



# Kanabec County Board of Commissioners

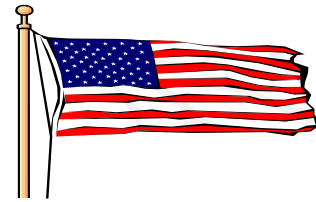
## Regular Meeting Agenda The Meeting of May 18, 2021

- 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: 187 098 8195



### **Video Meeting link:**

<https://kanabecounty.webex.com/kanabeccounty/j.php?MTID=mcbb1c4bface60c3863a6eb48ec2b4a9a>

Meeting number: 187 098 8195

Password: 8QmNK2JMKF3

### **To be held at:**

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

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

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

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

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

### **Family Services Board**

- 9:30am Presentation of Employee Service Award – Denise Snyder, Auditor/Treasurer 25 Years

- 9:35am Denise Snyder, Auditor/Treasurer-

- a. Annual ACH Resolution

- b. Annual Auditor Treasurer's Report including: 2020 Donations to County, Routine EFT's and Restricted and Assigned Fund Balances for YE2020

- 10:00am Brian Smith, Sheriff-

- a. Introduction and Oath of Office for Kelly Schmitt, PSAP Administrator/Emergency Management Director

- b. Animal Control Agreement

**10:30am Public Comment**

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

**Access Code: 187 098 8195**

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

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

10:45am Teresa Wickeham, Resolution of Support Request, 1W1P Kettle River, Upper St Croix

10:55am Recess County Board to a time immediately following Drainage Authority Board  
**Drainage Authority Board**

11:25am Chad Gramentz, Public Works Director

11:40am Robbie Anderson, Tax Forfeit Informal Sales

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Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
  - a. Revenue Fund
  - b. Road & Bridge
4. Gambling Requests
5. Preliminary Budget Discussion for 2022
6. American Rescue Plan- Coronavirus State and Local Fiscal Recovery Funds
7. Updated COVID-19 Re-Opening Plan
8. CLOSED SESSION-Union Negotiations–(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
9. Future Agenda Items
10. Discuss any other matters that may come before the County Board

ADJOURN



## **Kanabec County Family Services**

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

### **Kanabec County Family Services Board**

#### **Agenda**

**May 18, 2021**

**9:05 a.m.**

1. Agenda Approval **Pg. 1**
2. Tim Dahlberg, Financial/Child Support Supervisor – Cash Assist & SNAP  
Timeliness Report  
-See attached report **Pg. 2-10**
3. Director's Report **Pg. 11**
  - Staffing – nothing to report
  - State/County Adult Mental Health Initiative Funding work group
  - Ongoing Number of Children in Placement
4. Consent Agenda for Transportation Agreements w Braham / Mora Public Schools
  - Action requested
  - See attached Agreements Consent Agenda resolutions **Pg. 12-21**
5. 1<sup>st</sup> Quarter 2021 Report **Pg. 22-34**
  - See attached report
6. Welfare Fund Report **Pg. 35**
  - See attached report
7. Financial Report **Pg. 36-37**
  - See attached report
8. Abstract Approval **Pg. 38-42**
  - See attached abstract and board vendor paid list
9. Other Business
10. Adjourn

## **Cash Assistance and SNAP Timeliness Measures Report**

January 1<sup>st</sup>, 2020 through December 31<sup>st</sup>, 2020

### **What is a timely processed application for CASH and/or SNAP?**

It's an application that has had eligibility determined within a 30 business day processing period. The clock begins when the application is received by the agency either via the mail, in-person, or an online application.

### **Percent of SNAP and Cash Assistance Applications Processed Timely**

Kanabec - 97.4% for 2020 (Threshold is 75%)

State Average - 93.8%

### **Percent of Expedited SNAP Applications Processed within One Business Day**

Kanabec - 74.7% for 2020 (Threshold is 55%)

State Average - 48.6%

# **Kanabec County Performance Report**

## **Cash Assistance and SNAP Timeliness Measures April 2021**

**Reporting Period:**  
Jan. 1, 2020 – Dec. 31, 2020



**For more information contact:**  
Minnesota Department of Human Services  
Human Services Performance Management System  
DHS.HSPM@state.mn.us | (651) 431-5780

# About the Cash Assistance and SNAP Timeliness Performance Report

## Report Overview

This report for the Human Services Performance Management system (referred to as the Performance Management system) compares county performance to the thresholds established for the system. A threshold is defined as the minimum level of acceptable performance, below which counties will need to complete a Performance Improvement Plan (PIP) as part of the remedies process defined in statute. For counties below the threshold, an official PIP notification—with instructions for accessing PIP forms, PIP completion directions, and available technical assistance—will be provided with the report.

This report contains data on both the Expedited Supplemental Nutrition Assistance Program (SNAP) measure and the cash assistance and SNAP application timeliness measure including:

- The county's Jan. 1, 2020 – Dec. 31, 2020 performance
- Performance data trends for recent years
- A performance comparison to other counties in the same Minnesota Association of County Social Services Administrators (MACSSA) region

Supplemental information about the Performance Management system can be found on CountyLink, [www.dhs.state.mn.us/HSPM](http://www.dhs.state.mn.us/HSPM), including:

- A description of how performance is assessed for counties with 20 or fewer people or events in a measure
- A description of how race and ethnicity data are reported
- Information about the Performance Management system's history, outcomes, mission, vision, and Council

## About the Performance Data by Race and Ethnicity

### Overview of Performance Data by Race and Ethnicity

This report provides performance data for counties grouped by race and ethnicity where there were 30 or more people of a group included in the denominator. The data is that of the case applicant; other household members may have a different race and/or ethnicity that is not reported here.

Hispanic or Latino ethnicity is reported separately from race. People are counted once by Hispanic ethnicity and again with their reported race so groups added together exceed the total number of applications.

MAXIS data includes immigrant subgroups, but this report does not include these metrics. Instead, the major racial and ethnic groups are included to reduce the occurrence of small number exclusions. More detailed data about performance by immigrant subgroups may be available upon request. If you would like to request a more detailed report on your county's performance by race and ethnicity, please submit a request to [DHS.HSPM@state.mn.us](mailto:DHS.HSPM@state.mn.us).

### Purpose

The racial and ethnic data is included in this report for informational and planning purposes. We encourage you to review this data to identify opportunities for improvement. As the Performance Management reports evolve, we intend to add additional demographic data to help counties better understand their performance and improve outcomes for all Minnesotans. The racial and ethnic group data included in this report does not give a complete picture of county performance, the communities being served, nor systemic inequities. The Performance Management system is not currently using this data to assess a county's need for PIPs.

### No Data Available

Counties with low numbers (fewer than 30) for all but one racial and ethnic group do not have a graph of performance for these groups available in this report.

### Economic Supports

- Economic Supports training: <https://mn.gov/dhs/partners-and-providers/training-conferences/economic-supports-cash-food/>
- Economic Supports news, initiatives, and reports: <https://mn.gov/dhs/partners-and-providers/news-initiatives-reports-workgroups/economic-supports-cash-food/>
- Economic Supports policies and procedures: <https://mn.gov/dhs/partners-and-providers/policies-procedures/economic-supports-cash-food/>

### SNAP

- Supplemental Nutrition Assistance Program (SNAP) Resources: [https://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16\\_141151](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_141151)

### Contacts

- **Lori Bona**, Minnesota's SNAP payment accuracy coordinator, 651-431-3950, [lori.bona@state.mn.us](mailto:lori.bona@state.mn.us)
- **Melissa Miller**, SNAP Quality Assurance Specialist, 651-431-4538, [Melissa.Miller@state.mn.us](mailto:Melissa.Miller@state.mn.us)
- **Kinini Jegeno**, Webi (web intelligence) coordinator, 651-431-3979, [kinini.jegeno@state.mn.us](mailto:kinini.jegeno@state.mn.us)
- **Erika Martin**, Research Unit supervisor, Economic Assistance and Employment Supports Division, 651-431-3978, [erika.martin@state.mn.us](mailto:erika.martin@state.mn.us)

#### Percent of SNAP and Cash Assistance Applications Processed Timely

##### What is this measure?

This measure looks at the difference between the application date and the date of the first issuance made for each program approved on the application. The included programs are regular SNAP, Minnesota Family Investment Program, Diversionary Work Program, Refugee Cash Assistance, Minnesota Supplemental Aid, General Assistance, and Group Residential Housing. Applications made the day before a weekend or state-recognized holiday take into account the non-working days. Denials are not included.

##### Why is this measure important?

Cash and food assistance are a way to help people meet their basic needs. Timely processing of applications is one measure of how well counties are able to help people meet their basic needs.

##### What affects performance on this measure?

- Service factors that may influence this measure include the complexity of program rules and eligibility requirements, agency case management models, aging technology and systems that are not integrated (MAXIS, MMIS, etc.), the quality and timeliness of information sharing between service areas, such as employment services, child care assistance, child support and child welfare services, location of offices and number of offices
- Staff factors that may influence this measure include staff training, the number of staff, agency culture, staffing structure, availability of translators, and staff to participant ratios
- Participant factors that may influence this measure include literacy levels, availability to participate in an interview, access to a telephone, housing stability, ability to provide documentation, access to transportation, and complicated reporting requirements
- Environmental or external factors that may influence this measure include the local economy and increased applications during economic downturns

### Percent of SNAP and Cash Assistance Applications Processed Timely

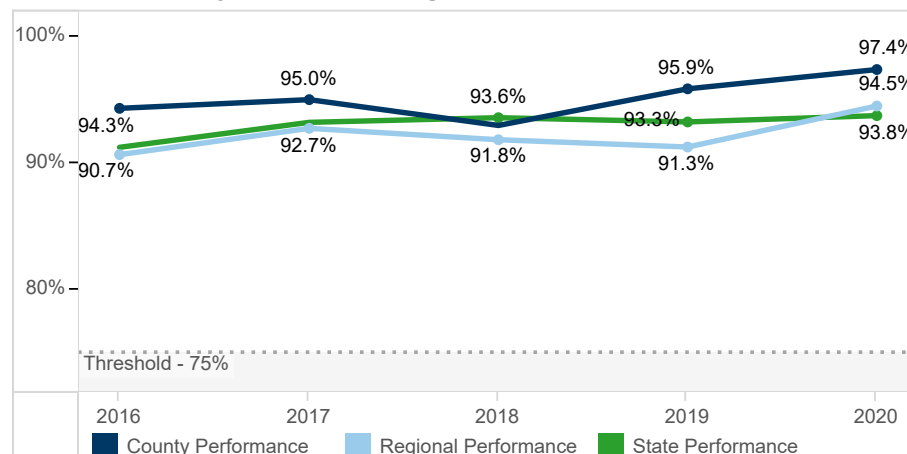
#### Kanabec County Performance by Year

	2016	2017	2018	2019	2020
<b>County Performance</b>	94.3%	95.0%	93.0%	95.9%	97.4%
<b>Denominator</b>	335	301	313	315	308

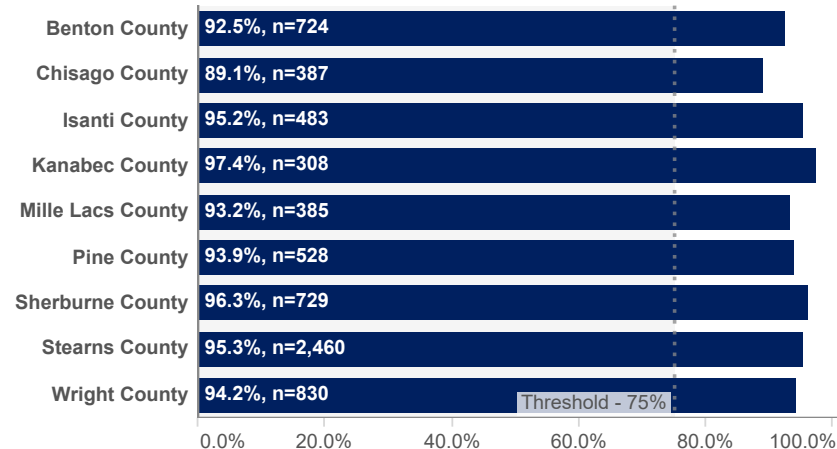
#### Kanabec County PIP Decision

No PIP Required - Performance is equal to or above the threshold of 75%.

#### County, State and Regional Performance Trends



#### 2020 Performance for MACSAA Region 7



#### No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact [DHS.HSPM@state.mn.us](mailto:DHS.HSPM@state.mn.us) for additional information.

\*The dotted line on each graph indicates the measure threshold of 75%.



#### Percent of Expedited SNAP Applications Processed within One Business Day

##### What is this measure?

The difference between the application date and the date the first benefit payment is issued for expedited SNAP applications. It compares total approved expedited SNAP applications in a month to those processed within one business day. Applications submitted on a Friday or the day before a state-recognized holiday are considered timely if payment was issued on the first working day following the weekend or holiday. The measure does not include denied applications.

##### Why is this measure important?

SNAP applicants are given expedited service when they have little to no other resources available to pay for food and, therefore, need basic safety net programs to overcome a crisis. Efficient and timely processing of these applications help ensure that people's basic need for food is met.

##### What affects performance on this measure?

- Service factors that may influence this measure include program complexity and changing policy, a complicated application, and challenges associated with online ApplyMN applications
- Staff factors that may influence this measure include staff training levels, staff-to-participant ratios, staff knowledge of policies, high turnover, and competition for resources between programs
- Participant factors that may influence this measure include participant completion of the mandatory interview, the number of migrant and seasonal farm workers making applications, delays due to incomplete applications, availability of advocates to assist with completing applications, and difficulty obtaining required documentation
- Environmental or external factors that may influence this measure include balancing error reduction with timeliness, emphasis on fraud that may result in conflicts between access and timeliness of service, increased applications during economic downturns, and availability of community resources such as food shelves, and natural disasters that result in increased applications

### Percent of Expedited SNAP Applications Processed within One Business Day

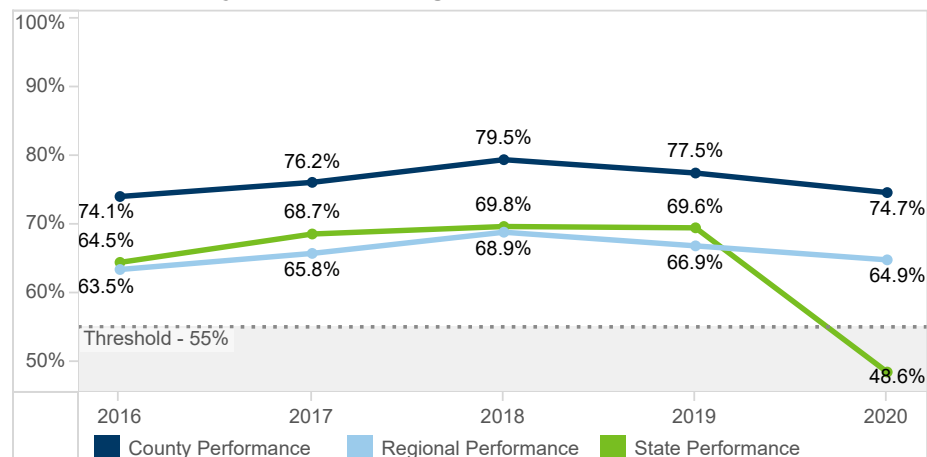
#### Kanabec County Performance by Year

	2016	2017	2018	2019	2020
<b>County Performance</b>	74.1%	76.2%	79.5%	77.5%	74.7%
<b>Denominator</b>	197	214	224	218	158

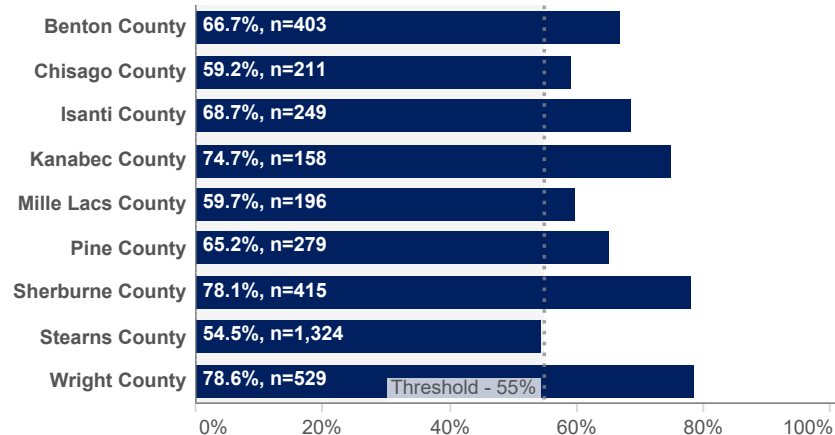
#### Kanabec County PIP Decision

No PIP Required – Performance is equal to or above the threshold of 55%.

#### County, State and Regional Performance Trends



#### 2020 Performance for MACSSA Region 7



#### No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact [DHS.HSPM@state.mn.us](mailto:DHS.HSPM@state.mn.us) for additional information.

\*The dotted line on each graph indicates the measure threshold of 55%.

## **Family Service Director's Report**

May, 2021

### **Staffing**

No changes at this time

### **State/County Adult Mental Health Initiative Funding work group**

I have been selected to join this workgroup on behalf of Region 7E. The Department of Human Services is working on reallocating the funding for this grant. The Region, as well as Kanabec County, stand to have a reduction in funding which could impact the psychiatric services that are available, and Kanabec County could see an additional potential loss of \$70,000. While reduction is not set to begin for two more years, participation on this workgroup will allow us to help inform DHS of the negative impacts that these reallocation may have.

### **Ongoing Update on Number of Children in Placement**

Last month we had 19 children in our care in out of home placements. We have 22 children in care this month compared to 11 last year for the same month.

## **PURCHASE OF SERVICE AGREEMENT FOR THE TRANSPORTATION OF CHILDREN AND YOUTH IN FOSTER CARE PLACEMENT**

This Agreement is entered into by and between Mora Public School District (hereinafter referred to as the District) and Kanabec County.

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS, the term foster care is defined as 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. This definition is consistent with the Fostering Connections Act (45 CFR 1355.20).

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by Every Student Succeeds Act, the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded, including the use of child welfare funding to cover costs for such transportation provided by the District and Kanabec County agree to share the costs of the transportation. This agreement outlines the developed agreement about shared costs of transporting youth in foster care to and from school.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

1. **TERM:**

The term of this Agreement shall be in effect until terminated by either party in writing.

2. **EDUCATIONAL PLACEMENT DECISIONS:**

Kanabec County is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and educational continuity for the child, unless contrary to the child's best interests. Kanabec County and/or representative of the school in which the child is currently enrolled will work with the Kanabec County foster care contact to determine, based on the child's best interest, whether the child should remain in the school of origin or consider a transfer to the local zoned school for the child's new residence.

If Kanabec County is considering moving a child to a new educational placement, Kanabec County will have a phone consultation with the district contact prior to gathering input about the best interests of the child in relation to their school placement. Kanabec County and the District Foster Care Point of Contact for Mora Public Schools responsible for students in foster care will work collaboratively to inform this school placement decision-making process. The school will provide information about the appropriateness of the child's current educational placement. Kanabec County shall take into consideration this information and other best interest factors found in paragraph three in making educational decisions. The District Foster Care Point of Contact and/or a representative of the school in which the child is enrolled will be asked to participate in the meeting, either by phone or in person. Kanabec County will identify a point of contact from the agency to work directly with the District Foster Care Point of Contact to ensure a smooth transition.

3. BEST INTEREST FACTORS:

When considering placement, the following best interest factors should be considered:

- The student's age
- The school attended by the student's siblings
- Length of time student is expected to remain at the current placement and the possible location of housing intended to be long-term
- Distance of commute and the impact it may have on the student's education and other student-centered, transportation-related factors, including travel time
- The preferences of the student, the birth parents or prior custodians as appropriate, and the student's foster care parent(s) or current placement provider
- School stability and educational continuity
- Time remaining in the academic year
- Personal safety, attendance, academic progress and social involvement of the students in the current school
- The impact transferring the student to a new school may have on his or her needs and progress academically, emotionally, socially and physically
- Availability of classes to avoid credit loss and for timely graduation or promotion
- Documentation of the best interest determination shall be maintained in the Kanabec County case file and student's cumulative record.

4. SERVICES

Transportation Services will be provided by the District in the following manner:

a. Students who are able to be transported to school on an existing route:

When feasible, students placed in foster care will be transported to school on an existing bus route. Feasibility considerations will include the location, length of bus ride, space available on the route and availability of any needed accommodations. District will cover the associated costs.

- b. Students who have an IEP indicating the need for specialized transportation: If students are residing and attending school within the District, the District will assume costs required for transporting the student to school.
- c. Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care, the District will negotiate with Kanabec County to determine the best possible means of transportation. The District and Kanabec County will share the transportation costs identified in Section 5a.
- d. Students residing in a foster care placement outside of District boundaries, but attending a District School: If students are residing in a foster care placement outside of District boundaries, but are attending school within the District, transportation will be arranged by the District. The District will negotiate with Kanabec County to determine the best possible means of transportation and discuss transportation within a reasonable distance (40 mile radius from the Mora Public Schools Bus Garage). The District and Kanabec County will share the transportation costs identified in Section 5a.
- e. Students placed in foster care within the District and attending a non-Mora Public Schools school: The District will bear no financial responsibility for this student. Kanabec County and the School District where the student attends are expected to make arrangements for transportation and the associated costs.

5. PAYMENT FOR SERVICES:

- a. The District and Kanabec County agree to split the costs of the transportation described in Section 4, including but not limited to staff time and third party carriers as appropriate. Mileage reimbursement is to be set at the current IRS rate. All transportation costs identified in this agreement are to be split equally; the District and Kanabec County agree to each assume payment of 50% of the costs.
- b. Kanabec County will identify a point of contact from the agency to work directly with the District Foster Care Point of Contact to ensure transportation arrangements are timely and authentic. All transportation requests are to be requested by the Kanabec County point of contact in order to be honored.
- c. Transportation services will be provided by the District and its contracted transportation providers, when possible. If due to driver or vehicle unavailability, Kanabec County will be responsible for transportation of the student placed in foster care.
- d. The District will submit itemized invoices to the Kanabec County contact on a quarterly basis. The invoices will detail each trip provided by the District, the total time for each trip and the associated charge. Payment shall be made within 35 days of receipt of the invoice.
- e. In situations where transportation is being funded by Kanabec County, the Kanabec County point of contact will notify the District Foster Care Point of Contact when foster care placements end.

6. DISPUTE RESOLUTION:

It is the responsibility of Kanabec County and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible, the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care.

Kanabec County and the District will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education.

To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:

1. The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within 24 hours.
2. Upon receipt of the explanation, the decision will be reviewed by the District and the Director of Kanabec County Family Services. Input will be reviewed from all parties and a decision by the Director will be communicated within three business days. A decision could be made to uphold the decision, reverse the decision or require the parties to participate in a Conflict Resolution Decision Making Team meeting.
3. Kanabec County will determine the placement of the child until the dispute resolution process has concluded. During this time the transportation costs will be divided equally between the District and Kanabec County.
4. If disagreement on school transportation remains, guidance from the Minnesota Department of Education will be requested.

7. PROVIDER NOT AN EMPLOYEE:

It is agreed by the parties that at all times and for all purposes herein, District and its subcontractors are independent providers and not employees of Kanabec County. No statement contained in this Agreement shall be construed so as to find the District shall be entitled to none of the rights, privileges, or benefits of Kanabec County employees except as otherwise stated herein.

8. INDEMNIFICATION:

Each party shall be liable for its own acts and the acts of its representatives to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend each other, its officers, employees and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its officers, employees and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, employees or

volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

9. TERMINATION OF CONTRACT:

This contract is in effect from **July 1, 2021** or when fully executed, and shall remain in effect until **June 30, 2024**. Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice by certified delivery to the other party on or before the actual termination date.

10. STANDARDS:

The District and Kanabec County shall comply with all applicable State statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

11. DATA PRACTICES:

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the District or Kanabec County because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

12. AMENDMENTS:

This agreement may be supplemented, amended or revised only in writing by agreement of both parties.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.



IN WITNESS WHEREOF, the parties have executed this Agreement on the dates written below.

COUNTY OF KANABEC

STATE OF MINNESOTA

**Kanabec County**

BY: \_\_\_\_\_  
**County Board Chair**

DATED: \_\_\_\_\_

ATTESTED TO:

BY: \_\_\_\_\_  
**County Administrator**

DATED: \_\_\_\_\_

**Mora Public Schools**

BY: \_\_\_\_\_  
**Superintendent**

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
**Finance Director**

DATED: \_\_\_\_\_

APPROVED AS TO LEGALITY AND FORM:

BY: \_\_\_\_\_  
**County Attorney**

DATED: \_\_\_\_\_

# MEMORANDUM OF UNDERSTANDING

Between

**Braham Public Schools – District # 314**

And

**Kanabec County, dba Kanabec County Family Services**

## **Transportation Procedures Agreement**

To ensure the educational stability of Foster Care Youth:

Every Student Succeeds Act (ESSA) requirements

*This memorandum of Understanding (MOU) addresses transportation related provisions. Additional policies may be added to address the unique needs of each collaboration between the Local Education Agency (LEA) Child Welfare Agency (CWA) in order to ensure the educational stability of foster care youth. Note: this MOU is not a local transportation plan. It is an agreement between the LEA and CWA to collaboratively design a local transportation plan.*

### **Purpose:**

The purpose of this agreement is to establish transportation procedures between **Braham Public Schools** (LEA) and **Kanabec County dba Kanabec County Family Services** (CWA) to ensure the provision of transportation for foster care youth enrolled in a LEA (Pre-K -12) when a best interest determination indicates that the student should remain in the school of origin, and alternative means of transportation to and from school have been fully explored and deemed unavailable.

### **Joint Responsibilities:**

- The LEA and CWA agree to collaborate to update or establish formal mechanisms to ensure that the LEA is promptly notified when a child enters foster care or changes foster care placements.
- The LEA and CWA agree to collaborate to jointly design a comprehensive transportation plan to ensure that transportation for children in foster care is provided, arranged, and funded.
- Both parties agree that under no circumstances shall a transportation dispute between parties delay or interrupt the provision of transportation for a child to the school of origin.
- Both parties agree to communicate regularly and share leadership responsibilities at the local level to ensure that available resources for transportation are utilized in the most effective manner, without duplication.
- Both parties agree that transportation must be provided in a “cost effective” manner so low-cost /no-cost options should be explored. (e.g. pre-existing bus stops or public

transportation, foster parents provide transportation, transportation by other programs if child is eligible).

- Both parties agree to maintain confidentiality of information regarding children and families being served, in accordance with the Family Education Rights and Privacy Act (FERPA), and all other State and Federal laws and regulations regarding confidentiality.
- Both parties understand that all federal, state and local funding sources should be maximized to ensure transportation costs are not unduly burdensome on one agency.

### **Respective responsibility under this agreement include:**

#### **Braham Public Schools – District 314 (LEA)**

- Establish a Foster Care Point of Contact (POC) given the importance of transportation to ensure educational stability requirements defined by the Every Student Succeeds Act (ESSA).
- Share the Foster Care POC's contact information with state and local education and child welfare agencies.
- Understands that even if an LEA does not transport other students, it must ensure that transportation is provided to children in foster care, adhering to the collaboratively designed transportation plan.
- Acknowledges that Title I is an allowable funding source for additional transportation costs although funds reserved for comparable services for homeless children and youth may not be used for transportation.
- Informs the CWA whether Title I funds are available to support additional transportation costs for children in foster care in order to maintain enrollment in their school of origin.
- Agrees, if applicable, to support additional transportation costs for eligible foster care youth utilizing funds made available within Title I.
- Understands that if there are additional costs providing transportation for children in foster care to remain in his or her school of origin, the LEA (school of origin) will provide such transportation if (1) the county children and youth agency agrees to reimburse the LEA for the cost of transportation; (2) the LEA agrees to pay for the additional costs; or (3) the LEA and county children and youth agency agree to share the costs.
- Agrees that a child must remain in his or her school of origin while any disputes are being resolved.
- Agrees to provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

#### **Kanabec County Family Services Agency (Child Welfare Agency (CWA))**

- Identifies all children in foster care enrolled in the LEA in order for the LEA and CWA to fulfill the jointly agreed upon transportation responsibilities.
- Informs LEA of children in foster care who may be in need of transportation to maintain enrollment in their school of origin.
- Agrees to immediately inform the school of origin of children in foster care who experience a change of foster care placement.

- Agrees, if applicable, to support transportation costs for eligible foster care youth utilizing funds made available within the county's child welfare budget under Section 475(4)(A) of Title IV-E of the Social Security Act.
- Informs the LEA/school of origin whether Title IV-E funds are available to support additional transportation costs for children in foster care in order to maintain enrollment in their school of origin. Agrees to assist the LEA/school of origin in exploring the full range of options for providing and funding transportation to maintain a child in his or her school of origin, consistent with the child's educational stability plan.

## **Updates and Revisions:**

Updates and revisions to this MOU should be made as needed. Any updates or revisions to the MOU must be submitted to the Minnesota Department of Education. Best Practice recommends that an updated MOU be submitted every three years, as contractual updates follow this timeline.

**Braham Public Schools – District #314 (LEA)** and **Kanabec County Family Services (CWA)** agree to update or revise this Memorandum of Understanding (MOU) as needed or every three years to coincide with the contractual timelines.

**This agreement will be reviewed and approved by representatives of both agencies;**

Kanabec County Family Services  
905 Forest Avenue E., Suite 150  
Mora, MN 55051

Printed Name: Chuck Hurd, Director, Kanabec County Family Services (CWA)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(CWA)

Braham Public Schools # 314  
531 Elmhurst Avenue S.  
Braham, MN 55006

Printed Name: Ken Gagner, Superintendent, Braham Public Schools (LEA)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(LEA)

## **Resolution # FS 5/18/21**

### **Agreement for Foster Children and Youth Transportation resolution**

**WHEREAS**, it is directed by the State of Minnesota that Local Education Agencies and Child Welfare agencies will collaborate in order to establish transportation procedures for foster care youth to ensure their educational stability, and

**WHEREAS**, Mora/Braham Public Schools and Kanabec County Family Services agree to collaborate to design a comprehensive transportation plan to ensure that transportation for children in foster care is arranged, provided and funded when a best interest determination indicates that the student should remain in the school of origin, and

**WHEREAS**, Kanabec County Family Services and Braham/Mora Public Schools agree that transportation must be provided in a “cost effective” manner and that all federal, state and local funding sources should be maximized to ensure transportation costs are not unduly burdensome to one agency.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board approves the Family Services Director signing Agreements with Braham and Mora Public Schools for a Transportation Procedures Agreement to provide transportation for foster care youth to ensure their educational stability, effective upon the date of execution.

**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2021 Report**

---

**Financial Assistance**

**Preparer:** Tim Dahlberg

**A. Major Highlights**

- Telework has been working well. Our team has been staying up-to-date on casework. Along with I.S., we've been able to effectively work through potential technical issues.
- The Case Aide and Front Desk staff have done quite well in taking care of items that are time sensitive and need to be handled physically.
- An update to CaseWorks (electronic data management) was rolled out and has been working well. This has helped extensively with our METS (MNsure) documentation.
- We had two METS (MNsure) cases pulled by DHS quality assurance. Both cases came back correct.

**B. Challenges/Concerns**

- COVID-19 has had various impacts on our program requirements as well as our community at large. We need to stay up-to-date on program changes and be ready for additional requests.
- With the temporary waivers in place, there will be a time in the future when these waivers end; that may result in an influx of people seeking assistance.

**C. Looking Ahead**

- We look forward to policies reverting back to a normal status prior to COVID. It is unknown at this time when waivers on certain program requirements will be lifted.

Program Totals as of 3/31/21		
Program	Active Cases	# of Persons Active
MN Family Investment Program (MFIP)	88	194
Diversionary Work Program (DWP)	0	0
General Assistance	100	100
MSA	80	81
Housing Supports (Formerly GRH)	78	78
Food Support (SNAP)	758	591
Medical Assistance and/or Medicare Savings Programs (MAXIS)	827	855
Medical Assistance (METS) *as of 4/5/21	1738	3430
MinnesotaCare (County Serviced) * as of 4/5/21	96	135

**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2021 Report**

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**CHILD SUPPORT**

**Preparer:** Tammy Owens and Tim Dahlberg

**D. Major Highlights**

- An update to CaseWorks (our electronic data management system) was rolled out in January. The conversion to the new system went smoothly with few hiccups. The staff is very happy with the upgrades and additional functionality of the new version.
- The team continues to meet nearly every morning virtually. This has helped us stay connected as a team.
- Telework has been working well. We've been able to maintain effective performance levels without disruption.
- We have navigated through the Court rule changes that were effective 01/01/2021 and the CSO's have had few complications with the new way the court processes the case filings.

**E. Challenges/Concerns**

- COVID-19 and the related effects are a concern for us
- Continued limitations on the enforcement remedies that can be taken for nonpayment of support obligations when the ability is there.
- Possible increase in requests to contest COLA due to annual Cost of Living Adjustments
- Scheduling and case management within our local judicial system will be transitioning to a new system in April 2021. We are unsure of how these changes may affect our business processes.

**F. Looking Ahead**

- We continue to work through the changes to our work that have happened due to COVID-19.
- Opening up the Public Services Building to in person client contact.

**ACCOUNTING UNIT**

**Reporter:** Cheryl Jenkins

**A. Major Highlights**

- Jodi Brodal was hired to fill the open Office Support Specialist position.
- All Fiscal staff are working to ensure that accounting changes due to COVID-19 across all systems are correct and updated timely.
- All quarterly reports were completed by their due dates.
- All annual reports were completed by their due dates.
- The annual audit has begun.

**B. Challenges and Concerns**

## Kanabec County Family Services

### 1<sup>st</sup> Quarter 2021 Report

- We are still tracking the IV-E Children's Residential Facility payments that are currently not reimbursed.
- We are still keeping an eye on our fund balance. It remains on the low side. We continue to brainstorm ways to enhance our revenues.
- Ensuring that all changes to all systems are accurate and up to date given the many changes that happen with COVID-19.

#### **C. Looking Ahead**

- Fiscal staff is tracking any COVID-19 related items.
- Changes that will need to be made to the systems when the waiver modifications end.
- Budget preparation for 2022.

#### **ADMINISTRATIVE STATISTICS**

<b>ARE</b>	1/1/202	4/1/202	7/1/20	10/1/	Year to	2021
<b>A</b>	1	1	21	2021		
	to	to	to	to	Date	Approved
	3/31/20	6/30/20	9/30/2	12/31	Data	Budget
	21	21	021	/2021		

#### Revenues - Income Maintenance

State Sources	52,128				52,128	195,332
Federal Sources	246,123				246,123	1,109,608
Other Sources	87,007				87,007	127,350
Fund Balance-Planned Use					-	
Total	385,258	-	-	-	385,258	1,432,290

#### Expenditures - Income Maintenance

Public Aid	137,061				137,061	490,100
Personal Services	305,239				305,239	1,307,169
Services & Charges	83,552				83,552	199,057
Direct Materials	454				454	4,650
Other Expenses					-	
Total	526,306	-	-	-	526,306	2,000,976

#### Revenues - Social Services

State Sources



**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2021 Report**

---

	96,780				96,780	883,353
Federal Sources	305,881				305,881	1,157,579
Fees for Services	53,295				53,295	118,000
Other Sources	66,810				66,810	369,650
Fund Balance-Planned Use					-	
Total	522,766	-	-	-	522,766	2,528,582
Expenditures - Social Services						
Public Aid	402,819				402,819	1,686,130
Personal Services	515,491				515,491	2,281,033
Services & Charges	60,281				60,281	245,455
Direct Materials	710				710	6,100
Other Expenses					-	
Total	979,301	-	-	-	979,301	4,218,718
Revenues - IM & SS						
State Sources	148,908	-	-	-	148,908	1,078,685
Federal Sources	552,004	-	-	-	552,004	2,267,187
Fees for Services	53,295	-	-	-	53,295	118,000
Other Sources	153,817	-	-	-	153,817	497,000
Fund Balance-Planned Use						
Total	908,024	-	-	-	908,024	3,960,872
Expenditures - IM & SS						
Public Aid	539,880	-	-	-	539,880	2,176,230
Personal Services	820,730	-	-	-	820,730	3,588,202
Services & Charges	143,833	-	-	-	143,833	444,512
Direct Materials	1,164	-	-	-	1,164	10,750
Other Expenses						
Total	1,505,607	-	-	-	1,505,607	6,219,694

## **CHILDREN'S MENTAL HEALTH**

### **A. Major Highlights:**

- One youth continued in voluntary placement
- One youth discharged from voluntary placement
- Two youth entered residential treatment under voluntary placement
- COVID 19 changes impacting this whole quarter

### **B. Trainings:**

- Alissa and Linda training highlights include CSP training, TI Live Rethinking Implicit Bias, TI Live Helping Youth and Families During COVID-19, TI Live The Evolving Landscape of Behavioral Health Technology, Understanding ACEs, Maximizing Telehealth Services to Reach Youth and Families, Building Youth Engagement Best Practices, and A Safe Place to Talk About Race: How to Address Race and Culture at Work.

### **C. Challenges/Concerns:**

- We are still struggling to get required assessment instruments (Child and Adolescent Service Intensity Instrument and Strengths and Difficulties Questionnaire) from therapists.
- Changes in contacts as COVID 19 continues to impact the delivery of case management services.
- Many hospitalizations and crisis situations for clients this quarter.
- While in school learning is now widely available, this transition has been difficult on clients. Additionally, many chose to continue online learning with varying degrees of success.
- 13 new intakes/requests for service this quarter, we had 26 in 2020 of which 6 were in first quarter. If these rates continue worker loads could become difficult to manage. Especially with the increase in intensity of needs.

### **D. Looking Ahead:**

- Family First Prevention Services Act will change many aspects of our out of home placements process. This takes effect 9/30/2021.
- Trends of increased needs of clients and higher numbers of service requests will likely continue to impact our work over the next quarter.

## **CHILD PROTECTION**

### **A. Major Highlights:**

## Kanabec County Family Services

### 1<sup>st</sup> Quarter 2021 Report

---

- There has been a dramatic increase in Child Welfare cases opened for services for prenatal exposures and educational support services needed.
- Staff has been assisting at community COVID-19 vaccine clinics.
- Staff continues to work from home and this has proven to be successful in providing children and families quality service even as cases have increased.
- Family support team meetings have continued to play a vital part of connecting child protection with the school and families in the community, especially with the increase in request for child welfare cases related to educational services.

