizer, cleaning solution distributed to each department.
- d. Signage posted to educate the public on access controls to prevent the spread of disease during county business:

Signage may include:

- Distancing markers for the public clearly marking out 6-foot distancing in various areas.
 - 6-foot distancing and masks recommended.
 - Screening questions posted at front entrances
 - Proper handwashing and/or hand sanitizing techniques
 - Cover Your Cough and Sneeze signage as reminders for employees and visitors to cover cough and sneezes will be posted.
 - Employee personal space regular housekeeping practice signage will remind employees to routinely clean their own workstation.
- e. Board and committee meetings held remotely with highly restricted numbers of people allowed in the room.
 - f. Meeting rooms not available for public use.

Re-Opening Phase 2

- a. Buildings re-opened to public access as listed below. One public access entrance door per building.

Courthouse:

- * Doors unlocked.
- * Public encouraged to continue to utilize services as possible via remote meeting capabilities, website and phone.

Public Works Building:

- ~~* Appointment only.~~
- ~~* Doors locked (Vestibule open for limited waiting).~~
- ~~* Kanabec County Driver's License Department will serve the public using drop boxes and scheduled appointments starting June 15th to ensure essential services are available such as real ID and driver's licenses.~~

- * Effective October 1, 2020 the Public Works Building opened for **"walk-in"** driver's licenses. The number of persons allowed to wait in the vestibule will continue to be limited to follow social distancing practices.

Public Service Building (Family Services/Community Health):

- ~~* Appointments only.~~
- ~~* Doors locked.~~
- ~~* Use front door for entrance. Will structure to have a one-way flow of public traffic, unless non-handicap accessibility issues arise.~~
- ~~* Public access allowed by appointment with escorts in and out of the building.~~

- *Effective May 4, 2021 the Public Service Building opened for "walk-in" services. "The number of persons allowed to wait in the vestibule will continue to be limited to follow social distancing practices."

Non-county tenants will be provided with guidance for consistency in the building.

Timber Trails Transit Building:

~~* Appointment only.~~

~~* Doors locked.~~

*Effective May 4, 2021 the Timber Trails Transit Building unlocked.

Law Enforcement Center (Jail):

* Appointment only.

* Doors locked.

~~* Training room is set up as the Emergency Operations Center~~

*Effective 9/14/2020 the Training Room resumed normal operations and is no longer the Emergency Operations Center for this public health emergency.

- b. Social distancing markers in place on the floors.
- c. Hand sanitizer, tissues, and waste baskets available for the public in the lobby areas and at each public service counter.
- d. Each department responsible to enforce social distancing protocols in their departments and areas of the building. Building security (law enforcement) will be called if issues arise as per standard protocol.
- e. Remote work continues and each department is responsible to adjust staffing levels to meet the public demand.
- f. Board and committee meetings continue to be held remotely or in a hybrid-model with limited number of people allowed in the rooms.

- g. Courthouse basement bathrooms are designated for employee and juror use only. Signs posted.
- h. Meeting rooms not available for public use.
- i. Face coverings are required per Governor Walz Emergency Executive Order 20-81 beginning on Friday, July 24, 2020 at 11:59 p.m. in indoor businesses and indoor public settings, as well as workers outdoors when it is not possible to maintain social distancing.
A **“face covering”** must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering. Medical-grade masks and respirators are sufficient face coverings, but to preserve adequate supplies, their purchase and use is discouraged for Minnesotans who do not work in a health care setting or in other occupations that require medical-grade protective equipment (e.g., certain construction occupations).

Exempt individuals. The following individuals are exempt from face covering requirements of this Executive Order:

- Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible.
- Children under 5

- Individuals at their workplace when wearing a face covering would create a job hazard for the individual or others, as determined by local, state or federal regulators or workplace safety and health standards and guidelines.

Situations where face coverings are mandatory (unless exempt above).

