



Kanabec County Board of Commissioners

Regular Meeting Agenda

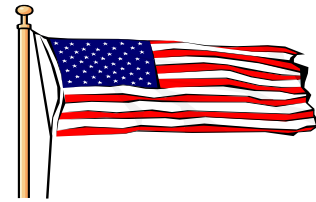
The Meeting of March 16, 2021

- Due to COVID-19 safety protocol, this meeting will be in-person and via WebEx (video/phone conference)
- The public may join the meeting via WebEx or in-person at the meeting room.
- If attending the meeting in-person, the total number of persons (including commissioners) will be limited and social distancing/safety protocol will be in effect.

To be held via WebEx telephone call or video meeting:

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

Access Code: 187 799 1515



Video Meeting link:

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=me3d7637f74a919f10813192ae5f7f744>

Meeting number: 187 799 1515

Password: 2E5meR2a5XJ

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 Randy Ulseth, Welia C.E.O.
 a. Resolution Authorizing Defeasance of General Obligation Medical Facilities Equipment and Refunding Bonds. Series 2012B
 b. Kanabec County Hospital – PERA Transition Resolution Requesting Support for Providing Coverage Under Section 353F and Agreeing to Pay the Costs of the Actuarial Calculations
- 10:00am Teresa Wickeham, Environmental Services Supervisor
 a. SCORE Program
 b. Solid Waste Management Plan/Use of Tire Shreds in Kanabec County/Permit Fees
 c. Comprehensive Plan – Discuss RFP draft, tentative process and timeframe

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: 187 799 1515

10:45am Recess County Board to a time immediately following Drainage Authority Board
Drainage Authority Board

11:00am Chad Gramentz, Public Works Director

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. Knife Lake Parcel C Update
5. American Rescue Plan
6. Policies:
 - a. Review Bulletin Board Policy A-121
 - b. Clarification on Building Use Policy A-103 “non-county”
7. Future Agenda Items
8. 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 March 16, 2021 9:05 a.m.

- 1. Agenda Approval** **Pg. 1**
- 2. Tim –Financial/Child Support Supervisor presentation - Financial Management Evaluation (ME) Review**
- 3. Director's Report** **Pg. 2**
 - Staffing – nothing new to report
 - Child Support 2020 Self –Assessment
 - See attached letter from DHS **Pg 3-4**
 - Printer/Copier Replacement
 - Action requested **Pg. 5-8**
 - See attached quote and resolution
 - Ongoing Number of Children in Placement
- 4. Welfare Fund Report**
 - See attached report **Pg. 9**
- 5. Financial Report**
 - See attached report **Pg. 10**
- 6. Abstract Approval**
 - See attached abstract and board vendor paid list **Pg. 11-15**
- 7. Other Business**
- 8. Adjourn**

Family Service Director's Report

March, 2021

Staffing

No changes currently

Child Support 2020 Self –Assessment

The Child Support area had five cases pulled for evaluation and all met the criteria and passed.

- See attached letter from DHS

Copier Replacement

The Family Services agency will need to replace a copier in the Child Support /Eligibility area. IS has acquired a bid. We have funds in the equipment lines of the budget to cover the cost. We should receive at least 50% reimbursement from program areas for the cost as well. We print over 6000 pages a month on this machine and I do not see that number decreasing going forward. I am asking to replace the copier which is 12 years old. IS recommends the leasing option rather than purchasing.

- Action requested
- See attached bid and resolution

Ongoing Update on Number of Children in Placement

Last month we had 18 children in our care in out of home placements. We have 20 children in care this month compared to 11 last year for the same month.

Cc: Byrd, Chakira G (DHS) <chakira.byrd@state.mn.us>

Subject: Self-Assessment for FFY 2020

Dear County Directors and Supervisors:

The purpose of this email is to inform you that staff from the Minnesota Department of Human Services (DHS), Child Support Division (CSD) completed the Federal Fiscal Year (FFY) 2020 statewide Self-Assessment review of the child support program. The review was based on a random statewide sample of cases available during the review period of October 1, 2019 through September 30, 2020. At least one case was selected from sixty-four county agencies. Twenty-two county agencies did not have any cases selected (Aitkin, Cottonwood, Dodge, Faribault, Grant, Houston, Kittson, Lake, Lake of the Woods, Lincoln, Mahnomen, Murray, Norman, Pennington, Pipestone, Redwood, Rock, Stevens, Traverse, Waseca, Wilkin and Yellow Medicine).

Staff reviewed cases in five categories: establishment of current support; enforcement of current support; establishment and enforcement of medical support; interstate and case closure. Staff based case determinations on the documentation found in PRISM. Federal time frame extensions provided by the Stafford Act were also considered. See county message 6643 for more information on federal time frame extensions.

CSD case findings can be found on DHS-SIR by following this path: DHS-SIR>PRISM>Documentation>Self-Assessment Review. County agencies have the opportunity to review their case findings before the final report. Case findings should be reviewed as soon as possible. Go to the [Self-Assessment](#) page on DHS-SIR to locate your county's list of reviewed cases under the Self-Assessment Case Findings headers.

If your county has cases that did not pass the review process and you would like to ask a question regarding the findings, use the [Self-Assessment Review Follow-up Use Form](#) on DHS-SIR to submit questions. Counties are encouraged to send questions in at any time, but only questions received by March 18, 2021 can result in a possible adjustment to compliance results.

Please follow the instructions listed below when submitting questions:

- Use the Self-Assessment Review Follow-up form located by following this path: DHS-SIR>Documentation>Forms>Self-Assessment Review Follow-up or by clicking the link above.
- Submit one form per case and complete all the fields on the form.
- Include your name and county. Click on the arrow in the "review area" box to see a menu. Highlight the review area that pertains to your question. Additionally, complete the PRISM case number for the case in question and list the parties' names in the CP and NCP fields.
 - In the box entitled "Reviewer's case findings," please use the exact text from the case findings as found in your self-assessment case findings.
- In the second box, type the question you have on this case.
- The third and final box should include any support information you have found, DHS-SIR sites (including the type of information - IPP, FAQ, etc.) that supports why you are questioning the call.

If you have any questions, contact Chakira Byrd by phone at 651-431-4559 or email at Chakira.Byrd@state.mn.us.

Thank you,

Shaneen Moore, MBA

Director | Children and Family Services, Child Support Division

Pronouns: She/Her/Hers

Minnesota Department of Human Services

PO Box 64946

St. Paul, MN 55164-0946

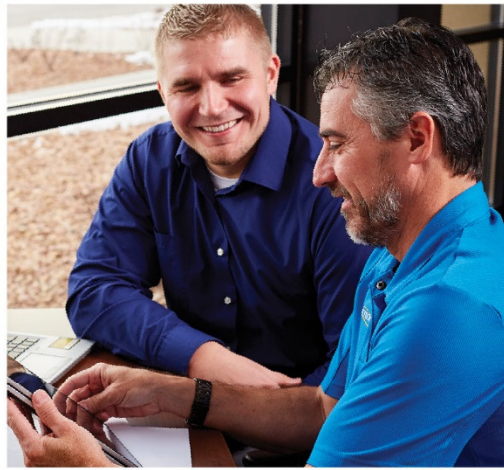
O: 651-431-4603

F: 651-431-7515

Email: shaneen.moore@state.mn.us

mn.gov/dhs





3/8/2021

A Proposal for

Kanabec County

Family Services

Lisa Blowers

320.679.6496

lisa.blowers@co.kanabec.mn.us

Quote # GJG030821_2

Prepared by:

Greg Gau

320.259.3045

gregg@marconet.com

taking technology further

MANAGED SERVICES

CLOUD SERVICES

BUSINESS IT SERVICES

CARRIER SERVICES

COPIERS & PRINTERS



marconet.com



Current Situation

The following is a price quote to replace the 12 plus year old Sharp MX-M350 copier with S/N: 85011521 located in Family Services. The parts and supplies have officially been discontinued by Sharp and can only be sourced through 3rd party vendors. Since there are very few of this model of copier left in the field, these vendors are getting very low on parts inventory and making it very difficult to effectively service this model. This copier averages 6,239 prints per month.

Marco recommends the following options for your consideration:

Document Systems Option

OPTION

- 1 - Sharp **MX-M3571** Document System
 - 35 Pages Per Minute
 - 150 Sheet Duplex Single-Pass Document Feeder
 - (4) 550 Sheet Standard Universal Paper Drawers
 - (1) 100 Sheet Multipurpose Tray
 - 50 Sheet Inner Stapler Finisher
 - Standard Network Printing
 - Standard Full Color Network Scanning
 - Standard Facsimile

Lease Program

Leasing allows you to build equity in your new digital system without paying the initial capital investment. Marco offers flexible lease plans to accommodate your budget. Following are lease options for your consideration:

OPTION

- 1 - Sharp **MX-M3571** Document System
 - **60 Month Lease \$131.00/Month**

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial Training.....Included

Purchase Plan/Marco Satisfaction Commitment

If you are not satisfied with your new digital system within three years of installation, Marco will replace it without charge when continuously maintained under a Marco service and supply agreement or Preferred Service Plan. You will receive an identical model or a system with comparable features and capabilities.

OPTION

(1) – Sharp **MX-M3571** Full Color Document System\$6,043.00

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial TrainingIncluded

Service and Supplies – Applies to Both the Purchase and lease Options

OPTION

Sharp **MX-M3571** Document System

- Cost Per print: \$.0085/Print x Current Monthly Black Volume (6,239)..... \$53.03/Month

The service and supply contract includes all parts, labor, mileage, drums, toner and developer – everything except paper and staples.

The above pricing does not include applicable sales tax.

Prices quoted are subject to change and should be verified before placing your order.

Accepted by: _____ Date: _____

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.

Resolution # KCFS __ 3/16/2021

Copy Machine/Printer Replacement resolution

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

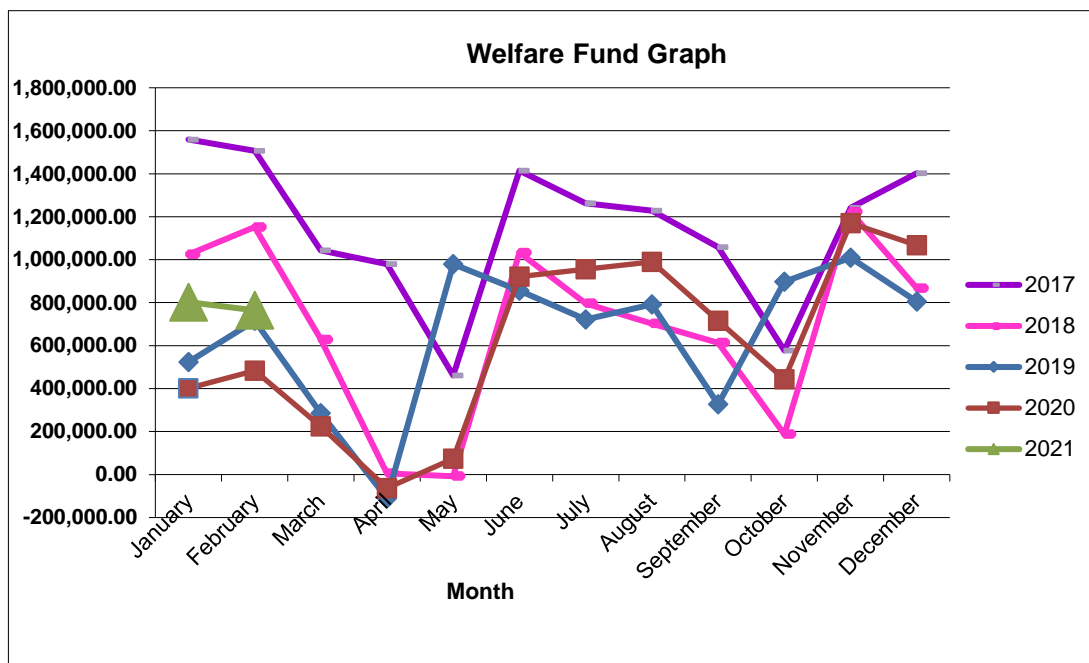
WHEREAS, IS has acquired a bid to lease a new copier/printer, and

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

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

THEREFORE BE IT RESOLVED the Kanabec County Family Services board approves the Family Services Director and IS Director purchasing/leasing a new copier/printer as requested for the amount of \$131.00 per month.

	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	
April	979,174.37	5,607.36	-109,902.43	-63,141.11	
May	461,452.14	-7,853.46	979,247.26	73,382.15	
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	1,566,978.80
Averages	1,144,641.51	685,614.37	650,069.41	615,355.12	783,489.40
6 month Avg.	1,128,473.23	731,853.61	758,505.15	890,527.11	827,375.81
Rolling 12 month Avg	1,144,641.51	685,614.37	650,069.41	615,355.12	672,193.98



