



# Kanabec County Board of Commissioners

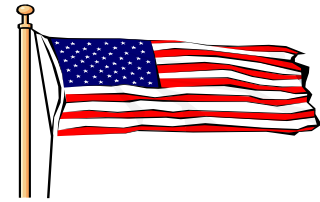
## Regular Meeting Agenda The Meeting of November 2, 2021

- Due to COVID-19 safety protocol, this meeting will be in-person and via WebEx (video/phone conference)
- The public may join the meeting via WebEx or in-person at the meeting room.
- If attending the meeting in-person, the total number of persons (including commissioners) may be limited and social distancing/safety protocol may 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:** 2489 915 2582



### **Video Meeting link:**

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=m517596feb4310675ff6a988db036b8d6>

Meeting number: 2489 915 2582

Password: G3pxNE5ZeW9

**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.**

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*

- 9:00am    a. Pledge of Allegiance  
            b. Agenda approval
- 9:05am    Recess county board to a time immediately following the CHB.  
            **Community Health Board**
- 9:35am    Kim Christenson, H.R. Specialist  
            a. Position Re-Evaluation Results  
            b. Health Insurance Renewal  
                i. Rescind Resolution #14-10/19/21  
                ii. Approve Resolution Adopting Health Insurance Renewal and Rates for 2022  
                iii. Approve Resolution Adopting New Insurance Rates for 2022 for the Local 363 Health Insurance Plan  
            c. Vehicle Pool Update
- 10:00am    Heidi Steinmetz, EDA Director – Request for Letter Supporting East Central Energy's Potential Broadband Project

10:10am Robbie Anderson, Deputy Auditor Tax- Tax Forfeit Land Sale Update

**10:30am Public Comment**

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

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10:45am Representative Nathan Nelson- Legislative Update and Q & A with Board

11:15am Lisa Blowers, I.S. Director-

- a. Open position update
- b. Request permission to post for Comp Tech I
- c. Request permission to create a Tech II position
- d. Request to spend capital funds on a wireless system upgrade

11:30am Teresa Wickeham, Environmental Services Supervisor- Kettle & Upper St. Croix  
Watershed Memorandum of Agreement

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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. Consent Agenda
  - a. Gambling Request- Pheasants Forever Chapter 334
  - b. SCORE Claims - September
5. Agreement Between the University of Minnesota and Kanabec County for providing Extension Programs Locally and Employing Extension Staff
6. FY2022 Budget Discussion
7. 2021 MCIT Dividend
8. Commissioner Reports
9. CLOSED SESSION-Union Negotiation Strategy—(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
10. Future Agenda Items
11. Discuss any other matters that may come before the County Board

ADJOURN

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

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
  - Staffing – reposted for HHA
  - Home Care Quality Assurance and Performance Improvement program (QAPI) Presentation by Adult Services Supervisor, Farrah Gajewski
  - See attached: KCCH HC Quality Assessment Performance Improvement Program, PIPs-Oasis documentation, Reduce Falls, Reduce Hospitalizations page 3-10
  - Action requested
    - See attached resolution page 11
  - ECE Operation Round Up grant– Dental Services
  - Coronavirus Update/Response Activities
  - Timber Trails
4. 3rd Quarter 2021 Report
  - See attached report page 12-28
  - See attached Preliminary Suicide update Northern MN page 29-52
5. Financial Reports – see attached
  - Trial Balance page 53-55
  - 2021 Financial Report page 56-57
6. Abstract Approval
  - Action Requested
    - See attached Abstract and Vendor List page 58-66
7. Other Business
8. Adjourn

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

## **Community Health Report**

### **Staffing:**

**HHA** – we are currently advertising for a position that has opened up due to retirement

### **Home Care Quality Assurance and Performance Improvement (QAPI) – Please see handouts**

Adult Health Supervisor Farrah Gajewski will provide an overview of the Home Care QAPI Program.

According to the Centers for Medicare and Medicaid Home Care Conditions of Participation, The Kanabec County Community Health Board is responsible for ensuring the following:

1. An ongoing program for quality improvement and client safety is defined, implemented and maintained and is evaluated annually.
2. Home care-wide quality assessment and performance improvement efforts address priorities for improved quality of care and client safety, and all improvement actions are evaluated for effectiveness.
3. Appointment of the Performance Improvement Manager (Farrah Gajewski, RN) as the individual responsible for operating the quality assessment and performance improvement program.

- See attached reports: KCHS Quality Assessment Performance Improvement; PIPs – Oasis documentation, Reduce Falls and Reduce Hospitalizations

- Action requested

-See attached resolution

### **ECE Roundup**

Kanabec County Community Health's Family Health Supervisor, took the lead and submitted an application to ECE Operation Roundup for funding of the services provided through Children's Dental Services. We received an award of \$3,000 toward continuing that program. We are grateful for this award. It will provide funding for about 6 months of service.

### **Coronavirus information and response activities:**

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

### **Timber Trails**

Still looking for volunteer drivers.

# Kanabec County Community Health Home Care

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## Quality Assessment and Performance Improvement (QAPI) Program

The Quality Assessment and Performance Improvement (QAPI) program defines the structure and supporting mechanisms to achieve and maintain an environment of continuous performance improvement. Kanabec County Community Health Home Care integrates the following program objectives to guide the organization in achieving improved care and service.

### Objectives:

1. Develop, implement and maintain an effective, ongoing, home care-wide data driven quality assessment and performance improvement program.
2. Reflect the complexity of the organization and services offered.
3. Involve all home care services including those services provided under contract or arrangement.
4. Focus on indicators related to improved client outcomes.
5. Take actions to demonstrate improvement in home care performance.

### Program Scope

A comprehensive self-assessment of Kanabec County Community Health Home Care's current client outcomes, home care services, operations, and adverse events is completed annually. Quality indicators affecting client outcomes, patient safety and quality of care will be selected from the self-assessment. The home care agency will measure, analyze, and track the quality indicators, including adverse client events and other aspects of performance.

### Program Data

Quality indicator data is used in the design of the program. Data collection looks beyond client assessment data to examine all facets of a home care's operation. All client services and all activities that impact client care should be evaluated as part of the QAPI program. This includes but is not limited to: nursing services, physician services, physical therapy services, clinical records, infection control, pharmaceutical services, durable medical equipment (DME), client rights, administrative services, contract services, home health aides and adverse events.

The measures selected by the organization to assess quality will be monitored regularly so opportunities for improvement can be identified and prioritized. Data is collected in a timely manner so that measures can be reported on the schedule set-up by Kanabec County Community Health Home Care. Data will be collected through: DEYTA report, Nightingale reports, Casper reports, Pepper reports, Home Health Compare, fall logs, complaint logs, and monthly public health meetings.

# Kanabec County Community Health Home Care

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## Program Activities

Kanabec County Community Health structures its QAPI program around five basic activities:

1. Focus on high-risk, high volume or problem prone areas;
2. Consider incidence, prevalence and severity of problems in the identified areas;
3. Affect client outcomes, client safety and quality of care;
4. Track adverse events, identify which ones are priority, analyze their causes and implement preventative actions and mechanisms to include feedback and learning;
5. Measure and track performance to ensure that improvements continue through time.

A QAPI committee comprised of an interdisciplinary group of managers and staff from various key areas is responsible to:

1. Complete a comprehensive self-assessment of home care outcomes, services and operations;
2. Monitor the data and identify potential problem areas;
3. Set priorities and measures;
4. Recommend problem areas for performance improvement projects; and
5. Communicated to staff and management regarding the QAPI activities.

## Performance Improvement Projects

The home care must develop, implement and evaluate performance improvement projects. Kanabec County Community Health Home Care will select the number and topics of projects based on the results of their quality monitoring and other quality information such as State surveys. Performance improvement projects will reflect the scope, complexity and past performance of the home care's services and operations. Performance improvement projects will be documented in written form and include the reasons for conducting the projects and the measurable progress achieved on these projects.

## Executive Responsibilities

The Kanabec County Board of Health is responsible for ensuring the following:

1. An ongoing program for quality improvement and client safety is defined, implemented and maintained and is evaluated annually.
2. Home care-wide quality assessment and performance improvement efforts address priorities for improved quality of care and client safety, and all improvement actions are evaluated for effectiveness.
3. Appointment of the Performance Improvement Manager (Farrah Gajewski, RN) as the individual responsible for operating the quality assessment and performance improvement program.

## Kanabec County Community Health Home Care

### QAPI Committee

Facilitator: Farrah Gajewski, RN

Phone 320-679-6338

#### Members:

- CHS Administrator: Kathy Burski
- Home Care supervisor: Farrah Gajewski, RN
- Alternate Facilitator: Michelle Fratzke, RN
- Home Care nurses (visiting nurses and case managers)
  - Becky Felland, RN,PHN; Diane Rosburg, RN; Michelle Fratzke, RN, Cami Neumen, RN; Mickey Kringstad, RN as case management representative
- Home Health Aides
  - Amy Troupe, Sarah Telander
- Physical Therapy: Health Dimensions Rehabilitation, Inc.
- Communication and coordination with Welia Health and St. Clair's Living Community, Medical Director: Dr. Bostrom (present annually)
- Renee Petersen taking minutes

#### Scope of Work

1. Complete a comprehensive self-assessment of home care outcomes, services and operations;
2. Monitor the data and identify potential problem areas;
3. Set priorities for measures
4. Recommend problem areas for performance improvement projects; and
5. Communicate to staff and management regarding the QAPI activities.

#### Decision Making Authority

The QAPI Committee is empowered to make decisions to complete its scope of work but is required to obtain approval from the CHS Administrator for initiatives that require unbudgeted resources or affect policies and procedures.

#### Reporting Relationship

The QAPI Committee is responsible to the Kanabec County Community Health Board and CHS Administrator.

#### Communication

The committee will keep written minutes for distribution to all members. The facilitator will maintain a record of the minutes.

#### Meeting Frequency

The QAPI Committee will meet bi annually. Special meetings may be called as needed to complete the work.

### Meeting Agenda

The QAPI meetings will consist of a review of falls, re-hospitalizations, and infection control. The committee will then review all current performance improvement projects and approve the completed plans. Once a plan is completed, the facilitator will add another performance improvement plan as decided upon by needs within the home health care agency.

Infection control mitigation strategies will be reviewed at every meeting. This includes the infection log that is kept for employees and clients. This also includes COVID statistics, which includes but is not limited to, case counts, vaccination rates, transmission rates, average age of positive cases, school transmissions, contact tracing updates and testing options.

WHEREAS the Kanabec County Community Health Board has reviewed, evaluated and approved the Quality Assessment and Performance Improvement program for the Community Health agency.

Kanabec County Community Health

_____	_____
CHS Administrator	Date

_____	_____
Adult Health Nursing Supervisor	Date

_____	_____
Performance Improvement Manager	Date

Kanabec County Community Health Board

_____	_____
Community Health Board Representative	Date

ATTESTED BY:

_____	_____
Kanabec County Coordinator	Date

# PIP REPORT UPDATE

Goal: Improve Oasis training and education for nurses

Plan of Action	Measures/Indicators of Improvement	Supporting Materials	Date to be Completed	Progress Updates	Complete
Monthly education at home are meetings regarding Oasis document	Staff understanding	<b>Instant Oasis Answers</b> book	On going		
Discuss financial gain of accurate and timely Oasis documentation	Staff understanding	Utilize fiscal officer for education during home care meetings	On going		
Supervisor will review the Home Health Star Rating on CMS.gov	Increased star rating by the second quarter	CMS.gov	6/2022		

# PIP REPORT UPDATE

Goal: Reduce client falls by 10% by next QAPI meeting

Plan of Action	Measures/Indicators of Improvement	Supporting Materials	Date to be Completed	Progress Updates	Complete
Staff education in regards to the fall risk assessment to be completed at Start of Care and Recertification.	Decreased amount of client falls as measured by the amount of falls documented in the client fall log.	Pamphlets in Start of Care folders.	2/2022		
Provide and document client education to prevent falls at Start of Cares and as needed.	Decreased amount of client falls as measured by the amount of falls documented in the client fall log.	Pamphlets in Start of Care folders.	2/2022		
Staff education regarding proper fall documentation.	Decreased amount of client falls as measured by the amount of falls documented in the client fall log.	Education regarding what is a minor injury versus what is a major injury.	2/2022		

# PIP REPORT UPDATE

Goal: Reduce re-hospitalizations by 10% by next QAPI meeting

Plan of Action	Measures/Indicators of Improvement	Supporting Materials	Date to be Completed	Progress Updates	Complete
Identify high risk clients for re-hospitalization by accurate completion of SOC paperwork.	SOC paperwork will be completed in full.	<b>Start of Care and Hospitalization Risk Assessment and Plan</b>	2/2022		
Staff education regarding re-hospitalization/emergent care.	The number of re-hospitalizations will be reviewed/assessed in preparation for next QAPI meeting to determine if the PIP was successful. The re-hospitalizations are documented on an Excel spreadsheet.	Staff will utilize and follow direction of the <b>Start of Care and Hospitalization Risk Assessment and Plan</b>	2/2022		
Client education regarding re-hospitalization/emergent care.	The number of re-hospitalizations will be reviewed/assessed in preparation for next QAPI meeting to determine if the PIP was successful. The re-hospitalizations are documented on an Excel spreadsheet.	Staff will utilize pamphlets in Start of Care folders and assess understanding by using the teach back method	2/2022		

**Kanabec County Community Health # 11/2/2021**  
**Performance Improvement Manager Designation Resolution**

**WHEREAS**, the Kanabec County Community Health Board has ultimate responsibility for the Quality Assurance Performance Improvement Program (QAPI) through the Home Care Program, and

**WHEREAS**, the Home Care Program is operated by Kanabec County Community Health, and

**WHEREAS**, Farrah Gajewski directly supervises all aspects of the Home Care program in Community Health.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board appoints Farrah Gajewski R.N., as the Performance Improvement Manager, the individual responsible for operating the Quality Assurance Performance Improvement program effective immediately until further notice.

**Kanabec County Community Health**  
**Report to County Board**  
**July - September 2021**

**Major Highlights:**

After a significant drop in COVID cases in May and June, there was an upward trend during the third quarter. School started with higher numbers of active cases this year when compared to last year and there were little if any other mitigation strategies in place.

There were disappointing results to continuous messaging about the effectiveness of vaccines and the importance of getting one to protect yourself and loved ones ending the quarter with fewer than 50% of Kanabec County residents choosing to be vaccinated.

The PHEP Coordinator has been out since the end of August and will be through mid-November. The Director and other staff took on additional duties during her absence.

**Audits/Reporting:**

- Central MN Council on Aging conducted a site visit in August. Visit went well, no areas of concern
- County-wide fiscal audit

**Grants submitted:**

- Renewal grant to Central MN Council on Agency for Title III funding to continue our Public Health Nurse Clinic – funding not announced as of writing of this report
- WorkForce Development Grant (MDH) – funding awarded
- Mental Health Cohort – no funding attached but approved to participate in a year-long assessment and planning cohort

**Strategic Plan / Community Health Assessment / Community Health Improvement Plan:**

The strategic plan, community health assessment and community health improvement plan continue to be worked on as time permits (very little).

**Meetings attended (not an all-inclusive list):**

- See PHEP section for listing of COVID related meetings
- County APRA Funding meeting
- SCHA Directors
- Mental health cohort
- Family Health Community Advisory Group
- Health and Human Services Advisory Committee
- Neonatal Abstinence Syndrome – grant check in calls monthly
- Central Directors meetings
- Local Public Health Association Meetings
- Public Health Emergency Preparedness World Café
- Statewide Community Health Services Advisory Committee (SCHSAC)
- Family Home Visiting check in calls with the state – quarterly
- Home Care Quality Assurance and Performance Improvement Meeting
- Hosted Isanti County Public Health staff to provide technical assistance for billing for services
- Public Health Workforce Interests and Need Survey Meetings
- Anoka-Ramsey Nursing Advisory Committee

- MHealth Community Assessment Advisory Committee
- PHEP Oversight Committee

### **Trends:**

- Trends changed from the first month in the quarter to the last. In July we were seeing more and more face-to-face visits and more of a return to normal. In September we saw the Delta variant infecting more and more people causing a return to more virtual/phone visits and meetings.
- It has been difficult to recruit for our Family Home Visiting program
- COVID numbers increasing with the presence of the Delta variant and very few mitigation efforts in place.
- Hospitals have been busier than ever often at capacity and have had some difficulty transferring patients who need a higher level of care because they cannot find an open bed in other facilities.

### **Thinking Ahead:**

- Booster doses are being approved and we will once again conduct larger community clinics in partnership with Welia Health.
- Vaccines for children ages 5-11 are expected to be approved in November and initial planning is taking place with Welia to vaccinate this group.
- There will be Requests for Proposals coming out for two of our largest grant programs in the spring. These requests are for the Evidence-Based Home Visiting Programs and for the Statewide Health Improvement Partnership programs.

### **Concerns and Challenges:**

- As discussed previously the presence of the Delta variant, few mitigation efforts in community, and low vaccination rates are concerning.
- Maintaining other programming while dealing with the ever changing needs of the COVID response.

The following pages provide more detail about the programs provided through Kanabec County Community Health.

## ***Family Health***

**Reporter:** *Ashley Berg, Family Health Supervisor*

Acronym definitions:

WIC = Women, Infant and Children supplemental nutrition program

TANF = Temporary Assistance for Needy Families Home Visiting Program

MCH – Maternal Child Health Programs

MESCH = Maternal Early Childhood Sustained Home-visiting (Evidence-Based)

C&TC = Child & Teen Check-up

CQI – Continuous Quality Improvement

NFP = Nurse-Family Partnership (Evidence-Based)

HFA – Health Families America (Evidence-Based)

UBV – Universal Baby Visit

### **Major Highlights**

#### **WIC (Women, Infant and Children)/ Maternal-Child Health Programs:**

- WIC participation had a slight increase since 2nd quarter of 2021. WIC served an average of 443 participants/month during 3<sup>rd</sup> quarter.
- WIC appointments were completed by phone, telehealth, and/or in-person during 3<sup>rd</sup> quarter. We opened the doors to allow in person visits to high-risk families and others the WIC nurses felt

would benefit. COVID-19 screening occurred prior to each visit by the WIC staff. If COVID-19 cases continue to increase in the county, we will return back to complete telehealth and/or phone visits with occasional in office visits for emergencies and those that are very high-risk.

- The state WIC program just extended their flexible requirements for delivering WIC services until mid-April 2022. After this date, US Health and Human Services will provide further guidance on in-person vs telehealth.
- Efforts to increase participation rates and numbers continue: WIC staff are educating participants on the Minnesota My WIC App and assisting them to install this on their phones to receive appointment reminder messages. Reminder phone calls are also made to scheduled WIC appointment the day before. WIC staff continues to follow up on all missed appointments to reschedule them.
- Support for breastfeeding mothers continues to be offered; the WIC coordinator continues to support and participate in the East Central Breastfeeding Coalition, last meeting held was virtually on September 16<sup>th</sup>, 2021. September's topic was the importance of screening and treating hyperbilirubinemia presented by Jamie Hendrix at Welia.
- We recently received an increase and approval from our WIC Request for Administrative Infrastructure funds to obtain new "waiting room" toys to comply with COVID-19 cleaning standards and new measuring boards for infants for when we return to full in-person visits.
- WIC annual conference was able to be attended virtually this year on September 30<sup>th</sup>; staff were able to receive updates and trainings by state WIC staff.

#### **Family Home Visiting Programs:**

- The Family Home Visiting Community Advisory Group (CAG) met on July 12<sup>th</sup> at 9am and October 12<sup>th</sup> at 9am.
- We hired a new family home visitor, Kirsten Lejonvarn, in June 2021. We welcome her to family health. She will be replacing another home visitor who is transitioning to part time. Her case load will include TANF, MECSH, Universal Baby visits, and Immunization Coordinator. She graduated from the College of St. Scholastica with her RN, BSN, and PHN. Until fully trained in MECSH we will utilize her in outreach efforts for our family home visiting programs and WIC as well as in the immunization program.
- Our HFA Program was discontinued on September 30<sup>th</sup>, 2021. We have graduated and/or transitioned all remaining families from that case load to a different family home visiting program. Our family home visitor was able to complete this transition very smoothly with families having minimal disruptions.
- 3 HFA graduations celebrated 3<sup>rd</sup> quarter, no new enrollments.
- 4 new family enrolled in MECSH, no graduation celebrations for MECSH at this time. Up 1 from last quarter
- 3 new TANF families enrolled for short term services and no families graduated from TANF. 2 families have continued from last quarter.
- Infants and children continue to be seen for medical concerns such as asthma, genetic disorders, developmental delays, eating issues, etc. Even though these cases can be time intensive, we continue to make this population a priority due to access issues to appropriate services and complexity of healthcare coordination.

#### **Immunizations/ Child & Teen Checkups Screens (C&TC) and Outreach/ Disease Prevention:**

- We continue to be the safety net for children & adult vaccinations. Immunization appointments are available to the public.

- Child-find and outreach efforts continue with families to provide education and direct services for lead screens. Nurses continue to complete referral and follow-up for children indicated as having a high lead level per MDH algorithm.
- C&TC outreach efforts are a focus, locating and encouraging preventive care for children on MHCPs.
- 0 C&TC screen was completed 3<sup>rd</sup> quarter.

#### **SCHA Community Connector:**

The Community Connector continues to play a vital role in keeping the team updated on SCHA changes/initiatives and supports the connection of services to our families. This role continues to evolve. Meetings continue to take place virtually to best support the structure of this role. The Community Connector role continues to take on additional responsibilities that were previously set aside due to the pandemic.

#### **Other Family Health Activities and Highlights:**

- A new family home visitor started working with us in the middle of June. We believe that she will be a great asset to our team and a fresh new set of eyes for making change happen.
- Family health team is involved in a CQI learning collaborative with MDH. The CQI learning collaborative was restarted in April. It was during this meeting that MDH identified a CQI project that they would like KCCH to complete, improving upon Depression Screen completion within specified time frame. They have given KCCH until December 2021 to elicit a 10% increase.
- Kanabec County Family Health continues to have a presence on Facebook and Instagram in effort to outreach and raise awareness of services. In addition, we have updated our Family Health brochures and distributed them throughout the county to referring agencies.
- Minnesota Amish Health Program Group continues to offer health education to the Amish Community monthly. During 3<sup>rd</sup> quarter this was completed primarily through newsletter mailings and phone calls with the community. There have been a few visits to the community to assist with UBVs and/or medical questions/requests. Autumn continues to work with Mary Lagaard and Anoka Ramsey Community College nursing students.

#### **Thinking Ahead**

- In August, WIC staff are planning to observe World Breastfeeding week. We will have a display in the lobby and submit an article for the paper. Kanabec County is well equipped to assist breastfeeding mothers. Almost all of our family health team are trained as Certified Lactation Counselors.
- Complete training for all family home visitors for the MECSH (pronounced MESH) evidenced based family home visiting program. This should be completed by the end of the first week of November.
- Continue to actively enroll more families in the MECSH EBHV, our goal is to increase our MECSH families enrolled by 10 to increase our MECSH census to approximately 40.
- Continue outreach efforts with health care systems and other referral sources to identify and increase the ability/desire of families to access Family Home Visiting services. We are hoping to attend Welia's clinical provider monthly meetings once they return to in-person meetings.
- Family Health team continues to develop ideas for how to connect with referral sources during this ongoing pandemic and physical distancing.
- Continue dialogue on how we ensure families are receiving appropriate services from providers and partners within the community; make effective and efficient use of all our community resources.

- Continue conversations with Recovering Hope in effort to best collaborate to serve this at risk population; they have returned to in-person visits.
- Continue to promote Public Health Services through an ongoing presence on social media and updating outreach material as needed.

### **Concerns and Challenges**

- Small team delivering multiple programs; each staff working in several programs and juggling a variety of job duties.
- Complex family needs/dynamics; increase of families in crisis needing basic resources/support; housing instability
- Change in evidence based family home visiting program from NFP/HFA to MECSH. Staff have identified cultural differences between the 2 previous programs and MECSH. Starting new programs always has challenges.
- COVID-19 continues to cause challenges within the family health program. Both WIC and our family home visitors have had a decrease in acceptance of services and visits.

### **Trainings**

Major trainings/meetings/events by the Family Health Team:

- Many staff development opportunities were completed this quarter through Webinar/WebEx, reducing time and travel costs.
  - Training included: Breastfeeding, COVID-19, car seats, infectious disease, mental health, multiple Convene Trainings and various other continuing education trainings.
- Other selected meetings that have been attended to by Family Health staff to support program areas and/or to connect with other agencies serving the same aggregate populations to improve services and focus on eliminating duplication of services. Many, if not all, have been completed through Zoom, Webex, and/or other online platforms.
- East Central Breastfeeding Coalition meeting
- Regional Family Home Visiting meeting
- C&TC Outreach meeting
- Community Connector/SCHA Supervisor meetings
- ECSE (Early Childhood Special Education) local meeting
- Follow Along Program meeting
- IEIC (early intervention) meeting
- Immunization/disease monthly telephone calls/video conference
- MCH (Maternal Child Health)/FH Supervisor regional meetings
- Family Support meetings
- WIC meetings
- Amish work group meeting
- MECSH Community of Practice and MECSH supervisor quarterly meetings

### **Numbers Served**

- Total families seen in Family Home Visiting programs during this quarter=56 distinct families with a total of 182 nursing assessments completed.
- HFA= 7 families visited with 30 assessments
- MECSH= 19 families visited with 101 nursing assessments (1 was telehealth)
- TANF=6 families visited with 21 nursing assessments completed
- MCH infants and children= 0 family visited with 0 assessment completed
- MCH prenatal AND postnatal=8 prenatal assessments 2 postnatal assessment

- MCH Special Needs=4 visits completed with 2 families
- 13 families provided with car seat education
- 0 lead screens completed
- 9 UBV completed (up 6 from last quarter)
- Average of 443 families served with a 93% usage rate for WIC. This means that of our 443 families that we serve in WIC, approx. 93% are utilizing the benefits. This is up from the 436 average in quarter 2.
- 0 Dental varnish completed

***Adult Health- Home Care, Case Management, and Public Health Nurse Clinic***  
***Reporter: Farrah Gajewski, RN, Adult Health Supervisor***

Program acronyms/definitions:

**AbilityCare** – a Medicare Advantage Special Needs BasicCare (SNBC) program for people with disabilities. AbilityCare is designed to help people with disabilities access the health care, medications, and support services they need. Must be certified disabled, between the ages of 18-64 at the time of enrolment, eligible for Medical Assistance and have Medicare Parts A and B.

**SingleCare** – is a Special Needs BasicCare (SNBC) program for people with disabilities. SingleCare is designed to help people with disabilities access the health care, medications, and support services they need. Must be certified disabled, between the ages of 18-64 at the time of enrolment, and be eligible for Medical Assistance.

**Nursing Home Care Coordination (NF)** – provided to people needing assistance with coordination of care within a facility.

**Alternative Care (AC)**– A state-funded program that pays for home and community-based services for people aged 65 and older who require the level of care a nursing facility provides, and who, if they enter a nursing facility, will be eligible for Medical Assistance within 180 days of admission.

**Community Access for Disability Inclusion (CADI) Waiver** – A Medical Assistance program that funds home and community-based services for people under the age of 65 people with disabilities who require the level of care provided in a nursing facility and who choose to reside in the community.

**Personal Care Assistant Services (PCA)** – provide assistance and support for persons with disabilities, living independently in the community. This includes the elderly and others with special health care needs. *Public Health provides assessments to determine the level of eligible services people may receive.*

**Elderly Waiver (EW)** – A Medical Assistance program that funds home and community-based services for people age 65 or older who require the level of care provided in a nursing facility, and who choose to reside in the community..

**Care coordination (CC):** A service for people enrolled in Minnesota Senior Health Options (MSHO) and/or Minnesota Senior Care Plus (MSC+). It provides assessment and coordination of the delivery of all health and long-term care services among different health and social service professionals and across settings of care. Care coordination also includes the waiver case management.

**Preadmission Screening (PAS)** – a screening for anyone planning to be admitted into a nursing home. It is legally required to measure a person's need for nursing home level of care and to connect them with supportive services.

## **QAPI – Quality Assurance and Performance Improvement**

### **Highlights**

#### Home Care

- 552 Home care visits were completed (Up 67 from last quarter)
  - 509 were visits made with a pay source of AC, MA, VA, EW, etc (Up 62 from last quarter)
  - 43 were Medicare visits (Up 5 from last quarter)
  - 0 SCHAs med recs (Same as last quarter)
- Throughout the quarter we served approximately 72-80 clients in their homes. This average is a little higher than last quarter.
- There were a total of 26 referrals (down 17 from last quarter). Of the 26 referrals, 2 were refusals, and 24 were opened to home care (down 9 from last quarter). We are currently at a 92% open rate (this is up 15% from last quarter). Although our number of referrals has significantly declined, our percentage for successful Start of Care has seen a substantial increase.
- There were 1025 HHA visits. This is up 85 visits from last quarter.
- 375 hours were completed for homemaking. This is down 66 hours from last quarter. The VA has implemented new guidelines to include no homemaking services unless home health aide services are done first. This could be the reason for the decrease in homemaking hours.

#### Public Health Nurse Clinic

161 foot care visits, 50 cancellations (up 2 cancellations from last quarter) or no shows from the clients. Foot clinic visits were up by 15 this quarter.

There were 42 medication set up visits and 0 cancellations. The total amount of medication set up visits is down by 3.

