



Kanabec County Board of Commissioners

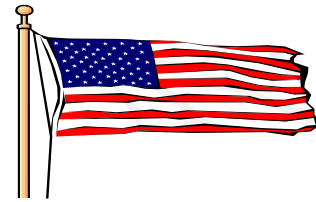
Regular Meeting Agenda The Meeting of March 2, 2021

- 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: 187 679 7323



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m897a9d0b13b28b0f4133269cf56c9c82>

Meeting number: 187 679 7323

Password: zYiNSgm2M26

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

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

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

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

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

- 9:00am a. Pledge of Allegiance
 b. Agenda approval
- 9:05am Recess county board to a time immediately following the CHB.
 Community Health Board
- 9:30am Lisa Holcomb, County Recorder
 a. On behalf of Heidi Steinmetz, EDA- Kanabec County EDA's Recommendations
 for State Funded Business COVID-19 Relief Program Grant Awards
 b. Land Notification Computer Program
- 9:45am Brian Smith, Sheriff-
 a. Request approval for the updated P.S.A.P. A.P Administrator/Emergency Management
 Director job description
 b. Request to Fill Vacancy P.S.A.P Administrator/Emergency Management Director
 c. Quarterly Sheriff's Report

d. Bidding process for squad car repair

e. Squad car inventory

10:15am Haybrook Parcel 07.00690.00 Bid Results

10:30am Public Comment Telephone call-in number for public access: 1-408-418-9388

Access Code: 187 679 7323

10:45am Proposed DNR Land Acquisition

11:05am Teresa Wickeham, Environmental Services Director – Tire Shred Permit Application from
ECSWC

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. SCORE Claims
5. Tax Forfeit Property at 313 1st Street Mora, MN 55051
6. County Paid Time Off (PTO) Accrual Schedule for New Non-Union Employees
7. LELS Local 107 (Jailers & Dispatchers) – Desire to Negotiate
8. Policy Review Update
9. Commissioner Updates
10. CLOSED SESSION-Union Negotiations–(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
11. Future Agenda Items
12. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday March 2, 2021
9:05 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Introduction – Adult Health Nursing Supervisor, Farrah Gajewski
 -See handout for description of Adult Health Programs page 2-3
4. Director's Report page 4-5
 - Staffing – Family Health PHN/RN replacement
 - Action requested
 - See attached resolution page 6
 - Recertification Survey
 - See attached post-certification letter and statements page 7-9
 - Free Car Seats
 - Corona Virus Funding
 - Coronavirus Update
 - Response Activities
5. WIC grant application
 - Action required
 - See attached resolution page 10
6. HRSA RCORP-Neonatal Abstinence Syndrome MOU
 - Action requested
 - See attached MOU and resolution page 11-21
7. Vaccination Campaign Agreement
 - Action requested
 - See attached resolution page 22-24
8. Financial Reports – see attached
 - Trial Balance page 25-27
 - December 2021 Financial Report page 28-29
9. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 30-36
10. Other Business
11. Adjourn

Adult Health Overview

Public Health Nurse Clinic

We currently provide two clinics. They are foot care clinic and medication set up clinic. The foot care and the medication set up is a small part of our time with our clients. At every visit, a nurse completes an assessment. That assessment consists of discussions about eating habits, sleeping patterns, pain, medication compliance, exercise, bathroom habits and anything else that may fit the need of the client. Also at every visit, we assess vital signs which includes pulse, respirations, blood pressure, oxygen saturations, lung sounds and we listen to their heart beat. We also do yearly mini cognitive screens, depression screens, and rapid screens. These screens are preformed to ensure that we are not missing any of our client's potential needs to live a happy, healthy and safe life in their homes.

We have 7 clients that we serve through our medication set up clinic. Our medication set up clinic occurs every Wednesday.

There are 146 clients that we assist with foot care. This is also through our Public Health Nurse Clinic. We see our foot care clients on Wednesdays and every other Thursday. About 42% are pre-diabetic or diabetic, making foot care even more important.

Home Care

We currently care for 71 clients through our home care program. We accept medical assistance, Medicare, VA, Medicare Advantage Plans, some private insurances and private pay clients. We currently have:

- 41 clients on medical assistance
- 2 on Medicare
- 26 on VA
- 1 on a Medicare Advantage Plan
- 1 private pay client

We currently have contracts with the following insurance companies: Blue Cross, Health Partners, Humana, Medica, Optum-VA, Preferred One, SCHA, and UCare.

Case Management

We provide case management services for 153 clients within our county. Family Service staff also provide case management for community members. Case management is a program that helps coordinate services for clients that meet certain guidelines who reside in Kanabec County. Case management helps clients in difficult situations determine what kind of help they need. Often times, our clients are not aware of what services we offer. Case managers may help them create plans for treatment, home safety evaluations, obtain medical equipment, coordinate rides to doctor appointments, obtain funding for necessary home modifications, and so much more. This program is so important because we strive to ensure our clients are safely living in their homes as long as possible. This is a more cost effective approach compared to an assisted living or a nursing home.

Our nurses oversee the following programs for case management:

- EW or Elderly Waiver: This program serves members over the age of 65 and who are on medical assistance. This program provides home and community-based services for people who need the level of care provided in a nursing home but who choose to live in the community.
- Ability Care: This program serves members who are between the ages of 18-64 who are on medical assistance and Medicare. These members are special needs basic care based on social security disability.
- CADI or Community Access for Disability Inclusion: This program serves members who are less than 65 years of age, and who are on medical assistance that require nursing facility level of care.
- AC or Alternative Care Program: This program serves members who are over the age of 65 and who are NOT on medical assistance but must have income and assets within our guidelines.
- Nursing facility care coordination: This program serves our population who are over the age of 65 who reside in a nursing home care facility.
- Single Care: This program serves members who are certified disabled by the Social Security Administration or by the State Medical Review Team, who are between the ages of 18 and 65, and who are eligible for medical assistance but not Medicare.

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

Community Health Report

Staffing:

Replace Family Health Nurse

-Action required

-See attached resolution

Recertification Survey

The State of MN conducted a Home Care Licensing Survey on December 14-18. We received notification of issues that needed to be remedied and created a performance improvement plan. On January 26, 2021, the Minnesota Department of Health completed a revisit to verify that that we had achieved and maintained compliance. Based on the revisit from the State, they determined that we had achieved substantial compliance.

-See attached recertification letter and documents

Free Car Seats

For many years, the Minnesota Department of Public Safety, Office of Traffic Safety, has offered up to 10 free car seats to distribute to families in need. In order to be a county that receives the car seats, they must have at least one CPS trained staff that is responsible for distributing the car seats and providing car seat education/installation for the organization. Kanabec County Community Health has maintained the certification for one passenger safety (CPS) specialist and is eligible to receive free car seats. A request was completed for 6 convertible 5 point harness car seats, 2 combination 5 point harness car seats, and 2 high back boosters.

Coronavirus Funding:

Item 1: COVID-19 Vaccination Planning - Federal Funding

Kanabec County was awarded \$20,690. The grant agreement is for a period of 12/1/20 – 06/30/2021. These funds are distributed on a reimbursement basis. The State is seeking FEMA reimbursement for vaccine-related funds. We will need to submit documentation of supplies and equipment purchased with these funds.

Item 2: COVID-19 Vaccination Implementation - State Funding

Kanabec County was awarded \$51,336 in State funding for COVID-19 Vaccine *Implementation*. To streamline administration, the funds will be distributed as an addition to our Local Public Health Grant. **However, these funds must be accounted for and managed as a separate funding source.** We can begin charging expenses against this funding as of 2/1/21. These funds will be on a reimbursement basis also.

The State is seeking FEMA reimbursement for vaccine-related funds. We will need to submit documentation of supplies and equipment purchased with these funds.

Item 3: Future Federal Funding

Additional Federal funds will be available to CHBs for vaccination implementation. More information on that will be provided to us in the near future.

Coronavirus:

Current numbers will be provided at the meeting.

Response Activities:

Access to vaccine continues to be the biggest struggle. Kanabec County Community Health has been able to work through the priority groups as directed by the State in an efficient manner. By the end of February public health will have provided 900 doses (600 first doses, 300 people will have completed the two dose series) to the following priority groups:

- Assisted Living residents and staff
- Group home staff and residents, foster care providers
- Other congregate living facility staff and residents

- EMS/First Responders not connected to the local health system
- Other health care providers not connected to health system but living in Kanabec County – this included dentists, chiropractors, flight medics, mental health providers etc.
- Early Childhood – grade 12 school personnel and child care providers

As more people are vaccinated in these groups, we continue to have additional people from these groups decide to be vaccinated as well. They may have been hesitant at first and are now wanting to be vaccinated.

The State has not expanded the groups for Public Health to vaccinate and has not provided vaccine specifically to public health for people in the 65 and over priority group. We have been fortunate to partner with Welia Health to provide vaccinations in this priority group. By the end of February about 2220 doses will have been provided. About 1,360 first doses and about 860 people completing the two dose series.

Public Health continues to receive calls from residents concerned about employees at area businesses not properly masking and frustration with the general public not masking. We make calls to local businesses regarding the employees but unfortunately we have to depend upon individual's sense of civic responsibility to wear masks to protect their fellow citizens. I have seen a continued decline in mask wearing.

Multiple variants of the virus that causes COVID-19 are circulating globally:

The United Kingdom (UK) identified a variant called B.1.1.7 with a large number of mutations in the fall of 2020. This variant spreads more easily and quickly than other variants. In January 2021, experts in the UK reported that this variant may be associated with an increased risk of death compared to other variant viruses, but more studies are needed to confirm this finding. It has since been detected in many countries around the world. This variant was first detected in the US at the end of December 2020.

- In South Africa, another variant called B.1.351 emerged independently of B.1.1.7. Originally detected in early October 2020, B.1.351 shares some mutations with B.1.1.7. Cases caused by this variant have been reported in the US at the end of January 2021.
- In Brazil, a variant called P.1 emerged that was first identified in travelers from Brazil, who were tested during routine screening at an airport in Japan, in early January. This variant contains a set of additional mutations that may affect its ability to be recognized by antibodies. This variant was first detected in the US at the end of January 2021.

These variants seem to spread more easily and quickly than other variants, which may lead to more cases of COVID-19. An increase in the number of cases will put more strain on health care resources, lead to more hospitalizations, and potentially more deaths.

So far, studies suggest that antibodies generated through vaccination with currently authorized vaccines recognize these variants. This is being closely investigated and more studies are underway.

Rigorous and increased compliance with public health mitigation strategies, such as vaccination, physical distancing, use of masks, hand hygiene, and isolation and quarantine, is essential to limit the spread of the virus that causes COVID-19 and protect public health.

Resolution # KCCH 3/2/2021
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.



Protecting, Maintaining and Improving the Health of All Minnesotans

Electronically Delivered Via Email

February 11, 2021

Administrator
Kanabec County Community Health
905 East Forest Avenue Suite 127
Mora, MN 55051

RE: Event ID:

Dear Administrator:

On January 26, 2021, the Minnesota Department of Health completed a revisit to verify that your facility had achieved and maintained compliance. Based on our visit, we have determined that your facility has achieved substantial compliance.

Feel free to contact me with any questions related to this letter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joanne Simon', with a horizontal line extending to the right.

Joanne Simon, Enforcement Specialist
Minnesota Department of Health
Licensing and Certification Program
Program Assurance Unit
Health Regulation Division
Telephone: 651-201-4161 Fax: 651-215-9697
Email: joanne.simon@state.mn.us

cc: Licensing and Certification File

DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR MEDICARE & MEDICAID SERVICES

PRINTED: 02/11/2021
FORM APPROVED
OMB NO. 0938-0391

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: 247126		(X2) MULTIPLE CONSTRUCTION A. BUILDING _____ B. WING _____		(X3) DATE SURVEY COMPLETED R 01/26/2021	
NAME OF PROVIDER OR SUPPLIER KANABEC COUNTY COMMUNITY HEALTH				STREET ADDRESS, CITY, STATE, ZIP CODE 905 EAST FOREST AVENUE SUITE 127 MORA, MN 55051			
(X4) ID PREFIX TAG	SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION)			ID PREFIX TAG	PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD BE CROSS-REFERENCED TO THE APPROPRIATE DEFICIENCY)		(X5) COMPLETION DATE
{G 000}	INITIAL COMMENTS			{G 000}			
	A Post Recertification Survey (PCR) was conducted on 01/25/21 to 1/26/21, and the deficiencies issued on the recertification survey exited on 12/18/20 were found to be corrected.						
{E 000}	Initial Comments			{E 000}			
	No deficiencies were issued at CMS Appendix Z Emergency Preparedness during the recertification survey exited on 12/18/20.						

LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE

TITLE

(X6) DATE

Any deficiency statement ending with an asterisk (*) denotes a deficiency which the institution may be excused from correcting providing it is determined that other safeguards provide sufficient protection to the patients. (See instructions.) Except for nursing homes, the findings stated above are disclosable 90 days following the date of survey whether or not a plan of correction is provided. For nursing homes, the above findings and plans of correction are disclosable 14 days following the date these documents are made available to the facility. If deficiencies are cited, an approved plan of correction is requisite to continued program participation.

Minnesota Department of Health

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: H02216	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING: _____	(X3) DATE SURVEY COMPLETED R 01/26/2021
NAME OF PROVIDER OR SUPPLIER KANABEC COUNTY COMMUNITY HEALTH		STREET ADDRESS, CITY, STATE, ZIP CODE 905 EAST FOREST AVENUE SUITE 127 MORA, MN 55051		
(X4) ID PREFIX TAG	SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD BE CROSS-REFERENCED TO THE APPROPRIATE DEFICIENCY)	(X5) COMPLETE DATE
{0 000}	<p>Initial Comments</p> <p>On 1/25/21 to 1/26/21, an onsite revisit was conducted by surveyors from the Minnesota Department of Health to determine whether licensing statutes issued on 1/18/21, have been corrected.</p> <p>As a result of the revisit the agency is back in compliance with Minnesota Statutes, section 144A.43 to 144A.482.</p>	{0 000}		

Minnesota Department of Health

LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE

TITLE

(X6) DATE

Resolution # KCCH 3/2/2021
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.

Memorandum of Understanding (MOU)

Between
Children's Dental Services (hereby referred to as CDS)
and
Kanabec County Community Health (hereby referred to as KCCH)
and
Ross Resources (hereby referred to as RR)
and
Southwest Minnesota Opportunity Agency (hereby referred to as SMOC)
and
Wilkin County Public Health (hereby referred to as WCPH)

PURPOSE and SCOPE

RCORP-Neonatal Abstinence Syndrome (NAS) project is a multi-year initiative by HRSA aimed at reducing the morbidity and mortality of substance use disorder (SUD), including opioid use disorder (OUD), in high-risk rural communities. The purpose of the Health Resources and Services Administration (HRSA)-funded RCORP- NAS project is to advance RCORP's overall goal and reduce the incidence and impact of NAS in rural communities by improving systems of care, family supports, and social determinants of health.

The goals of this project are to reduce neonatal abstinence syndrome (NAS) by supporting prevention, treatment and recovery to high risk and rural Itasca, Kanabec, Lyon, Redwood, and Wilkin 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.

CDS has been awarded an RCORP-NAS grant that will benefit communities in Northern and Southwestern Minnesota, specifically the communities of Itasca, Kanabec, Lyon, Redwood and Wilkin Counties. This area represents some of Minnesota's most remote rural counties; the service area as a whole is home to approximately 110,000 people.

DURATION

This MOU shall become effective upon signature by the duly authorized representatives of the Collaborators and CDS and will remain in effect for the duration of the funding period of the Northern and Northern and Southwestern Minnesota Neonatal Abstinence Syndrome (NAS) program, unless modified by mutual consent and executed in writing by the authorized representatives of all parties. The MOU is at-will and may be terminated by any party at any time upon written notice to the other party.

ROLES and RESPONSIBILITIES OF CDS

CDS will contribute the following expertise toward completion of the Northern and Southwestern Minnesota NAS Consortium:

- CDS has overseen seven previous or current HRSA grants
- Ability to provide oral health infused OUD/SUD education to Itasca, Kanabec, Lyon, Redwood and Wilkin Counties during patient interactions
- Utilize current programs to provide education to community members identified as suffering from OUD/SUD
- Identify need for OUD resources in existing patients, including perinatal and postnatal women
- Provide analysis of the need surrounding opioid use in relation to oral health and prevention via its access to active patients in Itasca, Kanabec, Lyon, Redwood and Wilkin Counties

As the RCORP-funding recipient, CDS will undertake the following activities:

- Administer HRSA funds on behalf of the Northern and Southwest Minnesota NAS Consortium in a manner consistent with federal grant guidelines
- Facilitate collaboration toward the completion of the goals, objectives, activities, management, and evaluation of the Northern and Southwest Minnesota NAS Consortium as submitted for HRSA funding
- Train local clinicians and community members on best practices to improve engagement and early intervention of women of child bearing age
- Coordinate a consortium-wide effort to decrease social stigma barriers surrounding SUD/ODU and issues arising from NAS, across the target region

ROLES and RESPONSIBILITIES OF COLLABORATORS

KCCH will contribute the following expertise toward completion of the Northern and Southwest Minnesota NAS Consortium:

- Offers education and referrals to Teen and Adult chemical dependency treatment programs and residential facilities through the Teen Focus Recovery Center and Recovery Hope Treatment Center
- Make available Family Health services through Women, Infant, and Children (WIC) nutrition support and Family Home Visiting
- Through the Substance Abuse Coalition of Kanabec County, the county also promotes healthy choices to prevent SUD/ODU among youth and young adults

KCCH commits to undertaking the following activities:

- Offer and expand services to WIC programs, as well as support Family Home Visiting
- Improve coordination of service delivery within its county through use of evidence-based prevention services, education and treatment programs
- Build upon existing programs and services to programs and strengthen partnerships to expand SUD/ODU services in Kanabec County
- Dedicate staff time for meetings and consultations regarding the Northern and Southwestern Minnesota NAS Consortium
- Treat shared information as confidential and agree not to disclose shared information to unauthorized entities

- Disclose any conflict of interest that may arise in the course of the Northern and Southwest Minnesota NAS Consortium activities
- Protect patients and comply with all Health Insurance Portability and Accountability Act and federal requirements

RR will contribute the following expertise toward completion of the Minnesota NAS Consortium:

- Operating within Itasca County in Northern Minnesota, RR brings critically needed recovery programs to the region
- Care for pre-natal, adult and juvenile clients, with a focus on opioid use reduction, education and recovery
- Provides prevention, treatment, and recovery services for the Itasca County including drug testing/screening and the Kathleen Blatz Family Recovery program
- RR specializes in services for parents and families who have been involved in the child protection system related to SUD/ODU in Itasca County

RR commits to undertaking the following activities:

- Expand pre-natal and neo-natal clinical offerings under this proposal, reaching a population with critical needs
- In conjunction with Itasca County Public Health, RR will enhance discharge coordination of the target population as they exit in-house treatment or the criminal justice system in Itasca County
- Provide support for parents and families who have been involved in the child protection system, 21.8% of whom have children in poverty
- Dedicate staff time for meetings and consultations regarding the Northern and Southwestern Minnesota NAS Consortium
- Treat shared information as confidential and agree not to disclose shared information to unauthorized entities
- Disclose any conflict of interest that may arise in the course the Northern and Southwestern Minnesota NAS Consortium activities
- Protect patients and comply with all Health Insurance Portability and Accountability Act and federal requirements

SMOC will contribute the following expertise toward completion of the Minnesota NAS Consortium:

- Provide expert training and information to the consortium stemming from its active program providing resources to people and communities suffering from OUD
- Offer and utilize programming across the agency to affect positive change via employment services, family planning, Head Start and other vital programming
- Is the primary health and social service provider across Lyon and Redwood Counties

SMOC commits to undertaking the following activities:

- Its Family Planning Clinic will engage at-risk women of childbearing age across large swaths of targeted counties, working on goal setting related to prenatal, mental health and addiction

- SMOC staff will provide patient and community trainings, outreach and education via its child education and family planning services to inform and connect patients to prevention, recovery and treatment
- Proposed OUD/SUD research, data collection and planning services will fill a widening gap in need that is not addressed by any other entity in the Lyon and Redwood Counties
- SMOC will confer with health providers, law-enforcement and community justice including prisons and jails, Indian Health Services, and all regional addiction facilities and services to address neonatal substance abuse, education and awareness of opioid use and misuse in counties with high percentages of American Indian populations
- Its Family Planning clinics will provide ready access to the target population and one on one interventions
- Utilize social media to inform population of activities for grant program, gather informal feedback on education and share updates and stories
- Dedicate staff time for meetings and consultations regarding the Northern and Southwestern Minnesota NAS Consortium
- Treat shared information as confidential and agree not to disclose shared information to unauthorized entities
- Disclose any conflict of interest that may arise in the course of the Minnesota NAS Consortium activities
- Protect patients and comply with all Health Insurance Portability and Accountability Act and federal requirements

WCPH will contribute the following expertise toward completion of the Northern and Southwest Minnesota NAS Consortium:

- WCPH offers programming designed to prevent, promote and protect the health of all citizens of Wilkin County
- Wilkin County also has a We Care Coalition aimed to prevent and reduce youth substance use and to encourage youth to make healthy, safe decisions

WCPH commits to undertaking the following activities:

- Improve community understanding of and support for different pathways to recovery, utilizing its strong and established partnerships
- Partner further with community organizations to work with existing recovery systems, families and stakeholders for programming targeted to pregnant women
- Introduce interagency collaboration via its healthy family's initiative, teenage parenting, Child and Teen Checkups, and WIC clinics
- Utilize trainings, outreach materials and education to assist women, children and caregivers with treatment options and resources
- Provide information regarding resources and activities that the consortium conducts.
- Dedicate staff time for meetings and consultations regarding the Northern and Southwestern Minnesota NAS Consortium
- Treat shared information as confidential and agree not to disclose shared information to unauthorized entities
- Disclose any conflict of interest that may arise in the course of the Northern and Southwestern Minnesota NAS Consortium activities

- Protect patients and comply with all Health Insurance Portability and Accountability Act and federal requirements

Additional roles and responsibilities may be added and could include the following examples:

- *Provide leadership in reducing morbidity and mortality associated with opioid overdoses in Northern and Southwestern Minnesota by strengthening the capacity of collaboration*
- *Share expertise and experience in reducing morbidity and mortality associated with opioid overdoses in Northern and Southwestern Minnesota by strengthening the capacity of collaboration*
- *Create partnerships and linkages to contribute to the overall success of the project*
- *Bring to the table a willingness to be creative and to focus on solutions rather than barriers*
- *Participate in planning and training activities targeted at reducing morbidity and mortality associated with opioid overdoses in Northern and Southwestern Minnesota*
- *Utilize already in place initiatives to guide and inform the needs of proposed projects to best serve the target community*
- *Fully endorse and implement the logic model, strategic and sustainability plans developed by the Northern and Southwestern Minnesota NAS Consortium.*

USE of the Minnesota NAS Consortium NAME

No party will use the name or logo of the Northern and Southwestern Minnesota NAS Consortium in any advertisement, press release, or other publicity without written prior approval of CDS. CDS has the right to acknowledge Collaborator's support of the work performed under this MOU in public communications.

TERMINATION

It is mutually understood and agreed by and among the parties that Collaborators will provide at least 60 days' notice of the intention to withdraw from the Northern and Southwestern Minnesota NAS Consortium. If a Collaborator chooses to withdraw, said Collaborator commits to making arrangements to complete assigned or pending activities before termination.

Total: \$80,686.25 for KCCH, RR, SMOC and WCPH between 9/30/20-9/29/23

\$7,332.25 on February 28, 2021 pending submission of deliverables defined as:

- Participating in consortium meetings
- Ongoing data collection & evaluation
- Provide feedback/updates for final Logic Model submission as requested based on feedback from HRSA Project Managers; due by March 15, 2021 or within one week of request if HRSA provides feedback to CDS after 3/15/21
- Provide requested deliverables for Strategic Plan submission by March 15, 2021

- By February 2021, identify target groups, and who will receive targeted, comprehensive NAS services. Identify key groups such as practitioners, communities, and Stigma Prevention Work Groups
- Provide any new or recently processed data to CDS
- Perform deep research, provide 5 ideas, and develop social research materials for target audience

\$7,332.25 on May 31, 2021 pending submission of deliverables defined as:

- Participating in quarterly consortium meetings
- Develop and adapt measures for short term objectives as defined by consortium during quarterly meetings
- Develop and adapt measures for pre- and post-test surveys after services take place; Create samples and drafts of survey materials
- Provide any new or recently processed data to CDS
- Identify and utilize shared resources for engaging and serving patients; Send reports monthly on use of shared resources, those impacted, and any stories or testimonials from the use of these materials
- Place prevention and support resources available through each consortium member on consortium member's respective website by April 2021
- Provide a joint list of referrals for home and community-based services and social supports by April 2021; Send quarterly updates to CDS and consortium members
- Identify a primary care physician that qualifies or currently possess Drug Enforcement Agency (DEA) waivers to prescribe and dispense buprenorphine by March 2021
- Plan and develop materials for pharmacies and opioid prescribers to distribute to their patients; Provide draft materials by May 2021
- Train new primary care physicians for DEA waivers to prescribe and dispense by: May 2021; October 2021; February 2022; June 2022; October 2022; February 2023; and June 2023
- Educate dental offices on Minnesota Prescription Monitoring Program (PMP) by: May 2021; October 2021; February 2022; June 2022; October 2022; February 2023; and June 2023
- Provide Narcan trainings by: May 2021; October 2021; February 2022; June 2022; October 2022; February 2023; and June 2023

- Provide training and management of chronic pain and how to determine when to prescribe naloxone in conjunction with opioids by: May 2021; October 2021; February 2022; June 2022; October 2022; February 2023; and June 2023
- Perform intrinsic bias trainings and sessions for providers in the target service area by May 2021; October 2021; February 2022; June 2022; October 2022; February 2023; and June 2023
- Provide training on Medically Assisted Treatment (MAT) tapering protocols by May 2021; October 2021; February 2022; June 2022; October 2022; February 2023; and June 2023
- Establish and collaborate on a sterile syringe program, or identify existing programs to incorporate into consortium work by June 2021
- Connect service areas to regional counties' drug coalition's resources and the Minnesota Alliance of Addiction Treatment programs by March 2021
- Engage health care navigators into the space of work to aid in obtaining insurance and health care resources by April 2021
- Determine key stakeholders in highly trusted and culturally relevant positions to implement community-based educational opportunities by May 2021
- Update, translate and distribute culturally targeted educational materials specific to Native American, Hmong, Latinx and Somali populations by May 2021
- Partner with Minnesota Mental Health & Substance Abuse Services (MHSAS) to provide Extension for Community Healthcare Outcomes to primary care practitioners who wish to provide MAT across RM-NASC service areas by June 2021
- Identify practitioners accepting referrals for home- & community-based services & social supports by May 2020. Consortium will send information from their community by April 2021
- Facilitate the health insurance enrollment process for eligible uninsured patients beginning April 2021 and ongoing
- Expand peer workforce & programming via workforce group as interventionists & develop peer recovery services as viable alternative when professional counseling is unavailable
- Identify which consortium members can lead education on science of OUD & addiction by May of 2021

\$7,332.25 on August 31, 2021 pending submission of deliverables defined as July 30, 2021 or within one week of drawdown:

- Offer motivational interviewing training with emphasis on drug seeking patients by October 2021, October 2022, and October 2023
- Provide training on the importance of understanding physical, psychological, and emotional safety for patients and practitioners by October 2021, October 2022, and October 2023. Expand/develop opportunities in which community members can speak confidentially with trained professionals in a one-on-one setting to receive further OUD education & ask questions in a safe space
- Consortium members to establish Faith-based Community Training via places of worship in their respective counties by June of 2021

\$7,332.25 on November 30, 2021 pending submission of deliverables defined as:

- Develop, adapt, deliver module on Narcan, mental health, stigma reduction at five venues, one in each consortium member's focus target area; Receive final sign off on materials for venue distribution and training dates by year-end 2021
- Identify recovery communities, recovery coaches, & recovery community organizations: Each consortium members to identify these by December 2021
- Collaborate with regional education institutions on training & recruitment of additional NPs, RNs, case managers & mental health counselors entering workforce to provide recovery services: Identify educational institutions by May of 2021
- Expand available training & education via 1 session per each region on mental illness & evidence-based best practices for EMTs, RNs, Case Managers, Social Workers & related professionals by December 2021

\$7,332.25 on February 28, 2022 pending submission of deliverables defined as:

- Develop & implement medical-dental & other interdisciplinary treatment programs focused on interagency communication, & shared patient protocols for OUD/SUD interventions by March 2022. Identify and adapt evidence-based MAT curriculum for healthcare practitioners by February 2022
- Begin establishing and recruiting members for sustainability work group to sustain ongoing project after end date

\$7,332.25 on May 31, 2022 pending submission of deliverables defined as:

- Increase recovery resources for Native American & tribal communities by collaborating with Tribal leaders to develop & provide Tribal-focused training
- Educate communities, particularly those with a history of justice system involvement, on employment soft skills, such as dress, interviewing skills, job training opportunities &

collaborate with the MN Department of Economic Development to present to local employers about Work Opportunity Tax Credit (WOTC)

\$7,332.25 on August 31, 2022 pending submission of deliverables defined as:

- Arrange education for participating healthcare practitioners by June 2022
- Link with Minnesota Department of Human Services Medical & Dental Advisory Committees to present on increased reimbursement for OUD/SUD services
- Engage Minnesota Safety Net Coalition (CDS is a Member & Co-Chair of this) to coordinate & partner on enhanced reimbursements

\$7,332.25 on November 30, 2022 pending submission of deliverables defined as:

- Create or update network and consortium referral manual by December 2022
- Create a culturally-tailored information campaign on OUD prevention, intervention and treatment options by December 2022

\$7,332.25 on February 28, 2023 pending submission of deliverables defined as:

- Develop and adapt a learning module on OUD stigma, discrimination, and anti-bias by January 2023
- Identify & plan activities furthering shared interests, including community events & legislative meetings

\$7,348 on May 31, 2023 pending submission of deliverables defined as:

- Enhance discharge coordination of the target population - especially those leaving inpatient treatment facilities and/or the criminal justice system - who require linkages to home and community-based services, including social supports, peer support specialists, parenting classes, case management, workforce preparation, employment, food assistance, transportation, medical and behavioral health services, faith-based organizations, housing, recovery housing, and sober/transitional living facilities
- Collaborate with regional education institutions on training & recruitment of additional NPs, RNs, case managers & mental health counselors entering workforce to provide recovery services

\$7,348 on August 31, 2023 pending submission of deliverables defined as:

- By program end date, develop methods & activities for improving collaboration with Medicaid offices & reimbursement arrangements, & sustaining program & funding beyond period of performance. Engage target county MA Office representatives who are already part of RM-NASC

EFFECTIVE DATE AND SIGNATURE

This MOU will be effective upon the signature of each authorized representative listed in this agreement and will remain in effect for at least the duration of the funding period for the Northern and Southwestern Minnesota NAS Consortium. Parties indicate agreement with this MOU by their signatures on the appended Letter of Commitment.

Sarah Wovcha, Executive Director
Date: _____
Children's Dental Services
636 Broadway Street NE, Minneapolis, MN
55413
swovcha@childrensdentalservices.org
612-636-1577

Debra Jacobs, Director
Date: _____
Wilkin County Public Health
300 5th St S, Breckenridge, MN 56520
djacobs@co.wilkin.mn.us
218-643-7122

Kathryn Burski, Director
Date: _____
Kanabec County Community Health
905 East Forest Avenue, Suite 127
kathryn.burski@co.kanabec.mn.us
320-679-6330

Heather Lovdahl, Program Director
Date: _____
Ross Resources, LTD
180 NE 6th Street Grand Rapids, MN 55744
heather.lovdahl@rossresources.net
218-328-6434

Terri Janssen, Health Services Director
Date: _____
Southwestern Minnesota Opportunity
Council
1106 3rd Avenue, Worthington, MN, 56187
tjanssen@smoc.us
507-360-7579

Resolution # KCCH 3/2/2021
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.

MEMORANDUM OF AGREEMENT
TO PROVIDE SERVICES FOR THE KANABEC COUNTY
COVID-19 VACCINATION CAMPAIGN

This AGREEMENT made and entered into by and between the Kanabec County Community Health (hereinafter COUNTY) and Kanabec County Family Services (hereinafter KCFS), Mora, MN 55051. The period of this AGREEMENT will be for the period January 15, 2021 through June 30, 2021.

WITNESSETH

WHEREAS, the COUNTY has been provided grant funding for the purpose of conducting COVID-19 Vaccination Clinics.

WHEREAS, KCFS agrees to provide:

1. Assistance with staffing large community vaccination clinics.

NOW THEREFORE, IT IS agreed by and between the parties hereto that:

1. This AGREEMENT may be cancelled by either party at any time, with or without cause, upon thirty (30) days' notice to the other party. In the event of such a cancellation the KCFS shall be entitled payment, determined on a pro rata basis, for services provided.
2. Any amendments to this AGREEMENT shall be in writing and shall be executed by the same parties who executed the original AGREEMENT, or their successors in office.
3. KCFS agrees to recruit staff members and schedule them on clinic days.
4. The COUNTY will reimburse KCFS:
 - a. \$30/hour per staff person
5. KCFS will invoice the COUNTY monthly detailing the date of clinic and the number of staff and hours worked.
6. KCFS agrees to defend, indemnify, and hold harmless KANABEC COUNTY, its board, officers, employees, and agents from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any independent contracts or any of its agents, including but not limited to family and friends, or employees in performance of or with relation to any of the KCFS obligations under the AGREEMENT.
7. It is understood and agreed that the entire AGREEMENT of the parties is contained herein and that this AGREEMENT supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

COUNTY: Kanabec County Community Health

Resolution # KCCH 3/2/2021
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.

Sheila
2/25/21 9:40AM

**** Kanabec County ****



Page 1

As of Date: 12/2020
Report Basis: 2 1 - Cash
 2 - Modified Accrual
 3 - Full Accrual

Save Report: N

Comment:

FUND Range From 15 Thru 15

**** Kanabec County ****



Sheila
2/25/21 9:40AM

TRIAL BALANCE REPORT
As of 12/2020

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>		<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----					
1001	Cash	457,860.13	61,266.63 -	64,511.51	522,371.64
1003	Audit Adjustments To Cash	4,697.57	0.00	4,697.57 -	0.00
1110	Taxes Receivable - Prior & Delinquent	11,551.96	0.00	11,551.96 -	0.00
1201	Accounts Receivable (Acc)	152,250.88	0.00	152,250.88 -	0.00
1261	Due From Other Funds (Acc)	13,365.21	0.00	13,365.21 -	0.00
1281	Due From Other Governments (Acc)	344,873.24	0.00	344,873.24 -	0.00
	Total Assets	984,598.99	61,266.63 -	462,227.35 -	522,371.64
---Liabilities and Balance-----					
Liabilities					
2020	Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021	Accounts Payable (Acc)	20,986.95 -	0.00	20,986.95	0.00
2030	Salaries Payable	126,275.60 -	0.00	126,275.60	0.00
2091	Due To Other Funds (Acc)	7,118.91 -	0.00	7,118.91	0.00
2100	Due To Other Governments	8,725.14 -	0.00	8,725.14	0.00
2101	Due To Other Governments (Acc)	18,395.46 -	0.00	18,395.46	0.00
2230	Deferred Inflows	11,551.96 -	0.00	11,551.96	0.00
2231	Deferred Inflows (Acc)	73,662.00 -	0.00	73,662.00	0.00
	Total Liabilities	267,239.19 -	0.00	266,716.02	523.17 -
Fund Balance					
2881	Assigned Fund Balance	717,360.03 -	0.00	0.00	717,360.03 -
2910	Revenue Control	0.00	228,524.10 -	2,609,753.29 -	2,609,753.29 -
2925	Expenditure Control	0.00	289,790.73	2,805,264.62	2,805,264.62
	Total Fund Balance	717,360.03 -	61,266.63	195,511.33	521,848.70 -
	Total Liabilities and Balance	984,599.22 -	61,266.63	462,227.35	522,371.87 -
488	Kanabec Pine Community Health (fka 59)				
-----Assets-----					
1001	Cash	0.11 -	0.00	0.00	0.11 -
	Total Assets	0.11 -	0.00	0.00	0.11 -
---Liabilities and Balance-----					
Liabilities					
2030	Salaries Payable	0.10	0.00	0.00	0.10
2030	Salaries Payable	0.24	0.00	0.00	0.24
	Total Liabilities	0.34	0.00	0.00	0.34

**** Kanabec County ****



Sheila
2/25/21 9:40AM

TRIAL BALANCE REPORT
As of 12/2020

Report Basis: Modified Accrual

Page 3

15 Community Health Fund

<u>Account</u>		<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
	Total Liabilities and Balance	0.34	0.00	0.00	0.34
15	Community Health Fund	0.00	0.00	0.00	0.00