#### **B. Trainings:**

- Kari, Tamara and Sharon participated in MSSA which was virtual this year.
- Staff participated in webinar trainings:
  - Safety Training
  - Court Update Training
  - Jenna Quinn: A Survivors Story
  - Medical Child Abuse

#### **C. Challenges/Concerns:**

- Truancy cases and attendance issues increasing through the end of the school year
- Limited resources and waiting lists present a challenge to address the needs of clients.
- Limitations to services due to COVID-19.
- Chronic chemical use/abuse in the county and its exposure to children.
- Drastic increase in the number of case management services needed for assessments, investigations and child welfare cases.

#### **D. COVID-19 Pandemic**

- This has added additional concerns and challenges for our team to ensure the safety of the children that we serve and the need to lead by example and social distance. Some of these challenges are:
  - Daily changes in procedures and policies.
  - Face to Face contact and meeting timeline requirements.
  - Virtual court rooms and court cases are put on hold.
  - Staff Exposures and following quarantine procedures.

#### **E. Looking Ahead:**

- Approaching the end of the 2020-2021 school year.
- Family Services Building may be opening to the public soon.
- Family Based Summer Groups are being scheduled for the summer in compliance with COVID-19 guidelines in smaller group settings more frequently.

**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2021 Report**

---

<b><u>Children's Services Statistics</u></b>	<b>April 2020 – June 2020</b>	<b>July 2020 – September 2020</b>	<b>October 2020- December 2020</b>	<b>January 2021- March 2021</b>
<b>Child Protection (CP)/Child Welfare (CW)</b> CP/CW intakes				
○ Opened for assessment	32	37	42	31
○ Screened out (CP only)	36	58	58	55
• Assessments & investigations	22	40	40	43
• Case management	31	41	41	109
• Open CHIPS court files (per child)	15	22	22	24
• Open Adoption Cases	0	0	0	3
• Completed Adoptions	0	0	0	0
<b>Parent Support Outreach Program (PSOP)</b>				
• PSOP intakes	5	4	4	2
• Opened for case management	0	0	0	0
<b>Children's Mental Health (CMH)</b> CMH intakes				
○ Opened for case management	2	7	7	11
○ Screened out	0	0	0	0
• Case management (per child)	39	39	39	46
<b>❖ Out of Home Placements</b>				
• Children's services placements	12	26	26	26
• Trial home visits	0	1	1	0
• Pre-adoptive/Pre-kinship home	4	4	4	1
• Extended foster care (Age 18-21)	1	1	1	1
• Probation placements	0	0	0	1

## **ADULT MENTAL HEALTH**

**Reporters:** Cassie Dahlberg, Kurt Seidel, Denise Danelius

**A. Major Highlights:**

- Commitment training provided by the Minnesota Office of Ombudsman highlighted significant changes in statute and provided staff with valuable information.

**B. Training Attended:**

**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2021 Report**

---

- KCFS provided all staff with training regarding harassment. The unit attended
- Commitment Training provided by the state Ombudsman's Office, and one staff attended Transgender Training sponsored by MN Adopt, held via Zoom.

**C. Challenges and Concerns:**

- Families are struggling with the challenges of residing with a loved one who lives with mental illness, which has resulted in at least one person losing their current housing. We are also seeing an increase in the use of hospitalizations and crisis bed placements for mental health stabilization.

**D. Trends:**

- A number of persons served who have previously shown minimal response to contact efforts made by the case manager are reaching out now, perhaps related to the change of season. People are expressing a desire to meet in person.

**E. Looking Ahead:**

- With warmer weather approaching outdoor face to face visits with persons served will be feasible again, and will likely be beneficial for many who need that in-person connection.

**COMMUNITY SUPPORT PROGRAM**

**Reporter: Rhonda Bergstadt**

**A. Major Highlights**

- Corona virus pandemic vaccination program is in full swing!! Many people are being vaccinated and protected against this illness. We have been able to hold groups in a very limited capacity over the past few months.

**B. Training Attended**

- Specific training and research is completed as needed for individual treatment requirements.
- Miscellaneous online trainings have been attended. The topics of interest include person centered planning and stress reduction techniques.

**C. Challenges and Concern**

- The stress of isolation is very hard on my people. Same line as last year, I did not think this would last a whole year. After a whole year of being isolated from everyone we are finally able to socialize, in a limited manner. Hoping to rebuild on the past connections of our group in the future.
- Facial expressions, after a year of wearing a mask when in public it is a challenge for some to remember to be aware of their facial expressions

**D. Looking Ahead**

**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2021 Report**

---

- We are looking forward to socialize with people without jeopardizing anyone's health. 90% of those who attend groups have been vaccinated. We will hold groups outside for the summer to assure better social distancing and illness transition is minimized.

**E. Trends**

- Reconnecting with others: Everyone is excited to reconnect however, this can lead to conflicts or unrealistic expectations. With this being said we hope that everyone reconnects with their loved ones or acquaintances and is able to remember the loneliness over the past year and appreciate the connections they are able to enjoy.

**DD CASE MANAGEMENT**  
**ADULT PROTECTION**  
**VULNERABLE ADULT**

**Reporter:** Kelly Mitchell, Chelsey Bottelson

**A. Major Highlights**

- COVID-19 impact on DD population.
- Changes to the waiver system.
- Some of the people we serve have been able to get the Covid vaccine

**B. Training Attended**

- Staff attending online Convene trainings regarding various job related topics as well as completing professional reading and research.

**C. Challenges and Concerns**

- Persons served have been returning to work slowly at day programs. Processing a lot of changes, which included new DD screening documents for the transportation.
- Work changes have started to cause issues with housing support. Persons we serve need to report income changes when they are no longer working, or when they do return to work.
- Vocational Rehab and employment services are having a hard time finding places to conduct employment training in the community due to COVID-19.
- Continuing to conduct meetings virtually can be hard for our clients who are nonverbal, or clients who prefer in-person meetings.
- There continues to be a need for SILS and PCAs in the area. There has been a wait list for individuals waiting for those services.
- Day programs continue to keep those on the wait list on hold. Many persons served have been waiting since the pandemic began to get into places like Industries/Phase and the DAC and have been unable to do so.

**D. Looking Ahead**

## Kanabec County Family Services

### 1<sup>st</sup> Quarter 2021 Report

---

- Changes that have taken place, or continue to happen with employment programs. As the restrictions change, this changes their program opening.
- Unknown when in-person meetings will be able to begin again. Continuing to work with the person we serve remotely while ensuring continuity of services and supports.
- Changes to the waiver system, waiver reimagine, and employment services. Case managers will need to stay up to date on changes, trainings, and the impact they have on clients.

#### E. Trends

- An increase in the need for home modifications for persons with special needs.
- Increase in referrals to EIDBI (Early Intensive Developmental and Behavioral Intervention) programs for children with autism.
- Need for respite.
- Decline in DD waiver referrals.

## LICENSING

**Reporters:** Tonya Burk, Danielle Linkert, Ashlee Lovaas

#### A. Major Highlights

	Family Child Care	Child Foster Care	Adult Foster Care
New Licenses	1	1	1 (CRS)
Relicensing	2	2	2
Off Year Visits	4		
Change of Premise	0		
Pending Applications	2	2	1
Correction Orders			
Negative Actions			
Extensions			
Investigations			
Closed Licenses	0	1	0
Orientation provided for (number of persons)	2	5	2
Total Number of Providers in Kanabec County	26	14	4-AFC / 14-CRS

#### B. Training Attended

- Monthly Licensor Call in Webex (FCC) Ashlee, Danielle and Tonya
- 1/19/2021 FCC Covid webinar 30 min. (Ashlee)
- 3/17/2021-3/19/2021 Minnesota Social Services Association Conference (Danielle)

**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2021 Report**

---

- 3/22/2021 ELICI Training (Danielle)

**C. Challenges and Concerns**

- Peacetime Emergency still in effect. Background Studies/Fingerprinting still ‘on hold’
- Recruitment of Child Foster Care – seeing an increased need for placements

**D. Looking Ahead**

- Changing website look/details in regards to Foster Care
- Pending new Family Child Cares

**E. Trends**

- COVID-19 background studies
- Online trainings
- Virtual Home Visits (unless authorized otherwise)
- Online, Webinar or phone orientation for all programs

**AGING SERVICES/CARE COORDINATION**

**Reporter: Krista Eye and Aliina Knickerbocker**

**A. Major Highlights:**

- Contacting every member on our community well case load 65+ and offering them an appointment for the COVID vaccine as it was first available to Kanabec County.

**B. Training Attended:**

- Work on MNCHOICE training through DHS Trainlink. Our health plan will roll out with MNCHOICES end of the year for care plans and health risk assessments for members.

**C. Challenges and Concerns:**

- COVID 19 still hinders the model of care for SCHA in that we have to complete all our work over the phone. The face to face assessments and contacts are needed to complete our jobs in more detail and accuracy. The concern is getting the work done that needs to be completed over the phone. The concern of Covid-19 and the elderly population is also still present.

**D. Trends:**

- COVID 19 has challenged this population to stay home more and has limited their family gatherings and social interactions. With the roll out of the vaccine and COVID cases decreasing, we are hopeful our elderly population can start to get out more and help curb some of the loneliness that has been present. In turn this may improve their overall health.

**E. Looking Ahead:**



## Kanabec County Family Services

### 1<sup>st</sup> Quarter 2021 Report

- Care coordinators to get back into the homes of the persons we serve and focus on the model of care that we have always used to ensure people have the safety and care they need.

Program Area – Adult Services	01/01/2021 To 03/31/2021	04/01/2021 To 06/30/2021	07/01/2021 To 09/30/2021	10/01/2021 To 12/31/2021	Year To Date Data
<b>702 Social Services</b>					
MNChoices					
# New Assessments	5				
# Reassessments	55				
SCHA Community Well – New Enrollees					
# New Enrollees	8				
Total Members Served	107				
CADI Waiver					
# clients on waiver	89				
# adults	70				
# children	19				
# clients in residential setting	26				
# receiving employment services	19				
Relocation Services					
# receiving RSC	0				
<b>710 Licensing</b>					
Family Child Care					
# homes active	26				
# newly licensed	1				
# relicensed	2				
Child Foster Care					
# homes active	14				
# newly licensed	1				
# relicensed	2				
Adult Foster Care/Comm Resid Setting					
# homes active	18				
# newly licensed	1				
# relicensed	2				
<b>730 Chemical Dependency</b>					
# Rule 25 assessments	0				
# Detox paid	3				

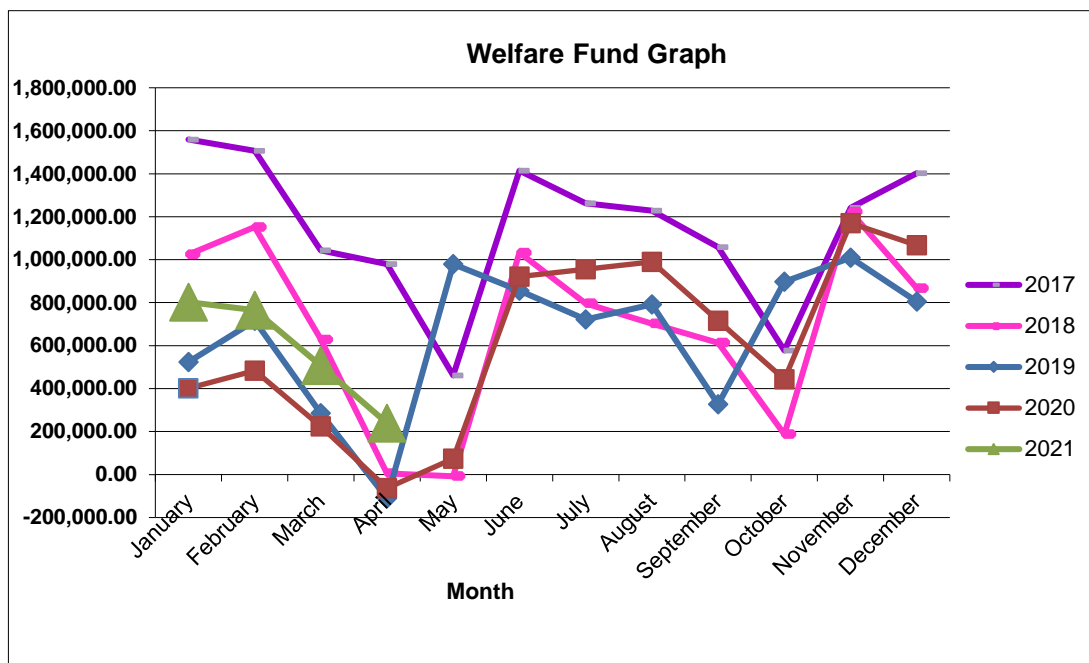
Program Area – Adult Services	01/01/2021 To	04/01/2021 To	07/01/2021 To	10/01/2021 To	Year To Date
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**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2021 Report**

---

	03/31/2021	06/30/2021	09/30/2021	12/31/2021	Data
<b>740 Mental Health – Adults</b>					
Residential					
# persons in CBHHS	0				
# inpatient setting	8				
# IRTS setting	4				
# in residential setting	14				
Community Supports					
# CSP clients	20				
# Adult services	0				
Case Management					
# Rule 79 clients	47				
# general case management clients	0				
Court					
# pre-petition screenings	7				
# judicial hearings	18				
<b>750 Developmental Disabilities</b>					
# DD clients – adult	64				
# DD clients – child	31				
# clients on waiver	72				
# SILS clients	8				
# clients in residential setting	30				
# clients in ICF-DD	1				
# clients in nursing home	1				
# receiving employment support	24				
# receiving Family Support Grant	0				
<b>760 Adult Services</b>					
# Adult Protection reports	23				
# Adult Protection cases	5				
# Court Visitor cases	2				
# CSG Cases	3				
<b>Overall Number of Workgroups</b>	549				

	2017	2018	2019	2020	2021
January	1,559,203.05	1,024,705.97	523,556.70	401,131.39	802,602.99
February	1,507,019.98	1,151,821.98	715,738.74	483,781.08	764,375.81
March	1,044,116.93	629,190.77	285,341.21	225,078.17	507,711.89
April	979,174.37	5,607.36	-109,902.43	-63,141.11	239,129.82
May	461,452.14	-7,853.46	979,247.26	73,382.15	
June	1,413,892.29	1,032,778.15	855,820.47	920,867.09	
July	1,262,151.35	796,820.09	721,467.48	955,700.06	
August	1,228,621.03	703,093.77	791,435.79	990,235.56	
September	1,058,187.52	613,301.63	326,963.03	716,408.79	
October	577,905.27	187,807.92	897,606.65	443,084.51	
November	1,241,274.27	1,222,983.64	1,008,939.34	1,170,024.75	
December	1,402,699.93	867,114.62	804,618.63	1,067,709.00	
Totals	13,735,698.13	8,227,372.44	7,800,832.87	7,384,261.44	2,313,820.51
Averages	1,144,641.51	685,614.37	650,069.41	615,355.12	578,455.13
6 month Avg.	1,128,473.23	731,853.61	758,505.15	890,527.11	758,592.38
Rolling 12 month Avg	1,144,641.51	685,614.37	650,069.41	615,355.12	720,936.04



Kanabec County Family Services - Board Financial Report							Through April 2021	
	Total year to date/			8.33%	16.67%	25.00%	33.33%	41.67%
Department	Budget	% of budget	Total	January	February	March	April	May
Income Main. Service								
Exp	689,139.00	35.91%	247,499.23	51,854.59	63,387.07	80,380.32	51,877.25	
Rev	385,501.00	22.50%	86,732.03	10,047.98	56,794.47	10,047.98	9,841.60	
Tax	295,906.00	1.60%	4,747.06	4,747.06				
State Shared Rev			0.00					
Recoveries								
Exp	19,100.00	35.00%	6,685.89	3,262.28	0.00	1,917.78	1,505.83	
Rev	19,100.00	33.56%	6,410.17	1,941.31	818.09	1,469.78	2,180.99	
Tax	24,847.00	1.63%	405.92	405.92				
State Shared Rev			0.00					
Burials								
Exp	25,000.00	32.25%	8,063.01	0.00	863.01	1,800.00	5,400.00	
Rev			0.00					
Tax			0.00					
Child Support								
Exp	359,777.00	31.57%	113,598.92	26,967.91	23,235.11	40,119.83	23,276.07	
Rev	412,000.00	30.60%	126,085.36	29,456.92	55,770.28	15,789.49	25,068.67	
Tax								
MA Services								
Exp	483,900.00	36.75%	177,839.24	37,587.78	21,091.85	70,538.34	48,621.27	
Rev	418,000.00	46.15%	192,926.12	59,053.49	31,205.13	73,017.31	29,650.19	
Tax	64,151.00	1.62%	1,037.36	1,037.36				
State Shared Rev			0.00					
Child Care								
Exp	230,950.00	26.83%	61,956.34	31,466.06	8,840.21	14,748.44	6,901.63	
Rev	229,768.00	34.62%	79,557.00	858.00	745.00	77,369.00	585.00	
Tax	1,129.00	1.66%	18.79	18.79				
State Shared Rev			0.00					
Fraud								
Exp	75,704.00	31.95%	24,186.64	5,930.22	5,953.80	5,865.82	6,436.80	
Rev			0.00		0.00	0.00	0.00	
Tax	73,863.00	1.60%	1,180.19	1,180.19				
State Shared Rev			0.00					
Adult Services								
Exp	3,500.00	68.00%	2,380.00	33.30	0.00	2,346.70	0.00	
Rev	8,817.00	0.76%	66.68	16.67	0.00	33.34	16.67	
Tax								
Dev. Disability								
Exp	91,389.00	22.97%	20,991.77	4,988.66	4,527.59	4,891.63	6,583.89	
Rev	73,941.00	14.34%	10,606.00	0.00	10,606.00	0.00	0.00	
Tax	16,941.00	2.15%	364.58	364.58				
State Shared Rev			0.00					

<b>Mental Health</b>								
Exp	1,216,129.00	35.40%	430,463.98	93,026.89	117,059.81	101,367.94	119,009.34	
Rev	693,784.00	29.75%	206,367.46	15,137.98	49,929.36	60,463.85	80,836.27	
Tax	509,364.00	1.72%	8,753.69	8,753.69				
State Shared Rev			0.00					
<b>Chemical Dependency</b>								
Exp	117,000.00	5.85%	6,841.06	1,620.00	0.00	2,000.00	3,221.06	
Rev	51,000.00	19.84%	10,116.71	747.25	9,369.46	0.00	0.00	
Tax	64,376.00		0.00	0.00				
<b>Child Services</b>								
Exp	567,262.00	29.93%	169,795.54	34,279.23	31,007.16	70,623.34	33,885.81	
Rev	341,681.00	21.18%	72,368.63	9,327.07	41,967.49	10,063.28	11,010.79	
Tax	220,009.00	2.25%	4,950.02	4,950.02				
State Shared Rev			0.00					
<b>Social Services</b>								
Exp	1,278,208.00	29.55%	377,694.10	95,243.93	94,909.96	92,572.30	94,967.91	
Rev	1,061,420.00	25.38%	269,412.64	50,849.88	115,773.01	54,655.76	48,133.99	
Tax	211,426.00	1.54%	3,254.91	3,254.91				
State Shared Rev			0.00					
<b>Income Main. Admin</b>								
Exp	88,074.00	29.72%	26,173.95	6,530.06	6,527.64	6,439.62	6,676.63	
Rev	52,372.00	24.14%	12,643.74	1,235.14	8,716.90	1,235.14	1,456.56	
Tax	34,786.00	1.47%	511.19	511.19				
State Shared Rev			0.00					
<b>Social Services Admin.</b>								
Exp	301,984.00	30.58%	92,347.83	22,485.54	23,816.23	23,972.50	22,073.56	
Rev	65,000.00	22.85%	14,854.00	0.00	14,854.00	0.00	0.00	
Tax	231,078.00	1.65%	3,803.66	3,803.66				
State Shared Rev			0.00					
<b>FS Admin</b>								
Exp	672,578.00	32.72%	220,098.06	69,803.74	54,781.56	44,941.17	50,571.59	
Rev	148,488.00	21.76%	32,304.23	3,716.88	21,224.63	3,716.88	3,645.84	
Tax	510,946.00	1.67%	8,558.24	8,558.24				
State Shared Rev			0.00					
<b>Agency Totals</b>								
Exp	6,219,694.00	31.94%	1,986,615.56	485,080.19	456,001.00	564,525.73	481,008.64	0.00
Rev	3,960,872.00	28.29%	1,120,450.77	182,388.57	417,773.82	307,861.81	212,426.57	0.00
Tax	2,258,822.00	1.66%	37,585.61	37,585.61	0.00	0.00	0.00	0.00
State Shared Rev			0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b>6,219,694.00</b>	<b>18.62%</b>	<b>1,158,036.38</b>	<b>219,974.18</b>	<b>417,773.82</b>	<b>307,861.81</b>	<b>212,426.57</b>	<b>0.00</b>

# Board Approval Report

SSIS pymt. batch #: 109821666

Paid Cnty Vendor	Total Payments		Total Amount
Bliss/Jenny, 000010784	2		7,270.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Adult Outpatient Psychotherapy	452	2	7,270.00
Central Minnesota Jobs & Training, 000015800	1		7,706.52
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Statewide MFIP Employment Services	237	1	7,706.52
Central Mn Mental Health Center, 000011298	1		500.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Detoxification	371	1	500.00
Community Living Options, 000011478	2		956.48
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Semi-Independent Living Services (SILS)	534	2	956.48
Family Pathways, 000012298	12		1,335.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Family-Based Counseling Services	162	12	1,335.00
Ignaszewski/Karissa, 000012959	2		12,105.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Adult Outpatient Psychotherapy	452	2	12,105.00
Independent School District 332, 000014771	1		80.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Adolescent Life Skills Training	146	1	80.00
MAYRA, 000014427	1		30.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Child Respite Care	489	1	30.00
MN DHS-SOS, 000011816	7		12,175.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
State-Operated Inpatient	472	7	12,175.00
Nexus-Gerard Family Healing , LLC, 000012394	2		20,051.40
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Children's Residential Treatment	483	2	20,051.40
Nexus-Mille Lacs Family Healing, 000014598	1		2,728.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Children's Group Residential Care	183	1	2,728.00
North Homes Inc., 000015171	1		10,441.80
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Children's Residential Treatment	483	1	10,441.80
Northern Star Scouting, 000015174	1		306.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Child Respite Care	489	1	306.00
Northwestern Minnesota Juvenile Center, 000015203	1		7,950.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Correctional Facilities	185	1	7,950.00
Ogilvie Public Schools, 000000816	1		45.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Adolescent Life Skills Training	146	1	45.00
Options Residential, 000015334	1		1,273.20

# Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
Svc Description	Svc Code	Payments	Amount		
Child Family Foster Care	181	1	1,273.20		
PHASE, Inc., 000015579				2	1,158.36
Svc Description	Svc Code	Payments	Amount		
Day Training and Habilitation	566	1	774.36		
Transportation	516	1	384.00		
Richardson MD/Paul T, 000016136				2	3,045.00
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	3,045.00		
RSI, 000016246				2	375.21
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	2	375.21		
Tsa - 2 Inc., 000017101				1	94.10
Svc Description	Svc Code	Payments	Amount		
Family-Based Counseling Services	162	1	94.10		
Village Ranch, Inc., 000017414				12	7,014.84
Svc Description	Svc Code	Payments	Amount		
Child Family Foster Care	181	12	7,014.84		
Volunteers Of America, 000017460				4	2,582.64
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	4	2,582.64		
Report Totals:				60	99,223.55

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

Signature

Title

Date

Vendor Name	Amount
Health Insurance Reimbursement	\$ 212.13
Health Insurance Reimbursement	\$ 148.50
Jen Anderson	\$ 393.68
Health Insurance Reimbursement	\$ 802.94
Health Insurance Reimbursement	\$ 331.95
Health Insurance Reimbursement	\$ 793.29
Medical Mileage	\$ 246.32
Health Insurance Reimbursement	\$ 582.04
Health Insurance Reimbursement	\$ 148.50
Chelsey Bottelson	\$ 183.68
Health Insurance Reimbursement	\$ 388.28
Health Insurance Reimbursement	\$ 148.50
Card Services	\$ 46.58
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50
Denise Danelius	\$ 17.92
DHS	\$ 28,544.60
Health Insurance Reimbursement	\$ 690.40
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50
Health Insurance Reimbursement	\$ 148.50
Medical Mileage	\$ 79.20
Medical Mileage	\$ 96.80
Health Insurance Reimbursement	\$ 347.19
Health Insurance Reimbursement	\$ 148.50
Leah Hjort	\$ 154.45
Linda Hosley	\$ 105.28
Innovative Office Solutions	\$ 200.91
Health Insurance Reimbursement	\$ 163.42
Health Insurance Reimbursement	\$ 148.50
Kanabec County Attorney	\$ 12,245.40
Kanabec Co Flex Funds	\$ 500.00
Kanabec County Sheriff SRO Program	\$ 50,000.00
Kanabec County Aud Treas	\$ 10,400.43
Knaabec County Recorders	\$ 13.00
Tamara Kelash	\$ 833.68
Health Insurance Reimbursement	\$ 148.50



Health Insurance Reimbursement	\$	148.50
Medical Mileage	\$	709.40
Kari Lindstrom	\$	589.12
Marco Tech LLC	\$	6,680.01
Alissa McDermeit	\$	296.24
Health Insurance Reimbursement	\$	148.50
Kelly Mithcell	\$	24.64
Health Insurance Reimbursement	\$	187.16
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	178.78
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	148.50
Medical Mileage	\$	46.95
Premier Biotech Labs LLC	\$	119.80
Procentive .Com LLC	\$	295.00
Health Insurance Reimbursement	\$	571.48
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	203.92
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	97.60
Sue's Bus Service (Medical Mileage)	\$	7,956.00
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	306.28
Health Insurance Reimbursement	\$	530.12
Timber Trails	\$	9,336.46
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	421.85
Health Insurance Reimbursement	\$	148.50
Health Insurance Reimbursement	\$	687.72
Health Insurance Reimbursement	\$	319.94
Sharon Wright	\$	133.84
Health Insurance Reimbursement	\$	2,433.41
Health Insurance Reimbursement	\$	410.52
Health Insurance Reimbursement	\$	918.46
Health Insurance Reimbursement	\$	549.32

<b>TOTAL IFS DOLLARS</b>	<b>\$</b>	<b>146,535.59</b>	79 Total IFS Vendors
<b>TOTA SSIS DOLLARS</b>	<b>\$</b>	<b>99,223.55</b>	22 Total SSIS Vendors
<b>GRAND TOTAL</b>	<b>\$</b>	<b>245,759.14</b>	101 Total Vendors

# 9:30am Appointment

May 18, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Employee Service Recognition	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b>

**e. Board action requested:**

- Recognition of 25 Years of Employee Service – Denise Snyder, Auditor/Treasurer

**f. Background:**

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

# 9:35am Appointment

May 18, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Annual ACH Resolution & Annual A/T Report	<b>b. Origination:</b> Auditor/Treasurer
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenter(s):</b> Denise Snyder

**e. Board action requested:**

Approve the following resolution and reports:

- a. Annual ACH Resolution
- b. Annual Auditor Treasurer's Report including: 2020 Donations to County, Routine EFT's and Restricted and Assigned Fund Balances for YE2020

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**f. Background:**

Supporting Documents: None

Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

a. **Annual ACH Resolution**

**Resolution #\_\_ - 5/18/21**

**DELEGATION OF AUTHORITY TO MAKE ELECTRONIC FUNDS TRANSFERS  
TO THE COUNTY AUDITOR-TREASURER OR THEIR DESIGNEE**

**WHEREAS**, an electronic funds transfer is defined in Minnesota Statutes 471.38 as a process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and

**WHEREAS**, a local government is authorized to make electronic funds transfers if it meets the eligibility requirements in state law; and

**WHEREAS**, it is required for the governing body to annually delegate the authority to make electronic funds transfers to a designated chief financial officer or the officers designee; and

**WHEREAS**, it is required that the disbursing bank keep a certified copy of adopted delegation of authority; and

**WHEREAS**, it is required that the delegated authority present a list of initiators and transfer frequency annually to the board; and

**WHEREAS**, the county desires to utilize electronic funds transfers as authorized by statute.

**THEREFORE, BE IT RESOLVED**, that the Kanabec County Board of Commissioners delegates the authority to make electronic funds transfers to the County Auditor-Treasurer, or her designee, under Minnesota Statutes 471.38.

b. **Annual Auditor Treasurer's Report**

**Resolution #\_\_ – 5/18/21**

2020 Donations, Change Funds, Routine EFTs

**WHEREAS** certain county departments received donations in 2020, and

**WHEREAS** the County Auditor/Treasurer has monitored and tabulated all donations received;

**BE IT RESOLVED** to accept the following donations for the calendar year 2020:

**Kanabec County Donations 2020**

**SHERIFF**

Badges Program	\$4,594.00
Reserves	\$10,350.00
Project Lifesaver	
Total Sheriff Donations	\$14,944.00

**VETERANS**

General	\$200.00
Coffee Talk (8240)	\$3,250.00
EM Vets (8502)	\$3,700.00
Total Veterans Donations	\$7,150.00

**Transit**

Volunteer Drivers	\$0.00
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Total Donations to County in 2020	<u>\$22,094.00</u>
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**Change Funds 2020**

Auditor-Treasurer	Cash Drawer	\$500.00
Drivers License	Cash Drawer	\$100.00
Highway	Cash Drawer	\$150.00
Recorder	Cash Drawer	\$200.00

<u>\$950.00</u>
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# **Kanabec County - Routine EFTS 2020**

County			
Further	Disb	Medical Reimbursement & HRA account claims	bi-weekly
County	Disb	Direct deposit payroll	bi-weekly
MNDOR	Disb	State payroll, sales & use, state general taxes	weekly, quarterly, monthly
EFTP	Disb	Federal payroll taxes	bi-weekly
MNDPC	Disb	State deferred compensation plan, SO Union	bi-weekly
NACO/NACO Roth	Disb	Deferred compensation	monthly
PERA	Disb	Retirement benefits	bi-weekly
IRS	Rcpt	Recorders fees	anytime
USDA	Rcpt	Recorders fees	anytime
State of MN	Rcpt	Medicare payment CH	daily
Dept of Justice	Rcpt	Federal grant payments	anytime
MNDOR	Rcpt	Revenue recapture - SO, Prob, Taxes	anytime
Medicare	Rcpt	FS & CH patient claims	anytime
US Treasury	Rcpt	FS & CH federal program pymts	anytime
Simplifile	Rcpt	Recorders fees	anytime
Wells Fargo	Rcpt	Property taxes mass escrow	anytime
CoreLogic	Rcpt	Property taxes mass escrow	anytime
Landshark	Rcpt	Recorders fees	anytime
Enterprise Fleet	Disb	Vehicle lease pymts	monthly
Hospital			
MNDOR	Disb	State payroll, sales & use taxes	weekly, quarterly, monthly
EFTP	Disb	Federal payroll taxes	bi-weekly

# Resolution #\_\_– 5/18/21

## Restricted and Assigned Funds

**WHEREAS** the county maintains funds dedicated for specific public purposes, and

**WHEREAS** the Auditor/Treasurer prepared a report for the board showing the fund balances;

**BE IT RESOLVED** to accept the following report of Kanabec County Restricted and assigned Fund Balances as of December 31, 2020:

	<b>RESTRICTED FUNDS</b>	<b>12/31/20</b>
R	911 EMERGENCY	29,554
R	CWP SEPTIC LOANS	300,742
R	GRAVEL TAX - RECLAMATION	50,098
R	FORFEITURE FUNDS - ATTORNEY	28,601
R	FORFEITURE FUNDS - SHERIFF	129,642
R	LAND OFFICE TECH EQUIPMENT	137,540
R	LAW LIBRARY	17,414
R	PROBATION CORRECTIONAL FEES	0
R	RECORDER'S EQUIPMENT	62,382
R	RURAL ADDRESSING	438
R	SCORE	113,200
R	SHORELAND GRANT	4,090
R	SW SURCHARGES	1,145,772
R	TRANSIT MNDOT FARES	185,204
R	WATER PLAN GRANT	15,071
R	WETLAND GRANT	25,103
	<b>UNRESTRICTED - ASSIGNED FUNDS</b>	
A	FUTURE CAPITAL EQUIPMENT	413,617
A	FUTURE CAPITAL IMPROVEMENTS	288,679
A	KNIFE LAKE IMPROVEMENT DIST	10,000
A	LEGAL FEE FUND ORD 27	166
A	RETIREE ACCRUED SICK PAY	44,364
A	SHERIFFS COMMUNITY PROGRAMS	26,249
A	SHERIFFS RESERVE UNIT	37,174
A	TRANSIT	539,826
A	VEHICLE POOL	116,815
A	VETERANS PROGRAMS	16,352
	<b>TOTAL</b>	<b>3,738,093</b>



# KANABEC COUNTY

## RESTRICTED & ASSIGNED FUNDS 2020

(Auditor\Dedicated\DF2020.xls)

		12/31/17	12/31/18	12/31/19	12/31/20
	<b>RESTRICTED FUNDS</b>				
R	911 EMERGENCY	117,251	97,511	24,561	29,554
R	CWP SEPTIC LOANS	266,250	266,671	284,405	300,742
R	GRAVEL TAX - RECLAMATION			32,406	50,098
R	FORFEITURE FUNDS - ATTORNEY	22,469	23,513	25,771	28,601
R	FORFEITURE FUNDS - SHERIFF	140,815	135,460	143,748	129,642
R	LAND OFFICE TECH EQUIPMENT	123,582	127,737	126,140	137,540
R	LAW LIBRARY	-2,365	-1,336	13,879	17,414
R	PROBATION CORRECTIONAL FEES	0	0	0	0
R	RECORDER'S EQUIPMENT	79,039	76,212	61,080	62,382
R	RURAL ADDRESSING	438	438	438	438
R	SCORE	194,610	168,050	136,476	113,200
R	SHORELAND GRANT	4,090	4,090	4,007	4,090
R	SW SURCHARGES	1,639,889	1,460,587	1,437,548	1,145,772
R	TRANSIT MNDOT FARES	53,491	59,449	134,866	185,204
R	WATER PLAN GRANT	15,071	15,071	15,071	15,071
R	WETLAND GRANT	25,103	25,103	25,103	25,103
	<b>UNRESTRICTED - ASSIGNED FUNDS</b>				
A	FUTURE CAPITAL EQUIPMENT	192,751	245,562	326,715	413,617
A	FUTURE CAPITAL IMPROVEMENTS	289,374	297,466	327,882	288,679
A	KNIFE LAKE IMPROVEMENT DIST			5,000	10,000
A	LEGAL FEE FUND ORD 27	168	168	166	166
A	RETIREE ACCRUED SICK PAY	-41,654	-96,670	-18,874	44,364
A	SHERIFFS COMMUNITY PROGRAMS			22,850	26,249
A	SHERIFFS RESERVE UNIT	17,372	25,652	29,908	37,174
A	TRANSIT	611,694	412,515	316,826	539,826
A	VEHICLE POOL	112,232	120,238	121,458	116,815
A	VETERANS PROGRAMS			10,743	16,352
	<b>TOTAL</b>	<b>3,861,670</b>	<b>3,463,487</b>	<b>3,608,173</b>	<b>3,738,093</b>

# 911 GRANT - RESTRICTED FUND

2014 - 2020

Dept 201  
Program 285

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2013	YEAR END BALANCE			50,693.74
2014	STATE GRANT		96,673.98	
	INTEREST		125.10	
	STATE REIMBURSEMENTS		0.00	
	EXPENDITURES	98,394.88		49,097.94 *
2015	STATE GRANT		89,237.52	
	INTEREST		307.82	
	STATE REIMBURSEMENTS		0.00	
	EXPENDITURES	25,078.95		113,564.33 *
2016	STATE GRANT		89,237.52	
	INTEREST		375.39	
	STATE REIMBURSEMENTS		0.00	
	EXPENDITURES	89,923.31		113,253.93 *
2017	STATE GRANT		89,237.52	
	INTEREST		678.44	
	STATE REIMBURSEMENTS		0.00	
	EXPENDITURES	85,918.97		117,250.92 *
2018	STATE GRANT		89,237.52	
	INTEREST		850.05	
	STATE REIMBURSEMENTS			
	EXPENDITURES	109,827.59		97,510.90
2019	STATE GRANT		89,237.52	
	INTEREST		709.52	
	STATE REIMBURSEMENTS			
	EXPENDITURES	162,896.45		24,561.49
2020	STATE GRANT		89,237.52	
	INTEREST		378.09	
	STATE REIMBURSEMENTS			
	EXPENDITURES	84,623.47		<u>29,553.63</u>

\* Coordinates with annual 911 Audit report

**CWP (MPCA) SEPTIC LOANS - RESTRICTED FUNDS****2013-2020**

01-041-683

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2012	END OF YEAR BALANCE			140,836.30
2013	SPECIAL ASSESSMENTS		65,220.05	
	LOAN PAY OFFS		17,662.98	
	INTEREST		552.36	
	MPCA LOAN PAYMENTS	68,942.96		155,328.73
2014	SPECIAL ASSESSMENTS		87,558.75	
	LOAN PAY OFFS		15,272.30	
	INTEREST		523.28	
	MPCA LOAN PAYMENTS	68,942.96		189,740.10
2015	SPECIAL ASSESSMENTS		73,281.68	
	LOAN PAY OFFS		54,936.45	
	INTEREST		586.92	
	MPCA LOAN PAYMENTS	68,942.96		249,602.19
2016	SPECIAL ASSESSMENTS		90,453.95	
	CLA YE14 ADJ JE#51	15,272.30		
	LOAN PAY OFFS		43,755.49	
	INTEREST		721.40	
	MPCA LOAN PAYMENTS	88,811.65		280,449.08
2017	SPECIAL ASSESSMENTS		72,236.53	
	LOAN PAY OFFS		21,081.01	
	INTEREST		1,163.72	
	MPCA LOAN PAYMENTS	108,680.35		266,249.99
2018	SPECIAL ASSESSMENTS		68,899.24	
	CLA YE14 ADJ JE#51			
	LOAN PAY OFFS		15,892.29	
	INTEREST		1,468.07	
	MPCA LOAN PAYMENTS	85,838.28		266,671.31
2019	SPECIAL ASSESSMENTS		72,323.12	
	LOAN PAY OFFS		29,601.28	
	INTEREST		1,647.47	
	MPCA LOAN PAYMENTS	85,838.28		284,404.90
2020	SPECIAL ASSESSMENTS		70,343.53	
	LOAN PAY OFFS		48,444.29	
	INTEREST		1,417.29	
	MPCA LOAN PAYMENTS	103,868.24		<u><u>300,741.77</u></u>