#### Case Management

Our case managers currently serve approximately 237 clients, up 11 from last quarter. Breakdown by product:

- Ability Care: 17
- Single care: 60
- Nursing Home Clients: 26
- AC: 26
- CADI: 26
- PCA only: 11
- EW SCHAs: 57
- EW: 14

General breakdown of work:

- Care coordination visits: 33.25 (Up 26 from last quarter)
- Nursing Home Care Coordination Hours: 22.75 hours (Down 4.5 hours from last quarter)
- Care Connector: 206 hours (Up 75.25 hours from last quarter)
- Case Aide: 192.17 hours spent on client specific billable hours (Down 32.58 hours from last quarter)
- MnChoices Assessments: 32 hours (Up 7 from last quarter)
- MnChoices Re-assessments: 19.75 hours (Up 6.5 from last quarter)
- MnChoices documentation, after assessment/re-assessment documentation and follow up time: 86.5 hours (Up 8.25 from last quarter)
- MnChoices service coordination, time invested prior to assessment: 31.5 (Down 15.25 hours)
- Care Coordination Indirect, coordination time in the office-billable: 608.75 hours (Up 9.5 hours from last quarter)

- Care Transition, visits and time required in office for coordination: 5.25 (Up 2.5 hours from last quarter)
- PAS completed: 14 (Up 2 from last quarter)
- Service Coordination, client specific and general: 90 hours (Down 28.75 hours from last quarter)

## **Challenges and Concerns**

### Home care:

Our challenge in home care has been the amount of referrals we have received. Our referrals have significantly declined. Due to the COVID case count being low and our over 65 population vaccination rates, we have seen a decline in the need for home care services. We do anticipate the number of referrals increasing over the next quarter.

Another challenge that we have faced is a home health aide retiring. Although we will never find anyone to replace her, finding a home health aide has been proven to be a challenge in our area. We have been lucky to hire the couple that we have most recently.

We held our first QAPI meeting. This was challenging as it has been delayed due to COVID. We are committed to getting QAPI back on track.

### Case Management:

Our current challenge in case management is that we will be switching computer program we use. DHS has chosen to move all of Minnesota to the program, MNCHOICES 2.0. This requires a lot of training for our case managers along with their current workloads. The two new Case Managers will have additional training to complete as they are not MNCHOICE assessors at this time. It is a requirement from DHS that all Case Managers are certified assessors. DHS is hoping to implement this new program on 11/15/2021. Our Case Managers have been working diligently to complete their trainings and have them completed by that time.

We also have a brand new Case Manager that started in September. Her training has been a challenge due to the new system implementation that will occur in November.

### Public Health Nurse Clinic

We have not had any challenges with Public Health Nurse Clinic this quarter.

## **Trends**

### Home Care:

We are noticing a lot of our home care clients have been vaccinated for COVID which has kept them out of the hospital for COVID related complications. This has also kept our referral numbers low.

### Case Management:

We have observed an increase in need for waived services. We have had an increase in MNCHOICES intakes and believe this is due to the impact of COVID. People have delayed care and isolation has been difficult on the aging population.

### Public Health Nurse Clinic:

No new trends at this time.

## **Thinking Ahead**

### Home Care:

We will be entering flu vaccination season. We have plans in place to educate our staff per state guidelines to proficiently vaccinate our home care clients.

We will also begin to offer COVID boosters/3<sup>rd</sup> vaccinations in client's homes. We have had great success with providing that service for our home bound population.

We are hoping to hire another home health aide as we have a long term employee retiring.

Case Management:

DHS has set a date for the MNCHOICES 2.0 implementation. It is set for 11/15/2021. This new system will be an adjustment as all workflows will be affected. Our Case Management team is committed to making this the smoothest transition as possible.

Public Health Nurse Clinic:

We will be offering flu vaccinations at our foot clinic and our medication set up clinic. There is some preparation that goes into this and guidelines that need to be followed.

**Updates**

Home Care:

We had a home health aide leave our agency. We are hoping to run the ad and hire as soon as we can. At this time, we are considering offering the full time position to one of our current home health aides and we will hire for a part time intermittent position.

The VA has implemented new guidance regarding homemaking hours. The VA is asking all home health aides to complete the personal care tasks prior to completing the homemaking tasks.

Case Management:

No new updates for case management aside from the new system change of MNCHOICES 2.0.

Public Health Nurse Clinic:

No new updates for nurse clinic.

**Training/TA Conducted/Provided**

Home Care:

Home Health Aides receive monthly education to ensure they are meeting the requirements for their license and their job description. Yearly education on infection control, county-wide safety training and Alzheimer's education was provided this quarter.

Supervisor training was held in September.

Convene webinars are always available and sent out to staff on a regular basis.

Case Management:

MNCHOICES 2.0 training.

Convene webinars are always available and sent out to staff on a regular basis.

Public Health Nurse Clinic:

We trained the new Family Health nurse how to do foot clinic so she is able to fill in in times of need.

***Partners in Healthy Living/Statewide Health Improvement Partnership***

***Lori Swanson, Health Promotion Coordinator***

**Numbers Served**

Currently PiHL is working with **48** partners. The CLT met via WebEx on September 16, 2021 with **3** members and **3** SHIP staff in attendance.

**Training/TA conducted and attended**

SHIP staff participated in and conducted the following:

#### July:

- Achieving health equity for people with disabilities during the pandemic and beyond webinar
- Healthy brain webinar
- Americas youth (vaping prevention) webinar
- Conducted tobacco retail assessments
- Tobacco point of sale call
- Shoulder to shoulder men's sheds webinar
- Covid-19 and return to in person learning: communicating with constituents
- Trauma informed practices in schools: understanding racial trauma and cultivating wellness webinar
- Cardiovascular health and diabetes 2030 MN plan
- SHIP SEL trainings 1-8 provided by MDH on basecamp
- The Future of Public Health: Public Health's Role in Advancing Diversity, Equity, and Inclusion
- Authentic Community Engagement – Best Practice for Equitable Work
- Disparities in Childhood Health

#### August:

- SHIP Schools vaping education webinar
- MDH mental health / well-being meeting
- SHIP evaluation webinar
- SHIP SEL trainings 1-8 provided by MDH on basecamp
- Emerging Leadership Training
- Upstream Approaches to Building Resiliency: Organizational and Leadership Strategies

#### September:

- Why menthol bans protect African Americans
- CDC obesity rates briefing
- MDH change the narrative on Mental Health and Suicide prevention
- MHealth Fairview community benefits and assessment advisory board meeting
- CLT meeting
- Healthcare system level approaches for improved quit rates
- Elevating youth voice through the MN student survey
- MDH Farmers Market planning call (presenting PICK program on October call)
- Connect + Schools webinar
- Uplifting yourself to uplift others webinar
- A dialogue about poverty in America
- Teachers and families: coping with back to school stress webinar
- Health Equity Training
- SHIP SEL trainings 1-8 provided by MDH on basecamp
- SHIP schools webinar – Vaping Education State Statute & supporting toolkit – MDH
- The Orange Frog/Happiness Advantage training
- Hunger, Poverty, and Health Disparities During COVID-19 and Equitable Recovery
- Youth Prevention Conference: Building Healthy Futures and Bright Tomorrows
- Food and Mood: Understanding Science, Evaluating Evidence, and Implementing Best Practices

## Major Highlights

- Approved **10** additional mini-grant applications from our partners. That gives us **21** partner mini-grants funded this year totaling **\$29,585.20** in Policy, Systems, or Environmental changes.
- Conducted Tobacco Audits in all four counties (Kanabec, Pine, Mille Lacs, and Isanti). A report with the findings will be available by the end of 2021
- Submitted quarterly report, budget, and work plan for next year to MDH and all was approved
- SHIP staff was able to dedicate a lot more time to SHIP strategy work this quarter as the larger COVID clinics slowed down
- Completed RedCap evaluation for each of our partners. This evaluation tool identifies the policy, systems, and environmental changes (PSE) implemented this past year and we will eventually have a report from MDH that highlights those PSE changes and the number of individuals reached.
- Mille Lacs County has been working on updating their tobacco ordinance that includes revisions on T21 laws and flavor restrictions, removing possession, use, and purchase (PUP) language and replacing with education and/or diversion programs, increasing fines for retailer violations, and conducting at least one tobacco compliance check per year.
- A shared portal has been developed for use among workplace partners to access resources.

## Thinking Ahead

- MDH has now extended the SHIP transition year to October 31, 2022. Meaning, we have extended our current work plans with additional strategies for 12 months due to COVID disruption

## Challenges

- School partners have less time to work on SHIP strategies with the additional time staff needs to dedicate to COVID protocols.

## *Regional ATOD Prevention Coordinator - Brian Miner*

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### Quarterly Report July - September 2021

The Regional Prevention Coordinator (RPC) position is one of only seven prevention coordinators in the State of Minnesota. The East Central prevention region includes the counties of Benton, Chisago, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Wright and the Mille Lacs Band of Ojibwe reservation. The role of the Regional Prevention Coordinator is to support the prevention efforts of individuals and communities within their region that are actively working on prevention strategies that include alcohol, tobacco and other drugs.

Brian works with and provides technical assistance to community coalitions in Milaca, Pine County, Isanti County, Kanabec County, Little Falls, Sartell-St. Stephen, Mille Lacs County, Benton County, Sherburne County and the Statewide Health Improvement Partnership (SHIP) grantees in the region.

### Highlights:

During this reporting period, Brian has worked with the state-wide RPC and DHS team to begin providing training and technical support to Positive Community Norms (PCN) Grantee supervisors as well as current and future coordinators, many of whom were hired by grantees throughout July and August. In Region 4, the Big Lake School District has been awarded the PCN Grant, and has begun work on their objectives at the start of the fiscal year. Brian and the RPC Team developed and facilitated a two-day orientation training for the new PCN Coordinators in September and they have begun developing additional orientation materials and trainings to be delivered later this year and in the spring of 2022. Brian also worked with the Montana Institute to develop specific PCN trainings to be facilitated in October of this year and in the spring as well. In August, Brian began participating with the Central Minnesota Overdose Fatality Review Committee, which analyzes case studies from the region, in which a fatality related to overdose has occurred, in order to provide recommendations on future course of prevention action. On August 17<sup>th</sup>, Brian organized a Responsible Beverage Service Training of Trainers

for the region with Shawn Hansen, Responsible Beverage Service Liaison, of the MN DPS Alcohol and Gambling Enforcement. Brian continued to develop relationships with other existing youth Alcohol, Tobacco and Other Drug (ATOD) prevention coalitions in the region and offering support in their efforts.

During this review period, DHS reinstituted COVID-19 pandemic related restrictions on in-person meetings and travel. With additional funds that Brian had in his budget at the end of the previous fiscal year, Brian worked with the state-wide RPC and DHS team to identify training resource needs across the state and spent funds on burnout prevention resources to be offered to prevention professionals. The group also decided to contract with Desire 2 Learn (D2L)/Brightspace to develop an online platform for many of the trainings offered by RPCs, in order to make these trainings more accessible across the county, region and state. Brian and the RPC team are anticipating that the trainings will be available on the platform by the spring of 2022.

### **Trends:**

Coalitions in the region continue to have conversations around vaping and Delta 8 THC. School representatives are anecdotally reporting an increase in the numbers of students vaping in restrooms and being caught with vaping devices on school properties. Law enforcement officials are also reporting increases in opioid and methamphetamine overdoses and sales in the region.

### **Thinking Ahead:**

Many schools in the region have returned to in-person learning this fall. Several ATOD Prevention Coalitions are reporting struggles connecting with youth and reengaging them in their efforts, as the impact of COVID and other illness related absences and conflicting extra-curricular activity schedules are hampering progress. We will have to develop creative strategies to engage youth throughout the region. The state-wide RPC and DHS team will be dedicating time and resources to preparing PCN Grantees as they begin working on their grant objectives during the first year of their award.

### **Concerns/Challenges:**

As reported in the previous review period, schools continue looking for resources on how to handle youth possession and use of tobacco on school properties. As a part of the MN Tobacco21 legislation, changes were made to the policy on youth possession and use of tobacco products. Youth will no longer receive citations for the possession and use of tobacco products. Schools will now need to develop plans on how to address instances of youth possession and use of these products on school property, within their policies.

The availability of Delta-8 THC products in the region, raises concerns about the potential for youth accessing these products.

### **Trainings attended:**

- CADCA Mid-Year - July 12<sup>th</sup> through 15<sup>th</sup>
- Responsible Beverage Server Training of Trainers – August 17<sup>th</sup>

**Reports:** During this quarter, staff submitted the following reports to DHS –

- July Monthly Report 2021
- August Monthly Report 2021

*Patti Miller, Health Promotions Coordinator*

*Substance Abuse Coalition of Kanabec County (SACK) and Northern MN Suicide*

## ***Prevention/CTL COVID-19 Department Committee/PIO***

### **Overview:**

The Substance Abuse Coalition of Kanabec County (SACK) continues to meet monthly via Webex and beginning in September, also in person. Our active membership has been limited over the past several months. The coalition partners continue to be engaged in established work.

Northern Minnesota Suicide Prevention and Crisis Text Line Grant continues work throughout Pine, Isanti, Chisago, Kanabec, and Mille Lacs (PICKM) Counties to provide trainings, community outreach, and awareness.

The COVID-19 KCCH Department Operations Committee (DOC) has two Public Information Officers, Lori Swanson and myself. We work collaboratively to help with public education and messaging both internally and externally.

### **Highlights:**

#### **July 2021**

#### **SACK Activity:**

**Mora Rocks the Park** events were held in partnership with the City of Mora. The SACK Coordinator was responsible for all aspects of the events with the City of Mora providing support if needed.

Mora Rocks the Park events were well attended in July

- Positivity Rock Painting sponsored by Recovering Hope Treatment Center – 50 participants
- Olympic Games sponsored by SACK/Public Health – 35 participants

#### **Responsible Beverage Server Training (RBST)**

Several establishments in Kanabec County and the City of Mora had not completed their RBST annual training. The SACK Coordinator was able to meet with these establishments and their employees to complete the training.

MDH has hired an RBST Trainer who provides technical support and updated information to those providing RBST Training to establishments. Coalition coordinator was able to attend training provided by this trainer and received updated information, and additional resources.

**Coalition Rebranding:** Discussion with Sandy Juettner on how to move forward with changing name, new logo/brand, website transition.

#### **Crisis Text Line Activity:**

- CALM Training: Counseling on Access to Lethal Means hosted by NAMI. This course discusses how to reduce access to lethal means, such as firearms and medication, and how this can determine whether a person at risk for suicide lives or dies. This is not about gun control, only counseling or identifying ways to reduce access to lethal means when mental health challenges arise.
  - In all Northern MN Regions, firearms make up 58% of all deaths by suicide. In all non-northern MN Regions, firearms make up 44% of all deaths by suicide. (see report)
- Meetings/Planning with VA Suicide Prevention Coalition
  - Central MN Suicide Prevention Coalition
  - Initial discussions about Kanabec, Mille Lacs, Isanti suicide prevention coalition
- Mental Health First Aid Training Coordination with Essentia Health.

- Scheduling six trainings with another trainer between September and December of 2021.

## **August 2021**

### **SACK Activity**

#### **Name Change & Rebranding:**

During the August SACK Meeting it was decided that the SACK Coalition would be transitioning to a new name and re-branding our logo and mission. The new name, Better Together, will allow the coalition to focus on three areas of concern which is based on our community conversations and the survey that was completed in June.

The focus areas are:

- Substance Use Prevention
- Mental Health & Wellness
- Recovery

Mental Health and Wellness, and Recovery both fit into substance use prevention and now the coalition name and brand will be more aligned.

#### **Mora Rocks the Park Community Event:**

Mora Rocks the Park events were held in partnership with the City of Mora. The SACK Coordinator was responsible for all aspects of the events with the City of Mora providing support if needed.

Mora Rocks the Park events were well attended in August.

- Kids Yoga sponsored by Welia Health – 25 participants
- Water Works sponsored by Mora Area Fire Department – 75+ participants

#### **Crisis Text Line Activity:**

Crisis Text Line and the Regional Coordinator continued to be a resource for the PICKM counties.

Crisis Text Line was a Music in the Park Sponsor and provided information and swag at the park during the music.

## **September 2021**

### **SACK Activity**

Worked collaboratively with City of Mora to help promote and coordinate Fall Fest

Mental Health and Suicide Prevention Cohort through MDH began with the following participants from Kanabec County:

- Brian Smith, KCSO
- Jen Peterson, Social Worker, Welia Health
- Sara Rossow, School Counselor, Mora
- Sarah Ellstrom, School Counselor, Mora
- Sadie Broekemeier, President, Recovering Hope Treatment Center
- Lori Swanson, SHIP, Kanabec County Community Health

- Alissa McDermott, Kanabec County Family Services
- Deb Schaffran, Ministerial, United Methodist Church.

This cohort will be part of a larger Minnesota Department of Health (MDH) cohort for the next 12 months. The Suicide Prevention Unit with MDH will provide monthly trainings to all cohort members with follow up information and work that our smaller cohort will discuss and determine how it can relate to our community. The goal of the cohort is to provide the coalition with a strategic plan and actionable items to move the coalition agenda forward.

#### **Neonatal Abstinence Grant (NAS)**

- Work was done with Recovering Hope Treatment Center to provide data to the grant for reporting.
- Training on Cultural Competency was completed
- Training on Naloxone was completed, and additional trainings will be shared with staff and community to help meet grant requirements.
- Sterile Syringe Program was discussed with Recovering Hope Treatment Center as part of the grant requirement to reduce harm for those continuing to use. RHTC agreed to be a drop off location, develop a policy, and be a resource for those in the community that may not be ready to enter recovery. A Sterile Syringe Program will help keep users safe from blood borne viruses (Hep B and C), reduce transmission of HIV, and keep them connected to a resource that could provide help for them when they determine they are ready to enter the recovery phase of their substance use.

#### **Crisis Text Line Activity:**

Operation Community Connect is taking place in several locations in the coordinators region:

- Askov (Pine County)
- Hinckley (Pine County)
- Mora (Kanabec County)

This provides an opportunity to share information with community members about the Crisis Text Line.

Coordinator spent a significant time this month doing pre-work for several train the trainers sessions and one in-person training event.

- QPR Re-certification
- Youth Mental Health First Aid pre-work (training to take place in October)

Information and swag about the Crisis Text Line was available at Fall Fest in Mora.

Crisis Text Line Promotion at Mora Schools Homecoming Activities. Mora High School continues to organize and promote a Mental Health Group. The CTL Coordinator spent time at the homecoming event with prizes, candy and trivia questions.

#### **Social Media & PIO:**

##### **Kanabec County Community Health:**

- Page Likes increased from 789 in July to 822 in September
- Subjects: Naloxone Training, Public Health Education, Mobile Vax Clinic/Fair, Heat Warnings, COVID-19 Vaccinations, Delta Variant Information, COVID Prevention/Vaccinations, Crisis Text Line, Suicide Prevention Month (September), Overdose Prevention.
- Back to the Tower Days – Ogilvie – COVID-19 Vaccination & Information

##### **Kanabec County Family Health:**

- Page Likes increased from 354 in July to 383 in September
- Subjects: Family fun activities, Childhood vaccinations, Kanabec County Fair/Family Meal Time, Meningococcal Vaccinations, Gardens, WIC, Family Partnerships, Car Seat Safety, School Bus Safety, Influenza Vaccination,

**Kanabec County Veterans:**

- Page Likes increased from 559 in July to 571 in September
- Subjects: VA Crisis Line, VA Golf Tournament Sponsorship/Promotion, Kanabec County Fair, VA Information/Share, Suicide Prevention, Afghanistan Take Over, Coffee Talk, New Logo (VA).

**SACK Coalition:**

- Page Likes increased from 559 in July to 563 in September
- Subjects: Responsible/Designated Driver, Mora Rocks the Park events, Drug Overdose Deaths, VCET Taskforce Drug Press Releases, Mental Health Resources, Suicide Prevention Month, Breaking the Stigma of Mental Health/Suicide Prevention

**Thinking Ahead:**

Mental Health and Suicide Prevention Cohort will continue to meet and discuss how the coalition can implement work and information provided.

Youth Mental Health First Aid (YMHFA) training to be completed in October. This will allow the coordinator the ability to train people that work with youth in the MHFA program. Additionally, any schools interested in adding the teen Mental Health First Aid (tMHFA) to their health curriculum (taught by coordinator) must also have 10% of their staff training in YMHFA.

Continued messaging on social media about current health and prevention practices.

Rebranding and additional information about the new name of the SACK Coalition, “Better Together”.

Continued work with Mora Schools to help promote and support their Mental Health Group.

**Trainings/Events Offered to Community:**

Veterans QPR Training

***Programs: Public Health Emergency Preparedness (PHEP) and Radiation Emergency Preparedness (REP)***

***Coordinator: Kate Mestnik***

Kate has been on leave and the Director and other staff have taken on these duties.

**Major Highlights**

- Continued efforts to vaccinate youth age 12-17 before school started
- Continued to provide vaccinations to homebound, jail, nursing facility and assisted living facility staff and residents and businesses upon request

**Activities**

- COVID-19: Activation of the Incident Command System and subsequently the Kanabec County Emergency Operations Center – Community Health Facilitates meetings
  - Monthly: 03.04.21 – Present
- Continue Departmental Operations Center Meetings 2 meetings a week
- Vaccination meetings with Welia Health – twice/month
- School Nurse Call – Monthly
- Plan and implement vaccinations at Community events:
  - Kanabec County Fair – mobile vax bus from State of MN and KCCH Efforts

- Music in the Park
- Back to the Tower Days
- Pop-up food distribution
- Planning for back to school
  - Resume weekly calls with schools
  - Resume providing local data to inform school decisions
  - Attend school board meetings – promote mitigation efforts
  - Plan vaccination clinics for school open house
- Completed county hazard vulnerability assessment

#### Thinking Ahead

- Re-assess CICT based on pending changes with State process on 11/1
- Planning for more booster clinics and vaccination of the age 5-11 group after approved

#### Concerns/Challenges

- Delta variant, and all other variants, and the impact on the population who are not vaccinated.

#### Nuisance

Reporter: Elsa Ring, RN, PHN

Number of nuisance reports: 1

Issue: Complaint of person defecating in front yard

What has been done: Provided nuisance statutes issued by the township to the township with a request to address this violation and copied the MN Pollution Control Agency (MPCA)

Current status: unresolved, waiting for response from township and MPCA

Respectfully Submitted

Kathy Burski, Director/CHS Administrator



# Preliminary 2020 Suicide Update: Northern MN

Stefan Gingerich, senior epidemiologist

June 16, 2021

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

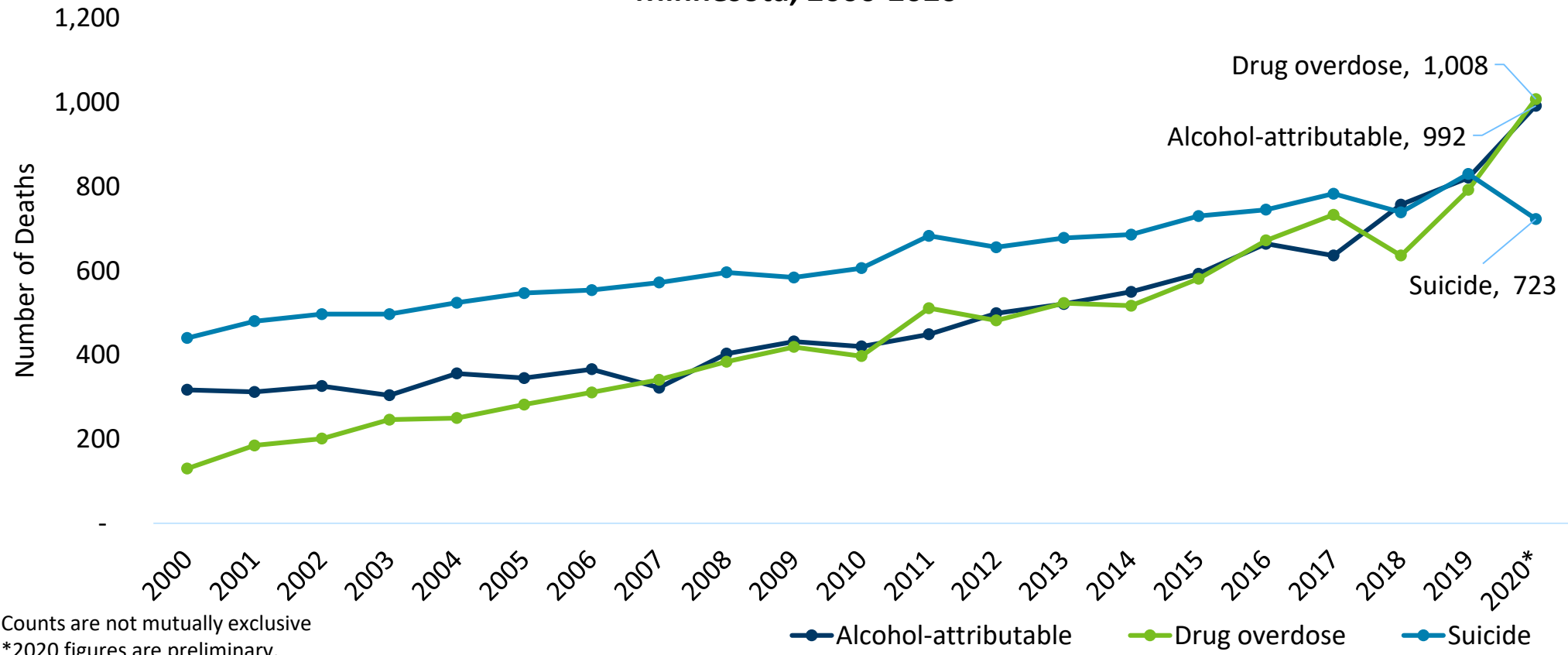
- Preventable deaths of substance use and suicide
- Suicide patterns: sex, age, race, mechanism
- Hospital data—suicide attempts and ideation
- Discussion

# If you learn nothing else today...

- After record high in 2019, suicides were lower in 2020.  
(Statewide and Northern MN)
- Males: 75-80% of 2020 suicides, consistent with previous years. (Statewide and Northern MN)
- Age: Fewer suicide deaths < 65 years (Statewide and Northern MN)
- Northern MN Conundrum: Mechanism, race, geography
- Demographics of injury differ from death by suicide

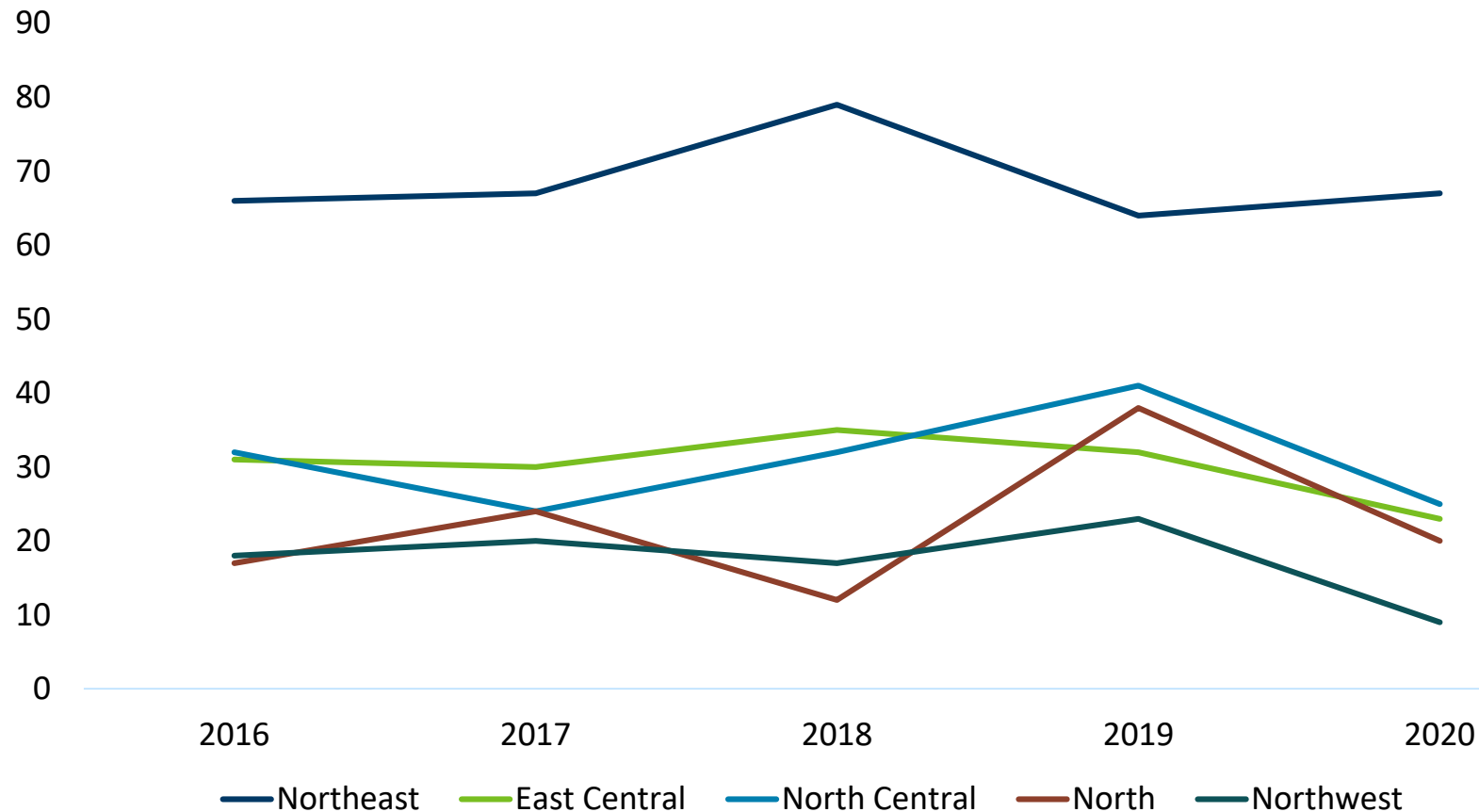
# Suicide Lower, Drug Overdose and Alcohol Deaths Higher