Kanabec County Family Services - Board Financial Report				Through February 2021			
	Total year to date/			8.33%	16.67%		
Department	Budget	% of budget	Total	January	February		
Income Main. Service							
Exp	689,139.00	16.72%	115,241.66	51,854.59	63,387.07		
Rev	385,501.00	17.34%	66,842.45	10,047.98	56,794.47		
Tax	295,906.00	1.60%	4,747.06	4,747.06			
State Shared Rev			0.00				
Recoveries							
Exp	19,100.00	17.08%	3,262.28	3,262.28	0.00		
Rev	19,100.00	14.45%	2,759.40	1,941.31	818.09		
Tax	24,847.00	1.63%	405.92	405.92			
State Shared Rev			0.00				
Burials							
Exp	25,000.00	3.45%	863.01	0.00	863.01		
Rev			0.00				
Tax			0.00				
Child Support							
Exp	359,777.00	13.95%	50,203.02	26,967.91	23,235.11		
Rev	412,000.00	20.69%	85,227.20	29,456.92	55,770.28		
Tax							
MA Services							
Exp	483,900.00	12.13%	58,679.63	37,587.78	21,091.85		
Rev	418,000.00	21.59%	90,258.62	59,053.49	31,205.13		
Tax	64,151.00	1.62%	1,037.36	1,037.36			
State Shared Rev			0.00				
Child Care							
Exp	230,950.00	17.45%	40,306.27	31,466.06	8,840.21		
Rev	229,768.00	0.70%	1,603.00	858.00	745.00		
Tax	1,129.00	1.66%	18.79	18.79			
State Shared Rev			0.00				
Fraud							
Exp	75,704.00	15.70%	11,884.02	5,930.22	5,953.80		
Rev			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	0.95%	33.30	33.30	0.00		
Rev	8,817.00	0.19%	16.67	16.67	0.00		
Tax							
Dev. Disability							
Exp	91,389.00	10.41%	9,516.25	4,988.66	4,527.59		
Rev	73,941.00	14.34%	10,606.00	0.00	10,606.00		
Tax	16,941.00	2.15%	364.58	364.58			
State Shared Rev			0.00				
Mental Health							
Exp	1,216,129.00	17.28%	210,086.70	93,026.89	117,059.81		
Rev	693,784.00	9.38%	65,067.34	15,137.98	49,929.36		
Tax	509,364.00	1.72%	8,753.69	8,753.69			
State Shared Rev			0.00				
Chemical Dependency							
Exp	117,000.00	1.38%	1,620.00	1,620.00	0.00		
Rev	51,000.00	19.84%	10,116.71	747.25	9,369.46		
Tax	64,376.00		0.00	0.00			
Child Services							
Exp	567,262.00	11.51%	65,286.39	34,279.23	31,007.16		
Rev	341,681.00	15.01%	51,294.56	9,327.07	41,967.49		
Tax	220,009.00	2.25%	4,950.02	4,950.02			
State Shared Rev			0.00				
Social Services							
Exp	1,278,208.00	14.88%	190,153.89	95,243.93	94,909.96		
Rev	1,061,420.00	15.70%	166,622.89	50,849.88	115,773.01		
Tax	211,426.00	1.54%	3,254.91	3,254.91			
State Shared Rev			0.00				
Income Main. Admin							
Exp	88,074.00	14.83%	13,057.70	6,530.06	6,527.64		
Rev	52,372.00	19.00%	9,952.04	1,235.14	8,716.90		
Tax	34,786.00	1.47%	511.19	511.19			
State Shared Rev			0.00				
Social Services Admin.							
Exp	301,984.00	15.33%	46,301.77	22,485.54	23,816.23		
Rev	65,000.00	22.85%	14,854.00	0.00	14,854.00		
Tax	231,078.00	1.65%	3,803.66	3,803.66			
State Shared Rev			0.00				
FS Admin							
Exp	672,578.00	18.52%	124,585.30	69,803.74	54,781.56		
Rev	148,488.00	16.80%	24,941.51	3,716.88	21,224.63		
Tax	510,946.00	1.67%	8,558.24	8,558.24			
State Shared Rev			0.00				
Agency Totals							
Exp	6,219,694.00	15.13%	941,081.19	485,080.19	456,001.00		
Rev	3,960,872.00	15.15%	600,162.39	182,388.57	417,773.82		
Tax	2,258,822.00	1.66%	37,585.61	37,585.61	0.00		
State Shared Rev			0.00	0.00	0.00		
Total Revenue	6,219,694.00	10.25%	637,748.00	219,974.18	417,773.82		

Board Approval Report

SSIS pymt. batch #: 108764643

Paid Cnty Vendor	Total Payments		Total Amount
Bliss/Jenny, 000010784	1		6,035.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	6,035.00
Central Minnesota Jobs & Training, 000015800	1		14,649.44
Svc Description	Svc Code	Payments	Amount
Statewide MFIP Employment Services	237	1	14,649.44
Central Mn Mental Health Center, 000011298	2		2,000.00
Svc Description	Svc Code	Payments	Amount
Detoxification	371	2	2,000.00
Community Living Options, 000011478	2		956.48
Svc Description	Svc Code	Payments	Amount
Semi-Independent Living Services (SILS)	534	2	956.48
Family Pathways, 000012298	20		2,285.00
Svc Description	Svc Code	Payments	Amount
Family-Based Counseling Services	162	20	2,285.00
Ignaszewski/Karissa, 000012959	1		11,520.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	11,520.00
Lutheran Social Services of Minnesota, 000013783	2		77.70
Svc Description	Svc Code	Payments	Amount
Guardianship/Conservatorship	695	2	77.70
MN DHS-SOS, 000011816	7		10,563.00
Svc Description	Svc Code	Payments	Amount
State-Operated Inpatient	472	7	10,563.00
Nelson/Brian & Teryl, 000015026	2		1,505.00
Svc Description	Svc Code	Payments	Amount
Child Family Foster Care	181	2	1,505.00
Nexus-Gerard Family Healing , LLC, 000012394	1		978.96
Svc Description	Svc Code	Payments	Amount
Children's Residential Treatment	483	1	978.96
Nexus-Mille Lacs Family Healing, 000014598	2		13,888.00
Svc Description	Svc Code	Payments	Amount
Children's Group Residential Care	183	2	13,888.00
North Homes Inc., 000015171	2		19,491.36
Svc Description	Svc Code	Payments	Amount
Children's Residential Treatment	483	2	19,491.36
Northwestern Minnesota Juvenile Center, 000015203	1		7,420.00
Svc Description	Svc Code	Payments	Amount
Correctional Facilities	185	1	7,420.00
Options Residential, 000015334	1		1,188.32
Svc Description	Svc Code	Payments	Amount
Child Family Foster Care	181	1	1,188.32
PHASE, Inc., 000015579	2		884.18
Svc Description	Svc Code	Payments	Amount
Day Training and Habilitation	566	1	532.18
Transportation	516	1	352.00

Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
Pinehaven Youth & Fam SVCS Inc, 000015643				12	13,119.24
Svc Description	Svc Code	Payments	Amount		
Child Family Foster Care	181	12	13,119.24		
Richardson MD/Paul T, 000016136				1	3,000.00
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	1	3,000.00		
RSI, 000016246				2	417.85
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	2	417.85		
Timber Trails Public Transit, 000017159				2	75.04
Svc Description	Svc Code	Payments	Amount		
Transportation	416	2	75.04		
Volunteers Of America, 000017460				4	2,633.12
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	4	2,633.12		
Report Totals:				68	112,687.69

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
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Vendor Name	Amount
Akkerman Ingebrand Funeral Home (GA Burial)	\$ 1,800.00
Health Insurance Reimbursement	\$ 148.50
Jen Anderson	\$ 24.08
Health Insurance Reimbursement	\$ 582.04
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
DHS	\$ 39,888.86
Health Insurance Reimbursement	\$ 1,104.64
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50
Medical Mileage	\$ 253.50
Health Insurance Reimbursement	\$ 346.00
Health Insurance Reimbursement	\$ 148.50
Medical Mileage	\$ 74.54
Health Insurance Reimbursement	\$ 462.92
Health Insurance Reimbursement	\$ 148.50
Leah Hjort	\$ 134.40
Health Insurance Reimbursement	\$ 536.00
Linda Hosley	\$ 426.72
Innovative Office Solutions	\$ 258.07
Itsavvy	\$ 87.89
Health Insurance Reimbursement	\$ 163.42
Health Insurance Reimbursement	\$ 148.50
Kanabec County Attorney	\$ 11,255.40
Kanabec Co Lcts	\$ 21,159.00
Kanabec County Aud Treas	\$ 4,953.67
Kanabec County Comm Health	\$ 14,179.16
Kanabec County Sheriff	\$ 89.30
Aliina Knickerbocker	\$ 49.28
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50
Medical Mileage	\$ 64.24

Health Insurance Reimbursement	\$	410.52
MFIP Recovery	\$	123.00
MAFAS (Memb Dues)	\$	45.00
Alissa McDermeit	\$	16.80
Health Insurance Reimbursement	\$	148.50
MFWCAA	\$	200.00
Mille Lacs County Sheriff	\$	45.00
Health Insurance Reimbursement	\$	374.32
Health Insurance Reimbursement	\$	148.50
Next Chapter Tech Inc	\$	40,535.00
Medical Mileage	\$	81.62
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	\$	12.94
Medical Mileage	\$	49.19
Premier Biotech Inc	\$	500.42
Premier Biotech Labs LLC	\$	75.80
Procentive .Com LLC	\$	295.00
Health Insurance Reimbursement	\$	1,317.94
Health Insurance Reimbursement	\$	557.40
Health Insurance Reimbursement	\$	1,142.96
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	918.46
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	135.92
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	195.20
Medical Mileage	\$	9,477.00
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	306.28
Health Insurance Reimbursement	\$	530.12
Timber Trails Public Transit	\$	5,811.25

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	\$	319.94
Health Insurance Reimbursement	\$	639.88
Health Insurance Reimbursement	\$	1,605.88
Card Services	\$	46.10
TOTAL IFS DOLLARS	\$	168,854.21
82 Total IFS Vendors		
	\$	112,687.69
22 Total SSIS Vendors		
GRAND TOTAL	\$	281,541.90
0 Total Vendors		

9:30am Appointment

Item a.

March 16, 2021

REQUEST FOR BOARD ACTION

a. Subject: Resolution Authorizing Defeasance of General Obligation Medical Facilities Equipment and Refunding Bonds. Series 2012B	b. Origination: Welia Health
c. Estimated time: 10 minutes	d. Presenter(s): Randy Ulseth, CEO

e. Board action requested:

Adopt the attached resolution

f. Background:

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:

Coordinators Comments:

CERTIFICATION OF MINUTES RELATING TO
GENERAL OBLIGATION MEDICAL FACILITIES EQUIPMENT AND REFUNDING
BONDS, SERIES 2012B

Issuer: Kanabec County, Minnesota

Governing Body: Board of Commissioners

Kind, date, time and place of meeting: A regular meeting held March 16, 2021, at 9:00 o'clock A.M., at the County offices in Mora, Minnesota.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

RESOLUTION NO. _____

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

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on _____, 2021.

County Coordinator

RESOLUTION NO. _____

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

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

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

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

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

Chair

Attest: _____
County Coordinator

ESCROW AGREEMENT

THIS ESCROW AGREEMENT, between KANABEC COUNTY, MINNESOTA (the “County”) and [] (the “Escrow Agent”);

WITNESSETH, that the parties hereto recite and, in consideration of the mutual covenants and payments referred to and contained herein, covenant and agree as follows:

1. The County has determined that it is in the best interests of the County to defease its General Obligation Medical Facilities Equipment and Refunding Bonds, Stated 2012B, dated November 7, 2012, in the original principal amount of \$2,900,000 (the “Bonds”), of which \$620,000 of principal amount remains outstanding, by establishing an escrow account funded with direct obligations of the United States which will produce revenues sufficient to pay the maturing principal of and interest on the Bonds to and including May 1, 2022.

2. The County has, in accordance with a resolution adopted on March 16, 2021 (the “Resolution”), authorized the County Coordinator, simultaneously with the execution of this Agreement, to deposit funds received from Kanabec County Hospital, d/b/a Welia Health, in an amount equal to \$_____ in escrow with the Escrow Agent to be used as follows:

- (a) \$_____ to purchase an equivalent principal amount of federal securities as identified in Exhibit A attached hereto; and
- (b) \$_____ to be deposited as a beginning cash balance in the escrow account hereinafter established.

3. The Escrow Agent agrees to apply the funds received from the County in the manner and for the purposes set forth in Section 2 hereof and this Section. The Escrow Agent acknowledges receipt of the cash and federal securities described in Section 2 and agrees that it will hold such cash and federal securities in a special escrow account established for the Bonds, hereinafter referred to as the Escrow Account, in the name of the County, and will collect and receive on behalf of the County all payments of principal and interest on such securities and will remit to the paying agent for the Bonds from the Escrow Account moneys sufficient for the payment of maturing principal of and interest on the Bonds as such becomes due.

Any remaining funds in the Escrow Account after such transfers shall be remitted to the County. The Escrow Agent will also, within 10 days following the date hereof, cause notice of defeasance, in the form of Exhibit C attached hereto, to be mailed to the owners of all Bonds, provided that failure to give such notice of defeasance or any defect therein shall not affect the validity of the defeasance of any Bonds.

4. In order to ensure continuing compliance with the Internal Revenue Code of 1986, as amended (the “Code”) and applicable Treasury Regulations, the Escrow Agent agrees that it will not reinvest any cash held in the Escrow Account. Said prohibition on reinvestment shall continue unless and until the Escrow Agent receives (i) a report from an independent certified public accountant, verifying that the investments in the Escrow Account after the reinvestment are sufficient to pay, when due, the amounts described in Section 2 hereof, and (ii) an opinion from nationally recognized bond counsel that such reinvestments are permitted hereunder and will not adversely

affect the tax-exempt status of the interest component of the Bonds. The County and the Escrow Agent shall not amend this Escrow Agreement or enter into a forward purchase agreement or other agreement with respect to the Escrow Account.

5. The Escrow Agent acknowledges that satisfactory arrangements have been made with the County for the payment of the compensation of the Escrow Agent for services to be performed by it as Escrow Agent under this Escrow Agreement. The Escrow Agent expressly waives any lien upon or claim against the moneys and investments in the Escrow Account.

6. Within 60 days following the close of the Escrow Account, the Escrow Agent shall submit to the County a report covering all money it shall have received and all payments it shall have made or caused to be made hereunder during the preceding calendar year.

7. It is recognized that title to the federal securities and moneys held in the Escrow Account from time to time shall remain vested in the County but subject always to the prior charge and lien thereon of this Escrow Agreement and the use thereof required to be made by the provisions of this Escrow Agreement. The Escrow Agent shall hold all such moneys in a special trust fund and account separate and wholly segregated from all other funds and securities of the Escrow Agent or deposited therein, and shall never commingle such moneys or securities with other moneys or securities. It is understood and agreed that the responsibility of the Escrow Agent under this Escrow Agreement is limited to the safekeeping and segregation of the moneys deposited with it in the Escrow Account, and the collection of and accounting for the principal and interest payable with respect thereto.

8. This Escrow Agreement is made by the County for the benefit of the owners of the Bonds, under and pursuant to applicable laws of the State of Minnesota, and is not revocable by the County, and the investments and other funds deposited in the Escrow Account and all income therefrom have been irrevocably appropriated for payment of the amounts described in Section 2 hereof, in accordance with this Escrow Agreement. This Escrow Agreement shall terminate when the Bonds have been fully paid and discharged.

9. This Escrow Agreement shall be binding upon and shall inure to the benefit of the County and the Escrow Agent and their respective successors and assigns. In addition, this Escrow Agreement shall constitute a third-party beneficiary contract for the benefit of the owners of the Bonds. Said third-party beneficiaries shall be entitled to enforce performance and observance by the County and the Escrow Agent of the respective agreements and covenants herein contained as fully and completely as if said third-party beneficiaries were parties hereto.

10. Upon merger, consolidation or sale of the Escrow Agent, if the resulting corporation is a bank or trust company authorized by law to conduct such business, such corporation shall be authorized to act as successor escrow agent. Upon the resignation of the Escrow Agent, which shall be communicated in writing to the County, or in the event the Escrow Agent becomes incapable of acting hereunder, the County reserves the power to appoint a successor escrow agent. No resignation, and no appointment of a successor escrow agent, shall become effective until the date specified in a notice which the County shall cause to be mailed by United States mail, addressed to the registered owners of the Bonds, or provided by electronic means.

[The remainder of this page left intentionally blank.]

IN WITNESS WHEREOF the parties hereto have caused this instrument to be duly executed by their duly authorized officers on March 16, 2021.