# GRAVEL TAX PIT RECLAMATION - RESTRICTED FUNDS

2018 - 2020

01-061.5011

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2018	2017 GRAVEL TAX			13,530.24
2019	2018 GRAVEL TAX		18,875.78	32,406.02
2020	2019 GRAVEL TAX		17,692.02	<b>50,098.04</b>

# ATTORNEY FORFEITURE - RESTRICTED FUND

2010-2020

Dept 090 Serv 2779

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2010	DRUG & ALCOHOL FORFEITURES		851.03	18,376.54
2011	DRUG & ALCOHOL FORFEITURES		2,910.95	
	OTHER FORFEITURE EXPENSES	376.48		
	EQUIPMENT	258.09		20,652.92
2012	DRUG & ALCOHOL FORFEITURES		698.86	
	OTHER FORFEITURE EXPENSES	1,457.05		19,894.73
2013	DRUG & ALCOHOL FORFEITURES		1,207.16	
	OTHER FORFEITURE EXPENSES	4,487.25		16,614.64
2014	DRUG & ALCOHOL FORFEITURES		7,373.93	
	OTHER FORFEITURE EXPENSES	241.85		23,746.72
2015	DRUG & ALCOHOL FORFEITURES		904.84	
	COPIER & TABLETS	9,001.00		15,650.56
2016	DRUG & ALCOHOL FORFEITURES		3,510.81	
	COPIER & TABLETS	2,360.32		16,801.05
2017	DRUG & ALCOHOL FORFEITURES		6,658.09	
	OFFICE FURNITURE	990.00		22,469.14
2018	DRUG & ALCOHOL FORFEITURES		1,043.56	
	OFFICE FURNITURE			23,512.70
2019	DRUG & ALCOHOL FORFEITURES		2,258.08	
	EXPENSES			25,770.78
2020	DRUG & ALCOHOL FORFEITURES		2,830.06	
	EXPENSES			<u><u>28,600.84</u></u>

# SHERIFF FORFEITURES - RESTRICTED FUND

2014 - 2020

Dept 201 Serv 8221

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2013	BALANCE BROUGHT FORWARD			72,092.12
2014	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	15,149.27	17,444.00 29,192.68	103,579.53
2015	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	7,100.44	5,647.48 11,719.75	113,846.32
2016	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	4,639.01	5,570.52 13,571.04	128,348.87
2017	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	14,041.87	23,611.51 2,896.72	140,815.23
2018	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	9,468.93	670.88 3,442.50	135,459.68
2019	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	5,884.64	11,828.92 2,343.72	143,747.68
2020	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	21,348.06	5,606.37 1,636.38	<u>129,642.37</u>

# LAND OFFICE TECH EQUIP- RESTRICTED FUND

2014 -2020

Dept 101 Serv 2755

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2013	YEAR END BALANCE			184,657.66
2014	FEES		30,855.00	
	REIMBURSEMENTS		169.62	
	CO SURVEYOR			
	LAND OFFICES (WEB)	13,757.62		
	GIS PROJECT	6,600.00		
	AT PRINTER	4,446.00		190,878.66
2015	FEES		35,238.00	
	REIMBURSEMENTS			
	CO SURVEYOR	0.00		
	LAND OFFICES TAX/CAMA	6,600.00		
	GIS PROJECT	7,600.00		
	AERIAL PROJECT	19,217.25		192,699.41
2016	FEES		38,566.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Budgeted)	12,500.00		
	LAND OFFICES TAX/CAMA	9,300.00		
	GIS PROJECT			
	AERIAL PROJECT	14,726.25		194,739.16
2017	FEES		35,992.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Budgeted)	12,500.00		
	LAND OFFICES TAX/CAMA	16,900.00		
	GIS PROJECT	47,884.00		
	AERIAL PROJECT	19,145.48		
	ASSR/AT SCANNER	4,720.00		
	ES/GIS Reimb (Budgeted)	6,000.00		123,581.68
2018	FEES		37,419.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Budgeted)	9,650.00		
	LAND OFFICES TAX/CAMA	10,200.00		
	AERIAL PROJECT	13,413.36		127,737.32
2019	FEES		39,235.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Budgeted)	12,500.00		
	LAND OFFICES TAX/CAMA	10,500.00		
	AERIAL PROJECT	17,832.58		126,139.74
2020	FEES		43,483.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Budgeted)	2,850.00		
	LAND OFFICES TAX/CAMA			
	BEACON	11,400.00		
	AERIAL PROJECT	17,832.58		<u>137,540.16</u>

# LAW LIBRARY - RESTRICTED FUND

2007 - 2020

Dept 011 Prog 025

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2006	END OF YEAR BALANCE			(18,179.86)
2007	EXPENSES	16,092.74		
	FEES COLLECTED		26,076.00	(8,196.60)
2008	EXPENSES	12,862.57		
	FEES COLLECTED		26,636.60	5,577.43
2009	EXPENSES	13,546.85		
	FEES COLLECTED		22,603.26	14,633.84
2010	EXPENSES	14,714.61		
	FEES COLLECTED		19,730.12	19,649.35
2011	EXPENSES	15,984.19		
	FEES COLLECTED		18,236.25	21,901.41
2012	EXPENSES	22,872.80		
	FEES COLLECTED		18,630.00	17,658.61
2013	EXPENSES	15,092.23		
	FEES COLLECTED		17,762.00	20,328.38
2014	EXPENSES	18,495.85		
	FEES COLLECTED		14,250.00	16,082.53
2015	EXPENSES	16,552.99		
	FEES COLLECTED		13,135.00	12,664.54
2016	EXPENSES	14,350.30		
	FEES COLLECTED		12,515.67	10,829.91
2017	EXPENSES	15,315.31		
	FEES COLLECTED		12,950.00	(2,365.31)
2018	EXPENSES	10,940.54		
	FEES COLLECTED		11,970.00	(1,335.85)
2019	EXPENSES	8,605.19		
	FEES COLLECTED		12,990.00	
	2018 CLA AJE 59		10,829.91	13,878.87
2020	EXPENSES	6,434.41		
	FEES COLLECTED		9,970.00	<u>17,414.46</u>



# PROBATION CORRECTIONAL FEES - RESTRICTED FUND

2012-2020

Dept 252 Prog 260

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2012	YEAR END BALANCE	13,012.00		-3,654.95
2013	LOCAL FEES 2013		13,261.26	
	EXPENSES	0.00		
	WAGES EXPENSE 2013	12,500.00		-2,893.69
2014	LOCAL FEES 2014		15,588.39	
	EXPENSES	0.00		
	WAGES EXPENSE 2014	12,500.00		194.70
2015	LOCAL FEES 2015		14,432.49	
	EXPENSES	0.00		
	WAGES EXPENSE 2015	12,500.00		2,127.19
2016	LOCAL FEES 2016		9,965.17	
	EXPENSES	0.00		
	WAGES EXPENSE 2016	12,500.00		-407.64
2017	LOCAL FEES 2017		9,571.32	
	EXPENSES	0.00		
	WAGES EXPENSE 2017	9,163.68		0.00
2018	LOCAL FEES 2018		11,132.22	
	EXPENSES	0.00		
	WAGES EXPENSE 2018	11,132.22		0.00
2019	LOCAL FEES 2019		12,676.12	
	EXPENSES	0.00		
	WAGES EXPENSE 2019	12,676.12		0.00
2020	LOCAL FEES 2020		10,635.69	
	EXPENSES	0.00		
	WAGES EXPENSE 2020	10,635.69		<u>0.00</u>

# RECORDER EQUIPMENT - RESTRICTED FUND

2007 - 2020

Dept 101 Serv 2754

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2006	YEAR END BALANCE			77,125.60
2007	FEES		45,525.00	
	EQUIPMENT	8,286.73		114,363.87
2008	FEES		37,410.00	
	EQUIPMENT	1,003.50		150,770.37
2009	FEES		38,073.00	
	EQUIPMENT	122,569.69		66,273.68
2010	FEES		34,252.00	
	EQUIPMENT	23,033.30		77,492.38
2011	FEES		31,276.00	
	EQUIPMENT	9,740.77		99,027.61
2012	FEES		36,136.00	
	SERVICES	15,006.46		120,157.15
2013	FEES		35,329.18	
	SERVICES	19,522.33		135,964.00
2014	FEES		28,050.00	
	SERVICES	16,902.56		147,111.44
2015	FEES		32,109.00	
	SERVICES	43,385.87		135,834.57
2016	FEES		35,060.00	
	SERVICES	34,235.12		136,659.45
2017	FEES		33,620.01	
	SERVICES	91,240.57		79,038.89
2018	FEES		34,098.00	
	EQUIPMENT	2,650.60		
	SERVICES	34,274.17		76,212.12
2019	FEES		35,670.00	
	EQUIPMENT	1,581.28		
	SERVICES	49,220.43		61,080.41
2020	FEES		39,530.00	
	REIMBURSEMENTS		397.50	
	EQUIPMENT	863.43		
	SERVICES	37,762.48		
				<u><u>62,382.00</u></u>

# RURAL ADDRESSING GRANT - RESTRICTED FUND

1992 - 2020

Dept 201 Serv 2757

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
1992	RECEIPTS		12,532.50	
	EXPENSES	29.67		12,502.83
1993	RECEIPTS		478.50	
	EXPENSES	5,915.06		7,066.27
1994	RECEIPTS	2.00	8,522.25	
	EXPENSES	54.75		15,533.77
1995	RECEIPTS		6,362.52	
	EXPENSES	15,602.08		6,294.21
1996	RECEIPTS		0.00	
	EXPENSES	5,787.50		506.71
1997	NO ACTIVITY			506.71
1998	NO ACTIVITY			506.71
1999	NO ACTIVITY			506.71
2000	NO ACTIVITY			506.71
2001	EXPENSES	16.00		490.71
2002	NO ACTIVITY			490.71
2003	NO ACTIVITY			490.71
2004	NO ACTIVITY			490.71
2005	NO ACTIVITY			490.71
2006	NO ACTIVITY			490.71
2007	NO ACTIVITY			490.71
2008	NO ACTIVITY			490.71
2009	NO ACTIVITY			490.71
2010	NO ACTIVITY			490.71
2011	EXPENSES	27.00		463.71
2012	EXPENSES			463.71
2013	EXPENSES	25.50		438.21
2014	NO ACTIVITY			438.21
2015	NO ACTIVITY			438.21
2016	NO ACTIVITY			438.21
2017	NO ACTIVITY			438.21
2018	NO ACTIVITY			438.21
2019	NO ACTIVITY			438.21
2020	NO ACTIVITY			<u>438.21</u>

# SCORE GRANT - RESTRICTED FUND

2010 - 2020

Dept 391

Program 392

YEAR	ENTRY	DEBIT	CREDIT	BALANCE	
2012	END OF YEAR BALANCE			111,421.24	
2013	EXPENSES	54,353.15			
	SCORE GRANT		55,950.00		
	COUNTY MATCH		13,868.00		
	CO STAFF SALARIES	3,386.85			
	REIMBURSEMENTS		252.90	123,752.14	*
2014	EXPENSES	54,353.16			
	SCORE GRANT		55,950.00		
	COUNTY MATCH		13,868.00		
	CO STAFF SALARIES	3,386.85			
	REIMBURSEMENTS		252.90	136,083.03	*
2015	EXPENSES	49,506.82			
	2014 Adjustments		2,898.40		
	SCORE GRANT		69,692.00		
	COUNTY MATCH		15,950.75		
	CO STAFF SALARIES	3,386.85			
	REIMBURSEMENTS		57.25	171,787.76	*
2016	EXPENSES	67,599.73			
	SCORE GRANT		68,710.00		
	COUNTY MATCH		16,933.00		
	CO STAFF SALARIES	3,386.85			
	REIMBURSEMENTS		607.14	187,051.32	*
2017	EXPENSES	65,343.22			
	SCORE GRANT		68,711.00		
	COUNTY MATCH		17,178.00		
	CO STAFF SALARIES	3,386.85			
	REIMB to ES (Budgeted)	10,000.00			
	REIMBURSEMENTS		400.15	194,610.40	
2018	EXPENSES	102,280.50			
	SCORE GRANT		67,729.00		
	COUNTY MATCH		17,178.00		
	CO STAFF SALARIES				
	REIMB to ES (Budgeted)	10,888.00			
	REIMBURSEMENTS		1,700.99	168,049.89	*
2019	EXPENSES	108,516.76			
	SCORE GRANT		68,710.00		
	COUNTY MATCH		17,178.00		
	CO STAFF SALARIES				
	REIMB to ES (Budgeted)	10,888.00			
	REIMBURSEMENTS		1,943.09	136,476.22	*
2020	EXPENSES	99,755.53			
	SCORE GRANT		69,692.00		
	COUNTY MATCH		17,178.00		
	CO STAFF SALARIES	10,888.00			
	REIMBURSEMENTS		497.20	<u>113,199.89</u>	*

\* Coordinates with annual SCORE report

# SHORELAND GRANT - RESTRICTED FUND

2015 - 2020

Dept 107 Prog 676

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2014	BALANCE BROUGHT FORWARD			\$4,090.00
2015	STATE GRANT 2016		4,173.00	
	COUNTY MATCH		4,090.00	
	KANABEC COUNTY ZONING	8,180.00		4,173.00
2016	STATE GRANT 2017		4,172.00	
	COUNTY MATCH		4,255.00	
	KANABEC COUNTY ZONING	8,428.00		4,172.00
2017	STATE GRANT 2018		4,090.00	
	COUNTY MATCH		4,172.00	
	KANABEC COUNTY ZONING	8,344.00		4,090.00
2018	STATE GRANT 2019		4,090.00	
	COUNTY MATCH		4,090.00	
	KANABEC COUNTY ZONING	8,180.00		4,090.00
2019	STATE GRANT 2020		4,090.00	
	COUNTY MATCH		4,173.00	
	KANABEC COUNTY ZONING	8,346.00		4,007.00
2020	STATE GRANT 2021		4,090.00	
	KANABEC COUNTY ES		83.00	
	KANABEC COUNTY ZONING	4,090.00		<u><u>4,090.00</u></u>

# SW SURCHARGES - RESTRICTED FUND

## 2013 - 2020

Dept 391

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
				1,739,415.08
2013	TRANSFER TO SCORE-CO MATCH	13,868.00		
	TRANSFER FOR LOST TAXES	5,032.00		
	COUNTY DITCH CLEANUP	196.63		1,720,318.45
2014	TRANSFER TO SCORE-CO MATCH	13,868.00		
	TRANSFER FOR LOST TAXES	5,032.00		
	COUNTY DITCH CLEANUP	294.02		1,701,124.43
2015	TRANSFER TO SCORE-CO MATCH	17,913.00		
	TRANSFER FOR LOST TAXES	987.00		
	COUNTY DITCH CLEANUP	517.87		1,681,706.56
2016	TRANSFER TO SCORE-CO MATCH	16,933.00		
	TRANSFER FOR LOST TAXES	1,967.00		
	COUNTY DITCH CLEANUP	3,801.03		1,659,005.53
2017	TRANSFER TO SCORE-CO MATCH	17,178.00		
	TRANSFER FOR LOST TAXES	1,722.00		
	COUNTY DITCH CLEANUP	216.14		1,639,889.39
2018	TRANSFER TO SCORE-CO MATCH	17,178.00		
	TRANSFER FOR LOST TAXES	1,722.00		
	TRANSFER COURTHOUSE PARKING LOT	160,000.00		
	COUNTY DITCH CLEANUP	402.76		1,460,586.63
2019	TRANSFER TO SCORE-CO MATCH	17,178.00		
	TRANSFER FOR LOST TAXES	5,032.00		
	COUNTY DITCH CLEANUP	828.37		1,437,548.26
2020	TRANSFER TO SCORE-CO MATCH	17,178.00		
	TRANSFER FOR LOST TAXES	5,032.00		
	CR 60 CONSTRUCTION R#26 12/15/20	268,747.36		
	COUNTY DITCH CLEANUP	818.79		<u>1,145,772.11</u>

**Fiscal Obligation/Reserve Account Form**

Transit system: Kanabec County  
 Program (5311): 5311  
 Contract Year: 2020-2021  
 Contract number: 1035592/1035592 C  
 NON-CARES  
 CARES  
 Form completed by: Helen Pieper  
 Date form completed: 12/31/2020

\*Cells shaded orange are editable.  
 \*Protected Formula Cells.  
 \*Cells shaded green are manually populated from contract information.

Item / description	Amount	Source / Comments
Previous year's Reserve Account (\$0 if none or non-existent)	\$134,865.86	From last year's report (confirm) (Amount in Column B must be \$0 or a positive number) <input type="checkbox"/> Audited gain or loss adjustment or revision from previous year(s)
Contract Total Operating Cost (Non CARES)	\$107,583.00	*Enter number from contract.
Statutory Local Share Percentage (%)	15.00%	*Enter percentage from contract.
Statutory Local Share Amount	\$16,137.45	Contract operating cost * required percentage
Estimated Contract Revenue	\$5,750.00	*Enter number from contract.
Contract Fiscal Deficit Amt	\$101,833.00	Based upon executed contract
Contract Federal share (%)	29.00%	*Enter percentage from contract.
Contract Federal share	\$29,531.57	Section 5311 allocation (% of Fiscal Deficit Amt) Contract Max
Contract State share	\$61,913.98	Contract total operating cost, less required local share, less required dedication of Section 5311 funds. Contract Max
Actual Operating Expenses	\$97,441.60	Should match BlackCat total operating expenses, Fiscal Obligation Report. If different, please explain in Comments section below.
Actual Revenue	\$20,233.03	Should match BlackCat revenues (fare revenue and system revenue). Fiscal Obligation Report. If the amount is different, please explain in comments section below.
Calculated Required Local Share on Actuals	\$14,616.24	Actual operating cost * required contract percentage
Calculation of Fiscal Deficit	\$77,208.57	Actual cost less actual revenue
Calculation of Federal Share	\$22,390.49	
If/Then for Contract Max of Federal Amount	\$22,390.49	
Calculated State Share on Actuals (or Contract Max)	\$60,434.87	Actual operating cost, less required local share, less required dedication of Section 5311 funds (or contract max)
Net Local Share	\$14,616.24	Actual Operating Expense minus Contract Max of Federal minus State Share
Excess Operating Revenue (if positive) OR additional Local Share Needed (if negative)	\$5,616.79	Calculated by formula. Should equal amounts in BlackCat generated Fiscal Obligation Report
Total Actual Federal Payments	\$377,506.00	Approved federal payments per BlackCat & Swift
Federal Calculated Amount	\$22,390.49	What the contract federal payment should have been knowing actuals
Federal Funds overpaid or (underpaid)	\$355,115.51	Amount underpaid or overpaid if positive. If overpayment is confirmed by audit, transit system to reimburse state.
Total Actual State Payments	\$200,750.00	Approved state payments per BlackCat & Swift
Calculated State Payment (after)	\$60,434.87	What the state contract payment should have been knowing actuals
State Overpayment or (Underpayment)	\$140,315.13	Amount underpaid or overpaid if positive. If overpayment is confirmed by audit, transit system to reimburse state.
Contract Total Operating Cost (CARES)	\$1,183,417.00	*Enter number from contract.
Statutory Local Share Percentage (%)	0.00%	*Enter percentage from contract.
Statutory Local Share Amount	\$ -	Contract operating cost * required percentage
Estimated Contract Revenue	\$63,250.00	*Enter number from contract.
Contract Revenue Local Share Amount	\$63,250.00	Calculation to determine operating deficit
Contract Operating Deficit Amount	\$1,120,167.00	Based upon executed state contract
Contract Federal Share (%)	100.00%	*Enter percentage from contract. (100% for all CARES funds)
Contract Federal Share	\$377,506.00	*Enter Federal CARES amount from contract



Contract State share	\$742,661.00	Contract total operating cost, less required Revenue local share, less required Federal funds. Contract Max
Actual Operating Expenses	\$1,115,962.61	Should match BlackCat total operating expenses, Fiscal Obligation Report. If different, please explain in Comments section below.
Actual Revenue	\$107,971.27	Should match BlackCat revenues (fare revenue and system revenue). Fiscal Obligation Report. If the amount is different, please explain in comments section below.
Calculated Required Local Share on Actuals	\$63,250.00	
Calculation of Fiscal Deficit	\$1,007,991.34	Actual cost less Actual Revenue
Calculation of Federal Share	\$377,506.00	
If/Then for Contract Max of Federal Amount	\$377,506.00	
Calculated State Share on Actuals (or Contract Max)	\$675,206.61	Actual operating cost, less required local share, less required dedication of CARES Act funds (or contract max)
Net Local Share	\$63,250.00	
Excess Operating Revenue (if positive) or Additional Local Share Needed (if negative)	\$44,721.27	Calculated by formula. Should equal amounts in BlackCat generated Fiscal Obligation Report
Total Actual Federal Payments	\$377,506.00	Approved federal payments per BlackCat & Swift
Federal Calculated Amount	\$377,506.00	What the contract federal payment should have been knowing actuals
Federal Funds Overpaid or (Underpaid)	\$0.00	Amount underpaid or overpaid if positive. If overpayment is confirmed by audit, transit system to reimburse state.
Total Actual State Payments	\$742,661.00	Approved state payments per BlackCat & Swift
Calculated State Payment (after)	\$675,206.61	What the state contract payment should have been based on actuals
State Overpayment or (Underpayment)	\$67,454.39	Amount underpaid or overpaid if positive. If overpayment is confirmed by audit, transit system to reimburse state.
Combined Overpayment or (Underpayment)	\$207,769.51	Overpayment-Due MnDOT (Underpayment due System)
Combined Excess Operating Revenue (if positive) OR additional Local Share Needed (if negative)	\$50,338.06	reserve account (gain/loss)
Revenues or Interest income (if any)	\$0.00	
Enter Description Here	\$0.00	In this section, include other sources of revenue derived from transit operations, such as from fares, interest income, vehicle/equipment sales, transit service contracts, donations, and refunds. Please don't include anything not derived from transit operations – e.g. tax levy, property taxes, municipal bonds or other type of municipal/county budgetary support.
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Total of "other" revenues	\$0.00	Calculated by formula
Capital or Operating Expenses	\$0.00	In this section, include local share of capital purchases or miscellaneous purchases approved by MnDOT which would be drawn down from any reserves or excess operating revenue. <input type="checkbox"/> Attached email or memo of MnDOT prior approval for use of reserve funds.
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Total of "other" expenses	\$0.00	Calculated by formula
Previous year's reserve account (\$0 if none or non-existent)	\$134,865.86	Duplicated from above by formula
Excess operating revenue if positive or additional local share needed (if negative)	\$50,338.06	Duplicated from above by formula
Total of "other" revenues	\$0.00	Duplicated from above by formula
Total of "other" expenses	\$0.00	Duplicated from above by formula
Reserve account balance (If a \$0 balance -- will carry forward to following year as \$0)	\$185,203.92	Calculated by formula



# WATER PLAN GRANT - RESTRICTED FUND

2015 - 2020

Dept 107 Prog 672

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2014	YEAR END BALANCE			15,071.00
2015	STATE GRANT 2016		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	7,536.00		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	84.00		
	EDUCATION & INFORMATION	240.00		
	LAND & WATER TREATMENT	100.00		25,175.00
2016	STATE GRANT 2017		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	17,831.92		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	142.00		
	EDUCATION & INFORMATION	240.00		
	LAND & WATER TREATMENT 2015	9,518.34		
	KC SOIL & WATER ADMIN	435.74		15,071.00
2017	STATE GRANT 2018		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	8,407.67		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	252.00		
	EDUCATION & INFORMATION			
	LAND & WATER TREATMENT	9,404.33		
	KC SOIL & WATER ADMIN			15,071.00
2018	STATE GRANT 2019		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	9,104.03		
	TESTING & LAB SERVICES	220.00		
	EDUCATION & INFORMATION	240.00		
	KC SOIL & WATER ADMIN	8,499.97		15,071.00
2019	STATE GRANT 2020		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	8,949.50		
	TESTING & LAB SERVICES	132.00		
	EDUCATION & INFORMATION	240.00		
	KC SOIL & WATER ADMIN	8,742.50		15,071.00
2020	STATE GRANT 2021		15,071.00	
	GRANT ADMINISTRATION	6,527.00		
	TESTING & LAB SERVICES	44.00		
	KC SOIL & WATER ADMIN	8,500.00		<u>15,071.00</u>

# WETLAND GRANT - RESTRICTED FUND

2015 - 2020

Dept 107 Prog 674

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2014	BALANCE BROUGHT FORWARD			\$25,103.00
2015	STATE GRANT 2016		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE	123.00		
	LEGAL RETAINER	1,500.96		
	SUPPLIES & SOFTWARE			
	KANABEC CO SOIL & WATER			
	GRANT ADMINISTRATION	29,355.00		\$35,692.04
2016	STATE GRANT 2017		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE	0.00		
	LEGAL RETAINER	4,505.48		
	SUPPLIES & SOFTWARE			
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	42,651.56		\$25,103.00
2017	STATE GRANT 2018		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE	135.00		
	LEGAL RETAINER	7,477.33		
	SUPPLIES & SOFTWARE			
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	28,955.67		\$25,103.00
2018	STATE GRANT 2019		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE			
	LEGAL RETAINER	4,931.53		
	SUPPLIES & SOFTWARE			
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	31,636.47		\$25,103.00
2019	STATE GRANT 2020		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE			
	LEGAL RETAINER	13,798.58		
	KANABEC CO SOIL & WATER	10,000.00		
	GRANT ADMINISTRATION	17,769.42		\$25,103.00
2020	STATE GRANT 2021		25,103.00	
	SCHOOLING /CONFERENCE	425.00		
	LEGAL RETAINER	3,000.00		
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	16,678.00		<u><u>\$25,103.00</u></u>

**FUTURE CAPITAL EQUIPMENT (6685) - ASSIGNED FUNDS  
2014 - 2020**

	<b>REVENUE</b>			
	01.041.063 Data Process	01.041.071 Elections	01.066 Info Systems	01.102. Assessor Vehicle
YE 2013	69,700.00	30,000.00	38,115.63	3,000.00
COUNTY LEVY 2014	8,000.00	2,500.00	19,000.00	1,500.00
EXPENSES 2014			3,902.05	
YE 2014	77,700.00	32,500.00	53,213.58	4,500.00
COUNTY LEVY 2015	8,000.00	2,500.00	19,000.00	1,500.00
EXPENSES 2015			3,974.45	
YE 2015	85,700.00	35,000.00	68,239.13	6,000.00
COUNTY LEVY 2016		2,500.00	10,100.00	1,500.00
EXPENSES 2016		4,935.00	7,787.00	
YE 2016	85,700.00	32,565.00	70,552.13	7,500.00
COUNTY LEVY 2017	0.00	0.00	12,000.00	1,500.00
EXPENSES 2017	10,334.00		6,732.00	
YE 2017	75,366.00	32,565.00	75,820.13	9,000.00
COUNTY LEVY 2018	45,000.00		12,000.00	1,500.00
EXPENSES 2018	(8,000.00)	(10,930.20)		(2,758.66)
<b>YE 2018</b>	<b>112,366.00</b>	<b>21,634.80</b>	<b>87,820.13</b>	<b>7,741.34</b>
COUNTY LEVY 2019	106,000.00	55,000.00	32,000.00	1,000.00
EXPENSES 2019	(44,619.00)		(52,228.32)	
<b>YE 2019</b>	<b>173,747.00</b>	<b>76,634.80</b>	<b>67,591.81</b>	<b>8,741.34</b>
COUNTY LEVY 2020	0.00	50,000.00	12,000.00	1,000.00
BETA Testing	23,902.25			
EXPENSES 2020				
<b>YE 2020</b>	<b>197,649.25</b>	<b>126,634.80</b>	<b>79,591.81</b>	<b>9,741.34</b>

# FUTURE CAPITAL IMPROVEMENTS (6665) - ASSIGNED 2014- 2020

01-110-810.5810

01-110-810.6665

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2013	YEAR END BALANCE			79,518.54
2014	RENT REVENUES (114.5810)		23,997.50	
	TRANSFER FROM MAINT		0.00	
	COUNTY LEVY		6,000.00	
	PSB Heating Unit	55,571.10		53,944.94
2015	RENT REVENUES (114.5810)		25,674.00	
	TRANSFER FROM MAINT		0.00	
	COUNTY LEVY		25,000.00	
	PSB Heating Unit			104,618.94
2016	RENT REVENUES (114.5810)		24,974.00	
	MCIT Dividend Chiller		50,000.00	
	MCIT Dividend Software Upgrade		50,000.00	
	COUNTY LEVY		56,500.00	
	CRTHS Chiller	24,995.00		211,097.94
2017	RENT REVENUES (114.5810)		17,974.00	
	COUNTY LEVY		152,500.00	
	CRTHS Chiller Rebate		13,827.38	
	CRTHS Chiller	99,900.00		
	CRTHS Mini Split	6,125.00		289,374.32
2018	RENT REVENUES (114.5810)		17,274.00	
	COUNTY LEVY		50,000.00	
	Transfer from SW Surcharge		160,000.00	
	Transfer from TFLS		60,000.00	
	CRTHS Parking Lot	219,182.50		297,465.82
2019	RENT REVENUES (114.5810)		26,502.00	
	COUNTY LEVY		101,578.00	
	PS Bldg Carpet	72,023.47		
	Cths Parking/Landscaping	25,639.92		327,882.43
2020	RENT REVENUES (114.5810)		26,502.00	
	COUNTY LEVY			
	Crths Roof & Painting	65,705.00		
				<u><u>288,679.43</u></u>

**KLID - ASSIGNED FUNDS**  
**2019-2020**

01.061.6839

2739

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2019	BUDGETED APPROPRIATION		5,000.00	5,000.00
2020	BUDGETED APPROPRIATION		5,000.00	10,000.00
				<u><u>10,000.00</u></u>

**ATTORNEY ORD 27 - ASSIGNED FUNDS**  
**2008-2020**

01.090.000.2767.5610

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2008	NO ACTIVITY			0.00
2009	NO ACTIVITY			0.00
2010	NO ACTIVITY			0.00
2011	NO ACTIVITY			0.00
2012	NO ACTIVITY			0.00
2013	NO ACTIVITY			0.00
2014	McBees		510.00	510.00
2015	NO ACTIVITY		0.00	510.00
2016	NO ACTIVITY		0.00	510.00
2017	Office Equipment	343.52		166.48
2018	NO ACTIVITY		0.00	166.48
2019	NO ACTIVITY		0.00	166.48
2020	NO ACTIVITY		0.00	<u><u>166.48</u></u>

# RETIREE ACCRUED SICK PAY - ASSIGNED FUNDS

2010 - 2020

031.032.2789

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2009	YEAR END BALANCE			19,341.98
2010	COUNTY LEVY EXPENSES	5,231.60	15,254.00	29,364.38
2011	SW Settlements COUNTY LEVY EXPENSES	11,548.63	1,249.91 15,362.00	34,427.66
2012	SW Settlements COUNTY LEVY EXPENSES	7,304.00	888.27 21,096.00	49,107.93
2013	SW Settlements COUNTY LEVY EXPENSES	4,700.66	607.49 13,052.00	58,066.76
2014	SW Settlements COUNTY LEVY EXPENSES	24,088.54	238.40 16,200.00	50,416.62
2015	SW Settlements COUNTY LEVY EXPENSES	63,510.84	213.95 17,200.00	4,319.73
2016	SW Settlements COUNTY LEVY EXPENSES	21,323.06	176.08 12,500.00	-4,327.25
2017	SW Settlements COUNTY LEVY EXPENSES	52,674.31	348.04 15,000.00	-41,653.52
2018	SW Settlements COUNTY LEVY EXPENSES	80,317.17	300.80 25,000.00	-96,669.89
2019	SW Settlements COUNTY LEVY MCIT Dividend EXPENSES	66,378.80	242.04 44,000.00 99,933.00	-18,873.65
2020	SW Settlements COUNTY LEVY MCIT Dividend EXPENSES	76,056.41	62.98 85,000.00 54,231.00	<u><u>44,363.92</u></u>

# SHERIFFS' PROGRAMS - ASSIGNED FUNDS 2014-2020

01.2769

		REVENUE SO 01.201	
		201.8244 Badges	201.8210 Project Lifesaver
Grants 2014		2,700.00	
Donations 2014		6,624.67	
Expenses 2014		(1,563.88)	
YE 2014		7,760.79	
Grants 2015		1,200.00	
Donations 2015		7,024.75	
Expenses 2015		(6,872.89)	
YE 2015		9,112.65	
Grants 2016		0.00	4,000.00
Donations 2016		8,526.24	1,156.50
Expenses 2016		(7,783.70)	(4,824.00)
YE 2016		9,855.19	332.50
Grants 2017		0.00	0.00
Donations 2017		8,383.40	2,000.00
Expenses 2017		(8,210.62)	167.66
YE 2017		10,027.97	2,500.16
Grants 2018		0.00	0.00
Donations 2018		16,733.44	965.00
Expenses 2018		(8,033.94)	(908.19)
YE 2018		18,727.47	2,556.97
Grants 2019		0.00	0.00
Donations 2019		13,426.41	70.00
Expenses 2019		(11,527.98)	(402.91)
YE 2019		<b>20,625.90</b>	<b>2,167.25</b>
Grants 2020		0.00	0.00
Donations 2020		4,594.00	0.00
Expenses 2020		(1,137.74)	0.00
YE 2020		<b>24,082.16</b>	<b>2,167.25</b>

Board approved R#14-12/18/2019



# SHERIFFS RESERVE UNIT - ASSIGNED FUNDS

2010-2020

01.201.205

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2009	YEAR END BALANCE			8,028.88
2010	DONATIONS		4,118.33	
	COUNTY LEVY		100.00	
	EXPENSES	2,395.23		9,851.98
2011	DONATIONS		6,183.98	
	COUNTY LEVY		100.00	
	EXPENSES	3,015.34		13,120.62
2012	DONATIONS		3,205.00	
	COUNTY LEVY		100.00	
	EXPENSES	1,196.76		15,228.86
2013	DONATIONS		4,801.00	
	COUNTY LEVY		100.00	
	EXPENSES	2,001.21		18,128.65
2014	DONATIONS		6,638.33	
	COUNTY LEVY		0.00	
	EXPENSES	1,009.86		23,757.12
2015	DONATIONS		6,524.09	
	COUNTY LEVY		0.00	
	EXPENSES	10,044.28		20,236.93
2016	DONATIONS		5,686.11	
	GRANT FUNDS		3,512.00	
	COUNTY LEVY		0.00	
	EXPENSES	15,455.33		13,979.71
2017	DONATIONS		7,998.59	
	COUNTY LEVY		0.00	
	EXPENSES	4,605.86		17,372.44
2018	DONATIONS		10,363.11	
	COUNTY LEVY		0.00	
	EXPENSES	2,083.18		25,652.37
2019	DONATIONS		5,725.00	
	CLA YE18 ADJ JE		37.00	
	COUNTY LEVY		0.00	
	EXPENSES	1,506.65		29,907.72
2020	DONATIONS		10,350.00	
	COUNTY LEVY		0.00	
	EXPENSES	3,083.76		<u><u>37,173.96</u></u>

# **TRANSIT - ASSIGNED FUNDS** **2011 - 2020**

	REVENUE			Total
	01.140.454.6989 Unemployment	01.140.405.6665 Bldg	01.140.405.6685 Buses	
COUNTY LEVY 2011	25,969.00			
COUNTY LEVY 2012	22,948.00			
YE 2012	48,917.00			48,917.00
Transfer 2013 FB		59,451.00		
YE 2013	48,917.00	59,451.00		108,368.00
COUNTY LEVY 2014	10,000.00	150,000.00	82,000.00	
YE 2014	58,917.00	209,451.00	82,000.00	350,368.00
COUNTY LEVY 2015	10,000.00	120,000.00	15,000.00	145,000.00
EXPENSES 2015		179,621.41	72,965.75	252,587.16
YE 2015	68,917.00	149,829.59	24,034.25	242,780.84
COUNTY LEVY 2016		62,000.00	97,000.00	159,000.00
EXPENSES 2016		123,901.51		123,901.51
YE 2016	68,917.00	87,928.08	121,034.25	277,879.33
COUNTY LEVY 2017		34,981.00	354,000.00	388,981.00
COUNTY MATCH 2017			20,000.00	20,000.00
EXPENSES 2017			(75,166.00)	-75,166.00
YE 2017	68,917.00	122,909.08	419,868.25	611,694.33
COUNTY LEVY 2018		125,000.00	156,000.00	281,000.00
COUNTY MATCH 2018			0.00	0.00
EXPENSES 2018			(480,179.10)	-480,179.10
YE 2018	68,917.00	247,909.08	95,689.15	412,515.23
COUNTY LEVY 2019				0.00
COUNTY MATCH 2019				0.00
EXPENSES 2019				0.00
YE 2019	68,917.00	247,909.08		316,826.08
COUNTY LEVY 2020		203,000.00	20,000.00	223,000.00
COUNTY MATCH 2020				0.00
EXPENSES 2020				0.00
YE 2020	68,917.00	450,909.08	20,000.00	539,826.08

# VEHICLE POOL - ASSIGNED FUNDS

2014 - 2020

Dept 031 Prog 062

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2013	END OF YEAR BALANCE			60,812.99
2014	REIMBURSEMENTS		27,980.51	
	2014 COUNTY LEVY		0.00	
	FUEL EXPENSES	8,573.36		
	MAINT EXPENSES	3,998.91		76,221.23
2015	REIMBURSEMENTS		30,174.88	
	2015 COUNTY LEVY		0.00	
	FUEL EXPENSES	6,260.69		
	MAINT EXPENSES	6,733.53		93,401.89
2016	REIMBURSEMENTS		24,758.87	
	2016 COUNTY LEVY		0.00	
	FUEL EXPENSES	4,299.35		
	MAINT EXPENSES	4,486.21		
	VEHICLE LEASES	3,382.14		105,993.06
2017	REIMBURSEMENTS		23,644.56	
	2017 COUNTY LEVY		0.00	
	FUEL EXPENSES	4,576.43		
	MAINT EXPENSES	4,388.25		
	VEHICLE LEASES	8,441.33		112,231.61
2018	REIMBURSEMENTS		26,558.84	
	2018 COUNTY LEVY		0.00	
	FUEL EXPENSES	5,585.51		
	MAINT EXPENSES	3,969.96		
	VEHICLE LEASES	8,997.00		120,237.98
2019	REIMBURSEMENTS		18,031.38	
	2019 COUNTY LEVY		0.00	
	FUEL EXPENSES	3,475.33		
	MAINT EXPENSES	4,339.08		
	VEHICLE LEASES	8,997.00		121,457.95
2020	REIMBURSEMENTS		8,234.46	
	2020 COUNTY LEVY		0.00	
	FUEL EXPENSES	1,780.34		
	MAINT EXPENSES	2,099.58		
	VEHICLE LEASES	8,997.00		<u><u>116,815.49</u></u>

# VETERANS' PROGRAMS - ASSIGNED FUNDS 2014-2020

01.2768

	REVENUE 01.120		
	8240 Designated Donations	8502 (2018) VA Local DAV	VA EM Fund
Grants 2016			
Donations 2016			
Expenses 2016			
YE 2016	0.00		
Grants 2017			
Donations 2017			
Expenses 2017			
YE 2017	0.00		
Grants 2018		2,500.00	
Donations 2018		6,600.00	
Expenses 2018		(2,060.88)	
YE 2018	0.00	7,039.12	
Grants 2019		0.00	
Donations 2019		4,931.50	
Expenses 2019		(1,227.33)	
YE 2019	0.00	10,743.29	
Grants 2020		0.00	
Donations 2020	3,250.00		3,700.00
Expenses 2020	(1,841.58)		(500.00)
YE 2020	1,408.42	10,743.29	4,200.00

Board approved R#14-12/18/2019

# 10:00am Appointment

May 18, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Introduction and Oath of Office for Kelly Schmitt. Animal Control Agreement	<b>b. Origination:</b> Sheriff's Office
<b>c. Estimated time:</b> 30 minutes	<b>d. Presenter(s):</b> Brian Smith

**e. Board action requested:**

- a. Introduction and Oath of Office for Kelly Schmitt, PSAP Administrator/Emergency Management Director
- b. Animal Control Agreement

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**f. Background:**

Supporting Documents: None      Attached: ☒

<b>Date received in County Coordinators Office:</b>	5/13/21
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**Coordinators Comments:**

(DEM REGION)	(COUNTY)	(MUNICIPALITY)

MN Department of Public Safety  
Division of Emergency Management

(Prepare in duplicate)  
**SIGN LOYALTY OATH ON REVERSE SIDE**

**APPOINTMENT OF EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR**

Name: Kelly Schmitt 05/05/2021  
(Director/Coordinator) (Date)

Office: 100 S Vine 55051  
(Address) (Zip)

Telephone: (320) 679-8421 (320) 364-9031  
(Business) (Home)

Appointed For: Kanabec County (County, City, Township)

Occupation: PSAP Administrator/EM Director

Appointed By: Kanabec County Board (County Board, Mayor, Town Board)

Signed: \_\_\_\_\_  
(Regional Program Coordinator) (Date Posted)

MPS-DEM  
3-00

Title IV, Section 403, Minnesota Civil Defense Act of 1951, as amended:

I, Kelly Schmitt, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Minnesota against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

And I do further swear (or affirm) that I do not advocate nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am a member of the Kanabec County Emergency Management organization, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States, or of this state by force or violence.

