



Kanabec County Board of Commissioners

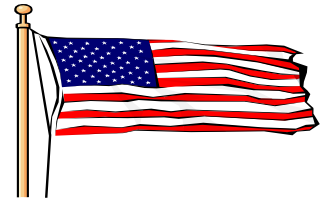
Regular Meeting Agenda The Meeting of October 5, 2021

- 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: 2485 911 5535



Video Meeting link:

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=me26febde715377efd857db6dfbf7c464>

Meeting number: 2485 911 5535

Password: SXsM2Fhpr24

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*

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

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

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

- 9:00am a. Pledge of Allegiance
b. Agenda approval
- 9:05am Recess county board to a time immediately following the CHB.
- Community Health Board**
- 9:35am Heidi Steinmetz, EDA Director- Request for Approval of Broadband Feasibility Study Consulting Service Agreement with HR Green
- 9:45am Lisa Blowers, I.S. Director- Request for Approval of Capital Expenditure for Hardware Replacement
- 9:55am Robbie Anderson, Deputy Auditor, Property & Tax-
a. Repurchase Request – Parcel 12.02455.00 Bourcy
b. Upcoming Tax Forfeit Land Sale Preliminary Information
- 10:10am Doug Host, CPA & Danny Loch, CPA- Clifton, Larson, Allen, L.L.P.- 2020 Audit Presentation

10:30am Public Comment

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

Access Code: 2485 911 5535

10:45am Brian Smith, Sheriff- Request for Approval of 2022 TZD Enforcement Grant
10:55am Representative Sondra Erickson (R) District 15A- Legislative Update and Q&A with Commissioners
11:15am Chad Gramentz, Public Works

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. SCORE Claims
5. Request for Approval of East Central Regional Secure Juvenile Detention and Treatment Facility Contract with Anoka County
6. Policy P-106 Determination of Wages and Salaries Policy Recommended Updates
7. Commissioner Reports
8. Future Agenda Items
9. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday October 5, 2021
9:05 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-5
 - Staffing – RN/PHN hired
 - HHA
 - Coronavirus Update/Response Activities
 - County Health Rankings
 - See attached Ranked Measures and Data Sources page 6-8
 - Transportation Update
 - Helen Piper receiving Distinguished Career Award
 - Bus Purchase Schedule
 - Volunteer Driver Program
 - Public Transit Program
4. Substitute Home Care Administrator
 - Action requested
 - See attached resolution page 9
5. Youth E-Cigarette Prevention and Cessation Initiative Grant request
 - Action requested
 - See attached resolution page 10
6. Bemidji State University Agreement for Internship Training
 - Action requested
 - See attached Agreement and resolution page 11-16
7. Financial Reports – see attached
 - Trial Balance – page 17-19
 - 2021 Financial Report page 20
8. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 21-28
9. Other Business
10. Adjourn

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

Community Health Report

Staffing:

RN/PHN – a part-time position was offered and accepted and began working on 9/28/2021. This means that the staff person who turned in her resignation will continue to work part-time starting in November. This is ideal as she is a wealth of information and will be able to provide consistent training in a complex role to the new staff person. She will also remain the primary back-up for MNChoice assessments until the newer staff meet the criteria to be able to perform this task.

HHA – one part-time HHA was hired and began on 9/23/2021. We did have another resignation due to retirement and will be looking for an additional HHA as home care continues to be busy.

Coronavirus information and response activities:

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

County Health Rankings:

County Health Rankings and Roadmaps is a program of the University of Wisconsin Population Health Institute, funded by the Robert Wood Johnson Foundation, to measure the programs of building a Culture of Health.

The annual County Health Rankings measure vital health factors, including high school graduation rates, obesity, smoking, unemployment, access to healthy foods, the quality of air and water, income, and teen births in nearly every county in America.

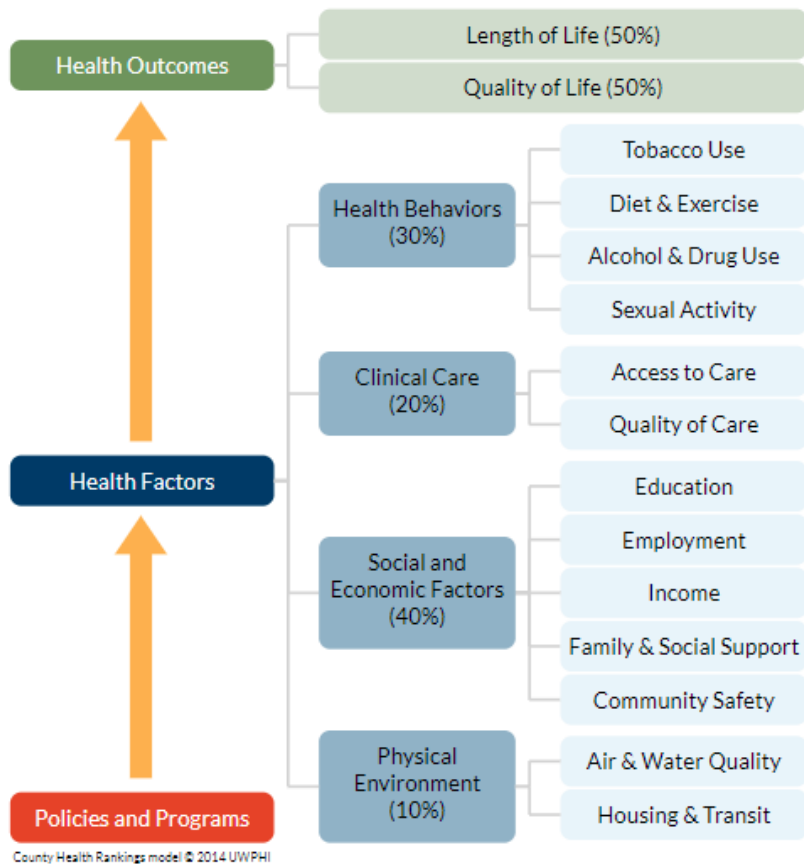
The annual Rankings provide a revealing snapshot of how health is influenced by where we live, learn, work and play. They provide a starting point for change in communities.

That is why we also provide the Roadmaps that provide guidance and tools to understand the data, and strategies that communities can use to move from education to action. The Roadmaps are helping communities bring people together from all walks of life to look at the many factors that influence health, focus on strategies that we know work, learn from each other, and make changes that will have a lasting impact on health.

The County Health Rankings are based on a model of community health that emphasizes the many factors that influence how long and how well we live. The Rankings use more than 30 measures that help communities understand how healthy their residents are today (health outcomes) and what will impact their health in the future (health factors).