KANABEC COUNTY, MINNESOTA

Chair

Attest: _____
County Coordinator

[Signature Page – Escrow Agreement]

[_____] ,
as Escrow Agent

By _____

Its _____

[Signature page to Escrow Agreement]

EXHIBIT A

FEDERAL SECURITIES

EXHIBIT B

SUFFICIENCY OF ESCROW ACCOUNT

EXHIBIT C

NOTICE OF DEFEASANCE

\$2,900,000 General Obligation Medical Facilities Equipment and Refunding Bonds, Series 2012B

Dated: November 7, 2012

Kanabec County, Minnesota

CUSIPs

483608 FL4

483608 FM2

Notice is hereby given to owners and holders of the \$2,900,000 General Obligation Medical Facilities Equipment and Refunding Bonds, Series 2012B, dated as of November 7, 2012 (the “Bonds”), issued by Kanabec County, Minnesota (the “County”), that all outstanding Bonds have been defeased by the County pursuant to an Escrow Agreement dated as of [____], 2021, between the County and [_____] (the “Escrow Agent”). United States Government Securities have been placed in escrow with the Escrow Agent in a principal amount, together with investment income thereon, sufficient to pay maturing principal of and interest on the Bonds up to and including May 1, 2022.

This notice is given for your information only; you are not required to take any action.

Dated: _____, 2021.

[_____] ,
as Escrow Agent

- 4845-6317-7695\3

9:30am Appointment

Item b.

March 16, 2021

REQUEST FOR BOARD ACTION

a. Subject: PERA Transitional Resolution Requesting Support for Providing Coverage Under Section 353F and Agreeing to Pay the Costs of the Actuarial Calculations	b. Origination: Welia Health
c. Estimated time: 10 minutes	d. Presenter(s): Randy Ulseth, CEO

e. Board action requested:

Adopt the attached resolution

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office: 3/8/21

Coordinators Comments:

Resolution #__ - 3/16/21
Kanabec County Hospital – PERA Transition

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

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

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

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

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

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

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

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

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

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

10:00am Appointment

Item a.

March 16, 2021

REQUEST FOR BOARD ACTION

a. Subject: SCORE Program	b. Origination: Environmental Services
c. Estimated time: 20 minutes	d. Presenter(s): Teresa Wickeham, Environmental Services Supervisor

e. Board action requested:
Information only

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Changes in SCORE	Summary of MSW management	MSW tons by management meth...	Material collected for recycling	Legislative progress	Source reduction	Revenue and expenditures	S...
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Changes in SCORE

In 1989, the Legislature adopts comprehensive waste reduction and recycling legislation based on the recommendations of the Governor's Select Committee on Recycling and the Environment (SCORE) including a state funding source for recycling programs, waste reduction efforts, and management of problem materials.



In 2013, due to improved reporting and a move away from estimates, yard waste and source reduction credits are eliminated and counties are asked to include their documented yard waste tonnage in SCORE. This is also the last year of using the legacy system before moving to Re-TRAC Connect.



1989

1994

2013

2015



In 1994, yard waste is no longer included in recycling tonnage, instead counties are given a 5% credit to recycling rates if they have a yard waste management program. Source reduction credit was also added (3%).

Yard waste tons from 1991 to 1994 are removed from historical numbers to better measure recycling behaviors over time.

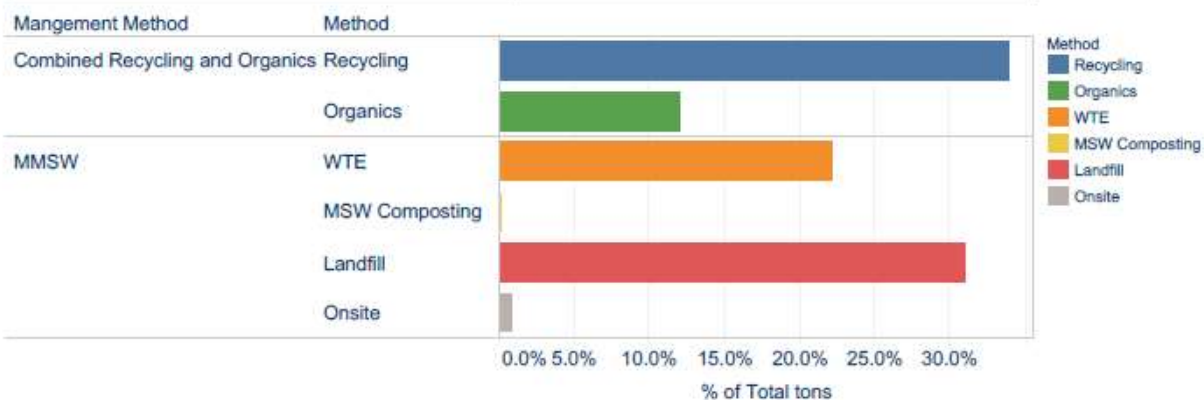


In 2015 the state stops accepting most estimates of Commercial/Institutional/Industrial (C/I/I) recycling tonnage for SCORE reporting.

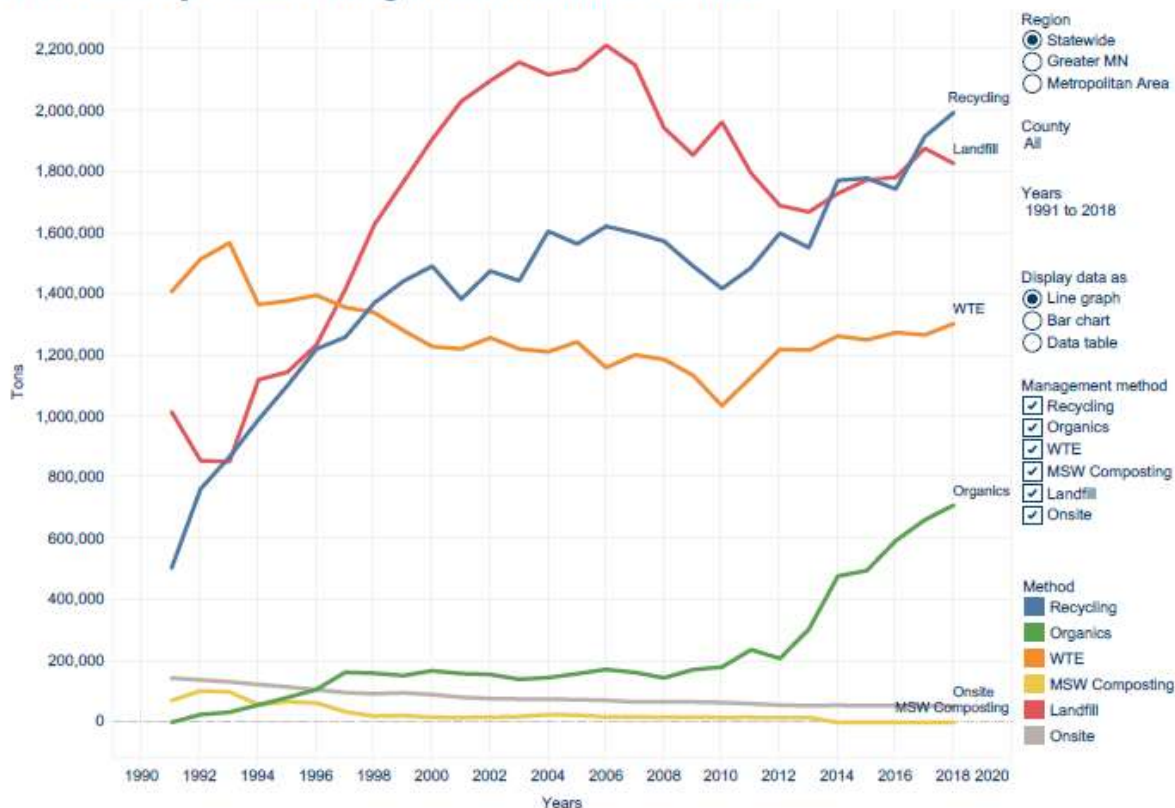
All estimates and credits are removed from historical measures as well so only documented recycling tonnages are displayed.

Summary of MSW management

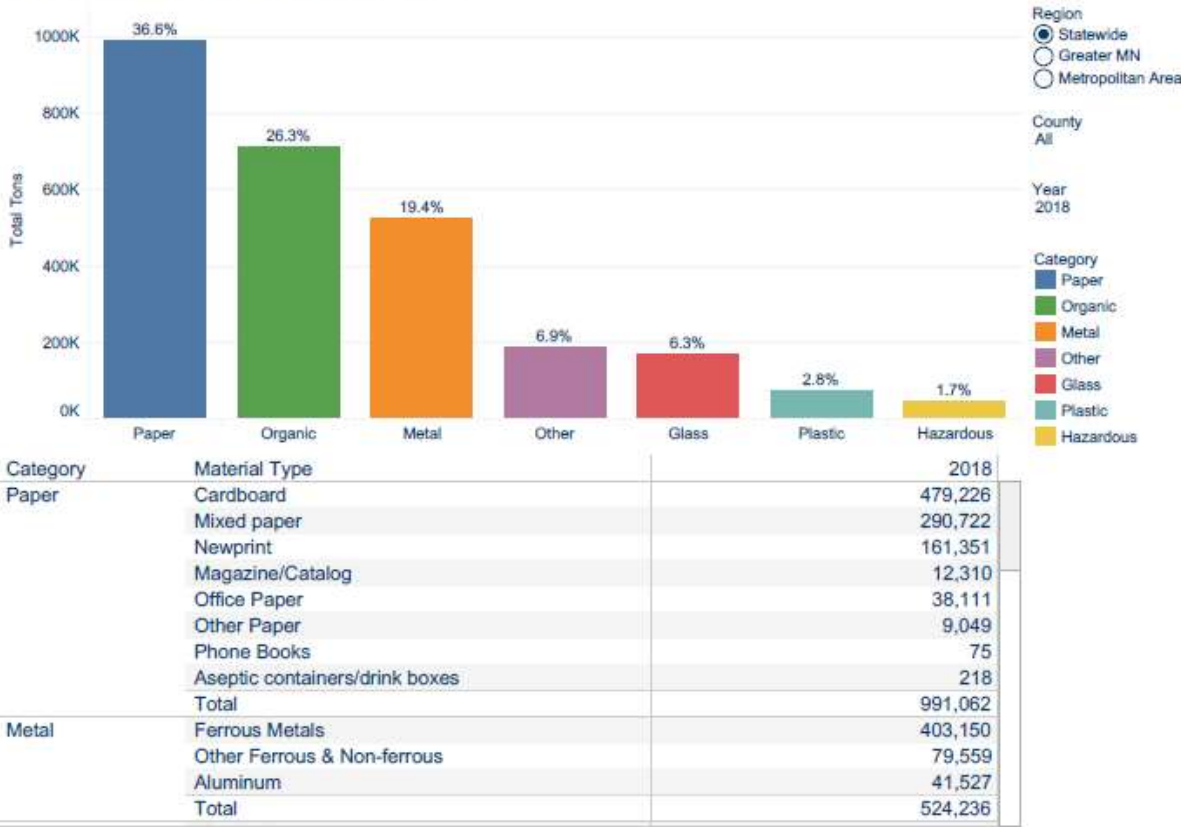
Management Method	Method	Tons	Share	Tons per capita	Region
Combined Recycling and Organics	Recycling	1,995,534	33.9%	0.35	Statewide
	Organics	710,866	12.1%	0.13	Greater MN
	Total	2,706,400	45.9%	0.48	Metropolitan Area
MMSW	WTE	1,305,101	22.1%	0.23	County
	MSW Composting	0	0.0%	0.00	All
	Landfill	1,828,801	31.0%	0.32	Years
	Onsite	52,766	0.9%	0.01	2018
	Total	3,186,669	54.1%	0.57	
Grand Total		5,893,068	100.0%	1.05	



MSW tons by waste management method over time

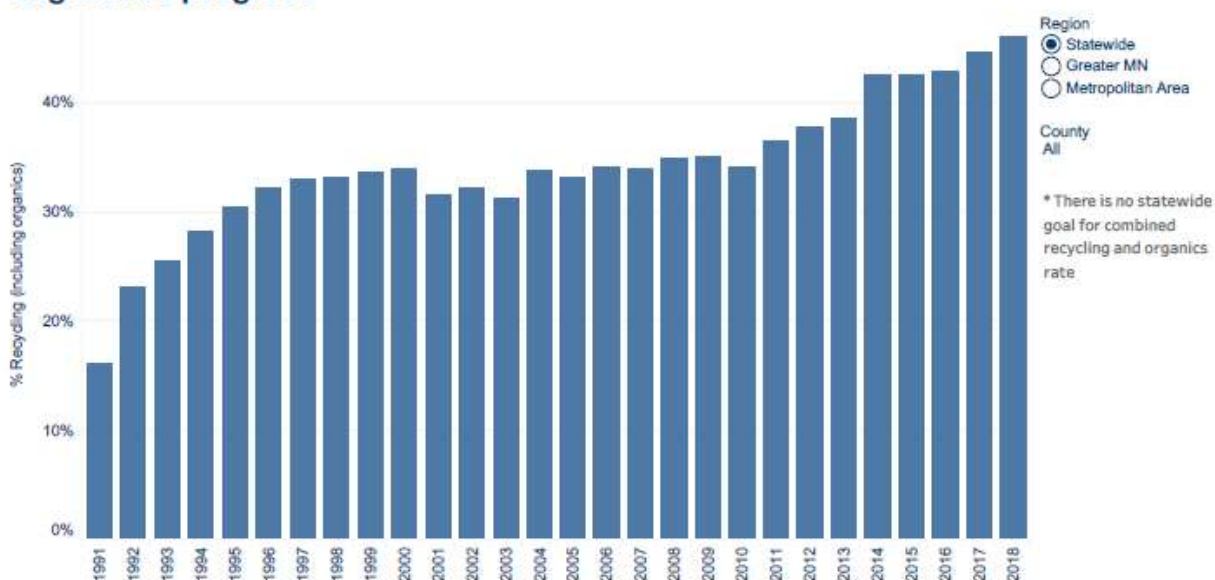


Material collected for recycling



C	Summary of MSW management	MSW tons by management meth...	Material collected for recycling	Legislative progress	Source reduction	Revenue and expenditures	SCORE background
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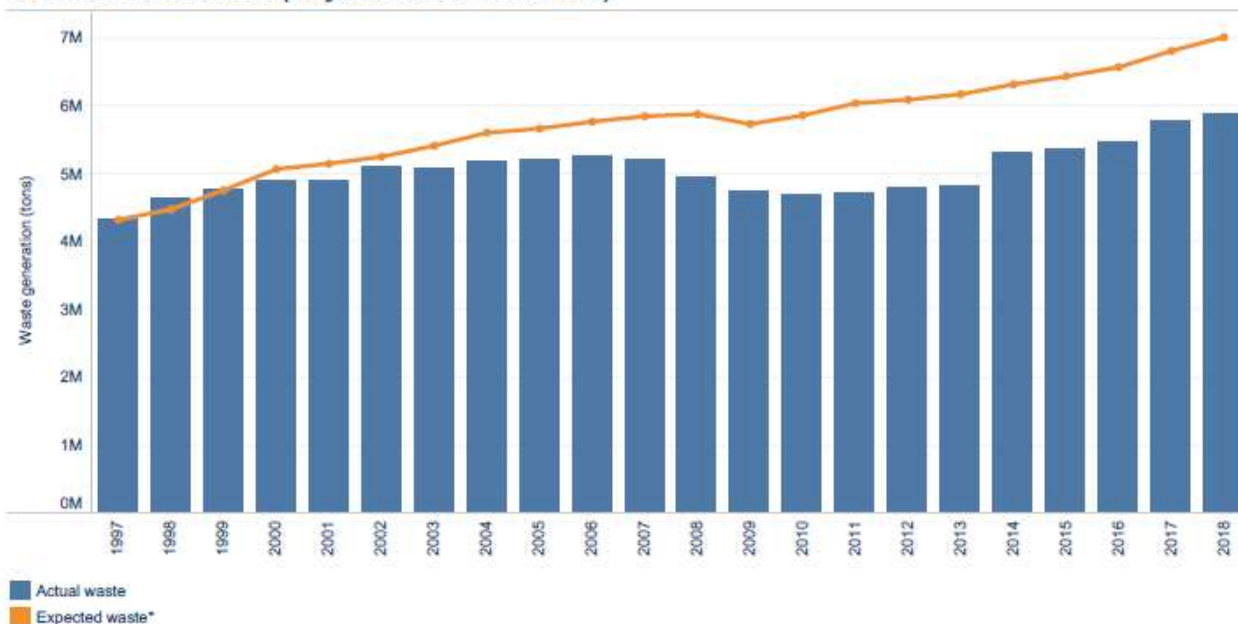
Legislative progress



In 1989, Minnesota legislation set county recycling goals. Each Greater Minnesota county (outside of the seven-county Metro Area) must recycle a minimum of 35% by weight of total solid waste generation. The goal for counties in the Twin Cities seven-county metropolitan area was to recycle half of all solid waste generated. The 2014 Legislature increased the recycling goal for these counties; by December 2030, counties in the Twin Cities metropolitan area will be required to recycle 75% of the solid waste they generate.