Preventable Deaths of Substance Use and Suicide  
Minnesota, 2000-2020



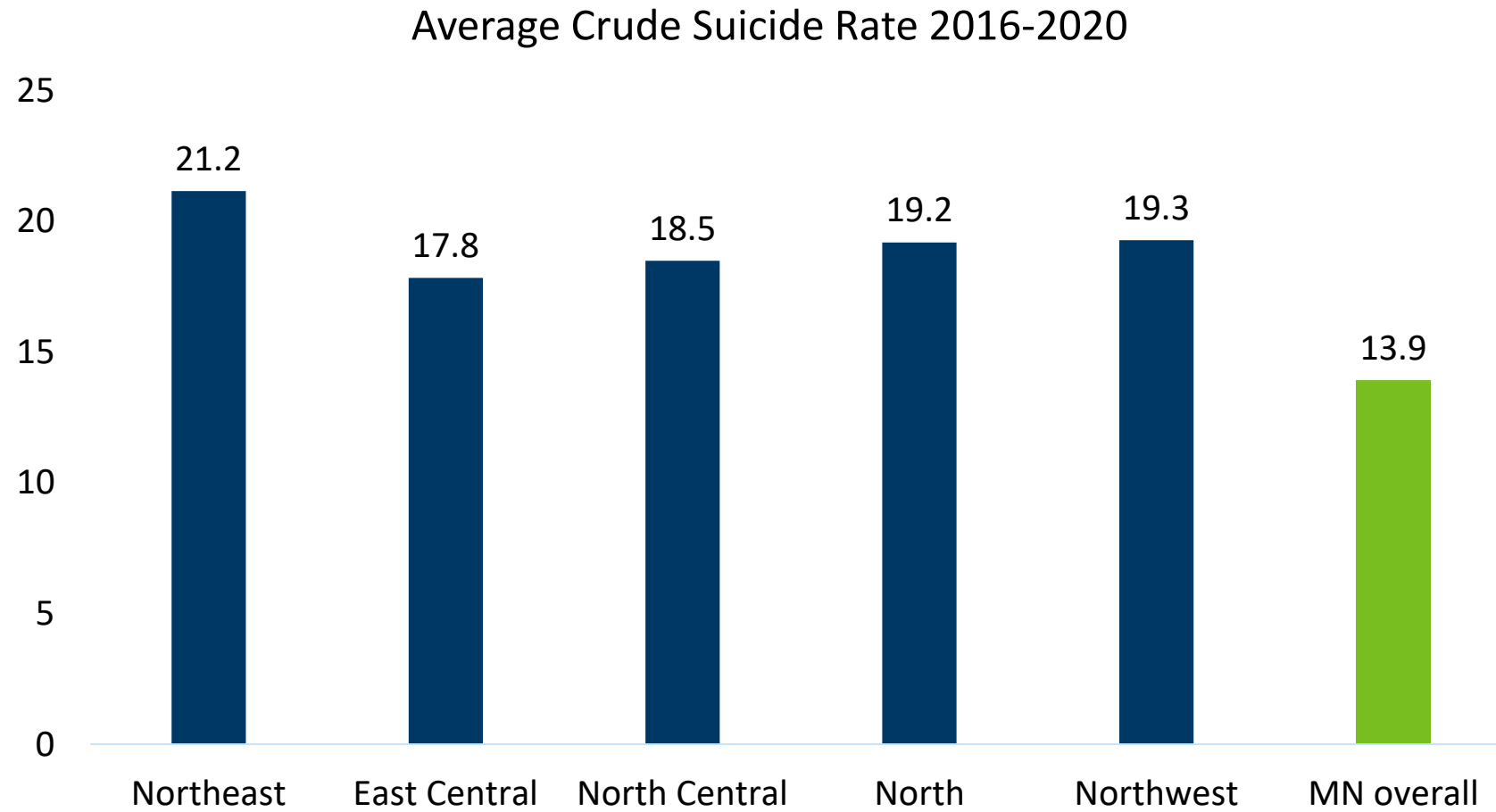
# Most Regions Decreased in 2020

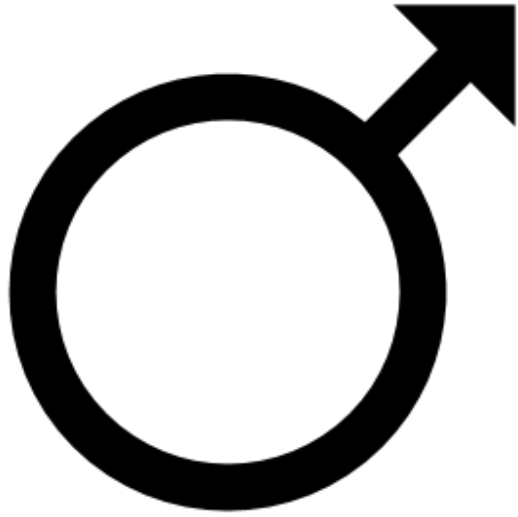
Suicide Deaths by Northern Minnesota Region, 2016-2020



Year	Total Suicide Deaths
2016	164
2017	165
2018	175
2019	198
2020	144

# Suicide Rates are Higher in Northeast Region

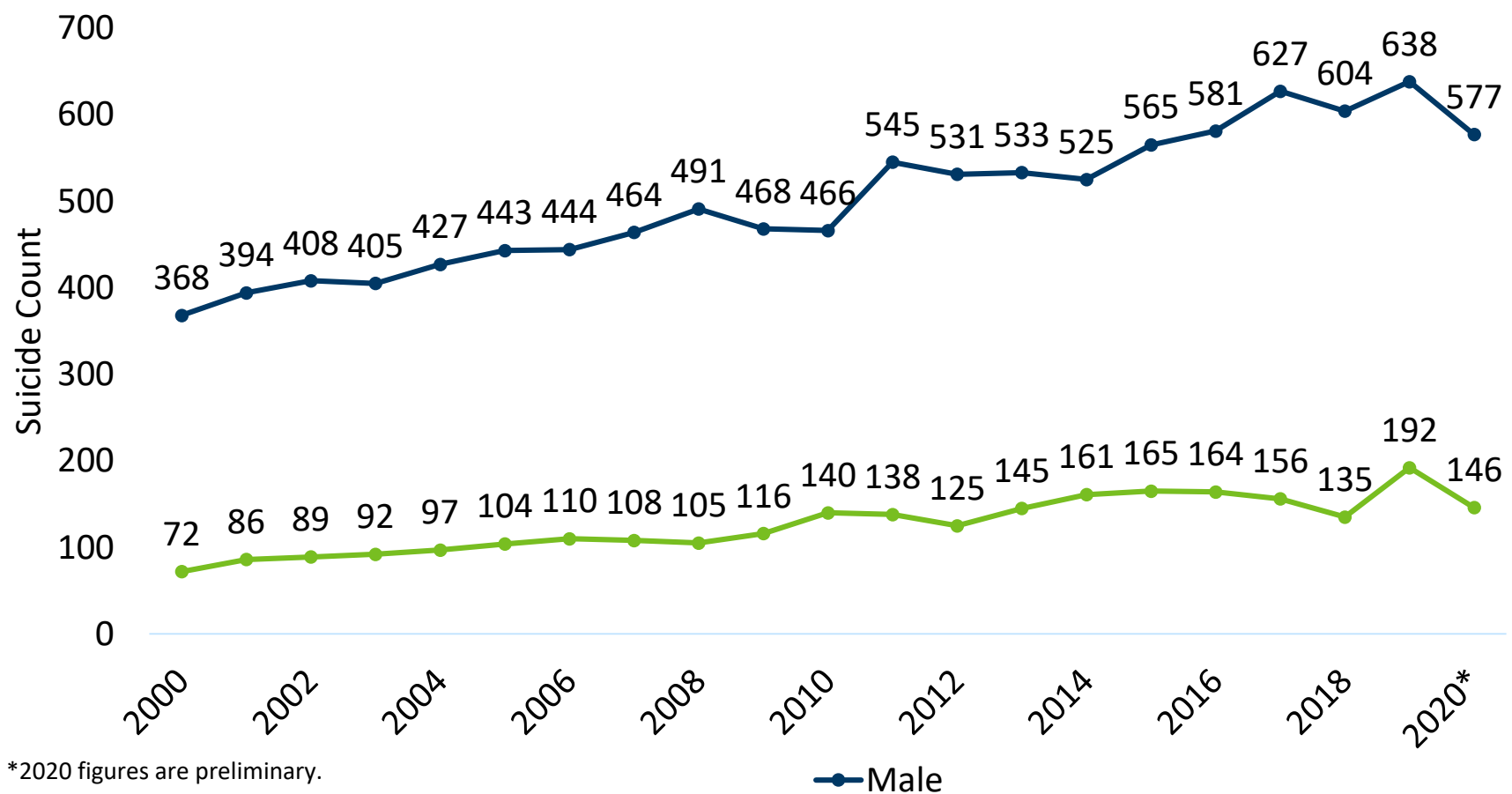




## Male/Female Disparities in Suicide

# Males make up majority Statewide

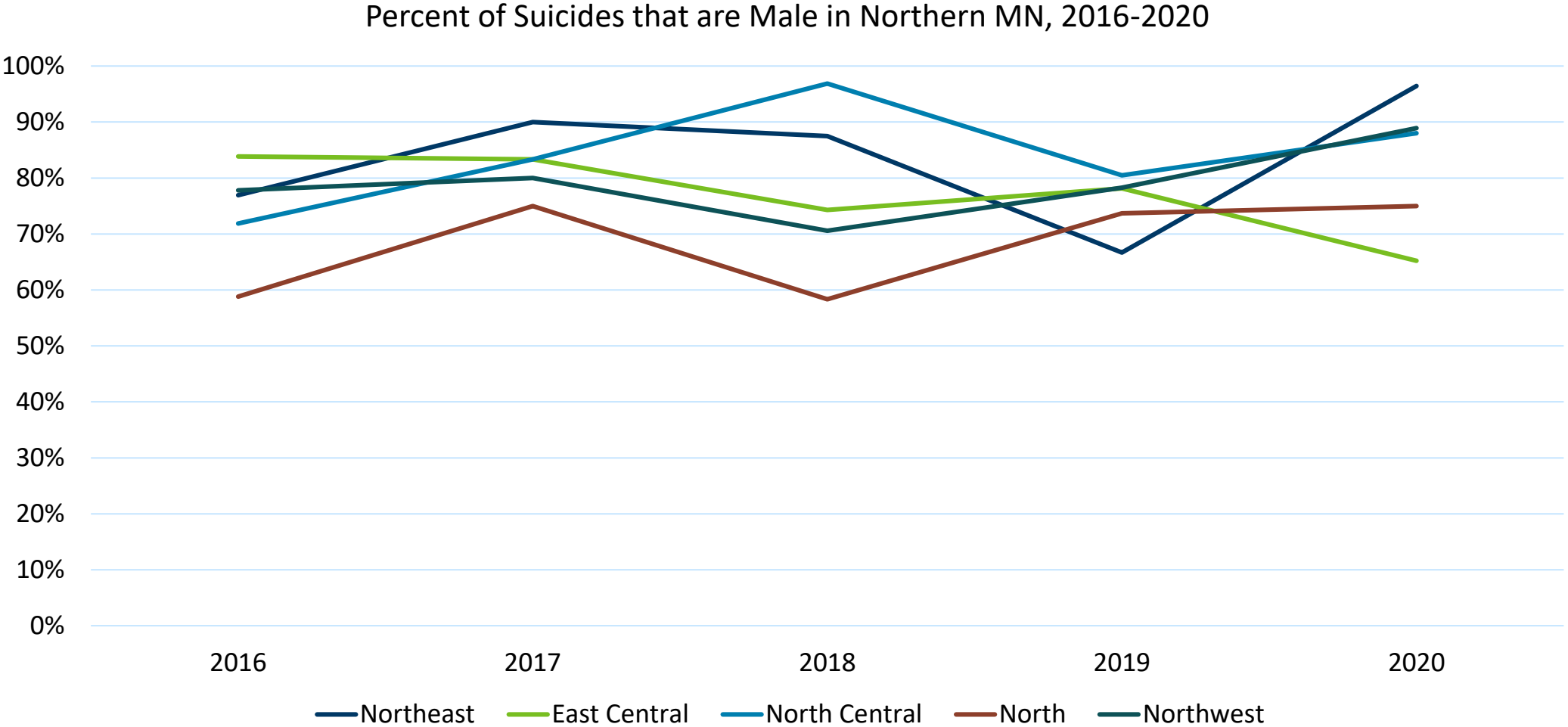
Suicides in Minnesota, 2000-2020



\*2020 figures are preliminary.

Year	Percent Male
2016	78%
2017	80%
2018	82%
2019	77%
2020	80%

# Despite variation, males make up 75-85% of suicide deaths

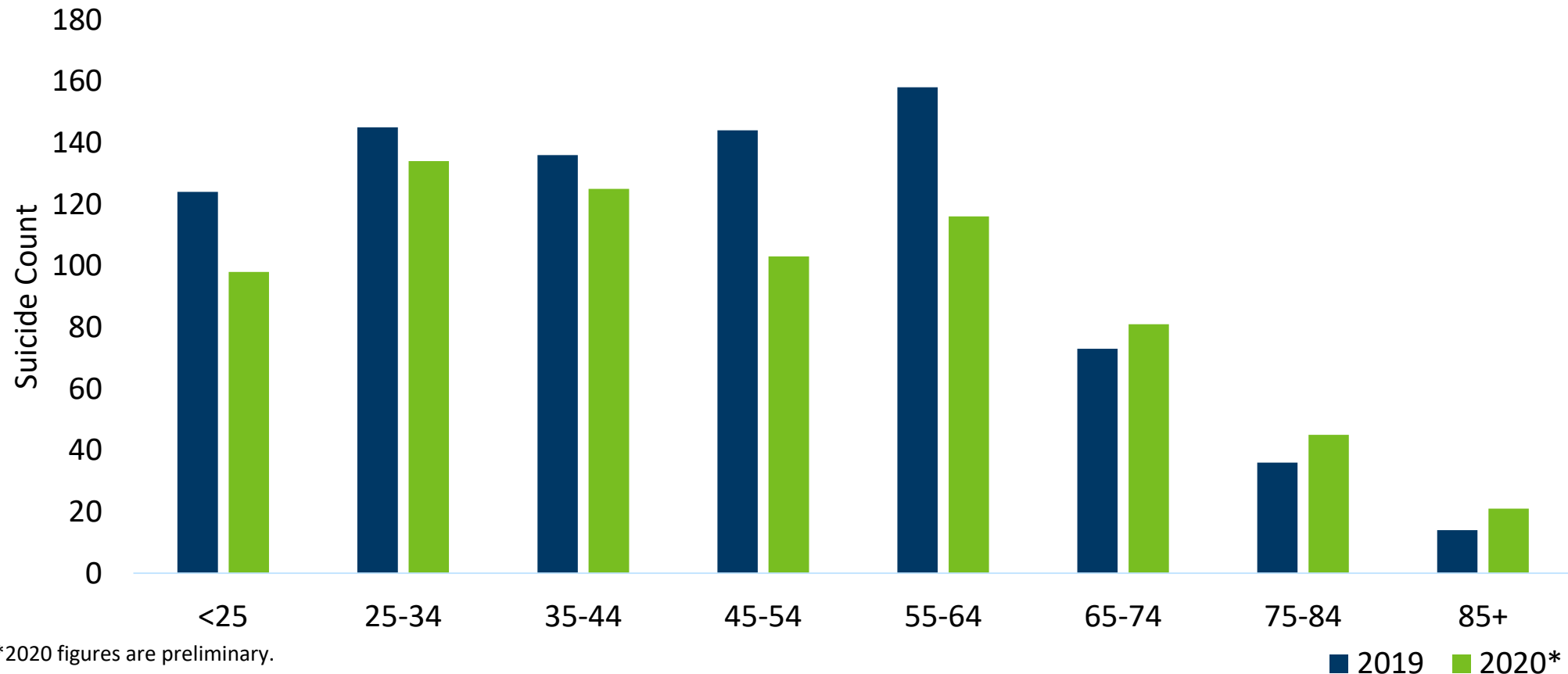




## Age Distribution of Suicide

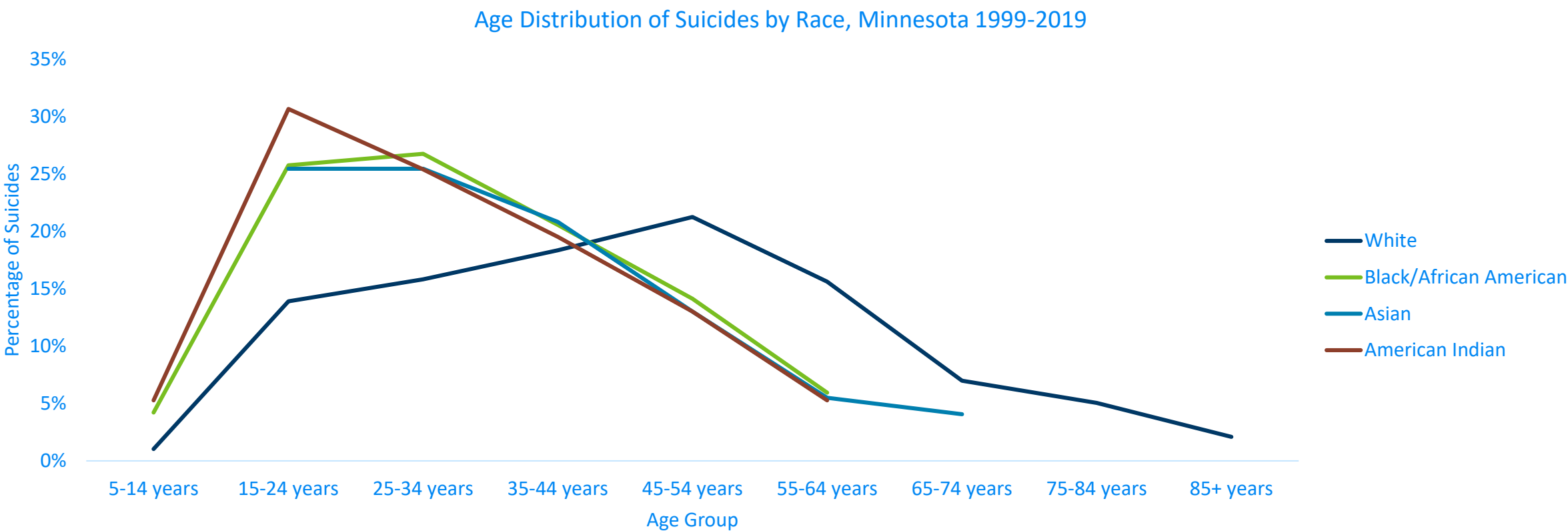
# Age distribution of suicide shifted upwards

Age Distribution of Suicides in Minnesota, 2019 and 2020



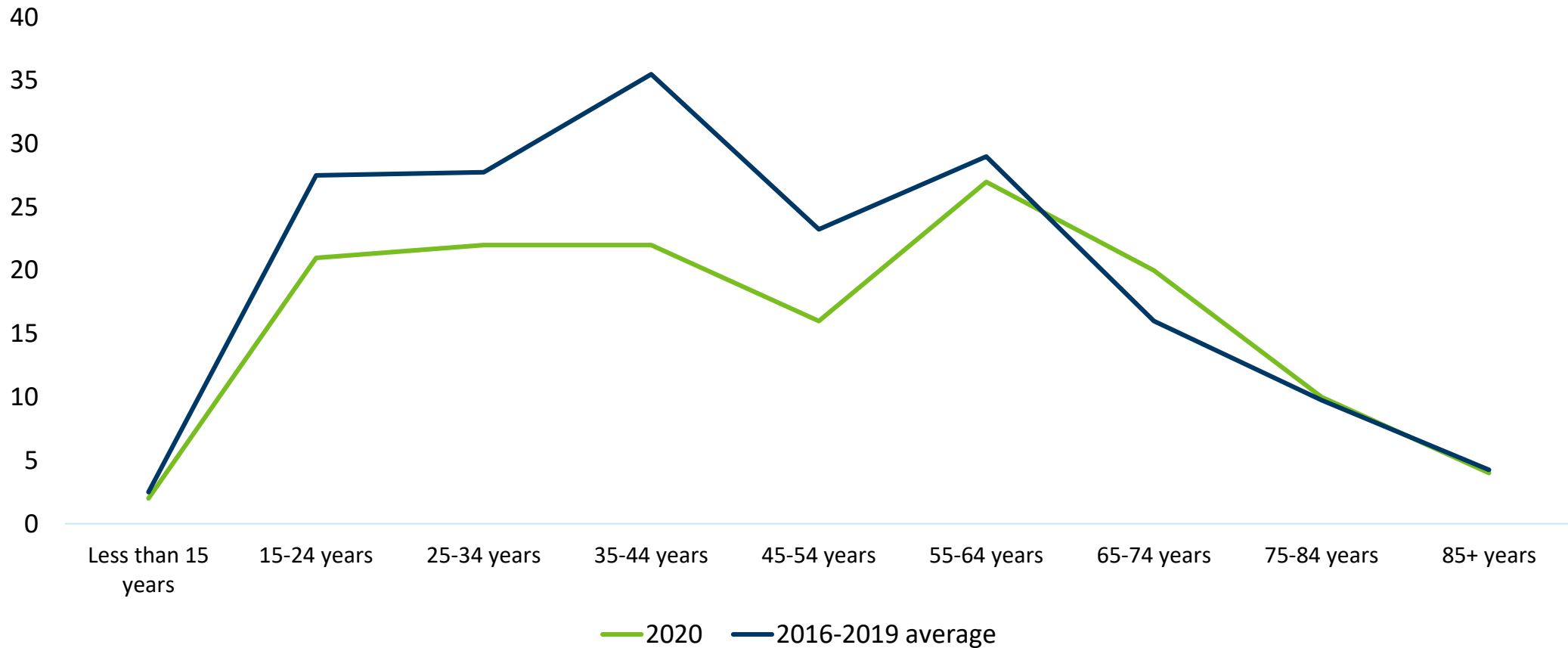
# Historical Data: Racial Groups Differ by Age and Suicide Risk

## Older adults make up majority of suicides in Whites, different from other racial groups



# Across all regions, fewer suicide deaths under age 65

Suicide Deaths by Age Group, Northern Minnesota

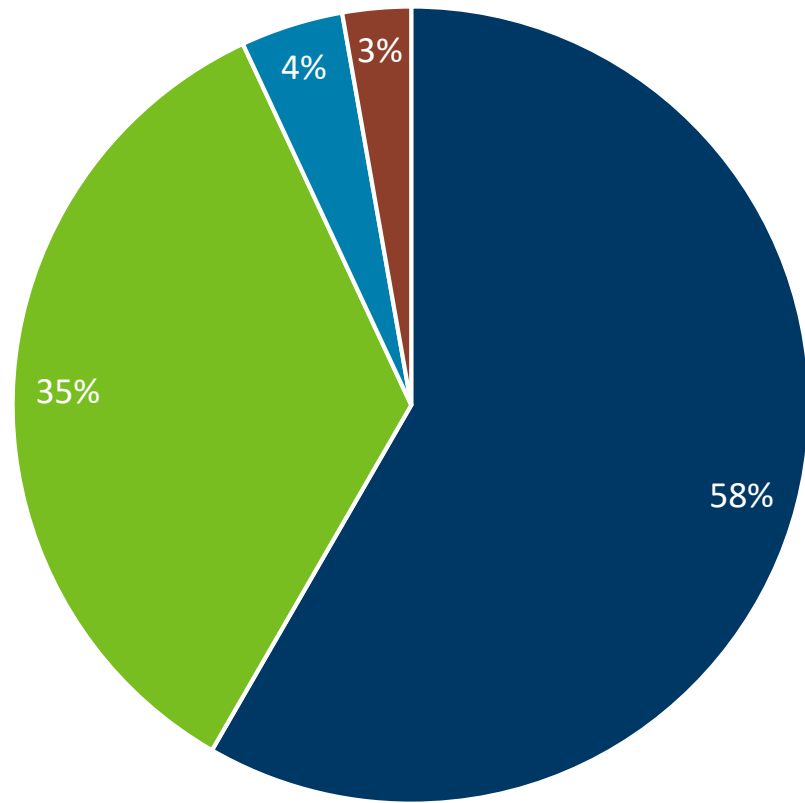


# Mechanism of Suicide

# Northern MN had high rate of firearm suicide

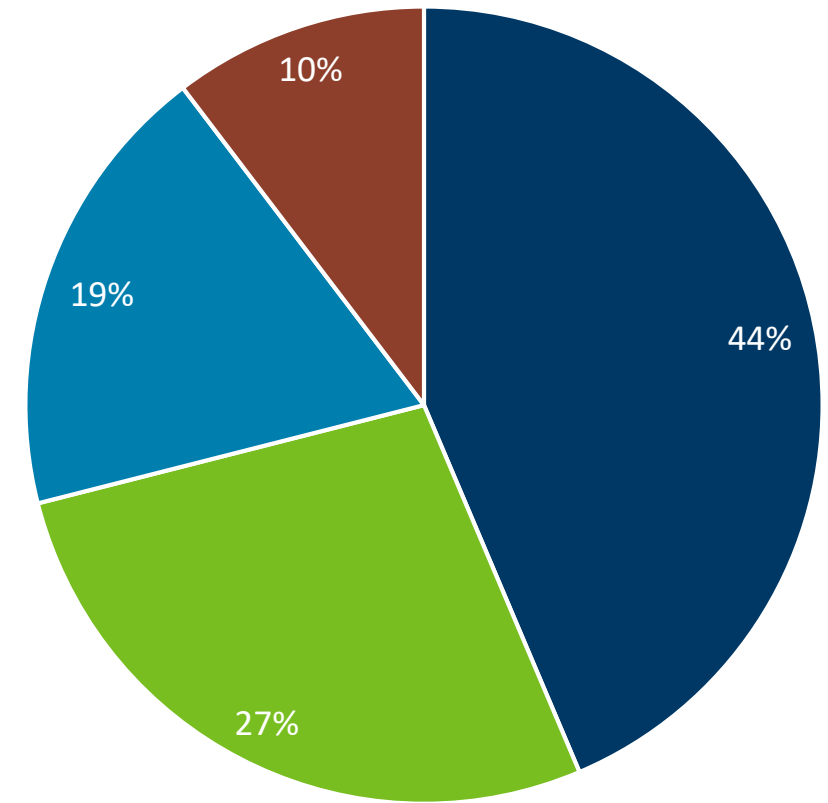
All Northern MN Regions

n = 144



Non-Northern MN

n = 580



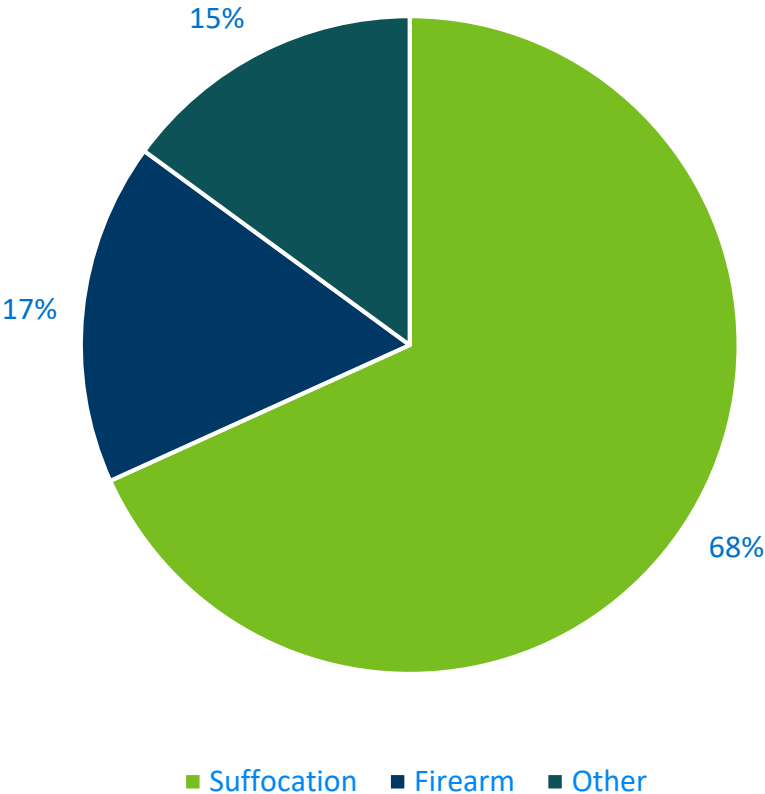
- Firearm
- Suffocation
- Poisoning
- Other