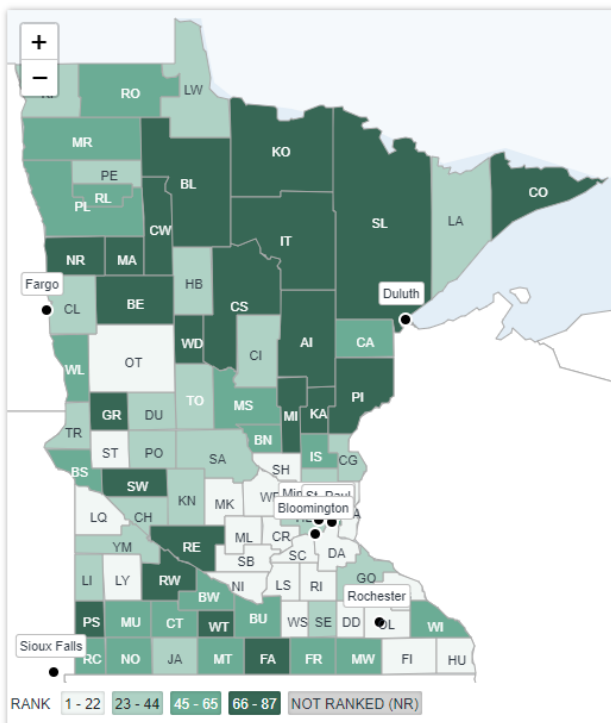
Health Outcome measures include length of life and quality of life. Health factors are what shape our opportunities to be healthy and influence how well and how long we live. Health factors represent the things we can change to improve health for all, like opportunities for quality education, good paying jobs, access to quality clinical care, healthy foods, green spaces, and secure and affordable housing. There are four health factor areas that are measured: health behaviors, clinical care, social and economic factors, and physical environment.

Refer to diagram on next page.

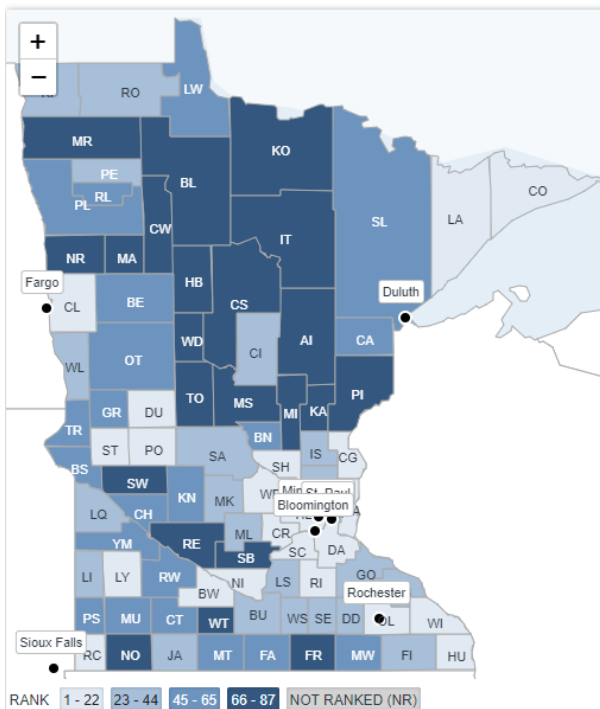


In 2021, Kanabec County continues to rank in the lowest quartile in the State for both Health Outcomes and Health Factors.

Overall Rankings in Health Outcomes ⓘ



Overall Rankings in Health Factors ⓘ



Measure		2021 Ranking out of 87	2020 Ranking out of 87
Health Outcomes	Overall Ranking	73	69
	Length of Life	68	76
	Quality of Life	75	62
Health Factors	Overall Ranking	74	81
	Health Behaviors	67	82
	Clinical Care	61	54
	Social/Economic	76	78
	Physical Environment	47	50

Refer to 2021 Rankings Measures handout for more information about what is looked at for each measure.

- See attached **2021 Ranked Measures and Data Sources**

Transportation Update:

Helen Pieper was chosen to receive the Distinguished Career award from The Minnesota Public Transit Association.

Bus purchase schedule

The Transit department currently has six Class 400 buses. Five of those buses are all on the road during our busiest days/times.

Unit #	Model Year	Current Mileage
Unit #13	2014	171,195
Unit #14	2017	115,939
Unit #15	2017	69,823
Unit #16	2017	76,099
Unit #17	2017	44,627
Unit #18	2017	53,934

MN/DOT disposal guidelines are regulated by both FTA and MN/DOT and their policy includes a matrix of mileage, age, repairs and body condition. Most notably, for Class 400 buses, the useful life is five years in service and/or 150,000 miles.

Unit #13 is scheduled for replacement in 2021 with a 10% local match due to special funding obtained by MN/DOT. We will begin preparing that order in the next month or so, but would not expect delivery until late in 2022, possibly not even until early 2023. The delay is due to a component shortage that is worldwide. We've been informed by manufacturers that when the components do become available, producing pick-up trucks will be their higher priority.

We are working to establish a bus purchase rotation that includes one new bus each year. Transit department staff are putting buses into daily service in a way that will keep at least some of the fleet with as low a mileage as possible to allow staggering the new bus purchases and avoid replacing several vehicles in one year.

We have money set aside in the capital vehicle reserve account so we don't anticipate the local match will be an issue.

Volunteer Driver Program Update

Our volunteer driver program has suffered some significant blows in the last several months. Several drivers have had to stop driving due to medical issues, another passed away unexpectedly and this morning another let us know that due to health issues he is only going to be available on a very limited basis. This leaves us with basically one volunteer driver. We have been using staff where we can, fortunately MN/DOT has allowed us to keep drivers on doing meaningful work through 2021. That will not be continuing in 2022.

We have been advertising for volunteer drivers over the past year and put out a big push at the Kanabec County fair, but thus far, have not been able to recruit new drivers. The 1099 issue and insurance are two main reasons for the unavailability of volunteers. That and the fact that demographically, there just aren't people out there looking to volunteer in this way.

Currently we are putting a priority on county resident Medical Assistance rides and rides authorized through South County Health Alliance. We have had to turn back more to SCHA, and have been unable to provide some short-notice MA rides. Unfortunately, with the events of the last weeks, we will struggle more in the future.

Public Transit Program Update

Our grant has been submitted and accepted. There has been no discussion of reducing the amount and I anticipate that we will be awarded the amount that we requested. Ridership is picking up, summer ridership was at pre-COVID levels; but there was a lot of ground to be made up. Head Start and Phase/Industries have begun to return to a more normal routine. YTD we have provided 17,515 rides on the buses compared to 18,067 in 2020 and 30,893 in 2019.

Masks continue to be required on all public transit buses, riders are asked to mask up but compliance is very low.