Kanabec County Community Health - Board Financial Report
15-484

Through December 2020

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	58.33% July	66.67% August	75.00% September
Pilt-Housing Authority												
Rev	0		92.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.32	0.00
Exp	0		16,218.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cares Act COVID-19 Grant												
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		18,547.06	0.00	0.00	0.00	0.00	0.00	0.00	26,450.14	0.00	0.00
Local Public Health Infrastructure												
Rev	410,257.00	98.42%	403,763.99	4,722.57	85.07	32,937.93	3,800.00	0.00	165,252.20	34,701.97	2,471.73	4,512.53
Exp	372,769.00	90.28%	336,539.91	64,018.82	40,933.14	26,164.56	17,401.60	13,788.09	18,599.70	28,720.94	28,785.75	18,041.74
Prevent Infectious Disease												
Rev	23,750.00	81.46%	19,346.54	589.25	776.11	307.04	148.92	11,272.02	0.00	50.00	515.30	3,141.32
Exp	29,730.00	169.10%	50,274.36	1,564.91	1,746.77	2,884.72	1,171.94	1,892.67	1,552.41	1,764.89	2,665.55	7,279.40
Environmental Health												
Rev	25.00	24.00%	6.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00
Exp	4,636.00	18.49%	857.32	0.00	24.53	15.90	71.54	0.00	220.23	345.32	120.75	10.22
Healthy Communities-Adult Health												
Rev	290,166.00	98.97%	287,190.52	26,838.64	15,984.46	54,786.63	30,898.73	15,046.80	13,723.70	25,437.20	41,712.02	24,861.60
Exp	279,446.00	83.80%	234,164.37	25,538.66	23,199.25	22,512.64	14,273.58	28,722.70	18,238.94	21,134.57	15,507.51	16,183.52
Healthy Communities-Health Improvement												
Rev	502,296.00	105.92%	532,014.03	90,599.09	20,368.58	149.21	125,074.54	45,808.92	4,759.64	77,254.74	35,163.01	49,162.34
Exp	487,991.00	87.02%	424,635.64	34,377.47	36,839.45	37,189.50	38,770.61	33,690.24	26,359.63	52,057.23	30,937.92	33,371.70
Healthy Communities-Family Health												
Rev	938,192.00	87.28%	818,882.82	95,400.23	49,895.05	105,221.81	65,361.00	51,553.56	77,843.75	88,496.37	35,963.43	95,941.24
Exp	795,439.00	77.82%	619,000.10	73,994.77	53,074.98	53,948.94	47,061.31	47,243.65	65,419.90	64,698.26	44,876.98	40,345.39
Emergency Preparedness												
Rev	30,734.00	333.52%	102,503.84	670.76	6,678.87	75,000.00	0.00	8,877.87	0.00	0.00	11,119.89	0.00
Exp	28,258.00	296.02%	83,647.93	3,230.34	2,508.95	4,757.48	14,570.28	13,943.83	14,008.60	-11,194.60	8,226.33	7,303.70
Assure Access-Case Management												
Rev	372,900.00	106.53%	397,233.93	26,896.20	65,152.83	16,250.51	10,003.78	23,893.42	32,366.94	46,808.90	33,724.24	28,710.16
Exp	376,002.00	89.50%	336,518.24	29,268.68	26,231.40	27,359.19	26,111.60	26,025.48	26,188.70	35,497.33	26,708.87	25,421.53
Assure Access-Home Care												
Rev	604,000.00	80.74%	487,650.83	46,584.52	44,750.98	48,790.41	41,591.31	33,207.17	42,805.38	40,577.21	33,962.53	49,964.33
Exp	798,049.00	107.91%	861,191.52	81,662.32	66,670.03	71,009.72	66,988.24	66,902.98	69,741.99	93,816.59	70,053.33	71,422.94
Agency Totals												
Rev	3,172,320.00	96.10%	3,048,684.82	292,301.26	203,691.95	333,446.54	276,878.28	189,659.76	336,751.61	313,326.39	194,724.47	256,296.52
Exp	3,172,320.00	93.99%	2,981,594.45	313,655.97	251,228.50	245,842.65	226,420.70	232,209.64	240,330.10	313,290.67	227,882.99	219,380.14

amount has changed

83.33%	91.67%	100.00%
October	November	December

outstanding payments/payments not yet posted

			Hep A grant	228.41
0.00	0.00	0.00	VSO	
8,109.00	0.00	8,109.00	CTC	
			DFC	
0.00	0.00	0.00	FAP	
-26,372.17	14,457.89	4,011.20	LCTS	
			LPHG	27,790.92
2,938.83	116,685.38	35,655.78	MCH	
22,136.63	22,093.14	35,855.80	MIECHV	
			PHEP	407.40
441.64	943.49	1,161.45	RPC	9,551.00
4,844.78	7,056.59	15,849.73	SHIP	22,797.09
			TANF	
0.00	0.00	0.00	WIC	10,740.00
0.00	0.00	48.83	MIIC	
			CMCOA	
9,378.94	18,908.69	9,613.11	MN Choice	
14,673.15	14,386.83	19,793.02	Admin asst	
			mental hlth	
7,367.00	40,538.76	35,768.20	Suicide Prev	7,234.23
28,762.26	34,278.39	38,001.24	MHIG	
			Home care	56,217.30 estimate only see note below
32,580.19	33,182.54	87,443.65		
38,968.99	50,091.90	39,275.03		134,966.35
			SCHA Connector - We get reimbursed twice a year. Not	
0.00	0.00	156.45	included above.	
7,526.77	6,729.94	12,036.31		
58,336.89	26,811.11	28,278.95	Home Care-This is the billed amount and we are paid a	
25,878.29	25,553.27	36,273.90	percentage of that and that percentage varies by	
			paysource. Also, VA may pay up to two years after the	
42,478.75	32,491.73	30,446.51	date of service.	
64,876.70	57,510.01	80,536.67		
153,522.24	269,561.70	228,524.10		
189,404.40	232,157.96	289,790.73		

Board Meeting 03/02/21

Abstract Totals for Commissioner Vouchers

Board Meeting 03/02/21	Amount	Vendors	Transactions
Abstract #1	37,078.14	27	45
Abstract #2			
Totals	37,078.14	27	45

Abstract Totals for Auditor Vouchers

Board Meeting 03/02/21	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
2/25/21 10:47AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Sheila
2/25/21 10:47AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	434 Ability Network Inc					
13	15-484-487-8453-6211		213.91	Feb billing svc/eligibility	21M-0023733	Services & Charges N
12	15-484-493-8452-6211		178.26	Feb billing svc/eligibility	21M-0023733	Services & Charges N
11	15-484-496-8447-6211		256.05	Feb billing svc/eligibility	21M-0023733	Services & Charges N
	434 Ability Network Inc		648.22	3 Transactions		
	104 Ace Hardware					
15	15-484-490-8489-6411		58.00	supplies vaccination clinic	276741	Progam Supplies N
16	15-484-490-8489-6411		7.92	supplies vaccination clinic	276749	Progam Supplies N
6	15-484-450-0000-6411		9.99	packing tape dispenser	278110	Supplies N
	104 Ace Hardware		75.91	3 Transactions		
	185 Bergstadt/Jennifer					
36	15-484-496-8449-6331		259.28	Jan/Feb HHA mileage		Mileage & Meals N
	185 Bergstadt/Jennifer		259.28	1 Transactions		
	1396 Biever/Laurie					
37	15-484-496-8449-6331		253.12	Jan/Feb HHA mileage		Mileage & Meals N
	1396 Biever/Laurie		253.12	1 Transactions		
	1275 Bromwich/Amanda					
38	15-484-496-8449-6331		184.24	Jan/Feb HHA mileage		Mileage & Meals N
	1275 Bromwich/Amanda		184.24	1 Transactions		
	1932 Central Minnesota Council On Aging					
14	15-484-450-0000-6245		50.00	2021 annual membership		Registration & Membership Dues N
	1932 Central Minnesota Council On Aging		50.00	1 Transactions		
	1388 Elfstrum/Brenda					
39	15-484-496-8449-6331		113.12	Jan/Feb HHA mileage		Mileage & Meals N
	1388 Elfstrum/Brenda		113.12	1 Transactions		
	3646 Felland/Becky					
31	15-484-496-8447-6331		207.20	Jan/Feb home care mileage		Mileage & Meals N
	3646 Felland/Becky		207.20	1 Transactions		
	3501 Fratzke/Michelle					
35	15-484-496-8447-6331		59.92	Jan/Feb home care mileage		Mileage & Meals N
	3501 Fratzke/Michelle		59.92	1 Transactions		

Sheila
2/25/21 10:47AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
4184	Health Dimension Rehabilitation Inc						
1	15-484-496-8447-6211	P	4,704.45	October 2020 PT services		Services & Charges	N
2	15-484-496-8447-6211	P	241.35	October 2020 OT services		Services & Charges	N
3	15-484-496-8447-6211	P	37.37 -	Oct 2020 attempt visit credit		Services & Charges	N
18	15-484-496-8447-6211		13,634.42	Jan PT services		Services & Charges	N
19	15-484-496-8447-6211		1,941.00	Jan OT services		Services & Charges	N
20	15-484-496-8447-6211		34.24 -	Jan attempted visit credit		Services & Charges	N
4184	Health Dimension Rehabilitation Inc		20,449.61	6 Transactions			
324	Healthcare First						
17	15-484-496-8447-6211		104.74	Feb HHCAHPS fee	INV 5181023	Services & Charges	N
324	Healthcare First		104.74	1 Transactions			
3095	Isanti County Public Health						
21	15-484-485-8468-6880	P	2,378.17	Dec hlthy eat/active living		Grant Admin- Pass thru	N
22	15-484-485-8468-6880	P	324.30	Dec tobacco strategy		Grant Admin- Pass thru	N
3095	Isanti County Public Health		2,702.47	2 Transactions			
653	Kanabec County Auditor						
23	15-484-490-8489-6331		11.88	Feb covid vaccine clinic		Mileage & Meals	N
653	Kanabec County Auditor		11.88	1 Transactions			
132	Kanabec Publications						
24	15-484-496-8447-6412		98.00	250 copies svc agmt	012120980	Office Supplies	N
132	Kanabec Publications		98.00	1 Transactions			
377	Marco Inc						
10	15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt		Rental & Service Contracts Copier	N
377	Marco Inc		787.11	1 Transactions			
1143	McKesson Medical-Surgical Govt Solution						
26	15-484-469-8440-6432		136.92	DP&C supplies		Medical Supplies	N
25	15-484-481-8481-6432		103.30	PHNC supplies		Medical Supplies	N
4	15-484-496-8447-6432		82.00	home care supplies	21013152	Medical Supplies	Y
1143	McKesson Medical-Surgical Govt Solution		322.22	3 Transactions			
198	Mille Lacs Co. Community & Veterans Ser						
27	15-484-485-8468-6880		1,483.77	Jan hlthy eat/active living		Grant Admin- Pass thru	N
28	15-484-485-8468-6880		371.13	Jan tobacco strategy		Grant Admin- Pass thru	N
29	15-484-485-8468-6880		742.26	Jan well-being strategy		Grant Admin- Pass thru	N

Sheila
2/25/21 10:47AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

	<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	198	Mille Lacs Co. Community & Veterans Ser		2,597.16	3 Transactions			
5	8040	Miller, Patti						
		15-484-490-8489-6411		202.50	reimburse acuity session		Progam Supplies	N
	8040	Miller, Patti		202.50	1 Transactions			
41	1353	Nelson/Darla						
		15-484-496-8448-6331		40.88	Jan/Feb HM mileage		Mileage & Meals	N
40		15-484-496-8449-6331		365.12	Jan/Feb HHA mileage		Mileage & Meals	N
	1353	Nelson/Darla		406.00	2 Transactions			
33	927	Neumen/Cami						
		15-484-496-8447-6331		114.24	February home care mileage		Mileage & Meals	N
34		15-484-496-8447-6331		70.56	January home care mileage		Mileage & Meals	N
	927	Neumen/Cami		184.80	2 Transactions			
45	3333	Petersen/Renee						
		15-484-490-8489-6331		22.40	Janu vacc campaign mileage		Mileage & Meals	N
	3333	Petersen/Renee		22.40	1 Transactions			
7	632	Pine County Health & Human Services						
		15-484-485-8468-6880		5,262.31	Jan Hlty eat/active living		Grant Admin- Pass thru	N
8		15-484-485-8468-6880		490.69	January tobacco		Grant Admin- Pass thru	N
9		15-484-485-8468-6880		490.70	January well-being		Grant Admin- Pass thru	N
	632	Pine County Health & Human Services		6,243.70	3 Transactions			
30	330	Prevent Child Abuse America						
		15-484-487-8453-6285		459.50	pro-rated affiliation fee	10645	Contracted Work	N
	330	Prevent Child Abuse America		459.50	1 Transactions			
42	1030	Ringler/Jennie						
		15-484-496-8449-6331		162.96	Jan/Feb HHA mileage		Mileage & Meals	N
	1030	Ringler/Jennie		162.96	1 Transactions			
32	3174	Rosburg/Diane						
		15-484-496-8447-6331		145.04	February home care mileage		Mileage & Meals	N
	3174	Rosburg/Diane		145.04	1 Transactions			
43	16326	Sarkisyan/Amber						
		15-484-496-8449-6331		206.08	Jan/Feb HHA mileage		Mileage & Meals	N

Sheila
2/25/21 10:47AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
16326	Sarkisyan/Amber		206.08	1 Transactions		
44	1268	Tomczak/Kristi				
	15-484-496-8449-6331		120.96	Jan/Feb HHA mileage		Mileage & Meals
	1268	Tomczak/Kristi	120.96	1 Transactions		
15 Fund Total:			37,078.14	Community Health Fund	27 Vendors	45 Transactions
Final Total:			37,078.14	27 Vendors	45 Transactions	

Sheila
2/25/21 10:47AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	37,078.14	Community Health Fund	
	All Funds	37,078.14	Total	Approved by,
			
			

9:30am Appointment

Item a.

March 2, 2021

REQUEST FOR BOARD ACTION

a. Subject: State-Funded COVID Relief Grant Program Final Report	b. Origination: EDA
c. Estimated time: 10 minutes	d. Presenter: Lisa Holcomb, EDA Member & Grant Review Subcommittee Member <i>(on behalf of Heidi Steinmetz)</i>

e. Board action requested:

Approve twenty-one grant awards to Kanabec County businesses using funds received from the State of Minnesota through legislation passed in December 2020.

f. Background:

State of Minnesota's County Administered Relief Fund

In mid-December 2020, the Minnesota State Legislature created the "County Administered Relief Fund" to provide relief to customer facing industries affected by Governor Tim Walz's Executive Order 20-99. Executive Order 20-99 forced certain businesses to temporarily close or reduce services from Nov 20, 2020 through Dec 18, 2020. Only bars, restaurants, theaters and event venues were directly affected by Executive Order 20-99. Executive Order 20-99 must not be confused with the Governor's numerous other Executive Orders from earlier in 2020.

Kanabec County received \$314,035 from the State of Minnesota's "County Administered Relief Fund" and the EDA was directed by the Association of Minnesota Counties and the MN Department of Employment & Economic Development to give preference to providing grant awards to businesses directly affected by Executive Order 20-99.

Summary of Grant Applications Received

The EDA received a total of thirty-six grant applications from Kanabec County businesses and nonprofits. Thirteen applicants were directly affected by Executive Order 20-99. Five applicants were indirectly affected by Executive Order 20-99 and five applicants were affected by Executive Orders other than 20-99. Attached is the list of the thirty-applications received.

The total amount of funds requested by the thirty-six applicants was **\$1,071,679** and as stated above, the amount of funds the State of Minnesota provided to Kanabec County to distribute was \$314,035.

EDA's Grant Review & Award Process

The EDA formed a subcommittee of seven community members to develop scoring criteria and to review grant applications. The committee met three times (Jan. 26, Feb. 16 & Feb. 22) and spent long hours scoring applications in preparation of their Feb. 16 and Feb. 22 meetings. Each committee member's scores for each application were documented and a true consensus of each grant award amount was reached. The scoring criteria is attached for the County Board's reference.

The amount requested from the thirteen Executive Order 20-99 applicants was \$494,869, which exceeded the amount of funds provided from the State of Minnesota (\$314,035). While the State of Minnesota highly suggested that the grant funds be provided to those thirteen applicants, the committee wanted to acknowledge the applicants that were indirectly affected by Executive Order 20-99 and affected by other Executive Orders. Therefore, three priority groups of applicants were formed. After all three groups of applications were scored consistently, there was \$37,609 in grant funds remaining, which the committee split evenly among the three priority groups. The final award amounts listed on the final grant award report attached to this memo.

Supporting Documents: Yes Attached: ☒

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

Coordinators Comments:



State-Funded COVID Relief Grant Program 2021 Grant Award Summary (21 Total Recipients)

Priority 1 - Directly Affected by Executive Order 20-99

	Business	Request	Award	Final Award x 1.136%
1	Ann River Winery	\$31,660	\$3,561	\$4,045
2	Crystal Bar & Grill	\$50,000	\$26,000	\$29,536
3	Double J Café	\$10,000	\$1,800	\$2,045
4	Downtown Deli	\$16,000	\$7,650	\$8,690
5	Fish Lake Restaurant & Bar	\$50,000	\$39,375	\$44,730
6	Freddie's Family Restaurant & Banquet Center	\$40,000	\$22,600	\$25,674
7	Grand Event Center	\$19,000	\$14,734	\$16,738
8	Kev's Depot	\$50,000	\$35,147	\$39,927
9	Mcbee's Bar & Grill	\$15,000	\$8,775	\$9,968
10	Mora Country Club	\$8,209	\$3,211	\$3,648
11	Northwoods Steakhouse	\$90,000	\$9,565	\$10,866
12	Paradise Theatre	\$15,000	\$14,763	\$16,771
13	Sportsmen's Café	\$100,000	\$22,296	\$25,328
		\$494,869	\$209,477	\$237,966

Priority 2 - Indirectly Affected by Executive Order 20-99

	Business	Request	Award	Final Award x 1.136%
1	AmericInn	\$100,000	\$23,014	\$26,144
2	Mora Bakery	\$45,000	\$2,521	\$2,864
3	New Generation Bakery	\$25,000	\$6,928	\$7,870
4	NJ's Concessions	\$15,000	\$2,635	\$2,993
5	Ogilvie Raceway	\$100,000	\$26,179	\$29,739
		\$285,000	\$61,277	\$69,610

Priority 3 - Affected by Executive Orders Other Than 20-99

	Business	Request	Award	Final Award x 1.136%
1	Char's Daycare	\$7,000	\$0	\$0
2	Downtown Barbershop	\$20,000	\$2,427	\$2,757
3	Kids Choice Learn & Play Family Daycare	\$2,300	\$330	\$375
4	Kim's Beauty Walk	\$3,697	\$0	\$0
5	Lil' Peeps Childcare	\$4,000	\$2,915	\$3,311
		\$36,997	\$5,672	\$6,443

Award Summary

\$314,035 State Funds Available

\$276,426 Award Total of Three Priority Groups

\$37,609 Remaining Funds Split Evenly Amount Three Groups

\$314,019 Total Amount of Funds Awarded

Score Card State-Funded COVID Relief Grant Program



Business or Nonprofit Name: _____

Industry: _____

ELIGIBILITY	YES or NO
Physically located in Kanabec County <i>(if not, not eligible)</i>	
Outstanding Tax Lien with MN Secretary of State <i>(if yes, not eligible)</i>	
Business in operation as of 3/1/2020 <i>(if after, not eligible unless ownership change)</i>	

SCORING CATEGORIES	POINTS
--------------------	--------

Impact	
TIER I: Directly affected by EO 20-99 & did <u>not</u> receive DOR Payment = 150 points	
TIER II: Directly <u>or</u> indirectly affected by EO 20-99 & received DOR payment = 50 points	
TIER III: Not listed in EO 20-99 but by another EO = 25 points	

Financial Loss by Percentage	
100-75% loss = 150 points	
74 - 50% loss = 100 points	
49-30% loss = 50 points	
29-11% loss = 25 points	
10-0% loss = 0 points	

Current Number of FTE Employees	
Over 41 FTE employees = 100 points	
Between 26 & 40 FTE employees = 75 points	
Between 11 & 25 FTE employees = 50 points	
Between 1 & 10 FTE employees = 25 points	

Narrative - Demonstrated Need <i>(refer to application question #16)</i>	
Demonstrated need = 200 points	
Demonstrated need somewhat = 100 points	
Did <u>not</u> demonstrate need = 0 points	
Total Score:	
Grant Amount Requested	
Actual Grant Award <i>(based on scoring criteria on Page 2 of this score card)</i>	

Steps Used to Calculate Grant Award Amount

1)	Use score card to determine applicant's point total.
2)	Determine the difference between the applicant's gross revenue from 2019 vs. 2020. <i>These amounts were provided by the applicant on questions #13 & #14 of the application.</i>
3)	Multiply the above difference by 15% to determine a gross profit amount.
4)	Use applicant's point total to place into appropriate category below.
5)	Applicant's point total minus applicant's gross profit amount is the grant award amount.