# Mechanism interacts with other factors

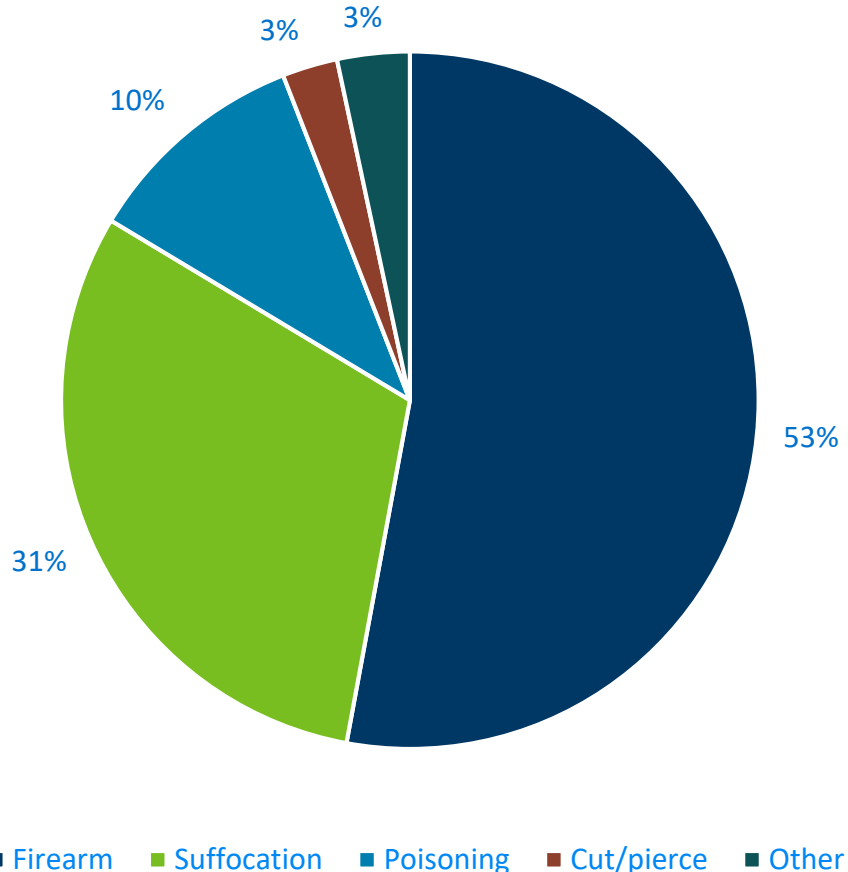


# Rural Suicide Mechanism Conundrum

Suicide Mechanism,  
MN American Indian 2015-2019



Suicide Deaths in Rural MN, 2015-2019

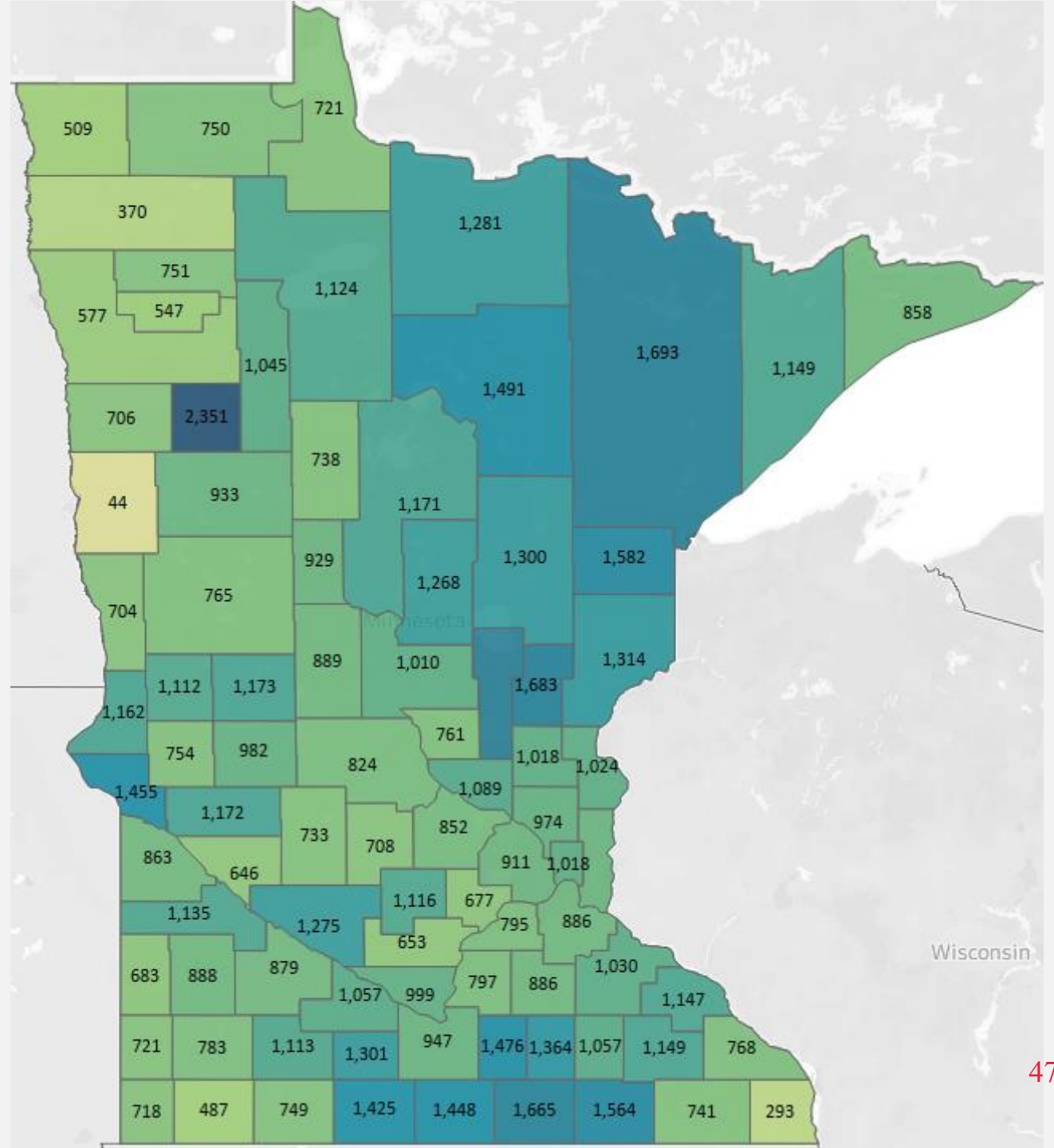




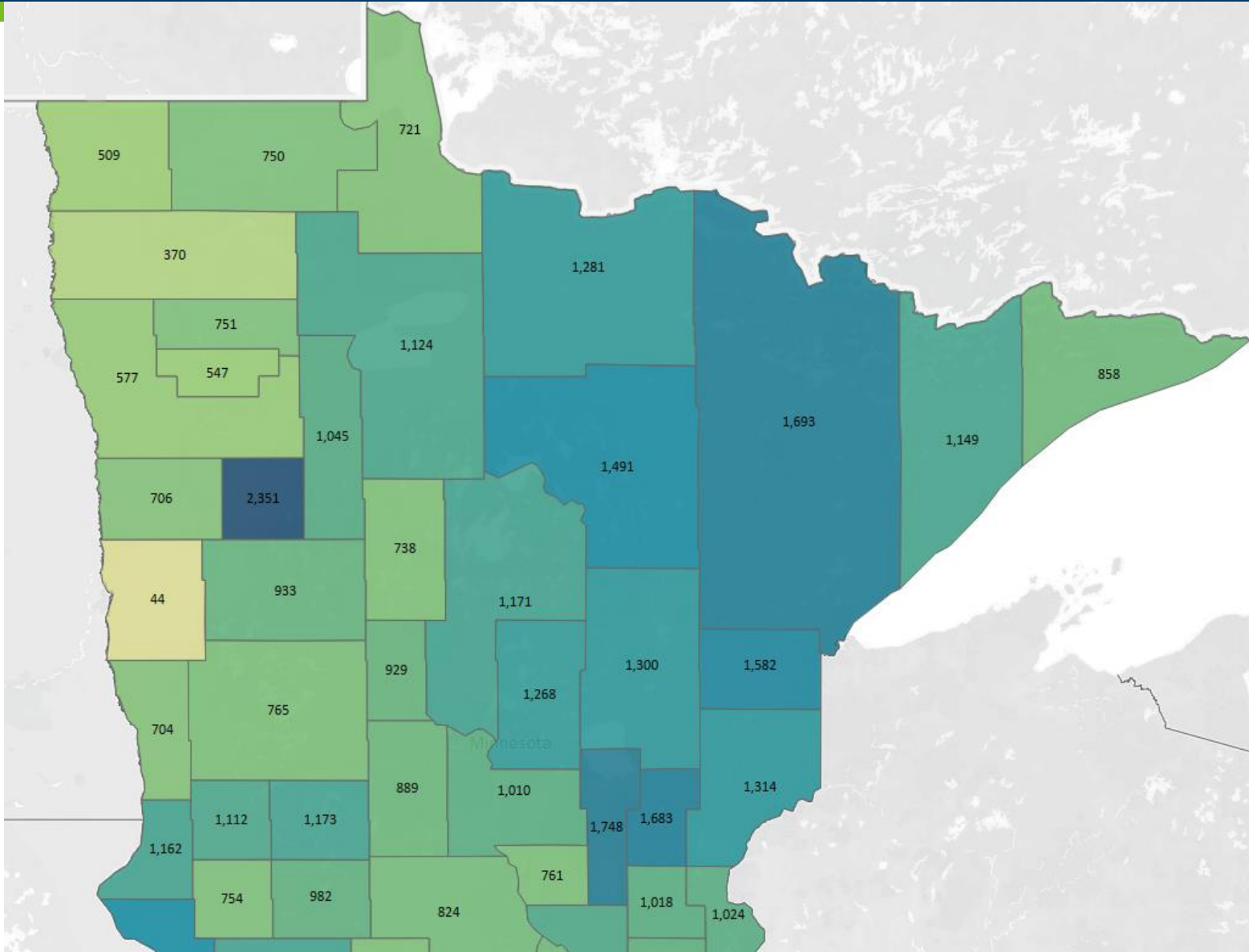
# Suicidal Injury and Ideation

# Rates of Suicidal Injury and Ideation Vary by County and Region

- Age-Adjusted Suicidal Injury and Ideation Rate for all Minnesota Counties
- Highest rate: 2,351, Mahnomen Co.
- Lowest rate: 44, Clay Co.

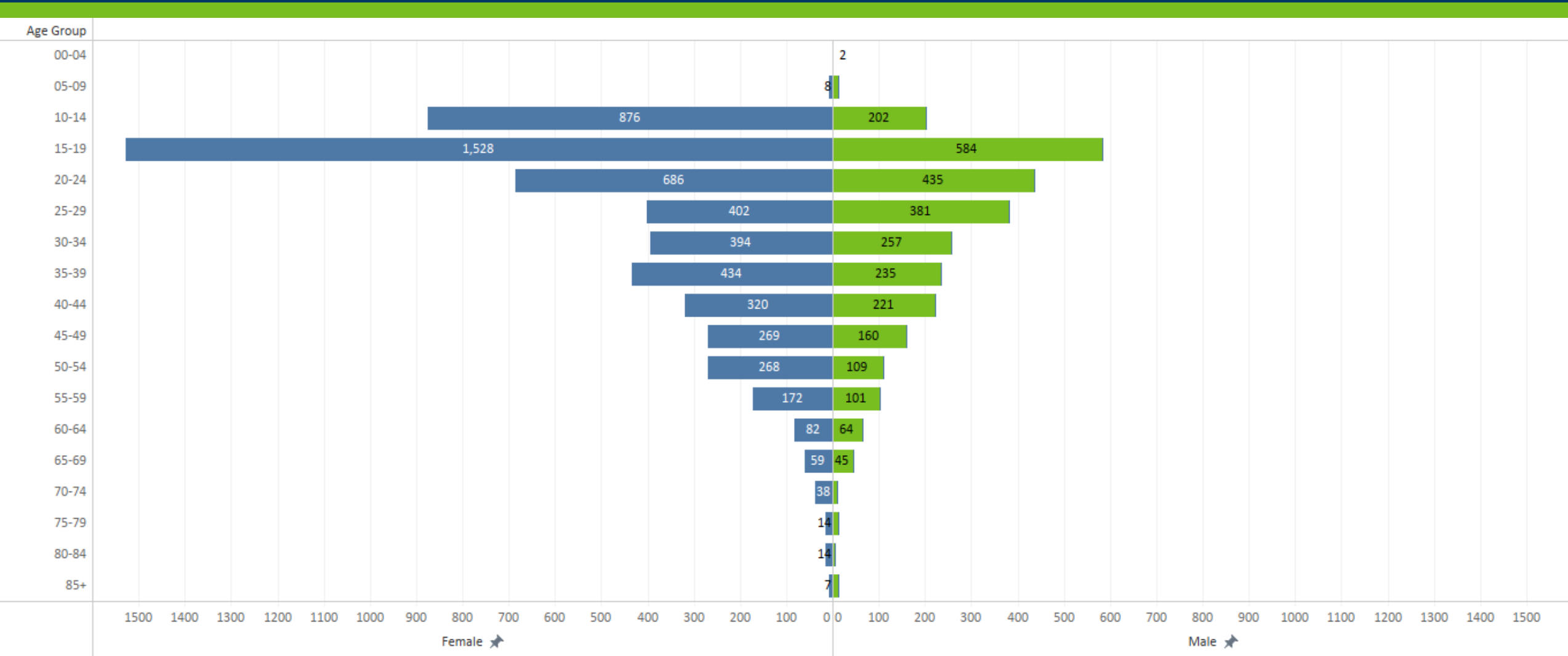


## Higher rates in Northeast and East Central regions

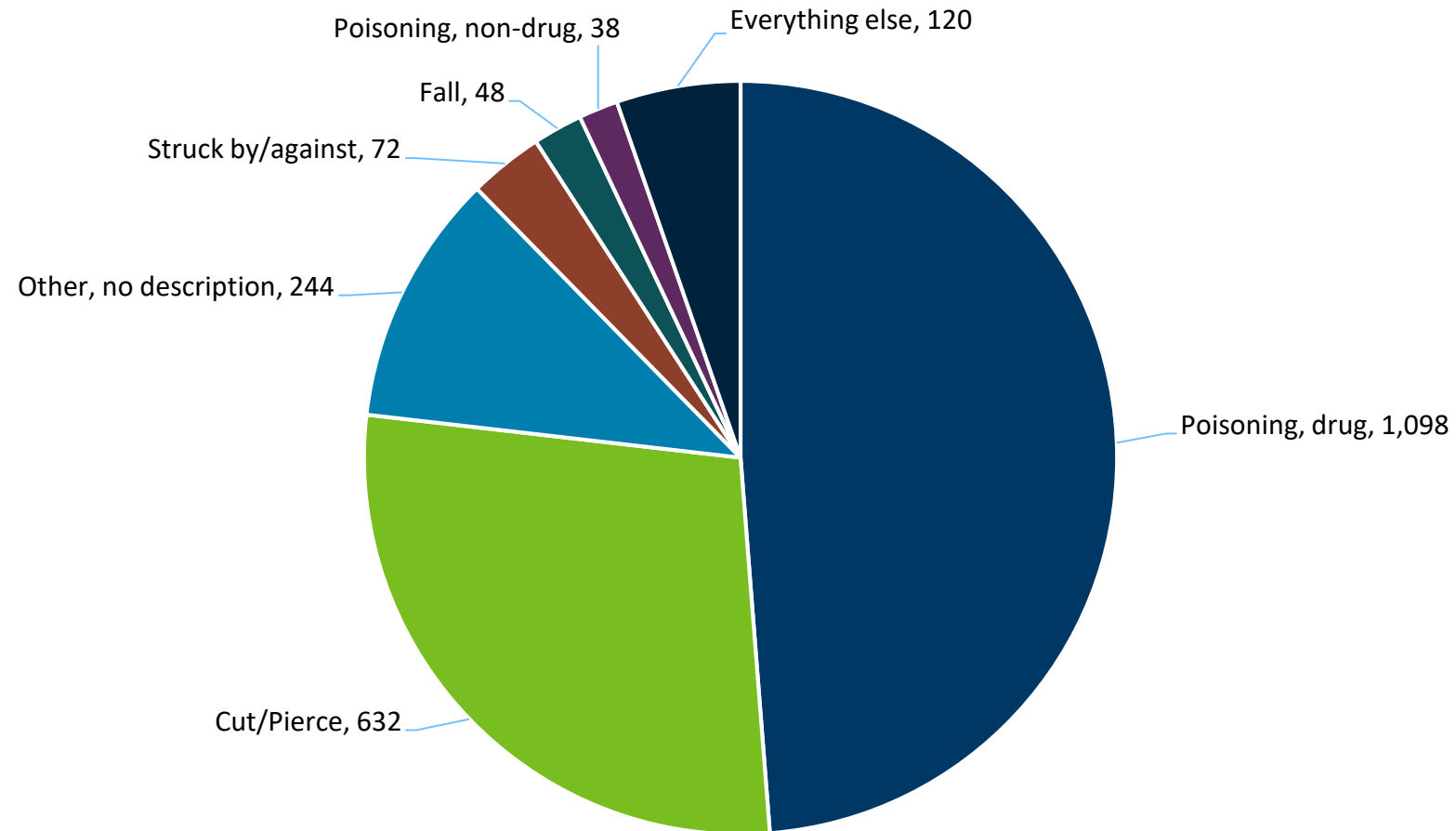


Age-adjusted rates  
of suicidal injury  
and ideation from  
2016-2019, per  
100,000 people

# Suicidal Injury and Ideation, by sex and age, Northern MN



# Northern MN Suicidal Injury by Injury Mechanism, 2019



# If you learn nothing else today...

- After record high in 2019, suicides were lower in 2020.  
(Statewide and Northern MN)
- Males: 75-80% of 2020 suicides, consistent with previous years. (Statewide and Northern MN)
- Age: Fewer suicide deaths < 65 years (Statewide and Northern MN)
- Firearms more commonly used in Northern MN suicide
- Demographics of injury differ from death by suicide

# Thank you.

## What shall we talk about?

Stefan Gingerich

[stefan.gingerich@state.mn.us](mailto:stefan.gingerich@state.mn.us)

Sheila  
10/28/21 9:08AM

\*\*\*\* Kanabec County \*\*\*\*



Page 1

As of Date: 09/2021

TRIAL BALANCE REPORT

Report Basis: 2 1 - Cash  
2 - Modified Accrual  
3 - Full Accrual

Save Report: N

Comment:

FUND Range From 15 Thru 15

\*\*\*\* Kanabec County \*\*\*\*



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10/28/21 9:08AM

TRIAL BALANCE REPORT  
As of 09/2021

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>		<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----					
1001	Cash	540,918.70	64,808.24 -	109,548.36 -	431,370.34
1003	Audit Adjustments To Cash	5,251.83	0.00	5,251.83 -	0.00
1110	Taxes Receivable - Prior & Delinquent	10,616.61	0.00	10,616.61 -	0.00
1201	Accounts Receivable (Acc)	71,096.44	0.00	71,096.44 -	0.00
1261	Due From Other Funds (Acc)	20,629.47	0.00	20,629.47 -	0.00
1281	Due From Other Governments (Acc)	151,921.55	0.00	151,921.55 -	0.00
Total Assets		800,434.60	64,808.24 -	369,064.26 -	431,370.34
---Liabilities and Balance-----					
Liabilities					
2020	Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021	Accounts Payable (Acc)	28,762.16 -	0.00	28,762.16	0.00
2030	Salaries Payable	81,027.18 -	0.00	81,027.18	0.00
2091	Due To Other Funds (Acc)	1,144.59 -	0.00	1,144.59	0.00
2100	Due To Other Governments	5,282.24 -	0.00	5,282.24	0.00
2101	Due To Other Governments (Acc)	22,969.24 -	0.00	22,969.24	0.00
2230	Deferred Inflows	10,616.61 -	0.00	10,616.61	0.00
Total Liabilities		150,325.19 -	0.00	149,802.02	523.17 -
Fund Balance					
2881	Assigned Fund Balance	650,109.41 -	0.00	0.00	650,109.41 -
2910	Revenue Control	0.00	174,725.32 -	1,801,034.24 -	1,801,034.24 -
2925	Expenditure Control	0.00	239,533.56	2,020,296.48	2,020,296.48
Total Fund Balance		650,109.41 -	64,808.24	219,262.24	430,847.17 -
Total Liabilities and Balance		800,434.60 -	64,808.24	369,064.26	431,370.34 -
488	Kanabec Pine Community Health (fka 59)				
-----Assets-----					
Total Assets		0.00	0.00	0.00	0.00
---Liabilities and Balance-----					
Liabilities					
Total Liabilities		0.00	0.00	0.00	0.00
Total Liabilities and Balance		0.00	0.00	0.00	0.00
15	Community Health Fund	0.00	0.00	0.00	0.00

Sheila  
10/28/21 9:08AM  
15 Community Health Fund

\*\*\*\* Kanabec County \*\*\*\*

TRIAL BALANCE REPORT  
As of 09/2021

Report Basis: Modified Accrual



Page 3

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

Through September 2021

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	58.33% July	66.67% August	75.00% September
Pilt-Housing Authority												
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		-16,854.00	0.00	0.00	0.00	-8,109.00	0.00	-8,745.00	0.00	0.00	0.00
Cares Act COVID-19 Grant												
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		162.35	162.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Public Health Infrastructure												
Rev	458,691.00	64.36%	295,229.26	9,463.33	38.95	27,790.92	120.80	22,209.08	195,041.49	19,705.85	3,859.84	16,999.00
Exp	376,178.00	72.59%	273,057.59	54,699.23	42,977.75	22,418.66	22,798.20	33,289.92	23,832.18	29,577.86	21,953.82	21,509.97
Prevent Infectious Disease												
Rev	21,050.00	117.45%	24,723.34	236.41	4,097.74	2,922.66	13,254.68	2,168.00	991.75	909.17	67.31	75.62
Exp	30,058.00	98.06%	29,475.43	5,356.16	3,092.93	2,559.26	2,884.18	4,122.97	1,593.79	1,417.08	2,607.99	5,841.07
Environmental Health												
Rev	25.00	140.00%	35.00	12.00	11.00	6.00	6.00	0.00	0.00	0.00	0.00	0.00
Exp	5,202.00	5.12%	266.45	0.00	0.00	15.90	37.36	0.00	31.80	141.29	24.20	15.90
Healthy Communities-Adult Health												
Rev	250,123.00	85.31%	213,385.44	12,642.85	9,964.08	54,566.81	9,864.35	1,666.57	29,270.15	9,971.95	72,157.51	13,281.17
Exp	252,252.00	61.34%	154,740.52	15,269.67	14,421.17	16,979.68	17,817.22	15,259.93	17,862.90	16,769.90	23,479.65	16,880.40
Healthy Communities-Health Improvement												
Rev	524,408.00	64.19%	336,622.00	16,568.86	33,211.24	55,972.75	10,144.26	53,074.32	18,233.53	69,877.32	49,853.65	29,686.07
Exp	498,327.00	65.42%	326,010.95	30,808.36	25,192.40	27,516.77	29,567.33	30,551.62	65,814.23	34,539.09	39,829.73	42,191.42
Healthy Communities-Family Health												
Rev	928,933.00	45.59%	423,475.80	42,630.43	82,964.98	35,146.08	25,016.06	25,735.02	55,503.62	59,301.95	82,590.12	14,587.54
Exp	771,717.00	43.64%	336,805.54	31,090.59	23,800.13	27,790.85	29,146.53	30,956.38	40,566.36	70,012.67	37,007.22	46,434.81
Emergency Preparedness												
Rev	45,924.00	280.20%	128,680.07	0.00	0.00	0.00	407.40	45,033.78	0.00	14,855.03	28,816.56	39,567.30
Exp	43,559.00	433.60%	188,871.58	12,127.62	32,393.86	27,303.84	26,694.62	32,141.43	20,671.35	15,040.05	9,983.78	12,515.03
Assure Access-Case Management												
Rev	377,900.00	72.89%	275,452.07	24,513.16	41,412.51	27,032.54	30,120.08	31,839.86	23,193.85	29,142.30	43,743.99	24,453.78
Exp	370,972.00	74.55%	276,568.41	26,098.66	25,070.62	28,150.60	32,861.89	34,438.45	35,239.69	41,696.91	24,251.44	28,760.15
Assure Access-Home Care												
Rev	544,000.00	64.07%	348,547.20	43,528.80	37,301.95	29,304.90	43,387.26	52,519.10	28,209.37	39,026.72	39,194.26	36,074.84
Exp	802,789.00	73.07%	586,593.72	73,075.00	61,198.05	69,670.69	56,722.68	50,709.91	58,186.12	86,392.46	65,254.00	65,384.81
Agency Totals												
Rev	3,151,054.00	64.94%	2,046,150.18	149,595.84	209,002.45	232,742.66	132,320.89	234,245.73	350,443.76	242,790.29	320,283.24	174,725.32
Exp	3,151,054.00	68.41%	2,155,698.54	248,687.64	228,146.91	222,406.25	210,421.01	231,470.61	255,053.42	295,587.31	224,391.83	239,533.56

amount has changed

**outstanding payments/payments not yet posted**

Hep A grant

VSO

CTC

DFC

FAP

LCTS 12,000.00

LPHG 9,501.78

MCH

MIECHV

PHEP 22,953.08

RPC 28,574.60

SHIP 38,762.28

TANF

WIC 22,084.25

Covid State

CMCOA

MN Choice 3,125.00

Admin asst 2,858.09

mental hlth 8,673.06

Suicide Prev 3,151.22

Covid Federa 28,718.95

Home care 32,433.71 estimate only see note below

212,836.02

SCHA Connector - We get reimbursed twice a year. Not included above.

Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by paysource. Also, VA may pay up to two years after the date of service.