County Health Rankings & Roadmaps

Building a Culture of Health, County by County

2021 Ranked Measures & Data Sources

	Measure	Weight	Source	Years of Data
HEALTH OUTCOMES				
Length of Life	Premature death	50%	National Center for Health Statistics - Mortality Files	2017-2019
Quality of Life	Poor or fair health	10%	Behavioral Risk Factor Surveillance System	2018
	Poor physical health days	10%	Behavioral Risk Factor Surveillance System	2018
	Poor mental health days	10%	Behavioral Risk Factor Surveillance System	2018
	Low birthweight	20%	National Center for Health Statistics - Natality files	2013-2019
HEALTH FACTORS				
HEALTH BEHAVIORS				
Tobacco Use	Adult smoking	10%	Behavioral Risk Factor Surveillance System	2018
Diet and Exercise	Adult obesity	5%	United States Diabetes Surveillance System	2017
	Food environment index	2%	USDA Food Environment Atlas, Map the Meal Gap from Feeding America	2015 & 2018
	Physical inactivity	2%	United States Diabetes Surveillance System	2017
	Access to exercise opportunities	1%	Business Analyst, Delorme map data, ESRI, & US Census Tigerline Files	2010 & 2019
Alcohol and Drug Use	Excessive drinking	2.5%	Behavioral Risk Factor Surveillance System	2018
	Alcohol-impaired driving deaths	2.5%	Fatality Analysis Reporting System	2015-2019
Sexual Activity	Sexually transmitted infections	2.5%	National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention	2018
	Teen births	2.5%	National Center for Health Statistics - Natality files	2013-2019
CLINICAL CARE				
Access to Care	Uninsured	5%	Small Area Health Insurance Estimates	2018
	Primary care physicians	3%	Area Health Resource File/American Medical Association	2018
	Dentists	1%	Area Health Resource File/National Provider Identification file	2019
	Mental health providers	1%	CMS, National Provider Identification	2020
Quality of Care	Preventable hospital stays	5%	Mapping Medicare Disparities Tool	2018
	Mammography screening	2.5%	Mapping Medicare Disparities Tool	2018
	Flu vaccinations	2.5%	Mapping Medicare Disparities Tool	2018
SOCIAL & ECONOMIC FACTORS				
Education	High school completion	5%	American Community Survey, 5-year estimates	2015-2019
	Some college	5%	American Community Survey, 5-year estimates	2015-2019
Employment	Unemployment	10%	Bureau of Labor Statistics	2019
Income	Children in poverty	7.5%	Small Area Income and Poverty Estimates	2019
	Income inequality	2.5%	American Community Survey, 5-year estimates	2015-2019
Family and Social Support	Children in single-parent households	2.5%	American Community Survey, 5-year estimates	2015-2019
	Social associations	2.5%	County Business Patterns	2018
Community Safety	Violent crime	2.5%	Uniform Crime Reporting - FBI	2014&2016
	Injury deaths	2.5%	National Center for Health Statistics - Mortality Files	2015-2019
PHYSICAL ENVIRONMENT				
Air and Water Quality	Air pollution - particulate matter	2.5%	Environmental Public Health Tracking Network	2016
	Drinking water violations	2.5%	Safe Drinking Water Information System	2019
Housing and Transit	Severe housing problems	2%	Comprehensive Housing Affordability Strategy (CHAS) data	2013-2017
	Driving alone to work	2%	American Community Survey, 5-year estimates	2015-2019
	Long commute - driving alone	1%	American Community Survey, 5-year estimates	2015-2019

County Health Rankings & Roadmaps

Building a Culture of Health, County by County

2021 County Health Rankings – Additional Measures

	Measure	Source	Years of Data
HEALTH OUTCOMES			
Length of Life	Life expectancy*	National Center for Health Statistics - Mortality Files	2017-2019
	Premature age-adjusted mortality*	National Center for Health Statistics - Mortality Files	2017-2019
	Child mortality*	National Center for Health Statistics - Mortality Files	2016-2019
	Infant mortality*	National Center for Health Statistics - Mortality Files	2013-2019
Quality of Life	Frequent physical distress	Behavioral Risk Factor Surveillance System	2018
	Frequent mental distress	Behavioral Risk Factor Surveillance System	2018
	Diabetes prevalence	United States Diabetes Surveillance System	2017
	HIV prevalence	National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention	2018
HEALTH FACTORS			
HEALTH BEHAVIORS			
Diet and Exercise	Food insecurity	Map the Meal Gap	2018
	Limited access to healthy foods	USDA Food Environment Atlas	2015
Alcohol and Drug Use	Drug overdose deaths*	National Center for Health Statistics - Mortality Files	2017-2019
	Motor vehicle crash deaths*	National Center for Health Statistics - Mortality Files	2013-2019
Other Health Behaviors	Insufficient sleep	Behavioral Risk Factor Surveillance System	2018
CLINICAL CARE			
Access to Care	Uninsured adults	Small Area Health Insurance Estimates	2018
	Uninsured children	Small Area Health Insurance Estimates	2018
	Other primary care providers	CMS, National Provider Identification	2020
SOCIAL & ECONOMIC FACTORS			
Education	High school graduation	EDFacts	2017-2018
	Disconnected youth	American Community Survey, 5-year estimates	2015-2019
	Reading scores*	Stanford Education Data Archive	2018
	Math scores*	Stanford Education Data Archive	2018
Income	Median household income*	Small Area Income and Poverty Estimates	2019
	Children eligible for free or reduced price lunch	National Center for Education Statistics	2018-2019
Family and Social Support	Residential segregation - Black/White	American Community Survey, 5-year estimates	2015-2019
	Residential segregation - non-White/White	American Community Survey, 5-year estimates	2015-2019
Community Safety	Homicides*	National Center for Health Statistics - Mortality Files	2013-2019
	Suicides*	National Center for Health Statistics - Mortality Files	2015-2019
	Firearm fatalities*	National Center for Health Statistics - Mortality Files	2015-2019
	Juvenile arrests	Easy Access to State and County Juvenile Court Case Counts	2018
PHYSICAL ENVIRONMENT			
Housing and Transit	Traffic volume	EJSCREEN: Environmental Justice Screening and Mapping Tool	2019
	Homeownership	American Community Survey, 5-year estimates	2015-2019
	Severe housing cost burden	American Community Survey, 5-year estimates	2015-2019
	Broadband access	American Community Survey, 5-year estimates	2015-2019

*Indicates subgroup data by race and ethnicity is available.

County Health Rankings & Roadmaps

Building a Culture of Health, County by County

2021 County Health Rankings – Demographic Measures

DEMOGRAPHICS

Measure	Source	Years of Data
Population	Census Population Estimates	2019
% below 18 years of age	Census Population Estimates	2019
% 65 and older	Census Population Estimates	2019
% Non-Hispanic Black	Census Population Estimates	2019
% American Indian & Alaska Native	Census Population Estimates	2019
% Asian	Census Population Estimates	2019
% Native Hawaiian/Other Pacific Islander	Census Population Estimates	2019
% Hispanic	Census Population Estimates	2019
% Non-Hispanic White	Census Population Estimates	2019
% not proficient in English	American Community Survey, 5-year estimates	2015-2019
% Females	Census Population Estimates	2019
% Rural	Census Population Estimates	2010

Kanabec County Community Health # 10/5/2021
Pre-designated Substitute Home Care Administrator Resolution

WHEREAS, the Centers for Medicare and Medicaid (CMS) has Conditions of Participation for Home Health agencies, and

WHEREAS, *Section 484.105 Organization and Administration of Services* requires that the governing body pre-designates a qualified individual to assume the responsibilities of the administrator to fill in when the administrator is unavailable, and

WHEREAS, the Community Health Administrator is recommending appointing Farrah Gajewski as the pre-designated Substitute Home Care Administrator, as she meets the qualifications required.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board appoints Farrah Gajewski as the pre-designated substitute Home Care Administrator effective immediately until further notice.

Kanabec County Community Health # 10/5/2021

Request to Apply for Youth E-Cigarette Prevention and Cessation grant Resolution

WHEREAS, according to the MN Student Surveys in 2016 and 2019, the percent of Kanabec County students reporting use of cigarette and e-cigarettes, was in most cases double the rate of use when compared to the State, and

WHEREAS, the Minnesota Department of Health through MN Statute 144:396: Tobacco Use Prevention Appropriations is looking for grant applicants to develop and engage youth as essential partners to raise awareness and change social norms and behaviors around youth e-cigarette use, and

WHEREAS, Kanabec County Community Health has been actively involved in working with youth to make sustainable changes to community policies, practices, systems and environmental changes in regards to smoking and tobacco use for many years through its Statewide Health Improvement Program grant, Drug Free Community grant as well as through the SACK Coalition, and

WHEREAS, the Community Health Administrator is requesting to apply for the Youth E-Cigarette Prevention and Cessation Initiative and the ability to accept the funds if approved as well as sign the contract with the State of Minnesota.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director applying for the Youth E-Cigarette Prevention and Cessation Initiative grant, accepting said grant funds if approved and signing a contract with the State of Minnesota.



STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES

MEMORANDUM OF AGREEMENT
FOR STUDENT TRAINING EXPERIENCE/INTERNSHIP

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Bemidji State University, Bemidji, Minnesota ("the College/University") and [Internship Site/Facility]: Kanabec County Community Health
Address: 905 Forest Ave., Suite 127 City: Mora State: MN Zip Code: 55051
("the Internship Site"). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

The purpose of this Memorandum of Agreement is to outline the terms of the training/internship experience for the student of the University and to identify the responsibilities of the University and the Internship site.

A. THE PARTIES UNDERSTAND THAT:

1. The University has an Internship Program (the "Program") for qualified students enrolled in the Bemidji State University; and
2. The University has been given authority to enter into Agreements regarding academic programs; and
3. The Internship site has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the College/University; and
4. It is in the general interest of the Internship site to provide a training site where University students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The University and the Internship site want to cooperate to furnish a training experience at the Internship site for students of the University enrolled in the Program.

B. RESPONSIBILITIES OF EACH PARTY

1. The University agrees to:
 - a. make arrangements with the Internship site for a training experience at the Internship site that will support the student's occupational goals and meet any applicable Program requirements.
 - b. make periodic visits to the Internship site's training site to observe the student or receive periodic reports from the Internship Site and/or the student, and discuss the student's performance and progress with the student and any site supervisor at the Internship site, as needed.
 - c. discuss with the Internship site any problems or concerns arising from the student's participation.
 - d. notify the Internship site in the event the student is no longer enrolled in the program at the University.
 - e. keep any necessary attendance and progress records as set forth in the University attendance policy.
 - f. assist in the evaluation of the student's performance in the training experience.
2. **The Internship Site agrees to:**
 - a. cooperate with the University in providing a mutually agreeable training experience at the Internship site that supports the student's educational and occupational goals.

- b. consult with the University about any difficulties arising at the Internship site's training site that may affect the student's participation.
- c. assist in the evaluation of the student's performance and provide time for consultation with the University concerning the student, as needed.
- d. sign the weekly work report to verify the student's attendance.

C. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

D. TERM OF AGREEMENT

This Agreement is in effect from October 1st, 2021 or when fully executed, and shall remain in effect until September 30, 2026. (The maximum term must be equal to or less than five years, and recommended end date of Dec. 31st.) This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

E. FINANCIAL CONSIDERATION

1. The University and the Internship site each agree to bear their own costs associated with this Agreement and that no payment is required by either University or the Internship site to the other party.
2. The Internship site is not required to reimburse the University faculty or students for any services rendered to the Internship site or its customers pursuant to this Agreement.

F. CHANGES OR ADDITIONS TO THE AGREEMENT

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

G. ASSIGNMENT

Neither the College/University nor the Internship site shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

H. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Internship site agrees that in fulfilling the duties of this Agreement, the Internship site is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

I. MINNESOTA GOVERNMENT DATA PRACTICES ACT

The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 ["the Act"]) that classify the University's written and electronic information as public, private or confidential. Except as otherwise provided in law or University policy, data on students is private and may not be shared with any other party. If the Internship site receives a request from a third party for any data provided to the Internship site by the University, the Internship site agrees to immediately notify the University. The University will give the Internship site instructions concerning the release of the data to the requesting party before the data is released and the Internship site agrees to follow those instructions.

J. STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT

The student assigned to a training experience/internship at the facility shall be required to sign a Student Training Experience/Internship Agreement (see Attachment A attached to this Agreement and made part of it) before the student begins the training experience/internship at the Internship site/facility.

K. NON-DISCRIMINATION

The Internship site/Facility recognizes that it is the policy of the University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Internship site agrees to adhere to this policy in implementing this Agreement.

In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Individualized Training Plan for the student can be modified or dissolved at any time upon the mutual agreement of the Internship site and University.

INTERNSHIP SITE / FACILITY

Minnesota State Colleges and Universities
BEMIDJI STATE UNIVERSITY

Name: Kathy Burski

Name: _____
Individual who initiated the agreement

Authorized Internship site/Facility
Representative

Dean: _____

Title: Community Health Director

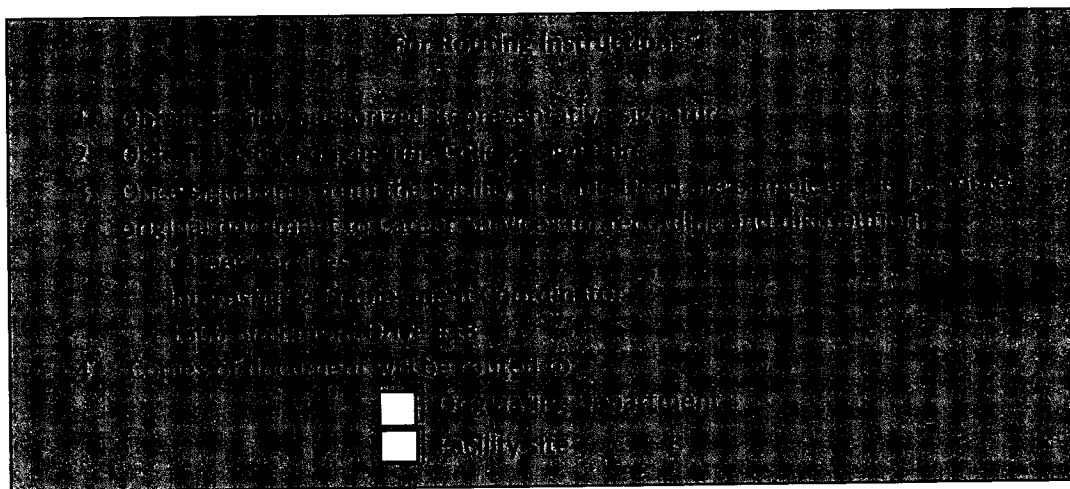
College of: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



Bemidji State University
Internship Agreement Form
(Attachment A)

Student Intern

Name: Holly Emslander Student ID: 13873401
Phone: 320-438-9149 Email: hollykayems123@gmail.com
Student Major: _____
Internship Coordinator: _____ Phone: _____

☐ Non-Credit
☐ Credit 1 # of credits*
*You must register for internship credit

Internship Site

Name of Employment Site: Kanabec County Community Health
Address: 905 Forest Ave. E., Suite 127 City: Mora State: MN
Student Intern Title: _____
Supervisor Name: Kathy Burski Supervisor Title: Community Health Director
Phone: 320-679-6330 Email: kathyrn.burski@co.kanabec.mn.us
Average number of hours to be worked by the Student each week: _____
Begin Date: _____ End Date: _____ Select: ☒ Unpaid ☐ Paid Compensation: \$ _____/hour
*For unpaid internships please refer to the Fair Labor Standards Act

Internship Job Description & Learning Objectives:

Evaluation Procedures:

Continues on next page

STUDENT RESPONSIBILITIES

In exchange for the opportunity to participate in the training experience/ internship at the Facility, the Student agrees to:

1. Keep regular attendance and be on time, both at school and at the Facility's training site. The Student will promptly notify the Facility's training site if unable to report. The Student's placement will automatically terminate if the Student terminates his/her enrollment in the Program or is no longer enrolled as a student at the College/University.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn; and
3. Furnish the coordinating College/University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the Program; and
4. Conform to all rules, regulations, and policies including health, safety, and work environment of the Facility, follow all instructions given by the Facility and always conduct myself in a safe manner; and
5. Consult with the College/University instructor/lab assistant about any difficulties arising at the Facility's training site; and
6. Be present at the Facility's training site on the dates and for the number of hours agreed upon; and
7. Not terminate his/her participation in the training experience at the Facility without first consulting with the College/University's instructor/lab assistant.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Facility;
- b. the Student is not covered by the College/University worker's compensation coverage; and
- c. the Student will not receive any money or compensation or benefits of any kind from the College/University in exchange for his/her participation in the training experience.