Total Score Categories

Score of 451 to 600 – Applicants will receive 100% of gross profit amount

Score of 301 to 450 – 75% of gross profit amount

Score of 151 to 300 – 50% of gross profit amount

Score of 0 to 150 – 25% of gross profit amount



State-Funded COVID Relief Grant Program 2021
List of Applications Received by 2/12/2021 Deadline

Businesses highlighted in yellow were required to temporarily close or reduce services from November 20, 2020 through December 18, 2020 under Executive Order 20-99.

	Date Rec'd	Name of Business or Nonprofit	Application Contact	Amount Requested
1	10-Feb	AmericInn	Vijay Patel	\$100,000
2	11-Feb	Ann River Winery	Steve Watrin	\$31,660
3	12-Feb	Bohnen's Auto Body	Dennis Bohnen	\$12,010
4	9-Feb	Boy Scout Troop 191	Joe Mulford	\$1,200
5	28-Jan	Cardinal's Nest	Lynn Elling	\$8,000
6	11-Feb	Catholic Charities of the Diocese of St. Cloud	Chad Johnson	\$26,059
7	28-Jan	Chamber	Jenna Maciej	\$7,000
8	3-Feb	Char's Daycare	Charlotte Brown	\$7,000
9	4-Feb	Crystal Bar & Grill	Amy Gotfredson	\$50,000
10	20-Jan	Diversified Bronze	Loren Davis	\$30,000
11	26-Jan	Double J Café	Shirley Anderson	\$10,000
12	12-Feb	Downtown Barbershop	Eric Watrin	\$20,000
13	12-Feb	Downtown Deli	Crystal Dryden	\$16,000
14	21-Jan	Fish Lake Restaurant & Bar	Laura Mauer	\$50,000
15	11-Feb	Freddie's Family Restaurant & Banquet Center	Mark Cannon	\$40,000
16	29-Jan	Giese Trailer Repair Services	Mark Giese	\$25,000
17	27-Jan	Grand Event Center	Phyllis Duerr	\$19,000
18	3-Feb	Kanabec History Center	Marine Anderson	\$4,200
19	5-Feb	Kev's Depot	Kevin Telander	\$50,000
20	12-Feb	Kids Choice Learn & Play Family Daycare	Mel Pioske	\$2,300
21	25-Jan	Kim's Beauty Walk	Kim Bankers	\$3,697
22	12-Feb	Lil' Peeps Childcare	Mark Sholtz	\$4,000
23	29-Jan	Masonic Lodge 223	Jon Hanson	\$7,500
24	12-Feb	MAYRA	Julie Fore	\$24,424
25	31-Jan	Mcbee's Bar & Grill	Dorothy Haugen	\$15,000
26	10-Feb	Mora Bakery	Becky Ripka	\$45,000
27	12-Feb	Mora Country Club	Gary Lakeberg	\$8,209
28	21-Jan	New Generation Bakery	Rebecca Bourgeois	\$25,000
29	11-Feb	NJ's Concessions	Bruce Jorgenson	\$15,000
30	2-Feb	NorthPost, Inc.	Rose Ryan	\$50,058
31	12-Feb	Northwoods Steakhouse	Shayne Johnson	\$90,000
32	12-Feb	Ogilvie Raceway	Janet Wagamon Lewis	\$100,000
33	21-Jan	Paradise Theatre	Cindy Larson	\$15,000
34	10-Feb	Route 65 Sales	Eugene Kohler	\$49,363
35	10-Feb	Sportsmen's Café	Katie Larson	\$100,000
36	3-Feb	Vasaloppet	Wade Weber	\$10,000

total amount requested \$1,071,679

total amount requested by EO 20-99 affected businesses \$494,869

available funds \$314,035

9:30am Appointment

Item b.

March 2, 2021

REQUEST FOR BOARD ACTION

a. Subject: Land Notification Computer Program	b. Origination: Recorder
c. Estimated time: Less than 5 mins.	d. Presenter(s): Lisa Holcomb

e. Board action requested:

No action, Informational only

f. Background:

Because of the uptick in computer fraud and calls to the office regarding real estate fraud, the Recorder's office would like to install the Land Notification system.

All installation and yearly maintenance would be paid out of the Recorder's Equipment Fund.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Monitor & protect your most valuable assets from fraud



Land Notification Alerts warn property owners when documents are recorded against their personal name or business. Each time an alert is triggered, an email is sent providing an update of any activity.

- Receive email property alerts
- Stay on top of fraudulent claims
- Protect your most valuable asset

Prevent fraud and sign up for
Pleasant County Land Notification Alerts at:

[web address for the sign up](#)

If you have questions, please contact:

Name
County Recorder
Phone number
Email

Land Notification Alerts

Things to know

Do Land Notification Alerts cost anything?

This is a free service to property owners provided by the county. You only need to sign up.

Will I get unwanted emails?

We will contact you only when a record with your name is recorded on an official document or suspicious recorded activity is suspected. You can unsubscribe to the service at any time.

What do I need to sign up?

You will need an email account with Google or Yahoo to sign up for the land notifications.

What is property fraud?

When someone illegally uses your name on records related to your property for financial gain or acquisition of your assets.

How often does property fraud happen?

Mortgage and real estate fraud does occur and is a growing crime in our society. Monitoring records on your property is one of the steps in prevention of this crime.

9:45am Appointment

March 2, 2021

REQUEST FOR BOARD ACTION

a. Subject: Sheriff's Office- Multiple Items	b. Origination: Sheriff's Office
c. Estimated time: 20 minutes	d. Presenter(s): Sheriff Brian Smith

e. Board action requested:

- a. Request approval for updated job description for P.S.A.P Administrator/Emergency Management Director position.
- b. Request to fill P.S.A.P Administrator/Emergency Management Director position vacancy related to an upcoming retirement:

Resolution #__ – 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.

- c. Review Quarterly Sheriff's Report
- d. Discuss bidding process for squad car repair
- e. Discuss squad car inventory

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Kanabec County Job Description

P.S.A.P Administrator/Emergency Management Director

Exemption Status: Exempt

Department: Sheriff

Board Approval: 01/25/17

Updated: 2020, 2021

JOB SPECIFICATIONS	
<i>Education & experience qualifications are a job-related combination substantially equivalent to the levels shown at right</i>	
Factor	Level
Education/Experience	The job requires two years of post-secondary education, preferably with a focus on safety/health, emergency management, criminal justice, or a related field; and five years of related experience including 3 years of work experience in an Emergency 911 dispatch center, and a minimum of 3 years of supervisory experience; OR an equivalent combination of education and experience sufficient to perform the essential functions of the position. Must successfully complete a criminal history background check. Access to transportation is required.
Preferred Qualifications	<ul style="list-style-type: none">• 5 years of experience in a 911 dispatch center, with increasing levels of competency and responsibility.• 3 years working as or assisting a supervisor in a 911 dispatch center.• Experience drafting and implementing policies and procedures.• Emergency Management Certification from the State of MN (must achieve within 2 years of employment).• Certification as CJIS/NCIC Hot-files Operator (must achieve within 1 year of employment).• Working knowledge of duties related to a Terminal Access Coordinator (TAC) through the National Crime Information Center (NCIC).
Supervision Given	12 F.T.E.s
Supervision Received	Chief Deputy

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern public safety communications practices, procedures, techniques, and equipment; principal elements of radio communications networks including trunked radio systems, mobile data systems, digital microwave networks, fiber optic networks, LAN/WAN, and Packet Networks; applicable laws, ordinances, rules, regulations, and standard operating procedures related to emergency public safety communications; computers and computer-aided dispatching; and modern principles and practices of public administration.

Skill in using Microsoft Office Suite Software; prioritizing and delegating work; and recognizing and resolving problems with communications systems.

Ability to listen, comprehend, and effectively communicate information, both written and orally, to all individuals; identify, diagnose, and correct problems in radio networks and/or system level operations, networking, software, or configuration programs; train and supervise personnel; exercise sound judgment in evaluating situations and in making decisions; give verbal and written instructions; communicate and interact effectively and respectfully with employees, supervisors, individuals from other organizations, and customers; understand, interpret, and apply policies, and to develop and implement procedures; plan, organize, coordinate, review, and supervise the work of others; develop and maintain effective working relationships with supervisors, co-workers, other county staff, vendors, and members of the public; hear normal range of radio and speech vocalizations; visually observe persons and conditions, and activate appropriate resources; to work independently; maintain a professional, calm manner at all times; operate vehicles and all other job-related equipment; and to demonstrate effective oral English communication skills; and continuously exercise rapid and independent judgment as situations arise throughout the day.

JOB SUMMARY

To provide **supervision**, management, and direction related to the duties of the 24-hour operations of the County Sheriff's Public Safety Answering Point (P.S.A.P.). To administer County-wide emergency management programs.

Works under the general direction of the Chief Deputy. Reports directly to the County Board for emergency management purposes. Responsible for supervision of P.S.A.P. staff.

SOME EXAMPLES OF ESSENTIAL DUTIES

1. Manages Operation of PSAP Center

Responsible for continuous successful operation of communications center, in compliance with all applicable regulations. Develops and maintains up-to-date protocols, procedures, and resource materials. **Administers various software systems used. Prepares annual report on statistical information, responds to requests for information, researches log data, and provides statistical information reports.**

2. Serves as Emergency Management Director

Develops and maintains the Emergency Management Plan for Kanabec County; participates in multi-jurisdictional coordinating and planning efforts; manages Emergency Operations Center during an emergency; coordinates the efforts of various departments that serve emergency response roles; develops manuals and supporting materials, including training materials; organizes emergency response training involving multiple departments, agencies, and community resources; attempts to anticipate any possible types of emergencies that may affect the County and develops a response scenario for each, such as natural disasters, nuclear plant accidents, deliberate destruction of public facilities, or major accidents involving large numbers of injuries; seeks out and applies for grant funding.

3. Provides Supervision and Leadership

Uses independent judgment to provide supervision and leadership **to P.S.A.P. personnel. under the span-of-control.** Structures and schedules work assignments; approves leaves and overtime; establishes performance standards and appraises work performance; prepares commendations and administers oral reprimands; recommends disciplinary action, including suspension and

dismissal; trains employees in methods, rules, procedures, and standards of emergency communication operations; uses discretion in recommending candidates for hire.

4. Administers the County's 800 MHz Subsystem

Develops and maintains County interoperability and subscriber configuration and database; oversees system software maintenance and upgrades; oversees the programming of trunking, talk groups, and fleet mapping; manages servers, terminals, and related networks for multiple agencies. Performs administrative, management, documentation, monitoring, audit, and related support required by Sheriff's Administration, user agencies, and the North East Regional Radio Board. Develops and directs implementation of a training program for technical support personnel on system and equipment operations, installation, repair, and maintenance.

5. ~~Performs the Duties of~~ Supervises the Terminal Access Coordinator(s)

Administers State Recertification Tests to all applicable County employees. Assists with biennial CJIS/NCIC Compliance Audits. Ensures compliance with CJIS/NCIC Policy and Procedures. Develops and provides training and protocols for staff.

6. Performs other related functions as apparent or assigned.

EQUIPMENT USED

Uses general office equipment, including, but not limited to: Computer, printer, telephone, copier, and fax machine. Also uses the following: Specialized software, cell phone, Motorola radios, backup desktop phone, radio/phone headset, man down alarm, pagers, tape reproduction equipment, security lock controls, dispatch simulator, 911 telephone/computer, tape backup unit, emergency alert system.

WORKING CONDITIONS

Most work is conducted in an office environment. While performing dispatch duties, work includes dealing with emergency situations which require multi-tasking under frequently occurring periods of pressure to perform in a timely manner. Requires dealing with emotionally upset people, mainly via telephone, but with intermittent exposure to a potentially hostile inmate population. May be required to sit for long periods of time, depending on which work area assigned to; subject to frequent interruptions; required to talk frequently and listen continuously.

PHYSICAL REQUIREMENTS

Requires incumbent to work inside, outside, alone, with and around others, and to have contact with the public; may be exposed to dust and dirt. Activities that occur continuously are using fine **motor skill** manipulation, talking, hearing, and using near vision. Activities that occur frequently are sitting, using depth perception, and accommodation. Activities that occur occasionally are standing, walking, pushing, using both feet, and using color vision. Activities that occur infrequently are bending, squatting, crawling, crouching, kneeling, pulling, twisting, climbing staircases, and climbing heights; reaching straight, above, and below shoulder level with both shoulders individually or at the same time; using far vision, peripheral vision, and lifting and/or carrying up to 50 pounds.

ADA CONSIDERATIONS

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities

Act, the County will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

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

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



Annual Consolidated Monthly

Wednesday, February 24, 2021
9:40:10 am

** For official use only **

Report covering 01/01/2019 through 12/31/2019

Compared to 1/1/2020 through 12/31/2020

	JAN			FEB			MAR			APR			MAY			JUN			JUL			AUG			SEP			OCT			NOV			DEC			
	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-				
911 Hang-ups, Abandoned, & Canceled	25	44	76	29	48	66	38	42	11	34	41	21	51	59	16	50	80	60	53	75	42	47	78	66	37	67	81	49	41	-16	48	40	-17	36	46	28	
Agency Assist	31	29	-6	28	25	-11	54	21	-61	34	16	-53	35	21	-40	32	35	9	42	30	-29	61	23	-62	56	30	-46	33	31	-6	40	20	-50	20	29	45	
Airplane - All incidents	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Alarms All (Home, Business, Boat)	16	16	0	19	19	0	15	25	67	23	14	-39	13	16	23	13	25	92	26	19	-27	25	38	52	31	13	-58	22	36	64	29	23	-21	17	16	-6	
Alcohol Compliance Checks	0	0	0	0	0	0	0	0	0	0	0	0	22	0	-100	0	0	0	0	0	0	0	0	0	21	0	-100	0	0	0	0	0	0	0	0		
Animal-All Other	41	29	-29	21	31	48	24	34	42	41	32	-22	48	46	-4	39	37	-5	49	42	-14	41	51	24	63	41	-35	63	75	19	56	53	-5	36	37	3	
Animal Bites	0	2	0	2	0	-100	0	0	0	1	0	-100	1	3	200	2	0	-100	0	2	0	1	1	0	1	1	0	1	1	0	2	1	-50	1	0	-100	
Animal Neglect	8	5	-38	1	3	200	1	2	100	2	0	-100	3	1	-67	2	0	-100	1	1	0	3	0	-100	2	0	-100	3	2	-33	1	2	100	2	1	-50	
County Dog Ordinance Violation	2	0	-100	1	1	0	2	1	-50	4	1	-75	4	1	-75	2	1	-50	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	-100	0	0	0	0	1	0	0	0	0	0	0	0	0	0		
Assault - All	3	1	-67	3	3	0	7	3	-57	4	10	150	1	6	500	6	4	-33	3	2	-33	4	10	150	4	5	25	5	5	0	9	5	-44	4	2	-50	
ATV Complaints - All including	1	0	-100	2	0	-100	1	9	800	2	13	550	6	11	83	6	4	-33	6	4	-33	3	4	33	2	3	50	2	2	0	0	3	0	0	0	0	
Bicycle Calls	0	0	0	0	0	0	0	0	0	0	1	0	2	0	-100	1	0	-100	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Boat and Water all calls including	2	3	50	0	2	0	1	1	0	0	12	0	10	1	-90	16	7	-56	16	13	-19	14	0	-100	0	10	0	6	5	-17	0	0	0	0	0	0	
Building Security Checks	0	0	0	0	0	0	0	4	0	0	7	0	0	7	0	0	6	0	0	3	0	0	6	0	0	2	0	0	2	0	0	0	0	2	0	-100	
Burglary all calls	2	12	500	6	6	0	5	8	60	5	12	140	10	3	-70	9	9	0	7	15	114	11	8	-27	6	8	33	6	5	-17	6	3	-50	4	9	125	
City of Grasston ordinance violation	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	1	0	-100	
City of Mora ordinance violation	10	1	-90	4	1	-75	5	2	-60	3	1	-67	2	3	50	5	2	-60	2	1	-50	3	3	0	2	3	50	5	6	20	1	2	100	0	2	0	
City of Ogilvie ordinance violation	2	0	-100	1	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100
City of Quamba ordinance violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
Civil Assist calls	14	23	64	12	28	133	13	42	223	30	28	-7	30	26	-13	29	39	34	38	22	-42	45	35	-22	26	22	-15	21	33	57	31	28	-10	13	18	38	
Civil Process calls including payment	0	2	0	0	3	0	1	1	0	0	0	0	0	0	0	2	1	-50	4	1	-75	1	0	-100	3	1	-67	1	2	100	0	1	0	7	1	-86	
Community	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	2	0	-100	0	0	0	1	0	-100	2	0	-100	1	0	-100	
County Ordinance Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	2	0	1	0	-100	0	2	0	0	1	0	0	0	0	0	0	2	0	-100		
Criminal Sexual conduct calls	2	2	0	3	3	0	6	1	-83	2	2	0	5	1	-80	2	1	-50	3	5	67	4	2	-50	4	3	-25	1	2	100	4	1	-75	1	3	200	