## Board Meeting 11/02/21

### Abstract Totals for Commissioner Vouchers

<b>Board Meeting 11/02/21</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	53,062.84	41	90
Abstract #2			
<b>Totals</b>	<b>53,062.84</b>	<b>41</b>	<b>90</b>

### Abstract Totals for Auditor Vouchers

<b>Board Meeting 11/02/21</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	2,156.56	1	3
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>	<b>2,156.56</b>	<b>1</b>	<b>3</b>

Sheila  
10/28/21 10:43AM

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

Sheila  
10/28/21 10:43AM  
15 Community Health Fund

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	434 Ability Network Inc						
	15-484-487-8453-6211		217.04	Oct billing svc/eligibility	21M-0157300	Services & Charges	N
2	15-484-493-8452-6211		181.38	Oct billing svc/eligibility	21M-0157300	Services & Charges	N
1	15-484-496-8447-6211		259.18	Oct billing svc/eligibility	21M-0157300	Services & Charges	N
	434 Ability Network Inc		657.60	3 Transactions			
	219 Academy of Lactation Policy & Practice						
4	15-484-487-8456-6289		126.00	lactation consultant recert		Staff Development	N
	219 Academy of Lactation Policy & Practice		126.00	1 Transactions			
	456 Auditor, Mille Lacs County						
40	15-484-485-8468-6211		1,908.00	mini grant picnic tables		Services & Charges	N
41	15-484-485-8468-6211		2,286.90	mini grant Justice Center		Services & Charges	N
42	15-484-485-8468-6211		1,998.00	mini grant CVS picnic tables		Services & Charges	N
	456 Auditor, Mille Lacs County		6,192.90	3 Transactions			
	1293 Bayerle/Anna						
61	15-484-496-8448-6331		39.20	Sept/Oct HM mileage		Mileage & Meals	N
60	15-484-496-8449-6331		283.36	Sept/Oct HHA mileage		Mileage & Meals	N
	1293 Bayerle/Anna		322.56	2 Transactions			
	1308 Belsheim/Kirsten						
73	15-484-469-8440-6331		22.40	September DP&C mileage		Mileage & Meals	N
70	15-484-487-8450-6331		13.44	September TANF mileage		Mileage & Meals	N
71	15-484-487-8453-6331		31.92	September MIECHV mileage		Mileage & Meals	N
72	15-484-487-8457-6331		15.68	September MCH mileage		Mileage & Meals	N
	1308 Belsheim/Kirsten		83.44	4 Transactions			
	538 Berg/Ashley						
90	15-484-487-8453-6331		15.68	October MIECHV mileage		Mileage & Meals	N
	538 Berg/Ashley		15.68	1 Transactions			
	185 Bergstadt/Jennifer						
62	15-484-496-8449-6331		347.76	Sept/Oct HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		347.76	1 Transactions			
	1396 Biever/Laurie						
63	15-484-496-8449-6331		331.52	Sept/Oct HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		331.52	1 Transactions			

Sheila  
10/28/21 10:43AM  
15 Community Health Fund

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
64	1275 Bromwich/Amanda		179.20	Sept/Oct HHA mileage		Mileage & Meals	N
	1275 Bromwich/Amanda		179.20	1 Transactions			
5	247 Cambridge Isanti Public Schools		2,633.94	minigrant woodland comm garden		Services & Charges	N
	247 Cambridge Isanti Public Schools		2,633.94	1 Transactions			
85	1312 Campbell/Mindy		1.12	October HM mileage		Mileage & Meals	N
84	15-484-496-8448-6331		61.04	Sep/Oct HHa mileage		Mileage & Meals	N
	1312 Campbell/Mindy		62.16	2 Transactions			
6	1272 Dept. of Veterans Affairs-Financial Svce		0.46	302101300059839000		Medicare Pass Thru	N
7	15-484-496-8447-6880		1.87	interest and collection fee		Medicare Pass Thru	N
	1272 Dept. of Veterans Affairs-Financial Svce		2.33	2 Transactions			
8	836 East Central School District		2,000.00	mini grant elem garden project		Services & Charges	N
9	15-484-485-8468-6211		2,000.00	mini grant hs garden project		Services & Charges	N
10	15-484-485-8468-6211		380.17	mini grant outdoor recess		Services & Charges	N
	836 East Central School District		4,380.17	3 Transactions			
65	1388 Elfstrum/Brenda		99.68	Sept/Oct HHA mileage		Mileage & Meals	N
	1388 Elfstrum/Brenda		99.68	1 Transactions			
66	3646 Felland/Becky		215.04	Sept/Oct mileage		Mileage & Meals	N
	3646 Felland/Becky		215.04	1 Transactions			
67	3501 Fratzke/Michelle		168.56	October home care mileage		Mileage & Meals	N
68	15-484-496-8447-6331		106.96	Sept/Oct home care mileage		Mileage & Meals	N
	3501 Fratzke/Michelle		275.52	2 Transactions			
69	1298 Gajewski/Farrah		28.56	October home care mileage		Mileage & Meals	N
	15-484-496-8447-6331						

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10/28/21 10:43AM  
15 Community Health Fund

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	1298	Gajewski/Farrah		28.56	1 Transactions			
12	4184	Health Dimension Rehabilitation Inc						
		15-484-496-8447-6211		8,415.48	September PT services		Services & Charges	N
13		15-484-496-8447-6211		9.33-	attempted visit credit		Services & Charges	N
	4184	Health Dimension Rehabilitation Inc		8,406.15	2 Transactions			
	324	Healthcare First						
11		15-484-496-8447-6211		104.74	October HHCAHPS fee	5236985	Services & Charges	N
	324	Healthcare First		104.74	1 Transactions			
	1306	Henry Schein						
79		15-484-490-8489-6411		6,500.00	COVID-19 test cartridge		Progam Supplies	N
80		15-484-490-8489-6411		398.00	Mntro Sys OTC/swabs		Progam Supplies	N
	1306	Henry Schein		6,898.00	2 Transactions			
	202	Isanti County Auditor Treasurer						
14		15-484-485-8468-6211		1,070.00	mini grant env svc patio/path		Services & Charges	N
	202	Isanti County Auditor Treasurer		1,070.00	1 Transactions			
	3095	Isanti County Public Health						
58		15-484-485-8468-6880		762.24	Sept hlthy eat/active living		Grant Admin- Pass thru	N
59		15-484-485-8468-6880		600.27	Sept well-being strategy		Grant Admin- Pass thru	N
	3095	Isanti County Public Health		1,362.51	2 Transactions			
	322	Kanabec County						
15		15-484-450-0000-6205		75.97	admin 3rd qtr postage	PH035	Postage	N
21		15-484-469-8440-6205		3.08	DP&C 3rd qtr postage	PH035	Postage	N
18		15-484-481-8481-6205		78.56	PHNC 3rd qtr postage	PH035	Postage	N
22		15-484-481-8482-6205		5.10	Care Nav 3rd qtr postage	PH035	Postage	N
19		15-484-487-8451-6205		43.86	HP 3rd qtr postage	PH035	Postage	N
24		15-484-487-8453-6205		3.57	MIECHV 3rd qtr postage	PH035	Postage	N
16		15-484-487-8456-6205		54.44	WIC 3rd qtr postage	PH035	Postage	N
17		15-484-487-8457-6205		56.44	MCH 3rd qtr postage	PH035	Postage	N
20		15-484-487-8461-6205		332.86	CTC 3rd qtr postage	PH035	Postage	N
23		15-484-493-8452-6205		144.76	Case Mgmt 3rd qtr postage	PH035	Postage	N
	322	Kanabec County		798.64	10 Transactions			
	667	Lighthouse Child & Family Services LLC						
55		15-484-487-8453-6211		25.20	travel time 9/15/21 sessions	6153	Services & Charges	N

Sheila  
10/28/21 10:43AM  
15 Community Health Fund

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
56	15-484-487-8453-6211		150.00	6/15/21 MIECHV sessions	6153	Services & Charges	N
	667 Lighthouse Child & Family Services LLC		175.20	2 Transactions			
	377 Marco Inc						
57	15-484-450-0000-6341		787.11	MX5070V copier agmt		Rental & Service Contracts Copier	N
	377 Marco Inc		787.11	1 Transactions			
	14361 Marco Technologies LLC.						
25	15-484-487-8453-6341		30.00	contract Sharp MX-M3571	9198444 919465	Rental & Service Contracts	N
26	15-484-487-8453-6341		5.00	supply freight fee	9198444 919465	Rental & Service Contracts	N
27	15-484-487-8453-6341		3.47 -	12/2020 to 9/30/21	9198444 919465	Rental & Service Contracts	N
	14361 Marco Technologies LLC.		31.53	3 Transactions			
	1143 McKesson Medical-Surgical Govt Solution						
36	15-484-490-8489-6411		313.44	COVID-19 supplies		Progam Supplies	N
28	15-484-496-8447-6432		20.98	home care supplies	18393213	Medical Supplies	N
29	15-484-469-8440-6432		5.80	DP&C supplies	18395704	Medical Supplies	N
34	15-484-490-8489-6411		604.23	COVID-19 supplies	18589170 18589	Progam Supplies	N
33	15-484-496-8447-6432		204.54	home care supplies	18606978	Medical Supplies	N
30	15-484-496-8447-6432		193.47	home care supplies	18643689	Medical Supplies	N
32	15-484-481-8481-6432		125.05	PHNC supplies	18655291	Medical Supplies	N
31	15-484-496-8447-6432		294.08	home care supplies	18672207	Medical Supplies	N
35	15-484-496-8447-6432		63.48	home care supplies	18680621	Medical Supplies	N
86	15-484-469-8440-6432		24.88	DP&C supplies	18685582	Medical Supplies	N
	1143 McKesson Medical-Surgical Govt Solution		1,849.95	10 Transactions			
	198 Mille Lacs Co. Community & Veterans Ser						
37	15-484-485-8468-6880		891.37	Sept hlthy eat/active living		Grant Admin- Pass thru	N
38	15-484-485-8468-6880		891.77	Sept tobacco strategy		Grant Admin- Pass thru	N
39	15-484-485-8468-6880		2,625.19	Sept well-being strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		4,408.33	3 Transactions			
	12895 Mora HRA						
43	15-484-485-8468-6211		1,500.00	mini grant water bottle statn		Services & Charges	N
	12895 Mora HRA		1,500.00	1 Transactions			
	1201 National WIC Association						
44	15-484-487-8456-6245		50.00	NWA membership dues 2022	9XDMF6NUS3	Registration & Membership Dues	N
	1201 National WIC Association		50.00	1 Transactions			

Sheila  
10/28/21 10:43AM  
15 Community Health Fund

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
927	Neumen/Cami						
74	15-484-496-8447-6331		26.32	September home care mileage		Mileage & Meals	N
75	15-484-496-8447-6331		168.56	October home care mileage		Mileage & Meals	N
927	Neumen/Cami		194.88	2 Transactions			
52	Olson/Autumn						
81	15-484-487-8450-6331		22.96	Sep/Oct TANF mileage		Mileage & Meals	N
82	15-484-487-8451-6331		19.04	Sep/Oct HP mileage		Mileage & Meals	N
83	15-484-487-8453-6331		31.92	Sep/Oct MIECHV mileage		Mileage & Meals	N
52	Olson/Autumn		73.92	3 Transactions			
632	Pine County Health & Human Services						
45	15-484-485-8468-6880		2,018.49	Sept Hlthy eat/active living		Grant Admin- Pass thru	N
46	15-484-485-8468-6880		1,925.09	Sept tobacco strategy		Grant Admin- Pass thru	N
47	15-484-485-8468-6880		2,835.37	Sept well-being strategy		Grant Admin- Pass thru	N
632	Pine County Health & Human Services		6,778.95	3 Transactions			
1227	Pivec/Michelle						
87	15-484-485-8468-6411		12.65	foot item for WW network mtg		Supplies	N
88	15-484-485-8468-6411		10.00	parking for midwest hp conf		Supplies	N
89	15-484-485-8468-6411		21.56	supplies hlth eating kits OCC		Supplies	N
1227	Pivec/Michelle		44.21	3 Transactions			
1254	Recovering Hope Treatment Center, Inc.						
48	15-484-485-8468-6211		986.10	mini grant healthy snack statn		Services & Charges	N
1254	Recovering Hope Treatment Center, Inc.		986.10	1 Transactions			
1030	Ringler/Jennie						
76	15-484-496-8449-6331		120.96	Sept/Oct HHA mileage		Mileage & Meals	N
1030	Ringler/Jennie		120.96	1 Transactions			
16326	Sarkisyan/Amber						
77	15-484-496-8449-6331		39.20	Sep/Oct HHA mileage		Mileage & Meals	N
16326	Sarkisyan/Amber		39.20	1 Transactions			
4116	The Grand Event Center						
52	15-484-490-8489-6411		250.00	10/6/21 vaccination clinic	10/20/2021	Progam Supplies	N
53	15-484-490-8489-6411		250.00	10/20/21 vaccination clinic	10/20/2021	Progam Supplies	N
54	15-484-490-8489-6411		34.36	sale tax	10/20/2021	Progam Supplies	N

Sheila  
 10/28/21 10:43AM  
 15 Community Health Fund

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 7

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4116	The Grand Event Center		534.36	3 Transactions		
78	1268 Tomczak/Kristi					
	15-484-496-8449-6331		168.00	Sep/Oct HHA mileage		Mileage & Meals N
	1268 Tomczak/Kristi		168.00	1 Transactions		
49	518 Welia Health					
	15-484-490-8489-6411		42.75	3 1mg/ml vial epinephrine	2445	Progam Supplies N
50	15-484-490-8489-6411		619.45	1 epipen jr box	2445	Progam Supplies N
	518 Welia Health		662.20	2 Transactions		
51	1218 Zemke/Kristi					
	15-484-485-8468-6331		63.84	10/1/21 wellness mtg mileage		Mileage & Meals N
	1218 Zemke/Kristi		63.84	1 Transactions		
15 Fund Total:			53,062.84	Community Health Fund	41 Vendors	90 Transactions
Final Total:			53,062.84	41 Vendors	90 Transactions	

Sheila  
10/28/21 10:43AM

\*\*\*\* Kanabec County \*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	53,062.84	Community Health Fund	
	All Funds	53,062.84	Total	Approved by, .....
				.....
				.....

# 9:35am Appointment

## Item a

**November 2, 2021**

---

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Job Description Re-evaluations	<b>b. Origination:</b> Coordinator
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kim Christenson & Kris McNally

**e. Board action requested:**

Approve the attached resolutions for re-evaluation of job descriptions

**Resolution #1:** Resolution accepting job titles that remained on same pay grade

**Resolutions #2-9:** Resolutions accepting job titles with new rankings

---

**f. Background:**

Job descriptions are evaluated on a 3 year cycle. Job descriptions were sent out to department heads for updating then sent back to the Coordinator's Office for further review.

There were 11 job descriptions with updates that were sent to MRA for further review by our pay consultant. The pay consultant felt that 8 of the job descriptions had updates that affected the overall scoring of the job description. Therefore those 8 job descriptions will move to their respective pay grades effective January 1, 2022.

Jobs descriptions changed were:

- Deputy Sheriff
- Investigator
- Deputy Sergeant
- Administrative Sergeant
- Veteran Service Officer
- Coordinator Administrative Assistant
- HR Specialist
- Environmental Services Supervisor

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

**Date received in County Coordinators Office:**

**Coordinators Comments:**

## Resolution #1

# RESOLUTION #\_\_ - 11/02/21

**WHEREAS** Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

**WHEREAS** the following positions are on the rotation schedule for 2021:

Department	Position
Assessor	Appraiser Trainee
Assessor	County Assessor
Assessor	Clerk II
Assessor	Property Tax Specialist
Attorney	County Attorney
Auditor/Treasurer	Deputy Auditor, Tax II
Coordinator	County Coordinator
Coordinator	HR Specialist
Coordinator	Administrative Assistant
Economic Development Authority	EDA Director
Family Services	Fiscal Officer
Family Services	Fiscal Supervisor
Family Services	Child Support Officer/Fraud Prevention Specialist
Family Services	Eligibility Worker
Family Services	Social Services Supervisor
Family Services	Social Worker
Family Services	Human Services Director
Family Services	Lead Child Support Officer
Family Services	Child Support & Financial Supervisor
Information Systems	IS Director
Public Health	Certified Public Health Nurse
Public Health	Registered Nurse
Public Health	Health Promotion Coordinator
Public Health	Fiscal Officer
Public Health	LPN
Public Health	Community Health Director
Public Health	Regional ATOD Prevention Coordinator
Public Works - Building Maintenance	Maintenance Technician
Public Works - Building Maintenance	Building Maintenance Supervisor
Public Works - Building Maintenance	Maintenance Tech I
Public Works - Environmental Services	Environmental Services Supervisor
Public Works - Highway	Mechanic

Public Works - Highway	Sign Person
Public Works - Highway	Secretary
Sheriff	Sergeant Jailer
Transit	Bus Driver
Transit	Dispatcher
Transit	Transit Director
Transit	Operations Supervisor
Veterans	Veteran Service Officer

and,

**WHEREAS** the job descriptions were given to the Department Heads for updating and returned to the Personnel Director and HR Specialist for final review, and

**WHEREAS** the County Coordinator and HR Specialist has examined the above job titles and feel changes made do not warrant further review by the pay consultant and should remain at the same pay grade;

**BE IT RESOLVED** that it is the decision of the county board to accept and approve the remaining job descriptions with updates made.

## Resolution #2

### RESOLUTION #\_\_ - 11/02/21

Deputy Sheriff

**WHEREAS** Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

**WHEREAS** the Deputy Sheriff position was placed on the rotation schedule for 2021, and

**WHEREAS** the HR Specialist has submitted updated job description and physical analysis to the wage consultant at MRA for evaluation, and

**WHEREAS** the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase one level;

	Old Rating Grade 13			New Rating Grade 14	
Category	Rank	Points		Rank	Points
Qualifications	q43	75		q43	75
Decisions	d24	52		d24	52
Problem Solving	p14	55		p14	55
Relationships	r19	79		r20	98

Effort A	ea13	8		ea13	8
Effort B	eb11	12		eb11	12
Hazards	h19	38		h19	38
Environment	n22	31		n22	31
<b>TOTAL POINTS</b>		<b>350</b>			<b>369</b>

**BE IT RESOLVED** that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

**BE IT FUTHER RESOLVED** to accept the ranking for the “Deputy Sheriff” position, which results in Pay Range 14, and

**BE IT FURTHER RESOLVED** that this change is effective January 1, 2022.

### Resolution #3

## RESOLUTION #\_\_ - 11/02/21

Investigator

**WHEREAS** Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

**WHEREAS** the Investigator position is on the rotation schedule for 2021, and

**WHEREAS** the HR Specialist has submitted updated job description and physical analysis to the wage consultant at MRA for evaluation, and

**WHEREAS** the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase one level;

	<b>Old Rating Grade 14</b>			<b>New Rating Grade 15</b>	
<b>Category</b>	<b>Rank</b>	<b>Points</b>		<b>Rank</b>	<b>Points</b>
Qualifications	q46	100		q46	100
Decisions	d24	52		D30	52
Problem Solving	p14	55		p14	55
Relationships	r19	79		r20	98
Effort A	ea13	8		ea13	8
Effort B	eb15	17		eb15	17
Hazards	h19	38		h19	38
Environment	n22	31		n22	31
<b>TOTAL POINTS</b>		<b>380</b>			<b>399</b>

**BE IT RESOLVED** that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

**BE IT FUTHER RESOLVED** to accept the ranking for the “Investigator” position,

which results in Pay Range 15, and

**BE IT FURTHER RESOLVED** that this change is effective January 1, 2022.

#### **Resolution #4**

### **RESOLUTION #\_\_ - 11/02/21**

Deputy Sergeant

**WHEREAS** Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

**WHEREAS** the Deputy Sergeant position was placed on the rotation schedule for 2021, and

**WHEREAS** the HR Specialist has submitted updated job description and physical analysis to the wage consultant at MRA for evaluation, and

**WHEREAS** the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase one level;

	<b>Old Rating Grade 15</b>			<b>New Rating Grade 16</b>	
<b>Category</b>	<b>Rank</b>	<b>Points</b>		<b>Rank</b>	<b>Points</b>
Qualifications	q46	100		q46	100
Decisions	d30	52		d31	63
Problem Solving	p15	74		p15	74
Relationships	r19	79		r20	98
Effort A	ea13	8		ea13	8
Effort B	eb15	17		eb15	17
Hazards	h19	38		h19	38
Environment	n22	31		n22	31
<b>TOTAL POINTS</b>		<b>399</b>			<b>429</b>

**BE IT RESOLVED** that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

**BE IT FUTHER RESOLVED** to accept the ranking for the “Deputy Sergeant” position, which results in Pay Range 16, and

**BE IT FURTHER RESOLVED** that this change is effective January 1, 2022.

#### **Resolution #5**

### **RESOLUTION #\_\_ - 11/02/21**

Administrative Sergeant

**WHEREAS** Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

**WHEREAS** the Administrative Sergeant position was placed on the rotation schedule for 2021, and

**WHEREAS** the HR Specialist has submitted updated job description and physical analysis to the wage consultant at MRA for evaluation, and

**WHEREAS** the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase one level;

	Old Rating Grade 15			New Rating Grade 16	
Category	Rank	Points		Rank	Points
Qualifications	q46	100		q46	100
Decisions	d31	63		d31	63
Problem Solving	p15	74		p15	74
Relationships	r19	79		r20	98
Effort A	ea13	8		ea13	8
Effort B	eb15	17		eb15	17
Hazards	h19	38		h19	38
Environment	n22	31		n22	31
<b>TOTAL POINTS</b>		<b>399</b>			<b>429</b>

**BE IT RESOLVED** that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

**BE IT FUTHER RESOLVED** to accept the ranking for the “Deputy Sergeant” position, which results in Pay Range 16, and

**BE IT FURTHER RESOLVED** that this change is effective January 1, 2022.

## **Resolution #6**

### **RESOLUTION #\_\_ - 11/02/21**

Veteran Service Officer

**WHEREAS** Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

**WHEREAS** the Veteran Service Officer position is on the rotation schedule for 2021, and

**WHEREAS** the HR Specialist has submitted updated job description and physical analysis to the wage consultant at MRA for evaluation, and

**WHEREAS** the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase one level;

	<b>Old Rating Grade 12</b>			<b>New Rating Grade 13</b>	
<b>Category</b>	<b>Rank</b>	<b>Points</b>		<b>Rank</b>	<b>Points</b>
Qualifications	q43	75		q43	75
Decisions	d23	43		d31	63
Problem Solving	p14	55		p14	55
Relationships	r24	106		r24	106
Effort A	ea5	4		ea5	4
Effort B	eb10	8		eb10	8
Hazards	h17	13		h17	13
Environment	n9	10		n13	13
<b>TOTAL POINTS</b>		<b>314</b>			<b>337</b>

**BE IT RESOLVED** that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

**BE IT FUTHER RESOLVED** to accept the ranking for the “Veteran Service Officer” position, which results in Pay Range 13, and

**BE IT FURTHER RESOLVED** that this change is effective January 1, 2022.

## **Resolution #7**

### **RESOLUTION #\_\_ - 11/02/21**

Coordinator Administrative Assistant

**WHEREAS** Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

**WHEREAS** the Coordinator Administrative Assistant position is on the rotation schedule for 2021, and

**WHEREAS** the HR Specialist has submitted updated job description and physical analysis to the wage consultant at MRA for evaluation, and

**WHEREAS** the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase one level;

	<b>Old Rating Grade 7</b>			<b>New Rating Grade 8</b>	
<b>Category</b>	<b>Rank</b>	<b>Points</b>		<b>Rank</b>	<b>Points</b>
Qualifications	q34	69		q44	83
Decisions	d16	36		d16	36
Problem Solving	p9	31		p9	31

Relationships	r13	48		r13	48
Effort A	ea5	4		ea5	4
Effort B	eb14	12		eb14	12
Hazards	h2	5		h17	13
Environment	n5	8		n5	8
<b>TOTAL POINTS</b>		<b>213</b>			<b>235</b>

**BE IT RESOLVED** that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

**BE IT FUTHER RESOLVED** to accept the ranking for the “Coordinator Administrative Assistant” position, which results in Pay Range 8, and

**BE IT FURTHER RESOLVED** that this change is effective January 1, 2022.

## Resolution #8

### **RESOLUTION #\_\_ - 11/02/21**

HR Specialist

**WHEREAS** Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

**WHEREAS** the HR Specialist position is on the rotation schedule for 2021, and

**WHEREAS** the County Coordinator has submitted updated job description and physical analysis to the wage consultant at MRA for evaluation, and

**WHEREAS** the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase two levels;

	<b>Old Rating Grade 11</b>			<b>New Rating Grade 13</b>	
<b>Category</b>	<b>Rank</b>	<b>Points</b>		<b>Rank</b>	<b>Points</b>
Qualifications	Q46	100		q46	100
Decisions	D25	63		D31	63
Problem Solving	P10	41		P14	55
Relationships	r18	64		r19	79
Effort A	ea5	4		ea5	4
Effort B	eb15	17		eb15	17
Hazards	H17	13		h17	13
Environment	n5	8		n5	8
<b>TOTAL POINTS</b>		<b>310</b>			<b>339</b>

**BE IT RESOLVED** that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

**BE IT FUTHER RESOLVED** to accept the ranking for the “HR Specialist” position, which results in Pay Range 13, and

**BE IT FURTHER RESOLVED** that this change is effective January 1, 2022.

## **Resolution #9**

### **RESOLUTION #\_\_ - 11/02/21**

Environmental Services Supervisor

**WHEREAS** Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

**WHEREAS** the Environmental Services Supervisor position is on the rotation schedule for 2021, and

**WHEREAS** the HR Specialist has submitted updated job description and physical analysis to the wage consultant at MRA for evaluation, and

**WHEREAS** the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase two levels;

	<b>Old Rating Grade 14</b>			<b>New Rating Grade 16</b>	
<b>Category</b>	<b>Rank</b>	<b>Points</b>		<b>Rank</b>	<b>Points</b>
Qualifications	q45	91		q55	109
Decisions	d31	63		d32	77
Problem Solving	p15	74		p15	74
Relationships	r24	106		r24	106
Effort A	ea9	5		ea9	5
Effort B	eb11	12		eb11	12
Hazards	h14	20		h14	20
Environment	n14	22		n14	22
<b>TOTAL POINTS</b>		<b>393</b>			<b>425</b>

**BE IT RESOLVED** that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

**BE IT FUTHER RESOLVED** to accept the ranking for the “Environmental Services Supervisor” position, which results in Pay Range 16, and

**BE IT FURTHER RESOLVED** that this change is effective January 1, 2022.

# 9:35am Appointment

## Item B

November 2, 2021

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Insurance Renewal	<b>b. Origination:</b> Insurance Committee
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kim Christenson & Kris McNally

**e. Board action requested:**

- i. Rescind Resolution #14 – 10/19/21
- ii. Approve PEIP health insurance renewal
- iii. Approve county contribution to Local 363 health insurance

**f. Background:**

Due to contractual and statutory obligations, the county is not able to cancel the health renewal with PEIP until the end of 2022 without significant risk. If the county cancels the contract mid-term PEIP could hold the county liable for full premiums in 2022. PEIP was unwilling to negotiate an early cancellation.

- i. Need to rescind resolution #14 from the October 19, 2021 county board meeting. This resolution was to reject the health insurance renewal received from PEIP and to sign a contract with the MN Healthcare Consortium (Smith motioned/McNally seconded).
- ii. The insurance committee met on Wednesday, Oct 27 to discuss the PEIP renewal. The committee decided on the following recommendations to the county board:
  - Accept the 2022 health insurance renewal received from PEIP and finish the contract, contract will expire December 31, 2022
  - Offer employees 2 health insurance plans, currently employees are offered 3 health insurance plans
  - County contribution to health insurance plans will be 5%
  - Continue using health reserves fund balance to supplement the extra premium cost

Resolution & renewal amounts attached

- iii. The Local 363 union contract does state that the county's contribution to the Local 363 health insurance shall match the percentage that was budgeted for the other bargaining groups and the non-union groups. Resolution attached.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office: N/A

## **Resolution #\_\_ – 11/02/21**

### **HEALTH INSURANCE RENEWAL**

**WHEREAS** the county offers health insurance to its employees, and

**WHEREAS** the current contract with Minnesota Public Employees Insurance Program expires December 31, 2022, and

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the county Health Insurance, and

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

**BE IT RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and renew the Health Insurance Contract with Minnesota Public Employees Insurance Program at the following rates:

PLAN	2022 Rates	
	Single	Family
\$850 Deductible	\$868.30	\$2,318.08
\$2,000 Deductible	\$675.74	\$1,803.84

**BE IT FURTHER RESOLVED** to accept the recommendation of the Insurance Committee to increase the employer contribution by 5% from the 2021 contribution for 2022;

**BE IT FURTHER RESOLVED** to accept the recommendation of the Insurance Committee to increase the utilization of the health insurance reserve fund for reduction of the increased premium expense to employees for 2022.

## **Resolution #\_\_ – 11/02/21**

### **LOCAL 363 HEALTH INSURANCE RENEWAL**

**WHEREAS** the Local 363 union contract does state that the county's contribution to the Local 363 health insurance shall match the percentage that was budgeted for the other bargaining groups and the non-union groups;

**BE IT RESOLVED** to increase the employer contribution by 5% from the 2021 contribution for 2022.

County Contributions  
2021 - \$1029.22  
2022 - \$1,080.68

**Effective Jan 1, 2022**

<b><i>PEIP Value Plan</i></b>						
<b>Single Deductible Health Plan Options</b>	<b>Total Monthly Cost of Insurance</b>	<b>Amount the County Contributes</b>	<b>Distribution amount from health insurance fund</b>	<b>Total Employee Monthly Cost of Insurance</b>	<b>Employee Portion</b>	<b>Employer HRA Contribution</b>
See Cost Level Chart	\$868.30	\$832.17	\$56.41	<b>(\$20.28)</b>	<b>-2%</b>	<b>\$106.00</b>
<b>Family Deductible Health Plan Options</b>	<b>Total Monthly Cost of Insurance</b>	<b>Amount the County Contributes</b>	<b>Distribution amount from health insurance fund</b>	<b>Total Employee Monthly Cost of Insurance</b>	<b>Employee Portion</b>	<b>Employer HRA Contribution</b>
See Cost Level Chart	\$2,318.08	\$1,319.09	\$225.81	<b>\$773.18</b>	<b>33%</b>	<b>\$106.00</b>

<b><i>PEIP HSA Compatible</i></b>						
<b>Single Deductible Health Plan Options</b>	<b>Total Monthly Cost of Insurance</b>	<b>Amount the County Contributes</b>	<b>Distribution amount from health insurance fund</b>	<b>Total Employee Monthly Cost of Insurance</b>	<b>Employee Portion</b>	<b>Employer HRA Contribution</b>
See Cost Level Chart	\$675.74	\$742.17	\$29.65	<b>(\$96.08)</b>	<b>-14%</b>	<b>\$106.00</b>
<b>Family Deductible Health Plan Options</b>	<b>Total Monthly Cost of Insurance</b>	<b>Amount the County Contributes</b>	<b>Distribution amount from health insurance fund</b>	<b>Total Employee Monthly Cost of Insurance</b>	<b>Employee Portion</b>	<b>Employer HRA Contribution</b>
See Cost Level Chart	\$1,803.84	\$1,319.09	\$154.31	<b>\$330.44</b>	<b>18%</b>	<b>\$106.00</b>

# 9:35am Appointment

## Item C

**November 2, 2021**

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> County vehicle pool	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kim Christenson

**e. Board action requested:**

Approval to sell the 2013 Ford Taurus

**f. Background:**

In 2021, the County had 5 vehicles in the general vehicle pool.

Earlier this year the Board approved selling the 2017 Fusion that belonged to the vehicle pool because of multiple break downs. This leased vehicle was sold back to Enterprise in April 2021.

Recently the power transfer unit on the 2013 Taurus went out and the cost to repair the vehicle is around \$2,200.

Additionally, this vehicle's primary use is by Public Health and Family Services. Since the majority of their staff have been working a telework hybrid model (partially from home and partially from the office) there has been little to no use of this vehicle.

Based on those factors, we are requesting permission to sell the Taurus instead of repairing it at this time.

Selling the Taurus would still leave 3 vehicles remaining in the general vehicle pool:

- 2017 Dodge Caravan (leased) at PSB
- 2009 Chevy Impala (county owned) at Courthouse
- 2002 Dodge Caravan (county owned) at Courthouse

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

**Date received in County Coordinators Office:** N/A

**Coordinators Comments:**

The Public Health Director, Family Services Director, HR Specialist and Coordinator's Administrative Assistant are in favor of selling the Taurus.

The Taurus would be sold on a public auction. It is not a leased vehicle.

# 10:00am Appointment

November 2, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Letter Supporting East Central Energy's Potential Broadband Project	<b>b. Origination:</b> EDA
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter:</b> Heidi Steinmetz

### e. Board action requested:

EDA staff is requesting that the Kanabec County Board authorize Chair Gene Anderson to sign the attached letter of support on behalf of the Kanabec County Board for East Central Energy's potential broadband project.

### f. Background:

On Monday, October 25<sup>th</sup>, Kanabec County Board Chair, Gene Anderson, and myself attended a broadband meeting in Braham hosted by East Central Energy staff. Staff from most of the counties within ECE's service territory were in attendance in addition to respective County Commissioners.

Attached is a copy of the email that ECE's Chief Information Officer, Ty Hougum, sent to community stakeholders on Oct. 25<sup>th</sup> summarizing ECE's latest interest in broadband deployment.

During the Oct. 25<sup>th</sup> meeting, ECE staff asked for letters of support from the county boards in their service territory to provide to the ECE Board of Directors at the Nov. 19<sup>th</sup> ECE Board meeting. On Nov. 19<sup>th</sup>, the ECE Board will be discussing next steps with regards to their broadband efforts.