Official authorized to administer oath:
Signature _____
Title _____
Date _____

New Director/Coordinator
Signature <u>Kelly Schmitt</u>
Title <u>PSAP Administrator/EM Director</u>
Date <u>05/05/2021</u>
Date _____

## **Animal Control Agreement**

THIS AGREEMENT made this May 18, 2021-May 18, 2022 by and between Tammy Gimpl 22359 Bataan St NE East Bethel, MN 55011, hereinafter referred to as "Contractor", and the County of Kanabec, hereinafter referred to as "County".

WITNESSETH, that Contractor and County, for the consideration stated herein, mutually agree as follows:

1. **STATEMENT OF WORK:** Contractor shall furnish all labor, equipment, and services performed for the job of animal control officer for the County, as set forth below in an efficient and workmanlike manner in accordance with this Agreement. Contractor shall comply with all federal, state, and local laws and ordinances in performing the duties as specified herein.
2. **THE CONTRACT PRICE:** The County will pay Contractor for performance of this Contract, in current funds as follows: \$100 per animal and the established IRS mileage rate per mile for pick-up and drop off of dogs as directed by the members of the Kanabec County Sheriff's Office, whether an animal is then actually picked up, or if the Contractor goes to a place as directed and finds there is no animal to be picked up. Multiple dogs at the same location is no additional charge. If Contractor is en route and call is canceled, charges will be re-calculated accordingly. If the owner is found, said owner will be responsible for all fees.
3. \$25 boarding fee per day, per dog for dog-owner paid impound stays. \$15 boarding fee per day, per dog for County paid impound stays. Cats will not be picked up and boarded. This boarding fee will be charged/billed to the county if the owner is not found and the dog is not claimed after the 10 calendar day impound stay. If the owner is found, said owner will be responsible for all fees.
4. Extra services, such as multiple animals seized per a search warrant or out of the ordinary circumstance will be arranged between County and Contractor on a case by case basis.
5. Contractor shall have 2 hour to respond to a call from the County, and have up to 4 hours for a pickup of an animal. All calls from dispatch should leave all information on voicemail to include the reporting party, physical address, type of dog, disposition if known for safety, and ICR number.
6. **CONTRACTOR'S DUTIES:** Contractor shall upon request of the members of the Kanabec County Sheriff's Office, take all reasonable steps to catch and take into custody any animal determined to be in violation of any County Ordinance or Minnesota State Statute.

All apprehensions of dogs directed by the member of the Kanabec County Sheriff's Office shall be treated humanely and shall be delivered into the custody of the party of facility designed by the County and Contractor. The Contractor agrees to comply with all state laws regarding waiting periods. County is responsible for any and all necessary medical attention needed. All stray dogs picked up will be listed on social media such as Lost Dogs MN Facebook page or similar sites in an attempt to locate the owner.

The Contractor shall not bill for any animal longer than required by County Ordinance (10 days). All animals unclaimed by the end of the impound period shall be surrendered to an appropriate facility for adoption or euthanasia.

Reclaiming: All animals conveyed to the pound shall be kept, with humane treatment and sufficient food and water for their comfort, at least ten regular business days, unless the animal is a dangerous animal as defined under § 95.11 in which case it shall be kept for ten regular business days or the times specified in § 95.11, and except if the animal is a cruelly-treated animal in which case it shall be kept for then regular business days, unless sooner reclaimed by their owners or keepers as provided by this section.

Owners reclaiming their dogs will pay for all costs associated with picking up and boarding the dog. Contractor will obtain verification from the owner as to proof of ownership of the dog such as a microchip, vet bills or photos as well as a photo identification of the person claiming the dog.

All billing to the County will include the ICR number, status of dog (returned, adoption, etc.) and rate, mileage and boarding fees.

7. VETERINARY CARE: Dogs that are picked up and are injured or severely neglected and require urgent veterinary care, shall be treated at East Central Veterinarians during business hours. Emergency cases will be referred to an emergency clinic on a case by case basis. East Central Veterinarians are authorized to stabilize a dog up to \$300 including euthanasia if required. All billing will be sent to the Kanabec County Sheriff's Office.
8. IDENTIFICATION: The County shall provide Contractor with appropriate credentials and/or identification to identify them as the "Animal Control Official for the County of Kanabec".
9. IDEMNIFICATION/INSURANCE: Contractor agrees to indemnify and hold the County harmless against all claims, losses, causes of action, and expenses, including legal expenses arising relative to Contractor's performance of this Contract. County shall not be liable for any loss suffered by Contractor due to personal damages or any inconvenience resulting from the theft, damage to, or destruction of personal property. Contractor shall be solely responsible for and shall maintain general liability insurance coverage specifically for the Contractor's duties.
10. LEGAL STATUS: The parties agree that the Contractor is in full control of the manner in which work is pursued and the Contractor shall not receive retirement benefits, PERA benefits, or any other fringe benefits offered to employees of the County and shall, in all respects be deemed an Independent Contractor.
11. TERMINATION: It is further agreed that in a case of violation, breach or non-performance by the Contractor of any of the agreements contained in this Contract, County shall have the right to declare this Contract immediately null and void upon written notice to Contractor.



12. REPRESENTATION: The Contractor represents that they employ employees who are properly trained to perform the Contract, and if required by the State, are certified by the State of Minnesota.

13. This Contract shall become effective upon its execution and continue for one year with a 60-day notification of termination. No amendment or modification of this Contract shall be effective unless made in writing and signed by both County and the Contractor.

IN WITNESS THEREOF, the parties have executed this Contract at County of Kanabec, Minnesota on the day and year first above written.

\_\_\_\_\_  
Contractor

County of Kanabec

By: \_\_\_\_\_  
Sheriff

By: \_\_\_\_\_  
County Coordinator

By: \_\_\_\_\_  
County Board Chair

By: \_\_\_\_\_  
County Attorney

# 10:45am Appointment

May 18, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Resolution of Support Request – 1W1P Kettle River, Upper St Croix	<b>b. Origination:</b> Environmental Services
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Teresa Wickeham

**e. Board action requested:**

Pine County and Pine County SWCD are requesting a resolution of support as they start the 1W1P for Kettle River, Upper St Croix. This is the same process that was done for the Rum River.

---

**f. Background:**

As each watershed goes through the 1W1P process, counties within that watershed will be asked to support and participate in the process.

Supporting Documents: None    Attached: ☒

<b>Date received in County Coordinators Office:</b>	5/12/21
---	---------

**Coordinators Comments:**

## AGENDA REQUEST FORM

Date of Meeting: \_\_\_\_\_

- ☒ **County Board**  
☐ Consent Agenda  
☒ Regular Agenda 5 mins. \_\_\_ 10 mins. \_\_\_ 15 mins. \_\_\_ Other \_\_\_
- ☐ **Personnel Committee**
- ☐ **Other** \_\_\_\_\_

**Agenda Item:** One Watershed One Plan- Kettle River, Upper St. Croix

**Department:** \_\_\_\_\_

\_\_\_\_\_  
Department Head signature

### Background information on Item:

The MN Board of Water and Soil Resources (BWSR), has released a Request for Proposals (RFP) for comprehensive watershed management plans through the One Watershed One Plan program. Over the past two months Pine County Planning and Zoning Department staff have been working with staff from Pine SWCD and Carlton SWCD on preparation of an application for the collaborative planning grant for the Kettle/Upper St. Croix Watershed. These partners are reaching out to other local governments that have a stake in the watershed, asking for their support of the application process.

The RFP gives funding preference to applicants that have an executed Memorandum of Agreement under which they will operate the planning grant, or a resolution of support from partnering local governing units. The MOA, which is contingent on funding, describes that Pine County will serve as Fiscal Agent for the grant. As Fiscal Agent, Pine County will be the grant contract holder with the MN Board of Water and Soil Resources. Pine County will then subcontract with partnering entities and any consultants for planning tasks (ie. plan writing, meeting facilitation, etc.).

This MOA will be available for Kanabec County to join at a later date if the county wishes to take a more active role in the planning process, if we are awarded the planning funds. Appointment of Policy Committee members will be needed if joining the MOA. The Policy Committee, composed of elected officials from all partnering organizations, makes decisions on plan content throughout the process.

### Action Requested:

Consider a resolution of support of the Kettle and Upper St. Croix Watershed Planning Process.

## Kettle & Upper St. Croix Watershed 1W1P Boundary



**May 18, 2021**  
**Appointment Agenda of**  
**Chad T. Gramentz, PE**  
**Public Works Director**

**10:55am Drainage Authority Board**

1. Ditch Authority – CD 2 & CD 10
2. Reconvene to Regular Board Meeting

**11:25am Regular Board Appointment**

- |                                |                          |
|--------------------------------|--------------------------|
| 3. Construction Bids – CSAH 3  | Resolution #1 (05-18-21) |
| 4. Sign Inventory              | Resolution #2 (05-18-21) |
| 5. Highway Building Fuel Tanks |                          |
| 6. Forest Ave Access           |                          |

---

**Resolution #1 (5-18-21)**  
**CSAH 3 – Full Depth Reclamation and Resurfacing**

WHEREAS the following bids were received for SP 033-603-029, full depth reclamation and resurfacing of CSAH 3 from TH 65 to the eastern county line:

Knife River Corporation	\$2,751,822.52
Central Specialties Incorporated	\$2,761,082.73
Anderson Brothers Company	\$2,999,725.34
Minnesota Paving & Materials	\$3,467,967.83

WHEREAS the low bid of \$2,751,822.52 was submitted by Knife River Corporation, and

WHEREAS Kanabec County has received all necessary approvals for federal funding, and

THEREFORE BE IT RESOLVED to accept the bid of \$2,751,822.52 by Knife River Corporation for SP 033-603-029, full depth reclamation and resurfacing of CSAH 3 from TH 65 to the eastern county line.

---

**Resolution #2 (5-18-21)**

**Sign Inventory Quotes**

Quotes will be presented at the meeting

WHEREAS the following quotes were received for signs and supplies inventory:

Newman Signs.....\$xxxx

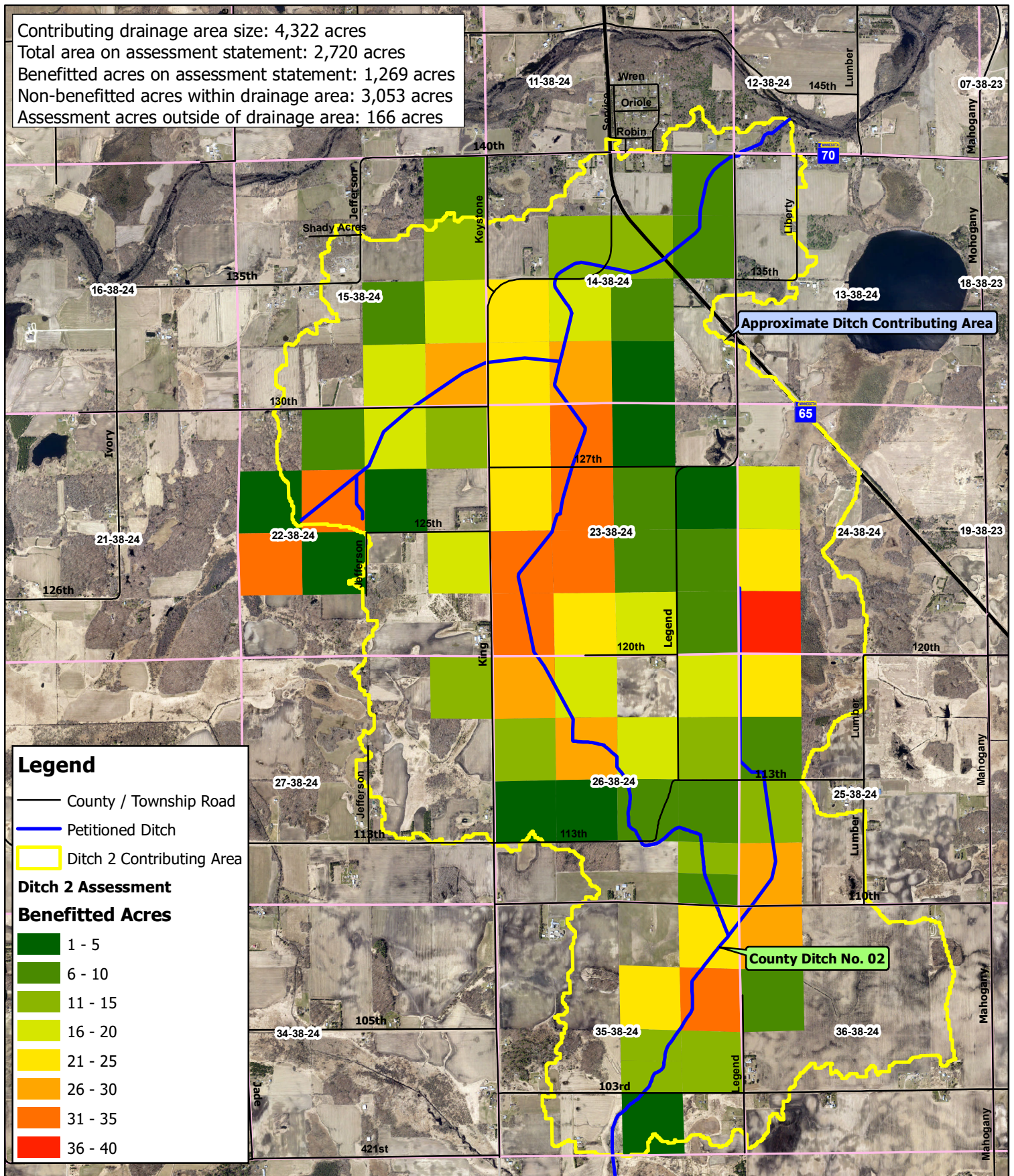
MR Signs.....\$xxxx

BE IT RESOLVED to accept the low quote of \$ xxxx submitted by xxxx



# County Ditch Number 02 - Contributing Area

Contributing drainage area size: 4,322 acres  
 Total area on assessment statement: 2,720 acres  
 Benefitted acres on assessment statement: 1,269 acres  
 Non-benefitted acres within drainage area: 3,053 acres  
 Assessment acres outside of drainage area: 166 acres



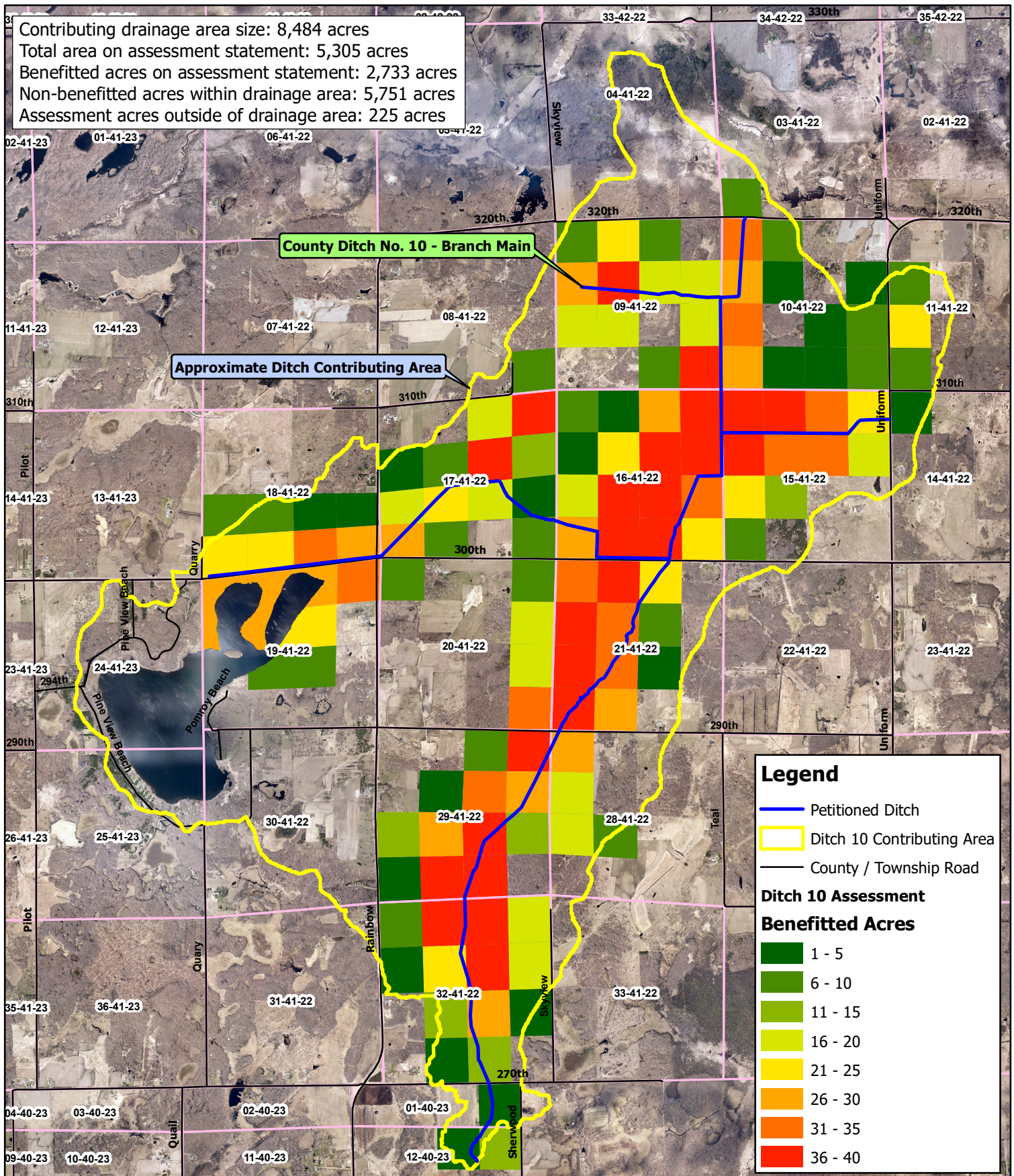
0 0.425 0.85 1.7 2.55 Miles

Date Created: 05/14/2021





# County Ditch Number 10 - Contributing Area



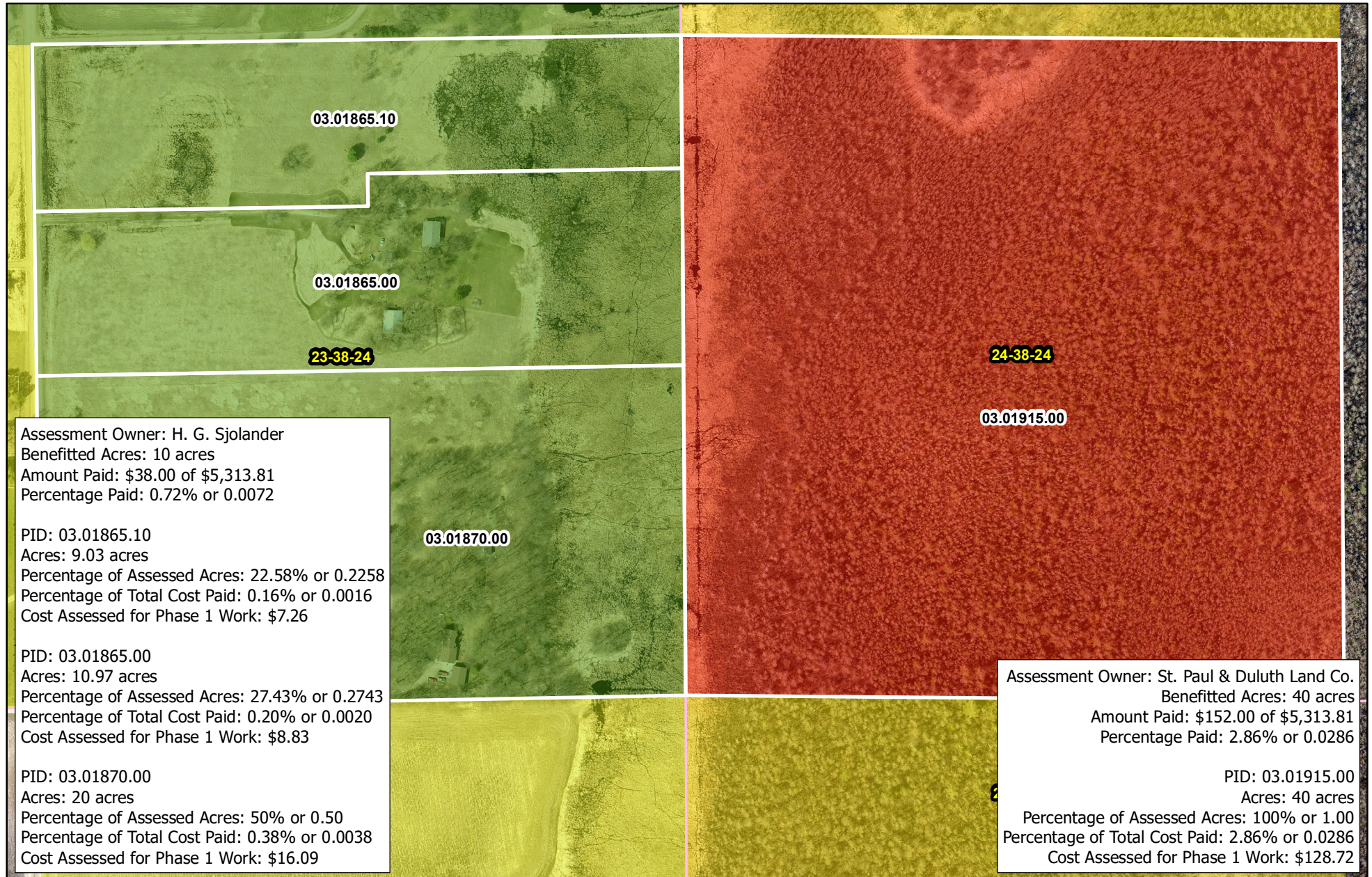
0 0.5 1 2 3 Miles

Date Created: 05/14/2021





# County Ditch Number 02 - Percentage Cost Breakdown



0 0.04 0.08 0.16 0.24 Miles



Date Created: 05/14/2021



**Table 1.** Calculation of estimated financial cost impact on parcels within ditch assessment area for County Ditch Number 02. Cost estimates were taken from Houston Engineering quote provided by Christopher Otterness.

<b>Co. Ditch No. 02</b>	
No. Parcels Impacted	107
Cost of Phase 1 Engineering Assessment	\$4,500.00
Average Cost of Phase 1 Assessed to Each Parcel	\$40.49
<i>Top Cost of Phase 1 Assessed to Parcels</i>	
Max. estimated assessment (for single parcel)	\$323.33
Estimated Cost of Phase 2 Repair Report and Construction Plan	\$20,000 - \$50,000
Average Cost of Phase 2 Assessed to Each Parcel	\$179.95 - \$449.87
<i>Top Cost of Phase 2 Assessed to Parcels</i>	
Max. estimated assessment (for single parcel)	\$1,437.03 - \$3,592.58

**Table 2.** Calculation of estimated financial cost impact on parcels within ditch assessment area for County Ditch Number 02. Cost estimates were taken from Houston Engineering quote provided by Christopher Otterness.

<b>Co. Ditch No. 10</b>	
No. Parcels Impacted	105
Cost of Phase 1 Engineering Assessment	\$5,000.00
Average Cost of Phase 1 Assessed to Each Parcel	\$41.39
<i>Top Cost of Phase 1 Assessed to Parcels</i>	
Max. estimated assessment (for single parcel)	\$302.32
Estimated Cost of Phase 2 Repair Report and Construction Plan	\$20,000 - \$50,000
Average Cost of Phase 2 Assessed to Each Parcel	\$165.56 - \$413.90
<i>Top Cost of Phase 2 Assessed to Parcels</i>	
Max. estimated assessment (for single parcel)	\$1,209.28 - \$3,023.21



Architecture  
Engineering  
Environmental  
Planning  
ISGInc.com

# Kanabec County Ditch 2

Request for Professional Engineering Services for Main Branch and Branch I



FOR:

**Chad T. Gramentz, PE**

*Public Works Director*

Kanabec County  
903 Forest Avenue East  
Mora, MN 55051

[chad.gramentz@co.kanabec.mn.us](mailto:chad.gramentz@co.kanabec.mn.us)

FROM:

**Chuck Brandel, PE**

*Vice President*

ISG

115 East Hickory Street + Suite 300  
Mankato, MN 56001

507.387.6651

[Chuck.Brandel@ISGInc.com](mailto:Chuck.Brandel@ISGInc.com)







May 5, 2021

Chad T. Gramentz, PE  
Public Works Director  
Kanabec County  
903 Forest Avenue East  
Mora, MN 55051  
chad.gramentz@co.kanabec.mn.us

## TABLE OF CONTENTS

Firm Profile

Page 1

Project Team

Page 3

Project Experience

Page 7

**RE: Professional Engineering Services for County Ditch 2  
Main Branch and Branch 1  
Kanabec County, Minnesota**

ISG

Chad,

ISG appreciates the opportunity to submit a proposal to Kanabec County for engineering services on the Main Branch and Branch 1 of Kanabec County Ditch 2 (CD 2). ISG is a full-service architectural, engineering, environmental, and planning firm with 11 offices located in four states throughout the Midwest. ISG has completed hundreds of 103E projects throughout Minnesota, and we are here to serve Kanabec County and the landowners of CD 2 as your dedicated and experienced project partner.

## PROJECT BACKGROUND + UNDERSTANDING

The Main Branch of CD 2 is in Sections 12, 13, 14, 23, 26, and 35 of Brunswick Township, and is approximately 5.8 miles in length with an open ditch design. It is ISG's understanding that the Main Branch outlets into both the Groundhouse River (a DNR Protected Water) to the north and Stanchfield Creek (a DNR Protected Water) to the south.

Branch 1 of CD 2 is in Sections 14 and 22 of Brunswick Township, and is approximately 1.3 miles in length with an open ditch design. Branch 1 outlets into the Main Branch of CD 2.

Kanabec County, the Drainage Authority, has received a repair petition from a benefited landowner. ISG proposes a two-phased approach to the project, with the first being a preliminary repair report/feasibility study to develop the scope and costs for the project. This will ensure that landowners' needs are met before moving forward to more detailed design with additional costs.

Backed by 300+ multi-disciplinary professionals, a sound project understanding, and vast industry experience, ISG proposes to provide the following scope of services in support of this project effort.

## SCOPE OF SERVICES

### INSPECTION OF THE SYSTEM

- Perform a drone survey of the alignment of both branches to document the existing conditions
- Verify the location, size, condition, and elevations of the road crossings through survey data collected on the ground during the drone survey

### INITIAL INSPECTION OF SYSTEM RECORDS

- Review the historic records of the system
  - This review will include historic aerial photos, a site visit, the drone footage, and any original construction or repair plans and engineer's reports that are available





## PRELIMINARY ENVIRONMENTAL REVIEW

- Conduct a preliminary environmental review of the project area
  - This review will identify potential environmental concerns such as impacts to wetlands, threatened and endangered species, protected waters, and trout streams
- The preliminary environmental review will also address what environmental permitting may be required for the project to move forward

## SOIL BORINGS

- Perform soil borings at every 500 feet for the length of the ditch using a hand auger, tape measurer, and surveying equipment
- Use data from the soil borings to determine originally constructed or subsequently improved conditions of the ditch

## PRELIMINARY REPAIR REPORT/FEASIBILITY STUDY

- Prepare a Preliminary Repair Report and Feasibility Study using the information obtained from the drone flight, culvert survey, soil borings, historical documents, and aerial photos
- Preliminary Repair Report will detail the existing conditions, including:
  - The existing ditch watershed
  - The current condition and hydraulic capacity of the culvert crossings
  - The current condition of the ditch showing problem areas such as sloughs, wash outs, wooded areas, missing buffers, bogs, and other features along the ditch that may require maintenance or repairs
- The Feasibility Study will include:
  - The recommended culvert repairs and replacements to meet the original ditch design capacity
  - The proposed repair areas and description of work needed
  - The estimated cost of the work for a partial repair or full repair
  - A discussion on any potential improvements and any major environmental hurdles to moving forward
- County Staff will have to opportunity to review and comment on the Preliminary Repair Report/Feasibility Study prior to its presentation to the public

## ONE (1) LANDOWNER MEETING

- At the direction of the Drainage Authority, the Preliminary Repair Report and Feasibility Study will be presented at either a formal public hearing or at an informal landowner meeting
- This meeting can be held in-person, virtually, or using a hybrid method
- Information gathered at this meeting will assist in determining the next phase of the repair process



## COMPENSATION

ISG proposes to provide the scope of services described within this proposal for compensation in accordance with the following schedule:

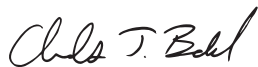
	VALUE
Inspection of the System	\$2,540
Initial Inspection of System Records	\$1,040
Preliminary Environmental Review	\$2,310
Soil Borings	\$7,930
Preliminary Repair Report/Feasibility Study	\$9,940
One (1) Landowner Meeting	\$3,670
<b>TOTAL</b>	<b>\$27,430</b>

## ADDITIONAL SERVICES OFFERED

After the completion of the process detailed above and at the direction of the Drainage Authority, ISG is ready and willing to work with Kanabec County to complete any future steps. If it is determined that a repair is needed, ISG can provide the full ditch survey, the Repair Report, final plans and specifications, bidding documents, and construction administration. Fees for these services are not included in this proposal, and would be negotiated with a subsequent proposal.

Thank you for considering ISG's proposal. We look forward to your response.

Sincerely,



**Chuck Brandel, PE**  
Vice President

*Enclosed: Firm Profile, Services Snapshot,  
Project Team, and Project Experience*

### ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

This proposal is valid for 30 days.

# Firm Profile

## TRUE EXPERTISE + WORKING INGENUITY

ISG has a rich history, that extends over 48 years, of building trusting relationships with clients, stakeholders, and the community. As a multi-disciplinary firm that is 100 percent owned by employees, ISG serves numerous business units and fosters strong collaboration between all disciplines, providing clients a diverse knowledge base, high level of creativity, and broad perspective. ISG's business philosophy is centered around building relationships and constantly adding value through new and creative technologies, professionals, and ideas. ISG's flexibility makes it possible; our focus and innovative solutions make it happen.

## LOCAL + CONNECTED

ISG has extensive experience with the successful completion and ongoing progress of numerous agricultural drainage projects in surrounding counties, giving us a first-hand understanding of the area's preferred processes and the requirements of this project. With four Minnesota office locations, many of our employee owners are familiar with the County—contributing to our knowledge of the area's landscape, ditches, and drainage needs.

## RURAL WATER SERVICES

- Collaborative Landowner + Agency Relationships
- Community Engagement
- Competitive Bidding Support
- Construction Efficiencies, Construction Staking, Observation, and Management
- Drone, GIS, and Survey Data Collection
- Drainage Studies + Reports
- Feasibility Studies
- Flood Control + Protection
- Grant Writing + Funding Support
- Hydraulic + Hydrologic Analysis
- Multi-Purpose Drainage Management Plans
- Modeling + XPSWMM
- Natural Resources Conservation Technical Services
- Permitting
- Pipe Crawler Investigation
- Right-of-Way Acquisitions + Annexations
- Treatment, Best Management Practices, and Nutrient Reduction
- Wetland Planning, Permitting, Design, and Delineation

## ISG Midwest Office Locations



340+  
Completed Drainage  
Projects in Minnesota

1,000+  
Agricultural  
Drainage  
Projects in the  
Midwest

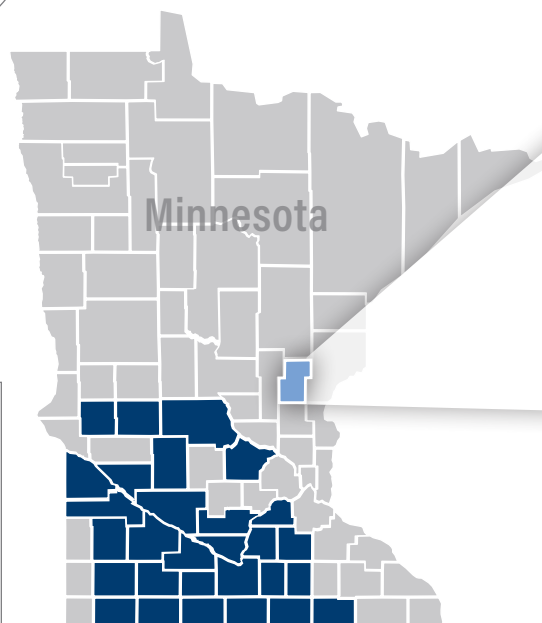
36  
MN Counties  
with ISG  
Completed  
Projects

**Agrigrowth**  
Member

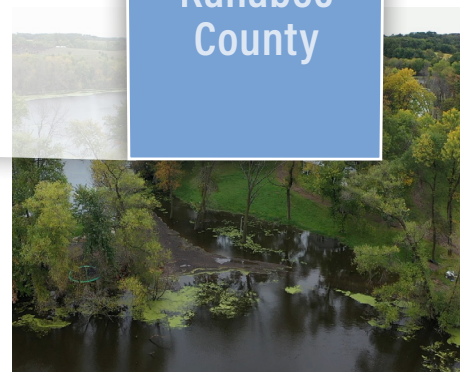
**Annual**  
Regional Agricultural  
Drainage Workshops

### KEY

- ISG Office Locations
- MN Counties ISG has completed drainage/water quality projects in
- Kanabec County



**Kanabec  
County**





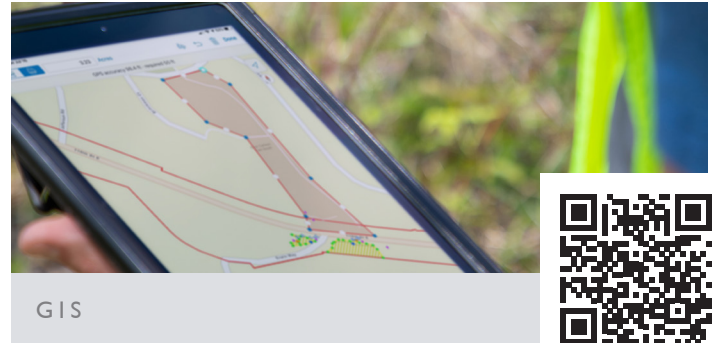
## ADDED VALUE

ISG's multi-disciplinary capabilities are what keep us competitive; our innovative specialty services and added-value solutions are what set us apart. We are constantly looking for ways to strengthen our value as project partners, and opportunities to increase the value, longevity, and versatility of the solutions and deliverable we provide. To do so, we've continued to bring new talent, specialties, and technologies to the firm, including the solutions and strategies outlined below we believe could add even greater value to this project.



ISG's certified drone pilots can capture aerial survey photos, quickly model surfaces, and monitor areas that can, at times, be unsafe or impacted by natural weather events. This creates the ability to provide a more comprehensive look into how drainage repairs may affect the surrounding landscape, as well as enhances accessibility to areas that are flooded or lack connecting roads, providing the County with additional value.