The Student also understands that the Facility does not promise or guarantee any future employment for the student.

The Student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the Facility.

Agreement Signatures:

Student's Signature: _____ Date: 9/30/21

Internship Site Supervisor: _____ Date: _____

Faculty Internship Coordinator: _____ Date: _____

Career Services Staff received from: _____ Date: _____

Bemidji State University, part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 1-800-475-2001 or 218-755-3883.

Resolution Kanabec County Community Health Board # – 10/5/2021
Agreement for Internship with Bemidji State University resolution

WHEREAS, Bemidji State University has an internship program and is in need of intern training sites, and

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

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

THEREFORE BE IT RESOLVED to approve the Community Health Administrator to sign an Agreement with Bemidji State University for Internship Training commencing October 1, 2021 through September 30, 2026.

Sheila
9/27/21 8:26AM

**** Kanabec County ****



Page 1

As of Date: 08/2021

TRIAL BALANCE REPORT

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

Sheila
9/27/21 8:26AM

TRIAL BALANCE REPORT
As of 08/2021

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	96,660.41	43,971.12-	496,947.58
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	96,660.41	303,487.02-	496,947.58
---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	320,283.24 -	1,626,308.92 -	1,626,308.92 -
2925 Expenditure Control	0.00	223,622.83	1,779,993.92	1,779,993.92
Total Fund Balance	650,109.41 -	96,660.41 -	153,685.00	496,424.41 -
Total Liabilities and Balance	800,434.60 -	96,660.41 -	303,487.02	496,947.58 -
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
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15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 08/2021

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 August 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	
outstanding payments/payments not yet posted												
Pilt-Housing Authority												Hep A grant
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	VSO
Exp	0		-16,854.00	0.00	0.00	0.00	-8,109.00	0.00	-8,745.00	0.00	0.00	CTC 5,707.07
Cares Act COVID-19 Grant												DFC
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	FAP
Exp	0		162.35	162.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LCTS
Local Public Health Infrastructure												LPHG 6,001.78
Rev	458,691.00	60.66%	278,230.26	9,463.33	38.95	27,790.92	120.80	22,209.08	195,041.49	19,705.85	3,859.84	MCH
Exp	376,178.00	66.66%	250,778.62	54,699.23	42,977.75	22,418.66	22,798.20	33,289.92	23,832.18	29,577.86	21,184.82	MIECHV
Prevent Infectious Disease												PHEP 12,505.12
Rev	21,050.00	117.09%	24,647.72	236.41	4,097.74	2,922.66	13,254.68	2,168.00	991.75	909.17	67.31	RPC 19,981.18
Exp	30,058.00	78.63%	23,634.36	5,356.16	3,092.93	2,559.26	2,884.18	4,122.97	1,593.79	1,417.08	2,607.99	SHIP 63,981.52
Environmental Health												TANF
Rev	25.00	140.00%	35.00	12.00	11.00	6.00	6.00	0.00	0.00	0.00	0.00	WIC 9,947.25
Exp	5,202.00	4.82%	250.55	0.00	0.00	15.90	37.36	0.00	31.80	141.29	24.20	Covid State
Healthy Communities-Adult Health												CMCOA
Rev	250,123.00	80.00%	200,104.27	12,642.85	9,964.08	54,566.81	9,864.35	1,666.57	29,270.15	9,971.95	72,157.51	MN Choice 3,125.00
Exp	252,252.00	54.65%	137,860.12	15,269.67	14,421.17	16,979.68	17,817.22	15,259.93	17,862.90	16,769.90	23,479.65	Admin asst 2,858.09
Healthy Communities-Health Improvement												mental hlth 8,673.06
Rev	524,408.00	58.53%	306,935.93	16,568.86	33,211.24	55,972.75	10,144.26	53,074.32	18,233.53	69,877.32	49,853.65	Suicide Prev 3,022.18
Exp	498,327.00	56.95%	283,819.53	30,808.36	25,192.40	27,516.77	29,567.33	30,551.62	65,814.23	34,539.09	39,829.73	Covid Federal
Healthy Communities-Family Health												Home care 34,747.55 estimate only see note below
Rev	928,933.00	44.02%	408,888.26	42,630.43	82,964.98	35,146.08	25,016.06	25,735.02	55,503.62	59,301.95	82,590.12	
Exp	771,717.00	37.63%	290,370.73	31,090.59	23,800.13	27,790.85	29,146.53	30,956.38	40,566.36	70,012.67	37,007.22	170,549.80
Emergency Preparedness												SCHA Connector - We get reimbursed twice a year. Not included above.
Rev	45,924.00	194.04%	89,112.77	0.00	0.00	0.00	407.40	45,033.78	0.00	14,855.03	28,816.56	
Exp	43,559.00	404.87%	176,356.55	12,127.62	32,393.86	27,303.84	26,694.62	32,141.43	20,671.35	15,040.05	9,983.78	
Assure Access-Case Management												
Rev	377,900.00	66.42%	250,998.29	24,513.16	41,412.51	27,032.54	30,120.08	31,839.86	23,193.85	29,142.30	43,743.99	Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by
Exp	370,972.00	66.80%	247,808.26	26,098.66	25,070.62	28,150.60	32,861.89	34,438.45	35,239.69	41,696.91	24,251.44	paysource. Also, VA may pay up to two years after the
Assure Access-Home Care												date of service.
Rev	544,000.00	57.44%	312,472.36	43,528.80	37,301.95	29,304.90	43,387.26	52,519.10	28,209.37	39,026.72	39,194.26	
Exp	802,789.00	64.92%	521,208.91	73,075.00	61,198.05	69,670.69	56,722.68	50,709.91	58,186.12	86,392.46	65,254.00	
Agency Totals												
Rev	3,151,054.00	59.39%	1,871,424.86	149,595.84	209,002.45	232,742.66	132,320.89	234,245.73	350,443.76	242,790.29	320,283.24	
Exp	3,151,054.00	60.79%	1,915,395.98	248,687.64	228,146.91	222,406.25	210,421.01	231,470.61	255,053.42	295,587.31	223,622.83	

amount has changed

Board Meeting 10/05/21

Abstract Totals for Commissioner Vouchers

Board Meeting 10/05/21	Amount	Vendors	Transactions
Abstract #1	41,309.18	36	77
Abstract #2			
Totals	41,309.18	36	77