**Supporting Documents:** Yes    **Attached:** ☒

<b>Date Received in County Coordinator's Office:</b>	10/29/21
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**Coordinators Comments:**



District #1, Dennis McNally  
District #2, Gene Anderson  
District #3, Les Nielsen  
District #4, Rick Mattson  
District #5, Craig Smith

OFFICE OF THE  
**KANABEC COUNTY BOARD OF  
COMMISSIONERS**

18 North Vine Street, Suite 181  
Mora, MN 55051  
Telephone: (320) 679-6440  
Fax: (320) 679-6441

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November 2, 2021

East Central Energy  
ATTN: ECE Board of Directors  
412 Main Avenue North  
Braham, MN 55006  
RE: 10/25/2021 Broadband Meeting

Dear East Central Energy Board of Directors,

Kanabec County staff recently met with East Central Energy (ECE) staff to discuss potential broadband opportunities to serve residents of Kanabec County. The Kanabec County Board of Commissioners would like to express our support for ECE and would be willing to have further discussions regarding this potential project.

Thank you for your consideration.

Sincerely,

Gene Anderson  
Kanabec County Board Chair

Heidi Steinmetz

---

**From:** Ty Hougum <ty.hougum@ecemn.com>  
**Sent:** Monday, October 25, 2021 11:28 AM  
**To:** Heidi Steinmetz  
**Subject:** East Central Energy - Broadband

Good morning,

My name is Ty Hougum, and I am the Vice President / Chief Information Officer at East Central Energy (ECE). I received your contact info from our Business Accounts team, and hope this email finds you well.

As I'm sure you are aware, the need for high-speed internet is an ongoing discussion in our area. In 2019, ECE conducted a feasibility study to research what it would take for us to get into the broadband internet business. As an electric cooperative, we realized our business model created some unique advantages. Local entities were asking us to get involved, and many cooperatives throughout the country were offering broadband to their members. However, after reviewing results of the study, our board of directors and executive leadership decided it was too much of a financial risk. We chose not to pursue broadband.

Recent federal developments indicate significant broadband funding could soon become available. With the potential to lessen or remove the financial risk we were not comfortable with in 2019, ECE has begun the process of an updated feasibility study. There may be potential to serve our members with high-speed internet in the future, but the true deciding factor will be funding availability, and we won't have those answers for several months. We will continue to keep you updated.

Please reach out if you have any questions!



Ty Hougum | Vice President / CIO  
East Central Energy  
412 Main Avenue N | PO Box 39 | Braham, MN 55006  
T: 763-689-7488 | [ty.hougum@ecemn.com](mailto:ty.hougum@ecemn.com) | [www.eastcentralenergy.com](http://www.eastcentralenergy.com)  
Customer Service: 1 800-254-7944

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# 10:10am Appointment

November 2, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Tax Forfeit Land Sale Adjustments	<b>b. Origination:</b> County Auditor's Office
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Roberta Anderson

**e. Board action requested:**

To formally remove the 3 parcels from the tax forfeit land sale that the DNR objected to selling and adjust any of the other minimum bid amounts on distressed parcels.

To correct minimum bid amounts on two parcels with special assessments.

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**f. Background:**

We had an informal meeting with the DNR last Tuesday, and they indicated that they object to us selling parcels:

13.00605.00

13.00910.00

15.00175.00

If the county chooses to pursue selling these, it will take special legislation to do so.

The TFLS is set to begin online on Nov 22 at 9:00am and go until Dec 2 at noon. The publications will be Nov 4 & Nov 11.

Two of the parcels that have special assessments to be added to the estimated market value did not calculate correctly and should be adjusted as follows:

03.00185.50 should be: \$26,787.50 for the minimum bid

23.00320.00 should be: \$60,653.43 for the minimum bid

Supporting Documents: None    Attached: ☒

<b>Date received in County Coordinators Office:</b>	10/29/21
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**Coordinators Comments:**

## 2021 Kanabec County Tax Forfeit Land Sale

**NOTE: This years sale will be conducted as an Online Auction:**  
**Beginning on Nov 22, 2021 at 9:00 am and closing on Dec 2, 2021 at noon.**

Kanabec County Website: [www.kanabecounty.org](http://www.kanabecounty.org)

### Kanabec County Resolution #19 - 10/19/21 & #20 - 10/19/21

**Notice is hereby given for the terms and conditions of the sale per M.S. 282.01**

Properties will be sold to the highest bidder, but not less than the minimum bid amount

Payment in full is required at the time of sale by cash or check only

Fees & Costs in addition to the bid amount:

- \* 3% surcharge for the state assurance account
- \* \$25.00 State Deed Fee
- \* State Deed Tax of .33% of sale price (\$1.65 minimum)
- \* Recording Fee of \$46.00 for Abstract property, may be additional cost for Torrens property
- \* Well Certificate of \$50.00 if applicable

*Public Surplus online auction company charges a 5% buyers premium collected at time of sale.*

State deeds are issued by the Department of Revenue and are quit claim deeds which prohibit enrollment of the land in a state funded program providing compensation for conservation of marginal land or wetlands.

Kanabec County does not ensure access to any of these parcels.

Properties are sold "as is" with no guarantees. All sales are final with no refunds or exchanges allowed.

The sales price paid does not represent a basis for future taxes.

State retains all minerals and minerals rights on these properties

Any special assessments levied after forfeiture and certified to the county auditor have been added to the minimum bid amount.

Sales are subject to existing leases and easements for highway and public utilities and any other easement obtained by a federal, state or county government for public use.

**NOTE: All acreage amounts are approximate unless parcel has been surveyed or plotted in a legal subdivision.**

*The Minnesota Department of Health strongly recommends that ALL homebuyers have an indoor radon test performed prior to purchase or prior to taking occupancy and recommends having the radon levels mitigated if elevated radon concentrations are found. Elevated radon concentrations can easily be reduced by a qualified, certified, or licensed, if applicable, radon mitigator. Kanabec County is not aware of, and has not done any radon testing on any of the residential properties. There are no radon records available and the radon concentration levels are unknown. Kanabec County is not aware of any Radon Mitigation systems on any of the residential properties.*

Tract	Township/City	PID	Section	Abbreviated Legal Description/Address (if applicable)	Approx Acres	SA after Forfeiture	Minimum Bid
1	Arthur Twp	02.04900.00	24	Spring Brook Estates, Lot 20 Block 3	1.00		\$ 15,000.00
2	Brunswick Twp	03.00185.50	3	Pt NW1/4 of SW1/4, S 320' of W 390'	2.87	\$1,287.50	\$ 26,787.50
3	Ford Twp	05.00340.00	8	NE1/4 of NW1/4 of NW1/4 & N1/2 of SE1/4 of NW1/4 of NW1/4	15.00		\$ 53,100.00
4	Ford Twp	05.01040.00	28	S1/2 of N1/2 of S1/2 of NW1/4, subj to easements of record	20.00		\$ 32,000.00
5	Haybrook Twp	07.00105.20	4	NE1/4 of SW1/4	40.00		\$ 21,000.00
6	Haybrook Twp	07.00130.00	4	N1/4 of NW1/4 of SW1/4	10.00		\$ 7,000.00
7	Haybrook Twp	07.00145.00	4	N1/2 of S1/2 of SW1/4 of SW1/4	10.00		\$ 9,000.00
8	Haybrook Twp	PT 07.00650.00	17	NW1/4 of SW1/4 (to be split from larger parcel)	40.00		\$ 36,000.00
9	Kanabec Twp	09.00265.30	5	Pt NE1/4 of NE1/4, N 660' of E 660'	10.00		\$ 19,200.00
10	Kroschel Twp	11.01510.00	36	S1/2 of NW1/4 of NW1/4	20.00		\$ 35,300.00
11	Peace Twp	12.01135.30	2	W1/2 of NE1/4 of NW1/4 of NW1/4 subj to hwy easement	5.00		\$ 21,600.00
12	Peace Twp	12.01825.00	32	Pt Govt Lot 1, (full legal on file), 2764 Hwy 65, Mora MN	0.82	\$2,002.10	\$ 40,600.00
13	Peace Twp	12.02285.00	6	Plan of Warman, Lot 6, Block 3 ex hwy r/w	0.16		\$ 1,900.00

14	Pomroy Twp	13.01010.10	22	W1/2 of SW1/4	80.00		\$ 75,600.00
15	Pomroy Twp	13.01365.00	29	Pt SW1/4 of SW1/4, N 350' thereof ex W 60' of N 350' for hwy	10.39		\$ 23,200.00
16	Southfork Twp	14.01365.10	31	NW1/4 of NE1/4 of NW1/4, subj to hwy easement	10.00		\$ 29,700.00
17	Whited Twp	15.00450.30	12	SW1/4 of NW1/4 ex hwy r/w easement	39.17		\$ 207,000.00
18	Whited Twp	15.01250.20	25	N1/2 of N1/2 of NE1/4 of SE1/4 lying S of RR r/w	9.93		\$ 22,200.00
19	City of Grasston	21.00460.00	12	John Runquists 2nd Addn to Grasston, Lot 1, Block 7	0.16		\$ 1,900.00
20	City of Mora	22.01075.00	11	Aud Subd #3, Pt Lot 45, 601 2nd St, Mora MN	0.41		\$ 61,300.00
21	City of Ogilvie	23.00350.00	35	Ogilvie Plat, Lot 1, Block 2, 209 Hill Ave N, Ogilvie MN	0.16	\$ 39,253.43	\$ 60,653.43
22	Brunswick Twp	03.01140.00	14	Pt SW1/4 of NE1/4 (former Station 65 Gas) (underground tanks need removal per EPA)	1.75		\$ 10,000.00
23	Grass Lake	06.01765.00	26	Pt NW1/4 of SW1/4, N 250' of W 160' of E 350'	0.91		\$ 3,750.00
24	Haybrook	07.01175.40	27	NE1/4 of SW1/4 of NE1/4	10.00		\$ 10,000.00
25	Haybrook	07.01175.50	27	W1/2 of N1/2 of SW1/4 of NE1/4	10.00		\$ 7,500.00
26	Pomroy	13.00800.00	16	W1/2 of NE1/4 incl easement for access	80.00		\$ 18,750.00
27	City of Grasston	21.00610.00	12	Grasston Acres, Lot 17, Block 1	n/a	\$ 100.00	\$ 987.50
28	City of Grasston	21.00615.00	12	Grasston Acres, Lot 18, Block 1	n/a	\$ 100.00	\$ 987.50
29	City of Grasston	21.00620.00	12	Grasston Acres, Lot 19, Block 1	n/a	\$ 100.00	\$ 987.50

Kanabec County reserves the right to make changes to this list prior to the online auction. Please check the online auction for your information.  
See our website for more detail regarding Terms & Conditions, Forms of Payment, Bidding and Sales, Disclaimers and additional Parcel Information  
The parcels will not be available to bid on until Nov 22nd at 9:00 am (CST)

**Kanabec County Auditor/Treasurer**  
**18 N Vine St, Suite 261A**  
**Mora, MN 55051**  
**(320)679-6430**

Kanabec County Website: [www.kanabeccounty.org](http://www.kanabeccounty.org)



# 10:45am Appointment

November 2, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Legislative Update and Q&A with Commissioners	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 15-20 minutes	<b>d. Presenter(s):</b> Representative Nathan Nelson

**e. Board action requested:**

Informational

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**f. Background:**

During the 9/21/21 Regular Meeting of the Kanabec County Board of Commissioners the Commissioners requested a legislative update and Q & A time with State Senator Jason Rarick, State Representative Nathan Nelson, and State Representative Sondra Erickson.

Specific topics to be addressed, include, but are not limited to:

- MN Legislative Update
- Welfare Reform
- The Need for Four Lane Roads in Kanabec County
- Knife Lake Rest Area

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 11:15am Appointment

November 2, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> a. Open position update b. Request permission to post for Comp Tech I c. Request permission to approve a Tech II position d. Request to spend Capital funds on wireless system upgrade	<b>b. Origination:</b> Information Systems
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Lisa Blowers

**e. Board action requested:**

- a. Update Only
- b. Request permission to post for Computer Tech I position. See attached resolution, page 2.
- c. Request permission to send Computer Tech II job description to pay consultant. See attached resolution, page 2, and job description, pages 3-8.
- d. Request to spend Capital funds on upgrade for outdated wireless system. See attached resolution, page 2, and quotes, pages 9-10.

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**f. Background:**

Supporting Documents: None      Attached: ☒

<b>Date received in County Coordinators Office:</b>	10/29/21
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**Coordinators Comments:**

## **Resolution #\_\_ – 11/02/21**

**WHEREAS** there is a vacancy in the position of a Full Time Computer Technician, and

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes the Information Systems Director and the County Personnel Director to hire a Full Time Computer Technician to fill the position 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.

## **Resolution #\_\_ – 11/02/21**

**Approve Job Description and Refer for Evaluation**

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

**WHEREAS** the position of Computer Technician II is a newly created position, and

**WHEREAS** the Information Systems Director has submitted a job description and physician analysis, and

**WHEREAS** the board has examined and evaluated the information;

**BE IT RESOLVED** to approve the job description, and

**BE IT FURTHER RESOLVED** that it is the decision of the Board that the Computer Technician II job description be sent to the salary consultant for review.

## **Resolution #\_\_ – 11/02/21**

**WHEREAS** the current wireless system is due for replacement, and

**WHEREAS** the Information Systems Director has received 2 quotes for the replacement:

SHI - \$10,712.00 + \$1,859.00 for installation + \$330 for travel = \$12,901.00

CWTechnology - \$11674.00 includes installation + \$330 for travel = \$12,004.00

**BE IT RESOLVED** to accept the low quote of \$12,004.00 submitted by CWTechnology, and

**BE IT FURTHER RESOLVED** to pay for this equipment \$12,004.00 from Information Systems capital equipment fund.

## Kanabec County Position Description

### COMPUTER TECH II

**Department:** Information Systems   **Exemption Status:** Non-exempt   **Board Approval:**

<i>Job Specifications</i>		
<i>Education &amp; Experience qualifications are a job-related combination substantially equivalent to the levels shown at right.</i>	<i>FACTOR</i>	<i>LEVEL</i>
	<i>Education:</i>	<i>High School 2 years of Post-Secondary in information technology</i>
	<i>Experience:</i>	<i><del>3</del> 5 years in related field</i>
	<i>Other Requirements:</i>	<i>-Must have valid driver's license -Must be able to pass BCA background check -Must be able to be certified by the State of Minnesota for operation of National and State criminal justice computer systems</i>
	<i>Supervision given to:</i>	<i><del>None</del> Indirect Supervision to Computer Tech I</i>
	<i>Supervision received from:</i>	<i>Information Systems Director</i>

#### **KNOWLEDGE, SKILLS & ABILITIES DESIRED:**

- *Must possess considerable knowledge of current computer technology, hardware, software and operating systems.*
- *Knowledge of current and uprising digital equipment and devices*
- *Must be skilled in problem identification and problem-solving techniques*
- *Knowledge of network architecture and network security best practices*
- *Ability to keep pace with a highly complex, rapidly evolving technology*
- *Ability to multi-task and prioritize work*
- *Ability to develop and maintain an effective working relationship with other employees, vendors and public officials*
- *Ability to gain understanding of numerous applications used by different departments within the county*
- *Ability to follow policies, procedures and practices, and make decisions in accordance with these policies, procedures and practices*
- *Ability to accurately handle detailed work amid interruptions*
- *Highly skilled in listening and communicating technical issues to all users of all skill levels*
- *Highly skilled in Microsoft Active Directory and Microsoft Office*
- *Ability to organize and keep extensive network and inventory records updated at all times*

#### **JOB SUMMARY**

Responsible for the implementation, maintenance, configuration, and the secure, reliable operation of the computer systems. Ensures the uptime, performance, resources, and security of the computers managed to meet the needs of the users and the County. Duties are performed in a regular office environment, but also include the installation of technical equipment from mice to multifunction large format printers as well as rack mounted servers and uninterrupted power supplies.

## ***ESSENTIAL DUTIES***

### **100% Computer Systems**

#### **Database Administration**

1. Maintain database servers and application tools.
2. Allocating system storage for current and future use.
3. Managing user and application access to databases.
4. Routine monitoring and optimizing for performance.
5. Maintain a strategy for archiving.
6. Backup and Restoration of databases.

#### **End User Services**

1. Provides setup, technical assistance and support for computer and telephone systems, software and hardware. Isolates the problems and determines/implements the solution.
2. Orientate new users to the telephone, computer systems and software use.
3. ~~Provides~~ Train and support IS department staff ~~and training~~ and end users as necessary ~~to users~~ on computer systems and software related to job classifications.

#### **Computer Operations**

1. Support Endpoint Security administration.
2. Maintain URL Filtering.
3. Maintain Remote Users.
4. Update and Maintain inventory of all systems and replacement schedule.
5. Coordinate vendor upgrades and testing for 3<sup>rd</sup> party applications and systems

#### **Security Administration**

1. Maintain network security infrastructure (firewall).
2. Working with vendors to troubleshoot, identify and resolve issues.
3. Maintain VPN access for remote and mobile users.
4. Respond to security incidents.

#### **Server Administration**

1. Maintain server hardware and software.
2. Provide routine maintenance, security management.
3. Troubleshoot, identify and resolve issues.
4. Interface with vendors and providers to resolve issues.
5. Monitoring and performance tuning to ensure availability and optimization of resources.
6. Maintain **data** backups, **Disaster Recovery Plan** and business continuity strategy for all county servers, data and phone system.

#### **Network Administration**

1. *Configure, support and maintain network infrastructure.*
2. *Monitor network use; recommend changes in service or access that impact network availability.*
3. *Maintain network cabling and fiber optics for all county buildings.*
4. *Installation, configuration and ongoing management of printers, scanners, ITV systems, wireless routers and other devices installed on the network in county facilities.*
5. *Develop and maintain system standards and documentation.*

#### Phone and Communication Services

1. *Maintains phone servers, connections and end points in all buildings.*
2. *Maintains and upgrades cellphones.*
3. *Maintains and upgrades MIFI devices.*

#### Facilities Services

4. *Maintains wireless, ITV and A/V equipment in all buildings.*
5. *Technical support and issue resolution.*
6. *Supports and provides vendor coordination for other facility systems such as proximity security, heating, forensic interview systems, E911 telephone systems and radio connectivity.*

#### Other Important Duties

1. *Provides operation backup as needed for other County IT services and other duties as assigned or apparent.*
2. *Identifies and participates in training and educational activities required to maintain certifications and to stay current in the technologies needed to perform this job effectively.*
3. *Interaction with all levels of county staff, elected officials, other government entities and vendors.*
4. *This position will be required to be on-call every other weekend.*
5. *Works according to good safety practices as posed, instructed and written in policy. Uses all safety devices. Reports any unsafe condition or act to their supervisor.*
6. *Maintain confidentiality of any private data or information.*
7. *Be on time for your scheduled hours of work.*
8. *Dress appropriately for the workplace.*
9. *Perform other related duties as assigned.*

---

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

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

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

# Position: Computer Technician II Department: IS

## Supplement – Physical Effort & Working Conditions

**INDICATE FREQUENCY (HOW OFTEN), WHAT THE REASON FOR THE ACTIVITY IS AND ANY LIMITATIONS ON FREQUENCY, WEIGHT, HEIGHT, ETC.**

<i>Frequency</i>	<b>Letter Code</b>	<b>Defined as</b>
Never	N	
Seldom	S	Up to 1 hour per day
Occasionally	O	1 to 2 hours per day
Frequently	F	2 to 5 hours per day
Continuously	C	6 or more hours per day

### **PHYSICAL EFFORT    FREQUENCY    DESCRIPTION, REASON FOR, LIMITS**

Stand	F	Explaining tasks or procedures, and trouble shooting
Sit	F	Typing and trouble shooting
Walk	F	Getting from location A to location B
Bend/Twist	O	Looking at or picking items up
Push	S	Making room for items
Pull	S	While reaching for something
Climb (stairs, ladders)	F	Climbing stairs between floors
Reach	S	Top shelf items or items under desk
Lift	O	Moving supplies or equipment
Carry	O	Needed supplies or equipment
Grasp/Grip	F	Mouse and phone receiver
Repetitive Motions	C	Typing and answering the phone
Kneel/Crawl	O	When working under desk
Run	S	Only in emergencies or to go from one building to another
Jump	N	Do not need to jump
Rapid work speed	C	Going from issue to issue or project to project
Filing	S	Done digitally mostly now
Finger movement	F	Typing and clicking
Keyboard use	F	Typing
Close vision	F	Reading monitors and serial numbers
Color vision	S	Making cable ends, notification lights on hardware

Depth perception	S	Installing hardware
Far vision	S	Driving or viewing cameras
Hear	C	Listening to users to gather information
Talk	C	Explaining how things work and resolutions to issues
Smell	S	Burnt capacitors
Touch	C	Typing, clicking, opening doors, writing
Other:		

**WORKING CONDITIONS/  
EXPOSURES      FREQUENCY      DESCRIPTION, REASON FOR, LIMITS**

Heat	S	Server room or outside weather
Cold	S	Server room or outside weather
Temperature changes	S	Server room or outside weather
Dampness	S	Outside
Humidity	S	Outside
Wet environment	N	None
Work outdoors	S	Install and trouble shoot cameras and access points
Noise	C	Fans and conversations
Vibration	S	Only during construction times
Heights	S	Trouble shooting cabling or cameras
Confined spaces	S	Under desks or cable chases
Moving objects	S	Fans and vehicles in parking lots
Solvents	S	Cleaning of equipment
Acids, corrosives	S	Cellphone, tablet, UPS batteries
Other chemicals	S	Cleaning supplies
Dust	S	Cleaning out computer towers
Dirt	S	During cleanings
Fumes/Vapors/Mists	S	While cleaning or maintenance projects
Gases	N	Only natural gas leaks
Office environment	C	It is where we work
Travel	S	Between buildings and floors
Work alone	F	Projects
Work with co-workers	F	Joint projects

Work with public	O	Covering front desk for Coordinator's Office
Other:		

### **SAFETY EQUIPMENT**

What safety equipment is required? Safety glasses, grounding wrist strap

Where and when must it be used?

- Safety glasses are to be worn when spraying chemicals for cleaning
- Grounding strap to be worn when covers are off computer equipment

# QUOTATION



QUOTE #	AAAQ23485
DATE	9/14/2021

Thank you for your business!  
cwtechnology.com

Prepared For: Lisa Blowers  
Kanabec County - IS Department  
18 N Vine Street  
Mora, MN 55051  
Phone: (320) 679-6496  
Email: lisa.blowers@co.kanabec.mn.us

Prepared By: Nicole Manion  
Business Account Manager  
Phone: 218-728-7135  
Email: nmanion@cwtechnology.com

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 1 x Network (RJ-45) - Gigabit Ethernet - Desktop, Ceiling Mountable, Wall Mountable, Rail-mountable	\$520.00	\$6,760.00
13	License, 3 Years - Series Access Point - Subscription License 1 Access Point - 3 Year License Validation Period	\$200.00	\$2,600.00
	Licensing Renewal "Pricing is equal to the Controller License"		
13	PoE Injector	\$35.00	\$455.00
	Configuration and Installation		
1	Estimated 10-11 Hours	\$1,859.00	\$1,859.00
	Travel and Mileage Billed Separately		

\*Returns of In-stock Items will be accepted within 10 days of purchase, if merchandise is unopened.  
\*Special order Items must be paid for when ordered and cannot be returned.  
\*Defective merchandise must be returned within 14 days of receipt.  
\*Finance charges of 1.5% per month will be levied on the unpaid balance of all accounts past due.  
\*Travel time billed half rate plus mileage.  
\*CW Technology makes NO WARRANTY either expressed or implied, regarding the performance or suitability for any purpose of the above products. The customer assumes the responsibility for understanding the warranty, if any, of the manufacturer.  
\*Freight/Shipping costs not included in pricing.

SUBTOTAL	\$11,674.00
SALES TAX	\$0.00
TOTAL	\$11,674.00

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ PO: \_\_\_\_\_

All information contained within this quote is valid for 30 days. Thereafter, all prices and applicable charges are subject to change.  
MINIMUM 25% RESTOCKING FEE WITH ORIGINAL PACKAGING.



Pricing Proposal  
Quotation #: 21080409  
Created On: 10/1/2021  
Valid Until: 10/31/2021

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## County of Kanabec

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### Lisa Blowers

18 North Vine  
Street Suite 181  
Mora, MN 55051  
United States  
Phone: (320) 679-6496  
Fax:  
Email: lisa.blowers@co.kanabec.mn.us

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## Senior Inside Account Executive

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### David Vieira

290 Davidson Ave.  
Somerset, NJ 08873  
Phone: 732-652-7647  
Fax: 732-507-1538  
Email: David\_Vieira@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 [REDACTED] Wi-Fi 6 Indoor AP [REDACTED] Note: ETA - 90 Days	13	\$519.00	\$6,747.00
2 [REDACTED] Enterprise License, 3YR [REDACTED] Note: ESD	13	\$185.00	\$2,405.00
3 [REDACTED] PoE Injector (US Plug) [REDACTED]	13	\$120.00	\$1,560.00
Subtotal			\$10,712.00
Total			\$10,712.00

# 11:30am Appointment

November 2, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Kettle & Upper St. Croix Watershed Memorandum of Agreement	<b>b. Origination:</b> Environmental Services
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Teresa Wickeham, Environmental Services Supervisor and Caleb Anderson Land & Resources Manager, Pine County Planning, Zoning, and Solid Waste Dept.

**e. Board action requested:**

Discuss partnership with the Kettle River & Upper St. Croix watersheds up to and including a memorandum of agreement.

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**f. Background:**

Supporting Documents: None Attached: ☒

<b>Date received in County Coordinators Office:</b>	10/28/21
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**Coordinators Comments:**



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**DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE**

1610 Hwy 23 N • Sandstone, MN • 55072  
(320) 216-4220 • (800) 450-7463 ext. 4220 • Fax (320) 216-4244

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October 27, 2021

Chair Gene Anderson  
Kanabec County Board of Commissioners  
C/O Teresa Wickeham, Environmental Services Supervisor

Dear Mr. Anderson:

On August 26, 2021 Pine County and local partners were awarded funding to establish a Comprehensive Watershed Management Plan within the Kettle River and Upper St. Croix watersheds through the Minnesota Board of Water and Soil Resources' (BWSR) One Watershed One Plan program. At the time of application Pine County worked in close cooperation with Carlton County, Carlton SWCD, and Pine SWCD on establishment and execution of a Memorandum of Agreement (MOA), under which the partnership will operate the planning effort (see enclosed). Adoption of the MOA at the time of application positioned the partnership more favorably for this competitive funding.

The partnering entities recognize your entity has less than 10% of its jurisdictional area within the watershed, therefore, you are not a required signatory of the MOA under BWSR's program policies, rather, your participation is optional.

The MOA provides that additional parties, such as your entity, may adopt resolution to join the MOA within 6 months after execution of the grant agreement. The partnership has set a goal of executing a grant agreement by January 2022.

On behalf of the partnering entities within the Kettle River and Upper St Croix River watersheds, you are cordially invited to join this partnership through its MOA. Should your entity choose not to enter the MOA, there will other opportunities to share your interests and concerns for the watershed through public meetings or delegating staff to participate on the technical advisory committee.

Please do not hesitate to contact me with any questions or concerns.

Sincerely,

Caleb Anderson  
Land & Resources Manager

**KETTLE & UPPER ST. CROIX WATERSHED  
MEMORANDUM OF AGREEMENT**

This AGREEMENT is made and entered into by and between the following PARTIES:

The Minnesota Counties of Carlton and Pine, by and through their respective County Board of Commissioners, and the Carlton and Pine Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District Board of Supervisors, collectively referred to as the "Parties";

**WHEREAS**, the Counties of this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law;

**WHEREAS**, the Soil and Water Conservation Districts (SWCDs) of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provided by law;

**WHEREAS**, the Parties to this Agreement have a common interest and statutory authority to prepare, adopt, and assure implementation of a comprehensive watershed management plan in the Kettle & Upper St. Croix Watershed (Attachment A-map) to conserve soil and water resources through the implementation of practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to preserve natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters;

**WHEREAS**, with matters that relate to coordination of water management authorities pursuant to Minnesota Statutes Chapters 103B, 103C, and 103D with public drainage systems pursuant to Minnesota Statutes Chapter 103E, this Agreement does not change the rights or obligations of the public drainage system authorities; and

**WHEREAS**, the Parties have formed this Agreement for the specific goal of developing a plan pursuant to Minnesota Statutes § 103B.801, Comprehensive Watershed Management Planning, also known as *One Watershed, One Plan*.

**NOW, THEREFORE**, the Parties hereto agree as follows:

1. **Purpose:** The Parties to this Agreement recognize the importance of partnerships to plan and implement protection and restoration efforts for the Kettle & Upper St. Croix River Watershed (see Attached A-map). The purpose of this Agreement is to collectively develop and adopt, as local government units, a coordinated watershed management plan for implementation per the provisions of the Plan. Parties signing this agreement will be collectively referred to as the Kettle & Upper St. Croix Watershed One Watershed One Plan Policy Committee.
2. **Term:** This Agreement is effective contingent on the Board of Water and Soil Resources, One Watershed, One Plan Planning Grant award and upon signature of all Parties in consideration of the Board of Water and Soil Resources (BWSR) Operating Procedures for One Watershed, One Plan; and will remain in effect

until adoption of the Plan by all parties OR the end date of the Board of Water and Soil Resources Grant Agreement, whichever occurs later unless canceled according to the provisions of this Agreement or earlier terminated by law.