- Workers entering another person's living unit for a business purpose; visitors, patients, residents, or inmates of hospitals, shelters or drop-in centers, long-term care facilities, residential treatment facilities, residential programs or correctional facilities
- When riding on public transportation, in a taxi, in a ride-sharing vehicle, or in a vehicle that is being used for business purposes.
- For workers only, when working outdoors in situations where social distancing cannot be maintained.

Circumstances where mandatory face coverings may be temporarily removed.

- When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (Minnesota Statutes 2019, Chapter 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.
- When asked to remove a face covering to verify an identity for lawful purposes.
- While communicating with an individual who is deaf or hearing impaired or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.

- When an individual is alone, **including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained, a vehicle, or the cab of heavy equipment or machinery, or an enclosed work area.** In such situations, the individual should still carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.
- When a public safety worker is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, in situations where wearing a face covering would seriously interfere in the performance of their public safety responsibilities.

If you have further questions the actual Executive Order may be found here:
https://mn.gov/governor/assets/EO%2020-81%20Final_tcm1055-441107.pdf

Face covering signs will be posted at public and staff building entrances.

Re-Opening Phase 3

- a. Buildings open to the public on same schedule as pre-COVID-19. Buildings with small vestibule space, such as Public Works and Public Services, may continue limit the number of people allowed in the vestibule to maintain social distancing.
- b. Social distance floor markings may be ~~are~~ removed- excluding spaces utilized by courts. ~~Use of Plexiglas shields may continue at department discretion.~~ Security glass is installed.
- c. Hand sanitizer and masks are available to the public as existing supplies allow; and staff only upon request.

- d. Meeting rooms available for public use during business hours.
- e. ~~The Emergency Operations Center converted back to the jail training room.~~
(Happened in Phase 2)
- f. ~~Board and committee~~ Meetings resume in person or using a hybrid-model including utilization of technology (i.e. WebEx) as deemed appropriate by the respective board, committee or meeting group.
- g. Business travel resumes as deemed necessary by the department head (except out of state travel which requires Board approval).
- h. Telecommuting is allowed at the discretion of the department head, if approved by the I.S. Director and the Coordinator. Department heads are expected to work on-site except for rare exceptions.
- i. Face coverings are not required in the majority of County buildings, but are encouraged for individuals who have not been fully vaccinated.

The Public Services (Community Health & Family Services) Building and the Jail Facility continue to require face coverings until further notice. Face coverings also continue to be required on Timber Trails Public Transit busses.

Effective June 14, 2021 Courts (third floor of the courthouse, meeting rooms when used by Courts) are under the following parameters:

- Anyone who wishes to wear a face covering may do so
- All people must wear face coverings when they enter the courtrooms
- Face coverings must be worn in jury deliberation spaces unless can maintain social distancing

- Except in courtrooms, face coverings will no longer be required while in public areas of the court facilities unless the County requires face coverings
- Face coverings are not required in non-public areas of the court facilities unless within 6 ft of someone else for more than 15 minutes in a 24 hour period

IV. VISITOR AND EMPLOYEE HEALTH SCREENINGS (PHASE 1 & 2)

Visitors:

- a. Screening questions posted on the entrance doors.
- b. If the visitor is experiencing COVID-19 or similar symptoms, the appointment should be rescheduled or provided through curb-side assistance (if possible).
- c. Visitors experiencing symptoms are be advised to go home, stay away from other people, and contact their health care provider, as appropriate.
- d. Handwashing / hand sanitizer should be used by the public when entering the building.

Employees:

- a. The Health Screening information provided by Public Health (APPENDIX A) will be used as a guide for Kanabec County employees.
- b. Employees will be required to report to supervisor if they will not be coming to work due to symptoms consistent with COVID-19.
- c. Employees who develop symptoms during the workday will immediately self-isolate and report to supervisor. Supervisor will send the employee home immediately.
- d. Employees should contact their health care provider, as appropriate.
- e. Employees who were potentially exposed to an infected co-worker need to contact their supervisor/department head and Human Resources to discuss next steps according to Appendix A.
- f. Employees quarantined or isolated need to contact their supervisor/department head and Human Resources to discuss return to work according to Appendix A.