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	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-			
Child Custody calls	5	15	200	7	5	-29	9	10	11	12	8	-33	8	3	-63	4	10	150	10	8	-20	8	6	-25	14	9	-36	4	3	-25	4	4	0	6	6	0
Damage to Property calls includ	5	9	80	5	8	60	9	9	0	9	19	111	16	14	-13	13	15	15	11	16	45	21	24	14	15	17	13	15	17	13	13	11	-15	7	5	-29
Sudden Deaths and Bodies fou	1	0	-100	1	0	-100	1	0	-100	1	2	100	3	1	-67	1	2	100	1	2	100	0	2	0	1	1	0	0	1	0	0	1	0	0	1	0
Disorderly Conduct calls	2	5	150	5	4	-20	5	4	-20	6	4	-33	4	8	100	3	13	333	8	7	-13	3	9	200	3	3	0	6	9	50	4	5	25	5	4	-20
DNR calls including Fish/Game,	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Domestic Disturbance/Assaults	10	8	-20	8	10	25	17	12	-29	16	9	-44	13	19	46	15	5	-67	15	11	-27	12	21	75	14	9	-36	11	14	27	10	16	60	12	9	-25
Drug calls - All	4	5	25	2	1	-50	2	1	-50	4	7	75	4	3	-25	4	1	-75	2	3	50	3	5	67	3	3	0	6	5	-17	2	1	-50	7	6	-14
Escape / Flight	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	
Escorts - including Funerals, R	5	4	-20	0	0	0	2	4	100	6	2	-67	5	1	-80	5	2	-60	5	2	-60	7	5	-29	4	6	50	2	7	250	3	6	100	3	4	33
Explosions all calls	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	1	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	
Extortion calls	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fires- Deputy Only or Outside l	5	4	-20	5	1	-80	2	7	250	13	12	-8	7	7	0	14	7	-50	1	10	900	4	4	0	3	8	167	9	7	-22	5	6	20	2	4	100
Fire- Pages DNR Fire	0	0	0	0	0	0	1	0	-100	2	3	50	0	2	0	0	1	0	0	0	0	0	1	0	1	0	-100	0	0	0	0	1	0	0	0	0
Fire- Pages Mora Area Fire	6	3	-50	4	4	0	3	4	33	6	7	17	3	3	0	8	5	-38	8	3	-63	5	2	-60	4	2	-50	5	10	100	2	5	150	9	4	-56
Fire- Pages Ogilvie Fire	2	0	-100	2	0	-100	4	3	-25	2	4	100	1	4	300	3	2	-33	0	0	0	1	1	0	0	2	0	1	4	300	2	2	0	0	0	0
Foot Patrol	15	23	53	13	20	54	14	19	36	19	1	-95	13	12	-8	15	13	-13	19	14	-26	17	13	-24	18	14	-22	25	10	-60	17	15	-12	16	3	-81
Forgery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	1	0	
Found - All calls including anim	3	4	33	2	4	100	3	8	167	2	12	500	6	7	17	2	14	600	3	12	300	14	17	21	8	14	75	6	11	83	6	6	0	3	3	0
Fraud	8	10	25	13	7	-46	8	9	13	6	5	-17	8	7	-13	7	8	14	6	7	17	7	8	14	4	5	25	8	7	-13	8	4	-50	7	11	57
Garbage Dumping complaints	1	0	-100	5	1	-80	1	0	-100	4	7	75	7	6	-14	6	4	-33	5	4	-20	3	6	100	2	5	150	5	1	-80	1	1	0	0	4	0
Guns including permits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	1	0	-100	0	0	0
Harassing communications call	4	6	50	9	2	-78	3	11	267	9	5	-44	6	11	83	7	9	29	15	3	-80	13	6	-54	7	7	0	12	7	-42	8	5	-38	3	5	67
Hazardous Materials Calls - all	0	0	0	0	0	0	1	0	-100	1	0	-100	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0
Health and Safety	11	6	-45	7	7	0	7	9	29	7	2	-71	9	4	-56	3	8	167	13	8	-38	16	12	-25	6	6	0	6	10	67	7	5	-29	9	5	-44
Secure Helipad	15	8	-47	11	9	-18	10	10	0	7	14	100	11	11	0	13	14	8	7	9	29	9	14	56	12	12	0	14	22	57	16	10	-38	13	10	-23



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	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-			
Hospice Deaths	5	5	0	2	1	-50	2	5	150	3	6	100	2	4	100	4	6	50	3	2	-33	2	6	200	0	4	0	4	1	-75	0	5	0	3	9	200
Information and misc calls	32	28	-13	44	25	-43	49	27	-45	48	55	15	51	41	-20	50	45	-10	59	47	-20	44	61	39	36	74	106	34	36	6	32	39	22	26	41	58
Jail Incidents - Non Criminal	1	0	-100	3	0	-100	1	0	-100	1	0	-100	1	0	-100	0	2	0	3	2	-33	4	2	-50	0	1	0	0	2	0	4	1	-75	2	0	-100
Jail-Drugs	0	0	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	-50	0	0	0	0	0	0	0	0	0	1	1	0
Jail Medical	0	2	0	0	0	0	0	0	0	1	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jail-All OTHER (non-criminal)	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	1	0	-100	0	2	0	0	0	0	1	1	0	0	1	0	0	0	0
Jail-Crim Sex (PREA)	0	0	0	1	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0
Jail- Crim Sex (PREA-other cou	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Juvenile Alcohol complaints	2	2	0	0	3	0	1	1	0	0	0	0	1	0	-100	0	0	0	0	2	0	2	0	-100	1	1	0	1	2	100	2	1	-50	1	0	-100
Juvenile Drug complaints	1	1	0	0	0	0	1	0	-100	0	0	0	2	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100
Juvenile calls excluding tobacco	6	11	83	7	6	-14	5	16	220	11	18	64	12	12	0	11	17	55	20	12	-40	19	13	-32	16	11	-31	21	8	-62	6	7	17	10	5	-50
Juvenile Tobacco complaints	3	4	33	3	1	-67	6	1	-83	4	0	-100	1	0	-100	2	0	-100	0	0	0	0	0	0	2	0	-100	3	0	-100	2	0	-100	1	1	0
Abduction / Kidnapping	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
All Lost calls including animals,	1	2	100	1	0	-100	1	2	100	1	1	0	0	0	0	0	0	0	0	2	0	2	0	-100	4	0	-100	1	1	0	3	1	-67	1	1	0
Maltreatment	50	55	10	37	34	-8	28	27	-4	28	22	-21	27	19	-30	32	18	-44	22	22	0	28	19	-32	36	25	-31	49	32	-35	43	20	-53	28	20	-29
Medical Emergency	104	112	8	121	105	-13	118	122	3	106	84	-21	108	86	-20	112	108	-4	121	109	-10	121	124	2	110	100	-9	105	105	0	126	118	-6	124	118	-5
Medical - Drug Overdoses	1	2	100	0	3	0	2	1	-50	1	0	-100	1	1	0	1	0	-100	1	1	0	0	0	0	2	2	0	4	1	-75	1	1	0	2	1	-50
Meetings and Presentations	2	1	-50	1	1	0	2	0	-100	0	0	0	0	0	0	2	0	-100	3	0	-100	0	1	0	2	2	0	2	1	-50	3	0	-100	0	0	0
Missing Person(s)	1	3	200	1	3	200	4	2	-50	3	3	0	6	2	-67	3	3	0	7	4	-43	3	1	-67	6	1	-83	6	4	-33	2	0	-100	3	1	-67
Motorist Assist calls	17	18	6	21	9	-57	15	12	-20	12	5	-58	10	6	-40	12	15	25	11	17	55	8	8	0	11	7	-36	14	9	-36	13	9	-31	16	5	-69
Neighborhood Disputes	4	2	-50	6	1	-83	3	1	-67	5	10	100	5	3	-40	6	5	-17	11	3	-73	3	6	100	6	5	-17	8	5	-38	3	3	0	1	2	100
Noise complaints including loud	3	2	-33	2	2	0	2	5	150	7	12	71	6	16	167	7	13	86	20	28	40	11	20	82	10	20	100	5	5	0	6	4	-33	0	8	0
Parking Violations	0	1	0	1	1	0	2	0	-100	0	1	0	0	2	0	0	2	0	4	3	-25	0	1	0	2	1	-50	0	1	0	2	2	0	3	1	-67
Permit (Fireworks, Event, Othe	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Predatory Offender calls inc	90	92	2	25	14	-44	13	12	-8	85	2	-98	23	3	-87	17	17	0	107	97	-9	23	9	-61	16	10	-38	96	9	-91	14	85	507	12	13	8



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	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-				
All Public assist calls	20	22	10	17	14	-18	25	15	-40	24	24	0	37	14	-62	19	18	-5	28	21	-25	20	19	-5	17	16	-6	12	20	67	8	17	113	13	19	46	
Records checks including empl	7	8	14	12	7	-42	10	6	-40	10	4	-60	8	4	-50	8	3	-63	14	8	-43	8	8	0	10	8	-20	9	4	-56	5	7	40	10	3	-70	
Recovered goods including prop	0	1	0	0	1	0	0	0	0	0	1	0	0	2	0	0	1	0	0	1	0	0	2	0	0	1	0	0	0	0	2	0	0	0	0		
Resident Security Check	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0		
Road hazards	7	6	-14	15	10	-33	16	6	-63	12	12	0	8	1	-88	13	15	15	7	7	0	11	13	18	13	11	-15	7	8	14	11	3	-73	10	9	-10	
Robbery calls	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0		
Scams - All	5	13	160	18	9	-50	21	13	-38	11	5	-55	13	5	-62	14	11	-21	12	25	108	18	20	11	22	28	27	23	12	-48	12	16	33	14	14	0	
Search Warrants	0	0	0	0	0	0	0	1	0	1	0	-100	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Shooting complaints	0	0	0	0	0	0	2	2	0	0	4	0	4	2	-50	3	9	200	4	6	50	6	5	-17	5	6	20	1	2	100	1	3	200	0	1	0	
Shoplifting complaints	1	1	0	0	1	0	0	0	0	0	2	0	1	0	-100	1	3	200	0	0	0	0	1	0	0	2	0	1	0	-100	0	1	0	1	1	0	
Smoking Ban violations	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Snowmobile calls - all including	0	4	0	1	2	100	5	0	-100	0	0	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	
Snowbird Parking	46	30	-35	26	41	58	59	39	-34	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	59	44	-25	29	11	-62
Stolen Property calls - all	0	0	0	6	1	-83	1	2	100	3	6	100	2	1	-50	3	4	33	4	5	25	6	2	-67	5	5	0	1	2	100	1	0	-100	1	0	-100	
Stop arm violations	2	0	-100	1	0	-100	0	0	0	2	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	2	0	-100	2	2	0	0	2	0	0	1	0	
Sudden Deaths and Bodies fou	0	4	0	0	3	0	0	1	0	0	0	0	0	0	0	2	1	-50	1	0	-100	0	0	0	2	0	-100	1	2	100	1	0	-100	0	0	0	
Suicide-Death	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	
Suicide threats-attempts	7	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Suicide threats-attempts	2	3	50	5	7	40	11	11	0	13	7	-46	15	6	-60	7	6	-14	4	8	100	9	6	-33	4	2	-50	6	3	-50	9	3	-67	4	11	175	
Suspicious calls including persc	64	37	-42	53	45	-15	49	76	55	85	77	-9	60	100	67	83	67	-19	81	122	51	99	111	12	83	125	51	79	68	-14	54	45	-17	38	79	108	
Theft calls - all not including m	23	38	65	24	31	29	20	21	5	32	38	19	26	41	58	29	22	-24	40	28	-30	35	33	-6	40	35	-13	42	39	-7	38	28	-26	24	41	71	
All Threat calls	7	7	0	7	4	-43	8	11	38	3	10	233	11	12	9	11	5	-55	10	4	-60	8	9	13	6	12	100	8	11	38	8	7	-13	3	6	100	
Tobacco compliance checks.	0	0	0	0	0	0	0	0	0	0	0	0	15	0	-100	0	0	0	0	0	0	0	0	0	16	0	-100	0	0	0	0	0	0	0	0	0	
Traffic / Driving complaints	17	28	65	20	30	50	25	24	-4	38	21	-45	28	40	43	41	50	22	58	51	-12	46	53	15	52	41	-21	38	32	-16	39	30	-23	35	20	-43	
Traffic Accidents including all p	10	23	130	14	18	29	14	4	-71	12	11	-8	16	6	-63	21	17	-19	13	21	62	18	17	-6	22	18	-18	10	12	20	24	20	-17	16	16	0	



Annual Consolidated Monthly

Wednesday, February 24, 2021
9:40:10 am

** For official use only **

Report covering 01/01/2019 through 12/31/2019

Compared to 1/1/2020 through 12/31/2020

	JAN			FEB			MAR			APR			MAY			JUN			JUL			AUG			SEP			OCT			NOV			DEC		
	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-			
Traffic violations all including ci	217	139	-36	124	138	11	216	79	-63	187	9	-95	187	26	-86	157	41	-74	112	45	-60	124	55	-56	107	52	-51	157	26	-83	143	48	-66	177	45	-75
Transport all (jail) except medi	27	26	-4	24	16	-33	30	16	-47	27	1	-96	26	5	-81	28	6	-79	25	8	-68	24	7	-71	24	8	-67	28	6	-79	25	5	-80	20	5	-75
Trespassing complaints	1	2	100	0	1	0	3	3	0	2	8	300	6	4	-33	7	3	-57	7	3	-57	3	4	33	4	10	150	4	7	75	4	4	0	3	4	33
TZD -All Towards Zero Death s	0	0	0	0	0	0	0	0	0	29	0	-100	0	0	0	0	0	0	0	46	0	140	0	-100	55	18	-67	0	0	0	0	0	0	75	6	-92
Unwanted person non criminal	10	11	10	7	9	29	11	10	-9	20	10	-50	9	14	56	7	13	86	10	12	20	20	21	5	13	16	23	23	12	-48	11	2	-82	8	9	13
Vandalism calls all except mail	0	2	0	0	0	0	1	0	-100	1	1	0	0	2	0	0	2	0	0	1	0	1	1	0	3	1	-67	2	1	-50	0	1	0	0	1	0
Vehicle theft all including moto	0	0	0	0	2	0	3	0	-100	1	1	0	0	5	0	2	4	100	0	2	0	3	3	0	0	2	0	1	3	200	1	3	200	2	4	100
Violation of Court orders all inc	2	10	400	1	3	200	6	6	0	12	9	-25	5	3	-40	8	6	-25	5	15	200	3	2	-33	5	9	80	9	2	-78	7	5	-29	4	4	0
Vehicle off Road/Vehicle in Dite	12	39	225	39	14	-64	14	4	-71	3	5	67	5	5	0	1	8	700	6	1	-83	4	11	175	2	2	0	7	16	129	18	8	-56	33	18	-45
Salvation Army	3	0	-100	2	0	-100	4	0	-100	1	0	-100	2	0	-100	2	0	-100	0	0	0	5	0	-100	4	0	-100	6	0	-100	3	0	-100	1	0	-100
Warrant entry and arrests	20	21	5	17	11	-35	19	9	-53	16	0	-100	19	0	-100	18	4	-78	28	6	-79	10	4	-60	15	4	-73	22	5	-77	19	5	-74	10	4	-60
Weapons offenses including fel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	
Weather - Monthly Test	0	1	0	0	1	0	0	0	0	0	3	0	0	1	0	0	1	0	1	1	0	0	1	0	1	1	0	1	1	0	1	1	0	1	1	0
Weather - Severe Storm Warni	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100	2	0	-100	2	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0
Weather - Tornado Warning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	100	0	1	0	1	0	-100	0	0	0	0	0	0	0	0	0
Welfare checks	25	37	48	24	24	0	22	22	0	24	27	13	23	28	22	27	26	-4	30	32	7	33	41	24	31	51	65	41	32	-22	23	30	30	21	41	95
	1120	1136	1	965	912	-5	1130	933	-17	1203	830	-31	1153	855	-26	1115	984	-12	1282	1189	-7	1338	1143	-15	1207	1087	-10	1249	945	-24	1126	923	-18	1039	852	-18

10:15am Appointment

March 2, 2021

REQUEST FOR BOARD ACTION

a. Subject: Bid Results- Parcel #07.00690.00 in Haybrook Township	b. Originating Department/Organization/Person: Coordinator's Office
c. Estimated time: 5 Minutes	d. Presenter(s): Kris McNally

e. Board action requested:

_____ introduced the following Resolution and moved its adoption:

RESOLUTION #_____ - 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- \$ _____ dollars.

No other bids were received

WHEREAS the highest responsible bid, exceeding the minimum bid of \$33,300, was submitted by _____ in the amount of \$ _____,

BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the high bid of _____ submitted by _____.

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 01-061-000-0000-5290.

The motion for adoption of the foregoing Resolution was duly seconded by _____, and upon vote being taken thereon, adopted this ____ day of March 2021.

f. Background:

Supporting Documents: None: **Attached:** ☒

Date received in County Coordinators Office:

Coordinators Comments:



10:45am Appointment

March 2, 2021

REQUEST FOR BOARD ACTION

a. Subject: Proposed DNR Land Acquisition	b. Origination: Minnesota DNR, Pheasants Forever, & Landowner
c. Estimated time: 15 minutes	d. Presenter(s):

e. Board action requested: Consider the following resolution:

Kanabec County Board of County Commissioners

Resolution # ____ 3-2-2021

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 ¼) of the Southwest Quarter (SW ¼)

AND

The West Half (W ½) of the Southeast Quarter (SE ¼) 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) (disapproved).

If applicable, reasons for disapproval:

This resolution was presented by Commissioner _____,

seconded by Commissioner _____ and upon vote was duly adopted.

I, _____, County Coordinator of the county of Kanabec, State of Minnesota, certify that the foregoing resolution is a true and correct excerpt of the minutes of the Board of Commissioners, County of Kanabec, State of Minnesota held at Mora, Minnesota, on the 2nd day of March 2021.

f. Background:

Mr. Marion confirmed the acreage and PILT for the proposed transaction:

- Fiedler Parcel = 226.36 acres
- PILT = \$5925.00 (subject to reassessment in 2022)

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:
--

Coordinators Comments:

11:05am Appointment

March 2, 2021

REQUEST FOR BOARD ACTION

a. Subject: Tire Shred Permit Application form ECSWC	b. Origination: Environmental Services
c. Estimated time: 15 minutes	d. Presenter(s): Environmental Services Director Teresa Wickeham

e. Board action requested:

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Kanabec County
Environmental Services
903 Forest Ave E
Mora MN 55051
PHONE: (320) 679-6456
FAX: (320) 679-6433
Email: env@co.kanabec.mn.us

Tire Shred Permit Application

Application Fee: \$500

As set forth in Ordinance #11 Waste Tire Kanabec County, Minnesota

Property Owner:	<u>East Central Solid Waste Commission</u>		
Phone/email:	<u>320 679-4930 janelle.tromp@co.kanabec.mn.us</u>		
Property Address:	<u>1756 180th Ave Mora MN 55051</u>		
Property ID:	<u>02.01285.00</u>		
Legal Description:	Sec: <u>20</u>	Twp: <u>039</u>	Range: <u>024</u>

Zoning District: Arthur

It is the burden of the applicant to demonstrate satisfaction of the criteria for granting a tire shred permit as defined in Ordinance #11 Waste Tire, Subdivision 3-7 as applicable.