3. **Adding Additional Parties:** A qualifying party per the Board of Water and Soil Resources desiring to become a member of this Agreement shall indicate its intent by adoption of a board resolution 6 months after the grant agreement is executed unless the majority of the Parties approve. The party agrees to abide by the terms and conditions of the Agreement; including but not limited to the bylaws, policies and procedures adopted by the Policy Committee.
4. **Withdrawal of Parties:** A party desiring to leave the membership of this Agreement shall indicate its intent in writing to the Policy Committee in the form of an official board resolution. Notice must be made at least 30 days in advance of leaving the Agreement.
5. **General Provisions:**
  - a. **Compliance with Laws/Standards:** The Parties agree to abide by all federal, state, and local laws; statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Agreement is responsible.
  - b. **Indemnification:** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statute Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity." It is the intent of the Parties that they be considered a "single government unit;" that the total liability for the participating governmental units and the joint board, if established, shall not exceed the limits on governmental liability for a "single governmental unit;" and, as set forth in Minnesota Statutes § 471.59, subd. 1a(a), this Agreement does not create any liability or exposure of one party for the acts or omissions of any other party.
  - c. **Records Retention and Data Practices:** The Parties agree that records created pursuant to the terms of this Agreement will be retained in a manner that meets their respective entity's records retention schedules that have been reviewed and approved by the State in accordance with Minnesota Statutes § 138.17. The Parties further agree that records prepared or maintained in furtherance of the agreement shall be subject to the Minnesota Government Data Practices Act. At the time this Agreement expires, all records will be turned over to the Pine County Soil and Water Conservation District and/or the County of Pine for continued retention.
  - d. **Timeliness:** The Parties agree to perform obligations under this Agreement in a timely manner and keep each other informed about any delays that may occur.
  - e. **Extension:** The Parties may extend the termination date of this Agreement upon agreement by all Parties.
6. **Administration:**
  - a. **Establishment of Committees for Development of the Plan.** The Parties agree to designate one representative and one or more alternate(s), who must be an elected member of the governing board, to a Policy Committee for development of the watershed-based plan. Parties also may appoint one or more technical representative(s) to an Advisory Committee for development of

the Plan in consideration of the Board of Water and Soil Resources Operating procedures for *One Watershed, One Plan*.

- i. The Policy Committee will meet as needed to decide on the content of the plan, serve as a liaison to their respective boards, and act on behalf of their Board. Each representative shall have one (1) vote.
  - ii. Each governing board may choose one or more alternate(s) to serve on the Policy Committee as needed in the absence of the designated member.
  - iii. The Policy Committee will establish bylaws within 6-months of the date of the Board of Water and Soil Resources, One Watershed, One Plan Planning Grant Agreement to describe the functions and operations of the committee(s).
  - iv. The Advisory Committee will meet as needed to assist and provide technical support and make recommendations to the Policy Committee on the development and content of the plan. Members of the Advisory Committee may not be a current board member of any of the Parties.
- b. **Submittal of the Plan.** The Policy Committee will recommend the plan to the Parties of this Agreement. The Policy Committee will be responsible for initiating a formal review process for the watershed-based plan conforming to Minnesota Statutes Chapters 103B and 103D, including public hearings. Upon completion of local review and comment, and approval of the plan for submittal by each party, the Policy Committee will submit the watershed-based plan jointly to Board of Water and Soil Resources for review and approval.
- c. **Adoption of the Plan.** The Parties agree to adopt and begin implementation of the plan within 120 days of receiving notice of state approval, and provide notice of plan adoption pursuant to Minnesota Statutes Chapters 103B and 103D.
7. **Fiscal Agent:** Pine County will act as the fiscal agent for the purposes of this Agreement and agrees to:
  - a. Accept all responsibilities associated with the implementation of the Board of Water and Soil Resources Grant Agreement for developing a watershed-based plan.
  - b. Perform financial transactions as part of grant agreement and contract implementation.
  - c. Annually provide a full and complete audit report.
  - d. Provide the Policy Committee with the records necessary to describe the financial condition of the Board of Water and Soil Resources, One Watershed, One Plan Planning Grant Agreement.
  - e. Retain fiscal records consistent with the agent's records retention schedule.
8. **Grant Administration:** The Pine County Soil and Water Conservation District will act as the grant administrator for the purposes of this Agreement and agrees to provide the following services:
  - a. Accept all day-to-day responsibilities associated with the implementation of the Board of Water and Soil Resource Grant Agreement for developing a watershed-based plan, including being the primary Board of Water and Soil Resources contact for the One Watershed, One Plan Planning Grant Agreement and being responsible for Board of Water and Soil Resources reporting requirements associated with the grant agreement.
  - b. Provide the Policy Committee with the records necessary to describe the planning condition of the BWSR grant agreement.
9. Pine County agrees to enter into service contracts with the Parties and hired consultants for the purposes of planning for services eligible for reimbursement by the Board of Water and Soil Resources, One Watershed, One Plan Planning Grant Agreement. Services may include:

- a. Grant Administration
- b. Plan writing
- c. Meeting facilitation
- d. Plan coordination

10. **Multiple Counterparts:** The Parties may sign multiple counterparts of this Agreement. Each signed counterpart shall be deemed an original, but all of them together represent the same Agreement.

11. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

Pine County  
Caleb Anderson or successor as assigned by the County Administrator  
Land & Resources Manager  
1610 Highway 23 N  
Sandstone, MN 55072  
Caleb.anderson@co.pine.mn.us

PARTNER: Pine Soil & Water Conservation District

APPROVED:

BY:  5/12/2021  
Board Chair Date

BY:  5/13/2021  
District Manager/Administrator Date

PARTNER: Pine County

APPROVED:

BY: \_\_\_\_\_  
Board Chair Date

BY: \_\_\_\_\_  
Administrator Date

IN TESTIMONY WHEREOF the Parties have duly executed this agreement by their duly authorized officers.

PARTNER: Carlton Soil & Water Conservation District

APPROVED:

BY: \_\_\_\_\_  
Board Chair Date

BY: \_\_\_\_\_  
District Manager/Administrator Date

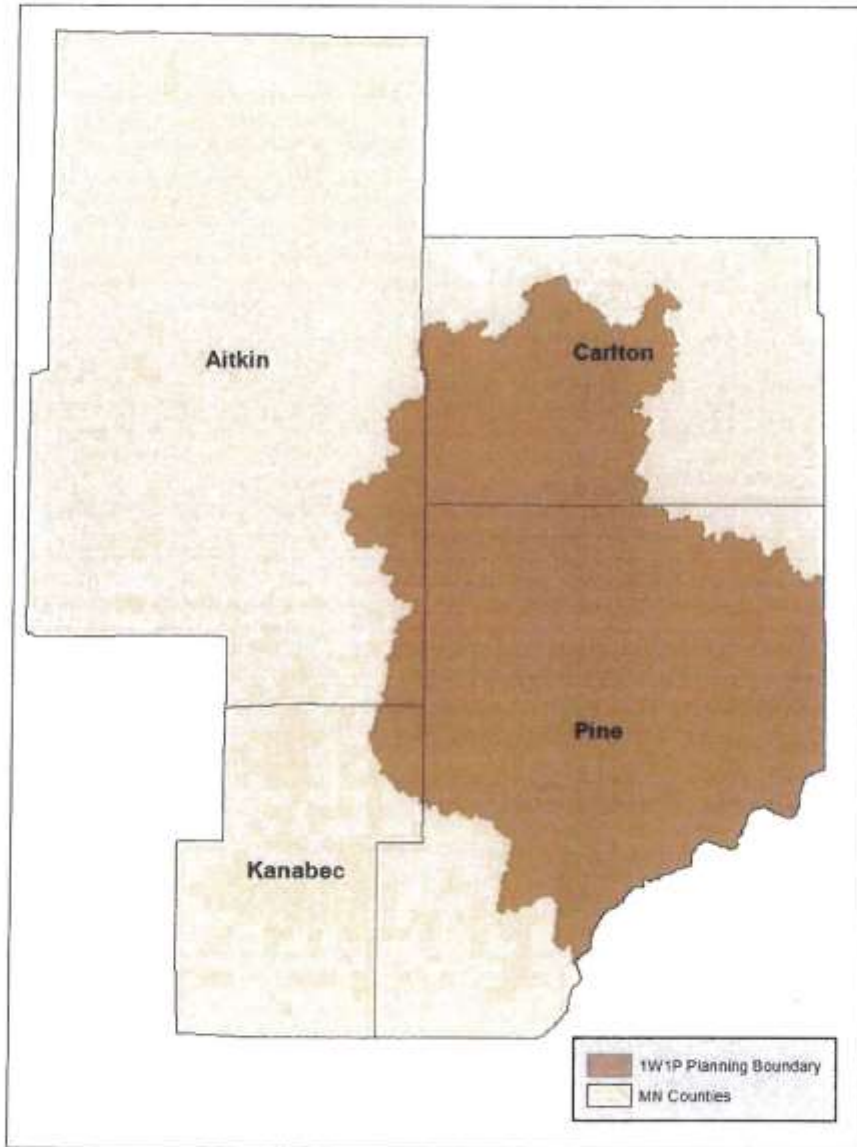
PARTNER: Carlton County

APPROVED:

BY: Thomas R. Pugh 5/11/2011  
Board Chair Date

BY: \_\_\_\_\_  
District Manager/Administrator Date


Attachment A



IN TESTIMONY WHEREOF the Parties have duly executed this agreement by their duly authorized officers.

PARTNER: Carlton Soil & Water Conservation District

APPROVED:

BY:  05/10/21  
Board Chair Date

BY:  5/10/21  
District Manager/Administrator Date

PARTNER: Carlton County

APPROVED:

BY: \_\_\_\_\_  
Board Chair Date

BY: \_\_\_\_\_  
District Manager/Administrator Date

PARTNER: Pine Soil & Water Conservation District

APPROVED:

BY: \_\_\_\_\_  
Board Chair Date

BY: \_\_\_\_\_  
District Manager/Administrator Date

PARTNER: Pine County

APPROVED:

BY: Stephen Hall May 18, 2021  
Board Chair Date

BY: Dail J. Mick May 18, 2021  
Administrator Date

# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**October 19, 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, October 19, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Absent: None. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Staff present via WebEx: County Attorney Barbara McFadden

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

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the October 5, 2021 Minutes as presented.

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

### **Paid Bills**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Kwik Trip Inc	11,061.38
Midcontinent Communications	245.07
Minnesota Department of Finance	5,603.50
Mora Municipal Utilities	17,972.47

Verizon Wireless	3,943.33
Heins, Kevin	500.00
Minnesota Department of Finance	24.00
Minnesota Department of Health	1,530.00
Consolidated Communications	1,130.85
Kanabec County Auditor HRA	6,000.00
Midcontinent Communications	187.58
Minnesota Department of Finance	1,597.37
Minnesota Energy Resources Corp	7,854.74
VISA	107.22
Barnick, Loren	500.00
East Central Energy	85.56
Minnesota Department of Finance	1,882.50
City of Mora	1,450.46
East Central Regional Development Commission	6.63
Mora Public Schools	1,755.35
Card Services (Coborns)	58.54

**21 Claims Totaling: \$63,496.55**

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

#### **Revenue Funds**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
American DataBank	127.25
AT&T Mobility	930.94
AT&T Mobility	44.89
Auto Value	7.98
Auto Value	23.94
Axon Enterprise Inc.	2,876.99
Bob Barker	177.52
Bureau of Criminal Apprehension	120.00
CliftonLarsonAllen	29,811.25
CliftonLarsonAllen	350.00
Coborn's Inc.	1,233.21
Curtis, Michael	884.56
Daniels Health	420.00

East Central Exterminating	125.00
East Central Exterminating	125.00
ECM Publishers	301.00
FBG Service Corporation	584.80
FBG Service Corporation	6,410.24
Glen's Tire	65.61
Glen's Tire	695.84
Glen's Tire	1,442.53
Grainger	161.96
Grainite City Jobbing Co	1,264.04
Handyman's Inc	365.40
Handyman's Inc	573.64
Hirsch, Autumn	359.58
Hunter, Robb	276.24
Industrial Health Services Network Inc	45.90
Ingebrand Funeral Home	430.00
Johnsons Hardware	7.99
Jacobs, Tim	87.36
Kanabec County Auditor-Treasurer	400.00
Kanabec County Highway Dept	161.23
Kanabec Publications	58.00
Kanabec Publications	420.00
Kanabec Publications	180.00
Kanabec Publications	396.31
Kanabec Publications	980.00
Manthie, Wendy	738.64
Marco	3,216.80
Marco	134.68
Marco	159.00
Marco	5,944.00
Matthew Bender, LexisNexis	238.10
MCIS	7,931.00
Minnesota Dept. of Labor & Industry Financial Services Office	50.00
MNCCC LockBox	12,920.50
MRA	101.25
Northstar Computer Forms, Inc.	153.62

Office Depot	179.21
Office Depot	142.69
Office of MNIT Services	1,338.65
Owens Auto Parts	86.52
Pieri, Jessica	178.82
Quality Disposal	394.21
Quality Disposal	199.35
Quality Disposal	24.15
RELX Inc. DBA LexisNexis	189.08
River Valley Forensic Services, P.A.	250.00
Rupp, Anderson, Squires & Waldspurger, PA	1,340.14
Schmitt, Kelly	149.30
Schmitt, Kelly	617.84
St. Cloud Stamp & Sign	97.81
State of Minnesota - BCA	560.00
State Of Minnesota Public Safety BCA	270.00
Stellar Services	128.24
Summit Companies	1,763.00
Summit Companies	177.50
Summit Food Service Management	3,897.00
Summit Food Service Management	3,828.06
Tierney	1,338.64
Tinker & Larson	176.00
Tinker & Larson	227.13
Tuorila Consulting	450.00
Van Alst, Lillian	30.24

**75 Claims Totaling: \$ 102,547.37**

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

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
A & E Cleaning Services	1,250.00
Auto Value	2,671.35
Central Pension Fund	204.00
Corpro	1,650.00
Federated Co-ops	186.57
Glens Tire	709.22

Gopher State One-Call	28.35
Grainger	43.64
Hass Construction	1,439.74
J.R. Oil	50.00
Kanabec County Coordinator	132.51
Kanabec County Highway Department	46.95
Kwik Trip	8.10
Marco	312.38
MN Dept of Transportation	373.48
M-R Sign	44,567.92
Northpost	2,618.35
Nuss Truck	268.88
Office Depot	272.76
Oslin Lumber	7.25
Owens Auto Parts	1,567.48
Power Plan	3,285.00
Quality Disposal	164.25
Schiferli, Kevin	69.99
Trueman Welters	297.69
USIC Locating Services	30.00
WiarCom	1,350.60
Wideth Smith Nolting	3,606.50
<b>28 Claims Totaling:</b>	<b><u>\$ 67,212.96</u></b>

Action #5 - It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to recess the meeting at 9:03am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:03am on Tuesday, October 19, 2021 pursuant to adjournment with the following Board Members Present: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith and Les Nielsen. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

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

Community Supports Unit Supervisor Katie Heacock met with the County Board to present 5 year trends for Aging, Disability and Mental Health Services. Information only, no action was taken.

Family Services Director Chuck Hurd gave the Director's Report. Information only, no action was taken.

Action #FS7 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following resolution:

**Resolution #FS7 – 10/19/21**  
**Expert Witness Agreement**

**WHEREAS**, Kanabec County Family Services is need of a consultant/expert witness and

**WHEREAS**, Consultant Amelia Opager is willing and qualified to provide the services needed by the County, and

**WHEREAS**, Kanabec County Family Services Director requests the Board approve the Consulting Agreement with Amelia Opager.

**THEREFORE BE IT RESOLVED** that the Kanabec County Family Services Board approves the Consulting Agreement with Amelia Opager effective immediately.

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

**Resolution #FS8 – 10/19/21**  
**Children's Respite Services Grant Amendment**

**WHEREAS**, Kanabec County Family Services has funding available for Children's Mental Health Respite Care services for families with children who are experiencing an emotional disturbance, with or without a case manager, and

**WHEREAS**, the State of Minnesota has determined that additional time and funds are necessary to fulfill the Children's Respite grant recitals, and

**WHEREAS**, Kanabec County Family Services Director requests the Board approve the amendment to the Children's Respite Services Grant Agreement which includes the expiration date being extended to June 30, 2022; promoting and ensuring equal access to all youth with an

emotional disturbance (ED) or severe emotional disturbance (SED) and their families; the addition of quarterly reports for the extended grant period; the authorization to use funds for any BRASS codes identified in Attachment A- Budget or Attachment A-1 Budget; and the total compensation will not exceed \$8965.00.

**THEREFORE BE IT RESOLVED** that the Kanabec County Family Services Board approves the Amendment to the Children's Mental Health Respite Services grant through the Minnesota Department of Human Services in the amount of \$8965.00 for the grant period April 1, 2020 through June 30, 2022 and approves the Family Services Director to sign said Amendment.

Action #FS9 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the payment of 115 claims totaling \$205,304.93 on Welfare Funds.

Action #FS10 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to adjourn Family Services Board at 9:26am and to meet again on Tuesday, November 16, 2021 at 9:05am.

The Board of Commissioners reconvened.

State Senator Jason Rarick met with the County Board for a Legislative Update and Q&A with Commissioners. Topics discussed included expert witness agreements, the need for four-lane roads in the county, DNR land purchases & PILT, welfare reform, childcare, broadband, and the Knife Lake rest area.

County Coordinator Kris McNally led a discussion regarding Merit System Certification.

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

## **Resolution #11 - 10/19/21**

### **Establishment of a Merit System of Personnel Administration**

**WHEREAS**, Minn. Stat. §375.56 – 375.71 were enacted by the Minnesota Legislature authorizing Minnesota counties to establish a Personnel Administration System; and

**WHEREAS**, the Kanabec County Board of Commissioners adopted the County Personnel Act pursuant to Minn. Stat. §375.56 – 375.71 on July 12, 1995, and

**WHEREAS**, the Board of Commissioners previously adopted and appointed members to a Personnel Board of Appeals, whereby three members are currently appointed to serve

staggered terms pursuant to Minn. Stat. §375.56 – 375.71.

**NOW, THEREFORE, BE IT RESOLVED** that Kanabec County is in substantial compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900); and that Kanabec County has met all the Merit System of Personnel Administration and the County Personnel Act (Minn. Stat. §375.56 – 375.71) requirements; and that all personnel services will be provided by the Human Resources Specialist and County Coordinator.

**BE IT FURTHER RESOLVED** that the effective date for the implementation and establishment of a Merit System of Personnel in Kanabec County is January 1, 2022.

County Coordinator Kris McNally led a discussion regarding the renewal of building lease agreements with Nemeth Orthodontics and Rice Inc.

Action #12 – Les Nielsen introduced the following resolution and moved its adoption:

### **Resolution #12 - 10/19/21**

**WHEREAS** the Nemeth Orthodontics utilizes space in the Courthouse Building, and

**WHEREAS** the annual lease agreement is due for renewal,

**BE IT RESOLVED** that the Kanabec County Commissioners approve the attached lease agreement and rate increase from \$110 per month to \$125 per month for Nemeth Orthodontics for FY 2022.

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

**IN FAVOR THEREOF:** Gene Anderson, Rick Mattson, Craig Smith, Les Nielsen

**OPPOSED:** Dennis McNally

**ABSTAIN:** None

Whereupon the resolution was declared duly passed and adopted.

The board expressed consensus to table the 2022 lease renewal with Rise Inc. pending further info from Rise including services they provide, county equipment used, etc.

**10:14am** – The Board took a three minute recess.

**10:17am** – The Board reconvened.

EDA Director Heidi Steinmetz met with the County Board to present a proclamation to proclaim October 2021 as Minnesota Manufacturing Month in Kanabec County.

Action #13 – Rick Mattson introduced a motion to proclaim October 2021 as Minnesota Manufacturing Month in Kanabec County. The motion was seconded by Les Nielsen and the following voted:

**IN FAVOR THEREOF:** Gene Anderson, Rick Mattson, Craig Smith, Les Nielsen

**OPPOSED:** Dennis McNally

**ABSTAIN:** None

Whereupon the resolution was declared duly passed and adopted.

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

Micah Rogers	Thank you to Commissioners and invitation to Friendship Church.
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**10:32am** – The Chairperson closed public comment.

Chuck Cole met with the County Board to discuss Resolution #21 – 5/18/21 and further action needed to construct a driveway on his property.

HR Specialist Kim Christenson met with the County Board to discuss insurance renewals.

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

## **Resolution #14 – 10/19/21**

**WHEREAS** the county offers health insurance to its employees, and

**WHEREAS** the current contract with Minnesota Public Employees Insurance Program expires December 31, 2021, and

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the county health insurance from Minnesota Public Employees Insurance Program, and

**WHEREAS** the county did receive a quote for health insurance plans from Minnesota Healthcare Consortium, and

**WHEREAS** the Insurance Committee has recommended switching to the Minnesota Healthcare Consortium health insurance plans January 1, 2022;

**NOW THEREFORE BE IT RESOLVED** to reject the 2021 renewal notice from Minnesota Public Employees Insurance Program and cancel the health insurance contract with Minnesota Public Employees Insurance Program effective December 31, 2021; and

**BE IT FURTHER RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and sign a 2 year contract with Minnesota Healthcare Consortium and offer the following health insurance plans at the following rates:

Medica Passport Plan	Proposed Rates	
	Single	Family
\$850 Deductible	\$676.05	\$1,804.71
\$2,000 Deductible	\$589.27	\$1,573.06

Medica Elect Plan	Proposed Rates	
	Single	Family
\$850 Deductible	\$628.72	\$1,678.38
\$2,000 Deductible	\$548.02	\$1,462.95

The Board reviewed the new insurance rates for 2022 for the Local 363 health insurance. Information only, no action was taken.

Action #15 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #15a – 10/19/21**

LTD INSURANCE

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary long term disability coverage, and

**WHEREAS** the proposed rates are unchanged from the current contract, and

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

**BE IT RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Long Term Disability Insurance Contract with The Hartford.

### **Resolution #15b – 10/19/21**

#### DENTAL INSURANCE

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary Dental Insurance, and

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

**BE IT RESOLVED** to approve an agreement with Health Partners for employee voluntary dental insurance for the January 1, 2022 through December 31, 2022 contract year.

### **Resolution #15c – 10/19/21**

#### SHORT TERM DISABILITY INSURANCE

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary short term disability coverage, and

**WHEREAS** the proposed rates are unchanged from the current contract, and

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

**BE IT RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Short Term Disability Insurance Contract with Dearborn National.

### **Resolution #15d – 10/19/21**

#### VISION INSURANCE

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary vision coverage, and

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

**BE IT RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Vision Insurance with VSP pool plan.

### **Resolution #15e – 10/19/21**

ACCIDENT, CRITICAL ILLNESS, & HOSPITAL INSURANCE

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary Accident Insurance, Critical Illness Insurance, and Hospital Insurance, and

**WHEREAS** the proposed rates are unchanged from the current contract, and

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

**BE IT RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Accident Insurance, Critical Illness Insurance, and Hospital Insurance with Cigna.

HKGi Consultant Lance Bernard and Environmental Services/GIS Technician Ryan Carda met with the County Board to present and update regarding the 2022 Comprehensive Plan. Information only, no action was taken.

Environmental Services/GIS Technician Ryan Carda met with the County Board to discuss proposed changes to Ordinance #11, Waste Tire. Two additional changes were added to the recommended Ordinance #11 revisions by Board consensus:

- Under Section 9.1- insert “6 months”
- Under Section 8.5- Add “See section 2.9 for reference”

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

**Resolution #16 – 10/19/21**

**WHEREAS**, the majority of the revisions to Ordinance #11- Waste Tire have been reviewed and recommended for approval by the Kanabec County Planning Commission, and

**WHEREAS** subsequent additional revisions have come from the County Attorney’s Office, and

**WHEREAS**, the Kanabec County Board of Commissioners is in agreement with the recommended proposed revisions, and

**WHEREAS**, the adoption of revisions to an ordinance requires a public hearing,

**BE IT RESOLVED** to bring the revisions to Ordinance #11 to a public hearing for further consideration.

Deputy Auditor Property and Tax met with the County Board to discuss two applications for repurchase and setting prices for the 2021 tax forfeit land sale.

Action #17 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the repurchase request for Parcel 21.00440.00, Joshua Nestrud/Stonecrest Income & Opp Fund.

Action #18 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the repurchase request for Parcel 01.00445.00, Paul Viney Jr.

The Board reviewed the tax forfeit land sale information packet to determine minimum bids.

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

### **Resolution #19 – 10/19/21**

**WHEREAS** Roberta Anderson, Deputy Auditor & Tax has presented the Kanabec County Board of Commissioners with a recommended list of parcels to be included in a tax forfeited property sale;

**BE IT RESOLVED** to set the minimum bids for the tax forfeited property sale as follows:

Tract	Township	PID	Section	Legal Description	Acres	Conditions	Min Bid
1	Arthur	02.04900.00	24	Spring Brook Estates, Lot 20 Block 3	1.00		\$15,000.00
2	Brusnwick	03.00185.50	3	Pt NW1/4 of SW 1/4, S 320' of W 390'	2.87	Recent fire	\$27,200.00
3	Ford	05.00340.00	8	NE1/4 of NW1/4 of NW1/4 & N1/2 of SE1/4 of NW1/4 of NW1/4	15.00		\$53,100.00
4	Ford	05.01040.00	28	S1/2 of N1/2 of S1/2 of NW1/4, subj to easements of record	20.00		\$32,000.00
5	Haybrook	07.00105.20	4	NE1/4 of SW1/4	40.00		\$21,000.00
6	Haybrook	07.00130.00	4	N1/4 of NW 1/4 of SW1/4	10.00		\$7,000.00
7	Haybrook	07.00145.00	4	N1/2 of S1/2 of SW1/4 of SW1/4	10.00		\$9,000.00

8	Haybrook	PT 07.00650.00	17	NW1/4 of SW1/4 (only), (part of 200.00 acre parcel)	40.00		\$36,000.00
9	Kanabec	09.00265.30	5	Pt NE1/4 of NE1/4, N 660' of E 660'	10.00		\$19,200.00
10	Kroschel	11.01510.00	36	S1/2 of NW1/4 of NW1/4	20.00		\$35,300.00
11	Peace	12.01135.30	2	W1/2 of NE1/4 of NW1/4 of NW1/4 subj to hwy easement	5.00		\$21,600.00
12	Peace	12.01825.00	32	Pt Govt Lot 1, (full legal on file), 2764 Hwy 65, Mora MN	0.85		\$40,600.00
13	Peace	12.02285.00	6	Plan of Warman, Lot 6, Block 3 ex hwy r/w	0.16		\$1,900.00
14	Pomroy	13.00605.00	12	NE1/4 of NW1/4	40.00	DNR review	\$42,700.00
15	Pomroy	13.00910.00	19	Govt Lot 2 (peninsula, all wetlands per Teresa)	30.38	DNR review	\$53,800.00
16	Pomroy	13.01010.10	22	W1/2 of SW1/4	80.00	Access issues	\$75,600.00
17	Pomroy	13.01365.00	29	Pt SW1/4 of SW1/4, N 350' thereof ex W 60' of N 350' for hwy	10.39		\$23,200.00
18	Southfork	14.01365.10	31	NW1/4 of NE1/4 of NW1/4, subj to hwy easement	10.00		\$29,700.00
19	Whited	15.00175.00	7	NW1/4 of SE1/4	40.00	DNR review	\$74,500.00
20	Whited	15.00450.30	12	SW1/4 of NW1/4 ex hwy r/w easement	39.17	Mold issues & furniture left	\$207,000.00
21	Whited	15.01250.20	25	N1/2 of N1/2 of NE1/4 of SE1/4 lying S of RR r/w	9.93		\$22,200.00
22	City of Grasston	21.00460.00	12	John Runquists 2nd addn to Grasston, Lot 1, Block 7	0.16		\$1,900.00
23	City of Mora	22.01075.00	11	Aud Subd #3, Pt Lot 45, 601 2nd St, Mora MN	0.41	Car in yard, furnishings left	\$61,300.00
24	City of Ogilvie	23.00350.00	35	Ogilvie Plat, Lot 1, Block 2, 209 Hill Ave N, Ogilvie MN	0.16	Large assessment for cleanup	\$21,400.00

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

## Resolution #20 – 10/19/21

**WHEREAS** Roberta Anderson, Deputy Auditor & Tax has presented the Kanabec County Board of Commissioners with a recommended list of parcels to be included in a tax forfeited property sale; and

**WHEREAS** these tax forfeited parcels were previously offered for sale and no offers met the required minimum bids;

**BE IT RESOLVED** to reduce the minimum bid amounts by 50% for the following tax forfeited parcels that were previously offered for sale:

Tract	Township	PID	Section	Legal Description	Acres	Conditions	Previous Min Bid	Min Bid
25	Brunswick	03.01140.00	14	Pt SW1/4 of NE1/4 (former Station 65 Gas), 1361 Hwy 65 Mora	1.75	Underground tanks need removal per EPA	\$20,000.00	\$10,000.00
26	Grass Lake	06.01765.00	26	Pt NW1/4 of SW1/4, N 250' of W 160' of E 350', 2621 115 Ave, Braham	.91		\$7,500.00	\$3,750.00
27	Haybrook	07.01175.40	27	NE1/4 of SW1/4 of NE1/4 incl/subj to easement on file	10.00	landlocked	\$20,000.00	\$10,000.00
28	Haybrook	07.01175.50	27	W1/2 of N1/2 of SW1/4 of NE1/4 incl/subj to easement	10.00	landlocked	\$15,000.00	\$7,500.00
29	Pomroy	13.00800.00	16	W1/2 of NE1/4 incl easement	80.00	landlocked, with easement	\$37,500.00	\$18,750.00
30	City of Grasston	21.00610.00	12	Grasston Acres, Lot 17, Block 1, xxx Pine St, Grasston	n/a		\$1,975.00	\$987.50
31	City of Grasston	21.00615.00	12	Grasston Acres, Lot 18, Block 1, xxx Pine St, Grasston	n/a		\$1,975.00	\$987.50
32	City of Grasston	21.00620.00	12	Grasston Acres, Lot 19, Block 1, xxx Pine St, Grasston	n/a		\$1,975.00	\$987.50

The Board expressed consensus to hold the online auction for tax forfeit land for 10 days.