- g. Employees will work with their supervisor/department head and HR regarding the use FFCRA, PTO, unpaid time, FMLA, EMB and other policies addressing COVID-19 illness.

V. EMPLOYEE WORK SCHEDULE (PHASE 1 & 2)

- a. Those that are authorized by the Dept Head should continue to telework as scheduled so as not to have all employees return to the building initially.
- b. Continue to practice social distancing within the office maintaining 6- foot distancing.
- c. Stagger shifts and/or allow flexible work hours as much as possible.
- d. Stagger break times.
- e. Avoid congregating in the break rooms or rest rooms.
- f. Wash hands frequently throughout the day.
- g. Wear masks.
- h. Clean and disinfect personal workstations including items such as phones, keyboards, touch screens, etc.

VIII. RESPIRATORY ETIQUETTE (PHASES 1 & 2)

Employees:

- a. Employees must comply with the Emergency Executive Order 20-81 Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19
- b. Masks available through department heads upon request.
- c. Employees asked to follow precautionary signage recommendations such as cover-your-cough-and-sneeze, etc.

Public:

- a. The Public entering county facilities must comply with the Emergency Executive Order 20-81 Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19
- b. Masks will be provided by the county upon request and as supplies allow.
- a. The public will be asked to follow precautionary signage recommendations such as cover your cough and sneeze.

IX. CLEANING/SANITIZING (ALL PHASES)

- a. Continue frequent cleaning/sanitizing in the building.
- ~~b. Building Maintenance must be notified by the department head immediately if an employee working onsite within the past 3 days has experienced COVID-19 symptoms to initiate extra cleaning protocols.~~
- c. ~~Masks, tissues, garbage cans made easily accessible along with~~ Hand sanitizer stations are accessible at the public at entrances (as supplies allow).
- d. Employees responsible for cleaning and disinfecting personal workstations including items such as phones, keyboards, touch screens, etc.

X. COMMUNICATION and MEETINGS/TRAININGS (PHASE 1 & 2)

- a. No unauthorized out of town business travel during this time and until further notice. (Department Heads have authority to make this determination)
- b. Interviews conducted via conference call/videoconference (when possible).
- c. Postpone nonessential in-person meetings and use videoconference/conference calls when possible.
- d. Continue Board Meeting through combined call/videoconference with limited persons on-site.
- e. Individualized department plan for home visits/inspections (i.e. Assessors, Home Health, etc.).
- f. Signs posted and website information kept as up-to-date as possible

Initial Plan Approved by the Kanabec County Board of Commissioners 6/2/2020

REVISED 7/23/2020

REVISED 10/12/2020

Revised 5/18/2021

Revised 6/11/21

APPENDIX A- Guidance from Kanabec County Public Health (Revised 10/12/2020)

A.1: Exposures

A.2: Symptomatic

A.3: Close Contacts and Positives

Appendix A.1 Exposures

Handling an Employee or Household Member with an Exposure to an Individual with COVID-19

Employees who are fully vaccinated (2 weeks from their second dose in a 2 dose series – Pfizer or Moderna, or after the only dose in a 1 dose series – Johnson & Johnson) do not need to quarantine if exposed to a person with COVID consistent symptoms or laboratory confirmed COVID.

If the employee is not fully vaccinated (either has not received any dose, between first and second dose, or within 2 weeks after the final dose) the following quarantine exclusions still apply.

The employee has spent time with someone in the past two weeks that is COVID positive.

1. Was the employee with the COVID positive case within two days of the cases:
 - Symptom start date,
 - or specimen collection date (if case is asymptomatic)

If no, employee is free to work as usual.

If yes, go to question 2.