**Check it out!** [bit.ly/ISG\\_droneAgDrainage](https://bit.ly/ISG_droneAgDrainage)



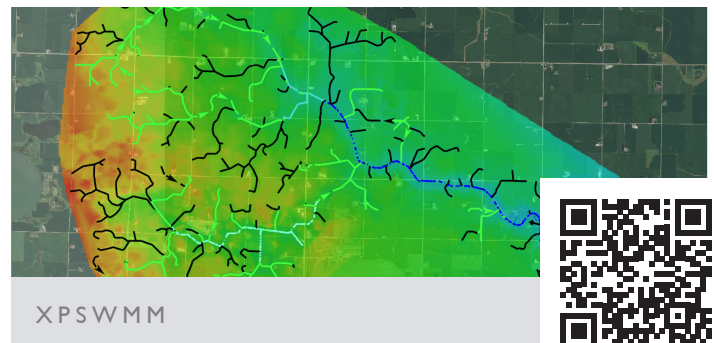
Creating geospatial mapping systems is a valuable tool used to familiarize the team with public dynamics during the initial planning stages. ISG uses GIS technology to drive project efficiency. Whether that's through reducing the number of site visits needed or having geometrically accurate spatial and tabular information, this technology creates an efficient and accurate work-cycle for public infrastructure and private partners and build a multi-layered bank of data to support the future efforts of project teams.

**Check it out!** [bit.ly/GIS\\_services](https://bit.ly/GIS_services)



In-depth, investigative services in pipes and other hard-to-access areas are supported by the firm's pipe crawling survey capabilities. With seamless integration into design software, ISG is able to identify and measure critical project elements in a non-invasive manner and with a level of accuracy not available with the human hand, while also providing consistent and safe accessibility.

**Check it out!** [bit.ly/ISG\\_pipeCrawler](https://bit.ly/ISG_pipeCrawler)



Practicing a system wide approach to modeling, ISG ensures accuracy with XPSWMM, HydroCAD, HEC-RAS system modeling. While system hydrology can cause problems within any model, ISG has the ability to simulate real-life rainfall events to provide a detailed model of how rainfall will runoff of the different landscapes within the watershed while the storm is occurring. Having the ability to model land use and soil types within a single model provides an accurate rainfall infiltration and rainfall runoff.

**Check it out!** [bit.ly/ISG\\_IPSWMM\\_modeling](https://bit.ly/ISG_IPSWMM_modeling)

# Project Team

## CAPACITY + ADVANTAGE

ISG's water resources expertise is backed by a group of responsive and creative professionals who work as a specialty team dedicated to providing simple and effective strategies and cost-effective design solutions. The industry experts below were strategically selected based on their expertise, familiarity with the region, and proven ability to provide focused, responsive partnerships with the clients they serve throughout the Midwest. Each brings a unique area of specialty to the team and contributes to the holistic system understanding ISG offers as a full-service partner.



### LEADERSHIP



**Chuck Brandel, PE**

*Vice President*

Role: Project Lead



**Darrell Pettis, PE**

*Senior Engineer and Administrative Advisor*

Role: Project Administration



**Jacob Rischmiller, PE**

*Civil Engineer*

Role: Design Support

### SUPPORT



**Dan Stueber, PE, LS**

*Land Survey Practice Group Leader*

Role: Land Survey Lead



**Joe Donkers**

*Graduate Engineer*

Role: Design Support



**Chris Adams**

*Project Manager*

Role: Project Management + Drone Operation



**Aaron Chisholm**

*GIS Manager*

Role: GIS Specialist



**Nick McCabe**

*Senior Environmental Scientist*

Role: Environmental Review

### BEST MANAGEMENT PRACTICES (BMPS)

Producers face enough natural elements every day without needing to worry about the challenges of prolonged wetness, soil saturation, and environmental impacts. ISG's multi-disciplinary team is acutely aware of these challenges and can contribute an unparalleled level of expertise to the agricultural industry, local governments, and state agencies through collaborative methods that ensure mutually beneficial results.

Meeting the need for improved crop production while also managing water quality and environmental requirements is an important balancing act that can be effectively accomplished through the use of agricultural Best Management Practices (BMPs), such as those listed below.

- Alternative Tile Inlets
- Grassed Waterways
- Native Filter Strips + Contour Buffer Strips
- Riparian Channel Vegetation
- Saturated Buffer
- Sediment Control
- Subsurface Drainage
- Surge Basin
- Two-Stage Ditch
- Water + Sediment Control Basins (WASCOBs)
- Wetland Restoration
- Woodchip Bioreactor
- Water Control Structure



**Chuck Brandel, PE**  
*Vice President*

### Role: Project Lead

Chuck's significant expertise is widely recognized throughout the upper Midwest, and has made him a frequently requested authority and designer on projects throughout the region. He understands the required processes and procedures for these multi-layered projects and works closely with landowners, drainage and watershed authorities, and regulatory agencies, both in design and funding allocation. The result is smooth and timely delivery, and projects that improve human interaction with water systems while reducing the impact of the improvements on the environment and landscape. His experience in civil design is considerable, as he works with partners across several markets where he provides the following advantages:

- Forward-looking leadership for the implementation of multipurpose drainage management (MDM) strategies in watershed planning
- Drainage management expertise, including stormwater design, retention and detention basins, and water quality management
- Experience in private sector projects such as land-use planning, subdivision layout, and site design for residential sites



**Darrell Pettis, PE**  
*Senior Engineer and  
Administrative Advisor*

### Role: Project Administration

Darrell recently joined ISG as a Senior Engineer and Administrative Advisor bringing nearly 30 years of experience. Having previously served as Le Sueur County's Engineer and County Administrator, he supervised the surveying, preparation of design alternatives, construction plans, specifications, and cost estimates for a variety of county drainage projects.

Additionally, Darrell served four years as the Big Stone County Ditch Inspector, further contributing to his subject matter knowledge. Darrell will leverage this experience to add a unique perspective to the project team, helping him serve as an ally and advocate for Kanabec County throughout the process.



**Jacob Rischmiller, PE**  
*Civil Engineer*

### Role: Design Support

Jacob focuses his designs to balance water quality best management practices with improved drainage. In addition to his design work, Jacob is experienced in ditch inspections and televising reviews, developing operational and maintenance plans, grant application submittals, and working alongside landowners to improve or repair drainage problems.

Jacob brings an analytical approach to every project with extensive software expertise and modeling knowledge, including such programs as XPSWMM, GIS, Civil 3D, HEC-RAS, and HydroCAD to produce cost-effective and feasible designs. In addition, Jacob will assist the project team to ensure that communication is streamlined, an innovative and collaborative approach is implemented, and simplified solutions that exceed the County's expectations are provided throughout the project.

### EDUCATION

Bachelor of Science in Civil  
Engineering, Iowa State University  
*Ames, IA*

### EDUCATION

Bachelor of Science in Civil  
Engineering, South Dakota  
State University  
*Brookings, SD*

### EDUCATION

Bachelor of Science in Civil  
Engineering, Minnesota State  
University, Mankato  
*Mankato, MN*

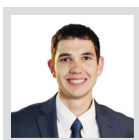


**Dan Stueber, PE, LS**  
*Land Survey Practice  
Group Leader*

**Role: Land Survey Lead**

In addition to being a professional land surveyor, Dan is also a licensed civil engineer providing unique expertise and perspective to the industry. Dan leads ISG's Land Survey Group, and manages a staff of highly skilled land surveyors, technicians, drone pilots, and project managers who conduct surveying and mapping activities for drainage areas and watersheds.

Dan also leads many other important services for our clients such as industry-leading 3D scanning, drone technology, and survey best practices to collect critical site information. These valuable tools are widely used in a variety of rural and agricultural project applications.



**Joe Donkers**  
*Graduate Engineer*

**Role: Design Support**

As a Graduate Engineer, Joe utilizes his hydrologic and hydraulics background to improve drainage in rural and urban areas. His expertise allows him to assist entities with achieving measurable goals that include minimizing flooding, enhancing conditions for sedimentation, and protecting and preserving groundwater quantity and quality.



**Chris Adams**  
*Project Manager*

**Role: Project Management  
+ Drone Operation**

Chris brings over 15 years of experience as a project manager in multiple industries and markets, with a primary focus in agriculture and water-related project management. Chris has experience in management of the bidding process, contract management, pay requests, and closeouts. He manages the Water Resources Construction Administration group and televising camera operations, as well as performs the majority of the water resources drone flights for ISG clients.

**EDUCATION**

Bachelor of Science in Civil  
Engineering, South Dakota  
State University  
*Brookings, SD*

Land Surveying Coursework,  
St. Cloud State University  
*St. Cloud, MN*

**EDUCATION**

Bachelor of Science in Civil  
Engineering, Minnesota State  
University, Mankato  
*Mankato, MN*

**EDUCATION**

Bachelor of Science, Business  
Management, Minnesota State  
University, Mankato  
*Mankato, MN*



**Aaron Chisholm**  
*GIS Manager*

### Role: GIS Specialist

A former Senior GIS Analyst for Scott County, MN, Aaron gained first-hand experience working with different government agencies and regulations, as well as private businesses and landowners. At ISG, Aaron uses this experience to provide expert support and guidance to the team, streamlining project efficiencies and service.

With a wide range of national experience, Aaron brings extensive technical expertise to each project. He uses platforms like ArcGIS for Server and Online Implementation, ArcSDE, web application development, and GPS Field Data Collection to ensure datasets are accurate and well-documented. Aaron specializes in applying these data acquisition and maintenance methods to water resources and distribution, agricultural drainage, and database integration efforts. Recently, Aaron used his expertise to help provide data-driven solutions on a variety of wetland bank and delineation projects.



**Nick McCabe**  
*Senior Environmental Scientist*

### Role: Environmental Review

Having vast experience with environmental review processes on the local, state, and federal levels, Nick has a firm understanding of goals, time frames, budget priorities, and the ability to navigate various government regulatory systems.

He is responsible for staff management, project management and scheduling, client and agency coordination, as well as assisting staff with field work when necessary. Nick also coordinates and completes wetland investigations, site assessments, research and preparation of environmental reviews development of report and permit applications, and the collection and management of GIS data.

### EDUCATION

---

Master of Science in Geographic Information Systems (GIS),  
Penn State University  
*State College, PA*

Bachelor of Arts in Geography,  
Edinboro University of Pennsylvania  
*Edinboro, PA*

### EDUCATION

---

Bachelor of Science in Earth Science;  
Minor in Geology, Minnesota State University, Mankato  
*Mankato, MN*



# Project Experience



## Blue Earth + Waseca Joint County Ditch 83

*Blue Earth + Waseca County, MN*

The Blue Earth and Waseca Joint County Ditch 83 (JCD 83) was originally constructed in 1955, and consisted of approximately 28,300 linear feet of open ditch and 25,990 linear feet of county tile. The original plans show seven erosion control dams and a retaining wall along the main open ditch. Since then, approximately 1,180 linear feet of the upper reaches of the open ditch was installed as a tiled system, which eliminated dams and the retaining wall.

ISG completed a drone and topographic survey and a full repair report to address erosion concerns, sediment build-up in the bottom of the ditch, culvert replacements, tree removals, ASIs, native grass buffers, tile repairs, and replacement of concrete erosion control dams.

After approval of the repair report by the Joint Blue Earth/Waseca County Board, ISG completed plans and specifications and provided bid assistance for the project for construction in 2020. Along with the ditch repairs, funding was obtained to construct 14 ASIs, which helped to temporarily store water along the buffer zones of JCD 83 and reduce erosion on the side slopes of the drainage system.

### KEY TAKEAWAYS

- 28,300 linear feet of open ditch
- 25,990 linear feet of county tile
- Survey, repair report, and construction administration
- Ditch repairs and erosion control practices



## Le Sueur County Ditch 43

*Le Sueur County, MN*

Due to incomplete drainage records to determine the ditch profile, alignment, cross section, hydraulic structures, right-of-way, and any other pertinent information regarding the ditch for future repairs, ISG was hired to re-establish records for Le Sueur County Ditch No. 43 (CD 43) per Minnesota Statute 103E.101.

The re-establishment of records utilized the available historical records, including engineering reports, design plans and ditch profiles, construction quantity estimates and pay applications, permits, agency comment letters, and hearing meeting minutes. While the available records provided guidance and historical context to the ditch, the records did not provide enough as-built data to establish the extent of the repair. Additional aerial photographs, topographic survey, soil borings, capacity design, culvert dimensions and elevations, and other information was obtained to aid in determining the as constructed or subsequently improved condition.

These findings were presented to the Drainage Authority in August 2019. The re-establishment was approved and served as the basis of the extent of the repair report to reconstruct the Clear Lake and Tyler Lake outlet structures, cleaning multiple areas of the system, repairing sideslope failures, culverts, adding ASIs, and establishing buffer strips. Currently undergoing construction, the project is anticipated to be completed later this year.

### KEY TAKEAWAYS

- Re-establishment of records
- Additional drone and topographic surveys
- Repair report
- Construction administration





## Wright County Ditch No. 10

Wright County, MN

Following topographic survey and drone video inspection services, this 17,000-acre watershed was found to have extensive vegetation, sloughing, washouts, advanced erosion, and obstructed water flowing from a 100-year-old system. ISG addressed significant sediment and vegetation accumulation by recommending 86,100 feet of open ditch cleaning, tree, brush, and shrub clearing, 3,000 linear feet of slough repair, and 21 new water and sediment control basins.

Grassed waterways, controlled drainage, and alternative side inlets were added to further manage water flow and improve the system's drainage coefficient. A level I Wetland Delineation and depressional analysis, and a wetland restoration and enhancement was incorporated to reduce peak flow rates and prevent flooding. BMPs identified and designed by ISG included buffer strips, storage-treatment basins, and a woodchip bioreactor to further maximize water quality by minimizing runoff, providing additional time for sedimentation, and nitrate reduction. Preliminary design included storage and treatment basins to improve water quality and flooding to downstream lakes.

### KEY TAKEAWAYS

- 17,000 acre watershed
- 86,100 feet of open ditch cleaning
- 21 new water and sediment control basins
- Level I Wetland Delineation and depressional analysis
- \$250,000 of grant funding to implement storage



## MINNESOTA WATER RESOURCES PROJECT SNAPSHOT



### Blue Earth County

- ASI Calculator Development + Implementation
- Cobb River Wetland Restoration
- County Ditch 2
- County Ditch 25
- County Ditch 56
- County Ditch 57
- County Ditch 78
- County Ditch 86
- County Ditch 96
- County Ditch 98
- CSAH 82
- Guentzel (Landowner) Wetland Bank
- Hiniker (Landowner) Wetland Bank
- Judicial Ditch 1
- Judicial Ditch 9
- Judicial Ditch 48
- Shanahan (Landowner) Wetland Bank
- Targeted Ditch Inventory + MDM Plan
- Wetland Restoration #1

### Chippewa County

- Judicial Ditch 9

### Faribault County

- Benz (Landowner) Wetland Bank
- County Ditch 4
- County Ditch 7
- County Ditch 24
- County Ditch 62

### Jackson County

- County Ditch 3 Bridge Design + Hydraulic Analysis
- County Ditch 9
- County Ditch 13
- County Ditch 64
- CSAH 17
- Judicial Ditch 30
- Judicial Ditch 45
- Judicial Ditch 46
- Ruby (Landowner) Wetland Bank
- Sioux River Flood Analysis
- South Heron Lake Watershed Planning
- TOE WMA Wetland Enhancement

### Lac qui Parle County

- County Ditch 54

### Le Sueur County

- Chankaska Creek Winery Hydraulic Analysis + Bridge Design
- County Ditch 23
- County Ditch 41
- County Ditch 43
- County Ditch 58
- County Ditch 61
- CR Farms Wetland Bank
- Joint County Ditch 4
- Joint County Ditch 54



### **Lyon County**

- Kremer (Landowner) Wetland Bank
- Menards Wetland

### **Martin County**

- County Ditch 29 Wetland + Pond
- Judicial Ditch 2 Weir + Alternative Intakes
- Judicial Ditch 51 Ponds (2)
- Judicial Ditch 367
- Martin County MDM Plan
- Scholl (Landowner) Wetland Bank

### **Mower County**

- MDA Conservation Drainage

### **Murray County**

- Murray + Cottonwood Judicial Ditch 3 Pond Design

### **Nicollet County**

- Judicial Ditch 12
- Seven Mile Creek

### **Pope County**

- Pope County Channel Stability Analysis

### **Redwood County**

- U of MN Southwest Research and Outreach Center

### **Renville County**

- County Ditch 7
- County Ditch 132

### **Rice County**

- CR 76 Wetland Delineation
- CSAH 46 Wetland Delineation

### **Sibley County**

- Winthrop Comprehensive Plan

### **Stearns County**

- County Ditch 7

### **Steele County**

- Owatonna Storm Sewer Modeling

### **Stevens County**

- County Ditch 18

### **Waseca County**

- Jewison (Landowner) Wetland Bank

### **Watonwan County**

- Judicial Ditch 9
- Judicial Ditch 13
- Kansas Lake

### **Wright County**

- County Ditch 10

*\*Partial List*

## EXPERTISE

Architecture  
Engineering  
Environmental  
Planning

## WORK

Commercial  
Education  
Energy  
Food + Industrial  
Government + Cultural  
Healthcare  
Housing  
Mining  
Public Works  
Sports + Recreation  
Transportation  
Water



Mankato, MN  
Minneapolis/St. Paul, MN  
Rochester, MN  
Des Moines, IA  
Storm Lake, IA  
Waterloo, IA  
Green Bay, WI  
La Crosse, WI  
Sioux Falls, SD

ISGInc.com

*On January 12, 2017, ISG formally announced its transition of firm ownership to a 100% employee stock ownership plan (ESOP). As a multi-disciplinary firm that started 48+ years ago, ISG has since grown to be a Top 500 Design Firm as recognized by Engineering News-Record (ENR), a Zweig Group Hot Firm, and PSMJ Circle of Excellence recipient, illustrating the progressive increase in talent, expertise, and market share.*







Architecture  
Engineering  
Environmental  
Planning  
ISGInc.com

# Kanabec County Ditch 10

Request for Professional Engineering Services for Branch 3



FOR:

**Chad T. Gramentz, PE**

*Public Works Director*

Kanabec County  
903 Forest Avenue East  
Mora, MN 55051

[chad.gramentz@co.kanabec.mn.us](mailto:chad.gramentz@co.kanabec.mn.us)

FROM:

**Chuck Brandel, PE**

*Vice President*

ISG

115 East Hickory Street + Suite 300  
Mankato, MN 56001

507.387.6651

[Chuck.Brandel@ISGInc.com](mailto:Chuck.Brandel@ISGInc.com)







May 5, 2021

Chad T. Gramentz, PE  
Public Works Director  
Kanabec County  
903 Forest Avenue East  
Mora, MN 55051  
chad.gramentz@co.kanabec.mn.us

## TABLE OF CONTENTS

Firm Profile

Page 1

Project Team

Page 3

Project Experience

Page 7

**RE: Professional Engineering Services for  
County Ditch 10, Branch 3  
Kanabec County, Minnesota**

ISG

Chad,

ISG appreciates the opportunity to provide a professional engineering services proposal for Branch 3 of Kanabec County Ditch 10 (CD 10). ISG is a full-service architectural, engineering, environmental, and planning firm with 11 offices located in four states throughout the Midwest. ISG has completed hundreds of 103E projects throughout Minnesota, and we are here to serve Kanabec County and the landowners of CD 10 as your dedicated and experienced project partner.

## PROJECT BACKGROUND + UNDERSTANDING

The Branch 3 of CD 10 is in Sections 16, 17 and 18 of Pomroy Township, and is approximately 3.2 miles in length with an open ditch design. Pomroy Lake (a DNR Protected Water) outlets into Branch 3, which outlets into the Main Branch of CD 10.

Kanabec County, the Drainage Authority, has received a repair petition from a benefited landowner. ISG proposes a two-phased approach to the project, with the first being a preliminary repair report/feasibility study to develop the scope and costs for the project. This will ensure landowners' needs are met before moving forward to more detailed design with additional costs.

## PROJECT SCOPE

### INSPECTION OF THE SYSTEM

- Perform a drone survey of the Branch 3 alignment to document the existing conditions
- Verify the location, size, condition, and elevations of the road crossings utilizing the survey data collected on the ground during the drone survey

### INITIAL INSPECTION OF SYSTEM RECORDS

- Review the historic records of the system
  - This review will include historic aerial photos, a site visit, the drone footage, and any original construction or repair plans and engineer's reports that are available

### PRELIMINARY ENVIRONMENTAL REVIEW

- Conduct a preliminary environmental review of the project area
  - This review will identify potential environmental concerns such as impacts to wetlands, threatened and endangered species, protected waters, and trout streams
- The preliminary environmental review will also address what environmental permitting may be required for the project to move forward





#### SOIL BORINGS

- Perform soil borings at every 500 feet for the length of the ditch using a hand auger, tape measurer, and surveying equipment
- Use data from soil borings to determine originally constructed or subsequently improved conditions of the ditch

#### PRELIMINARY REPAIR REPORT/FEASIBILITY STUDY

- Prepare a Preliminary Repair Report and Feasibility Study using the information obtained from the drone flight, culvert survey, soil borings, historical documents, and aerial photos
- Preliminary Repair Report will detail the existing conditions, including:
  - The existing ditch watershed
  - The current condition and hydraulic capacity of the culvert crossings
  - The current condition of the ditch showing problem areas such as sloughs, wash outs, wooded areas, missing buffers, bogs, and other features along the ditch that may require maintenance or repairs
- The Feasibility Study will include:
  - The recommended culvert repairs and replacements to meet the original ditch design capacity
  - The proposed repair areas and description of work needed
  - The estimated cost of the work for a partial repair or fully repair
- County Staff will have to opportunity to review and comment on the Preliminary Repair Report and Feasibility Study prior to its presentation to the public

#### ATTEND ONE (1) LANDOWNER MEETING

- At the direction of the Drainage Authority, the Preliminary Repair Report and Feasibility Study will be presented at either a formal public hearing or at an informal landowner meeting
- This meeting can be held in-person, virtually, or using a hybrid method
- Information gathered at this meeting will assist in determining the next phase of the repair process





## COMPENSATION

ISG proposes to provide the scope of services described within this proposal for compensation in accordance with the following schedule:

	VALUE
Inspection of the System	\$980
Initial Inspection of System Records	\$605
Preliminary Environmental Review	\$1,155
Soil Borings	\$3,300
Preliminary Repair Report/Feasibility Study	\$6,705
One (1) Landowner Meeting	\$1,610
<b>TOTAL</b>	<b>\$14,355</b>

## ADDITIONAL SERVICES OFFERED

After the completion of the process detailed above and at the direction of the Drainage Authority, ISG is ready and willing to work with Kanabec County to complete any future steps. If it is determined that a repair is needed, ISG can provide the full ditch survey, the Repair Report, final plans and specifications, bidding documents, and construction administration. Fees for these services are not included in this proposal, and would be negotiated with a subsequent proposal.

Thank you for considering ISG's proposal. We look forward to your response.

Sincerely,

**Chuck Brandel, PE**  
Vice President

*Enclosed: Firm Profile, Services Snapshot,  
Project Team, and Project Experience*

### ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

This proposal is valid for 30 days.



# Firm Profile

## TRUE EXPERTISE + WORKING INGENUITY

ISG has a rich history, that extends over 48 years, of building trusting relationships with clients, stakeholders, and the community. As a multi-disciplinary firm that is 100 percent owned by employees, ISG serves numerous business units and fosters strong collaboration between all disciplines, providing clients a diverse knowledge base, high level of creativity, and broad perspective. ISG's business philosophy is centered around building relationships and constantly adding value through new and creative technologies, professionals, and ideas. ISG's flexibility makes it possible; our focus and innovative solutions make it happen.

## LOCAL + CONNECTED

ISG has extensive experience with the successful completion and ongoing progress of numerous agricultural drainage projects in surrounding counties, giving us a first-hand understanding of the area's preferred processes and the requirements of this project. With four Minnesota office locations, many of our employee owners are familiar with the County—contributing to our knowledge of the area's landscape, ditches, and drainage needs.

## RURAL WATER SERVICES

- Collaborative Landowner + Agency Relationships
- Community Engagement
- Competitive Bidding Support
- Construction Efficiencies, Construction Staking, Observation, and Management
- Drone, GIS, and Survey Data Collection
- Drainage Studies + Reports
- Feasibility Studies
- Flood Control + Protection
- Grant Writing + Funding Support
- Hydraulic + Hydrologic Analysis
- Multi-Purpose Drainage Management Plans
- Modeling + XPSWMM
- Natural Resources Conservation Technical Services
- Permitting
- Pipe Crawler Investigation
- Right-of-Way Acquisitions + Annexations
- Treatment, Best Management Practices, and Nutrient Reduction
- Wetland Planning, Permitting, Design, and Delineation

## ISG Midwest Office Locations



**340+**  
Completed Drainage  
Projects in Minnesota

**1,000+**  
Agricultural  
Drainage  
Projects in the  
Midwest

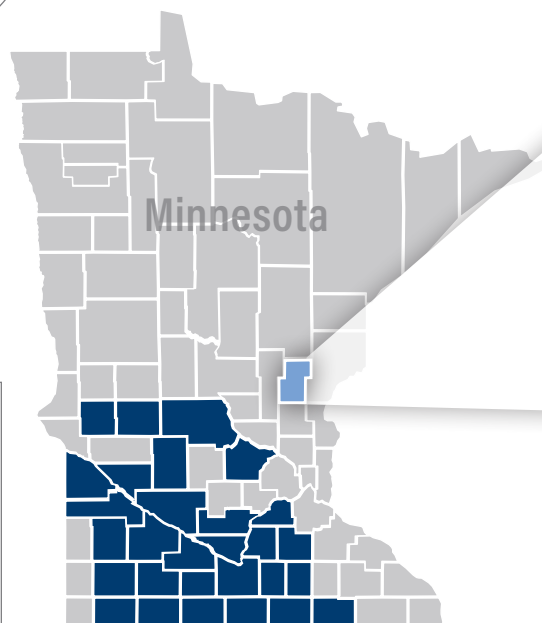
**36**  
MN Counties  
with ISG  
Completed  
Projects

**Agrigrowth**  
Member

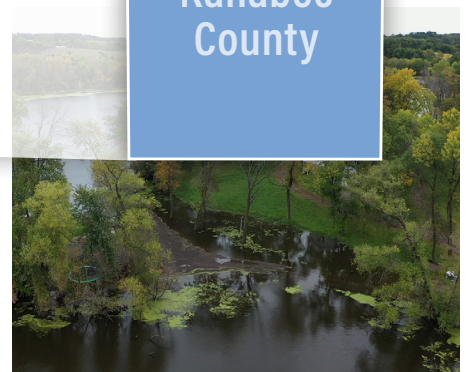
**Annual**  
Regional Agricultural  
Drainage Workshops

### KEY

- ISG Office Locations
- MN Counties ISG has completed drainage/water quality projects in
- Kanabec County



**Kanabec  
County**



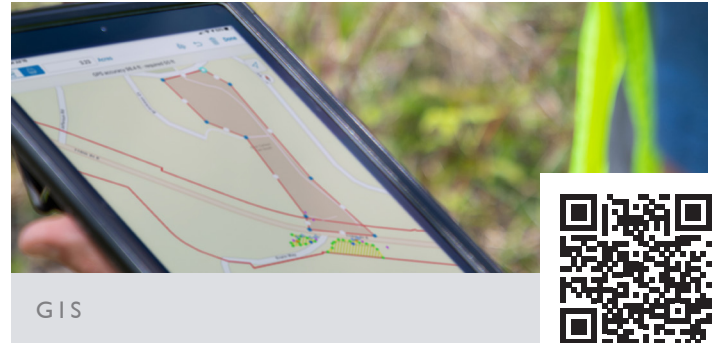
## ADDED VALUE

ISG's multi-disciplinary capabilities are what keep us competitive; our innovative specialty services and added-value solutions are what set us apart. We are constantly looking for ways to strengthen our value as project partners, and opportunities to increase the value, longevity, and versatility of the solutions and deliverable we provide. To do so, we've continued to bring new talent, specialties, and technologies to the firm, including the solutions and strategies outlined below we believe could add even greater value to this project.



ISG's certified drone pilots can capture aerial survey photos, quickly model surfaces, and monitor areas that can, at times, be unsafe or impacted by natural weather events. This creates the ability to provide a more comprehensive look into how drainage repairs may affect the surrounding landscape, as well as enhances accessibility to areas that are flooded or lack connecting roads, providing the County with additional value.

**Check it out!** [bit.ly/ISG\\_droneAgDrainage](https://bit.ly/ISG_droneAgDrainage)



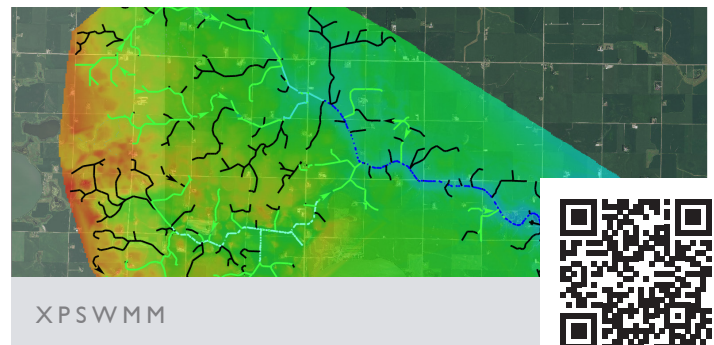
Creating geospatial mapping systems is a valuable tool used to familiarize the team with public dynamics during the initial planning stages. ISG uses GIS technology to drive project efficiency. Whether that's through reducing the number of site visits needed or having geometrically accurate spatial and tabular information, this technology creates an efficient and accurate work-cycle for public infrastructure and private partners and build a multi-layered bank of data to support the future efforts of project teams.

**Check it out!** [bit.ly/GIS\\_services](https://bit.ly/GIS_services)



In-depth, investigative services in pipes and other hard-to-access areas are supported by the firm's pipe crawling survey capabilities. With seamless integration into design software, ISG is able to identify and measure critical project elements in a non-invasive manner and with a level of accuracy not available with the human hand, while also providing consistent and safe accessibility.

**Check it out!** [bit.ly/ISG\\_pipeCrawler](https://bit.ly/ISG_pipeCrawler)



Practicing a system wide approach to modeling, ISG ensures accuracy with XPSWMM, HydroCAD, HEC-RAS system modeling. While system hydrology can cause problems within any model, ISG has the ability to simulate real-life rainfall events to provide a detailed model of how rainfall will runoff of the different landscapes within the watershed while the storm is occurring. Having the ability to model land use and soil types within a single model provides an accurate rainfall infiltration and rainfall runoff.

**Check it out!** [bit.ly/ISG\\_IPSWMM\\_modeling](https://bit.ly/ISG_IPSWMM_modeling)

# Project Team

## CAPACITY + ADVANTAGE

ISG's water resources expertise is backed by a group of responsive and creative professionals who work as a specialty team dedicated to providing simple and effective strategies and cost-effective design solutions. The industry experts below were strategically selected based on their expertise, familiarity with the region, and proven ability to provide focused, responsive partnerships with the clients they serve throughout the Midwest. Each brings a unique area of specialty to the team and contributes to the holistic system understanding ISG offers as a full-service partner.



### LEADERSHIP



**Chuck Brandel, PE**

*Vice President*

Role: Project Lead



**Darrell Pettis, PE**

*Senior Engineer and Administrative Advisor*

Role: Project Administration



**Jacob Rischmiller, PE**

*Civil Engineer*

Role: Design Support

### SUPPORT



**Dan Stueber, PE, LS**

*Land Survey Practice Group Leader*

Role: Land Survey Lead



**Joe Donkers**

*Graduate Engineer*

Role: Design Support



**Chris Adams**

*Project Manager*

Role: Project Management + Drone Operation



**Aaron Chisholm**

*GIS Manager*

Role: GIS Specialist



**Nick McCabe**

*Senior Environmental Scientist*

Role: Environmental Review

### BEST MANAGEMENT PRACTICES (BMPS)

Producers face enough natural elements every day without needing to worry about the challenges of prolonged wetness, soil saturation, and environmental impacts. ISG's multi-disciplinary team is acutely aware of these challenges and can contribute an unparalleled level of expertise to the agricultural industry, local governments, and state agencies through collaborative methods that ensure mutually beneficial results.

Meeting the need for improved crop production while also managing water quality and environmental requirements is an important balancing act that can be effectively accomplished through the use of agricultural Best Management Practices (BMPs), such as those listed below.

- Alternative Tile Inlets
- Grassed Waterways
- Native Filter Strips + Contour Buffer Strips
- Riparian Channel Vegetation
- Saturated Buffer
- Sediment Control
- Subsurface Drainage
- Surge Basin
- Two-Stage Ditch
- Water + Sediment Control Basins (WASCOBs)
- Wetland Restoration
- Woodchip Bioreactor
- Water Control Structure



**Chuck Brandel, PE**  
*Vice President*

### Role: Project Lead

Chuck's significant expertise is widely recognized throughout the upper Midwest, and has made him a frequently requested authority and designer on projects throughout the region. He understands the required processes and procedures for these multi-layered projects and works closely with landowners, drainage and watershed authorities, and regulatory agencies, both in design and funding allocation. The result is smooth and timely delivery, and projects that improve human interaction with water systems while reducing the impact of the improvements on the environment and landscape. His experience in civil design is considerable, as he works with partners across several markets where he provides the following advantages:

- Forward-looking leadership for the implementation of multipurpose drainage management (MDM) strategies in watershed planning
- Drainage management expertise, including stormwater design, retention and detention basins, and water quality management
- Experience in private sector projects such as land-use planning, subdivision layout, and site design for residential sites



**Darrell Pettis, PE**  
*Senior Engineer and  
Administrative Advisor*

### Role: Project Administration

Darrell recently joined ISG as a Senior Engineer and Administrative Advisor bringing nearly 30 years of experience. Having previously served as Le Sueur County's Engineer and County Administrator, he supervised the surveying, preparation of design alternatives, construction plans, specifications, and cost estimates for a variety of county drainage projects.

Additionally, Darrell served four years as the Big Stone County Ditch Inspector, further contributing to his subject matter knowledge. Darrell will leverage this experience to add a unique perspective to the project team, helping him serve as an ally and advocate for Kanabec County throughout the process.



**Jacob Rischmiller, PE**  
*Civil Engineer*

### Role: Design Support

Jacob focuses his designs to balance water quality best management practices with improved drainage. In addition to his design work, Jacob is experienced in ditch inspections and televising reviews, developing operational and maintenance plans, grant application submittals, and working alongside landowners to improve or repair drainage problems.

Jacob brings an analytical approach to every project with extensive software expertise and modeling knowledge, including such programs as XPSWMM, GIS, Civil 3D, HEC-RAS, and HydroCAD to produce cost-effective and feasible designs. In addition, Jacob will assist the project team to ensure that communication is streamlined, an innovative and collaborative approach is implemented, and simplified solutions that exceed the County's expectations are provided throughout the project.

### EDUCATION

Bachelor of Science in Civil  
Engineering, Iowa State University  
*Ames, IA*

### EDUCATION

Bachelor of Science in Civil  
Engineering, South Dakota  
State University  
*Brookings, SD*

### EDUCATION

Bachelor of Science in Civil  
Engineering, Minnesota State  
University, Mankato  
*Mankato, MN*

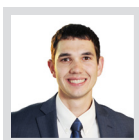


**Dan Stueber, PE, LS**  
Land Survey Practice  
Group Leader

#### Role: Land Survey Lead

In addition to being a professional land surveyor, Dan is also a licensed civil engineer providing unique expertise and perspective to the industry. Dan leads ISG's Land Survey Group, and manages a staff of highly skilled land surveyors, technicians, drone pilots, and project managers who conduct surveying and mapping activities for drainage areas and watersheds.

Dan also leads many other important services for our clients such as industry-leading 3D scanning, drone technology, and survey best practices to collect critical site information. These valuable tools are widely used in a variety of rural and agricultural project applications.



**Joe Donkers**  
Graduate Engineer

#### Role: Design Support

As a Graduate Engineer, Joe utilizes his hydrologic and hydraulics background to improve drainage in rural and urban areas. His expertise allows him to assist entities with achieving measurable goals that include minimizing flooding, enhancing conditions for sedimentation, and protecting and preserving groundwater quantity and quality.



**Chris Adams**  
Project Manager

#### Role: Project Management + Drone Operation

Chris brings over 15 years of experience as a project manager in multiple industries and markets, with a primary focus in agriculture and water-related project management. Chris has experience in management of the bidding process, contract management, pay requests, and closeouts. He manages the Water Resources Construction Administration group and televising camera operations, as well as performs the majority of the water resources drone flights for ISG clients.

#### EDUCATION

Bachelor of Science in Civil  
Engineering, South Dakota  
State University  
Brookings, SD

Land Surveying Coursework,  
St. Cloud State University  
St. Cloud, MN

#### EDUCATION

Bachelor of Science in Civil  
Engineering, Minnesota State  
University, Mankato  
Mankato, MN

#### EDUCATION

Bachelor of Science, Business  
Management, Minnesota State  
University, Mankato  
Mankato, MN





**Aaron Chisholm**  
*GIS Manager*

### Role: GIS Specialist

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### EDUCATION

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Master of Science in Geographic Information Systems (GIS),  
Penn State University  
*State College, PA*

Bachelor of Arts in Geography,  
Edinboro University of Pennsylvania  
*Edinboro, PA*

### EDUCATION

---

Bachelor of Science in Earth Science;  
Minor in Geology, Minnesota State University, Mankato  
*Mankato, MN*

# Project Experience



## Blue Earth + Waseca Joint County Ditch 83

*Blue Earth + Waseca County, MN*

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### KEY TAKEAWAYS

- 28,300 linear feet of open ditch
- 25,990 linear feet of county tile
- Survey, repair report, and construction administration
- Ditch repairs and erosion control practices



## Le Sueur County Ditch 43

*Le Sueur County, MN*

Due to incomplete drainage records to determine the ditch profile, alignment, cross section, hydraulic structures, right-of-way, and any other pertinent information regarding the ditch for future repairs, ISG was hired to re-establish records for Le Sueur County Ditch No. 43 (CD 43) per Minnesota Statute 103E.101.

The re-establishment of records utilized the available historical records, including engineering reports, design plans and ditch profiles, construction quantity estimates and pay applications, permits, agency comment letters, and hearing meeting minutes. While the available records provided guidance and historical context to the ditch, the records did not provide enough as-built data to establish the extent of the repair. Additional aerial photographs, topographic survey, soil borings, capacity design, culvert dimensions and elevations, and other information was obtained to aid in determining the as constructed or subsequently improved condition.