Future Agenda Items: 2022 Budget, possible solutions to enforce the clean-up of properties, Chuck Cole driveway issue, Rise, Inc. lease

Action #21 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to adjourn the meeting at 11:57am and to meet again in regular session on Tuesday, November 2, 2021 at 9:00am.

*Signed* \_\_\_\_\_  
Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

*Attest:* \_\_\_\_\_  
Board Clerk

## Agenda Item #2

### Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Braham Public Schools	47,954.79	50% Oct 2021 Settlement	Taxes & Penalties Fund
East Central School District	15,920.27	50% Oct 2021 Settlement	Taxes & Penalties Fund
Hinckley-Finlayson Schools	17,670.51	50% Oct 2021 Settlement	Taxes & Penalties Fund
Isle Public Schools	12,671.65	50% Oct 2021 Settlement	Taxes & Penalties Fund
Kanabec County	111,019.29	50% Oct 2021 Settlement	Taxes & Penalties Fund
Milaca Public Schools	4,962.79	50% Oct 2021 Settlement	Taxes & Penalties Fund
Mora Public Schools	1,075,539.08	50% Oct 2021 Settlement	Taxes & Penalties Fund
Ogilvie Public Schools	149,761.01	50% Oct 2021 Settlement	Taxes & Penalties Fund
Pine City Public Schools ISD 578	11.05	50% Oct 2021 Settlement	Taxes & Penalties Fund
Further	633.20	Admin Fees for October	HR
Kanabec County Auditor-Treas	8,117.13	Vehicle Leases	Various
East Central Energy	1,343.36	Intersection Lighting	Highway
Minnesota Energy Resources Corp	52.52	Natural Gas for Garage	Highway
CW Technology	1,318.40	Monthly Service	IS
East Central Energy	444.87	Intersection Lighting	Highway
Martland, Chris	575.00	Driveway Permit Refund	Highway
Mora Municipal Utilities	2,048.08	Utilities	Highway
<b>17 Claims Totaling:</b>	<b><u><u>\$1,450,043.00</u></u></b>		

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 11/2/21

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	E-911 Independent Emergency Services, Inc	<u>402.50</u>	3.5hrs Viper Labor Services
		<b>402.50</b>	
ASSESSOR	Lindberg, Jodi	95.20	Mileage to Fall MAAO Conference
ASSESSOR	MCCC	784.30	CAMA Application/Valuation Service
ASSESSOR	Sunshine Printing	257.50	Printed Envelopes (2500)
ASSESSOR	Von Eschen, Tina	<u>225.12</u>	Mileage for MAAO Fall Conference & MCIS Conversion Meeting
		<b>1,362.12</b>	
AUDITOR	Kanabec County Auditor-Treasurer	<u>859.21</u>	2021 Taxes 02.01420.00
		<b>859.21</b>	
BUILDINGS MAINTENANCE	Ace Hardware	28.76	Silicone Caulk, Adhesive, Command Strips
BUILDINGS MAINTENANCE	Metropolitan Mechanical	18,220.42	Chiller Condenser Repair & Replace Condenser Coils
BUILDINGS MAINTENANCE	RJ Mechanical	<u>1,112.60</u>	Replaced Leaking 3" Tee on Dom. Water Line in Courthouse
		<b>19,361.78</b>	
COMPUTER EXPENSES	Kanabec County Auditor-Treasurer	1,684.60	10/8 & 10/22 PR Fee Paycom
COMPUTER EXPENSES	McClellan, Karen	<u>87.55</u>	Emma's & Mora Bakery, Lunch & Donuts for MCIS Training
		<b>1,772.15</b>	
COUNTY COORDINATOR	Christenson, Kim	62.16	Mileage to St Cloud MCIT Training
COUNTY COORDINATOR	Minnesota Counties Intergovernmental Trust	110.00	Managing the Human Resource Seminar, KC
COUNTY COORDINATOR	Office Depot	48.80	Office Supplies

		<u>220.96</u>	
COUNTY CORONER	Mtheven Funeral and Cremation Services	400.00	Removal & Transport
COUNTY CORONER	Ramsey County	<u>4,891.00</u>	Post Mortem Exam/Toxicology (3)
		<b>5,291.00</b>	
COUNTY DEBT SERVICE	Northland Trust Services Inc.	<u>915,982.50</u>	2015A Jail Ref Bonds Principal, Interest, & Agency Fee
		<b>915,982.50</b>	
COUNTY EXTENSION	Mattson, Jean	97.40	September 2021 Extension Committee Per Diem & Mileage
COUNTY EXTENSION	Office Depot	<u>27.66</u>	Office Supplies
		<b>125.06</b>	
COUNTY SURVEYOR	Kroschel Land Surveyors, Inc.	<u>1,500.00</u>	Services & Charges (Co Corners Only)
		<b>1,500.00</b>	
COURT ADMINISTRATOR	McKinnis & Doom PA	<u>187.00</u>	Court Appt Attorney Fees
		<b>187.00</b>	
ELECTIONS	SWIFT	<u>98.87</u>	PVC Mailing
		<b>98.87</b>	
ENVIRONMENTAL SERVICES	Hoisington Koegler Group Inc.	9,873.09	Professional Services for Comp Plan Update
ENVIRONMENTAL SERVICES	Kanabec County Highway Department	107.32	Fuel & Postage, September
ENVIRONMENTAL SERVICES	Wickeham, Teresa	<u>427.03</u>	Lodging & Mileage for MACPZA Annual Conference
		<b>10,407.44</b>	
HUMAN RESOURCES	Kanabec County Auditor-Treasurer	<u>1,684.60</u>	10/8 & 10/22 PR Fee Paycom
		<b>1,684.60</b>	
LAW LIBRARY	Thomson-Reuters-West	<u>607.96</u>	Law Library Invoices
		<b>607.96</b>	

PROBATION & JUVENILE PLACEMENT Minnesota Monitoring, Inc.		180.00	REAM GRANT Sept. 2021
		<b>180.00</b>	
PUBLIC TRANSPORTATION	A and E Cleaning Services	525.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	Curtis, Michael	953.73	Volunteer Driver
PUBLIC TRANSPORTATION	Kanabec County Highway Department	217.58	Bus & Van Repairs
PUBLIC TRANSPORTATION	Manthie, Wendy	1,098.16	Volunteer Driver
PUBLIC TRANSPORTATION	Premium Waters, Inc.	25.04	Bottled Water Supplies
PUBLIC TRANSPORTATION	Van Alst, Lillian	285.04	Volunteer Driver
		<b>3,104.55</b>	
SHERIFF	Dana Safety Supply, Inc.	978.00	2 x Progard Trilock Single Weapon Vending Key
SHERIFF	Hohn's Auto Body & Glass	1,748.66	Squad Vehicle Repairs - Radiator Support, Front Fender, Skirt
SHERIFF	Horizon Towing	1,300.61	Towing Services (7)
SHERIFF	Kanabec County Recorder's Office	20.00	Notary for RE
SHERIFF	Novus Glass	300.00	Squad Windshield, Kit & Installation
SHERIFF	Oak Gallery	26.57	Mailed Evidence to BCA
SHERIFF	Sanford Health	821.00	Comprehensive SA Consult
SHERIFF	Unger, Bonnie	17.00	Drivers License Address Change
SHERIFF	Welia Health	428.00	Pre-Employment Physical
SHERIFF	Granite Electronics	208.25	3x Remote Speaker Mic/Rx-Jack
		<b>5,848.09</b>	
SHERIFF - JAIL/DISPATCH	Ace Hardware	38.97	2 Rolls Painters Tape, 1 Gallon Paint
SHERIFF - JAIL/DISPATCH	Auto Value	44.96	Belts
SHERIFF - JAIL/DISPATCH	East Central Exterminating	250.00	October Services
SHERIFF - JAIL/DISPATCH	G & N Enterprises	107.00	Emergency Ballast
SHERIFF - JAIL/DISPATCH	Grainger	24.34	Fuses
SHERIFF - JAIL/DISPATCH	Granite City Jobbing Co	321.55	Garbage Bags
SHERIFF - JAIL/DISPATCH	Marco	91.00	Copier Lease
SHERIFF - JAIL/DISPATCH	Metropolitan Mechanical	3,741.80	Parts for Electrical Faults

SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	300.00	12- \$20 Phone Cards
SHERIFF - JAIL/DISPATCH	Stellar Services	206.06	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	79.38	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,709.25	Inmate Meals 10/9-10/15
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,775.22	Inmate Meals 10/16-10/22
		<u>12,689.53</u>	
STATE FISCAL RECOVERY ARP	Tierney	51.89	Restocking Fee (Returned Items - \$259.46)
		<u>51.89</u>	
TAX & PENALTY	Northern Natural Gas	5,694.00	2018 & 2019 Tax Court Abatements, 4 Parcels
TAX & PENALTY	Northern Natural Gas	894.42	2018 & 2019 Interest on Tax Court Abatement Parcels
		<u>6,588.42</u>	
UNALLOCATED	Kanabec Soil & Water Cons.	348.64	AIS County Fair Booth Display & Boat Inspector Newspaper Article
		<u>348.64</u>	
VEHICLE POOL	Kanabec County Highway Department	250.79	Vehicle Repairs & Battery
		<u>250.79</u>	
VETERAN SERVICES	Kanabec Publications	220.00	Golf Thank You (2) and Digital Boost
VETERAN SERVICES	Mora Bakery	41.80	Donuts - Coffee Talk
VETERAN SERVICES	VetPRO	900.00	Two User License, VetPro Annual
		<u>1,161.80</u>	
65 Claims Totaling:		<u>\$ 990,086.86</u>	

**Agenda Item #3b**  
**Regular Bills - Road & Bridge**  
**Bills to be approved: 11/2/21**

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
Aramark	686.45	Coveralls and janitorial supplies
Beaudry Oil & Propane	19,494.23	Fuel
Berndt, Steve	165.70	Clothing Allowance
Bjorklund Companies	626.60	Gravel
Boyer Truck	129.69	Repair Parts
Brock White Company	2,493.68	Maintenance supplies
Campbell, Gary	600.00	Beaver removal
Central McGowan	133.55	Shop Supplies
Federated Co-ops	119.99	Shop Supplies
Johnson Hardware	1,003.06	Maintenance supplies
Kanabec County Highway Department	79.50	Petty Cash, Postage
Knife River	1,807.65	Gravel and Sand
MN Counties Intergovernmental Trust	220.00	Seminar
MN Dept of Transportation	1,774.62	Material Testing
Morton Salt	7,220.75	Salt
Northern Lines	129,777.24	SAP 033-610-019 CSAH 10
Northern States Supply	118.78	Shop Supplies
Office Depot	58.87	Office Supplies
Roeschlein, Tom	288.00	Straw bales
Sanitary Systems	140.00	Restroom rental Knife Lake
USIC	310.00	Locates
Welia Health	25.00	Glasses
<b>22 Claims Totaling:</b>	<b><u>\$ 167,273.36</u></b>	

# Agenda Item #4a

November 2, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Gambling Request	<b>b. Originating Department/Organization/Person:</b> Pheasants Forever Chapter 334
<b>c. Estimated time:</b> 5 Minutes	<b>d. Presenter(s):</b> None

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

### Resolution #\_\_ – 11/2/21

**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 Pheasants Forever for a raffle event to be held at Pheasant Ridge, 1547 Imperial St., Ogilvie, MN 56358 on November 28, 2021.

**f. Background:**

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

<b>Date received in County Coordinators Office:</b>	10/19/21
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**Coordinators Comments:**

## MINNESOTA LAWFUL GAMBLING

## LG220 Application for Exempt Permit

11/17  
Page 1 of 2

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: Pheasants Forever Chap 334 Previous Gambling Permit Number: X04107 21 029  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 41-1429149  
 Mailing Address: PO Box 28  
 City: Cambridge State: MN Zip: 55008 County: Isanti  
 Name of Chief Executive Officer (CEO): Gary L Lillion  
 CEO Daytime Phone: 763-843-9417 CEO Email: Lillion4@hotmail.com  
 (Email permit to (if other than the CEO): \_\_\_\_\_)

**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): Pheasant Ridge

Physical Address (do not use P.O. box): 1547 Imperial St Ogilvie MN 56358

Check one:

☐ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
☒ Township: Brunswick Zip: \_\_\_\_\_ County: Kanabec

Date(s) of activity (for raffles, indicate the date of the drawing): 11/28/2021

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****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 must be CEO's signature; designee may not sign)

Date: 10-17-21

Print Name: GARY LEE Lillion

**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

**Internal Revenue Service  
District Director**

APR - 1988

**Department of the Treasury**

P O BOX A-3290, DPN 22-2  
CHICAGO, IL 60690

Date: APR 01 1988

Employer Identification Number:  
41-1429149

Contact Person:  
AUGUSTA L. SIMPSON

Contact Telephone Number:  
(312) 886-1278

PHEASANTS FOREVER  
P O BOX 75473  
ST PAUL, MN 55175

Our Letter Dated:  
Oct. 6, 1982  
Caveat Applies:  
No

Dear Applicant

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are an organization of the type described in section 509(a)(2). Your exempt status under Code section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of such status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(2) organization.

If the heading of this letter indicates that a caveat applies, the caveat below or on the enclosure is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

Letter 1050 (DO/CG)



## MINNESOTA • REVENUE

October 17, 2016

MN ID: 4874648  
Letter ID: L1940009280#BWBBMRR  
#0000 0194 0009 2805#  
PHEASANTS FOREVER INC  
1783 BUERKLE CIR  
SAINT PAUL MN 55110-5254**Assigned Minnesota Tax Identification Number 4874648**

PHEASANTS FOREVER INC: —

The Minnesota Department of Revenue is updating our system to better serve organizations that are exempt from paying sales tax. As part of the update, we assigned you Minnesota Tax Identification Number 4874648 for use when making exempt purchases.

**Why am I assigned a Minnesota Tax Identification Number?**

We no longer issue five-digit Exempt Status Numbers. This seven-digit Minnesota Identification Number replaces your five-digit Exempt Status Number.

**What do I need to do?**

- Begin using your seven-digit Minnesota Identification Number immediately.
- Give sellers a completed Form ST3, Certificate of Exemption, when you purchase, lease, or rent tangible personal property or services for use in your nonprofit business or for resale. Use your seven-digit Minnesota Tax Identification Number on the form.
- Stop using the five-digit Exempt Status Number.
- Keep a copy of this letter as proof of your nonprofit exempt status.

**What purchases are not included in this exemption?**

- Prepared food, soft drinks, candy, alcoholic beverages, and catered food
- Lodging
- Waste collection and disposal services
- Purchases, leases, and rentals of most motor vehicles
- Gambling equipment and supplies
- 9.2 percent car rental tax and 5 percent car rental fee

**Note:** A contractor may not use your exempt status authorization to purchase materials exempt for use in a lump-sum contract.

**What if I make taxable sales?**

If you make taxable retail sales, you must register to collect and remit sales tax unless the state's fundraising exemption applies or the sales are exempt for other reasons.

600 N. Robert St., St. Paul, MN 55101  
[www.revenue.state.mn.us](http://www.revenue.state.mn.us)An equal opportunity employer  
This material is available in alternate formats.

**Business Record Details »**

Minnesota Business Name

**PHEASANTS FOREVER, INC.****Business Type**

Nonprofit Corporation (Domestic)

**MN Statute**

317A

**File Number**

V-156

**Home Jurisdiction**

Minnesota

**Filing Date**

08/05/1982

**Status**

Active / In Good Standing

**Renewal Due Date**

12/31/2021

**Registered Office Address**

2345 Rice Street

Suite 230

Roseville, MN 55113

USA

**Number of Shares**

NONE

**Registered Agent(s)**

CORPORATION SERVICE COMPANY

**President**

Howard K Vincent

1783 BUERKLE CIRCLE

ST PAUL, MN 55110

USA

[Filing History](#)**Filing History**Select the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	08/05/1982	Original Filing - Nonprofit Corporation (Domestic)	
	08/05/1982	Nonprofit Corporation (Domestic) Business Name (Business Name: PHEASANTS FOREVER, INC.)	

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	08/14/1985	Nonprofit Corporation (Domestic) Restated Articles	
<input type="checkbox"/>	01/09/1986	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	03/28/1990	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	09/22/1994	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	04/04/1996	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
	04/04/1996	Nonprofit Corporation (Domestic) Restated Articles	
<input type="checkbox"/>	01/16/2007	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	01/19/2007	Annual Reinstatement - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	6/26/2015	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	

# Agenda Item #4b

November 2, 2021

## REQUEST FOR BOARD ACTION

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

**f. Board action requested:**

### Resolution #\_\_ – 11/2/21

#### SCORE CLAIMS

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

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

**WHEREAS** SCORE Funds appear adequate for the purpose;

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

Waste Management	\$1,038.72
Quality Disposal	\$5,767.20
Arthur Township	\$500.00
Total	\$7,305.92

**g. Background:**

Provider	Billed	Paid Amount
QUALITY DISPOSAL (September)	\$5,267.20	\$5,267.20
WASTE MANAGEMENT (September)	\$1,038.72	\$1,038.72
Sub-Total	\$6,305.92	\$6,305.92
<b>Recycling Center Incentive Payments:</b>		
Quality Disposal (September)	\$500.00	\$500.00
Arthur Township (September)	\$500.00	\$500.00
<b>TOTAL PAYMENTS =</b>		<b>\$7,305.92</b>

**Date received in County Coordinators Office:** Various dates in October

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

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

*Expenditure: 01-391-392-0000-6211 = \$49,599.43*

*Current SCORE Funds balance is = \$63,600.46*

# Agenda Item #5

November 2, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> University of Minnesota, Extension Agreement	<b>b. Origination:</b> University of Minnesota- Extension
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> none

**e. Board action requested:**

Approve the following resolution:

### RESOLUTION # \_\_\_\_-11/2/21

WHEREAS the University of Minnesota provides Extension programs locally and employs Extension staff through funding by the taxpayers in Kanabec County; and

WHEREAS Kanabec County desires to continue offering these programs at this time; and

WHEREAS the Kanabec County Board of Commissioners has budgeted these programs for FY 2022;

BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the agreement with the University of Minnesota for Providing Extension Programs Locally and Employing Extension Staff and authorizes the Board Chair, County Attorney, and County Coordinator to sign said agreement.

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**f. Background:**

Supporting Documents: None    Attached: ☒

<b>Date received in County Coordinators Office:</b>	11/26/18
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**Coordinators Comments:**

**Agreement  
Between the University of Minnesota  
And  
Kanabec County  
For providing Extension programs locally and  
employing Extension Staff**

**This Agreement** (“Agreement”) between the County of Kanabec, Minnesota (“County”) and Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 (“University”) is effective January 1, 2022, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2022 and ending on December 31, 2024, unless earlier terminated as provided in paragraphs 8 and 9.

**WITNESSETH:**

**WHEREAS**, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

**WHEREAS**, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University’s Director of Extension, or the Director’s designee, as identified in Minn. Stat. §38.36, Subd. 3; and

**WHEREAS**, Minn. Stat. §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

**WHEREAS**, it is the intention of the County and University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

**NOW THEREFORE**, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment University’s state-wide Extension programs. The programs that the County will augment are detailed in Table A below.

Table A

Program/Position	FTE	2022 Price	FTE	2023 Price	FTE	2024 Price
Extension Educator, Agriculture						
Extension Educator, 4-H Youth Development	1	\$ 76,949	1	\$ 78,681	1	\$ 80,648
Program Coordinator, Horticulture or Master Gardener						
Total						

<sup>1</sup> List program area of responsibility: Agriculture, Food, Natural Resources; Community Vitality; Family Development

2. County recognizes that University costs for supporting these positions may increase from year to year. The costs payable for these positions are reviewed by the Association of Minnesota Counties' ("AMC") Extension Committee and University's Extension central administration, at which time the parties will agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.

3. Based on the County's funding commitment, University will be responsible for providing salary & fringe benefits for the positions, enhanced programming from regional extension educator staff, program supervision, travel (mileage, meals, and lodging), in-service training within program area, payroll, and accounting services.

The County agrees to provide local support in the form of support staff, office space, office furnishings, telephone, computer, software, internet service, storage space, and general office supplies. The University will recommend support staff responsibilities, technology needs and other office standards. Nevertheless, the level of availability and type of local support will be determined by the County as established in the annual budget.

4. University will bill the County on a quarterly basis and the County will submit payment within thirty-five (35) days of receipt of the bill. The total annual amount to be paid by the County shall be paid in four (4) equal quarterly payments.

5. During an extended leave of absence (e.g. FMLA; educational leave), the University will continue the program with regional educators and/or temporary employees with involvement and concurrence of the County, The County will be billed at the contract price and will not incur any additional charges for regional educators or temporary employees.

6. As vacancies occur (e.g. retirement, resignation), and if the County and University agree to continue to support the desired program and position, University will hire new personnel with involvement and concurrence of the County. The County will not be billed for a position during the time that position is vacant. If temporary employees are hired to continue the program during the hiring process, the County will be billed at the contract price.

7. The University will complete an annual performance evaluation of each University Extension employee working in the County and supporting the programs identified in paragraph 1. The County Extension Committee will have the option to provide input to University on such evaluation. The University in accordance with University personnel guidelines will determine salary adjustment of each University Extension employee.

8. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.34.

9. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the County Extension program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of ninety (90) days prior notice if either party desires a change in programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.

10. If University or the County in good faith determines that funding is no longer available to support the programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of ninety (90) days prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County:	Kanabec County Board of Commissioners c/o County Coordinator 18 North Vine St, Suite 181 Mora, MN 55051 Facsimile No: 320-679-6441
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If to University:	University of Minnesota Minnesota Extension Attn: Dean Beverly Durgan 240 Coffey Hall 1420 Eckles Avenue St. Paul, MN 55108 Facsimile No.: 612-625-6227 E-mail: mnext@umn.edu
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11. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

12. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to

examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.

13. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

14. The University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363A; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

15. This Agreement may be executed in counterparts and/or by electronic signature, each counterpart of which will be deemed an original, and all of which together will constitute one agreement. The executed counterparts of this Agreement may be delivered by electronic means, such as email and/or facsimile, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.

**IN WITNESS WHEREOF**, the parties by their respective authorized agents or officers have executed this Agreement.

**COUNTY of Kanabec**

**Regents of the University of Minnesota**

BY \_\_\_\_\_  
Chair, County Board of Commissioners

BY \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

Approved as to form:

BY \_\_\_\_\_  
County Attorney

DATE \_\_\_\_\_

BY \_\_\_\_\_  
County Coordinator

DATE \_\_\_\_\_

# Agenda Item #6

November 2, 2021

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## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> FY2022 Budget	<b>b. Origination:</b> County Coordinator's Office
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Review and discuss FY2022 Budget.

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**f. Background:**

Supporting Documents: None      Attached: ☒

<b>Date received in County Coordinators Office:</b>	10/29/21
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**Coordinators Comments:**

2022 BUDGET SUMMARY	2021 Net Budgets	2022 Expend	2022 Receipts	2022 from Fund Balance	2022 Net Budget
Assessor	\$ 489,836	\$ 582,554	\$ 99,750		\$ 482,804
Attorney	\$ 578,518	\$ 839,141	\$ 171,900	\$ -	\$ 667,241
Auditor/Treasurer					
Office	\$ 561,411	\$ 666,327	\$ 45,600		\$ 620,727
Elections	\$ 71,640	\$ 96,950	\$ 600		\$ 96,350
Mainframe Expenses	\$ 85,342	\$ 155,409	\$ 22,231	\$ 40,875	\$ 92,303
Auditor/Treasurer Total	\$ 718,393				\$ 809,380
Commissioners	\$ 183,509	\$ 184,705	\$ -		\$ 184,705
Coordinator	\$ 455,121	\$ 719,591	\$ 71,025	\$ 150,325	\$ 498,241
Court Administration	\$ 37,500	\$ 37,000	\$ -	\$ -	\$ 37,000
Law Library	\$ (3,000)	\$ 9,000	\$ 12,000	\$ -	\$ (3,000)
Culture & Recreation	\$ 8,750	\$ 11,000		\$ -	\$ 11,000
E Central Reg Library	\$ 161,681	\$ 169,209	\$ -		\$ 169,209
Extension	\$ 85,161	\$ 88,369	\$ -		\$ 88,369
Information Systems	\$ 409,916	\$ 616,495	\$ 43,592		\$ 572,903
Probation					
Office	\$ 369,395	\$ 507,731	\$ 162,217		\$ 345,514
Probation Fees	\$ -	\$ 10,000	\$ 10,000		\$ -
Probation Total					
Public Works					
Building Maintenance	\$ 603,556	\$ 901,929	\$ 57,038	\$ 230,000	\$ 614,891
Environmental Services					
Office	\$ 105,623	\$ 229,775	\$ 107,218		\$ 122,557
Water Plan	\$ -	\$ 15,071	\$ 15,071		\$ -
Wetlands	\$ -	\$ 25,103	\$ 25,103		\$ -
Shorelands	\$ -	\$ 4,090	\$ 4,090		\$ -
ISTS	\$ -	\$ 18,600	\$ 18,600		\$ -
Env. Services Total	\$ 105,623				\$ 122,557
Sanitation	\$ -	\$ 127,423	\$ 87,115	\$ 40,308	\$ -
Surveyor	\$ 7,500	\$ 5,500	\$ -	\$ 3,000	\$ 2,500
Public Works Total					
Recorder	\$ 39,533	\$ 245,063	\$ 170,100	\$ -	\$ 74,963
Sheriff					
Law Enforcement	\$ 1,621,095	\$ 2,935,177	\$ 1,009,233	\$ 100,000	\$ 1,825,944
Boat & Water	\$ -	\$ 3,895	\$ 3,895	\$ -	\$ -
Snowmobile	\$ -	\$ 4,410	\$ 4,410	\$ -	\$ -
ATV	\$ -	\$ 3,154	\$ 3,154	\$ -	\$ -
Reserves	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ -
Coroner	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ 40,000
Emergency Mgmt	\$ 17,056	\$ 34,202	\$ 17,056	\$ -	\$ 17,146
Jail/Dispatch	\$ 3,052,663	\$ 3,301,270	\$ 136,056	\$ -	\$ 3,165,214
E-911 System	\$ -	\$ 180,000	\$ 180,000		\$ -
Sheriff's Total	\$ 4,730,814				\$ 5,048,304
Transit	\$ (0)	\$ 1,064,493	\$ 1,064,493	\$ -	\$ -
Unallocated	\$ (2,026,160)	\$ 727,142	\$ 2,850,016	\$ -	\$ (2,122,874)
Veteran's Services	\$ 107,790	\$ 143,008	\$ 13,000	\$ 3,000	\$ 127,008
Revenue Fund Totals	\$ 7,063,436	\$ 14,710,786	\$ 6,412,563	\$ 567,508	\$ 7,730,715
Road & Bridge Fund	\$ 1,933,361	\$ 7,372,189	\$ 4,840,471	\$ 733,216	\$ 1,798,502
Family Services Fund	\$ 2,258,822	\$ 6,346,205	\$ 4,080,900	\$ -	\$ 2,265,305
Community Health Fund	\$ 393,091	\$ 3,064,301	\$ 2,652,277	\$ 200,000	\$ 212,024
EDA Fund	\$ 150,000	\$ 168,200	\$ 8,200	\$ 10,000	\$ 150,000
Railroad Authority	\$ 917	\$ 1,025	\$ 100	\$ -	\$ 925
Bond Fund	\$ 1,034,024	\$ 1,040,314	\$ -	\$ -	\$ 1,040,314
Net Levy 2021:	\$ 12,833,651	\$ 32,703,020	\$ 17,994,511	\$ 1,510,724	\$ 13,197,785
				NET LEVY 2022=	13,197,785
2020 CPA= \$1,194,206					
2021 CPA= \$1,191,242				REVISION DATE:	10/29/21
2022 CPA= \$ 1,183,396		Current % =	2.84%		

# Agenda Item #7

November 2, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> 2021 MCIT Dividend Disbursement	<b>b. Origination:</b> MCIT
<b>c. Estimated time:</b> 10 Minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**Board action requested:**

### **Resolution #\_\_\_ – 11/2/21 2021 MCIT Dividend**

**WHEREAS**, Kanabec County received a dividend from MCIT in the amount of \$138,882; and

**WHEREAS**, the Board committed substantial health insurance reserve funds to help off-set the increase in employee health insurance premiums in 2022, and

**WHEREAS**, the Board authorized the demolition of the old jail in 2022, and

**WHEREAS**, the Board of Commissioners believes the most prudent use of the MCIT dividend funds at this time is to partially fund the demolition of the old jail and to reimburse the health insurance reserve fund;

**NOW THEREFORE BE IT HEREBY RESOLVED**, that the County Auditor/Treasurer is authorized to process the 2021 MCIT dividend payment as follows:

**\$55,000** to fund the 2022 demolition of the old jail (future capital improvement fund)  
**\$83,882** to the health insurance reserve fund

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### **Background:**

The Board has budgeted up to \$95,000 from the sale of 330 Forest Avenue East in 2021 to also fund the demolition of the old jail which is estimated to cost \$150,000.

**Supporting Documents:** None X Attached:

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