Note: All tonnages reported in the SCORE report are documented, all estimated tonnages have been removed from the data and are not included in the reported recycling rates. Credits for yard waste and source reduction are also not included in years prior to 2013 which could impact historical rates by as much as 8%.

Source reduction (adjusted for inflation)



Using the suggested EPA method as described in the document below, the MPCA used Personal Consumption Expenditure (PCE) to project the amount of waste generated if Minnesotans made the same amount of waste at the 1997 rate (Ton/\$million spent).

<https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=100015V9.txt>

Waste prevention takes many forms. Individuals may decide to reuse and repair materials. Businesses may redesign for more sustainable packaging or to "lightweight" it. Lightweighting of recyclable packaging is desirable – it prevents waste, even as it also can lower collected recycling tonnage, because each item will weigh less. It's part of how the integrated system works.

Revenue and expenditures



Money from the state is passed onto the county level in the form of annual block grants. Each county is required to match the funding from the Legislature with a local contribution of at least 25%.

Minn. S. 115A.557 Subd. 2 (b) establishes the requirement for Metro counties to spend SCORE funding on various types of organics recycling. FY2014 is the base year; half of any additional funds received in subsequent years is obligated to be spent on various types of organics recycling as defined in the statute.

C	Summary of MSW management	MSW tons by management meth..	Material collected for recycling	Legislative progress	Source reduction	Revenue and expenditures	SCORE background
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SCORE background

In 1989, the Governor's Select Committee on Recycling and the Environment (SCORE) recommended that the Legislature adopt a comprehensive set of laws, commonly referred to as SCORE. This act initiated a state funding source for recycling programs, as well as waste reduction, management of household hazardous wastes, and problem materials. SCORE legislation and grant dollars, along with funding from counties and local government, provide the basis for long-term, flexible programs.

This report summarizes information submitted by all 87 counties and the Western Lake Superior Sanitary District on waste management efforts, including funding and costs, waste reduction activities, recycling, composting, household hazardous waste programs, and problem materials collection from 1991 to 2018. This information is used to calculate the cost of managing waste and recycling.

1989 was the first year the state collected data, and in 1991, counties began collecting data on a calendar year basis, instead of a fiscal year. By 1991, the collection and format had greatly improved, making the quality of the data better. Since then, SCORE reporting was placed on-line for easier reporting by the counties and management by the state.

In 2007 legislation was enacted requiring the Minnesota Pollution Control Agency (MPCA) in consultation with the Association of Minnesota Counties (AMC), the Solid Waste Administrators Association (SWAA), the Solid Waste Management Coordinating Board (SWMCB), and other interested parties to make recommendations that improve and abbreviate SCORE reporting.

MPCA simplified online SCORE reporting starting in the 2009 reporting year. The MPCA also conducted an extensive evaluation of the current solid waste reporting systems used by the counties, facilities, and the MPCA. That evaluation and lengthy stakeholder input process led to statutory changes to improve data quality through facility and hauler reporting. In 2015 (reporting year 2014), counties began entering their SCORE information online via Re-TRAC software which was an improvement over the previous online portal. This was also an important step as the MPCA shifted to facility reporting through its solid waste permitting process. As an effort to relieve the burden from counties and to ensure that there is less estimation, the entities directly in charge of the waste began reporting directly to the state. The MPCA has worked with the hauling community to develop a data reporting mechanism that will provide information regarding transport of MSW, recyclables, and organics from generation to facility. Standard reporting forms have been developed at the request of the haulers in order to simplify the reporting that haulers currently provide to counties. Haulers began using these forms and entering this data into Re-TRAC in calendar year 2017 (reporting year 2016). Counties will continue to be responsible for any data that they handle directly, such as dropoff events and materials handled outside of the traditional hauling system.

Questions about using this report or the data?

Contact Barbara Monaco (barbara.monaco@state.mn.us) for questions regarding using the report.
Contact Ben Crowell (ben.crowell@state.mn.us) for questions regarding the SCORE program.



10:00am Appointment

Item b.

March 16, 2021

REQUEST FOR BOARD ACTION

a. Subject: Solid Waste Management Plan/Use of Tire Shreds in Kanabec County/Permit Fees	b. Origination: Environmental Services
c. Estimated time: 20 minutes	d. Presenter(s): Teresa Wickeham, Environmental Services Supervisor

e. Board action requested:

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

KANABEC COUNTY ENVIRONMENTAL SERVICES FEE SCHEDULE

Adopted on February 18th, 2020

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

****A septic system must be installed when there is running water to or within a structure.****

SEE REVERSE SIDE FOR WETLAND AND SEWER FEES

RESIDENTIAL SEWERS

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

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

COMMERCIAL and CLUSTER SEWERS

GALLONS/DAY

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

WETLAND CONSERVATION ACT

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

OTHER CHARGES

Adult Use Business License.....	670.00
(\$125.00 per person listed on license)	
Adult Use Manager's License	150.00/year
(\$125.00 of the fee may be waived for the first year if the person paid a \$125.00 per person fee for the Business License)	
Hauler's License	50.00
Recycling Facility License.....	50.00

OTHER CHARGES

Ordinances (excluding Shoreland and General Zoning).....	10.00
- Shoreland and General Zoning Ordinances	25.00
Comprehensive Land Use Plan	25.00
Administrative Fee (per hour plus mileage, minimum charge of 1/2 hour)	50.00
Copies	0.25/page
Color Copies	0.50/page
Copies of Meeting Recordings	25.00

10:00am Appointment

Item c.

March 16, 2021

REQUEST FOR BOARD ACTION

a. Subject: Comprehensive Plan – Discuss RFP Draft, Tentative Process and Timeframe	b. Origination: Environmental Services
c. Estimated time: 20 minutes	d. Presenter(s): Teresa Wickeham, Environmental Services Supervisor

e. Board action requested:

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



A. Kanabec County Request for Proposal

Comprehensive Land Use Plan Update

RFP Schedule

Release of RFP

May 22, 2020

Deadline for Written Questions and Inquiries

May 29, 2020

Proposal Submission Deadline

June 5, 2020

Interviews with shortlisted firms

June 10-12, 2020p

Kanabec County Board Approval

June 23, 2020

This RFP contains the following sections:

1. Project Information
2. Scope of Work and Deliverables
3. Proposal Content
4. Proposal Evaluation
5. Proposal Submittal
6. Proposal Questions
7. County's right to withdraw, cancel, suspend and/or modify RFP

Appendix A – Terms and Conditions

Appendix B – 2002 Comprehensive Plan

1. Project Information

1.1 Project Overview

Kanabec County is requesting a Proposal from experienced consulting firms and/or individuals that are interested in assisting the Kanabec County Board of Commissioners and staff with updating the County's long-term Comprehensive Land Use Plan (CLUP).

The chosen firm or individual will be expected to provide a full range of professional services to partner in the development of an updated CLUP, including planning expertise in rural land use, transportation, environmental protection and public participation. Consultants must also have experience in residential and economic development, growth management, geographic information systems, aggregate resources, agricultural preservation and protection of natural resources and the environment.

1.1.1 Background

Kanabec County's current land use plan was originally adopted in May 2002. In November 2020 the Board of Commissioners began preliminary work to review and update the existing plan.

1.1.2 Kanabec County's Mission Statement:

To provide quality services to the citizens of Kanabec County in a cost-effective, courteous and efficient manner.

1.1.3 Demographics and Land Use

Kanabec County is located in east central Minnesota and is approximately 70 miles north of the Minneapolis/St. Paul Metropolitan area. Kanabec County is considered to be within the limits of the metropolitan area daily commuting zone.

Kanabec County has a total area of 569 square miles, 339,000 acres, with roughly 60% dedicated to agriculture and agricultural industries.

Politically, the County is divided into 15 townships and 4 cities. The City of Mora is the county seat. Other incorporated cities include Grasston, Ogilvie, and Quamba.

According to the 2010 Census data, the County's population was 16,239 with a predicted estimated growth of .6% according to the US Census Bureau. The growth can be attributed to three primary factors:

- The county is a convenient distance to the major employment, retail, entertainment and services offered by the Twin Cities Metropolitan St. Cloud and Duluth areas;
- The County is experiencing retirement and second home development;

- The County lies at the intersection of two major transportation routes in the state. Highway 65 serves as a major link between the Metropolitan Area and the Iron Range cities and also as a route for recreation traffic to northern Minnesota. Highway 23 serves as a major route between central Minnesota and the Duluth/Superior area.

1.1.4 Project Purpose

The purpose of this project is to produce an updated CLUP that is derived from citizen and stakeholder input and provides a clear direction for future land use decisions and County services for the next 10 years and beyond. The CLUP will be the guiding planning document for Kanabec County, and serve as the basis for planning and land use decisions, regulations, policies and initiatives to be considered and implemented by the County. It should reflect the unique character of the County, consider growth management, agricultural preservation, environmental and natural resource protection, access to aggregate resources, transportation, economic development and build upon County strengths.

The services provided by the selected consultant may include, but are not necessarily limited to:

- Evaluating the existing Comprehensive Plan and goals approved in 2002;
- Assessing the County's current condition including demographics, land use, transportation, design, and community character;
- Gathering public input on the goals and concerns of residents, businesses and other stakeholders;
- Incorporating current planning documents into the land use policy analysis including the Shoreland Ordinance, Water Management Plan, Solid Waste Management Plan, Township Plans, and other adopted plans and ordinances;
- Develop projections for future growth and development in the County;
- Determining a specific implementation plan for short- and long-term goals and action items;
- Proposing policies, initiatives, and additional tasks necessary to accomplish the planning goals of the community;

In addition to the items listed above, the County is open to suggestions which the consultant believes will be of value in producing a dynamic CLUP Update that will have practical applications.

The consulting firm selected for this project will work closely with County staff, local officials, and stakeholders in the County. The Environmental Services Supervisor will serve as the point of contact for the project and provide staff support to keep the project within a manageable budget. All work performed under the anticipated contract must be carried out in accordance with the procedures, requirements and regulations of Kanabec County.

The Board of Commissioners has designated an amount not to exceed \$50,000 for all related expenses. The final contract dollar amount will be negotiated with the selected consultant.

1.2 Project Schedule

1.2.1 Proposed Evaluation Schedule

Kanabec County anticipates the following schedule for evaluating consultant proposals:

Request for Proposals Released	May 22, 2020
Written Questions Received	May 29, 2020
Response to Questions Released	June 2, 2020
Proposals Due	June 5, 2020
Kanabec County Internal Review	June 8-12, 2020
Consultant Interviews (If necessary)	June 10-12, 2020
Contract Negotiations and Finalization	June 15-17, 2020
Kanabec County Board Approval	June 23, 2020

The project work will commence upon selection of the consultant and after award of the contract. It is anticipated that a consultant will be under contract **by June 22, 2020**.

The consultant shall propose a project schedule based on a project completion date of no later than **November 15, 2020**. Recommendations for the project schedule and streamlining of efforts are encouraged.

2. Scope of Work and Deliverables

2.1 Work Statement

The role of the selected consultant will be to complete tasks necessary to draft an updated CLUP that addresses all of the components of the topic areas identified in section 2.3 Deliverables. The updated CLUP must be in a form suitable for submittal to the Planning Commission and County Board of Commissioners for review, and must be submitted in both printed and electronic format.

All aspects of the scope of services outlined below are included herein are expected to be completed within the agreed upon project deadlines.

2.2 Project Coordination

2.2.1 Project Management

The Environmental Services Supervisor will serve as overall project manager and primary point of contact for direction, deliverable review and approval, management of contract, and external communications for the CLUP update process.

The consultant will perform work necessary to effectively coordinate the project development, including the project schedule and budget. The consultant will assist in guiding the team through project goal setting, engagement and data collection, with an emphasis on plan

drafting. Kanabec County staff will work closely with the consultant to develop content, provide feedback/comments, and offer project direction.

Proposals should articulate project management measures required to ensure that the project is completed on time, within budget, and in accordance with applicable laws, policies, standards, and industry best practices.

2.2.2 Project Communication Expectations

Consistent communication between Kanabec County's project manager and the consultant project manager will be needed to ensure the project is progressing on-time and on-budget. Proposals should account for a weekly brief status update email or call documenting completed tasks, upcoming tasks, delays to the schedule, and any assistance needed.

The awarded consultant will be responsible for documenting relevant communication throughout the project. For example, stakeholder meetings will require meeting minutes, and phone calls may require follow-up emails with talking points and any decisions made. These will generally not be submitted any later than seven days from the meeting or phone call.

Kanabec County must be notified for any proposed change in schedule or budget of any individual task or subtask after finalization of schedule and budget. Changes in scope, project timelines, or both will need to be documented through a project memorandum with sign-off by the consultant and Kanabec County Staff.