2. Was the employee with the COVID positive case for:
 - More than 15 minutes?
 - Within 6 feet?
 - Without masks?

If no, employee is permitted to work in the workplace setting as long as strict adherence to masking, distancing, and symptom monitoring occurs for 14 days after exposure date.

If yes, have the employee contact Community Health to assess the need for an official quarantine as a Close Contact.

Employee has a household member who has spent time with someone in the past two weeks that is COVID positive

1. As the employee did not have contact with the COVID positive case, they are considered a contact of a contact. The employee is permitted to work in the workplace setting as long as the household member is NOT:
 - identified as a Close Contact (if a “Close Contact”, see “*Handling a Close Contact*”)
 - symptomatic (if symptomatic, see “*Handling Symptomatic Employees and Household Members*”)

If a family member is **asymptomatic** and seeking testing for an exposure (not classified as a close contact), **the employee who lives with them and is not being tested does not need to be excluded from work.**

If a family member is symptomatic and being tested, the employee who lives with them is recommended to stay home until test results are known.

Appendix A.2 Symptomatic Employees and Household Members

Handling Symptomatic Employees and Household Members

Employee is Symptomatic

If vaccinated and symptoms are consistent with known pre-existing conditions (i.e., seasonal allergies) discretion can be used in determining if the employee needs to be excluded from work regardless of a more or less common symptom.

Vaccination status does not apply in the event of a new loss of taste or smell symptom, as the "tell-tale" sign of COVID-19 and should still follow workflow for isolation guidance.

1. What are the symptoms?
 - More Common COVID Symptom:
 - Fever (>100.4)
 - Cough (New or worsening)
 - Difficulty breathing
 - New loss of taste or smell
 - Less Common COVID Symptom:
 - Sore throat
 - Nausea
 - Vomiting
 - Diarrhea
 - Chills
 - Muscle pain
 - Fatigue (Excessive)
 - Headache (Severe)
 - Nasal congestion
 - Runny nose

Identify how many from each category and then select the appropriate path, either below or next page, and resume with question 2.

Employee with ONE "Less Common" symptom:

2. Has the employee or their household member(s) been exposed to any known COVID positive case in any capacity?
 - EITHER OF THE FOLLOWING:

- Close Contact – Within 6 feet for 15 minutes or greater OR...
- Reasonable Suspicion – At any function, event, or encounter with a positive individual
- If Yes, employee is to stay home for 10 days from the time symptoms started until symptoms improved and 24 hours fever free – without fever reducing medication; and to contact their medical provider to be evaluated for testing.
- If No, continue to question 3.
- 3. Does the employee have the ability to work from home?
 - If Yes, have them do so; and encourage them to contact their medical provider to be evaluated for testing. (Executive Order – all employees who can, should work from home)
 - If No, continue to question 4.
- 4. Evaluate single symptom and determine if employee is well enough to remain at work.
 - If able to remain, the employee must do the following until single symptom resolves:
 - Isolate from all other employees and public visitors/clients.
 - Does not attend any meetings in person.
 - Mask at ALL times, even when isolated in own office/cubical (if medically unable to wear a face covering a shield is required).
 - Monitor for other symptom development, and the employee is to leave immediately if ANY other symptom presents; and encourage them to contact their medical provider to be evaluated for testing.
 - If unable to remain, send employee home; and encourage them to contact their medical provider to be evaluated for testing.

Employee with ONE “More Common” symptom or TWO “Less Common” symptoms:

- 2. Employee stays home or is sent home. (See following for duration of exclusion.)
- 3. Has the employee or their household member(s) been exposed to any known COVID positive case in any capacity?
 - EITHER OF THE FOLLOWING:
 - Close Contact – Within 6 feet for 15 minutes or greater OR...
 - Reasonable Suspicion – At any function, event, or encounter with a positive individual
 - If Yes, employee is to stay home for 10 days from the time symptoms started until symptoms improved and 24 hours fever free – without fever reducing medication; and to contact their medical provider to be evaluated for testing.
 - If No, continue to question 4.