☐ Waste Tire facility Permit

☒ Tire Shreds for Fill and/or Driveways and Roads - within land fill for stabilization of lines-pipes

I hereby swear and affirm that the information supplied to the Kanabec County Environmental Services Department is accurate and true. I acknowledge that this application is rendered invalid and void should the County determine that information supplied by me, the applicant, in applying for this conditional use permit, is inaccurate or untrue.

Applicant's Signature: Janelle Tromp Date: 9-16-2020

Owner's Signature: Janelle Tromp Date: 9-16-2020

Executive Director

STAFF USE ONLY

Approved Denied (circle one)

RECEIVED
2-16-2021

WETLAND ADVISORY

Minnesota Law prohibits the draining or filling of any wetlands, unless specifically approved by the appropriate authorities.

"Wetlands" means lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this definition, wetlands must have the following three attributes:

- 1) A predominance of hydric soils;
- 2) Are inundated or saturated by surface or ground water at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions; and,
- 3) Under normal circumstances, support prevalence of such vegetation.

If you fill or drain a wetland in violation of Minnesota Law, you are subject to criminal penalties. In addition, you could be ordered to restore any altered wetlands to their original condition at your own cost.

The placement of fill or dredged material in any wetland, lake, stream, river, pond, or prairie pothole may constitute a violation of Federal laws that are enforced by the U.S. Army Corps of Engineers. You are advised to contact that agency before commencing any such work.

Wetland Types:

Type 1 – Seasonally flooded basins or flats. Soil is covered with water or waterlogged during seasonal periods but is usually well drained during the growing season.

Type 2 – Wet meadows. Soil is usually without standing water most of the growing season but is waterlogged within a few inches of the surface.

Type 3 – Soils which are usually waterlogged during the growing season and often covered with up to 6 inches of water. Many Type 3 wetlands have cattails and bulrushes and small open water area.

Type 4 – Soils which are usually covered with 6 inches to 3 feet of water during the growing season. Many Type 4 wetlands have cattails and bulrushes and much open water.

Type 5 – Shallow water ponds and reservoirs water 3 feet to 10 feet deep.

Type 6 – Shrub swamps. Soil is usually waterlogged during the growing season and are often covered with as much as 6 inches of water.

Type 7 – Wooded swamps. Soil is waterlogged at least to within a few inches of the surface during the growing season with as much as one foot of water. Occur mostly along sluggish streams or flood plains.

Type 8 – Bogs. Soil is usually waterlogged and supports a spongy covering of mosses.

As the applicant for this land use permit, you are responsible for determining whether any wetlands will be affected by this proposed project. By signing this document, the applicant affirms that no wetlands will be drained or filled during the course of the project.


Signature of Applicant

9-16-2020
Date

SITE PLAN (drawn to scale)

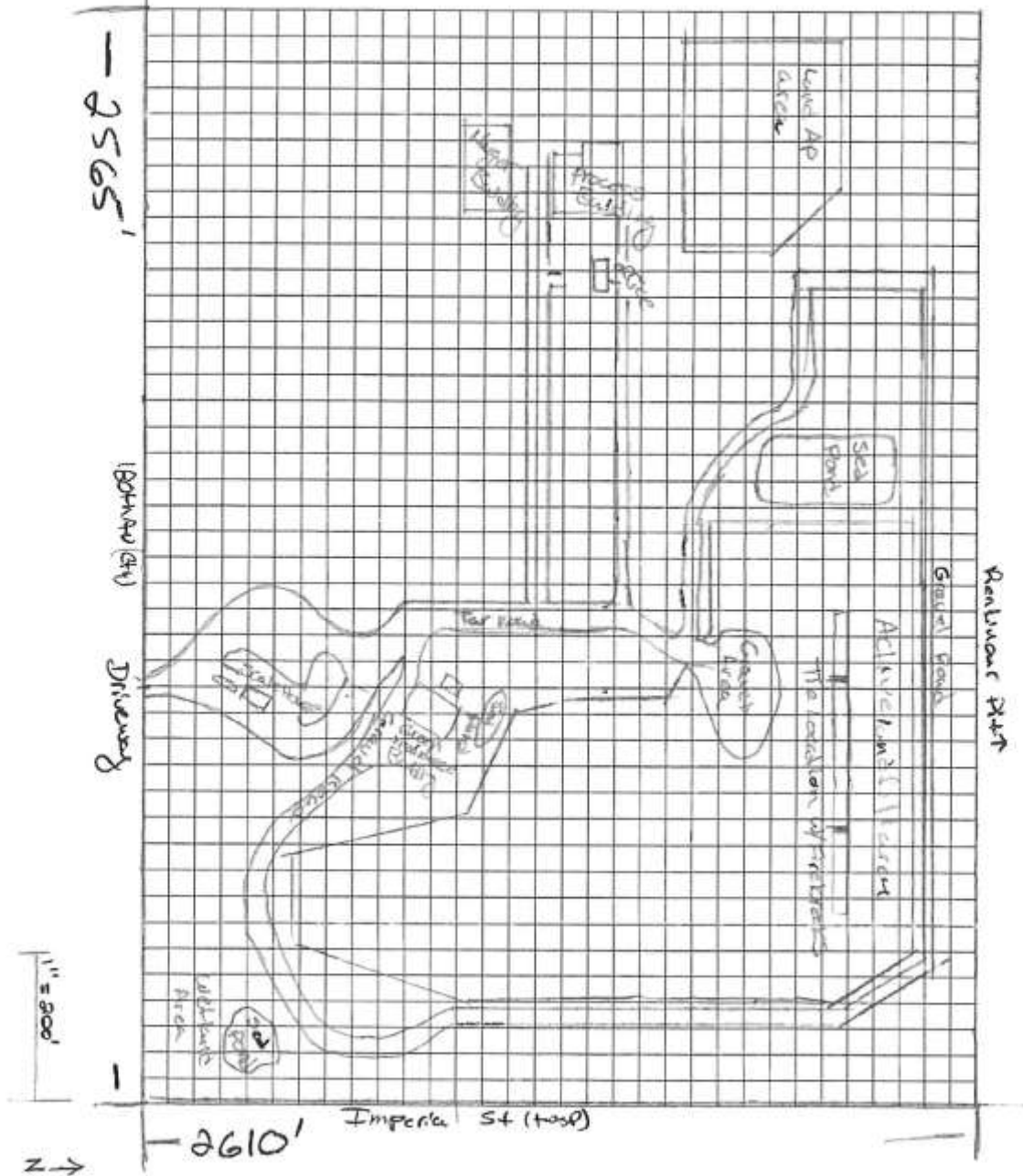
Please be as complete as possible. Include all of the following items listed where applicable: Scale: 1 inch = 200' feet

General Checklist

North arrow ☐ lot dimensions ☒ structure location(s) ☐ setback measurements ☐ septic system location
☐ existing local drainage ☐ wetland areas ☐ fill & grading/vegetation alteration limits

Date of drawing 2-1-21

Water Resource Checklist ☐ location of floodway &/or flood fringe ☐ location & setback distance from ordinary high water level (OHWL) ☐ location of present & highest known water line





**KANABEC COUNTY
ENVIRONMENTAL SERVICES**

903 FOREST AVE E
MORA, MN 55051
Phone: 320/679-6456 Fax: 320/679-6433

February 17, 2021

East Central Solid Waste Commission
1756 180 Ave.
Mora MN 55051
Attn: Janelle Troupe

RE: Tire Shred Permit Application

Ms. Troupe,

The tire shred permit application for the use at the landfill at 1756 180 Ave, Ogilvie was received by our office on 2/16/2021 and is incomplete.

After reviewing your application I have found the following items missing:

- a permit issued by Minnesota Pollution Control Agency, or able to demonstrate a Standing Beneficial Use status with the Minnesota Pollution Control Agency (this could be a narrative comment letter)
- Plot plan with necessary measurements and dimensions (location, width, depth)
- Approved fire plan

Please submit the above noted item/items. Once the required items are received then we will present the application to the County Commissioners. You will be notified of the time and date.

If you have any questions, please contact this office.

Thank you.

Teresa Wickeham
Environmental Services Supervisor
Kanabec County

COPY

Teresa Wickeham

From: Janelle Troupe <janelletroupe@gmail.com>
Sent: Monday, February 22, 2021 10:04 AM
To: Teresa Wickeham; Kris McNally; Les Nielsen; Gene Anderson
Subject: Tire Shred Permit Application
Attachments: Fire Prevention Plan.docx; SW-17 Permit Document.PDF; Solid Waste Management Plan 2016.PDF

Ms. Wickeham,

Please see attached documents. I am sorry for misunderstanding and not providing adequate information. I sent the fire plan to the MPCA and to the Mora Fire Department Chief.

I do have several comments about this permit as it pertains to the landfill:

1. It is in Kanabec County Solid Waste Management Plan that we will be using these tires. This Plan was approved by Kanabec County and the MPCA.
2. It is in our MPCA permit that we will be using tire shreds which was also approved by the County and MPCA.
3. I should have been told back when this ordinance was adopted that we would need that permit since the County was aware that we were using tire shreds. I was totally aware that the County had a permit and the circumstances behind it; I know that members of the Kanabec County Board thought ECSWC was excluded.
4. Plot plan with necessary measurements; do you wish us to pay an engineer to provide plans for leachate lines and gas lines? This is an on-going construction project as the landfill filling happens.
4. Odor issues will arise if this permit is not provided to us soon.

Please see attachments.

Thank you,
Janelle Troupe, Executive Director
East Central Solid Waste Commission



Virus-free. www.avg.com

1910.39 Fire prevention plans

(c) Minimum elements of a fire prevention plan. A fire prevention plan must include:

(1) A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard;

1. All hazardous materials are stored in metal hazardous material cabinet. Fire extinguishers are located within 25 feet from cabinet but not within 10 feet.

(2) Procedures to control accumulations of flammable and combustible waste materials; (a) through (d) Training Requirements in OSHA Standards 7 Training Requirements

1. All paper products are disposed of in the garbage or recycling to prevent fuel for a fire.

2. SDS sheets are in binder of all materials in green building at the landfill and scalehouse at transfer stations.

3. Loads are checked to assure there are no flammable items being dumped in landfill and transfer stations.

4. Batteries are taken at no cost to keep them out of landfill and transfer stations.

5. Flammable liquids must be put in approved container of no more than 5- gallon capacity. If you transfer flammables with flash points less than 100 degrees, bonding and grounding procedures must be observed.

6. Oily rags are placed in metal can that was purchased for that purpose.

(3) Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials;

1. Compactor at landfill is equipped with heat suppression technology.

2. Fire extinguishers are in all equipment.

3. Trouble lights used under vehicles should include an enclosed light bulb, nonmetallic shield, non-sparking electrical switches, no outlet receptacles.

4. Wheels and undercarriages are cleaned out regularly to remove debris that could catch fire.

(4) The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.

1. Jon LaFleur, equipment mechanic, is responsible for maintaining equipment. He will also assist during evening fires running a second piece of equipment.

2. Facilities Manager, is responsible for verifying extinguishers are charged throughout the facilities and equipment on a monthly basis.

3. Janelle Troupe, Executive Director

4. Gerrald Nohner, Landfill Supervisor, in attendance at all active fires, running equipment.

5. Lyndon Stegemen is the heavy equipment operator at the Hinckley Transfer Station assuring there are no hot spots in garbage.

6. Bart McCoy is the heavy equipment operator at the Cambridge Transfer Station assuring there are no hot spots in garbage.

(5) The name or job title of employees responsible for the control of fuel source hazards. (d) Employee information. An employer must inform employees upon initial assignment to a job of the fire hazards to which they are exposed. An employer must also review with each employee those parts of the fire prevention plan necessary for self-protection.

1. Gerrald Nohner is the landfill supervisor and is aware of any new fuel sources in the landfill.
2. The landfill machinery will not be stored on the open part of the landfill when not operating.
3. Contaminated soil is spread as to not be an added fire source
4. Equipment undercarriage and wheels need to be cleaned of debris so equipment doesn't start on fire.

Fire Extinguishers

Inspections are done monthly by Facility Manager and annually by Fire Suppression Inspector.

Annual training is completed on the use of fire extinguishers. This training includes evacuation plans in the event of a fire.

Barbara Wilder, Gerrald Nohner, Tim Schaeppi, Janelle Troupe, Bart McCoy, William Schwartz , Scott Cornelius, Jon LaFleur, Lyndon Stegeman, and Sharon Rittenour are authorized to use fire extinguishers and have been trained to use extinguishers.

Signs have been installed by the Fire Extinguishers to remind employees how to use: PASS.

Extinguishers have been placed around maintenance building according to required use paying attention to placement by battery charging areas, flammable storage, fuel dispensing, and welding areas.

Fuel Dispensing

No smoking allowed while fueling, shut off motor, only dispense diesel fuel. Fuel area is protected by concrete bollards.

Hot Work Safety Program

Welding, brazing, soldering and cutting all fall under the category of hot work. The processes are usually done in the green maintenance building. Personal protective Equipment is required while performing these duties and others in area will need proper equipment also.

Fire extinguishers are placed within this area. Watching for a minimum of 30 minutes after conclusion of work.

Batteries

Many batteries hold a residual charge even when they appear dead. When this battery comes into contact with other batteries or metal, a spark or excessive heat can occur. As the batteries are moved around the landfill, the pressure and heat can cause the battery to spark and ignite a fire. Because the battery is thrown in a pile full of paper products, cardboard and other dry materials, the fire is easily spread.

It is very important that all customers pull batteries out of toys and equipment prior to disposal. The landfill accepts all batteries at no cost. Positive terminal needs to be covered on batteries. ECSWC sends them to Call2Recycle.

Landfill Fire

Policies for Fire Risk Reduction include:

1. Coverage of waste using adequate cover comprised of inert mineral soil
2. Maintaining adequate water resources
3. A smoking ban in refueling areas and active landfill areas
4. Supply and keep a maintenance log for an adequate amount of fire extinguishers
5. Incoming vehicles should be inspected for smoke steam, or heat.
6. Period testing of landfill gas monitoring wells for oxygen entry, elevated temperatures, and presence of carbon monoxide.
7. Minimize the active area of the landfill.
8. Provide map of facility to the Mora Fire Department on an annual basis or as changes are made to facility.

Attacking Fire

The most effective methods for fire suppression are to excavate to the source of the fire and saturate the area with water or bury with dirt. The use of the Concover mixture as an ADC acts as a fire extinguishing material.

ECSWC has trenches (gas beds) with pipe and tire chips, if fire gets in that area – it is important to excavate fire to prevent it from spreading throughout the trench. May need to put water down pipe or cover trenches with dirt to reduce the oxygen to the fire. Leachate may be used as a water source. When constructing these trenches, we will use a 10' break of glass in tire chips so fires don't run.

7 to 9, with valving to direct flow to the desired GB. RM5 has a blind connection to allow this system expansion.

10.2.2 Granular Infiltration Blankets and Recirculation Laterals

Within Phases 6 to 9, the ECSWC proposes to use primarily GBs in the recirculation system. GBs consist of a 0.1 to 2-foot thick layer of relatively high hydraulic conductivity material, overlain within filter geotextile, and laid over the waste surface with a perforated pipe running through the center. The GB may be made of aggregate, geonet, or granular recycled materials such as recycled glass or shredded tires. The GBs have much greater surface area than the recirculation laterals (RLs) and may be used in the place of several RLs. Research and site experience indicate the following advantages of GBs versus RLs:

- ◆ Increased volume of leachate recirculated per unit mass of waste.
- ◆ Uniform liquid distribution reducing dry zones and differential settlement.
- ◆ Increased LFG generation rate.
- ◆ More efficient LFG collection.

Due to installation placement restrictions, leachate RLs were installed within Phase 6A in lieu of GBs. The RLs were designed, constructed and operated in a similar fashion as the GBs (described further below), except that the RLs were bedded in tire shreds to a depth of 2 feet below and 2 feet above the piping, and approximately 4 to 5 feet across, with the RL pipe in the center. This design is consistent with other existing RLs at the facility.

Leachate will be pumped back into the Landfill waste through the GBs. All GBs will be set back at least 100-feet from any side slope and at least 20-feet away from the liner drainage layer. Each GB will be installed directly on the waste surface as the waste lift attains design grade. One main 4-inch diameter, solid HDPE header will lead from the centrally located RM to the centerline of the GB. Once inside the GB, the pipe will be perforated with variable size and hole spacing (see Drawing G5.05).

The solid headers will be placed within the intermediate cover, which will serve as bedding and trench backfill, and will be installed at a depth within the Landfill where the waste heat provides frost protection. The perforated Section of the pipe will be centered across the length of the GB. The GB drainage media will be overlain by a geotextile filter fabric and will be covered by one foot of intermediate cover. The Landfill operator will minimize the compactor movement over a GB until 5-feet of waste has been placed over the bed.

As discussed, an HGC, consisting of a continuously looped perforated pipe, will be constructed overlying the GB lateral pipe. The HGC within the GB is depicted on Drawing No. G5.05. The HGC will connect into a vertical riser pipe and LFG control station depicted on Drawing No. G1.02, and will connect into the GCCS header pipe.

The placement of the leachate recirculation GBs within the waste depth will alternate with HGCs proposed for expansion of the GCCS, as shown on cross-section Drawings G3.01 and G3.02. The minimum distance between a leachate recirculation GB and a GCCS horizontal extraction

Table 3-15

East Central Solid Waste Commission	1756-180th Ave Mora MN	320-679-4930
Glen's Tire	800 East Forest Mora MN	320-679-2500

- The waste tires disposed of at East Central Solid Waste Commission are picked up by a licensed tire contractor and transported for recycling to First State Tire Recycling located in East Bethel. The tires are chipped and used for road base. Some tire chips are returned to the ECSWC landfill for use as drainage material in the pilot leachate recirculation project that began in 2004. The fee for tires disposed of at ECSWC ranges from \$1 for small RV tires to \$40 for tires over 22".
- Glen's Tire accepts auto tires for \$2 but charges for other sizes vary significantly.
- Many businesses have developed contacts with licensed tire haulers for management of tires.
- Additionally, the county has sponsored annual clean-up events, which include tire collection.

In 2012, Kanabec County recycled 32 tons of waste tires representing 28 percent of the total problem material tonnage collected during that year.

Specific Programs to be developed:

County intends to maintain its current waste tire program throughout the planning period. Continue to educate the general public as to proper methods of waste tire management. Provide the public with a convenient location for waste tire disposal.

Responsible Person:

Kanabec County Environmental Services
903 Forest Avenue East, Mora, MN 55051
Telephone 320-679-6456

Estimated Program Budget: \$816

Schedule of implementation: The aforementioned programs and budgets will be implemented throughout the ten-year planning period.

Mille Lacs County

Policies and Goals: The policy and goals of the County regarding waste tire management were established during the previous planning period and remain consistent with statute and rules that prohibit disposal of tires in the waste stream. Fees are determined annually for costs of accepting tires.

Existing Tire Management Programs:

The County's Solid Waste Ordinance and Zoning Ordinance prohibit the illegal storage and disposal of waste tires. Enforcement of the ordinance is the responsibility of the County Land Services Office. There are no known tire dumps within the county at this time.