These findings were presented to the Drainage Authority in August 2019. The re-establishment was approved and served as the basis of the extent of the repair report to reconstruct the Clear Lake and Tyler Lake outlet structures, cleaning multiple areas of the system, repairing sideslope failures, culverts, adding ASIs, and establishing buffer strips. Currently undergoing construction, the project is anticipated to be completed later this year.

### KEY TAKEAWAYS

- Re-establishment of records
- Additional drone and topographic surveys
- Repair report
- Construction administration





## Wright County Ditch No. 10

Wright County, MN

Following topographic survey and drone video inspection services, this 17,000-acre watershed was found to have extensive vegetation, sloughing, washouts, advanced erosion, and obstructed water flowing from a 100-year-old system. ISG addressed significant sediment and vegetation accumulation by recommending 86,100 feet of open ditch cleaning, tree, brush, and shrub clearing, 3,000 linear feet of slough repair, and 21 new water and sediment control basins.

Grassed waterways, controlled drainage, and alternative side inlets were added to further manage water flow and improve the system's drainage coefficient. A level I Wetland Delineation and depressional analysis, and a wetland restoration and enhancement was incorporated to reduce peak flow rates and prevent flooding. BMPs identified and designed by ISG included buffer strips, storage-treatment basins, and a woodchip bioreactor to further maximize water quality by minimizing runoff, providing additional time for sedimentation, and nitrate reduction. Preliminary design included storage and treatment basins to improve water quality and flooding to downstream lakes.

### KEY TAKEAWAYS

- 17,000 acre watershed
- 86,100 feet of open ditch cleaning
- 21 new water and sediment control basins
- Level I Wetland Delineation and depressional analysis
- \$250,000 of grant funding to implement storage

## MINNESOTA WATER RESOURCES PROJECT SNAPSHOT



### Blue Earth County

- ASI Calculator Development + Implementation
- Cobb River Wetland Restoration
- County Ditch 2
- County Ditch 25
- County Ditch 56
- County Ditch 57
- County Ditch 78
- County Ditch 86
- County Ditch 96
- County Ditch 98
- CSAH 82
- Guentzel (Landowner) Wetland Bank
- Hiniker (Landowner) Wetland Bank
- Judicial Ditch 1
- Judicial Ditch 9
- Judicial Ditch 48
- Shanahan (Landowner) Wetland Bank
- Targeted Ditch Inventory + MDM Plan
- Wetland Restoration #1

### Chippewa County

- Judicial Ditch 9

### Faribault County

- Benz (Landowner) Wetland Bank
- County Ditch 4
- County Ditch 7
- County Ditch 24
- County Ditch 62

### Jackson County

- County Ditch 3 Bridge Design + Hydraulic Analysis
- County Ditch 9
- County Ditch 13
- County Ditch 64
- CSAH 17
- Judicial Ditch 30
- Judicial Ditch 45
- Judicial Ditch 46
- Ruby (Landowner) Wetland Bank
- Sioux River Flood Analysis
- South Heron Lake Watershed Planning
- TOE WMA Wetland Enhancement

### Lac qui Parle County

- County Ditch 54

### Le Sueur County

- Chankaska Creek Winery Hydraulic Analysis + Bridge Design
- County Ditch 23
- County Ditch 41
- County Ditch 43
- County Ditch 58
- County Ditch 61
- CR Farms Wetland Bank
- Joint County Ditch 4
- Joint County Ditch 54



### **Lyon County**

- Kremer (Landowner) Wetland Bank
- Menards Wetland

### **Martin County**

- County Ditch 29 Wetland + Pond
- Judicial Ditch 2 Weir + Alternative Intakes
- Judicial Ditch 51 Ponds (2)
- Judicial Ditch 367
- Martin County MDM Plan
- Scholl (Landowner) Wetland Bank

### **Mower County**

- MDA Conservation Drainage

### **Murray County**

- Murray + Cottonwood Judicial Ditch 3 Pond Design

### **Nicollet County**

- Judicial Ditch 12
- Seven Mile Creek

### **Pope County**

- Pope County Channel Stability Analysis

### **Redwood County**

- U of MN Southwest Research and Outreach Center

### **Renville County**

- County Ditch 7
- County Ditch 132

### **Rice County**

- CR 76 Wetland Delineation
- CSAH 46 Wetland Delineation

### **Sibley County**

- Winthrop Comprehensive Plan

### **Stearns County**

- County Ditch 7

### **Steele County**

- Owatonna Storm Sewer Modeling

### **Stevens County**

- County Ditch 18

### **Waseca County**

- Jewison (Landowner) Wetland Bank

### **Watonwan County**

- Judicial Ditch 9
- Judicial Ditch 13
- Kansas Lake

### **Wright County**

- County Ditch 10

*\*Partial List*



## EXPERTISE

Architecture  
Engineering  
Environmental  
Planning

## WORK

Commercial  
Education  
Energy  
Food + Industrial  
Government + Cultural  
Healthcare  
Housing  
Mining  
Public Works  
Sports + Recreation  
Transportation  
Water



Mankato, MN  
Minneapolis/St. Paul, MN  
Rochester, MN  
Des Moines, IA  
Storm Lake, IA  
Waterloo, IA  
Green Bay, WI  
La Crosse, WI  
Sioux Falls, SD

ISGInc.com

*On January 12, 2017, ISG formally announced its transition of firm ownership to a 100% employee stock ownership plan (ESOP). As a multi-disciplinary firm that started 48+ years ago, ISG has since grown to be a Top 500 Design Firm as recognized by Engineering News-Record (ENR), a Zweig Group Hot Firm, and PSMJ Circle of Excellence recipient, illustrating the progressive increase in talent, expertise, and market share.*



May 11, 2021

Chad Gramentz  
Kanabec County Public Works Director  
903 Forest Avenue East  
Mora, MN 55051

**Subject: Kanabec County Ditch (CD) 2 & 10 Inspection Report**

Dear Chad:

Thank you for the opportunity to provide this proposal for engineering services related to the inspection of CD 2 & 10 in Kanabec County. As with any work we complete for a public drainage authority, we strive to strike a balance between limiting scope to minimize cost for the benefitting landowners while completing a sufficient investigation that enables the County to make an informed decision. Particularly for systems where little work and few assessments have been made to the drainage system, it is important to provide landowners with early insight as to the cost implications of a repair, before expending substantial design effort and cost. To do this, we are proposing a two-phased approach that we have successfully used with other drainage authorities:

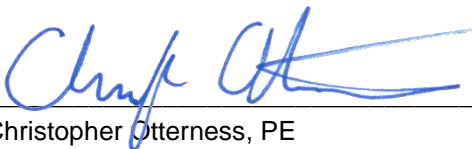
**Phase 1: Complete an on-site investigation via drone flight**—Drones can provide an inexpensive way to identify deficiencies in the system over a long, extended open ditch. We will use the drone imagery to serve as the basis for an inspection report. This report will include a concept-level opinion of probable construction cost. This phase will culminate with a public information meeting with landowners.

**Phase 2 (if necessary): Repair report**—We will complete a field survey of the entire channel and use this as the basis for a repair report should the County Board determine that the ditch needs extensive repairs that require construction plan development.

**Attachment A** describes our intended scope of work in greater detail. We can provide the services described in Phase 1 for **\$4,500 on CD 2 and \$5,000 on CD 10**. If you would like us to proceed with this work, please let us know and we can prepare a Client Services Agreement.

We are looking forward to serving Kanabec County and the benefitting landowners that rely on public drainage systems. If you have any questions regarding our proposal, please contact me directly at 763.493.6665 or via email at [cotterness@houstoneng.com](mailto:cotterness@houstoneng.com).

Sincerely,  
HOUSTON ENGINEERING, INC.



Christopher Otterness, PE  
Project Manager/Principal  
Direct: 763.493.6665  
[cotterness@houstoneng.com](mailto:cotterness@houstoneng.com)

## PROPOSED SCOPE OF WORK

Inspection reports on public drainage systems can vary greatly in scope depending on the extent of disrepair and the workflows of the drainage authority. For this system, we are recommending a two-phased approach to evaluate the necessary repairs to provide a time- and cost-efficient initial evaluation of system needs. This will delay more costly services (e.g., such as a full-system survey and CAD plan preparation) until later in the process. The following describes HEI's anticipated scope of work.

### Phase 1: Inspection Report

HEI will begin this project by reviewing available drainage records for the system to understand how historic events have shaped its alignment, function, and management. Next, our drone pilot, along with one of our drainage engineers, will complete a drone flight of CD 2 and CD 10. HEI's drone pilot has extensive experience in flying public drainage systems and has an eye for identifying and photographing problem locations on the system. This will help the drainage engineer, the drainage authority, and the public visualize the nature and extent of deficiencies.

The data gathered through the drone flight and limited field survey will be the basis for an inspection report prepared in accordance with MS 103E.705 Subd. 3. This inspection report will include:

- A brief description of the history of the system per the records provided by the County
- A map of the identified system deficiencies
- Aerial photos corresponding to the deficient locations
- A description of at least two repair alternatives
- An opinion of probable construction cost for the repairs
- A recommendation for repairs

Finally, HEI will prepare and present the report's findings at a public information meeting. **HEI has led countless public meetings for drainage projects, particularly in locations where landowners have limited understanding of how a MS 103E public drainage system is managed.** As such, we have developed a "plain-language" presentation style that avoids technical terms and jargon that landowners may not understand. We will describe why the system exists, how the system is required to be managed under the law, why the system is in need of repair, and how the drainage authority can protect landowner interests while being fiscally responsible in completing the repair. The centerpiece of this presentation will be drone video footage, which provides a powerful visual representation of the on-site conditions. We will closely coordinate with Kanabec County staff and legal counsel to prepare for and lead these important discussions.

### DELIVERABLES

Our project scope and cost estimate will allow us to deliver:

1. Inspection report
2. PowerPoint presentation for the public information meeting
3. Attendance and presentation at the public information meeting
4. Video and photo files from drone flight
5. Geographic Information Systems (GIS) mapping files of drone photos

### ASSUMPTIONS

The estimated compensation associated with completing the proposed scope of work is based on the following assumptions:

1. Field survey will be limited to select locations that can be surveyed in conjunction with a single day of drone flights.



2. Kanabec County staff will provide one set of comments on the draft inspection report, which will be incorporated into the final inspection report.
3. Inspection report does not include an evaluation of culvert conditions, sizing, and elevation.

### **Phase 2: Repair Report and Construction Plans (if necessary)**

If repairs are determined to be necessary, the drainage authority may request the development of construction plans and specifications to facilitate a solicitation of bids or quotes. Should this be necessary, HEI can complete a full survey of the CD 2 and 10 open ditches and develop construction plans in CAD. As extensive repairs may have the potential to affect wetlands or public waters, an evaluation of regulatory requirements and consideration must be completed and summarized within a repair report per MS 103E.715.

The repair report should also include an evaluation of the condition, grade, and sizing of culverts along the system. Culverts that are insufficiently sized or at an improper grade can have a drastic effect on overall system performance.

As it is unknown at this time whether extensive repairs are required on the system, we recommend that the investigation completed under Phase 2 be delayed until Phase 1 is complete. We consider these tasks to be beyond the scope indicated in your request for proposal but can provide a cost for services for Phase 2 upon request.

### **COMPENSATION**

We will provide the services described in Phase 1 for a lump sum cost as follows:

CD 2: \$4,500

CD 10: \$5,000

The cost of Phase 2 will depend on the extent of repairs, number of alternatives, regulatory review, and amount of public engagement. Cost per system may vary from \$20,000 to \$50,000.

We can provide an estimate of cost for additional services, to be completed on a time and materials basis, upon request.

### **PROJECT SCHEDULE**

HEI will begin work on the project once a signed contract between HEI and Scott County is executed (see attached *HEI General Terms and Conditions*). Assuming the County approves this work by June 1, 2021, we anticipate completing the Inspection Report by July 1, 2021.

**PROPERTY OWNERS REPORT  
LAC QUI PARLE COUNTY, MINNESOTA  
CD 20  
REDETERMINATION OF BENEFITS**



**Benefits and Damage Statement for the Redetermination of Benefits  
Lac Qui Parle County CD 20**

In accordance with Minnesota Statute (MS) 103E.351, we the viewers, submit the following Viewers' Report:

The fundamental principle for the determination of benefits and damages is based upon a comparison of the conditions prior to the construction of the ditch system with the conditions that exist after the implementation of the ditch system or proposed drainage project.

The undersigned viewers, pursuant to the order of the Lac Qui Parle County Drainage Authority, did meet prior to commencing duties on the 1<sup>st</sup> day of October, 2019 at the Lac Qui Parle Watershed office in Madison, Minnesota. Having taken the oath as required by MS 103E.305, did view, all lands affected by said proposed drainage system and further, we did determine the damages to lands affected by establishment of a grass strip, permanent and temporary damages.

We were able to determine the boundaries of the benefited area by processing and analyzing maps using "Light Detection and Ranging" (LiDAR) along with visually viewing the project area. Meetings were held with landowners, and Lac Qui Parle staff. We viewed each County Assessors' records to determine the number of acres of land in each parcel of each 40-acre tract of land. Other sources of information used were USDA-Natural Resources Conservation Service Web Soil Survey, 12 years of USDA satellite imagery, US Fish and Wildlife Service National Wetland Inventory (NWI) maps, and Lac Qui Parle County Assessors' sales data and annual report.

We have determined the extent and basis of benefits and damages as prescribed under MS 103E.315 and MS 103E.321. We have indicated in tabular form, for each lot, 40-acre tract, and fraction of a lot or tract under separate ownership that is benefited or damaged (see Exhibit A).

An easement, in the form of an additional restriction on the use of real property adjacent to the open channel of the drainage system, will be acquired and, therefore, damages will be awarded for the establishment of a permanent strip of perennial vegetation approved by the drainage authority that will not impede future maintenance of the drainage system as required in MS 103E.021. We determined these damages at two separate values. Grass Strip damages "A" acres, lands which current land use will not change, but will still have permanent restrictions of future land use. Grass Strip damages "B" acres, lands demanding a higher value based on current land use. The value determined for "A" acres is \$3284 and the value for "B" acres is \$5203.

Right of way damages, having been determined and paid in the original proceedings for establishment of the drainage system, based on the area contemplated and included in the proceeding for the establishment or subsequent improvement of the drainage system, were not considered.

We have determined the following direct drainage benefits and indirect (outlet) benefits on and related to the redetermination of benefits for Lac Qui Parle CD 20. Benefits were determined based on the drainage system operating in its as constructed condition.

#### Direct Benefits – Class 1 (Mapped as Red)

Using the direct market value approach, giving consideration for the lands' geographic location in the watershed, location relative to the outlet, proximity to the ditch bottom elevation, soil types, as well as analyzing direct sales data for competitive properties in the market place, we determined the existing market values of land in an unimproved condition as well as in an improved condition. Though this description may not describe your lands exactly, your lands fell broadly under this category.

Class 1 lands, prior to the existence of the drainage system, had a value range of \$1176 to \$1299 per acre. They consisted mostly of lowlands that may have been farmed, but not without substantial risk. With the establishment of adequate drainage to these lands, the production value and/or market value has increased. These lands consist of soils that benefit greatly from good drainage. These lands are now more suitable for intense crop production.

The viewers have determined based on these values, along with allowances for private improvement costs, that Lac Qui Parle CD 20 provides for an increased market value/benefit to agricultural/cropland acres in Class 1 by the rate of \$2,864 per acre.

#### Direct Benefits – Class 2 (Mapped as Yellow)

Using the direct market value approach, giving consideration for the lands' geographic location in the watershed, location relative to the outlet, proximity to the ditch bottom elevation, soil types, as well as analyzing direct sales data for competitive properties in the market place, we determined the existing market values of land in an unimproved condition as well as in an improved condition. Though this description may not describe your lands exactly, your lands fell broadly under this category.

Class 2 lands, prior to the existence of the drainage system, had a value range of \$2590 to \$2863 per acre. Although some row crops were grown in this land class, it was not without substantial risk of loss to the grower. Now that adequate drainage has been established through these lands, the production value and/or market value has increased. These lands typically consist of soils that benefit from good drainage to increase crop production.

The viewers have determined based on these values, along with allowances for private improvement costs, that Lac Qui Parle CD 20 provides for an increased market value/benefit to agricultural/cropland acres in Class 2 by the rate of \$1876 per acre.

#### Direct Benefits – Class 3 (Mapped as Green)

Using the direct market value approach, giving consideration for the lands' geographic location in the watershed, location relative to the outlet, proximity to the ditch bottom elevation, soil types, as well as analyzing direct sales data for competitive properties in the market place, we determined the existing market values of land in an unimproved condition as well as in an improved condition. Though this description may not describe your lands exactly, your lands fell broadly under this category.

Class 3 lands, prior to the existence of the drainage system, had a value range of \$5246 to \$5799 per acre. These lands were mostly utilized for the production of row crops, although over saturation of the soil and surrounding lands did not allow for these lands to realize their full production potential. Now that the drainage system has been established, the land is able to utilize the system as an outlet to drainage tile systems and increased the production potential. As a result, the production value and/or market value has increased.

The viewers have determined based on these values, along with allowances for private improvement costs, that Lac Qui Parle CD 20 provides for an increased market value/benefit to agricultural/cropland acres in Class 3 by the rate of \$991 per acre.

#### Indirect Benefits – Class 4 (Mapped as Blue)

Class 4 lands are lands which have not had an increase in market value after the construction of the drainage system. However, they have been altered from their pre-settlement state in such a manner that they are now tilled and farmed. As a result, they burden the drainage system's capacity, thus increasing a sediment load and causing a need for increased maintenance. Taking into consideration the percentage of Class 4 acres in the watershed, regular ditch maintenance, and sediment loading, we determined the rate per acre that Lac Qui Parle CD 20 provides as an outlet or contribution benefit to these lands. Though this description may not describe your lands exactly, your lands fell broadly under this category. The viewers have determined the Class 4 outlet benefit rate to be \$298 per acre.

Example of how benefits were calculated:

Production and/or Market Value Before Project:	\$1,000
Production and/or Market Value After Project:	\$3,000
Increase in Production and/or Market Value:	\$2,000
Less Private Improvement Costs:	\$1,000
Net Benefits:	\$1,000

#### Road Benefits



The viewers have determined outlet as well as reduced maintenance cost benefits for all State, County, and Township roads located within the boundary of Lac Qui Parle CD 20 at a rate of \$1501 per acre.

#### Residential Land Benefits

Outlet benefits were applied to residential lands within the watershed of Lac Qui Parle CD 20. The outlet benefit was calculated based on runoff burden to the drainage system and use of the drainage system as an outlet. The viewers have determined the outlet benefits for residential lands at the rate of \$148 per acre.

#### Woodlot Benefits

Benefits were applied to woodlot lands within the watershed of Lac Qui Parle CD 20. These lands receive a benefit because the ditch conveys their water burden away from adjacent landowners and adds to the need for system capacity and system maintenance. The viewers have determined the benefit for woodlot lands at the rate of \$134 per acre.

#### Industrial Benefits

Outlet benefits were applied to industrial lands within the watershed of Lac Qui Parle CD 20. The outlet benefit was calculated based on runoff burden to the drainage system and use of the drainage system as an outlet. Additional consideration has been given to industrial lands due to their ability to produce goods or services on these lands. The viewers have determined the outlet benefits for Industrial lands at the rate of \$298 per acre.

#### Benefit Variables

Based on criteria used to determine the likelihood of future improvements, each sub catchment within the watershed of the public drainage system has been given a grade of its as constructed condition relative to its ability to utilize the public drainage system efficiently. This grading system varies the benefit amount according to the aforementioned ability within each sub catchment.

#### Non-benefiting Acres

Based on current land use and regulatory restrictions, permanent program restrictions (i.e. RIM or CREP) or other permanent restriction and restoration to pre-settlement landscape conditions or creation of wetland areas, we determined some areas to be non-benefited from the drainage system and restricted from taking future benefit from the drainage system. For example, we determined that lands restored to pre-settlement conditions and permanently restricted from future modification would not drain in any altered manner such that the drainage system would be burdened by the land other than such burden as nature would have provided. Further, for example, nonconverted wetlands that are so restricted from

conversion by regulation that conversion is unlikely, were not determined to benefit from the system.

At the completion of our examination, we did sum up the total benefits for Lac Qui Parle CD 20. We found that the total benefits are \$753,713.74 and total damages are \$17,509.72. Outlet benefits for CD 20 Br 2 are \$94,214.22. (See Exhibit A for tabular report of benefits.)

We recommend that the Lac Qui Parle County Drainage Authority hold a final hearing on the report and confirm the benefits and damages for Lac Qui Parle CD 20.

Dated this 6<sup>th</sup> day of August, 2020.

*A signed copy is filed with the County*

# FREQUENTLY ASKED QUESTIONS

## H2OVER VIEWERS REDETERMINATION PROCESS

### Q. What is a Redetermination of Benefits & Damages?

- A. Redetermination of Benefits & Damages is a process used when the drainage authority determines that the original benefits or damages determined do not reflect reasonable present-day land values or that the benefited or damaged area have changed. The amount of assessment that landowners pay is based up on benefits.

### Q. Who does this Redetermination of Benefits?

- A. The drainage authority has appointed a team of viewers to use data as well as groundwork to determine who benefits from the ditch and how much they benefit. Per Minnesota Statute, these viewers must be independent and not own any property in the watershed.

### Q. Why is a Redetermination being done?

- A. The benefits and damages listed on the original viewers' reports (typically when the ditch was established) are outdated. Benefited lands and benefits of many drainage systems have not been updated for decades, some for over a century, and as a result:
- a.) There are lands draining into the system which were not assessed for benefits; and,
  - b.) Benefits were determined when land was selling for a small fraction of what it is selling for today and are unrealistic.

### Q. What are benefits & damages?

- A. "Benefits" refers either to the impact a drainage system has on land in terms of improving the market value of the land or the impact (and costs associated with that impact) that the land has on the drainage system because of land use that accelerates drainage, transports sediment or increases volume demand in a drainage system.
- "Damages" means the reduction of value of the land taken for the permanent grass strips bordering the open channel of the drainage ditch. This is a 1 rod easement.

### Q. I was never in the benefited area before, why am I now?

- A. We are required by statute to view all lands that drain towards the ditch. Technology has allowed us to create an accurate watershed delineation that accounts for all lands that add to the need for system capacity and/or maintenance.

### Q. Why is my 80-acre parcel listed more than once on the report?

- A. We are required by statute to break each parcel into 40-acre tracts. In addition, our GIS program breaks the parcels down by quarter, so you may see smaller acreage broken down because of the way it lies in spatial data.

### Q. My neighbor has tiled ground and I do not. Does he pay more than

#### A. I do?

We factor in the cost of private improvement into our benefit value per classification regardless if you tile or not. Therefore, it is up to the landowner to exercise their right and legal ability to tile if they chose.

### Q. Didn't my grandfather/family already pay for this when the ditch

#### A. was initially put in?

Yes, he did pay for the ditch to be established. What we are establishing with the redetermination of benefits process, is what percentage of the cost each landowner would be accountable for if there are any future repairs done on the system.

### Q. Are there any repairs planned on my system?

- A. Please refer to the drainage authority/ditch inspector for the answer.

### Q. What consideration is given to residential lands?

- A. Although residential lands still have the need to dewater, they are not producing a crop and making an income year after year. Therefore, they are benefited, but at a lower amount.

### Q. How do you determine your values per classification?

- A. We extract sales data from the townships in the footprint of the watershed, versus county wide. We include 7 years of agricultural sales with a process to eliminate extreme high sales, low sales, and family sales. MN Statute requires a benefit amount to be established to ensure that if a project is done, the benefits outweigh the cost.

### Q. My land sits on a hilltop, why am I benefited?

- A. We are required by statute to look at all lands that drain toward the ditch. We also look at all lands that have an indirect or direct benefit. With a direct benefit, you can clearly see your water drain into the ditch. However, the further away from the ditch you are, you receive an indirect benefit. Your water places a burden on neighboring lands which the ditch carries away. Therefore, your lands create a need for system capacity and maintenance.

### Q. The ditch currently is not working correctly, and my land isn't able to drain, why should I have to pay?

- A. Without the ditch to carry the water away, the land would more than likely be a lake or pond and you would only be able to farm the land a couple years out of 10.

### Q. From the water of upstream landowners, why am I paying more?

- A. We are required by statute to look at the ditch in 2 conditions; never being constructed and in its as constructing condition. The fact that the ditch may not be working currently cannot be factored in our evaluation.

### Q. Why are woodlots benefited?

- A. Woodlots add the need for system capacity and maintenance.

### Q. What consideration is given to wetlands?

- A. We review the national wetland inventory and satellite imagery to determine how often the land is being farmed. Nonfarmable wetlands are not benefited as they are not allowed the ability to drain.

### Q. My land is in CRP, why am I benefited?

- A. To be enlisted in CRP, you must have a proven crop record. It is a management choice to enroll your land in CRP and there is nothing stopping you or a future landowner from farming it later.

### Q. I have made conservation efforts (RIM/CREP programs) to my land, is this considered and how?

- A. Yes, when we are aware of conservation efforts on your land, we do evaluate those lands differently. Since the land must be enlisted in CRP prior to RIM/CREP, we still consider the land benefited, however, it is at a lower amount.

### Q. Are DNR lands benefited?

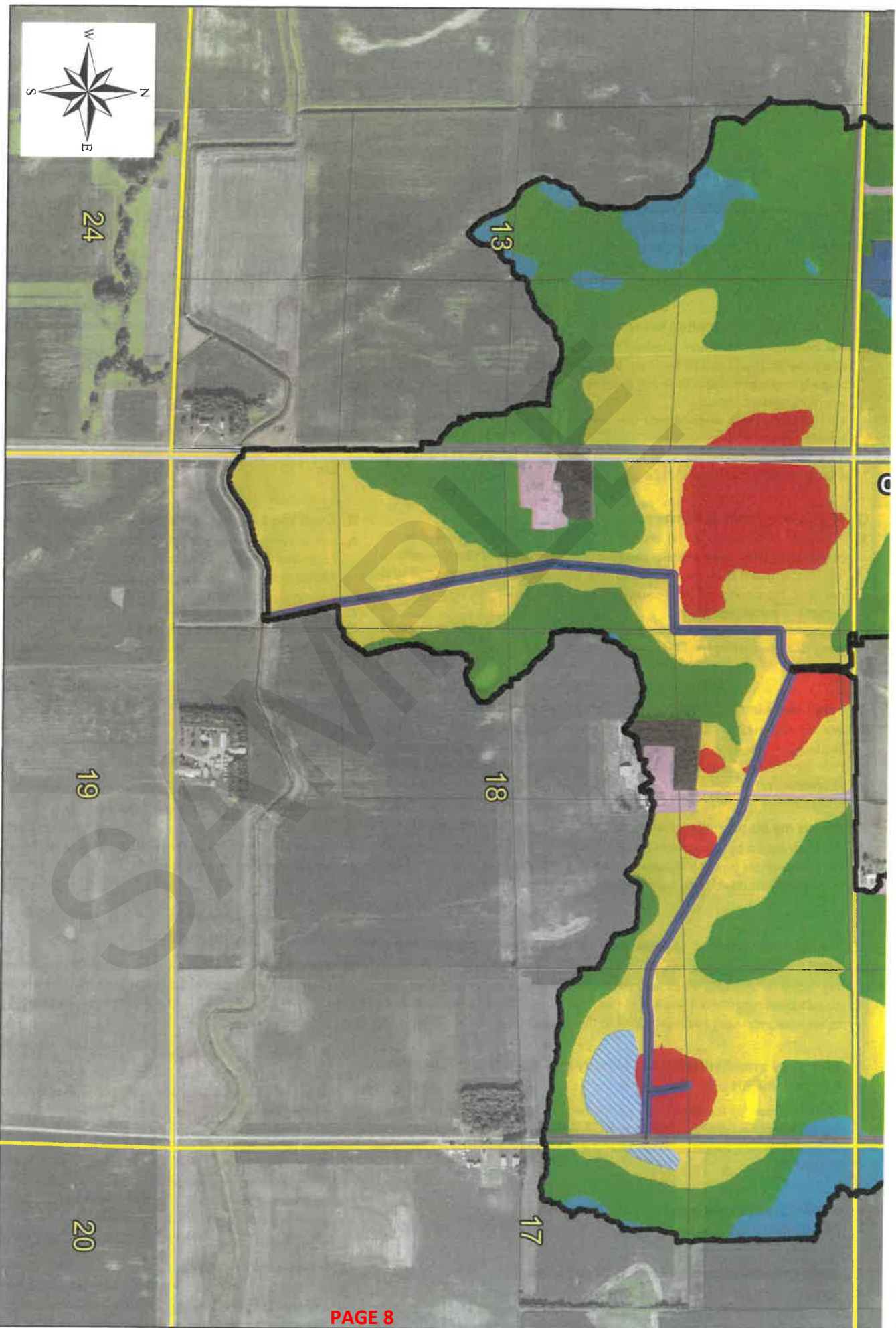
- A. We research what the management plan of DNR lands are before we determine whether they are benefited. This is a determination made on each parcel they own.

### Q. Why does my neighbors 1 red acre have a lower benefit than mine?

- A. The availability of hydraulic capacity is different. You have drainage deemed optimal due to availability for capacity or the depth of the ditch to drain or tile your own land to get the optimal capacity.

### Q. Is this a bill?

- A. No, this is an informational document meant to inform property owners of changes to how future costs on the listed public drainage system will be paid if this report is adopted by the Drainage Authority.



CD 20 Open Ditch

CD 20 Watershed

Townships

PLSS Sections

40-acre Tracts

### Land Classifications

Class 1

Class 4

Woodlot

Ditches

Class 2

Industrial

Roads

Wetlands

Class 3

Residential

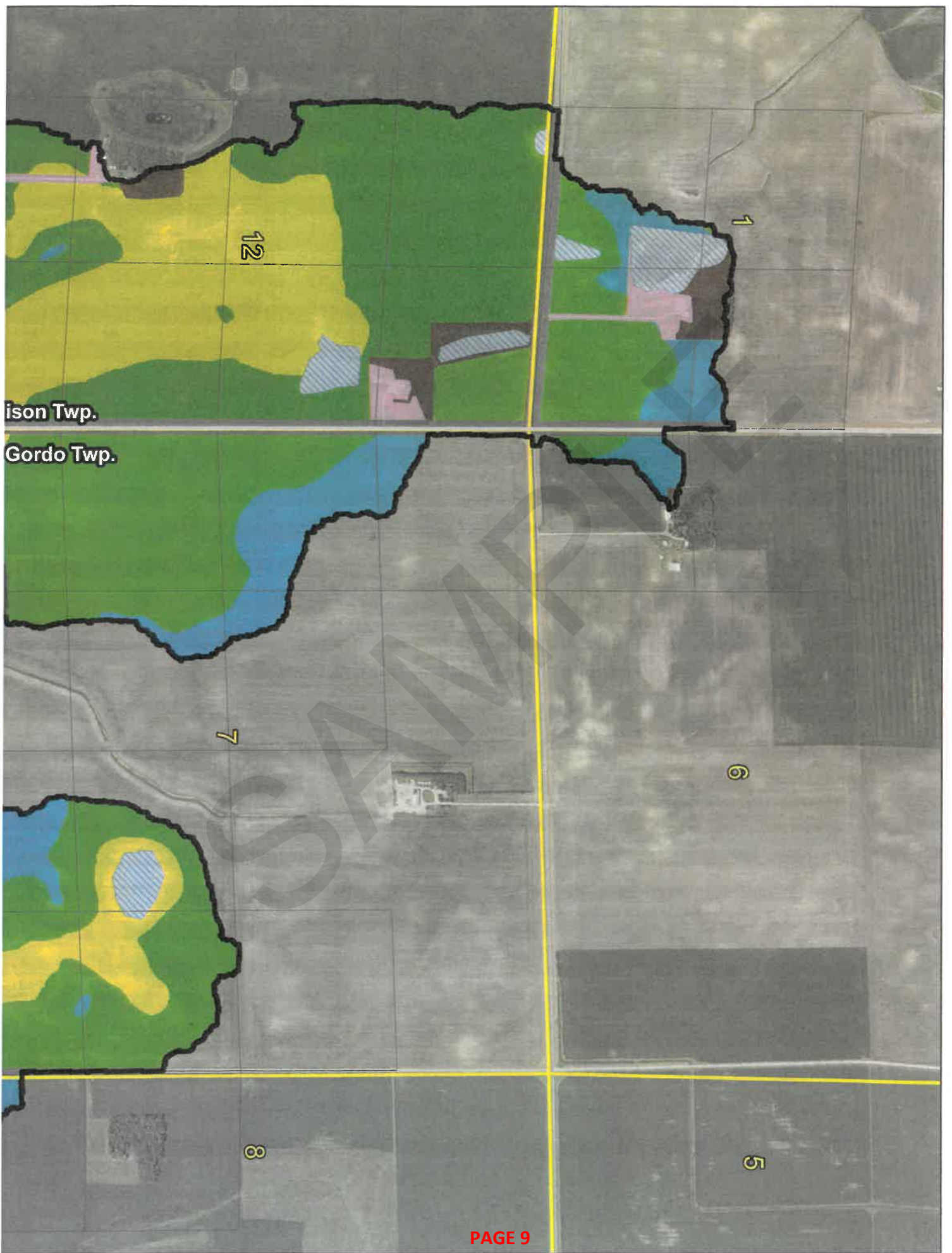
Grass Strips; 18

Lac qui Parle CD 20 - Land Classifications

H2Over Viewers

July 1, 2020







PIN	NAME	DESCRIPTION	SEC	TWP	RANGE	ACRES IN TRACT	TOTAL BENEFIT ACRES
12-0033-000		SWSW	6	118	43	36.33	6.68
12-0033-010		SWSW	6	118	43	2.81	0.10
12-0034-000		NESW	7	118	43	40.00	11.47
12-0034-000		NWSW	7	118	43	39.41	39.41
12-0034-000		SESW	7	118	43	35.32	5.29
12-0034-000		SENW	7	118	43	40.00	4.22
12-0034-000		SWNW	7	118	43	39.27	30.17
12-0034-000		SWSW	7	118	43	34.58	34.58
12-0034-000		NWNW	7	118	43	39.20	4.16
12-0034-010		SENE	7	118	43	40.00	0.11
12-0035-010		SESW	7	118	43	3.89	1.03
12-0035-010		SWSW	7	118	43	3.05	3.05
12-0036-000		NWSE	7	118	43	40.00	16.01
12-0036-000		SWSE	7	118	43	35.06	23.49
12-0036-000		NESE	7	118	43	39.71	33.10
12-0036-000		SESE	7	118	43	37.62	37.60
12-0036-900		SWSE	7	118	43	0.86	0.13
12-0036-901		SWSE	7	118	43	2.70	0.45
12-0039-000		SWSW	8	118	43	39.03	5.67
12-0092-000		SWNW	17	118	43	40.00	15.07
12-0093-000		NWNW	17	118	43	39.73	20.85
12-0094-000		NENE	18	118	43	39.46	39.40
12-0095-000		SENE	18	118	43	39.97	21.09
12-0096-000		NWNE	18	118	43	40.00	38.07
12-0096-000		SENW	18	118	43	31.38	7.69
12-0096-000		NENW	18	118	43	38.19	34.53
12-0096-000		SWNE	18	118	43	40.00	10.68
12-0096-010		NWNE	18	118	43	0.02	0.02
12-0096-010		SENW	18	118	43	9.21	4.82
12-0096-010		NENW	18	118	43	2.38	2.30
12-0096-010		SWNE	18	118	43	0.49	0.13
12-0097-000		NWNW	18	118	43	39.95	38.72
12-0098-000		SWNW	18	118	43	35.17	32.28
12-0098-000		NWSW	18	118	43	40.55	38.00
12-0098-010		SWNW	18	118	43	5.00	5.00
12-0099-000		SWSW	18	118	43	40.00	18.44
12-0100-000		NESW	18	118	43	40.00	7.61
26-0002-020		SWSE	1	118	44	14.50	9.75
26-0002-020		SESE	1	118	44	28.91	28.91
26-0002-020		NESE	1	118	44	35.91	3.95
26-0002-020		NWSE	1	118	44	18.10	0.21
26-0002-030		SWSE	1	118	44	4.32	0.05
26-0002-030		SESE	1	118	44	7.23	5.20
26-0002-030		NESE	1	118	44	3.44	3.28
26-0002-030		NWSE	1	118	44	1.66	0.44
26-0003-010	ARK	SWSE	1	118	44	19.36	0.39
26-0059-000		SENW	12	118	44	40.00	0.12
26-0059-000		NENW	12	118	44	40.00	0.12
26-0060-000		NWNE	12	118	44	39.65	38.64
26-0060-000		SWNE	12	118	44	40.00	37.57
26-0060-000		NENE	12	118	44	31.83	29.40
26-0060-000		SENE	12	118	44	38.66	34.77
26-0060-010		NENE	12	118	44	5.12	5.12
26-0060-010		SENE	12	118	44	0.53	0.53
26-0062-000		NWSE	12	118	44	40.00	24.64
26-0062-000		SESE	12	118	44	35.75	35.73