4. For employees who have not had any household exposure to a known COVID positive case but are symptomatic, encourage them to contact their medical provider to be evaluated for testing to determine exclusion.
 - Does not seek testing – individual is to stay home for 10 days from the time symptoms started until symptoms improved and 24 hours fever free – without fever reducing medication
 - Seeks testing –
 - Pending: Employee is to stay home until test results are known.
 - Negative: If provided with an alternative diagnosis, sinus infection/strep throat/flu/etc., employee may return 24 hours after symptom improvement or start of antibiotics.
 - Positive: employee is to stay home for 10 days from the time symptoms started until symptoms improved and 24 hours fever free – without fever reducing medication.

Household member is Symptomatic?

If an employee is fully vaccinated (as defined above in “A.1 Exposures”) the employee does not need to quarantine after an exposure to a symptomatic household member.

If the employee is not fully vaccinated, the following exclusions may still apply.

1. What are the symptoms?
 - More Common COVID Symptom:
 - Fever (>100.4)
 - Cough (New or worsening)
 - Difficulty breathing
 - New loss of taste or smell
 - Less Common COVID Symptom:
 - Sore throat
 - Nausea
 - Vomiting
 - Diarrhea
 - Chills
 - Muscle pain
 - Fatigue (Excessive)
 - Headache (Severe)

- Nasal congestion
- Runny nose

Identify how many from each category and then select the appropriate path, either below or next page, and resume with question 2.

Household member has ONE “Less Common” symptom:

2. Has the employee or symptomatic household member been exposed to any known COVID positive case in any capacity?
 - EITHER OF THE FOLLOWING:
 - Close Contact – Within 6 feet for 15 minutes or greater OR...
 - Reasonable Suspicion – At any function, event, or encounter with a positive individual
 - If Yes, encourage them to contact their medical provider for the household member to be evaluated for testing; and employee excluded from work until test results are known.
 - If No, continue to question 3.
3. For employees with symptomatic household member(s) that have not had any household exposure to a known COVID positive case and continue to have only ONE Less Common symptom:
 - Employee may continue working, as long as they remain asymptomatic.
 - Encourage the employee to work from home while the household member is symptomatic, if this is an option. (Executive Order – all employees who can, should work from home)
 - If the household member develops any other symptom, the employee must be excluded until evaluation is completed. (See section with ONE “More Common” or TWO “Less Common” symptoms below.)

Household member has ONE “More Common” or TWO “Less Common” symptoms:

2. Employee stays home or is sent home. (See following questions for duration of exclusion.)
3. Has the employee or symptomatic household member been exposed to any known COVID positive case in any capacity?
 - EITHER OF THE FOLLOWING:
 - Close Contact – Within 6 feet for 15 minutes or greater OR...
 - Reasonable Suspicion – At any function, event, or encounter with a positive individual

- If Yes, individual is to stay home for 10 days from the time symptoms started until symptoms improved and 24 hours fever free – without fever reducing medication; and employee excluded from work until test results are known.
 - If No, continue to question 4.
4. For employees with symptomatic household member(s) who have not had any household exposure to a known COVID positive case, encourage them to contact their medical provider for the household member to be evaluated for testing.
- Does not seek testing – household member is to stay home for 10 days from the time symptoms started until symptoms improved and 24 hours fever free – without fever reducing medication; and employee is to be excluded from work for 14 days from last exposure to household member.
 - NOTE: If the employee is unable to isolate from the household member, the employee must wait to start their 14 day quarantine until AFTER the household member completes their 10 day isolation period.
 - Seeks testing –
 - Pending: Employee is to stay home until test results are known.
 - Negative: Employee may return to work and do not need to quarantine.
 - Positive: household member is to stay home for 10 days from the time symptoms started until symptoms improved and 24 hours fever free – without fever reducing medication; and employee is to be excluded from work for 14 days from last exposure to household member.
 - NOTE: If the employee is unable to isolate from the household member, the employee must wait to start their 14 day quarantine until AFTER the household member completes their 10 day isolation period.