2.2.3 Public and Agency Involvement

The consultant will work with the County to plan and perform public and agency involvement to facilitate input and support of the project. A public and agency engagement strategy is needed to assess stakeholder input, perform the alternatives development and evaluation process, and facilitate acceptance and approvals of the project.

Kanabec County is not requiring a specific number of engagement meetings be conducted. However, the County Board of Commissioners are interested in at least one 'town-hall' session before the plan is drafted. Based on best practices, past experience, and the stated budget, we are looking for the consultant to propose a public involvement plan that they view as the most effective. Please refer to the proposal outline 3.2 Proposal Outline for more information. The final framework and process will be finalized pending negotiation of the final contract.

2.2.4 Interagency Coordination

While Kanabec County retains the responsibility for overall coordination and contact with the interested agencies (townships, cities, state agencies, associations, etc.), it is recognized that the consultant may require certain information from these agencies in order to properly complete certain key tasks. All briefing of the agencies, request for information from the agencies, and contact with the agencies will be done with the full knowledge and active participation of Kanabec County.

2.2.5 Kanabec County Data Access

Kanabec County creates and maintains a variety of GIS data sets. Relevant data will be shared with the consultant upon awarding the contract.

2.2.6 Consultant Data Collection, Survey Data, Site Visits

With input from Kanabec County, the consultant shall collect existing data and reports relevant to the project area and obtain new information as needed for the project. All activity will be done with the full knowledge and active participation of Kanabec County.

2.3 Deliverables

The Updated CLUP report must clearly define planning findings and recommendations. All reports/documentation must be developed and presented in Microsoft Office, or other acceptable program as determined by Kanabec County. Digital versions of the updated CLUP and other relevant documents suitable for online viewing, must also be submitted. The Updated CLUP document must be suitable for copying on commercial black and white and color copying machines.

Sufficient copies for Planning Commission and Board of Commissioners review/approval must be printed on 8-1/2" by 11", printed two sides, black ink, spiral bound, and hard cover in accordance with the developed project schedule.

2.3.1 Updated Comprehensive Land Use Plan Content

The Updated Comprehensive Land Use Plan must examine and address the following topics, establishing proposed goals and objectives in each topical area:

- A. Legislative Authority
- B. Plan Purpose and Planning Process
- C. County History and Demographics
- D. Existing Land Use
- E. Natural Features – Soils, Topography, Water Resources, Forestry
- F. Transportation Facilities- Jurisdiction, Functional Classification, Highway and Land Use Relationships, Mora Airport
- G. Employment
- H. Existing Planning Responsibilities
 - a. Township Planning and Zoning
 - b. Subdivision Regulations
 - c. Shoreland Management
 - d. Floodplain Management
 - e. On-Site Septic Tank and Drainfield Regulations
 - f. Municipal Planning and Zoning
 - g. Solid Waste Management Planning

- I. Kanabec County Issues, Goals and Policies
 - a. Development Areas
 - b. Preserving and Managing Character of Land
 - c. Development Impacts on County's Environment
 - d. Development on Structurally Inadequate Soils
- J. Growth Management Recommendations

The consultant will work with the County Staff and CLUP Advisory Committee to refine the topic list and Plan format as needed to address feedback received from the public during plan development.

3. Proposal Content

3.1 Proposal Format

Consultant responses must include three copies of the proposal and one digital .pdf format.

Proposals shall be prepared using 8-1/2" x 11" double-sided paper with all text clear of bindings. Use of 11x17 fold-out sheets for large tables, charts, or diagrams is permissible, but should be limited. Index the proposal and sequentially number all pages throughout the section.

Proposals may not exceed 20 pages (of text) in length. Appendices may be attached to the end of proposals and are not to exceed 10 pages. Appendices may contain summaries of relevant project examples, consultant staff resumes, or other supporting documents.

3.2 Proposal Outline

The proposal must contain the following information, labeled 1-10 and presented in the order shown:

1. Cover Letter: Introduce the consultant submitting the proposal, including the name, address, telephone number, email address of the contact person(s) representing the them and also the names of other firms or individuals participating in the proposal.

2. Table of Contents: Identify the proposal material by section and page number. Tabs are recommended for differentiating sections of the proposal.

3. Project Analysis Approach: Briefly identify the sources and specific methods the consultant intends to use to conduct the analysis that will inform the Updated CLUP.

The consultant should provide a plan to assess and provide guidance on a number of issues specific to Kanabec County's plans, including, but not limited to:

Public input into plan development

Public review of draft plans

Public and Subcommittee work addressing topics identified in section 2.3.1

Specific, innovative approaches that suggest creative use of data or technology for facilitating public input on this analysis are also encouraged.

4. Public Involvement Plan: The proposal should provide an overall approach to public and agency involvement, as well as specific involvement activities, techniques, strategies and how these specific tasks will integrate into the overall process. Thus must detail methods to first facilitate input from the community, and then convey the updated CLUP content (once it is complete) to the Public. Specific, innovative approaches to public engagement are encouraged.

Kanabec County is not requiring a specific number of engagement meetings be conducted. However, the County Board of Commissioners are interested in at least one ‘town-hall’ session before the plan is drafted. Based on best practices, past experience, and the stated budget, we are looking for the consultant to propose a public involvement plan that they view as the most effective. Consultants should consider the following in their proposals:

Additionally, smaller sub-committees may be formed to address the topics of Agriculture, Natural Resources, Economic Development and Transportation. These groups may consist of representative from organizations or clubs, County staff, and citizens. Their involvement varies by group. The County would like support from the consultant in assistance (possible attendance), developing meeting materials, and suggestions of engagement exercises.

Kanabec County desires a mix of open houses, focus group listening sessions and/or online engagement. The Consultant will lead these groups, develop meeting materials, draft summaries of key meeting findings, and suggest engagement exercises.

The public engagement process must seek to mitigate existing racial, ethnic, cultural, or linguistic barriers and include people of diverse ages, races, ethnicities, incomes, national origins and abilities. Proposal must recommend specific engagement strategies to give all county residents an opportunity for input.

Kanabec County will also maintain project updates on the County website. The County would like support from the consultant in assistance developing materials and sharing content on the website to provide transparency and solicit input throughout the project.

5. Work Plan: Provide a table showing a proposed schedule breakdown of the project by phases and tasks. For each task, identify the following:

Specific staff to be involved, roles and responsibilities.

Time commitment for each person in hours per task.

Anticipated timing of the task over the duration of the project.

6. Profile of Organization: State the full name and address of your organization. Include the branch office or other subordinate element that will perform or assist in performing the work. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, state whether it is licensed to operate in the State of Minnesota. Consultants may also consider including information on the history of the firm and organizational mission/goals.

7. Project Personnel Profile: Identify individuals by name, title, skill and qualification that will be employed in the work. Identify which staff will be working locally.

Describe current assignment and time commitment to that assignment for all key personnel. Confirm that each team member will be fully engaged in the project as described for the duration of the contract.

8. Relevant Experience: List specific types of experience the consultant team has in the following areas:

- Developing Comprehensive Plans for Counties or Cities in Minnesota.
- Working with multiple stakeholder committees and the public on planning a project.
- Using innovative engagement methods effectively to build community support.
- Demonstrate past experience and familiarity with projects in Kanabec County.

9. Project Budget: Submit as part of proposal:

Fee proposal for the Updated Comprehensive Land Use Plan which includes your firm's 'not to exceed' fee. The quoted fee shall include estimated reimbursable fees including all expenses associated with mailings and publications. The quoted fee shall also include sales tax, if applicable.

- Itemized list that matches the tasks identified in the Work Plan.
- Current hourly rates for staff.
- Current overhead rates for all team member firms.
- A per-meeting cost for any proposed meetings.
- A schedule of reimbursable direct expenses by firm and expense type.
- A 5% contingency which shall be included in the Project Budget.
- Signature and contact information of authorized firm negotiator/expeditor.

10. Professional Reference: Provide two professional references of project manager-level staff that the consultant has completed relevant work for within the last five years. References should be willing and able to speak candidly about the consultant's quality of work and performance on public planning projects. Preferably, the references are Minnesota-based agencies. Include the reference's name, title, work email, work phone number, and the relevant project(s).

3.3 Proposal Administration

3.4.1. Contract Administrator

All communications concerning the RFP and Comprehensive Land Use Plan Update contract must be directed to:

Teresa Wickeham, Environment Services Supervisor
903 Forest Avenue East
Mora, MN 55051
env@co.kanabec.mn.us

3.4.2 Scope of Work Change

Kanabec County will consider modifications to the scope of work that will result in more effectively accomplishing the objectives of the master plan. Any modification submitted should be clearly marked as such within the proposal and cost estimate, with an explanation of its expected benefit and impact on other tasks within the scope of work.

3.4.3 Incurring Costs

Kanabec County shall not, in any event, be liable for any pre-contractual expenses incurred by the proposers in the preparation of their proposals. Proposers shall not include any such expenses as part of their proposals. Pre-contractual expenses include preparing or submitting a response to this RFP and negotiating with Kanabec County on any matter related to this proposal. Any other expenses incurred by the proposer prior to the date of execution of the proposed contract will be considered a pre-contractual expense. Total liability of Kanabec County is limited to the terms and conditions in this agreement.

3.4.4 Joint Offers

Where two or more consultants desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor bases rather than as a joint venture. Kanabec County intends to contract with one single firm.

3.4.5 Disclosure

All information in a submitter's proposal, except fee analysis, is subject to disclosure under the provisions of Minnesota Statute Chapter 13 "Minnesota Government Data Practices Act".

4. Proposal Evaluation

Representatives of Kanabec County will evaluate all responses received by the deadline. All responses will be evaluated on the basis of qualifications so the team(s) should be aware that their experience in providing similar services or similar projects may influence their scores.

A 100-percent scale will be used to create the final evaluation recommendation. The factors and weighting on which proposals will be judged are:

Criteria	Points
Expressed understanding of project objectives and technical design of the proposal. The proposal adheres to the document organization and content requested in the RFP.	/10
The Project Analysis Approach is descriptive and specific in conveying the consultant's analysis process. It effectively articulates how the proposed process will produce a plan that is comprehensive, strategic, and pragmatic.	/15
The Public Involvement Plan and project team's experience in conducting successful and comprehensive stakeholder engagement. How the approach to public engagement seeks to engage all residents.	/15
The Work Plan is action-oriented and identifies specific goals, strategies and a practical timeline.	/15
The proposal team's background, qualifications, and experience with similar master plans, including ability and experience in handling similar projects.	/10
The availability of personnel and other resources to perform the work within the specified project schedule.	/10
Project Budget is reasonable, reflective of project needs, and presented as requested in the RFP.	/10
Input from provided professional references.	/10
The content has been reviewed and is free of distracting spelling, punctuation, and grammatical errors.	/5
Highest Possible Score	/100

Kanabec County may interview any or all proposers at its discretion. Kanabec County will not be responsible for any costs incurred by a proposer in preparing for or making a presentation. Kanabec County reserves the right to select a consultant without conducting interviews. Proposals will be evaluated and chosen on the basis of the quality of the proposal and their qualifications. The successful proposer then will be required to submit a detailed scope of services and budget promptly after selection. Kanabec County and the successful proposer will then meet to negotiate the final scope of services and compensation. If Kanabec County and the successful proposer are unable to agree upon a scope of services and compensation within a reasonable time, as determined by Kanabec County, then negotiations may commence with the next highest ranked proposer.

Prospective consultants should thoroughly read the Contract Terms and Conditions attached in Appendix A as the awarded consultant shall be required to comply with the terms and conditions contained therein.

5. Proposal Submittal

Please submit three physical copies and one digital pdf of the proposal to:

Teresa Wickeham, Environment Services Supervisor
903 Forest Avenue East
Mora, MN 55051
env@co.kanabec.mn.us

Proposals are due: **June 5, 2020** at 4:30 PM.

The proposal must adhere to the Proposal Format and contain information outlined in the Proposal Outline.

Prospective submitters are responsible for the timely delivery of their proposal. Late proposals will not be considered or accepted. All information included in the submitted proposal will be classified in accordance with Section 13.591 of Minnesota statutes governing data practices.

No other distribution of proposals is to be made by the submitter. The proposal must include a statement as to the period during which the proposal remains valid. This period must be at least 60 days from the due date for proposals to this RFP. Upon submission, proposals will not be returned.

6. Proposal Questions

Interested consultants may submit questions specific to this RFP in writing **by 4:30 PM on May 29, 2020**.

All questions are to be directed only to Teresa Wickeham, via email
env@co.kanabec.mn.us

Interested consultants shall not communicate, verbally or otherwise, with any Kanabec County personnel or boards concerning this RFP, except for the persons listed in this section. This restriction may be suspended or removed by the authority and direction of the persons listed above. If any Interested Consultant attempts or completes any unauthorized communication, Kanabec County may, in its sole and absolute discretion, reject the Consultant's Proposal.

Please note that no other Kanabec County personnel are allowed to discuss this RFP with anyone, including Respondents, before the proposal submission deadline. This RFP does not obligate the county to award a contract or complete the project. The county reserves the right to reject any or all proposals.

7. County's right to withdraw, cancel, suspend and/or modify RFP

The County reserves the right to withdraw, cancel, suspend, and/or modify this RFP for any reason and at any time with no liability to any prospective Consultant for any costs or expenses incurred in connection with the RFP or otherwise.

DRAFT

DRAFT

Appendix A – Terms & Conditions

The term of the contract to be awarded under this RFP will be from XXX, 2021, to XXX, 2022; with a 1-year extension option if mutually agreed upon by both parties. The County will prepare a contract with the selected consultant. The County will require the selected consultant to include the contents of this RFP and all representations, warranties and commitments in the consultant's proposal as contractual obligations. Other contractual obligations will include, but are not limited to:

A. Audits, Reports, Records, and Monitoring Procedures

The consultant will maintain records which reflect all revenues, costs incurred, and services provided in the performance of the contract.

The consultant will agree that the County, the State Auditor or legislative authority, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. and the accounting procedures and practices of the contractor which are relevant to the contract. Said records must be maintained for six years after the date of the completion of the contract.

B. Insurance

Prior to commencement of the contract term, the contractor shall procure and maintain in full force and effect during the term of the contract insurance coverage for injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the contractor, its agents, representatives, employees or subcontractors.

Certificates of insurance showing the coverage listed above shall be provided to the County prior to the effective date of the contract. All such policies shall provide that they shall not be canceled, materially changed, or not renewed without thirty days prior notice thereof to the County.

C. Subcontracting and Assignment

The Contractor shall not enter into any subcontract for performance of any services contemplated under the contract nor assign any interest in the contract without written approval of the County and subject to such conditions and provisions as the County may deem necessary. The contractor shall be responsible for the performance of all subcontractors.

D. Indemnification

The contractor shall agree to indemnify and save the County, including its elected officials, officers, employees and agents, harmless from any and all claims, demands, damages, actions or causes of action arising against the County by reason of any act, omission, neglect or misconduct by the contractor.