## CD 20 Exhibit A

ACRES IN WATERSHED NOT BENEFITTED	CLASS A GRASS STRIP DAMAGES	CLASS B GRASS STRIP DAMAGES	WETLAND BUFFER STRIP DAMAGES	PERCENT TOTAL BENEFITS	TOTAL PARCEL BENEFITS	NOTIONAL ASSESSMENT ON \$100,000 REPAIR
0.00				0.1968	\$1,483.44	\$196.82
0.00				0.0009	\$6.58	\$0.87
0.00				0.4985	\$3,757.18	\$498.49
0.00				2.2670	\$17,086.70	\$2,267.00
0.00				0.3824	\$2,882.07	\$382.38
0.00				0.0875	\$659.33	\$87.48
0.00				1.0846	\$8,175.01	\$1,084.63
0.00				2.5324	\$19,087.15	\$2,532.41
0.00				0.0720	\$542.36	\$71.96
0.00				0.0085	\$64.38	\$8.54
0.00				0.0302	\$227.56	\$30.19
0.00				0.0968	\$729.40	\$96.77
3.97				1.6067	\$12,109.77	\$1,606.68
0.00				1.3095	\$9,870.13	\$1,309.53
0.22				3.1823	\$23,985.75	\$3,182.34
0.00				3.7277	\$28,096.38	\$3,727.73
0.00				0.0061	\$45.98	\$6.10
0.00				0.0264	\$199.34	\$26.45
0.00				0.1329	\$1,002.05	\$132.95
1.32		\$35.12		1.3544	\$10,208.19	\$1,354.39
0.00				1.3824	\$10,419.60	\$1,382.43
0.06		\$140.48		5.2319	\$39,433.82	\$5,231.94
9.71		\$3,097.09	\$0.08	2.3522	\$17,729.21	\$2,352.25
1.93		\$2,003.16		3.4172	\$25,756.10	\$3,417.23
0.03		\$52.03		0.4681	\$3,527.83	\$468.06
3.37	\$32.84	\$3,433.98		3.6442	\$27,466.99	\$3,644.22
0.98		\$1,014.59		0.9882	\$7,447.88	\$988.16
0.00				0.0002	\$1.30	\$0.17
0.00				0.0602	\$453.83	\$60.21
0.08		\$78.05		0.1035	\$780.00	\$103.49
0.00				0.0011	\$8.42	\$1.12
1.23		\$1,300.75		5.6727	\$42,756.07	\$5,672.72
2.89		\$2,991.73		2.3918	\$18,027.36	\$2,391.80
2.55		\$2,653.53		3.4809	\$26,236.37	\$3,480.95
0.00				0.0885	\$667.03	\$88.50
0.95		\$676.39		2.0080	\$15,134.63	\$2,008.01
0.00				0.5066	\$3,818.24	\$506.59
1.44				0.3862	\$2,911.15	\$386.24
0.00				1.4288	\$10,769.13	\$1,428.81
0.00				0.0700	\$527.76	\$70.02
0.02				0.0085	\$63.92	\$8.48
4.27				0.0004	\$3.24	\$0.43
2.02				0.0438	\$330.21	\$43.81
0.00				0.0255	\$192.29	\$25.51
1.15				0.0034	\$25.80	\$3.42
0.00				0.0224	\$169.09	\$22.43
0.00				0.0069	\$52.03	\$6.90
0.00				0.0069	\$52.03	\$6.90
0.50				2.2232	\$16,756.73	\$2,223.22
0.00				2.9476	\$22,216.78	\$2,947.64
2.43				1.5032	\$11,329.54	\$1,503.16
3.89				3.0203	\$22,764.56	\$3,020.32
0.00				0.0421	\$317.25	\$42.09
0.00				0.0045	\$34.01	\$4.51
0.00				2.1314	\$16,064.59	\$2,131.39
0.00				3.2048	\$24,154.82	\$3,204.77

PIN	NAME	DESCRIPTION	SEC	TWP	RANGE	ACRES IN TRACT	TOTAL BENEFIT ACRES
26-0062-000		SWSE	12	118	44	36.01	29.52
26-0062-000		NESE	12	118	44	38.93	38.93
26-0062-010		SESE	12	118	44	1.49	1.49
26-0062-010		SWSE	12	118	44	3.09	3.09
26-0063-000		SWNE	13	118	44	37.73	20.09
26-0063-000		NWNE	13	118	44	42.12	38.65
26-0063-000		NENE	13	118	44	39.69	39.68
26-0064-000		NESE	13	118	44	39.71	2.13
26-0064-000		SENE	13	118	44	39.33	32.21
26-0065-000		NENW	13	118	44	40.00	0.20
26-0065-010		NWSE	13	118	44	40.00	2.16
		NWSW	6	118	43		0.02
		SWSW	6	118	43		1.70
		NWSW	7	118	43		1.99
		SWNW	7	118	43		1.99
		SWSW	7	118	43		1.99
		NWNW	7	118	43		1.84
		SWSW	18	118	43		1.08
		NWNW	18	118	43		1.99
		SWNW	18	118	43		1.99
		NWSW	18	118	43		1.98
		SESE	1	118	44		1.99
		NESE	1	118	44		0.55
		NENE	12	118	44		1.99
		SENE	12	118	44		1.99
		SESE	12	118	44		1.99
		NESE	12	118	44		1.99
		SESE	13	118	44		0.03
		NESE	13	118	44		1.03
		SENE	13	118	44		1.99
		NENE	13	118	44		1.99
		SWSW	6	118	43		0.12
		NWNW	7	118	43		0.01
		SWSE	1	118	44		1.38
		SESE	1	118	44		1.93
		NWNE	12	118	44		1.97
		NENE	12	118	44		1.93
		SESW	7	118	43		1.01
		SWSE	7	118	43		1.60
		SWSW	7	118	43		2.00
		SESE	7	118	43		1.58
		SWSW	8	118	43		0.28
		NWNW	17	118	43		0.31
		NENE	18	118	43		0.39
		SESE	12	118	44		1.99
		SWSE	12	118	44		1.73
		NWNE	13	118	44		0.15
		NESE	7	118	43		0.48
		SESE	7	118	43		0.97
		NWSW	8	118	43		0.02
		SWSW	8	118	43		0.61
		SWNW	17	118	43		0.89
		NWNW	17	118	43		1.02
		SENE	18	118	43		0.87
		NENE	18	118	43		1.00
CD 20 BR 2 OUTLET BENEFITS							
							1,114.7
TOTAL WATERSHED ACRES:							

ACRES IN WATERSHED NOT BENEFITTED	CLASS A GRASS STRIP DAMAGES	CLASS B GRASS STRIP DAMAGES	WETLAND BUFFER STRIP DAMAGES	PERCENT TOTAL BENEFITS	TOTAL PARCEL BENEFITS	NOTIONAL ASSESSMENT ON \$100,000 REPAIR
0.00				1.8909	\$14,252.28	\$1,890.94
0.00				3.5386	\$26,670.56	\$3,538.55
0.00				0.0318	\$239.74	\$31.81
0.00				0.0675	\$508.97	\$67.53
0.00				0.8704	\$6,560.67	\$870.45
0.00				2.0049	\$15,110.88	\$2,004.86
0.00				3.8702	\$29,170.26	\$3,870.20
0.00				0.1225	\$923.49	\$122.53
0.00				2.5400	\$19,144.33	\$2,540.00
0.00				0.0115	\$86.71	\$11.50
0.00				0.0740	\$557.51	\$73.97
				0.0000	\$0.00	
0.00				0.0017	\$13.13	\$1.74
0.00				0.1481	\$1,116.37	\$148.12
0.00				0.1734	\$1,306.81	\$173.38
0.00				0.1734	\$1,306.81	\$173.38
0.00				0.1734	\$1,306.81	\$173.38
0.00				0.1603	\$1,208.31	\$160.31
0.00				0.0941	\$709.22	\$94.10
0.00				0.1734	\$1,306.81	\$173.38
0.00				0.1734	\$1,306.81	\$173.38
0.00				0.1725	\$1,300.24	\$172.51
0.00				0.1734	\$1,306.81	\$173.38
0.00				0.0479	\$361.18	\$47.92
0.00				0.1734	\$1,306.81	\$173.38
0.00				0.1734	\$1,306.81	\$173.38
0.00				0.1734	\$1,306.81	\$173.38
0.00				0.1734	\$1,306.81	\$173.38
0.00				0.0026	\$19.70	\$2.61
0.00				0.0897	\$676.39	\$89.74
0.00				0.1734	\$1,306.81	\$173.38
0.00				0.0000	\$0.00	\$0.00
0.00				0.0105	\$78.80	\$10.46
0.00				0.0009	\$6.57	\$0.87
0.00				0.1202	\$906.23	\$120.24
0.00				0.1682	\$1,267.41	\$168.15
0.00				0.1716	\$1,293.67	\$171.64
0.00				0.1682	\$1,267.41	\$168.15
				0.0000	\$0.00	
0.00				0.0880	\$663.25	\$88.00
0.00				0.1653	\$1,246.06	\$165.32
0.00				0.1743	\$1,313.38	\$174.25
0.00				0.1858	\$1,400.71	\$185.84
0.00				0.0329	\$248.23	\$32.93
0.00				0.0365	\$274.82	\$36.46
0.00				0.0459	\$345.75	\$45.87
0.00				0.1734	\$1,306.81	\$173.38
0.00				0.1507	\$1,136.07	\$150.73
0.00				0.0131	\$98.50	\$13.07
0.00				0.0565	\$425.53	\$56.46
0.00				0.1141	\$859.93	\$114.09
0.00				0.0024	\$17.73	\$2.35
0.00				0.0717	\$540.78	\$71.75
0.00				0.1013	\$763.73	\$101.33
0.00				0.1200	\$904.26	\$119.97
0.00				0.0828	\$624.18	\$82.81
0.00				0.1176	\$886.53	\$117.62
				12.5000	\$94,214.22	\$12,500.00
45.01	\$32.84	\$17,476.88	\$0.08		\$753,713.74	



## PROPERTY OWNERS REPORT

### LAC QUI PARLE COUNTY, MINNESOTA CD # 20 2020 REDETERMINATION OF BENEFITS

MADISON MN 56256

The Viewers have determined that the following tracts are benefited by the existing Lac Qui Parle Co. Ditch 20 or will receive compensation for damages for the statutory installation of the buffer strip. The benefits are based upon the drainage system being in a good state of repair. The cost figure has used a hypothetical estimated \$100,000.00 levy for buffer strip acquisition and redetermination of benefits only. **Final** costs for buffer strip acquisition and redetermination of benefits as well as future maintenance expenses will vary and will be prorated based upon the portion of the total benefits found upon each parcel.

**Please note that the "Estimated Assessment" is not the amount you currently owe. This estimate is meant to help you understand what you would owe on a one-time assessment if the Drainage Authority levies \$100,000.00 for repairs. Future assessments will vary depending on the scope of the work needed to repair the drainage system at that time.**

Parcel No. 12-0098-010

Located in Section 18 Township 118 North, Range 43 West

Desc: SWNW

With these determinations of benefits, your totals are:

Additional benefit and damages totals:

Acres Benefited	5.0	Right of way acreage required:	N/A
Total Benefits	\$762.32	Damages to riparian rights:	N/A
Total Damages Class A & B	\$0.00	Acres requiring public-waters-work permit:	N/A
<u>Estimated</u> Assessment	\$101.14	Benefits to public-waters-work permit acres:	N/A
Percent of Total Benefits	0.10114%	Acres considered for conversion of wetlands:	N/A
		Benefits to acres considered for conversion of wetlands:	N/A

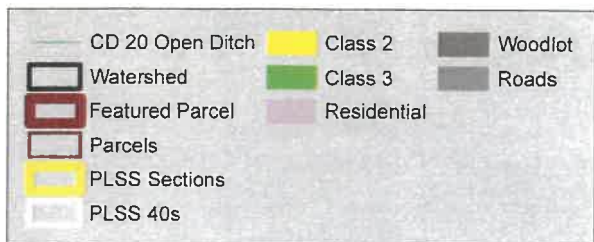
Enclosed is the Viewers' Benefits and Damages Statement, individual landowner map, overview map and the Exhibit A.

The Viewer's presentation will be made available on the County and the Lac Qui Parle Watershed website for your review. Please visit [lqpc.com](http://lqpc.com) or [www.lqpybwatershed.org](http://www.lqpybwatershed.org) to access the presentation. The Viewers have set aside September 13-September 17 to be available to answer your questions. The final hearing is tentatively scheduled for November. A notice of hearing will be mailed out closer to the date. Please contact them during this time, at:

Derek Ebertowski  
701-739-4740  
[Derek@h2overviewers.com](mailto:Derek@h2overviewers.com)

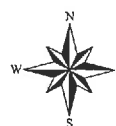
Shantel Hecht  
701-866-7983  
[shantel@h2overviewers.com](mailto:shantel@h2overviewers.com)





## Lac qui Parle County Ditch 20

**PIN Number: 12-0098-010**



LAC QUI PARLE COUNTY AUDITOR  
600 6TH STREET, SUITE 6  
MADISON, MN 56256

FIRST CLASS MAIL  
U.S. POSTAGE  
**PAID**  
FARGO, ND  
PERMIT NO. 107

SAMPLE

# 11:40am Appointment

May 18, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Tax Forfeit Informal Sales	<b>b. Origination:</b> County Auditor's Office
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenter(s):</b> Roberta Anderson

**e. Board action requested:**

Open bids for informal tax forfeit land sale and award bid to highest bidder. Also discuss pulling the informal sale for Outlot D, Haybrook 1<sup>st</sup> Addition due to potential access issues for adjoining land owner.

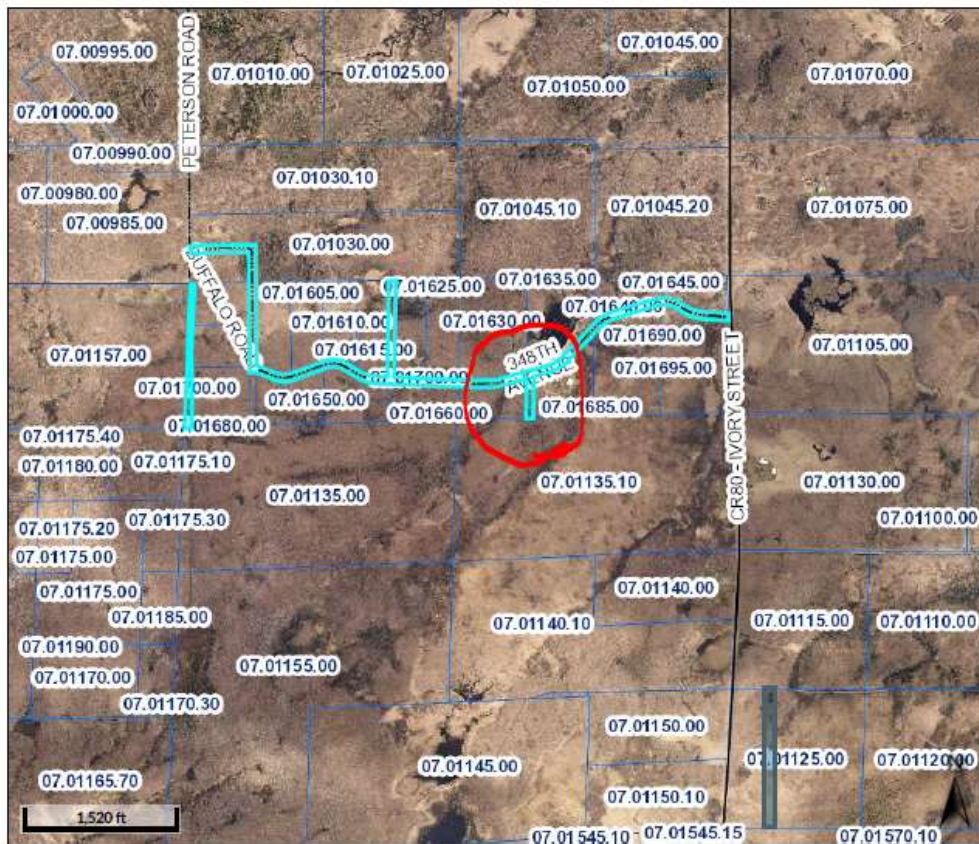
**f. Background:**

We have received bids for some of the tax forfeit parcels that were approved to sell by informal sale to adjoining owners. Staff will open the bids and present them to the board to award the successful bidders.

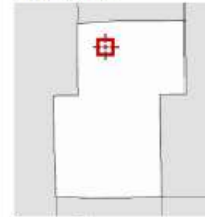
Supporting Documents: None ☒ Attached:

<b>Date Received in County Coordinator's Office:</b>	5/14/21
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**Coordinators Comments:**



**Overview**



**Legend**

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

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

# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

### UNAPPROVED MINUTES

May 4, 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, May 4, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Dennis McNally, and Les Nielsen. Board Members absent: Craig Smith. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli.

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

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the agenda with the following changes: Add EMS Week Proclamation. Add Ordinance 5 discussion.

Action #2 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the April 14, 2021 Drainage Authority Board Meeting Minutes and the April 20, 2021 Regular Board Meeting Minutes presented.

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

<u>Vendor</u>	<u>Amount</u>
EC Riders	8,510.76
Kanabec County Auditor HRA	432.00
Spire Credit Union	4,790.70
Verizon Wireless	1,365.63
East Central Energy	1,338.15
Strom, Don	500.00
Dearborn National Life Insurance	771.71
Health Partners	6,568.30
Life Insurance Company of North America	945.90
MNPEIP	161,518.10



Sun Life Insurance	4,101.58
The Hartford Priority Accounts	2,233.02
VSP Insurance Co	328.16
<b>13 Claims Totaling:</b>	<b><u>\$193,404.01</u></b>

Action #4 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to recess the meeting at 9:05am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:05am on Tuesday, May 4, 2021 pursuant to adjournment with the following Board Members Present: Gene Anderson, Rickey Mattson, Dennis McNally, and Les Nielsen. Board Members Absent: Craig Smith. Community Health Director Kathy Burski presented the Community Health Board Agenda.

Action #CH5 – It was moved by Rickey Mattson, seconded by Dennis McNally and carried unanimously to approve the Community Health Board Agenda with the following changes: Remove the Case Aide Replacement Resolution.

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

### **Resolution #CH6 – 5/4/21**

#### **Home Health Aide Replacement Resolution**

**WHEREAS**, Kanabec County Community Health is in need of part-time intermittent Home Health Aide to assist in providing services as scheduling conflicts have arisen with staff in this area, and

**WHEREAS**, It has become more difficult to cover for people's PTO requests with the current staffing level, and

**WHEREAS**, the Community Health Director is recommending to hire a part-time intermittent Home Health Aide at this time.

**THEREFORE BE IT RESOLVED** that the Kanabec County Community Health Board approves the Community Health Director and Human Resources Director to hire a home health aide at Step A Range 5 of the pay plan which is \$16.05 per hour or the rate set by internal promotion, and that the hours of work for this position be limited to those budgeted.

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

### **Resolution #CH7 – 5/4/21**

**WHEREAS**, there is a vacancy in the position of a Case Aide, and

**WHEREAS**, the Community Health Director has evaluated this position and the Public Health Department and is recommending to replace the Case Aide with a current staff member;

**THEREFORE BE IT RESOLVED** promote Sarah Telander to the position of Case Aide effective May 8, 2021.

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

Community Health Director Kathy Burski led a discussion regarding re-opening the Public Services Building to the public. The Board expressed consensus for the Public Service Building to unlock the exterior building doors to the public.

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

### **Resolution #CH8 – 5/4/21**

Agreement for Clinical Laboratory Training – College of St. Catherine's

**WHEREAS**, the College of St. Catherine's has a nursing program and is in need of Clinical Laboratory training sites, and

**WHEREAS**, Kanabec County Community Health has facilities for providing a suitable training experience that meets the educational needs of the students enrolled in those programs, and

**WHEREAS**, it is in the best interest of Kanabec County Community Health to provide a training site where University students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs.

**THEREFORE BE IT RESOLVED** to approve the Community Health Administrator to sign an Agreement with the College of St. Catherine's for Clinical Laboratory Training commencing April 12, 2021.

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

### **Resolution #CH9 – 5/4/21**

## Community Rides Grant Opportunity

**WHEREAS**, Timber Trails Public Transit has an opportunity to apply for the Community Rides Grant through the National Rural Transit Assistance Program, and

**WHEREAS**, this is a one-time grant opportunity open to 5311 transit providers nationwide for up to \$100,000 with no local match required, and

**WHEREAS**, this grant is intended to support transportation partnerships that improve social determinants of health in rural and tribal communities and help to reduce transportation as a barrier to independence and health at each stage of life. Projects will improve access to critical needs like employment, healthcare, education, healthy food, social services or recreation, as well as build the capacity of transit programs, and

**WHEREAS**, the Community Health and Transit Director are recommending to apply for funding at this time.

**THEREFORE BE IT RESOLVED** that the Kanabec County Community Health Board approves the Community Health/Transit Directors to apply for the National Rural Transit Assistance Program's Community Rides grant funding in an amount up to \$100,000.

Action #CH10 – Rickey Mattson introduced the following resolution and moved its adoption:

### **Resolution #CH10 – 5/4/21**

Renewed vehicle lease agreement with Lakes and Pines CAC, Inc.

**WHEREAS**, Kanabec County has an Agreement with the State of Minnesota identified as MNDOT Contract Number 1035592 to provide public transit service in Kanabec County under MN Stat, Section 174.24, and

**WHEREAS**, that service includes providing transportation for Headstart trips, and

**WHEREAS**, Kanabec County leases a bus from Lakes and Pines CAC, Inc. to provide that service.

**THEREFORE BE IT RESOLVED** that Kanabec County Board authorizes the renewed vehicle lease of: (ID# HS1) 2017 Chevrolet/Express G3500 VIN: 1GB3BSBG9H1123109

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

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

**OPPOSED:** Dennis McNally

**ABSTAIN:** None

whereupon the motion was declared duly passed and adopted.

Action #CH11 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to approve the payment of 73 claims totaling \$46,398.26 on Community Health Funds.

Action #CH12 – It was moved by Dennis McNally, seconded by Rickey Mattson and carried unanimously to adjourn Community Health Board at 9:44am and to meet again on June 1, 2021 at 9:05am.

The Board of Commissioners reconvened.

South Country Health Alliance CEO Leota Lind and South Country Health Alliance CFO Scott Schufman met with the County Board to give an annual update. Information only, no action was taken.

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

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

### **Resolution #13 - 5/4/21**

**WHEREAS** the Kanabec County Sheriff's Office has been awarded a grant for \$17,119 for the performance of Emergency Management duties; and

**WHEREAS** the match requirement for said grant has been budgeted for 2021;

**BE IT RESOLVED** to approve said grant and authorize the Chairperson, Sheriff, and Coordinator to sign the State of Minnesota Grant Agreement #A-EMPG-2020-KANABECCO-035 on behalf of Kanabec County.

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

### **Resolution #14 – 5/4/21**

**WHEREAS** there are full time and part time vacancies in the position of a Correctional Officer/Dispatcher, and

**WHEREAS** the board desires to refill these vacant positions;

**BE IT RESOLVED** that the County Board authorizes the County Sheriff and the County Personnel Director to hire one Temporary Full Time and two Part Time Correctional

Officer/Dispatchers to fill the positions at Step A, Range 9 of the pay plan which is \$20.26 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.

Sheriff Brian Smith led a discussion regarding a potential joint powers agreement for a regional emergency response team which would include the City of Braham, City of Isanti, City of Cambridge, and the Sheriff of Isanti County. The Board expressed consensus for Brian Smith to move forward with the process of gathering information about organizing a joint powers agreement for a regional emergency response team.

**10:47am** – The Chairperson called for public comment. Those that responded included:

Rhonda Olson	Comments regarding an increase in burglaries North of Mora.
Andrea Gruenhagen	Comments regarding a tax forfeit parcel for sale that intersects her property.

**10:50am** – The Chairperson closed public comment.

Environmental Services Supervisor Teresa Wickeham met with the County Board to discuss Kanabec County Clean-Up Day and Household Hazardous Waste Clean-Up.

Action #15 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve spending up to \$5,000 from the SCORE Fund for Kanabec County Clean-Up Day to be held on October 16, 2021.

Dennis McNally led a discussion regarding Ordinance 5. Information only, no action was taken.

Dennis McNally led a discussion regarding deer carcasses in the landfill and the spread chronic wasting disease. Information only, no action was taken.

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

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

## **Resolution #16 - 5/4/21**

**WHEREAS** the Minnesota Snowmobile Trails Assistance Program provides grants to local units of government for the maintenance of recreational trails pursuant to Minnesota Statutes Chapter 84.83, and



**WHEREAS** the county is the sponsor for such grant funds and the work performed by the trail club, and

**BE IT RESOLVED** to approve a “Minnesota Snowmobile Trails Assistance Program Snowmobile FY 2022 Maintenance and grooming Grant Agreement.”

Action #17 – It was moved by Dennis McNally, seconded by Rickey Mattson and carried unanimously to approve the following claims on the funds indicated:

<b>Vendor</b>	<b>Revenue Fund</b>	<b>Amount</b>
Ace Hardware		107.65
Ace Hardware		39.98
Ace Hardware		3.99
ASLIS		9.80
Assured Security		720.00
Auto Value		123.96
Axon Enterprise Inc.		3,610.00
Carda, Eugene		111.24
Curtis, Michael		747.55
CW Technology		1,307.40
East Central Exterminating		240.00
Ernest, Jennifer		75.00
G & N Enterprises		2,068.00
Hoefert, Robert		1,169.28
Indianhead Foodservice Distributor		143.10
IT SAVVY		890.49
Kanabec County Agricultural Society		120.00
Kanabec County Community Health		207.50
Kanabec County Information Systems		729.97
Kanabec Soil & Water Cons.		2,842.77
Manthie, Wendy		1,107.12
Marco		490.91
Mattson, Jean		75.00
McFadden, Barbara		75.00
MEI Total Elevator Solutions		791.38
MNCCC Lockbox		700.00
MN Counties Insurance Trust		184.00
MN Counties Insurance Trust		(178.00)
Nelson, Ronette		581.84
O'Brien, Pat		119.08
Office Depot		309.17
Arnold, Josh		27.26

PD's Embroidery	164.12
Peterson, Ronald	140.36
Quadient Finance USA, Inc	4,000.00
Reliance Telephone, Inc	600.00
River Valley Forensic Services, P.A.	1,500.00
River Valley Forensic Services, P.A.	5,000.00
Salmela, Terry	75.00
Sawatzky, Fred	114.04
Schiferli, Kelsey	75.00
Southwest Regional Development Commission	500.00
Stellar Services	645.62
Summit Food Service Management	8,054.31
Tierney	1,244.23
Twin City Hardware	502.07
Van Alst, Lillian	135.52
Visser, Maurice	683.50
<b>48 Claims Totaling:</b>	<b><u>\$ 42,984.21</u></b>

#### **Road & Bridge Fund**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Ace Hardware	1,252.14
Auto Value	1,643.00
Berndt, Steve	50.01
Campbell, Gary	700.00
Central McGowan	228.20
Federated Co-ops	69.99
Grainger	58.48
Granite Ledge Electrical	4,141.31
Johnson Hardware	346.24
Kanabec County Highway Department	94.95
Kanabec Publications	596.50
MN Petroleum Marketers	412.00
Northern States Supply	38.79
Northpost	1,357.56
Nuss Truck Equipment	1,335.87
Oslin Lumber	893.39
Stegeman, Jesse	120.00
Wallace, Bruce	133.08
Wiarcom	675.30
<b>19 Claims Totaling:</b>	<b><u>\$ 14,146.81</u></b>

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

## **Resolution #18 – 5/4/21**

### **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	\$992.80
Quality Disposal	\$3,397.20
Arthur Township	\$400.00
Total	\$4,790.00

Gene Anderson led a discussion regarding the property issue at 312 Forest Ave East, Mora, MN 55051. The Board expressed consensus to discuss the matter with Public Works Director, Chad Gramentz and bring additional information back to the board.

Gene Anderson led a discussion regarding Emergency Medical Services Week Proclamation.

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

## **Resolution #19 – 5/4/21**

### **EMS Week Proclamation**

**WHEREAS**, emergency medical services is a vital public service; and **WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

**WHEREAS**, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

**THEREFORE**, I, Gene Anderson, Chair, Board of Commissioners, Kanabec County, Minnesota in recognition of this event do hereby proclaim the week of May 16-22, 2021, as Emergency Medical Services Week.

Kris McNally led a discussion regarding the review of Building Use Policy A-103. The Board discussed details of the policy and requested that Kris McNally address certain areas of the policy and bring it back to future meeting for approval.

Kris McNally led a discussion regarding the Policy Against Offensive Conduct, Harassment and Violence P-104.

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

## **Resolution #20 - 5/4/21**

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

**WHEREAS**, these policy recommendations have been reviewed in consultation with the County Attorney and labor attorney; and

**WHEREAS**, the County Human Resources Department recommends the adoption of new and updated policies to promote positive, productive, safe, and effective workplace culture and practices, and to support continued compliance with applicable law and regulations, and effective delivery of public services;

**THEREFORE BE IT RESOLVED**, Kanabec County shall adopt the following personnel policies effective 6/1/21:

- DISCRIMINATION AND HARASSMENT
- RESPECTFUL WORKPLACE

**BE IT FURTHER RESOLVED** that existing Policy P-104 Policy Against Offensive

Conduct, Harassment and Violence is hereby rescinded on 6/1/21.

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

Future agenda items: Landfill update regarding deer carcasses and chronic wasting disease.

Action #21 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to adjourn the meeting at 11:58am and to meet again in regular session on Tuesday, May 18, 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>
Midcontinent Communications	439.99	Utilities	Various
Minnesota Department of Finance	6,783.50	State Fees & Surcharges	Recorder
Mora Municipal Utilities	13,895.36	Utilities Mora	Various
East Central Energy	88.85	Intersection Lighting	Highway
Treasurer, Kanabec County	774.00	2019 Abatement Refund 15.02525.00	Taxes & Penalties
Card Services (Coborns)	68.03	Liquid Detergent, Dish Soap	Sheriff
Consolidated Communications	1,149.46	Monthly Services	Various
Further	636.95	Admin Fees	HR
Kwik Trip Inc	9,925.12	County Gas Credit Cards	Various
Minnesota Department of Finance	379.10	4Q20 Forfeiture State Fees	Sheriff
Minnesota Energy Resources Corp	5,799.19	Gas Utilities	Various
Office of MN.IT Services	1,300.00	WAN	IS
Verizon Wireless	3,719.85	Monthly Services	Various
VISA	1,151.16	See Below	
Card Services (Coborns)	148.76	Wellness Snack Supplies	Employee Wellness
<b>15 Claims Totaling:</b>	<b><u><u>\$46,259.32</u></u></b>		
VISA	29.99	Amazon/TV Ceiling Mount	Building Maintenance
	73.04	Auto-Receipt/Flags	Building Maintenance
	61.85	SupplyHouse/ Bronze Adapter	Building Maintenance
	28.83	MTR/Safety Valve	Building Maintenance
	326.08	Multi-Cond Comm Applica	Building Maintenance
	32.68	Fresh Water Sys/Shut-off Valve	Building Maintenance
	7.15	Amazon 1/4" Quick Connect	Building Maintenance
	142.65	Auto-Receipt/Flags	Building Maintenance
	378.99	Amazon/PGTAIL Wiegout	Building Maintenance
	69.90	Amazon/20 Amp Power Pack	Jail
<b>10 Claims Totaling:</b>	<b><u><u>\$1,151.16</u></u></b>		

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 5/18/21

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	Prophoenix Corporation	595.00	Phoenix National User Conference
		<b>595.00</b>	
ASSESSOR	Marco	159.00	Lease Agreement
		<b>159.00</b>	
AUDITOR	Kanabec Publications	385.00	2500 #10 Window Envelopes, 2500 #10 AT Envelopes
AUDITOR	Minnesota Pollution Control Agency	60,949.10	Clean Water Partnership Septic Upgrade Loans
		<b>61,334.10</b>	
BUILDINGS MAINTENANCE	Assured Security	800.00	Rekeying and Key Cutting
BUILDINGS MAINTENANCE	East Central Exterminating	165.00	April 2021 Service
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	April 2021 Cleaning
BUILDINGS MAINTENANCE	Grainger	40.36	Delta Vacuum Breaker
BUILDINGS MAINTENANCE	Granite City Jobbing	747.65	Cleaning & Paper Supplies
BUILDINGS MAINTENANCE	Handyman's Inc	64.20	Filters
BUILDINGS MAINTENANCE	Johnsons Hardware	78.19	Safety Hasp, Bolts, Screws, Paint Roller
BUILDINGS MAINTENANCE	Quality Disposal Systems	394.21	April Service
BUILDINGS MAINTENANCE	Safe Assure Consultants Inc	8,514.32	Safety Trianing
		<b>17,214.17</b>	
COUNTY ATTORNEY	Gotvald, Kelli	36.80	Mileage Reimbursement
COUNTY ATTORNEY	McFadden, Barbara	99.50	Postage Reimbursement for Overnight
COUNTY ATTORNEY	McFadden, Barbara	62.10	Mileage Reimbursement
COUNTY ATTORNEY	Office Depot	380.43	Office Supplies & Shredder
COUNTY ATTORNEY	RELX Inc. DBA LexisNexis	187.58	April Charges
		<b>766.41</b>	

COUNTY COORDINATOR	Convene LLC	<u>498.00</u> <b>498.00</b>	Harassment and Discrimination Training
COUNTY CORONER	Ingebrand Funeral Home	<u>430.00</u> <b>430.00</b>	Removal & Transport
COUNTY EXTENSION	Schmidt, Jane	<u>75.00</u> <b>75.00</b>	Extension Committee Per Diem, Meeting Date 2/16/21
COUNTY RECORDER	MACO-MOMS	750.00	MN Marriage System Maintenance Fee
COUNTY RECORDER	Northstar Computer Forms, Inc.	173.55	Vital Records Paper
COUNTY RECORDER	Trimin Systems, Inc.	<u>2,000.00</u> <b>2,923.55</b>	Land Notification Software Installation & Services
ECONOMIC DEVELOPMENT	Office Depot	1.17	Plastic Envelope for Kroschel Twp to Collect Broadband Surveys
ECONOMIC DEVELOPMENT	The Northspan Group, Inc.	<u>1,445.00</u> <b>1,446.17</b>	Strategic Plan Update Consulting for April 2021
ENVIRONMENTAL SERVICES	Kanabec Publications	38.15	BOA Public Notice
ENVIRONMENTAL SERVICES	Quill	<u>39.96</u> <b>78.11</b>	Disposable Face Masks
HUMAN RESOURCES	American DataBank	30.95	Background Study for New Employee
HUMAN RESOURCES	ECM Publishers	330.00	RN/Certified PH Nurst & Jail Office Assistant Employment Ads
HUMAN RESOURCES	Kanabec Publications	<u>171.25</u> <b>532.20</b>	RN/Certified PH Nurse & Jail Office Assistant Employment Ads
INFORMATION SYSTEMS	Marco	<u>3,186.68</u> <b>3,186.68</b>	Phone Lease
PROBATION & JUVENILE PLACEMENT	Risk & Needs Assessment, Inc.	<u>200.00</u> <b>200.00</b>	25 DVI Tests

PUBLIC TRANSPORTATION	A and E Cleaning Services	525.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	Auto Value Mora	572.89	Bus Parts
PUBLIC TRANSPORTATION	Curtis, Michael	1,293.98	Volunteer Driver
PUBLIC TRANSPORTATION	Glen's Tire	97.61	Bus Repairs
PUBLIC TRANSPORTATION	Hoefert, Robert	1,214.50	Volunteer Driver
PUBLIC TRANSPORTATION	Kanabec Publications	549.00	Advertising
PUBLIC TRANSPORTATION	Manthie, Wendy	1,033.76	Volunteer Driver
PUBLIC TRANSPORTATION	Marco	134.68	Printer Contracts
PUBLIC TRANSPORTATION	Nelson, Ronette	202.16	Volunteer Driver
PUBLIC TRANSPORTATION	Owens Auto Parts	13.69	Bus Repairs
PUBLIC TRANSPORTATION	Quality Disposal Systems	24.15	April Service
PUBLIC TRANSPORTATION	Van Alst, Lillian	31.92	Volunteer Driver
PUBLIC TRANSPORTATION	Visser, Maurice	890.70	Volunteer Driver
		<b>6,584.04</b>	
SANITATION	Arthur Township	500.00	Recycle Incentive Payment April 2021
SANITATION	East Central Solid Waste Commission	20.00	Kanabec County Hwy Dept - Mixed Solid Waste
SANITATION	Waste Management	1,039.32	Recycle Reimbursement April 2021
		<b>1,559.32</b>	
SHERIFF	Children's Hospitals and Clinics of MN-N	500.00	Comprehensive SA Consult
SHERIFF	Glen's Tire	434.31	Tire Services, Oil Change
SHERIFF	Granite Electronics	83.25	APX Travel Charger
SHERIFF	Horizon Towing	543.60	Towing Services (3)
SHERIFF	Novus Glass	325.00	Windshield and Installation
SHERIFF	O'Reilly Auto Parts	85.97	New Squad Setup - Receiver Hitch, Converta Ball
SHERIFF	Owens Auto Parts	19.50	New Squad Fuse Parts
SHERIFF	Streicher's	106.87	Uniforms
SHERIFF	Tinker & Larson	251.12	Oil Changes
		<b>2,349.62</b>	
SHERIFF - BOAT & WATER	Mora Marine	364.40	Boat Repairs
		<b>364.40</b>	

SHERIFF - CITY OF MORA	Glen's Tire	97.80	Tire Services
SHERIFF - CITY OF MORA	Tinker & Larson	49.00	Oil Change
		<b>146.80</b>	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	17,926.35	June 21 On Site Medical and Mental Health Services
SHERIFF - JAIL/DISPATCH	Aspen Mills	397.80	Uniforms
SHERIFF - JAIL/DISPATCH	Bob Barker	1,390.88	Commissary Items & Inmate Indigent Supplies
SHERIFF - JAIL/DISPATCH	Coborn's Pharmacy	8.86	Inmate Medication
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	April 2021 Cleaning
SHERIFF - JAIL/DISPATCH	Handyman's Inc	294.00	Filters
SHERIFF - JAIL/DISPATCH	Hippen, Derek	164.94	Uniform Allowance Reimbursement
SHERIFF - JAIL/DISPATCH	Iowa MGIA	600.00	MGIA Conference (2)
SHERIFF - JAIL/DISPATCH	Mille Lacs Disposal Inc.	500.00	Evidence Room Cleanup/Removal
SHERIFF - JAIL/DISPATCH	Quality Disposal Systems	199.35	April Service
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc.	800.00	Canteen Phone Cards
SHERIFF - JAIL/DISPATCH	Stellar Services	461.24	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	7,936.99	Inmate Meals
		<b>31,265.21</b>	
SHERIFF - RESERVES	Aspen Mills	109.89	Uniforms
		<b>109.89</b>	
UNALLOCATED	Kanabec Publications	118.65	County Board Minutes 3/16
UNALLOCATED	Rupp, Anderson, Squires & Waldspurge	175.50	February Legal Services
		<b>294.15</b>	
77 Claims Totaling:		<b>\$ 132,111.82</b>	



**Agenda Item #3b**  
**Regular Bills - Road & Bridge**  
**Bills to be approved: 5/18/21**

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
A & E Cleaning	1,050.00	Office Cleaning
Aramark	484.52	Uniforms, Towels and Coveralls
Brickton Farm	700.00	Chisel Plow
Central Pension Fund	208.00	Training Center use fee
Crawford's Equipment	629.32	Repair Parts
Glens Tire	2,283.00	Tire Repair
Gopher State	24.30	Locates
Grainger	38.76	Repair Parts
Granite Electronics	1,792.80	Mobile Radios
Johnson Hardware	25.46	Shop Supplies
Kanabec County Highway Department	53.70	Petty Cash, Postage
Kanabec Publications	70.00	Ads for dust control
Kwik Trip	39.25	Fuel
Marco	296.29	Printer Fee
MN Energy	281.58	Natural Gas
MN Petroleum Marketers Association	460.00	Tank Reading Inspection
MPCA	668.89	Hazardous Waste Fees
Northpost	1,696.95	Mail Box Posts
Novus Glass	50.00	Glass Repair
Nuss Truck	11,236.69	Repair Parts
Office Depot	71.95	Office Supplies
Oslin Lumber	75.00	Re-rod
Owens Auto Parts	113.18	Repair Parts
Pomp's Tire Service	4,473.00	Tire Order
Power Plan	153.84	Repair Parts
Quality Disposal	170.10	Garbage Pickup
RDO Equipment	9,700.00	Thumb Install
Rinke Noonan	1,625.00	County Ditch Repair
Sanitary Systems	140.00	Restroom rental
Stegeman, Jesse	115.00	Class Reimbursement
Timmer Implement	234.50	Repair Parts
USIC	30.00	Locates
Westling, Nate	10.00	Reimbursement for test
Wiarcom	675.30	GPS Vehicle Monitoring
<b>34 Claims Totaling:</b>	<b><u>\$ 39,676.38</u></b>	

# Agenda Item #4

May 18, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Gambling Requests	<b>b. Originating Department/Organization/Person:</b> TLC of Kanabec County DBA Kick Cancer to the Curb
<b>c. Estimated time:</b> 2 Minutes	<b>d. Presenter(s):</b> None

**e. Board action requested:** Approve the following resolutions:

### Resolution #\_\_ – 5/18/21

**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 TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at Ogilvie Raceway 1539 Highway 23 Ogilvie, MN 56358 on July 10, 2021.