Appendix A.3 Close Contacts and Positives

Handling a Close Contact

If an employee is fully vaccinated (as defined above in “A.1 Exposures”) the employee does not need to quarantine if identified as a close contact to a household member.

If the employee is not fully vaccinated, the following quarantine exclusions still apply.

Employee is a Close Contact – Household member is positive

1. Ensure they know that all household members who are a close contact of a positive case need to be out on quarantine:
 - a. If effectively isolating from positive case - 14 days from the last date of exposure
 - b. If not effectively isolating from positive case and case is symptomatic - 24 days from the date of symptom onset
 - c. If not effectively isolating and case is asymptomatic - 24 days from the date of the specimen collection
 - d. With every new positive case in the house, the countdown starts over again
2. Encourage testing of all asymptomatic household members 5-7 days after:
 - a. The positive case symptom onset; or
 - b. The positive case asymptomatic specimen collection date, or
 - c. Sooner if symptoms develop in the close contact
3. If the close contact becomes positive during quarantine, the close contact will then complete a 10 day isolation as a positive case (may be a faster timeline for return quarantine timeline).
4. Determine the close contact's last date in office, and be ready to monitor for other staff to become symptomatic for 14 days after that time if the close contact becomes a positive case and was in the workplace during the infectious period – 2 days prior to:
 - a. Symptom onset; or
 - b. Asymptomatic specimen collection

Employee is a Close Contact – exposure to positive co-worker or non-household member

If an employee is fully vaccinated (as defined above in “A.1 Exposures”) the employee does not need to quarantine if identified as a close contact to a positive co-worker or non-household member.

If the employee is not fully vaccinated, the following quarantine exclusions still apply.

1. Ensure employee knows to be out on quarantine for 14 days from last exposure to positive case.
 - a. If the employee is the only close contact identified in their household, encourage them to separate/isolate from their own household members for the duration of the quarantine period to prevent transmission within the home.
2. Encourage employee to seek testing if asymptomatic 5-7 days from last exposure to positive case.
3. If the employee as a close contact becomes COVID positive during quarantine, they must complete a 10 day isolation period and their household members may be close contacts depending on their ability to effectively isolate in step 1.a of this section.

4. Other co-workers may require quarantine (depending on exposure) if the employee who was a close contact becomes positive and was at the workplace in the 2 days before
 - a. If symptomatic – symptom onset; or
 - b. If asymptomatic – specimen collection date

Handling a Positive Case

Employee is COVID positive –

Breakthrough infection is possible after receiving the COVID vaccine as no product is 100% effective at preventing illness entirely. Therefore, vaccination status does not apply and being COVID positive (symptomatic or asymptomatic) should still follow workflow for isolation guidance.

NOTE: Receiving the COVID vaccine will not cause a positive COVID test! A positive test indicates the presence of the virus and requires isolation.

1. Ensure they know that positive case's return to work is at least 10 days + 24hrs fever free:
 - a. If symptomatic - from onset of symptoms, if improved; or
 - b. If asymptomatic - from specimen collection
2. Ensure they know that all household members who are a close contact of a positive case need to be out on quarantine:
 - a. If effectively isolating from positive case - 14 days from the last date of exposure
 - b. If not effectively isolating from positive case and case is symptomatic - 24 days from the date of symptom onset
 - c. If not effectively isolating and case is asymptomatic - 24 days from the date of the specimen collection
 - d. With every new positive case in the house, the countdown for close contacts starts over again
3. Encourage testing of all asymptomatic household members 5-7 days after:
 - a. The positive case symptom onset; or
 - b. The positive case asymptomatic specimen collection date, or
 - c. Sooner if symptoms develop in the close contact
4. Supervisor/HR may conduct investigation to assist Community Health in determining who are close contacts in relation to the positive case, and provide completed information sheet to Community Health as soon as possible so quarantine notifications can occur before the next day to prevent those identified from presenting at the workplace:

- a. Determine meetings attended, office mates, lunchroom exposures, printer/copier interactions, front desk staff, ride sharing, etc.
 - b. Evaluate if any other employees that have had an exposure to the positive case are absent and follow up if it is due to COVID symptoms – if so, encourage testing
5. Ensure cleaning and disinfection of the affected work station(s)
- Guidance from Kanabec County Public Health APPENDIX A –



COVID-19 Screening

PLEASE SCREEN YOURSELF BEFORE ENTERING THE COUNTY BUILDINGS

Applies to:

- All staff before the start of each work shift
- All visitors

ASK YOURSELF THESE QUESTIONS:

Within the last 14 days, have you been exposed to anyone (***within 6 feet for 15 minutes or longer***) with any of these symptoms? OR Within the last 10 days, have you had any of these symptoms?

- | | |
|------------------------------------|---------------------------------|
| • Fever | • Excessive Fatigue |
| • New onset and/or worsening cough | • New onset of nasal congestion |
| • Difficulty breathing | • New onset of runny nose |
| • Chills | • Nausea |
| • Muscle pain | • Vomiting |
| • Headache | • Diarrhea |
| • Sore throat | |
| • New loss of taste or smell | |

FOR VISITORS: If the answer is YES to any of these questions, please **DO NOT** enter the building. Instead, please go home and conduct your business through a phone call or email with the department. Contact information can be found posted on the door or the county's website.

FOR STAFF: If the answer is YES to any of these questions, please contact your department head, supervisor or HR to discuss the appropriate course of action.

We appreciate your action to keep the employees and public healthy during this pandemic.

PRINT EQUIPMENT CLEANING GUIDELINES

Helping Businesses Address Coronavirus

With public health concerns over the COVID-19 pandemic, also known as Coronavirus, Marco is providing customers information they need to effectively clean their devices and to assist in maintaining a healthy work environment.

The Centers for Disease Control and Prevention (CDC) recommends cleaning surfaces, followed by disinfection, as a best practice for the prevention of coronavirus and other viral respiratory illnesses in households and community settings.

Procedure for Cleaning Print Equipment

A CDC-recommended cleaning guideline is an alcohol solution consisting of 70% isopropyl alcohol and 30% water. Please follow the steps below to use the CDC recommended alcohol solution to clean high-touch, external surfaces on print devices.

1. Wear disposable gloves made of latex (or nitrile gloves if you are latex-sensitive) when cleaning and disinfecting surfaces.
2. Lightly moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. Do not use fibrous materials, such as paper towels or toilet paper. The cloth should be moist, but not saturated.
3. **Do not** spray any liquids directly onto the product. It can damage the control boards and render your device inoperable.
4. Gently wipe the moistened cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels or USB ports located on the printer control panels, as moisture entering the inside of an electronic product can cause extensive damage to the product.
5. When cleaning a display screen or printer control panel, carefully wipe in one direction, moving from the top of the display to the bottom.
6. After disinfecting, copier/scanner glass should be cleaned again using an office glass cleaner **sprayed onto a clean rag** to remove streaking. Streaking on the copier/scanner glass from the CDC recommended cleaning solution could cause copy quality defects.

Additional Resources

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

Governor Executive Order 20-81 Requiring Face Coverings-
<https://www.leg.state.mn.us/archive/execorders/20-81.pdf>

Businesses

CDC Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

Agenda Item #6

June 15, 2021

REQUEST FOR BOARD ACTION

a. Subject: Updating Ordinance #11-Waste Tire	b. Origination: Commissioner McNally
c. Estimated time: 10 minutes	d. Presenter(s): Commissioner McNally

e. Board action requested:

Discuss updating Ordinance #11

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #7

June 15, 2021

REQUEST FOR BOARD ACTION

a. Subject: Update #P-111 Phased Retirement Option	b. Origination: Board of Commissioners
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution # - 6/10/21