Appendix B- Current Kanabec County Comprehensive Plan

Available at: [Ordinance #22, Comprehensive Plan](#)

March 16, 2021
Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

10:45am Drainage Authority Board

1. Schedule Informational Meeting for Ditch Petition
2. Reconvene to Regular Board

11:00am Regular Board Appointment

- | | |
|-------------------------------------|--------------------------|
| 1. Seasonal Employees | Resolution #1 (03-16-21) |
| 2. Establish No Parking Zone CSAH 6 | Resolution #2 (03-16-21) |
| 3. Intersection Safety | |

Resolution #1 (3-16-21)
Seasonal Employees

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

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

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

WHEREAS the Board desires to fill these seasonal positions;

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

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

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

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

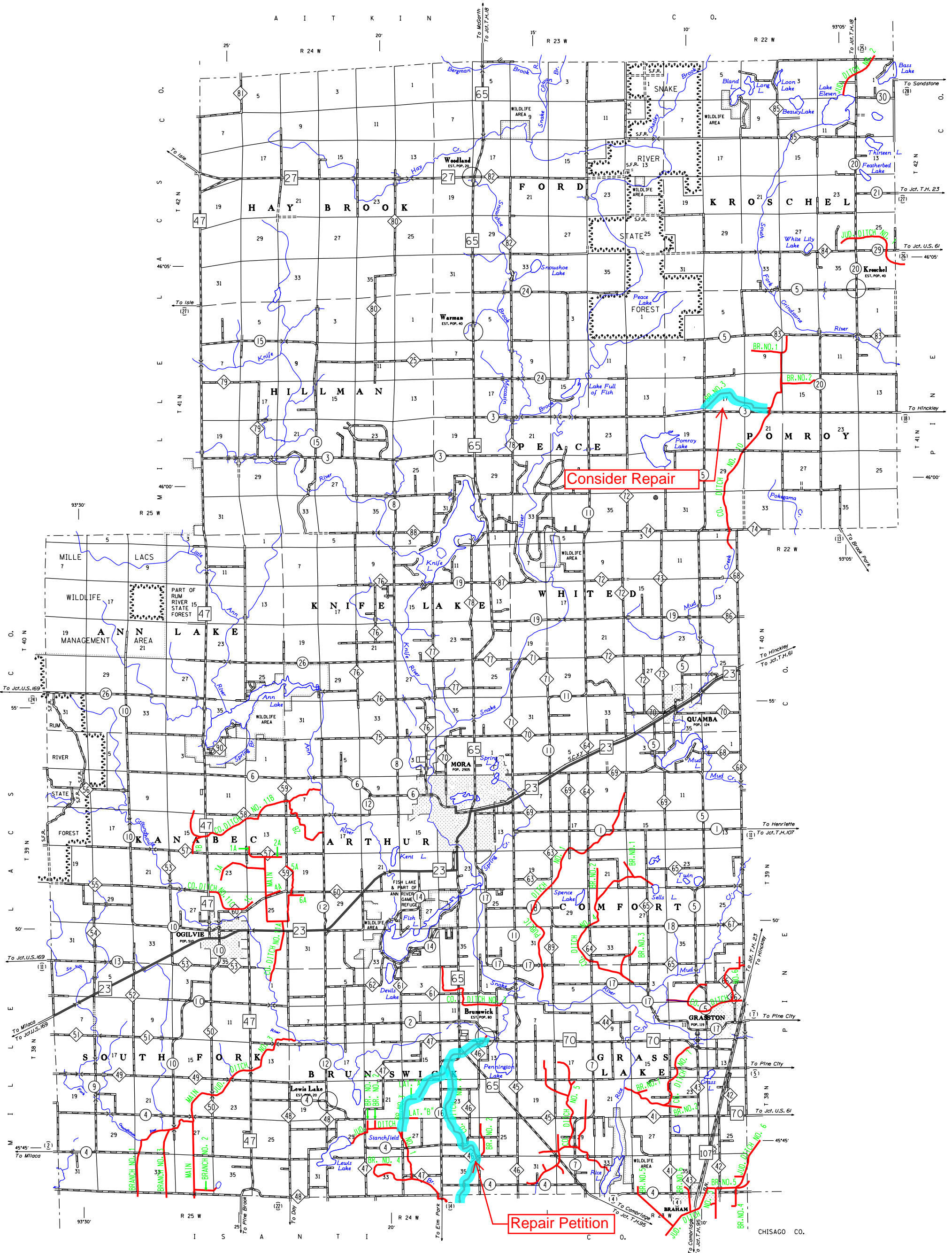
Resolution #2 (3-16-21)
Establish No Parking Zone
CSAH 6

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

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

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

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



Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

March 2, 2021

The Kanabec County Board of Commissioners held a Regular Board Meeting at 9:00am on Tuesday, March 2, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Craig Smith, Dennis McNally, and Les Nielsen. Staff present on-site: Board Clerk Kris McNally, Recording Secretary Kelsey Schiferli.

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

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to recess the meeting at 9:03am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:03am on Tuesday, March 2, 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 #CH3 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the Community Health Board Agenda.

Action #CH4 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #CH4 – 3/2/21

Family Health Nurse Replacement Resolution

WHEREAS, Kanabec County Community Health had a Family Health Nurse resign effective August 28, 2020 which was not replaced at the time, and

WHEREAS, Kanabec County Community Health/Family Health Nurse has another expected resignation coming this spring upon completion of their master's degree, and

WHEREAS, the Kanabec County Community Health/Family Health team has staffed the majority of the COVID Vaccination Clinics, and

WHEREAS, the Agency needs to replace the first position at this time in order to continue to provide services at the level we are currently working, and

WHEREAS, the Community Health Director is recommending to make that replacement at this time in order to have ample amount of time to train the person fully to prepare for the second resignation, and

WHEREAS, both positions are budgeted for 2021.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Community Health Director and Human Resources Director to hire a full-time Public Health Nurse at Step A, Range 15 of the pay plan which is \$30.41 per hour or the rate set by internal promotion, and that the hours of work for this position be limited to those budgeted.

Action #CH5 – It was moved by Craig Smith, seconded by Rickey Mattson and carried unanimously to approve the following resolution:

Resolution #CH5 – 3/2/21

WIC Grant Application Resolution

WHEREAS, the State under MN Statutes Section 145.894(b) and Minnesota Rules 4617.0030, is authorized to enter into contractual agreements for the administration of the Minnesota Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program), and

WHEREAS, Kanabec County Community Health has contracted with the State of Minnesota for many years to provide WIC program services to women, infants and children in Kanabec County, and

WHEREAS, Kanabec County Community Health represents that it is duly qualified and willing to perform the duties described in the grant application and grant agreement to the satisfaction of the State, and

WHEREAS, the Community Health Director is recommending that the Kanabec County Community Health agency reapply for the 2022-2026 WIC grant.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Community Health Director applying for the 2022-2026 WIC grant funding and to accept said grant funds upon approval by the Minnesota Department of Health and also approves

the Community Health Director signing a contract with the State to provide WIC services within Kanabec County.

Action #CH6 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #CH6 – 3/2/21

HRSA NAU Memorandum of Understanding Resolution

WHEREAS, Children’s Dental Services has contacted Kanabec County Community Health to participate in the RCORP-Neonatal Abstinence Syndrome (NAS) project aimed at reducing the morbidity and mortality of substance use disorder (SUD) including opioid use disorder (OUD) in high-risk rural communities by improving systems of care, family supports and social determinants of health, and

WHEREAS, the goals of the project are to reduce NAS by supporting prevention, treatment and recovery to high risk and rural counties by identifying evidence-based approaches to preventing abuse and misuse of opioids, establishing methods for improved treatment and retention resources and capacity and developing a plan for short- and long-term reduction of harm caused by OUD-related illness by targeting recovery services and strategies, and

WHEREAS, Kanabec County Community Health represents that it is duly qualified and willing to promote chemical dependency treatment programs through residential facilities located locally, has Family Health Services available through Women, Infant, and Children (WIC) nutrition support and Family Home Visiting and through the Kanabec County Substance Abuse Coalition of Kanabec County promotes healthy choices to prevent SUD/OUD among youth and young adults, and

WHEREAS, the Community Health Director is recommending that Kanabec County Community Health enter into a Memorandum of Understanding with Children’s Dental Services to participate in the RCORP-Neonatal Abstinence Syndrome project.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Community Health Director entering into a Memorandum of Understanding with Children’s Dental Services to participate in the RCORP-Neonatal Abstinence Syndrome project and the Board approves the Community Health Director to sign said MOU.

Action #CH7 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #CH7 – 3/2/21

Vaccination Campaign Staffing Agreement Resolution

WHEREAS, Kanabec County Community Health is in need of additional staff to provide administrative duties at the local vaccination clinics, and

WHEREAS, Kanabec County Family Services has staff available who are willing and able to provide those administrative duties, and

WHEREAS, the Community Health Director is requesting approval of an Agreement with Kanabec County Family Services for vaccination campaign staffing.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Community Health Director entering into an Agreement with Kanabec County Family Services for administrative assistance at local vaccination clinics effective 1/15/2021 through 6/30/2021.

Action #CH8 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the payment of 45 claims totaling \$37,078.14 on Community Health Funds.

Action #CH9 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to adjourn Community Health Board at 9:34am and to meet again on April 6, 2021 at 9:05am.

The Board of Commissioners reconvened.

County Recorder Lisa Holcomb met with the board on behalf of EDA Director Heidi Steinmetz to discuss matters regarding the EDA's Recommendations for State Funded Business COVID-19 Relief Program Grant Awards. Information only, no action was taken.

County Recorder Lisa Holcomb led a discussion regarding the Land Notification Computer Program. Information only, no action was taken.

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

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

Resolution #10 – 3/2/21

WHEREAS County Policy P-117 calls for an evaluation of all county job classifications, and

WHEREAS the position of P.S.A.P. A.P. Administrator/Emergency Management Director has been updated by the County Sheriff and Personnel Director, and

WHEREAS the County Sheriff has submitted a job description, and

WHEREAS the board has examined and evaluated the information;

BE IT RESOLVED to approve the job description as presented and to not send it to the salary consultant for review.

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

Resolution #11 – 03/02/21

WHEREAS there is a vacancy in the position of a P.S.A.P Administrator/Emergency Management Director, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Sheriff and the County Personnel Director to hire a Full-Time P.S.A.P Administrator/Emergency Management Director to fill the position at Step A, Range 15 of the pay plan which is \$30.41 per hour or the rate set by internal promotion, and

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

Brian Smith presented the Quarterly Sheriff's Report. Information only, no action was taken.

Brian Smith led a discussion regarding the bidding process for squad car repair. The Sheriff's Office has not recently advertised for bids for squad car repair and is in compliance with the County Purchasing Policy for expenditures under \$25,000. Information only, no action was taken.

Dennis McNally led a discussion regarding squad car inventory and unused squads in the jail parking lot. County Sheriff Brian Smith explained that the number of squad cars are based on the need to ensure public safety, as well as to ensure proper vehicle maintenance and longevity. Information only, no action was taken.

Kris McNally led a discussion regarding the Haybrook Parcel 07.00690.00 Bid Results.

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

Resolution #12 - 3/2/21

WHEREAS, Kanabec County owns the parcel #07.00690.00 in Haybrook Township (35.68 Deed Acres±) legally described as follows:

That part of the southwest quarter of the southwest quarter (SW1/4 SW1/4) of section 17, township 42 north, range 24 west;

Except that part of the southwest quarter of the southwest quarter (SW1/4 SW1/4) which lies southerly of a line run parallel with and distant 75 feet northerly of the following described line:

Beginning at a point on the west line of said section 17, distant 88.7 feet north of the southwest corner thereof; thence run easterly to a point on the north and south quarter line of said section 17, distant 155.8 feet north of the south quarter corner thereof and there terminating;

Containing 4.32 acres, more or less, in addition to the existing highway;

WHEREAS, the Kanabec County Board of Commissioners has determined that it no longer needs the property; and

WHEREAS, Minnesota Statutes Section 373.01, subd. 1(4) authorizes a county to sell, lease, and convey real or personal property owned by the county; and

WHEREAS, the Kanabec County Assessor has determined that the estimated market value of the property is \$33,300; and

WHEREAS on February 2, 2021 the Kanabec County Board of Commissioners approved proceeding with advertising the “as-is” sale of county fee-owned parcel #07.00690.00 pursuant to MN Statute 373.01, and

WHEREAS following sealed bids for said parcel were received in the County Coordinator’s Office on or before the published deadline of 3:30 p.m. on Monday, March 1, 2021:

Bidder A \$ 34,000.00 Thirty Four Thousand dollars and No/100.
No other bids were received

WHEREAS the highest responsible bid, exceeding the minimum bid of \$33,300, was submitted by Lyle H. Sundstrom the amount of \$34,000.00,

BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the high bid of \$34,000.00 submitted by Lyle H. Sundstrom.

BE IT FURTHER RESOLVED that the County Coordinator is authorized to proceed with collecting payment, as well as the preparation and execution of a quit claim deed, and recording required documents to complete the land transaction.

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

Action #13 – Les Nielsen introduced a motion to approve the February 16, 2021 minutes as presented.

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

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

whereupon the motion was declared duly passed.

10:30am – The Chairperson called for public comment. Those that responded included:

Rhonda Olson	Comments regarding the legitimate sale of goods through social media and transactions occurring in parking lots.
Rick Peterson	Comments regarding the proposed DNR Pheasants Forever land acquisition.

10:35am – The Chairperson closed public comment.