Abstract Totals for Auditor Vouchers

Board Meeting 10/05/21	Amount	Vendors	Transactions
Abstract #1	1,932.56	1	6
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals	1,932.56	1	6

Sheila
9/30/21 10:35AM

**** 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
9/30/21 10:35AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
18	434 Ability Network Inc					
	15-484-487-8453-6211		217.04	Sept billing svc/eligibility	Services & Charges	N
17	15-484-493-8452-6211		181.38	Sept billing svc/eligibility	Services & Charges	N
16	15-484-496-8447-6211		259.18	Sept billing svc/eligibility	Services & Charges	N
	434 Ability Network Inc		657.60	3 Transactions		
	1293 Bayerle/Anna					
40	15-484-496-8448-6331		53.76	Aug/Sep HM mileage	Mileage & Meals	N
39	15-484-496-8449-6331		262.64	Aug/Sep HHA mileage	Mileage & Meals	N
	1293 Bayerle/Anna		316.40	2 Transactions		
	1308 Belsheim/Kirsten					
41	15-484-487-8450-6331		8.40	August TANF mileage	Mileage & Meals	N
42	15-484-487-8453-6331		44.24	August MIECHV mileage	Mileage & Meals	N
43	15-484-487-8457-6331		12.32	August MCH mileage	Mileage & Meals	N
	1308 Belsheim/Kirsten		64.96	3 Transactions		
	538 Berg/Ashley					
44	15-484-487-8453-6331		114.24	September MIECHV mileage	Mileage & Meals	N
	538 Berg/Ashley		114.24	1 Transactions		
	185 Bergstadt/Jennifer					
45	15-484-496-8449-6331		334.32	Aug/Sep HHA mileage	Mileage & Meals	N
	185 Bergstadt/Jennifer		334.32	1 Transactions		
	1396 Biever/Laurie					
46	15-484-496-8449-6331		276.08	Aug/Sep HHA mileage	Mileage & Meals	N
	1396 Biever/Laurie		276.08	1 Transactions		
	1275 Bromwich/Amanda					
47	15-484-496-8449-6331		161.28	Aug/Sep HHA mileage	Mileage & Meals	N
	1275 Bromwich/Amanda		161.28	1 Transactions		
	278 City Of Mora					
75	15-484-485-8468-6211		1,200.00	mini grant bottle fill stn	Services & Charges	N
	278 City Of Mora		1,200.00	1 Transactions		
	836 East Central School District					
12	15-484-485-8468-6211		380.17	minigrant recess activities	Services & Charges	N
23	15-484-485-8468-6211		1,500.00	minigrant water filling stn	Services & Charges	N

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
25	15-484-485-8468-6211		2,000.00	minigrant elem garden project		Services & Charges	N
26	15-484-485-8468-6211		2,000.00	minigrant h.s. garden project		Services & Charges	N
	836 East Central School District		5,880.17	4 Transactions			
	1388 Elfstrum/Brenda						
48	15-484-496-8449-6331		114.24	Aug/Sep HHA mileage		Mileage & Meals	N
	1388 Elfstrum/Brenda		114.24	1 Transactions			
	3646 Felland/Becky						
49	15-484-496-8447-6331		105.28	Aut/Sep home care mileage		Mileage & Meals	N
	3646 Felland/Becky		105.28	1 Transactions			
	3501 Fratzke/Michelle						
50	15-484-496-8447-6331		122.08	Aug/Sep home care mileage		Mileage & Meals	N
51	15-484-496-8447-6331		123.20	September home care mileage		Mileage & Meals	N
	3501 Fratzke/Michelle		245.28	2 Transactions			
	4184 Health Dimension Rehabilitation Inc						
4	15-484-496-8447-6211		9,061.46	August PT services		Services & Charges	N
	4184 Health Dimension Rehabilitation Inc		9,061.46	1 Transactions			
	324 Healthcare First						
1	15-484-496-8447-6211		104.74	September HHCAHPS fee	5229752	Services & Charges	N
	324 Healthcare First		104.74	1 Transactions			
	3095 Isanti County Public Health						
28	15-484-485-8468-6880		419.72	August hlthy eat/active living		Grant Admin- Pass thru	N
29	15-484-485-8468-6880		400.65	August tobacco strategy		Grant Admin- Pass thru	N
30	15-484-485-8468-6880		591.43	August well-being strategy		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		1,411.80	3 Transactions			
	653 Kanabec County Auditor						
2	15-484-487-8453-6331		29.92	August MIECHV co. vehicle use		Mileage & Meals	N
	653 Kanabec County Auditor		29.92	1 Transactions			
	667 Lighthouse Child & Family Services LLC						
19	15-484-487-8453-6211		33.60	session travel time 7/21/21		Services & Charges	Y
20	15-484-487-8453-6211		300.00	MIECHV sessions 8/18/21		Services & Charges	Y
21	15-484-487-8453-6211		33.60	session travel time 8/18/21		Services & Charges	Y
22	15-484-487-8453-6211		300.00	MIECHV sessions 7/21/21		Services & Charges	Y

Sheila
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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	
667	Lighthouse Child & Family Services LLC		667.20	4 Transactions			
27	377 Marco Inc						
	15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt	30160654	Rental & Service Contracts Copier	N
	377 Marco Inc		787.11	1 Transactions			
6	1143 McKesson Medical-Surgical Govt Solution						
	15-484-481-8481-6432		9.92	PHNC supplies	1809009	Medical Supplies	N
11	15-484-487-8456-6432		1,103.42	WIC supplies	18463406	Medical Supplies	N
5	15-484-496-8447-6432		209.00	home care supplies	18509009	Medical Supplies	N
33	15-484-487-8451-6432		423.05	HP supplies	18523671	Medical Supplies	N
74	15-484-496-8447-6432		393.34	home care supplies	18540167	Medical Supplies	Y
32	15-484-481-8481-6432		48.64	PHNC supplies	18556283	Medical Supplies	N
34	15-484-469-8440-6432		5.80	DP&C supplies	18556302	Medical Supplies	N
31	15-484-496-8447-6432		162.67	home care supplies	18571009	Medical Supplies	N
71	15-484-481-8481-6432		28.80	PHNC supplies	18589405	Medical Supplies	N
72	15-484-490-8489-6411		431.40	COVID-19 supplies	18589405	Progam Supplies	N
	1143 McKesson Medical-Surgical Govt Solution		2,816.04	10 Transactions			
13	198 Mille Lacs Co. Community & Veterans Ser						
	15-484-485-8468-6880		416.37	August hlthy eat/active living		Grant Admin- Pass thru	N
14	15-484-485-8468-6880		2,222.42	August tobacco strategy		Grant Admin- Pass thru	N
15	15-484-485-8468-6880		740.29	August well being strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		3,379.08	3 Transactions			
52	1354 Miner/Brian						
	15-484-485-8480-6331		194.88	July/Aug RPC mileage		Mileage & Meals	N
	1354 Miner/Brian		194.88	1 Transactions			
3	4134 Mora Area Chamber Of Commerce						
	15-484-450-0000-6245		150.00	annual membership	2021-105	Registration & Membership Dues	N
	4134 Mora Area Chamber Of Commerce		150.00	1 Transactions			
53	1311 Nelson/Erika						
	15-484-493-8452-6331		11.76	July CM mileage		Mileage & Meals	N
54	15-484-493-8452-6331		2.24	June CM mileage		Mileage & Meals	N
76	15-484-493-8452-6331		20.72	September CM mileage		Mileage & Meals	N
77	15-484-493-8452-6331		10.08	August CM mileage		Mileage & Meals	N
	1311 Nelson/Erika		44.80	4 Transactions			