WHEREAS, the Kanabec County Board of Commissioners has authority to establish and revise county personnel policies; and

WHEREAS, the recommended policy updates are consistent with 2020 Minnesota statute language changes; and

WHEREAS, the County Human Resources Department recommends the adoption of the policy updates to promote a positive, productive, and effective workplace culture and practices, and to support continued compliance with applicable law and regulations, and effective delivery of public services;

THEREFORE BE IT RESOLVED, Kanabec County shall adopt the updates to Policy #P-111 Phased Retirement Option effective 6/15/21:

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Phased Retirement Option Policy

I. POLICY STATEMENT

Legislation passed in 2009 **and updated in 2020** allows Coordinated and Basic General Employee PERA members ~~age 62 and over~~ **who meet statutorily defined criteria** the option to begin receiving a PERA pension without formally resigning **through** a Phased Retirement Option (PRO). The Kanabec County Board of Commissioners supports and permits the offer of this benefit to qualifying Kanabec County employees.

II. REQUIREMENTS

The Kanabec County Board of Commissioners has sole discretion on offering the phased retirement option to an employee.

- A. The initial offer must not exceed one year, but it can be renewed for periods of up to a year for a total of five years. Kanabec County is under no obligation to renew a Phased Retirement agreement.

- B. To qualify, ~~a member~~ **an employee** must:

1. Participate in PERA's **Basic or** Coordinated Fund at the time of employment termination;
2. Have worked at least 1,044 hours per year for Kanabec County for the past five years; and
3. Are at least age 62 at the time they terminate PERA-covered employment.
- ~~4. The employee must terminate employment no later than June 30, 2019 (current retirees are ineligible).~~ **Have a termination of membership as defined under section 353.01, subd. 11b.**

5. Accept a phased retirement agreement to continue employment in the **same position** with the same governmental subdivision that the employee held before the date of the employee's termination and to work a reduced schedule that is both:

- ~~C.~~ a. Work hours must be reduced by at least 25% from the individual's pre-retirement work schedule.

- ~~D.~~ b. Work hours cannot exceed 1,044 hours per year.

6. **Not be eligible for participation in the state employee postretirement option program under section 43A.346.**

7. Acknowledge that under the PRO ~~The re-hired the employee participant~~ does not pay PERA employee contributions nor does the County pay any employer contributions. ~~The re-hired participant~~ does not accrue additional PERA service credit during PRO and the ~~re-employment PRO~~ earnings have no impact on the employee's "high five" years of PERA service.

8. Acknowledge that if an individual previously under a PRO subsequently accepts employment with any other governmental subdivision, the individual may not earn allowable service in the general employee's retirement plan of PERA, no employer contributions or payroll deductions for the retirement fund may be made, and the provisions of MN Statute 353.37 apply to the subsequent employment.

9. Acknowledge that if the participant works more hours than permitted, then on the first of the month following the date on which the permitted number of hours was exceeded the following will occur:

- a. the phased retirement agreement is terminated; and
- b. the participant's retirement annuity is suspended until the participant meets the termination and length of service requirement in section 353.01, subdivisions 11a and 28.

III. PROCEDURES

Employees interested in a PRO should first talk to their supervisors ~~and department heads~~. In turn, supervisors ~~and department heads~~ should consider allowing an eligible employee to ~~return to maintain~~ employment as a participant of this program.

As each employee expresses interest in the PRO, supervisors and ~~department heads~~ must determine whether ~~retaining rehiring~~ the individual under the ~~parameters of the PRO (to the same —or to a different— position)~~ makes good business sense. The department head will present the County Board with a request prepared in conjunction with the Personnel Director that includes:

1. A staffing analysis showing how the department will accommodate the reduced hours, and
2. A financial analysis.

The County Board will determine whether or not to approve a PRO on a case-by-case basis.