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

<u>Vendor</u>	<u>Amount</u>
Consolidated Communications	1,140.15
Kanabec County Auditor/Treasurer	7,820.51
Minnesota Energy Resources Corp	76.80
Orion Trailers & Sleds LLC	1,000.00
Orion Trailers & Sleds LLC	1,000.00
VISA	929.43
East Central Energy	734.84
Minnesota Energy Resources Corp	837.05
Dearborn National Life Insurance Co	720.91
Health Partners	6,259.66
East Central Energy	230.80
Life Insurance Company of North America	945.90
MNPEIP	169,103.00
Sun Life Financial	4,140.77
VSP Insurance Co	328.16
15 Claims Totaling:	<u><u>\$195,267.98</u></u>

Action #15 – Craig Smith introduced a motion to approve the following claims on the funds indicated:

Revenue Fund

<u>Vendor</u>	<u>Amount</u>
AmericInn Mora by Wyndham	26,144.00
Ann River Winery	4,045.00
Association of Minnesota Counties	250.00
Aspen Mills	716.41
Assured Security	908.00
Crystal Bar & Grill	29,536.00
Curtis, Michael	1,104.44
Double J Café	2,045.00
Downtown Barbershop	2,757.00
Downtown Deli	8,690.00
East Central Exterminating	240.00
East Central Regional Library	4,363.84
Fish Lake Restaurant & Bar	44,730.00
Forestry Suppliers	36.23
Freddie's	25,674.00
G&N Enterprises	2,300.00
Government Forms & Supplies	255.22
Grainger	27.26
Grainger	289.26
Grand Event Center	16,738.00
Granite City Jobbing Company	116.00
Handyman's Inc	367.08
Hoefert, Robert	1,015.84
Horizon Towing	534.50
Indianhead Foodservice Distributor	135.35
Kanabec County Highway Department	206.41
Kanabec Publications	1,060.00
Kanabec Publications	530.00
Kanabec Soil & Water Cons.	3,106.36
Kev's Depot	39,927.00
Kids Choice Learn & Play Family Daycare	375.00
Lil' Peeps Childcare	3,311.00
Manthie, Wendy	1,156.96
Marco, Inc	477.00
Mcbee's Bar & Grill	9,968.00
MCCC	4,550.00
MCCC Lockbox	1,800.00
MCCC Lockbox	1,837.50
Milaca Chiropractic Center	80.00

Mora Bakery	2,864.00
Mora County Club	3,648.00
Mora Bakery	27.03
Nelson, Ronette	469.84
New Generation Bakery	7,870.00
NJ's Concessions, LLC	2,993.00
Northwoods Steakhouse	10,866.00
Office Depot	34.99
Office Depot	134.29
Office Depot	84.13
Ogilvie Raceway	29,739.00
Paradise Community Theatre	16,771.00
Propheonix Corporation	9,800.00
Sheriff's Office Pine County	660.00
Premium Waters, Inc.	23.96
Quill	49.99
Ramsey County	1,562.00
Schumacher, Sarah	300.00
Sportsmen's Café	25,328.00
Stellar Services	669.29
Summit Food Service Management	7,695.93
Thomason, Swanson & Zahn Attorney at Law	119.00
Van Alst, Lillian	409.92
Visser, Maurice	827.33
Wickeham, Teresa	255.00
64 Claims Totaling:	<u><u>\$ 364,605.36</u></u>

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
Cargill, Incorporated	7,542.27
FS Solutions	711.58
Granite Electronics	1,817.80
Kanabec County Highway Department	77.95
Kris Engineering	45.00
Office Depot	69.33
Oslin Lumber	634.68
USIC Locating Services	70.00
Wiarcom	675.30
Ziegler Inc	70.11
10 Claims Totaling:	<u><u>\$ 11,714.02</u></u>

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

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

whereupon the motion was declared duly passed.

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

Resolution #16 – 3/2/21

SCORE CLAIMS

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

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

WHEREAS SCORE Funds appear adequate for the purpose;

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

Waste Management	\$3,426.35
Quality Disposal	\$3,212.40
Arthur Township	\$400.00
Total	\$7,038.75

The Board held a discussion regarding the proposed DNR Land Acquisition. DNR Area Wildlife Supervisor Tim Marion and Pheasants Forever Minnesota State Supervisor Eran Sandquist met with the Board to discuss this matter.

Action #17 – Dennis McNally introduced a motion to approve the following resolution:

Resolution #17 – 3/2/21

Proposed State Land Acquisition

In accordance with Minnesota Statutes 97A.145, Subd. 2, the Commissioner of the Department of Natural Resources on November 17, 2020, provided the Kanabec County Board with a description of lands to be acquired by the State of Minnesota for water, forestry, wildlife, and natural plant community conservation purposes.

Lands to be acquired are described as follows: **MN Production Ag. LLC, Kanabec County, Grass Lake Township, Section 34 Township 38N Range 23W (legal description below).**

The Southwest Quarter (SW 1/4) of Section 34, Township 38, Range 23, Kanabec County, Minnesota.

LESS & EXCEPT

The West 5 rods of the South 16 rods of the Southwest Quarter (SW1/4) of the Southwest Quarter (SW1/4). And the South 205 feet of the East 416 feet of the Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4)

AND

The West Half (W 1/2) of the Southeast Quarter (SE 1/4) of Section 34, Township 38, Range 23, Kanabec County, Minnesota.

LESS & EXCEPT

The South 280 feet of the West 470 feet thereof and EXCEPT the South 470 feet of the East 525 feet of the West 925 feet thereof.

IT IS HEREBY RESOLVED, by the Kanabec County Board Commissioners on March 2, 2021, that the State's proposed acquisition of the attached described property be *denied*.

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

IN FAVOR THEREOF: Dennis McNally, Craig Smith

OPPOSED: Gene Anderson, Les Nielsen, Rickey Mattson

ABSTAIN: None

whereupon the motion failed.

Action #18 – Les Nielsen introduced a motion to approve the following resolution:

Resolution #18 – 3/2/21

Proposed State Land Acquisition

In accordance with Minnesota Statutes 97A.145, Subd. 2, the Commissioner of the Department of Natural Resources on November 17, 2020, provided the Kanabec County Board with a description of lands to be acquired by the State of Minnesota for water, forestry, wildlife, and natural plant community conservation purposes.

Lands to be acquired are described as follows: **MN Production Ag. LLC, Kanabec County, Grass Lake Township, Section 34 Township 38N Range 23W (legal description below).**

The Southwest Quarter (SW 1/4) of Section 34, Township 38, Range 23, Kanabec County, Minnesota.

LESS & EXCEPT

The West 5 rods of the South 16 rods of the Southwest Quarter (SW1/4) of the Southwest Quarter (SW1/4). And the South 205 feet of the East 416 feet of the Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4)

AND

The West Half (W 1/2) of the Southeast Quarter (SE 1/4) of Section 34, Township 38, Range 23, Kanabec County, Minnesota.

LESS & EXCEPT

The South 280 feet of the West 470 feet thereof and EXCEPT the South 470 feet of the East 525 feet of the West 925 feet thereof.

IT IS HEREBY RESOLVED, by the Kanabec County Board Commissioners on March 2, 2021, that the State's proposed acquisition of the attached described property be ***approved***.

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

IN FAVOR THEREOF: Gene Anderson, Les Nielsen, Rickey Mattson

OPPOSED: Dennis McNally, Craig Smith

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Environmental Services Supervisor Teresa Wickeham and East Central Solid Waste Executive Director Janelle Troupe met with the County Board to present a Tire Shred Permit Application from East Central Solid Waste Commission.

Action #19 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the Tire Shred Permit Application from East Central Solid Waste Commission.

East Central Solid Waste Executive Director Janelle Troupe led a discussion regarding the requirement to apply for a Tire Shred Permit annually. Information only, no was action

taken.

The Board held a discussion regarding the tax forfeit property at 313 1st St Mora, MN 55051.

Action #20 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #20 – 3/2/21

Forfeiture Property Cleanup

WHEREAS A&E Cleaning Services has provided a quote \$2,210 for removal of trash from the interior of the tax forfeiture property located at 313 1st St., and

WHEREAS said quote was presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$2,210.00 by A&E Cleaning Services for removal of trash at 313 1st St. in Mora.

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

IN FAVOR THEREOF: Gene Anderson, Rickey Mattson, Craig Smith

OPPOSED: Dennis McNally, Les Nielsen

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

County Coordinator Kris McNally led a discussion regarding County Paid Time Off (PTO) Accrual Schedule for New Non-Union Employees.

Action #21 – Dennis McNally introduced a motion to approve the following resolution:

Resolution #21 - 3/2/21

WHEREAS, The Board of Commissioners is committed to the County's fiduciary responsibility, as well as the satisfaction and productivity of the County employees, and

WHEREAS, the current Paid Time-Off (PTO) Accrual Schedule for non-union employees has been reviewed, and

WHEREAS, the Board of Commissioners believe that by reducing the PTO accrual maximums for future non-union new hires the board is able to substantially improve its longer-term financial liability while limiting any negative impact on existing employees;

THEREFORE BE IT RESOLVED, the Kanabec County Board of Commissioners approves the new PTO accrual maximums as listed below for non-union employees hired after April 1, 2021:

PAID TIME OFF ACCRUAL SCHEDULE FOR EMPLOYEES HIRED BEFORE 4/1/2021				
Years	Tier 1 0-3 years	Tier 2 4-8 years	Tier 3 9-14 years	Tier 4 15+ years
PTO Hours	230 hours	270 hours	330 hours	375 hours
Accrual Rate (hours per pay period x rate)	.1106	.1298	.1587	.1803
Max Accrual	400 hours	600 hours	700 hours	1500 hours

PAID TIME OFF ACCRUAL SCHEDULE FOR EMPLOYEES HIRED AFTER 4/1/2021				
Years	Tier 1 0-3 years	Tier 2 4-8 years	Tier 3 9-14 years	Tier 4 15+ years
PTO Hours	230 hours	270 hours	330 hours	375 hours
Accrual Rate (hours per pay period x rate)	.1106	.1298	.1587	.1803
Max Accrual	320 hours	480 hours	560 hours	1200 hours

BE IT FURTHER RESOLVED that the Kanabec County Board of Commissioners will periodically review the County's non-union PTO program to ensure a quality PTO program is available to employees and reserves the right to modify the non-union PTO program as needed (i.e. remain consistent with collective bargaining agreements or market updates).

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

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

whereupon the resolution was declared duly passed and adopted.

County Coordinator Kris McNally gave an update regarding policy reviews.

Action #22 – It was moved by Les Nielsen, seconded by Dennis McNally and carried

unanimously to remove policy A-113 Hospital Claims Handling, as recommended by the Auditor Treasurer, due to the fact that the Hospital has been processing their own claims for several years.

Action #23 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to direct the County Coordinator to review County Policies in order of the oldest or most important policies first.

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

Future Agenda Items: Teresa Wickeham, SCORE claims review and education, background on the Tire Shred Permit Policy and Solid Waste Management Plan. Chad Gramentz, Country Roads 5 & 19 traffic control due to accidents.

Action #24 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to close the meeting at 12:19pm pursuant to the Open Meeting Law, MN Statute §13D.03 to consider strategy for labor negotiations, including negotiation strategies or developments and discussion and review of labor negotiation proposals, conducted pursuant to sections §179A.01 to §179A.25. Those present during the closed portion of the meeting include Commissioners Gene Anderson, Rickey Mattson, Dennis McNally, Craig Smith, and Les Nielsen; as well as County Coordinator & Personnel Director Kristine McNally.

Action #25 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to re-open the meeting at 12:34pm.

Action #26 - It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to adjourn the meeting at 12:35pm and to meet again in regular session on Tuesday, March 16, 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>
Mora Municipal Utilities	14,643.43	Utilities	Various
Quadient Finance USA, Inc.	3,000.00	Postage for Courthouse	Unallocated
Spire Credit Union	2,328.01	See Below	
Verizon Wireless	1,365.69	Monthly Service	Various
The Hartford Priority Accounts	4,499.62	Long Term Disability	Employee Benefits Fund
Consolidated Communications	966.57	Monthly Service	Various
Further	636.60	Admin Fees	HR
Kanabec County Auditor HRA	7,200.00	HRA Distribution DW	HR
Kwik Trip Inc	7,997.59	County Gas Cards	Various
Marco Inc	3,345.68	Lease Agreements	Various
Midcontinent Communications	459.77	Utilities	Transit
Minnesota Department of Public Safety	125.00	Title Transfers (5)	Sheriff
Minnesota Department of Finance	5,306.00	State Fees & Surcharges	Recorder
Minnesota Energy Resources Corp	7,685.78	Gas Utilities	Various
Office of MN.IT Services	1,300.00	WAN	IS
Quadient Finance USA, Inc.	2,000.00	Postage for Public Service Building	Unallocated
Verizon Wireless	3,717.03	Monthly Service	Various
Consolidated Communications	173.58	Monthly Service	Various
East Central Energy	80.77	Intersection Lighting	Highway
Card Services (Coborns)	134.32	Wellness Snacks	Employee Wellness Program
20 Claims Totaling:	<u><u>\$66,965.44</u></u>		

Spire Credit Union	30.46	Amazon/Mounting Bracket Etc	IS
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16.37	Amazon/APC Surge Protector	IS
29.99	Amazon/Cable Matters 25pk	IS
19.75	Amazon/APC Surge Protector	IS
-14.68	Skillpath/Seminar Refund	IS
29.99	Amazon.Keyboard and Mouse	IS
49.98	Amazon/TPLink Router	IS
107.36	APPLE.Crestron App	IS
29.99	Amazon/Laptop Battery	IS
246.64	Amazon/DYMO Label Printer	Recorder
12.99	Amazon Prime Membership	Sheriff
20.00	MSA/BS	Sheriff
45.00	Amazon/Cash Boxes	Sheriff
27.50	Amazon/PVC Cards	Sheriff
82.56	Amazon/Fargo Cartridges	Sheriff
53.45	Cleaning Kit for Deputies	Sheriff
193.25	Scheels/Spypoint Camera	Sheriff
180.00	CLIA Lab Program/Inmate Med	Jail
101.48	Amazon/Brother Drum Unit	Jail
290.44	Amazon/Brother Toner	Jail
16.05	CISCO/Webex Mthly	Jail
140.94	Amazon/Lightening Cables	Highway
102.99	Amazon/Brother Toner	Highway
329.97	Amazon/Viewsonic Monitors	Welfare
75.54	Sams Club/Web Cam	Community Health
36.30	Availity Subscription Fee	Community Health
30.26	Availity Subscription Fee	Community Health
43.44	Availity Subscription Fee	Community Health
28 Claims Totaling:		
	<u>\$2,328.01</u>	

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 3/16/21

Department Name	Vendor	Amount	Purpose
ASSESSOR	Sunshine Printing	64.40	#10 Window Envelopes
		64.40	
AUDITOR	Safeguard Business Systems	121.67	Check Blanks MAGIC Fund US BANK
		121.67	
BUILDINGS MAINTENANCE	Ace Hardware	216.04	Wire Connector,Caps,Paint Supplies,Sawhorses,Knife, Batteries,Razor Blades,Tape
BUILDINGS MAINTENANCE	Auto Value	21.98	Belts
BUILDINGS MAINTENANCE	East Central Exterminating	125.00	Service for February
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	February 2021 Cleaning
BUILDINGS MAINTENANCE	Grainger	447.74	Adhesive, Drywall Screws, Punch & Chisel, Eye Wash Bottles, Vac Sensors
BUILDINGS MAINTENANCE	Granite City Jobbing Co	237.71	Cleaning & Paper Supplies
BUILDINGS MAINTENANCE	Handyman's Inc	367.08	Filters
BUILDINGS MAINTENANCE	MEI Total Elevator Solutions	1,014.58	Mar-May Qtrly Service
BUILDINGS MAINTENANCE	Quality Disposal	400.06	Solid Waste Fees
		9,240.43	
COMPUTER EXPENSES	M&I Lockbox: MCCC	1,500.00	Corrections User Group Annual Dues
COMPUTER EXPENSES	Oak Gallery	26.28	Shipping Charges to CPS Tape Returns (2)
		1,526.28	
COUNTY ATTORNEY	McFadden, Barbara	40.00	Reimbursement for Federal Court Attorney Registration
COUNTY ATTORNEY	Office Depot, Inc.	85.18	Office Supplies
COUNTY ATTORNEY	RELX Inc. DBA LexisNexis	187.58	February Service
COUNTY ATTORNEY	Thomson Reuters-West	1,873.00	2021 Handbooks