Sheila
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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	
55	927 Neumen/Cami						
	15-484-496-8447-6331		223.44	Sept home care mileage		Mileage & Meals	N
	927 Neumen/Cami		223.44	1 Transactions			
56	52 Olson/Autumn						
	15-484-487-8450-6331		5.04	Sept TANF mileage		Mileage & Meals	N
60	15-484-487-8450-6331		3.36	August TANF mileage		Mileage & Meals	N
57	15-484-487-8451-6331		22.96	Aug/Sep HP mileage		Mileage & Meals	N
61	15-484-487-8451-6331		21.28	August HP mileage		Mileage & Meals	N
58	15-484-487-8453-6331		34.16	Aug/Sep MIECHV mileage		Mileage & Meals	N
62	15-484-487-8453-6331		53.76	August MIECHV mileage		Mileage & Meals	N
59	15-484-487-8457-6331		8.96	Sept MCH mileage		Mileage & Meals	N
63	15-484-487-8457-6331		25.20	August MCH mileage		Mileage & Meals	N
	52 Olson/Autumn		174.72	8 Transactions			
24	1307 Pine City Community Garden						
	15-484-485-8468-6211		1,369.50	minigrant Access for All		Services & Charges	N
	1307 Pine City Community Garden		1,369.50	1 Transactions			
8	632 Pine County Health & Human Services						
	15-484-485-8468-6880		1,046.00	August hlthy eat/active living		Grant Admin- Pass thru	N
9	15-484-485-8468-6880		2,913.12	August tobacco strategy		Grant Admin- Pass thru	N
10	15-484-485-8468-6880		1,116.01	August well-being strategy		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		5,075.13	3 Transactions			
73	1254 Recovering Hope Treatment Center, Inc.						
	15-484-485-8468-6211		1,799.99	minigrant garden shed		Services & Charges	N
	1254 Recovering Hope Treatment Center, Inc.		1,799.99	1 Transactions			
64	1030 Ringler/Jennie						
	15-484-496-8449-6331		105.84	Aug/Sep HHA mileage		Mileage & Meals	N
	1030 Ringler/Jennie		105.84	1 Transactions			
7	641 Ruttger's Bay Lake Lodge						
	15-484-485-8480-6331		830.00	cancellation fee RPC PCN trng	MNDHS	Mileage & Meals	N
	641 Ruttger's Bay Lake Lodge		830.00	1 Transactions			
65	16326 Sarkisyan/Amber						
	15-484-496-8449-6331		148.96	Aug/Sep HHA mileage		Mileage & Meals	N

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
16326	Sarkisyan/Amber		148.96	1 Transactions		
37	494 SHI International Corp		717.50	B14039111	Supplies	N
36	15-484-450-0000-6411		717.50	B14039111	Supplies	N
35	15-484-481-8482-6411		717.50	B14039111	Supplies	N
38	15-484-487-8453-6411		717.50	B14039111	Supplies	N
	15-484-490-8489-6411		717.50	B14039111	Progam Supplies	N
	494 SHI International Corp		2,870.00	4 Transactions		
66	1083 Swanson/Lori		61.60	Sept SHIP all strategy mileage	Mileage & Meals	N
	15-484-485-8468-6331		61.60	1 Transactions		
67	167 Telander/Sarah		67.20	3rd qtr admin mileage	Mileage & Meals	N
	15-484-450-0000-6331		67.20	1 Transactions		
68	1268 Tomczak/Kristi		201.04	Aug/Sep HHA mileage	Mileage & Meals	N
	15-484-496-8449-6331		201.04	1 Transactions		
69	452 Zaiser/Kelly		251.44	May-Sep MIECHV mileage	Mileage & Meals	N
70	15-484-487-8453-6331		13.44	May-Sep MCH mileage	Mileage & Meals	N
	15-484-487-8457-6331		264.88	2 Transactions		
	452 Zaiser/Kelly					
15 Fund Total:			41,309.18	Community Health Fund	36 Vendors	77 Transactions
Final Total:			41,309.18	36 Vendors	77 Transactions	

Sheila
9/30/21 10:35AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	41,309.18	Community Health Fund	
	All Funds	41,309.18	Total	Approved by,
			
			

9:35am Appointment

October 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: Request for Approval of Broadband Feasibility Study Consulting Service Agreement with HR Green	b. Origination: EDA
c. Estimated time: 5 minutes	d. Presenter: Heidi Steinmetz

e. Board action requested:

EDA staff requests that the County Board approve Resolution #_____-10-5-21 authorizing the attached "Consulting Services Agreement" dated September 22, 2021 (HR Project Number 211036) to conduct a Broadband Feasibility Study for Kanabec County.

f. Background:

On September 7, 2021, the County Board accepted a proposal from HR Green to conduct a broadband feasibility study for Kanabec County. Since then, HR Green submitted a thirteen-page consulting services agreement for the County Board's consideration. County Attorney, Barb McFadden, reviewed the agreement and suggested changes to section 8.24 of the agreement regarding liability. The consultant agreed to changes.

Attached are documents related to the action requested of the County Board:

- 1) Resolution #_____-10-5-21 Authorizing a Consulting Services Agreement with HR Green Fiber and Broadband, LLC
- 2) Consulting Services Agreement with HR Green Fiber and Broadband, LLC

Supporting Documents: Yes **Attached:** ☒

Date Received in County Coordinator's Office:

Coordinators Comments:

Resolution # _____-10/5/21

WHEREAS the Kanabec County Economic Development Authority (EDA) and Board of Commissioners initiated the process to conduct a broadband feasibility study for Kanabec County; and

WHEREAS a Request for Proposals (RFP) was advertised in the Kanabec County Times on July 22, 2021, on the County's website and emailed to Blandin Foundation's list of twenty broadband feasibility consultants; and

WHEREAS five firms responded to the RFP and were vetted by the EDA Director and five members of the EDA's broadband committee; and

WHEREAS the firm HR Green is recommended to conduct the broadband feasibility study as described in the RFP and subsequent consulting services agreement;

THEREFORE BE IT RESOLVED that the consulting services agreement with HR Green Fiber and Broadband, LLC, is hereby approved; and the Board Chair is authorized to sign the agreement on behalf of Kanabec County.



CONSULTING SERVICES AGREEMENT

For

Kanabec County, MN Broadband Feasibility Study

Heidi Steinmetz
Kanabec County, MN
18 North Vine Street, #101
Mora, MN 55051
320-209-5031
Client Project Number: TBD

Ken Demlow, Senior Project Manager
HR Green Fiber and Broadband, LLC
2550 University Ave. W., Suite 400N
St. Paul, MN 55114
HR Green Project Number: 211036

9/22/2021

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THIS **AGREEMENT** is between Kanabec County, MN (hereafter "CLIENT") and HR GREEN FIBER AND BROADBAND, LLC (hereafter "COMPANY").