- Additionally, many businesses have developed contacts with licensed tire haulers for management of used tires. The County and city maintenance departments maintain tire exchange programs when purchasing tires.

In 2012, Pine County recycled 86 tons of waste tires representing 3 percent of the total problem material tonnage collected during that year.

Specific Programs to be developed:

- The County intends to maintain its current waste tire program throughout the planning period. Further investigations are needed to ensure that "beneficial use" is not abused.
- Continue to educate the general public as to proper methods of waste tire management.

Responsible Person:

Pine County Planning, Zoning and Solid Waste Department
635 Northridge Dr. NW, Suite 250, Pine City MN 55063
Telephone 320-216-4220 www.co.pine.mn.us

Estimated Program Budget: \$4,898

Schedule of Implementation: The aforementioned programs and budget will be implemented throughout the ten-year planning period.

East Central Solid Waste Commission

Policies and Goals:

It is the goal and policy of the ECSWC to maintain this program in a cost efficient manner and consistent with Minnesota statute and rules.

Existing Tire Management Programs:

Tires are collected at all three sites belonging to the ECSWC. First State Tire picks up the tires from the three sites as shown below:

Table 3-16

Site Name	Hours	Location	Fees Charged
Mora Landfill	8-4:30, Mon. – Fri 8 – noon, Sat.	1756 180th Avenue Mora, MN	\$1 for small RV tires to \$40 for tires over 22".
Cambridge Transfer Station	8-4:30, Mon. – Fri 8 – noon, Sat.	4194 Hwy 95 NE Cambridge, MN	\$1 for small RV tires to \$40 for tires over 22".
Hinckley Transfer Station	8-4:00, Mon. – Fri 8 – noon, Sat.	Highway 61, ½ mi. east of I-35, Hinckley, MN	\$1 for small RV tires to \$40 for tires over 22".

Specific Programs to be developed:

Currently ECSWC is finding beneficial uses for tire chips as part of landfill construction. ECSWC will continue to examine new uses for waste tires.

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

February 16, 2021

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, February 16, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Craig Smith, Dennis McNally, and Les Nielsen. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Staff participating via telephone/video included: County Attorney Barbara McFadden.

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

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the agenda with the following changes: Add Lonnie Ness, ReMax Select, Inc. to agenda after 11:00 a.m., Move #7, County Policies Discussion before #4, Gambling Permit Requests. Add discussion regarding traffic on County Roads 5 & 19 to the Public Works Appointment.

Action #2 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to recess the Board Meeting at 9:04am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:04am on Tuesday, February 16, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Craig Smith, Dennis McNally, and Les Nielsen. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS3 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the Family Services Board Agenda as presented.

Action FS#4 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #FS4 - 2/16/21 **Office Support Specialist resolution**

WHEREAS the Office Support Specialist position in Family Services was vacated in September, 2020 when the Office Support Specialist was promoted to a Case Aide position after a retirement, and

WHEREAS at the time of the promotion the Family Services Director addressed a plan to evaluate the position in six months, and

WHEREAS the Family Services Director and the Admin team have evaluated the duties for this position and the other administrative positions and have determined that this position plays an essential role in assisting other members in the agency to fulfill their duties as well as having a designated work load of its own.

WHEREAS the Family Services Director is recommending filling the Office Support Specialist position which has been budgeted for 2021.

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board authorizes the County Personnel Director and Family Services Director to hire a full-time Office Support Specialist at Step A, Range 5 of the pay plan which is \$16.05 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.

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, Dennis McNally, Les Nielsen

OPPOSED: Craig Smith

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Action #FS5 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to approve the following resolution:

Resolution #FS5 – 2/16/21

Kanabec County Family Services Collaborative Interagency Agreement resolution

WHEREAS, Minnesota Statute permits public and private child-serving agencies to come together by mutual agreement to establish a family services collaborative and to establish an integrated children's service system, and;

WHEREAS, the Parties agree that children's needs cross over the boundaries of the categorical agencies and that services need to be coordinated across traditional systems; and

WHEREAS, The Parties enter into this Agreement for the purposes of improving the social, emotional, educational and economic outcomes of all Kanabec County children, adolescents and their families by mitigating risk factors and enhancing protective factors for the purpose of creating an integrated service delivery system for children, adolescents and their families with multiple and special needs, and

WHEREAS, the Kanabec County Attorney has reviewed the Interagency Agreement.

THEREFORE BE IT RESOLVED the Kanabec County Family Services board approves the Kanabec County Family Services Collaborative Interagency Agreement which the Family Services and Community Health agencies participate in as partners.

Action #FS6 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the payment of 87 claims totaling \$172,936.35 on Welfare Funds.

Action #FS7 – It was moved by Dennis McNally, seconded by Rickey Mattson and carried unanimously to adjourn the Family Services Board at 9:23am.

The Board of Commissioners reconvened.

Action #8 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the February 2, 2021 minutes with the following corrections: Remove “DNR” from the last sentence in Resolution #18 – 2/2/21.

Chairperson Gene Anderson presented Deputy Auditor Roberta Anderson with a plaque in recognition of her 30 years of service as a Kanabec County Employee.

Deputy Auditor Roberta Anderson met with the County Board to discuss matters concerning Tax Forfeit property 313 1st St Mora, MN 55051.

The Board expressed consensus to list Tax Forfeit property 313 1st St Mora, MN 55051 for sale on an online auction with a minimum bid of \$25,000. Unsold parcels within the City of Quamba will also be listed for sale on the online auction with a price decrease of 25%.

EDA Director Heidi Steinmetz met with the County Board to discuss the Blandin Foundation Community Broadband Resources Cohort Opportunity.

Action #9 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to strongly recommend that the County EDA pursues the grant opportunity from the Blandin Foundation by submitting the application for the new Community Broadband Resources: Accelerate! Program, and that EDA Director Heidi Steinmetz be the team leader.

EDA Director Heidi Steinmetz gave an update regarding the most recent COVID Relief Grant. 36 total applications were received. The EDA Grant Committee will meet for first time this afternoon to review the applications. Information only, no action was taken.

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

Action #10 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #10 – 2/16/21

Advertise for Bids - 2021 Construction Projects

WHEREAS the Kanabec County Board of Commissioners wish to proceed with the following projects:

<u>Road</u>	<u>Type</u>	<u>Length</u>	<u>From</u>	<u>To</u>
10	Reconstruction	0.75 mi.	Rutheford and Hill (Ogilvie)	
3	Reclamation	11.0 mi.	TH 65	W. Co Line
16	Microsurface	4.3 mi.	S. Co. Line	TH 65
17	Microsurface	4.8 mi.	CSAH 11	TH 23
	Gravel Surfacing	50 mi.	West Central Kanabec Co.	
	Equipment Rental			

BE IT RESOLVED to authorize the County Engineer, upon final plans, specifications, and proposal, to advertise for bids for said projects.

Action #11 – It was moved by Craig Smith, seconded by Rickey Mattson and carried unanimously to approve the following resolution:

Resolution #11 – 2/16/21

Purchase Tractors

WHEREAS the following quotes were provided by Trueman Welters for highway maintenance tractors:

Tractor (2019 Case IH Maxxum 125 AD4 w/Loader)	\$101,829.54
Tractor(2020 Case IH Maxxum 125 AD4)	\$90,728.60
Trade-In (unit no. 41 John Deere 6400 Boom Mower)	<u>-\$14,900.00</u>
Total:	\$177,658.14

WHEREAS said quotes are based on Sourcewell program pricing and were presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$177,658.14 by Trueman Welters for a 2019 Case IH Maxxum 125 AD4 tractor and a 2020 Case IH Maxxum 125 AD4 Tractor and approve the purchase thereof.

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

Resolution #12 – 2/16/21

Purchase Boom Mower

WHEREAS the following quote was provided by Diamond Mowers, LLC for a tractor mount boom mower:

25' Rear Cradle Boom with 60" Rotary Cutter	\$65,255.00
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WHEREAS said quote is based on state contract pricing and was presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$64,255.00 by Diamond Mowers, LLC for a 25 foot rear cradle boom with 60 inch rotary cutter and approve the purchase thereof.

Action #13 – Rickey Mattson introduced the following resolution and moved its adoption:

Resolution #13 – 2/16/21

Purchase Sign Truck

WHEREAS a quote for a 2021 Chevrolet Silverado 6500 Crew Cab Work Truck chassis at State Contract pricing was received from North Country GM for \$57,740.64, and

WHEREAS a quote for a custom sign truck box at State Contract pricing was received from Aspen Equipment for \$97,306.00, and

WHEREAS said quotes were presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$57,740.64 by North Country GM and approve the purchase a 2021 Chevrolet Silverado 6500 Crew Cab Work Truck, and

BE IT FURTHER RESOLVED to accept the quote of \$97,306.00 by Aspen Equipment and approve the purchase of a custom sign truck box.

10:26am – Chairperson Gene Anderson handed the gavel over to Vice Chairperson Dennis McNally.

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

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

OPPOSED: Dennis McNally, Craig Smith

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

10:31am – Vice Chairperson Dennis McNally handed the gavel back to Chairperson Gene Anderson.

10:32am – The Chairperson called for public comment. Those that responded included:

Micah Rogers	Introduced himself as a new Pastor in Mora. Thanked the Board for their service.
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10:34am – The Chairperson closed public comment.

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

Resolution #14 – 2/16/21

2022 Plow Truck Body

WHEREAS Towmaster has provided a quote of \$113,725.00 for a plow truck body for 2022, and

WHEREAS a plow truck is planned for budget year 2022, and

THEREFORE BE IT RESOLVED to accept the quote of \$113,725.00 by Towmaster for a plow truck body and authorize the County Engineer to sign the agreement to reserve the 2022 truck body build.

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

Resolution #15 – 2/16/21

Swing Away Mailbox Support Inventory

WHEREAS Northpost Inc has provided a quote of \$22,626.00 for swing away mailbox support inventory, and

WHEREAS said quote was presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$22,626.00 by Northpost Inc. for swing away mailbox support inventory.

Public Works Director Chad Gramentz led a discussion regarding a quote from A&E Cleaning Services for \$2,210 for removal of trash from the interior of the tax forfeiture property located at 313 1st St. The Board made the decision earlier in the meeting to list the property as is. Information only, no action was taken.

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

Resolution #16 – 2/16/21
Title VI Departmental Policy

WHEREAS federal highway grant recipients are required to comply with Title VI obligations pursuant to 23 C.F.R § 200.9(b)(7), and

WHEREAS the Kanabec County Board of Commissioners wishes to comply with said obligations, and

THEREFORE BE IT RESOLVED to appoint the County Highway Engineer as the Title VI coordinator, and

BE IT FURTHER RESOLVED to authorize the County Highway Engineer to work with MnDOT and the County Coordinator to develop and enact a departmental policy that complies with federal regulations.

Action #17 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to re-key the six exterior doors of the Courthouse at a cost of less than \$1,500.

Public Works Director Chad Gramentz led a discussion regarding the five year plan. Information only, no action was taken.

The Board held a discussion regarding Policy A-105, DNR Land Purchases.

Action #18 – Craig Smith introduced a motion to follow State Statute 97A.145 and eliminate Kanabec County's Policy A-105, DNR Land Purchases and No Net Gain Resolution #13 – 7/26/17. The motion was seconded by Les Nielsen and the following voted:

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.

ReMax Select, Inc. Realtor Lonnie Ness met with the County Board to present seven offers that were made for county fee-owned parcel #22.02835.00 located at 330 Forest Avenue East, Mora, MN 55051.

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

Resolution #19 - 2/16/21

WHEREAS on 11/3/20 the Kanabec County Board of Commissioners approved advertising the sale of county fee-owned parcel #22.02835.00 located at 330 Forest Avenue East, Mora, MN 55051, and

WHEREAS the advertising and sale process were conducted pursuant to MN Statute 373.01, and

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

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

WHEREAS the following responsible offers, exceeding the minimum of \$45,000, were submitted as follows:

by Bidder A in the amount of \$ 74,900,
by Bidder B in the amount of \$ 102,000,
by Bidder C in the amount of \$ 72,777,
by Bidder D in the amount of \$73,000,
by Bidder E in the amount of \$ 65,000,
by Bidder F in the amount of \$81,750,
by Bidder G in the amount of \$78,000

BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the offer of \$102,000 submitted by Bidder B, Darbi Comparetto, with contingent acceptance of the bids for \$81,750 and \$74,900 as back-up offers respectively if the primary offer falls through.

BE IT FURTHER RESOLVED that the County Coordinator and County Attorney are authorized to proceed with working with ReMax Select, Inc. for collecting payment and fees, preparation of a quit claim deed, and recording required documents to complete the land transaction;

BE IT FURTHER RESOLVED that the Board Chair is authorized to execute all documents necessary to close the transaction;

BE IT FUTHER RESOLVED that the proceeds from the sale of this parcel will be credited to 01-061-000-0000-5290.

Action #20 – It was moved by Dennis McNally, seconded by Rickey Mattson and carried unanimously to approve adding the Board Chair and/or Coordinator to execute documents for the sale of the Knife Lake parcels.

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

<u>Vendor</u>	<u>Amount</u>
Ann Lake Twp	7,055.22
Arthur Twp	21,551.82
Brunswick Twp	21,212.14
Comfort Twp	14,585.73
Fort Twp	5,555.05
Grass Lake Twp	17,424.55
Haybrook Twp	4,394.42
Hillman Twp	7,968.10
Kanabec Twp	11,969.89
Knife Lake Twp	16,227.62
Kroschel Twp	7,163.59
Peace Twp	17,498.31
Pomroy Twp	8,404.12
Southfork Twp	14,091.01
Whited Twp	10,920.43
Ann Lake Twp	3,225.84
Arthur Twp	12,593.12
Brunswick Twp	4,416.19
Comfort Twp	1,897.31
Grass Lake Twp	92.88
Haybrook Twp	1,297.40
Kanabec Twp	778.12
Knife Lake Twp	6,415.40
Kroschel Twp	1,556.55
Peace Twp	3,944.63
Southfork Twp	24,305.08
Midcontinent Communications	247.62
Mora Municipal Utilities	11,504.03
Spire Credit Union	3,797.93
Verizon Wireless	3,617.04
Traffic Marking Service Inc	7,818.21

Kwik Trip Inc	7,484.98
Minnesota Department of Finance	5,497.00
Minnesota Energy Resources Corp	77,813.46
Office of MN.IT Services	1,300.00
Quadient Finance USA, Inc.	2,000.00
Chamberlain Oil	420.75
East Central Energy	127.60
38 Claims Totaling:	<u>\$368,173.14</u>

Action #22 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	500.00
Ace Hardware	12.93
Ace Hardware	18.98
Advanced Correctional Healthcare	18,076.35
Anne M. Carlson Law Office, PLLC	34.00
Anne M. Carlson Law Office, PLLC	518.50
Anne M. Carlson Law Office, PLLC	680.00
Anne M. Carlson Law Office, PLLC	42.50
Aspen Mills	14.70
Association of MN Counties	4,900.00
AT&T Mobility	840.89
AT&T Mobility	44.90
BCA Business Shared Services	120.00
Cambridge Medical Center	1,285.40
Carda, Ryan	495.00
Clifton Larson Allen LLP	3,675.00
Creative Forms & Concepts Inc.	72.23
Curtis, Michael	1,200.37
CW Technology	71.00
East Central Exterminating	125.00
East Central Solid Waste Commission	520.63
ECM Publishers	136.00
Emergency Automotive Technologies	298.67
Emergency Automotive Technologies	381.46
Ernest, Jennifer	141.15
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Further	1,276.95

G&N Enterprises	70.40
Glen's Tire	111.65
Grainger	630.92
Granite City Jobbing Co	405.21
Granite City Jobbing Co	807.78
Hoefert, Robert	1,023.12
Hohn's Auto Body & Glass	1,394.87
Hohn's Auto Body & Glass	21,807.38
Hohn's Auto Body & Glass	25,820.06
Horizon Towing	161.06
Indianhead Foodservice Distributor	109.48
IT SAVVY LLC	98.30
IT SAVVY LLC	219.78
IT SAVVY LLC	1,992.92
Johnsons Hardware	3.38
Kanabec County A/T	838.48
Kanabec County Highway Dept	34.15
Kanabec Publications	859.00
Kanabec Publications	81.90
Kanabec Publications	500.59
Kanabec Publications	111.25
Kanabec Publications	73.00
Kroschel Land Surveyors, Inc.	4,500.00
League of Minnesota Cities	1,980.00
LexisNexis	375.16
Manthie, Wendy	832.72
Marco	134.68
Marco	3,203.65
Marco, Inc.	159.00
Mattson Electric	2,205.83
Mattson, Jean	176.80
McFadden, Barbara	167.60
Midcontinent Communications	129.56
Midcontinent Communications	59.13
Minnesota Counties Computer Cooperative	49.67
Minnesota Monitoring	248.00
Minnesota Monitoring	240.00
MNCCC Lockbox	1,800.00
MNCCC Lockbox	1,837.50
Nelson, Ronette	313.00
North TH 65 Corridor Coalition	500.00
Northstar Computer Forms, Inc.	173.55
Office Depot	108.78

Office Depot	10.21
Office Depot	58.25
Office Depot, Inc.	67.14
Office Depot, Inc.	42.59
O'Reilly Auto Parts	9.99
Owens Auto Parts	16.32
PD's Embroidery	49.34
Quality Disposal	388.36
Quality Disposal	24.15
Quality Disposal Systems	199.35
Ramsey County	3,157.00
Randi Ann Harvey, Court Reporter	143.50
Regents of the University of MN	18,813.99
Reliance Telephone, Inc	900.00
Salmela, Terry	163.00
Schiferli, Kelsey	156.10
Stellar Services	230.99
Streicher's	7,869.99
Summit Companies	1,150.00
Summit Food Service Management	11,195.50
Swank Motion Pictures	519.00
Tinker & Larson Inc	1,180.58
Van Alst, Lillian	313.60
Visser, Maurice	1,005.70
Weber, Paula	45.35
Welia Health	1,392.30
97 Claims Totaling:	<u>\$167,929.26</u>

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
A&E Cleaning Services	950.00
Ace Hardware	65.47
Aramark	453.68
Auto Value	2,282.52
Beaudry Oil & Propane	12,859.00
Central McGowan	114.78
Central Pension Fund	219.40
Currie, Michael	276.24
Force America	13.30
Glens Tire	557.00
Granite City Jobbing	105.45

Gopher State	5.40
Kanabec County Highway Department	77.85
Kwik Trip	14.07
Little Falls Machine	505.80
Marco	296.29
Nuss Truck Equipment	5,068.40
Office Depot	60.59
Owens Auto Parts	470.22
Power Plan	462.78
Premier Outdoor Services	3,775.00
Quality Disposal	164.25
USIC Locating Services	30.00
Ziegler Inc	835.43

24 Claims Totaling: \$ 29,662.92

The Board held a discussion regarding county policies.