### Resolution #\_\_ – 5/18/21

**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 TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at Boonefest 2867 Rainbow Street Brook Park, MN 55007 on August 7, 2021.

### Resolution #\_\_ – 5/18/21

**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 TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at City of Ogilvie 102 North Hill Avenue Ogilvie, MN 56358 on August 7, 2021.

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**f. Background:**

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

<b>Date received in County Coordinators Office:</b>	5/12/21
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**Coordinators Comments:**

## LG220 Application for Exempt Permit

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: TLC of Kanabec Co. dba: Kicklander to the Cars Previous Gambling Permit Number: X-94003  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_  
 Mailing Address: 1425 130th Ave  
 City: Ogilvie State: Mn Zip: 56358 County: Kanabec  
 Name of Chief Executive Officer (CEO): Romie Troupe  
 CEO Daytime Phone: 320 980 2563 CEO Email: \_\_\_\_\_  
 (permit will be emailed to this email address unless otherwise indicated below)  
 Email permit to (if other than the CEO): vandersericsen@yahoo.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

- ☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Ogilvie Raceway  
 Physical Address (do not use P.O. box): 1539 Hwy 23  
 Check one: 56358  
☒ City: Ogilvie Zip: Mn County: Kanabec  
☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
 Date(s) of activity (for raffles, indicate the date of the drawing): 7-10-2021

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

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

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

# LG220 Application for Exempt Permit

11/17  
Page 2 of 2

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

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

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: [Signature] Date: 5-11-21  
 (Signature must be CEO's signature; designee may not sign)  
 Print Name: Ramie Troupe

## REQUIREMENTS

**Complete a separate application for:**

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

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

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

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

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

## MAIL APPLICATION AND ATTACHMENTS

**Mail application with:**

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

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

**Questions?**

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

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

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

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

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

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## LG220 Application for Exempt Permit

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: TCR of Kanabec County <sup>DBA: Kick</sup> Previous Gambling Permit Number: K-94003  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_  
 Mailing Address: 1425 130th Ave  
 City: Ogilvie State: MN Zip: 56358 County: KANABEC  
 Name of Chief Executive Officer (CEO): Ronnie Troupe  
 CEO Daytime Phone: 320 980 2563 CEO Email: \_\_\_\_\_  
 (permit will be emailed to this email address unless otherwise indicated below)  
 Email permit to (if other than the CEO): vandersericsen@yahoo.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

- ☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Boone Fest  
 Physical Address (do not use P.O. box): 2867 Rainbow St.  
 Check one:  
☒ City: Brook Park Zip: 55007 County: KANABEC  
☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
 Date(s) of activity (for raffles, indicate the date of the drawing): 8-7-2021

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

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

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



# LG220 Application for Exempt Permit

11/17  
Page 2 of 2

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

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

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: [Signature] Date: 5-11-21  
 (Signature must be CEO's signature; designee may not sign)  
 Print Name: Ronnie Troupe

## REQUIREMENTS

### Complete a separate application for:

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

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

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

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

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

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

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

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

### Questions?

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

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

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

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

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

An equal opportunity employer

## LG220 Application for Exempt Permit

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: TLC of Kanabec Co <sup>dba: Kick Cancer to the curb</sup> Previous Gambling Permit Number: X-94003  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_  
 Mailing Address: 1425 130th Ave  
 City: Ogilvie State: Mn Zip: 56358 County: Kanabec  
 Name of Chief Executive Officer (CEO): Ronnie Troupe  
 CEO Daytime Phone: 320 980 2563 CEO Email: \_\_\_\_\_  
 (permit will be emailed to this email address unless otherwise indicated below)  
 Email permit to (if other than the CEO): vandersericsen@yahoo.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): City of Ogilvie  
 Physical Address (do not use P.O. box): 1425 N. Hill Ave  
 Check one:  
☒ City: Ogilvie Zip: 56358 County: Kanabec  
☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
 Date(s) of activity (for raffles, indicate the date of the drawing): 8-7-2021

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

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

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



# LG220 Application for Exempt Permit

11/17  
Page 2 of 2

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

### CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

### COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### TOWNSHIP (if required by the county)

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

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: [Signature] Date: 5-11-21

(Signature must be CEO's signature; designee may not sign)

Print Name: Ronnie Troupe

## REQUIREMENTS

### Complete a separate application for:

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

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

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

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

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

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

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

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

### Questions?

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

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

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

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

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

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INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 29 2014**

TLC OF KANABEC COUNTY DBA KICK  
CANCER TO THE CURB  
1847 SUNDET ROAD  
MORA, MN 55051-7012

Employer Identification Number:  
46-1002788  
DLN:  
26053679001404  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
December 31, 2012  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

# Agenda Item #5

May 18, 2020

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Preliminary Budget Discussion for 2022	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, County Coordinator

**e. Board action requested:**

- a. Consider the proposed budget calendar
- b. Provide initial guidance to department heads for 2022 budget

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**f. Background:**

Supporting Documents: None      Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**



## Budget Process Timeline for 2022 Budget

### June 2021

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### June

06/01/21 (Tue) Board determines preliminary 2022 budget goals

6/16-6/30 Coordinator's Office prepares and distributes budget worksheets to Department Heads

### July 2021

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### July

07/04/21 (Sun) Independence day holiday  
07/05/21 (Mon) Independence day OBSERVED holiday

7/6-7/22 Department Heads put together their preliminary 2022 budget drafts

07/23/21 (Fri) Budget drafts due to the Coordinator by noon

### August 2021

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### August

08/03/21 (Tue) Board discusses budget proposals and levy at regular meeting

08/10/21 (Tue) Board Budget Work Session

08/24/21 (Tue) Board Budget Work Session

08/31/21 (Tue) Board Budget Work Session

### September 2021

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### September

09/06/21 (Mon) Labor Day holiday

09/07/21 (Tue) Board discusses budget proposals and levy at regular meeting

09/14/21 (Tue) Board Budget Work Session (if needed)

09/21/21 (Tue) Board certifies the maximum levy and proposed budget  
(Must be done by Sept 30th). Between Sep 21 and Dec 9 the board works on corrections, changes and re-examines priorities.

### October 2021

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### October

10/12/21 (Tue) Board Budget Work Session (if needed) to discuss any proposed revisions/refinements

10/26/21 (Tue) Board Budget Work Session (if needed) to discuss any proposed revisions/refinements





## Budget Process Timeline for 2022 Budget

### November 2021

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### November

11/09/21 (Tue)	Board Budget Work Session (if needed) to discuss any proposed revisions/refinements	
11/23/21 (Tue)	Board Budget Work Session (if needed) to discuss any proposed revisions/refinements	
11/11/21 (Thu)	Veterans Day	holiday
11/25/21 (Thu)	Thanksgiving	holiday
11/26/21 (Fri)	Day After Thanksgiving	holiday

### December 2021

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### December

12/09/21 (Thu)	Truth in Taxation Meeting 6:30pm	
	Final budget approval on December 9th or a continued meeting thereof	
12/21/21 (Tue)	Final budget approval or a continued meeting thereof	
12/24/21 (Fri)	Christmas Eve	holiday
12/25/21 (Sat)	Christmas Day	holiday
12/27/21 (Mon)	Christmas Day OBSERVED	holiday

# Agenda Item #6

May 18, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> American Rescue Plan - Coronavirus State and Local Fiscal Recovery Funds	<b>b. Origination:</b> Federal Government
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:** Approve the following resolution:

### Resolution #\_\_ - 5/18/21

**WHEREAS**, the Federal Government has taken action to authorize distribution of American Rescue Plan- Coronavirus State and Local Fiscal Recovery Funds for relief efforts related to the COVID-19 pandemic specifically “to turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery”, and

**WHEREAS**, the U.S. Department of Treasury has provided guidance on eligible and ineligible uses, deadlines, and reporting; and

**WHEREAS**, according to the National Association of Counties, Kanabec County has been allocated an estimated \$3,173,271 in American Rescue Plan- Coronavirus State and Local Fiscal Recovery Funds;

**BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves acceptance of the American Rescue Plan- Coronavirus State and Local Fiscal Recovery Funds allocated to Kanabec County;

**BE IT FURTHER RESOLVED** that the Kanabec County Board of Commissioners hereby orders the development of an American Rescue Plan committee or committees to evaluate community and organizational needs, ensure compliance with related regulations, and make recommendations to the board for strategic, impactful expenditures of these funds;

**BE IT FURTHER RESOLVED** that the Kanabec County Board of Commissioners authorizes the Auditor/Treasurer and County Coordinator to facilitate the action to accept these funds and to complete required reporting requirements.

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#### **f. Background:**

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>

The deadline to spend the funds is December 31, 2024

**Supporting Documents:** None

**Attached:** ☒

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**Date received in County Coordinators Office:**

**Coordinators Comments:**

## FACT SHEET: The Coronavirus State and Local Fiscal Recovery Funds Will Deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs

May 10, 2021

*Aid to state, local, territorial, and Tribal governments will help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery*

Today, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments. Treasury also released details on how these funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among these governments, and support the communities and populations hardest-hit by the COVID-19 crisis. With the launch of the Coronavirus State and Local Fiscal Recovery Funds, eligible jurisdictions will be able to access this funding in the coming days to address these needs.

State, local, territorial, and Tribal governments have been on the frontlines of responding to the immense public health and economic needs created by this crisis – from standing up vaccination sites to supporting small businesses – even as these governments confronted revenue shortfalls during the downturn. As a result, these governments have endured unprecedented strains, forcing many to make untenable choices between laying off educators, firefighters, and other frontline workers or failing to provide other services that communities rely on. Faced with these challenges, state and local governments have cut over 1 million jobs since the beginning of the crisis. The experience of prior economic downturns has shown that budget pressures like these often result in prolonged fiscal austerity that can slow an economic recovery.

To support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery, the American Rescue Plan Act of 2021 established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. Today, Treasury is launching this much-needed relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses; and,
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest-hit by the crisis. These funds also deliver resources that recipients can invest in building, maintaining, or upgrading their water, sewer, and broadband infrastructure.

Starting today, eligible state, territorial, metropolitan city, county, and Tribal governments may request Coronavirus State and Local Fiscal Recovery Funds through the Treasury Submission Portal. Concurrent with this program launch, Treasury has published an Interim Final Rule that implements the provisions of this program.

#### FUNDING AMOUNTS

The American Rescue Plan provides a total of \$350 billion in Coronavirus State and Local Fiscal Recovery Funds to help eligible state, local, territorial, and Tribal governments meet their present needs and build the foundation for a strong recovery. Congress has allocated this funding to tens of thousands of jurisdictions. These allocations include:

Type	Amount (\$ billions)
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cities	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-Entitlement Units of Local Government	\$19.5

Treasury expects to distribute these funds directly to each state, territorial, metropolitan city, county, and Tribal government. Local governments that are classified as non-entitlement units will receive this funding through their applicable state government. Treasury expects to provide further guidance on distributions to non-entitlement units next week.

Local governments should expect to receive funds in two tranches, with 50% provided beginning in May 2021 and the balance delivered 12 months later. States that have experienced a net increase in the unemployment rate of more than 2 percentage points from February 2020 to the latest available data as of the date of certification will receive their full allocation of funds in a single payment; other states will receive funds in two equal tranches. Governments of U.S. territories will receive a single payment. Tribal governments will receive two payments, with the first payment available in May and the second payment, based on employment data, to be delivered in June 2021.

#### USES OF FUNDING

Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Within these overall categories, Treasury's Interim Final Rule provides guidelines and principles for determining the types of programs and services that this funding can support, together with examples of allowable uses that recipients may consider. As described below, Treasury has also designed these provisions to take into consideration the disproportionate impacts of the COVID-19 public health emergency on those hardest-hit by the pandemic.

#### 1. Supporting the public health response

Mitigating the impact of COVID-19 continues to require an unprecedented public health response from state, local, territorial, and Tribal governments. Coronavirus State and Local Fiscal Recovery Funds provide resources to meet these needs through the provision of care for those impacted by the virus and through services that address disparities in public health that have been exacerbated by the pandemic. Recipients may use this funding to address a broad range of public health needs across COVID-19 mitigation, medical expenses, behavioral healthcare, and public health resources. Among other services, these funds can help support:

- Services and programs to contain and mitigate the spread of COVID-19, including:
 

✓ Vaccination programs	✓ Enhancement of healthcare capacity, including alternative care facilities
✓ Medical expenses	✓ Support for prevention, mitigation, or other services in congregate living facilities and schools
✓ Testing	✓ Enhancement of public health data systems
✓ Contact tracing	✓ Capital investments in public facilities to meet pandemic operational needs
✓ Isolation or quarantine	✓ Ventilation improvements in key settings like healthcare facilities
✓ PPE purchases	
✓ Support for vulnerable populations to access medical or public health services	
✓ Public health surveillance (e.g., monitoring for variants)	
✓ Enforcement of public health orders	
✓ Public communication efforts	



- **Services to address behavioral healthcare needs exacerbated by the pandemic, including:**
  - ✓ Mental health treatment
  - ✓ Substance misuse treatment
  - ✓ Other behavioral health services
  - ✓ Hotlines or warmlines
  - ✓ Crisis intervention
  - ✓ Services or outreach to promote access to health and social services
- **Payroll and covered benefits expenses** for public health, healthcare, human services, public safety and similar employees, to the extent that they work on the COVID-19 response. For public health and safety workers, recipients can use these funds to cover the full payroll and covered benefits costs for employees or operating units or divisions primarily dedicated to the COVID-19 response.

## 2. Addressing the negative economic impacts caused by the public health emergency

The COVID-19 public health emergency resulted in significant economic hardship for many Americans. As businesses closed, consumers stayed home, schools shifted to remote education, and travel declined precipitously, over 20 million jobs were lost between February and April 2020. Although many have since returned to work, as of April 2021, the economy remains more than 8 million jobs below its pre-pandemic peak, and more than 3 million workers have dropped out of the labor market altogether since February 2020.

To help alleviate the economic hardships caused by the pandemic, Coronavirus State and Local Fiscal Recovery Funds enable eligible state, local, territorial, and Tribal governments to provide a wide range of assistance to individuals and households, small businesses, and impacted industries, in addition to enabling governments to rehire public sector staff and rebuild capacity. Among these uses include:

- **Delivering assistance to workers and families**, including aid to unemployed workers and job training, as well as aid to households facing food, housing, or other financial insecurity. In addition, these funds can support survivor's benefits for family members of COVID-19 victims.
- **Supporting small businesses**, helping them to address financial challenges caused by the pandemic and to make investments in COVID-19 prevention and mitigation tactics, as well as to provide technical assistance. To achieve these goals, recipients may employ this funding to execute a broad array of loan, grant, in-kind assistance, and counseling programs to enable small businesses to rebound from the downturn.
- **Speeding the recovery of the tourism, travel, and hospitality sectors**, supporting industries that were particularly hard-hit by the COVID-19 emergency and are just now beginning to mend. Similarly impacted sectors within a local area are also eligible for support.
- **Rebuilding public sector capacity**, by rehiring public sector staff and replenishing unemployment insurance (UI) trust funds, in each case up to pre-pandemic levels. Recipients may also use this funding to build their internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations.

### 3. Serving the hardest-hit communities and families

While the pandemic has affected communities across the country, it has disproportionately impacted low-income families and communities of color and has exacerbated systemic health and economic inequities. Low-income and socially vulnerable communities have experienced the most severe health impacts. For example, counties with high poverty rates also have the highest rates of infections and deaths, with 223 deaths per 100,000 compared to the U.S. average of 175 deaths per 100,000.

Coronavirus State and Local Fiscal Recovery Funds allow for a broad range of uses to address the disproportionate public health and economic impacts of the crisis on the hardest-hit communities, populations, and households. Eligible services include:

- **Addressing health disparities and the social determinants of health**, through funding for community health workers, public benefits navigators, remediation of lead hazards, and community violence intervention programs;
- **Investments in housing and neighborhoods**, such as services to address individuals experiencing homelessness, affordable housing development, housing vouchers, and residential counseling and housing navigation assistance to facilitate moves to neighborhoods with high economic opportunity;
- **Addressing educational disparities** through new or expanded early learning services, providing additional resources to high-poverty school districts, and offering educational services like tutoring or afterschool programs as well as services to address social, emotional, and mental health needs; and,
- **Promoting healthy childhood environments**, including new or expanded high quality childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

Governments may use Coronavirus State and Local Fiscal Recovery Funds to support these additional services if they are provided:

- within a Qualified Census Tract (a low-income area as designated by the Department of Housing and Urban Development);
- to families living in Qualified Census Tracts;
- by a Tribal government; or,
- to other populations, households, or geographic areas disproportionately impacted by the pandemic.

### 4. Replacing lost public sector revenue

State, local, territorial, and Tribal governments that are facing budget shortfalls may use Coronavirus State and Local Fiscal Recovery Funds to avoid cuts to government services. With these additional resources, recipients can continue to provide valuable public services and ensure that fiscal austerity measures do not hamper the broader economic recovery.

Many state, local, territorial, and Tribal governments have experienced significant budget shortfalls, which can yield a devastating impact on their respective communities. Faced with budget shortfalls and pandemic-related uncertainty, state and local governments cut staff in all 50 states. These budget shortfalls and staff cuts are particularly problematic at present, as these entities are on the front lines of battling the COVID-19 pandemic and helping citizens weather the economic downturn.

Recipients may use these funds to replace lost revenue. Treasury's Interim Final Rule establishes a methodology that each recipient can use to calculate its reduction in revenue. Specifically, recipients will compute the extent of their reduction in revenue by comparing their actual revenue to an alternative representing what could have been expected to occur in the absence of the pandemic. Analysis of this expected trend begins with the last full fiscal year prior to the public health emergency and projects forward at either (a) the recipient's average annual revenue growth over the three full fiscal years prior to the public health emergency or (b) 4.1%, the national average state and local revenue growth rate from 2015-18 (the latest available data).

For administrative convenience, Treasury's Interim Final Rule allows recipients to presume that any diminution in actual revenue relative to the expected trend is due to the COVID-19 public health emergency. Upon receiving Coronavirus State and Local Fiscal Recovery Funds, recipients may immediately calculate the reduction in revenue that occurred in 2020 and deploy funds to address any shortfall. Recipients will have the opportunity to re-calculate revenue loss at several points through the program, supporting those entities that experience a lagged impact of the crisis on revenues.

Importantly, once a shortfall in revenue is identified, recipients will have broad latitude to use this funding to support government services, up to this amount of lost revenue.

#### 5. Providing premium pay for essential workers

Coronavirus State and Local Fiscal Recovery Funds provide resources for eligible state, local, territorial, and Tribal governments to recognize the heroic contributions of essential workers. Since the start of the public health emergency, essential workers have put their physical well-being at risk to meet the daily needs of their communities and to provide care for others.

Many of these essential workers have not received compensation for the heightened risks they have faced and continue to face. Recipients may use this funding to provide premium pay directly, or through grants to private employers, to a broad range of essential workers who must be physically present at their jobs including, among others:

- |   |   |
|---|---|
| ✓ Staff at nursing homes, hospitals, and home-care settings                     | ✓ Truck drivers, transit staff, and warehouse workers |
| ✓ Workers at farms, food production facilities, grocery stores, and restaurants | ✓ Childcare workers, educators, and school staff      |
| ✓ Janitors and sanitation workers   | ✓ Social service and human services staff             |
| ✓ Public health and safety staff  |   |

Treasury's Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

In addition, employers are both permitted and encouraged to use Coronavirus State and Local Fiscal Recovery Funds to offer retrospective premium pay, recognizing that many essential workers have not yet received additional compensation for work performed. Staff working for third-party contractors in eligible sectors are also eligible for premium pay.

#### **6. Investing in water and sewer infrastructure**

Recipients may use Coronavirus State and Local Fiscal Recovery Funds to invest in necessary improvements to their water and sewer infrastructures, including projects that address the impacts of climate change.

Recipients may use this funding to invest in an array of drinking water infrastructure projects, such as building or upgrading facilities and transmission, distribution, and storage systems, including the replacement of lead service lines.

Recipients may also use this funding to invest in wastewater infrastructure projects, including constructing publicly-owned treatment infrastructure, managing and treating stormwater or subsurface drainage water, facilitating water reuse, and securing publicly-owned treatment works.

To help jurisdictions expedite their execution of these essential investments, Treasury's Interim Final Rule aligns types of eligible projects with the wide range of projects that can be supported by the Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund. Recipients retain substantial flexibility to identify those water and sewer infrastructure investments that are of the highest priority for their own communities.

Treasury's Interim Final Rule also encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

#### **7. Investing in broadband infrastructure**

The pandemic has underscored the importance of access to universal, high-speed, reliable, and affordable broadband coverage. Over the past year, millions of Americans relied on the internet to participate in remote school, healthcare, and work.

Yet, by at least one measure, 30 million Americans live in areas where there is no broadband service or where existing services do not deliver minimally acceptable speeds. For millions of other Americans, the high cost of broadband access may place it out of reach. The American Rescue Plan aims to help remedy these shortfalls, providing recipients with flexibility to use Coronavirus State and Local Fiscal Recovery Funds to invest in broadband infrastructure.

Recognizing the acute need in certain communities, Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—in other words, lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload. Recipients are also encouraged to prioritize projects that achieve last-mile connections to households and businesses.

Using these funds, recipients generally should build broadband infrastructure with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100



Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, recipients are encouraged to pursue fiber optic investments.

In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

#### 8. Ineligible Uses

Coronavirus State and Local Fiscal Recovery Funds provide substantial resources to help eligible state, local, territorial, and Tribal governments manage the public health and economic consequences of COVID-19. Recipients have considerable flexibility to use these funds to address the diverse needs of their communities.

To ensure that these funds are used for their intended purposes, the American Rescue Plan Act also specifies two ineligible uses of funds:

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue due to a change in law from March 3, 2021 through the last day of the fiscal year in which the funds provided have been spent.** The American Rescue Plan ensures that funds needed to provide vital services and support public employees, small businesses, and families struggling to make it through the pandemic are not used to fund reductions in net tax revenue. Treasury's Interim Final Rule implements this requirement. If a state or territory cuts taxes, they must demonstrate how they paid for the tax cuts from sources other than Coronavirus State Fiscal Recovery Funds—by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be paid back to the Treasury.
- **No recipient may use this funding to make a deposit to a pension fund.** Treasury's Interim Final Rule defines a "deposit" as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions for employees whose wages and salaries are an eligible use of funds.

Treasury's Interim Final Rule identifies several other ineligible uses, including funding debt service, legal settlements or judgments, and deposits to rainy day funds or financial reserves. Further, general infrastructure spending is not covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision. While the program offers broad flexibility to recipients to address local conditions, these restrictions will help ensure that funds are used to augment existing activities and address pressing needs.



# Agenda Item #7

May 18, 2021

## REQUEST FOR BOARD ACTION

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

**e. Board action requested:**

Review the current, proposed updates to the Kanabec County COVID-19 Re-Opening Plan and discuss Governor Walz's reduction of restrictions and the impact on County operations.

Requesting approval of the revised Re-Opening Plan and setting a date to move into Phase 3 of the Re-Opening Plan.

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**f. Background:**

Supporting Documents: None      Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

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

## **I. PURPOSE**

The purpose of this document is to set forth Kanabec County's plan regarding the safe re-open and return to work practices that will comply with the Minnesota Occupational

Safety and Health Act of 1973, Minnesota Statutes 2019, Chapter 182 ("Minnesota OSHA Standards"), in addition to guidelines related to COVID-19 set forth by the Minnesota Department of Health and the Centers for Disease Control and Prevention ("MDH and CDC Guidelines"). This plan complies with the COVID-19 Preparedness Plan requirements as set forth in guidance published by the Department of Employment and Economic Development.

## **II. SCOPE OF COVERAGE**

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

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

## **III. COUNTY OFFICES OPENING UNDER A PHASED APPROACH**

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

### **Re-Opening Phase 1**

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

Public Service Building (Family Services/Community Health):

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

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

Timber Trails Transit Building:

- \* Appointment only.
- \* Doors locked.

Law Enforcement Center (Jail):

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

Courthouse:

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

Public Works Building:

- \* Appointment only.
- \* Doors locked.

\*Kanabec County Driver's License Department will serve the public using drop boxes and scheduled appointments (starting June 15<sup>th</sup>) to ensure essential services are available such as real ID and driver's licenses.

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

Signage may include:

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

**Re-Opening Phase 2**

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

Courthouse:

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

Public Works Building:

- \* ~~Appointment only.~~

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

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

Public Service Building (Family Services/Community Health):

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

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

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

Timber Trails Transit Building:

~~\* Appointment only.~~  
~~\* Doors locked.~~

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

Law Enforcement Center (Jail):

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

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



- b. Social distancing markers in place on the floors.
- c. Hand sanitizer, tissues, and waste baskets available for the public in the lobby areas and at each public service counter.
- d. Each department responsible to enforce social distancing protocols in their departments and areas of the building. Building security (law enforcement) will be called if issues arise as per standard protocol.
- e. Remote work continues and each department is responsible to adjust staffing levels to meet the public demand.
- f. Board and committee meetings continue to be held remotely **or in a hybrid-model** with limited number of people allowed in the rooms.
- g. Courthouse basement bathrooms are designated for employee **and juror** use only. Signs posted.
- h. Meeting rooms not available for public use.
- i. Face coverings are required per Governor Walz Emergency Executive Order 20-81 beginning on Friday, July 24, 2020 at 11:59 p.m. in indoor businesses and indoor public settings, as well as workers outdoors when it is not possible to maintain social distancing.  
A **“face covering”** must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering. Medical-grade masks and respirators are sufficient face coverings, but to preserve adequate supplies, their purchase and use is discouraged for Minnesotans who do not work in a health care setting or in other occupations that require medical-grade protective equipment (e.g., certain construction occupations).

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

- Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible.
- Children under 5
- Individuals at their workplace when wearing a face covering would create a job hazard for the individual or others, as determined by local, state or federal regulators or workplace safety and health standards and guidelines.

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

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

**Circumstances where mandatory face coverings may be temporarily removed.**

- When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (Minnesota Statutes 2019, Chapter 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.

- When asked to remove a face covering to verify an identity for lawful purposes.
- While communicating with an individual who is deaf or hearing impaired or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.
- When an individual is alone, **including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained, a vehicle, or the cab of heavy equipment or machinery, or an enclosed work area.** In such situations, the individual should still carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.
- When a public safety worker is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, in situations where wearing a face covering would seriously interfere in the performance of their public safety responsibilities.

If you have further questions the actual Executive Order may be found here: [https://mn.gov/governor/assets/EO%2020-81%20Final\\_tcm1055-441107.pdf](https://mn.gov/governor/assets/EO%2020-81%20Final_tcm1055-441107.pdf)

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

### **Re-Opening Phase 3**

- a. Buildings open to the public on same schedule as pre-COVID-19.
- b. Social distance floor markings ~~may be~~ **are** removed. ~~Use of Plexiglas shields may continue at department discretion.~~ Security glass is installed.

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

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

##### **Visitors:**

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

##### **Employees:**

- a. The Health Screening information provided by Public Health (APPENDIX A) will be used as a guide for Kanabec County employees.
- b. Employees will be required to report to supervisor if they will not be coming to work due to symptoms consistent with COVID-19.

- c. Employees who develop symptoms during the workday will immediately self-isolate and report to supervisor. Supervisor will send the employee home immediately.
- d. Employees should contact their health care provider, as appropriate.
- e. Employees who were potentially exposed to an infected co-worker need to contact **their supervisor/department head and Human Resources to discuss next steps according to Appendix A.**
- f. Employees quarantined or isolated need to contact their **supervisor/department head and Human Resources to discuss return to work according to Appendix A.**
- g. Employees will work with their supervisor/**department head** and HR regarding the use FFCRA, PTO, unpaid time, FMLA, EMB and other policies addressing COVID-19 illness.

## **V. EMPLOYEE WORK SCHEDULE (PHASE 1 & 2)**

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

## **VIII. RESPIRATORY ETIQUETTE (PHASES 1 & 2)**

### **Employees:**

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

**Public:**

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

**IX. CLEANING/SANITIZING (ALL PHASES)**

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

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

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

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

REVISED 7/23/2020

REVISED 10/12/2020



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

**A.1: Exposures**

**A.2: Symptomatic**

**A.3: Close Contacts and Positives**

### **Appendix A.1 Exposures**

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

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

1. Was the employee with the COVID positive case within two days of the cases:

- Symptom start date,
- or specimen collection date (if case is asymptomatic)

If no, employee is free to work as usual.

If yes, go to question 2.

2. Was the employee with the COVID positive case for:

- More than 15 minutes?
- Within 6 feet?
- Without masks?

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

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

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

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

If a family member is seeking testing for an exposure (not classified as a close contact), the employee should stay home until test results are known as a precaution.

## **Appendix A.2 Symptomatic Employees and Household Members**

### **Handling Symptomatic Employees and Household Members**

#### **Employee is Symptomatic**

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

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

#### **Employee with ONE “Less Common” symptom:**

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

3. Does the employee have the ability to work from home?
  - If Yes, have them do so; and encourage them to contact their medical provider to be evaluated for testing. (Executive Order – all employees who can, should work from home)
  - If No, continue to question 4.
4. Evaluate single symptom and determine if employee is well enough to remain at work.
  - If able to remain, the employee must do the following until single symptom resolves:
    - Isolate from all other employees and public visitors/clients.
    - Does not attend any meetings in person.
    - Mask at ALL times, even when isolated in own office/cubical (if medically unable to wear a face covering a shield is required).
    - Monitor for other symptom development, and the employee is to leave immediately if ANY other symptom presents; and encourage them to contact their medical provider to be evaluated for testing.
  - If unable to remain, send employee home; and encourage them to contact their medical provider to be evaluated for testing.

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

2. Employee stays home or is sent home. (See following for duration of exclusion.)
3. Has the employee or their household member(s) been exposed to any known COVID positive case in any capacity?
  - EITHER OF THE FOLLOWING:
    - Close Contact – Within 6 feet for 15 minutes or greater OR...
    - Reasonable Suspicion – At any function, event, or encounter with a positive individual
  - If Yes, employee is to stay home for 10 days from the time symptoms started until symptoms improved and 24 hours fever free – without fever reducing medication; and to contact their medical provider to be evaluated for testing.
  - If No, continue to question 4.
4. For employees who have not had any household exposure to a known COVID positive case but are symptomatic, encourage them to contact their medical provider to be evaluated for testing to determine exclusion.
  - Does not seek testing – individual is to stay home for 10 days from the time symptoms started until symptoms improved and 24 hours fever free – without fever reducing medication
  - Seeks testing –
    - Pending: Employee is to stay home until test results are known.
    - Negative: If provided with an alternative diagnosis, sinus infection/strep throat/flu/etc., employee may return 24 hours after symptom improvement or start of antibiotics.

- Positive: employee is to stay home for 10 days from the time symptoms started until symptoms improved and 24 hours fever free – without fever reducing medication.

### **Household member is Symptomatic?**

#### **1. What are the symptoms?**

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

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

### **Household member has ONE “Less Common” symptom:**

#### **2. Has the employee or symptomatic household member been exposed to any known COVID positive case in any capacity?**

- EITHER OF THE FOLLOWING:
  - Close Contact – Within 6 feet for 15 minutes or greater OR...
  - Reasonable Suspicion – At any function, event, or encounter with a positive individual
- If Yes, encourage them to contact their medical provider for the household member to be evaluated for testing; and employee excluded from work until test results are known.
- If No, continue to question 3.

3. For employees with symptomatic household member(s) that have not had any household exposure to a known COVID positive case and continue to have only ONE Less Common symptom:
  - Employee may continue working, as long as they remain asymptomatic.
    - Encourage the employee to work from home while the household member is symptomatic, if this is an option. (Executive Order – all employees who can, should work from home)
  - If the household member develops any other symptom, the employee must be excluded until evaluation is completed. (See section with ONE “More Common” or TWO “Less Common” symptoms below.)

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

2. Employee stays home or is sent home. (See following questions for duration of exclusion.)
3. Has the employee or symptomatic household member been exposed to any known COVID positive case in any capacity?
  - EITHER OF THE FOLLOWING:
    - Close Contact – Within 6 feet for 15 minutes or greater OR...
    - Reasonable Suspicion – At any function, event, or encounter with a positive individual
  - If Yes, individual is to stay home for 10 days from the time symptoms started until symptoms improved and 24 hours fever free – without fever reducing medication; and employee excluded from work until test results are known.
  - If No, continue to question 4.
4. For employees with symptomatic household member(s) who have not had any household exposure to a known COVID positive case, encourage them to contact their medical provider for the household member to be evaluated for testing.
  - Does not seek testing – household member is to stay home for 10 days from the time symptoms started until symptoms improved and 24 hours fever free – without fever reducing medication; and employee is to be excluded from work for 14 days from last exposure to household member.
    - NOTE: If the employee is unable to isolate from the household member, the employee must wait to start their 14 day quarantine until AFTER the household member completes their 10 day isolation period.
  - Seeks testing –
    - Pending: Employee is to stay home until test results are known.
    - Negative: Employee may return to work and do not need to quarantine.
    - Positive: household member is to stay home for 10 days from the time symptoms started until symptoms improved and 24 hours fever free – without fever reducing medication; and employee is to be excluded from work for 14 days from last exposure to household member.

- NOTE: If the employee is unable to isolate from the household member, the employee must wait to start their 14 day quarantine until AFTER the household member completes their 10 day isolation period.

### **Appendix A.3 Close Contacts and Positives**

#### **Handling a Close Contact**

##### **Employee is a Close Contact – Household member is positive**

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

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

1. Ensure employee knows to be out on quarantine for 14 days from last exposure to positive case.
  - a. If the employee is the only close contact identified in their household, encourage them to separate/isolate from their own household members for the duration of the quarantine period to prevent transmission within the home.
2. Encourage employee to seek testing if asymptomatic 5-7 days from last exposure to positive case.



3. If the employee as a close contact becomes COVID positive during quarantine, they must complete a 10 day isolation period and their household members may be close contacts depending on their ability to effectively isolate in step 1.a of this section.
4. Other co-workers may require quarantine (depending on exposure) if the employee who was a close contact becomes positive and was at the workplace in the 2 days before
  - a. If symptomatic – symptom onset; or
  - b. If asymptomatic – specimen collection date

### **Handling a Positive Case**

#### **Employee is COVID positive –**

1. Ensure they know that positive case's return to work is at least 10 days + 24hrs fever free:
  - a. If symptomatic - from onset of symptoms, if improved; or
  - b. If asymptomatic - from specimen collection
2. Ensure they know that all household members who are a close contact of a positive case need to be out on quarantine:
  - a. If effectively isolating from positive case - 14 days from the last date of exposure
  - b. If not effectively isolating from positive case and case is symptomatic - 24 days from the date of symptom onset
  - c. If not effectively isolating and case is asymptomatic - 24 days from the date of the specimen collection
  - d. With every new positive case in the house, the countdown for close contacts starts over again
3. Encourage testing of all asymptomatic household members 5-7 days after:
  - a. The positive case symptom onset; or
  - b. The positive case asymptomatic specimen collection date, or
  - c. Sooner if symptoms develop in the close contact
4. Supervisor/HR may conduct investigation to assist Community Health in determining who are close contacts in relation to the positive case, and provide completed information sheet to Community Health as soon as possible so quarantine notifications can occur before the next day to prevent those identified from presenting at the workplace:
  - a. Determine meetings attended, office mates, lunchroom exposures, printer/copier interactions, front desk staff, ride sharing, etc.
  - b. Evaluate if any other employees that have had an exposure to the positive case are absent and follow up if it is due to COVID symptoms – if so, encourage testing
5. Ensure cleaning and disinfection of the affected work station(s)



## COVID-19 Screening

### PLEASE SCREEN YOURSELF BEFORE ENTERING THE COUNTY BUILDINGS

Applies to:

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

### ASK YOURSELF THESE QUESTIONS:

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

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

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

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

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

## PRINT EQUIPMENT CLEANING GUIDELINES

### Helping Businesses Address Coronavirus

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

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

### Procedure for Cleaning Print Equipment

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

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

## Additional Resources

### General

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

MDH Coronavirus – [www.health.state.mn.us/diseases/coronavirus](https://www.health.state.mn.us/diseases/coronavirus)

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

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

## **Businesses**

CDC Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

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

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

DLI Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

## **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

## **Respiratory etiquette: Cover your cough or sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

## **Employees exhibiting signs and symptoms of COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

[www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

## **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)