		<u>2,185.76</u>	
COUNTY COORDINATOR	Office Depot	<u>18.98</u>	Office Supplies
		18.98	
COUNTY EXTENSION	McFadden, Barbara	160.00	2020 PerDiem Adjustment
COUNTY EXTENSION	McFadden, Barbara	75.00	Feb 2021 Per Diem
COUNTY EXTENSION	Schiferli, Kelsey	160.00	2020 PerDiem Adjustment
COUNTY EXTENSION	Schiferli, Kelsey	<u>75.00</u>	Feb 2021 Per Diem
		470.00	
COUNTY RECORDER	Labels Direct	50.00	Recording Labels & Address Labels
COUNTY RECORDER	Schneider Geospatial, LLC	11,400.00	Beacon Hosting - Assessors Department
COUNTY RECORDER	Trimin Systems, Inc.	<u>7,500.00</u>	Land Notification Software
		18,950.00	
EMPLOYEE BENEFITS	Health Partners	<u>6,560.22</u>	April 2021 Dental Premiums
		6,560.22	
ENVIRONMENTAL SERVICES	Carda, Ryan	571.73	SSTS Training - Lodging, Meals, Mileage
ENVIRONMENTAL SERVICES	Kanabec County Soil & Water	15,176.00	SWCD 1st Half 2021 County Allocation
ENVIRONMENTAL SERVICES	Kanabec Publications	34.13	Public Notice - Board of Adjustment
ENVIRONMENTAL SERVICES	Quill	63.98	Decanter/Bunn (2)
ENVIRONMENTAL SERVICES	Rupp, Anderson, Squires & Waldspurger, F	1,050.00	Environmental Service/Land Use Quarterly Retainer
ENVIRONMENTAL SERVICES	Schneider Geospatial, LLC	7,800.00	Software Maintenance: Editor and Navigator-2-day support
ENVIRONMENTAL SERVICES	Wickeham, Teresa	<u>22.54</u>	Vistaprint Signature Stamp
		24,718.38	
HUMAN RESOURCES	American DataBank	124.60	Background Studies
HUMAN RESOURCES	Kanabec Publications	60.00	Office Support Specialist Job Ad
HUMAN RESOURCES	League of MN Cities	207.00	Online Job Ad - PSAP Administrator
HUMAN RESOURCES	RT Vision	<u>6,850.00</u>	Timecard Basic Annual Support and Maintenance
		7,241.60	

INFORMATION SYSTEMS	CW Technology	1,332.40	Monthly Services
INFORMATION SYSTEMS	IT SAVVY LLC	182.88	Bulk Cable
		1,515.28	
PROBATION & JUVENILE PLACEMENT	M&I Lockbox: MCCC	1,874.90	Corrections User Group CSTS Prgm Enh Fee
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	224.00	REAM GRANT February 2020
		2,098.90	
PUBLIC TRANSPORTATION	Curtis, Michael	1,360.32	Volunteer Driver
PUBLIC TRANSPORTATION	Glen's Tire	68.25	Tire Repair & Oil Change
PUBLIC TRANSPORTATION	Hoefert, Robert	1,108.80	Volunteer Driver
PUBLIC TRANSPORTATION	Kanabec Publications	809.00	Advertising
PUBLIC TRANSPORTATION	Manthie, Wendy	999.32	Volunteer Driver
PUBLIC TRANSPORTATION	Marco	134.68	Printer Contracts
PUBLIC TRANSPORTATION	Nelson, Ronnette	554.96	Volunteer Driver
PUBLIC TRANSPORTATION	Premium Waters Inc	33.96	Bottled Water Supplies
PUBLIC TRANSPORTATION	Quality Disposal Systems	24.15	February Service
PUBLIC TRANSPORTATION	Van Alst, Lillian	281.68	Volunteer Driver
PUBLIC TRANSPORTATION	Visser, Maurice	951.17	Volunteer Driver
		6,326.29	
SHERIFF - JAIL/DISPATCH	Auto Value	8.49	Belts
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	February 2021 Cleaning
SHERIFF - JAIL/DISPATCH	Summit Companies	355.00	Fire Sprinkler Service
SHERIFF - JAIL/DISPATCH	Vertiv Corporation	3,500.00	Preventative Maintenance
		4,448.29	
TAX FORFEIT FUND	East Central Solid Waste Commission	520.63	Outside Cleanup - 313 1st St Mora
TAX FORFEIT FUND	Kanabec Publications	404.60	Spec TF Sale Notice Times 2/25 & 3/4
		925.23	
UNALLOCATED	Clifton Larson Allen LLP	630.00	FY2020 Audit Services
UNALLOCATED	Kanabec Publications	570.08	Co Board Minutes, Co Fee Land Adv, Co Fee Land Sale Haybrook Parcel

UNALLOCATED	Rupp, Anderson, Squires & Waldspurger, F	<u>57.00</u>	Dec Legal Services, Land Sales
		1,257.08	
VETERAN SERVICES	Office Depot	<u>22.83</u>	Office Supplies
		22.83	
		<u>62 Claims Totaling:</u>	
		<u>87,691.62</u>	

Agenda Item #3b
Regular Bills - Road & Bridge
Bills to be approved: 3/16/21

Vendor	Amount	Purpose
Ace Hardware	308.97	Shop Supplies
Aramark	452.48	Uniforms, Towels and Coveralls
Auto Value	4,090.10	Repair Parts
Boyer Truck	363.81	Repair Parts
Central McGowan	598.68	Welding Supplies
Central Pension Fund	217.30	Training Center use fee
Federated Co-op	58.88	Repair Parts
Glens Tire	410.00	Tire Repair
Gopher State	1.35	Locates
Granite City Jobbing	202.19	Paper products
Hydrocad Software	1,720.00	CAD Software
Johnson Hardware	67.42	Shop Supplies
Kanabec County Highway Department	69.30	Petty Cash, Postage
Northern States Supply	322.93	Shop Supplies
Northpost	486.55	Repair Parts
Owens Auto Parts	216.65	Shop Supplies
Power Plan	36.40	Repair Parts
Quality Disposal	164.25	Garbage Pickup
Stegeman, Jesse	255.00	Septic class reimbursement
University of MN	230.00	Accounting Conference
Ziegler Inc	4,329.76	Repair Parts
21 Claims Totaling:	14,602.02	

Agenda Item #4

March 16, 2021

REQUEST FOR BOARD ACTION

a. Subject: Update on Knife Lake Parcel C	b. Origination: RE/MAX Select
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally

e. Board action requested:

Information only

f. Background:

Parcel B has been sold.

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

The realtor has had over 10 booked showings and over 2,113 hits on the Internet. As the weather improves, more in person showings are anticipated.

Agenda Item #5

March 16, 2021

REQUEST FOR BOARD ACTION

a. Subject: American Rescue Plan	b. Origination: Federal Government
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Information only

f. Background:

The **American Rescue Plan Act of 2021** is a \$1.9 trillion economic stimulus package passed by the 117th United States Congress and signed into law by President Joe Biden on March 11, 2021.

Counties, cities and townships will receive 50% of their allocation directly from the U.S. Treasury within an estimated 60 days and the second 50% no sooner than one year. The deadline to spend the funds is December 31, 2024.

Kanabec County is estimated to receive \$3,168,461.

There are 4 main provisions for use of these funds and further guidance from the U.S. Treasury Department is pending. The 4 provisions are as follows:

USES OF RECOVERY FUNDS

1. Respond to the public health emergency with respect to the COVID19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality
2. Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work
3. For the provision of government services to the extent of the reduction in revenue (i.e. online, property or income tax) due to the public health emergency relative to revenues collected in the most recent full fiscal year of the county prior to the emergency (i.e. January 20, 2020), or
4. Make necessary investments in water, sewer or broadband infrastructure.

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #6a

March 16, 2021

REQUEST FOR BOARD ACTION

a. Subject: Review Bulletin Board Policy A-121	b. Origination: Coordinator's Office
c. Estimated time: 15 minutes	d. Presenter(s): Kris McNally, County Coordinator

e. Board action requested:

Review Policy A-121 Bulletin Boards

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

BULLETIN BOARDS

I. POLICY STATEMENT

It is required that a County provide a place for the County's public notices and customary for Kanabec County to provide a place for non-profit organizations to post notices. As any bulletin board is finite in size and public interests must be preserved, guidelines must be established for use of these public posting areas.

II. POLICY GUIDELINES

A. The County Board of Commissioners shall establish two bulletin boards:

1. One limited access board for publishing county notices.
2. One board for other notices.

B. The first bulletin board--for county notices--shall be used for:

1. Official notices and publications of the County of Kanabec
2. Postings for job vacancies and public information regarding employment with the County of Kanabec.
3. Awards and certificates presented to Kanabec County.
4. Other information as deemed related by the County Coordinator.

C. The second bulletin board--for other notices--shall be used for:

1. Notices and information for non-profit organizations.
2. All postings will be dated and removed after a maximum of one year, or sooner to make room for newer postings.
3. The County reserves the right to deny the posting of any material, or to remove any posting at any time.

D. Prior approval for any posting must be obtained from the County Coordinator. In case of dispute over suitability of posting, the Coordinator's decision may be appealed to the County Board of Commissioners.

E. This policy does not include notices to county employees of human resource issues, nor does it include postings which have other legal requirements.

Agenda Item #6b

March 16, 2021

REQUEST FOR BOARD ACTION

a. Subject: Clarification on Building Use Policy A-103	b. Origination: Coordinator's Office
c. Estimated time: 15 minutes	d. Presenter(s): Kris McNally, County Coordinator

e. Board action requested:

Discuss Policy A-103 Building Use to clarify “non-county” language in section II.G.5.

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Policy: A-103

Approved: February 16, 2021

Effective: February 16, 2021

Supersedes (Eff): June 21, 2000

February 22, 2006

KANABEC COUNTY BUILDING USE POLICY

I. POLICY STATEMENT

This policy outlines the use and maintenance of Kanabec County buildings to preserve the health and safety of its employees and the public, and to assure that buildings are serviceable for as long as possible in the interests of the taxpayers of Kanabec County.

II. POLICY GUIDELINES

A. All appliances (such as coffee machines) shall meet OSHA standards of commercial quality.

B. Work areas shall be kept free from clutter. Objects shall not be left in traffic areas.

C. No equipment or practices shall be allowed in County Buildings which do not meet County Safety Policies or OSHA requirements. Department Heads and supervisors have an affirmative responsibility to see that such standards are met. Appliances that create an excessive electrical load are prohibited (i.e. space heaters).

D. Pictures, whiteboards/corkboards, and documents may be hung from walls after consultation with the department head and maintenance department personnel. Only maintenance department personnel will hang the item. All required postings will be posted once in the public foyer. No adhesive or thumbtacks will be used on building walls.

E. Exterior window covering, signs, decorations, etc. are prohibited.

F. Break Rooms

The County Board has designated the following rooms as Break Rooms:

- Room 103, Public Service Building
- Room 123, Highway Dept Building
- Workforce Center Breakroom, 2nd Floor, Highway Dept Building
- Room R312, Courthouse Building
- Room R214, Courthouse Building
- Room R121, Courthouse Building

1. Each person using a break room will wash his/her own dishes and clean up after

him/herself including wiping tables, sink, and microwave after use, throwing away or recycling trash and debris, etc.

2. All food and beverages left in the refrigerator will be thrown out on a schedule set by Building Maintenance.
3. Removing equipment from the break room or meeting rooms is prohibited.
4. Any liquid or food is spilled on the carpeting must be cleaned ~~it~~ immediately by the person that spilled it.
5. Food preparation and preparation equipment (refrigerator, microwave, etc.) will be allowed only in designated break rooms. A variance for a refrigerator or microwave may be permitted by resolution of the County Board of Commissioners if there exists good cause and there is no cost born by the taxpayers AND if pre-approved by Building Maintenance. Refrigerators must be installed in a manner and location approved by Building Maintenance.

G. Meeting Rooms

1. Schedule meeting room use with:
 - Public Service Building - Public Health
 - Jail Training Room- Jail Administration
 - Courthouse Building - Coordinator's Office
 - Courthouse Third Floor - Court Administrator
 - Transit Training Room- Transit Office
2. Meeting room scheduling will be done on a first come basis. Kanabec County reserves the right to limit meeting room use to any internal or external group.
3. Each user/group is responsible to set up the room for their own meeting.
4. Each user/group is responsible to clean each room and return it to the arrangement in which it was found. Cleaning means wiping down the tables/counters and making sure all trash is in the trash bin.
5. No non-county meetings or events are allowed outside of normal business hours. Non-county means meetings or events held by entities other than a committee, board, department of Kanabec County or upon which a county representative serves (i.e. East Central Solid Waste Commission).
6. Building Use Agreement form must be signed by the person responsible for all non-county meetings or events. The Building Use Agreement form is available at the County Coordinator's Office and Public Services Front Desk.
6. Office conference rooms shall be kept in good order.
7. Each user/group is responsible to restrict their use to their assigned space.

8. The possession of alcohol is prohibited in all County buildings.

H. Animals, except for disability assistance animals, are not allowed in County buildings.

III. DESIGNATED SMOKING AREAS

Smoking is not permitted in any county building. Employees are permitted to smoke on county grounds in the following locations:

- ◆ Courthouse Building - smoking will only be allowed by the Southeast entrance.
- ◆ Highway Department - smoking will only be allowed by rear exits.
- ◆ Public Service Building - smoking will only be allowed by the exit #4 (FSA).
- ◆ Jail Building- smoking will be allowed by the south parking lot.
- ◆ Transit Building- smoking will only be allowed in the designated area near the northwest corner of the building.

Smoking will not be permitted within 20 feet of any county building entrance.

IV. ITV & ELECTRONIC EQUIPMENT SUPPORT

No County employee or public person(s) shall adjust, tamper with or move any electronic or ITV equipment, including microphones, TV Display, HDMI connection(s), or settings. Only those employees of the Information Systems Department and person(s) approved by the Kanabec County IS Director shall make adjustments.

Meeting rooms are equipped with electronic equipment intended to facilitate remote meetings and support audio/visual needs. The Information Systems Department will assist with the electronic equipment by calling extension 6498 during regular business hours.

No technology carts may be moved to alternate rooms or locations without prior approval from the Information Systems Department.

V. PARKING

The following areas are designated as employee parking:

- A. Courthouse Building - Employees will park in the designated spots on the west or east sides of the building.
- B. Highway Department - Employees will park north or west sides of the building.
- C. Public Services- Employees will park away from the main entrance.
- D. Transit Building- Employees will park away from the main entrance.

VI. ACCOUNTABILITY

All maintenance requests must come through Department Heads or Supervisors.

Department Heads will be held responsible for violations of this policy in their area.
Violations may result in disciplinary action.