Action #23 – Dennis McNally introduced a motion to have County Coordinator Kris McNally, County Attorney Barb McFadden, and County Auditor Denise Snyder review all county policies and bring them to the County Board for review, one to two policies at a time, or as the Board sees fit.

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

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

OPPOSED: Les Nielsen

ABSTAIN: None

whereupon the motion was declared duly passed.

Action #24 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #24a – 2/16/21

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for the Women Anglers of Minnesota for a raffle event to be held at Firepit Bar & Grill, 1434 Ann Lake Road, Ogilvie, MN 56358 on October 2, 2021.

Resolution #24b – 2/16/21

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for the National Wild Turkey Federation for a raffle event to be held at Braham Moose Lodge, 2353 103rd Ave, Braham, MN 55006 on May 8, 2021.

The Board held a discussion regarding a proposed temporary addition to County's EMB Policy due to COVID-19.

Action #25 – It was moved by Dennis McNally, seconded by Rickey Mattson and carried unanimously to approve the following resolution:

Resolution #25 – 2/16/21

WHEREAS COVID-19 continues to create a need for employee time off for isolation or quarantine for the safety of the public and other county employees, and

WHEREAS many county employees interact with the public by performing the essential functions of their jobs; and

WHEREAS by the nature of many public service jobs, work at home is not an option while isolated or quarantined, and

WHEREAS the majority of Kanabec County employees have accrued Extended Medical Benefit hours; and

WHEREAS the Kanabec County Board continues to be committed to supporting the well-being of its staff and their families during this pandemic;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners, effective February 1, 2021, hereby TEMPORARILY grants the use of Extended Medical Benefit hours from day one of COVID-19 quarantine or isolation hours in cases in which the employee

was exposed to the virus **at work** and is not able to work from home;

BE IT FUTHER RESOLVED that to qualify for the use of this temporary benefit the employee must provide proof that the exposure occurred while performing the essential duties of their job as well as of the requirement to isolate or quarantine, and duration thereof, by submitting a written statement from the Public Health Department;

BE IT FURTHER RESOLVED that if the employee's COVID-19 exposure cannot be definitively demonstrated to have occurred at work through Public Health's case investigation, the employee is not eligible for this temporary benefit;

BE IT FURTHER RESOLVED that the EMB use policy will return its pre-pandemic status upon a timeline determined by Public Health and Human Resources based on the local impact of the COVID-19 virus.

County Coordinator Kris McNally led a discussion regarding proposed updates to the Building Use Policy.

12:11pm – Chairperson Gene Anderson handed the gavel over to Vice Chairperson Dennis McNally.

12:12pm – Chairperson Gene Anderson left the meeting.

Action #26 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to accept the proposed updates to the Building Use Policy as presented.

County Coordinator Kris McNally led a discussion regarding a proposed County Paid Time Off (PTO) Accrual Schedule for New Non-Union Employees. Information only, no action was taken.

Future Agenda Items: County Roads 5 & 19 intersection. Sheriff bidding process for car repair and squad inventory.

Action #27 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to adjourn the meeting at 12:26pm and to meet again on Tuesday, March 2, 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>
Consolidated Communications	1,140.15	Monthly Service	Various
Kanabec County Auditor/Treasurer	7,820.51	Leased Vehicles	Various
Minnesota Energy Resources Corp	76.80	Rental Property Gas	Jail
Orion Trailers & Sleds LLC	1,000.00	Replace Shocks, Springs, Etc.	Sheriff Snowmobile
Orion Trailers & Sleds LLC	1,000.00	Replace Hardware	Sheriff ATV
VISA	929.43	See Below	
East Central Energy	734.84	Intersection Lighting	Highway
Minnesota Energy Resources Corp	837.05	Natural Gas for Garage	Highway
Dearborn National Life Insurance Co	720.91	Short Term Disability Premiums	Employee Benefits
Health Partners	6,259.66	Dental Premiums	Employee Benefits
East Central Energy	230.80	Intersection Lighting	Highway
Life Insurance Company of North America	945.90	Accident, Group Hospital, Critical Illness Ins Premiums	Employee Benefits
MNPEIP	169,103.00	Health Insurance Premiums	Employee Benefits
Sun Life Financial	4,140.77	Life Insurance Premiums	Employee Benefits
VSP Insurance Co	328.16	Vision Insurance Premiums	Employee Benefits
15 Claims Totaling:	<u><u>\$195,267.98</u></u>		
VISA	51.98	Amazon/Cable Concealer	Building Maintenance
	506.58	SupplyHouse/Cartridge Bearing	Building Maintenance
	61.54	Amazon/Soap Dispenser	Building Maintenance
	309.33	Parts Town/Parts	Jail
4 Claims Totaling:	<u><u>\$929.43</u></u>		

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 3/2/21

Department Name	Vendor	Amount	Purpose
ASSESSOR	Forestry Suppliers	<u>36.23</u>	100' Tape Refill
		36.23	
BUILDINGS MAINTENANCE	Assured Security	908.00	Exterior Door/Lock Repair
BUILDINGS MAINTENANCE	G&N Enterprises	2,300.00	Light Bulbs
BUILDINGS MAINTENANCE	Grainger	289.26	Bearing & File Set
BUILDINGS MAINTENANCE	Handyman's Inc	<u>367.08</u>	Filters
		3,864.34	
COMMISSIONERS	Government Forms & Supplies	<u>255.22</u>	Commissioners Record "BB"
		255.22	
COUNTY COORDINATOR	Marco, Inc	<u>477.00</u>	Quarterly Billing
		477.00	
COUNTY CORONER	Ramsey County	<u>1,562.00</u>	Toxicology/Specimen Collection/Xray
		1,562.00	
COURT ADMINISTRATOR	Thomason, Swanson & Zahn Attorney at Law	<u>119.00</u>	Courty Appt Attorney Fees
		119.00	
EAST CENTRAL REGIONAL LIBRARY	East Central Regional Library	<u>4,363.84</u>	Annual Contracted Branch Staff Hours
		4,363.84	

ECONOMIC DEVELOPMENT	AmericInn Mora by Wyndham	26,144.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Ann River Winery	4,045.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Association of Minnesota Counties	250.00	2021 Membership to MAPCED
ECONOMIC DEVELOPMENT	Crystal Bar & Grill	29,536.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Double J Café	2,045.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Downtown Barbershop	2,757.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Downtown Deli	8,690.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Fish Lake Restaurant & Bar	44,730.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Freddie's	25,674.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Grand Event Center	16,738.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Kanabec Publications	1,060.00	State-Funded COVID Relief Grant Program
ECONOMIC DEVELOPMENT	Kanabec Publications	530.00	Childcare Capacity Builders Ad
ECONOMIC DEVELOPMENT	Kev's Depot	39,927.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Kids Choice Learn & Play Family Daycare	375.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Lil' Peeps Childcare	3,311.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Mcbee's Bar & Grill	9,968.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Mora Bakery	2,864.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Mora County Club	3,648.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	New Generation Bakery	7,870.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	NJ's Concessions, LLC	2,993.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Northwoods Steakhouse	10,866.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Office Depot	34.99	Case of 20lb White Paper
ECONOMIC DEVELOPMENT	Office Depot	134.29	Two Black Printer Toners
ECONOMIC DEVELOPMENT	Ogilvie Raceway	29,739.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Paradise Community Theatre	16,771.00	State-Funded COVID Relief Grant Award
ECONOMIC DEVELOPMENT	Sportsmen's Café	25,328.00	State-Funded COVID Relief Grant Award
		316,028.28	
ELECTIONS	MCCC	4,550.00	DS200 Firmware Lic Renewal & Hardware Maint
		4,550.00	
ENVIRONMENTAL SERVICES	Quill	49.99	Quill Plus Blue Renewal

ENVIRONMENTAL SERVICES	Wickeham, Teresa	<u>255.00</u>	SSTS Soils Alexandria MN
		304.99	
PROBATION & JUVENILE PLACEMENT	Schumacher, Sarah	<u>300.00</u>	Contract Report Writer
		300.00	
PUBLIC TRANSPORTATION	Curtis, Michael	1,104.44	Volunteer Driver
PUBLIC TRANSPORTATION	Granite City Jobbing Company	116.00	Office Supplies
PUBLIC TRANSPORTATION	Hoefert, Robert	1,015.84	Volunteer Driver
PUBLIC TRANSPORTATION	Kanabec County Highway Department	206.41	Bus Maintenance & Repairs
PUBLIC TRANSPORTATION	Manthie, Wendy	1,156.96	Volunteer Driver
PUBLIC TRANSPORTATION	Milaca Chiropractic Center	80.00	DOT Physical
PUBLIC TRANSPORTATION	Nelson, Ronette	469.84	Volunteer Driver
PUBLIC TRANSPORTATION	Premium Waters, Inc.	23.96	Bottled Water Supplies
PUBLIC TRANSPORTATION	Van Alst, Lillian	409.92	Volunteer Driver
PUBLIC TRANSPORTATION	Visser, Maurice	<u>827.33</u>	Volunteer Driver
		5,410.70	
SHERIFF	Aspen Mills	716.41	Uniforms
SHERIFF	Horizon Towing	534.50	Towing Services
SHERIFF	Office Depot	84.13	Envelopes, Stapler, Scissors, Label, Memo Pad
SHERIFF	Propheonix Corporation	<u>9,800.00</u>	BCA NIBRS Adapter Project
		11,135.04	
SHERIFF - JAIL/DISPATCH	East Central Exterminating	240.00	March Services
SHERIFF - JAIL/DISPATCH	Grainger	27.26	Adhesive Sealant
SHERIFF - JAIL/DISPATCH	Indianhead Foodservice Distributor	135.35	Inmate Meals - Carryout Compartment Foam
SHERIFF - JAIL/DISPATCH	Sheriff's Office Pine County	660.00	Inmate Boarding
SHERIFF - JAIL/DISPATCH	Stellar Services	669.29	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>7,695.93</u>	Inmate Meals
		9,427.83	

UNALLOCATED	Kanabec Soil & Water Cons.	<u>3,106.36</u> 3,106.36	2020 Q4 AIS Tech & DM Time - AIS Grant
VETERAN SERVICES	Mora Bakery	<u>27.03</u> 27.03	Coffee Talk Donuts
62 Claims Totaling:		<u><u>\$ 360,967.86</u></u>	

Agenda Item #3b
Regular Bills - Road & Bridge
Bills to be approved: 3/2/21

Vendor	Amount	Purpose
Cargill, Incorporated	7,542.27	Road Salt
FS Solutions	711.58	Drug Testing
Granite Electronics	1,817.80	Mobile radios
Kanabec County Highway Department	77.95	Petty Cash, Postage
Kris Engineering	45.00	Nuts for plows and blades
Office Depot	69.33	Office supplies
Oslin Lumber	634.68	Shelves
USIC Locating Services	70.00	Locates
Wiarcom	675.30	GPS Vehicle Monitoring
Ziegler Inc	70.11	Repair Parts

10 Claims Totaling: \$ 11,714.02

Agenda Item #4

March 2, 2021

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 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

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (January)	\$3,405.20	\$3,405.20
WASTE MANAGEMENT (January)	\$1,660.60	\$1,660.60
Sub-Total	\$5,065.80	\$5,065.80
Recycling Center Incentive Payments:		
Quality Disposal (January)	\$400.00	\$400.00
Arthur Township (January)	\$400.00	\$400.00
TOTAL PAYMENTS =		\$5,865.80

Date received in County Coordinators Office: Various dates in January & February

January 1, 2021 SCORE Fund balance = \$113,199.89

Revenue: 01-391-392-0000-5332 =

Expenditure: 01-391-392-0000-6211 = \$5,865.80

Current SCORE Funds balance is = \$107,334.09

Agenda Item #5

March 2, 2021

REQUEST FOR BOARD ACTION

a. Subject: Tax Forfeit Property at 313 1 st Street Mora, MN 55051	b. Origination: Maintenance Department
c. Estimated time: 10 minutes	d. Presenter(s): Board Chair Anderson

e. Board action requested:

Discuss clean-up of this property again based on new information.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #6

March 2, 2021

REQUEST FOR BOARD ACTION

a. Subject: County Paid Time Off (PTO) Maximum Accrual Schedule for New Non-Union Employees	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested: Approve the following Resolution:

RESOLUTION # _____ - 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 ~~July~~ April 1, 2021:

PAID TIME OFF ACCRUAL SCHEDULE FOR EMPLOYEES HIRED BEFORE 7 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 7 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).

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

This proposed reduction in the maximum PTO accrual schedule for future hired non-union employees' is consistent with the negotiated agreement with the Local 363.

Agenda Item #7

March 2, 2021

REQUEST FOR BOARD ACTION

a. Subject: LELS Local 107 (Jailers & Dispatchers) – Desire to Negotiate	b. Origination: Business Agent Rick Mathwig
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

The Law Enforcement Labor Services, Inc. Local 107 (Jailers & Dispatchers) has submitted their desire to negotiate.

Board Chair Anderson and Commissioner Smith are the appointees to this negotiation committee.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Kris McNally

From: Kim Christenson
Sent: Tuesday, February 23, 2021 10:14 AM
To: Kris McNally
Subject: FW: Notice of Desire to Negotiate: BMS 21PLM1518, Law Enforcement Labor Services, Inc. (27 members) and Kanabec County.

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

From: Vannelli, Daniel (BMS) [mailto:daniel.vannelli@state.mn.us]
Sent: Tuesday, February 23, 2021 9:39 AM
To: Kim Christenson <kim.christenson@co.kanabec.mn.us>; rmathwig@lcls.org
Subject: Notice of Desire to Negotiate: BMS 21PLM1518, Law Enforcement Labor Services, Inc. (27 members) and Kanabec County.

February 23, 2021

Kim Christenson and Rick Mathwig,

The Bureau acknowledges receipt of a notice to negotiate terms and conditions of employment. We wish you success in negotiating your agreement.

If you need mediation services, please contact the Bureau through our website at mn.gov/bms to complete the necessary forms.

Dan Vannelli
Mediator

Bureau of Mediation Services
1380 Energy Lane, Suite 2
Saint Paul, MN 55108
O: 651-649-5444
C: 651-387-1016
F: 651-643-3013

Agenda Item #8

March 2, 2021

REQUEST FOR BOARD ACTION

a. Subject: Policy Review	b. Origination: Board of Commissioners
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

At the 2/16/21 Board Meeting, staff was directed to bring back information to the Board regarding the existing county policies to begin a review process.

Attached are lists of the existing administrative and personnel policies with their effective dates and documented revision dates, as well as the reason for their existence, whether it be required by a regulatory agency or mandate, or in effect as a result of a Board action.

The Auditor Treasurer has recommended policy A-113 Hospital Claims Handling for elimination due to the fact that the Hospital has been processing their own claims for several years.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

ADMINISTRATIVE POLICIES

<u>POLICY TITLE</u>	<u>NUMBER</u>	<u>INITIAL EFFECTIVE DATE</u>	<u>REVISION DATE(S)</u>	<u>LAST REVIEW</u>	<u>REASON</u>
Fixed Asset Control	A-100	8/23/1995			Required
Business Subsidy Policy and Criteria	A-102	5/14/2014			Required
Building Use	A-103	6/21/2000	2/16/2021 2/22/2006	2/16/2021	Board Established
Procurement Standards	A-104	12/20/2017			Required
DNR Land Purchases	A-105	10/15/2007	Eliminated 2/16/21		
Gambling	A-107	9/17/2003	2/2/2021 2/4/2020 8/1/2010	2/2/2021	Board Established
Financial	A-108	7/28/2004	1/1/2011		Required
Electronic Funds Transfer	A-109	10/10/2007			Required
Surveyor Reimbursement	A-110	1/1/2008		11/6/2019	Board Established
Investment Policy	A-111	1/1/2007			Required
Vested Sick Leave	A-112	2/20/2008			Board Established
Hospital Claims Handling	A-113	3/12/2008			Board Established
Abatement Approval	A-114	6/17/2008	10/22/2014		Required
Liquor Ordinance Fines	A-115	7/15/2009			Board Established
Legislative Protocol	A-116	11/25/2008			Board Established
Rural Intersection Street Lighting	A-117	1/14/2009			Board Established
Environmental Services Fee	A-118	2/18/2009			Board Established
County Purchasing	A-119	5/25/2010			Required
Web Accessibility	A-120	12/18/2019		12/18/2019	Required
Bulletin Boards	A-121	2/28/1996			Board Established

PERSONNEL POLICIES

<u>POLICY TITLE</u>	<u>NUMBER</u>	<u>INITIAL EFFECTIVE DATE</u>	<u>REVISION DATE(S)</u>	<u>LAST REVIEW</u>	<u>REASON</u>
Introduction (Personnel Act)	P-101	7/12/1995			Required
Employment Policy	P-102	5/13/1998	11/10/2010		Required
Drug & Alcohol Policy	P-103	7/27/2011	9/12/2018		Required
Offensive Conduct, Harrassment and Violence	P-104	10/11/1995			Required
Telecommuting	P-105	11/23/2010			Board Established
Wages and Salaries	P-106	3/13/2013	7/11/2017		Required
Safety Policy	P-107	7/28/1999	9/8/2004		Required
Electronic Communications	P-108	12/4/2013	9/2016		Board Established
ADA Policy	P-109	10/27/2010			Required
Data Practices Guide	P-110	7/23/2014	10/20/2020	10/20/2020	Required
Phased Retirement Option	P-111	7/15/2009	1/25/2012		Required
Family and Medical Leave	P-112	4/14/2004			Required
Insurance Policy	P-113	9/8/2010	1/1/2017		Board Established
Leave of Absence	P-114	4/14/2004	12/30/2010 1/1/2014		Board Established
Social Media	P-115	8/2016			Board Established
Background Investigations	P-116	8/14/2019		8/14/2019	Board Established
CDL Drug & Alcohol	P-117	8/4/2020		8/4/2020	Required
Political Activity	P-118	12/15/2020		12/15/2020	Required
Employee Training & Development	P-119	12/15/2020		12/15/2020	Required

HOSPITAL CLAIMS HANDLING

I. POLICY STATEMENT

Wherever the Kanabec County Board of Commissioners designates authority for claims payment to an administrative official, standards and procedures must be established to protect the public's interest. This policy establishes standards and procedures for the Kanabec Hospital.

II. Standards & Procedures

The following are minimum standards for processing claims of the Kanabec Hospital by the Hospital Official delegated with authority to approve claims by the Kanabec County Board of Commissioners.

1. Each claim must be documented on a claim form that includes the following declaration:
I declare under penalties of law that this account, claim or demand is just
and correct and that no part of it has been paid.
2. Claims paid must be usual and customary to the administration and operation of a hospital. All other claims must be approved by the Kanabec County Board of Commissioners upon recommendation of the Kanabec Hospital Board.
3. An electronic copy of all claims paid must be submitted to the Kanabec County Board of Commissioners by sending them to the County Coordinator's Office.
4. The signature run for all checks shall be done in the Office of the Kanabec County Auditor/Treasurer.
5. Additional standards shall be applied by the Hospital to insure accountability, accuracy and compliance with public law.