1.0 Project Understanding

1.1 General Understanding

CLIENT desires to conduct a study that will provide the information and next steps necessary to determine the path for all residents and businesses to have access to efficient and affordable high-speed internet. CLIENT has identified the following factors as part of the current scope: A well-managed and interactive process; the need to understand the current broadband circumstances (infrastructure, needs and services offered); a clear understanding of the technologies, architecture and options that are available and best-suited for the County; actionable segment options and costs to be prioritized and phased (if necessary); analysis of partnership opportunities (with the different forms a partnership could take); sources of funding (grants and other funding options); legal and risk considerations; high-level pro-formas of two project scenarios, that will define the executable path that will either quickly or over time lead to 1 Gbps availability for each home, business and anchor institution in the County.

1.2 Design Criteria/Assumptions

Design of options to improve broadband will be high-level design with industry-level costing. Field survey and detail design could be part of subsequent projects if necessary and as part of additional scope.

2.0 Scope of Services

The CLIENT agrees to retain COMPANY to perform the following services:

VISION PHASE

Task 0: One (1) Kickoff Meeting

Task 1: Current Assessment & Market Demand

1.1 Review of Competitive Environment (Infrastructure Analysis)

- Compile FCC 477 data
- Compile provider information data available via public and open source data
- Document available public broadband infrastructure

1.2 Implement a GIS Based Mapping Tool

- Bring all address, broadband, utility and roadway related information provided by County and Cities into GIS, and establish GIS instance for future phase work.

1.3 Market Assessment (Review County Accelerate Data)

- Review, analyze and bring into GIS (when applicable), Accelerate results (particularly survey with latitude and longitude data)

1.4 Public & Stakeholder Engagement (Review Survey & Meetings)

- Review Accelerate stakeholder meeting notes
- Provide up to two (2) public meetings (informational, educational, to provide results, etc.)

Task 2: Gap Analysis

- Review survey results as compared to provider coverage
- Incorporate any public sector or stakeholder needs
- Identify areas that are unserved and underserved by current broadband services.

Task 3: Develop the Vision

- One (1) work session with steering committee and community leaders to define a vision based off of the data from Tasks 1 and 2

PLANNING PHASE

Task 1: Create a Technology Plan

- Provide a report of technology options to achieve the connectivity goal of 1 Gbps available to every citizen and business.

Task 2: Network Design and Cost Estimate

- For the technology option that is most applicable to the connectivity goal for each segment of the County, a high-level design with a high-level cost will be developed

Task 3: Engage with Potential Partners

- Three meetings will be conducted with providers in the Kanabec County area to develop relationships, inform them what is being done, seek their feedback and gauge their interest in participating in options to improve broadband in the County

Task 4: Financing & Legal Consideration

- Evaluate grants and issues to consider regarding potential partnerships. HR Green does not provide legal advice, but can provide insight on partnership considerations

3.0 Deliverables and Schedules Included in this Agreement

VISION PHASE

Task 0: One (1) Kickoff Meeting

Task 1: Current Assessment & Market Demand

1.5 Review of Competitive Environment (Infrastructure Analysis)

- Deliverables
 - Report of FCC 477 data
 - GIS map of current infrastructure (as available)
- Schedule – Three weeks after data received

1.6 Implement a GIS Based Mapping Tool

- Deliverable
 - GIS map of addresses, utilities and current broadband related infrastructure
- Schedule – Three weeks after data received

1.7 Market Assessment (Review County Accelerate Data)

- Deliverables
 - Accelerate results added to GIS
 - Report of key results from Accelerate data
- Schedule – Two weeks after data received

1.8 Public & Stakeholder Engagement (Review Survey & Meetings)

- Deliverables
 - Summary report of key results from Accelerate data (including follow up questions, if needed)
 - Up to two (2) public meetings (informational, educational, to provide results, etc.)
- Schedule – As needed in the project (most likely one early in the project and one late in the project)

Task 2: Gap Analysis

- Deliverable
 - Report of findings of broadband access strengths and weaknesses in the
- Schedule – One month after Vision Phase Task 1 completed

Task 3: Develop the Vision

- Deliverable

- One (1) work session with steering committee and community leaders
 - Schedule – When Vision Task 2 is completed
- PLANNING PHASE**
- Task 1: Create a Technology Plan**
- Deliverable
 - Report of technology options
 - Schedule – Two weeks after Vision Task 3
- Task 2: Network Design and Cost Estimate**
- Deliverables
 - GIS based high-level design of most likely option
 - High-level cost of most likely option design
 - Schedule – Three weeks after Technology Plan approved
- Task 3: Engage with Potential Partners**
- Deliverables
 - Three meetings with providers
 - Report of findings from the three meetings
 - Schedule – As needed in the project (most likely in the early, middle and late stages of the project)
- Task 4: Financing & Legal Consideration**
- Deliverables
 - Grant matrix
 - Report of issues to consider with potential partnerships (this will not be a legal opinion)
 - Schedule – Timing will align with the delivery of the Network Design

This schedule was prepared to include reasonable allowances for review and approval times required by the CLIENT and public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in the scope of the project requested by the CLIENT or for delays or other causes beyond the control of COMPANY.

4.0 Items not included in Agreement/Supplemental Services

The following items are not included as part of this agreement:

Detail design
 Field survey or verification
 RFP or bid-level costing
 Attorney based legal opinions
 Negotiation or contract development with provider partners
 Performing a survey (the Accelerate survey results will be used)
 Drawing GIS current infrastructure data (COMPANY will import data)

Supplemental services not included in the agreement can be provided by COMPANY under separate agreement, if desired.

5.0 Services by Others

None anticipated (COMPANY plans to self-perform)

6.0 CLIENT Responsibilities

Provide GIS for County and cities that includes addresses, roads, utilities, etc.
Review deliverables in a timely manner
Provide Accelerate results (survey, meetings, etc.)
Coordinate locations of meetings

7.0 Consulting Services Fee

7.1 Fees

The fee for services will be based on the lump sum cost identified in section 7.6. Non-salary expenses directly attributable to the project such as: (1) living and traveling expenses of employees when away from the home office on business connected with the project; and (ii) outside services will be charged in accordance with the rates current at the time the service is done.

7.2 Invoices

Invoices for COMPANY's services shall be submitted on a monthly basis based on incurred labor charges against each task lump sum budget. Invoices shall be due and payable upon receipt. If any invoice is not paid within 30 days, COMPANY may, without waiving any claim or right against the CLIENT and without liability whatsoever to the CLIENT, suspend or terminate the performance of services. The retainer shall be credited on the final invoice. Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event that any portion of an account remains unpaid 60 days after the billing, COMPANY may institute collection action and the CLIENT shall pay all costs of collection, including reasonable attorneys' fees.

7.3 Extra Services

Any service required but not included as part of this AGREEMENT shall be considered extra services. Extra services will be billed on a Time and Material basis with prior approval of the CLIENT at the COMPANY's then-current rates.

7.4 Exclusion

This fee does not include attendance at any meetings or public hearings other than those specifically listed in the Scope of Services. These service items are considered extra and are billed separately on an hourly basis.

7.5 Retainer

No retainer

7.6 Payment

The CLIENT agrees to pay COMPANY on the following basis:

Lump sum in the amount of fifty thousand and forty dollars (\$50,040.00), plus reasonable expenses incurred in the delivery of the project.

	PROJECT MANAGEMENT	3,960.00
Visioning		
0	Kickoff Meeting	1,990.00
1	Current Assessment & Market Demand	
1.1	Review of Competitive Environment (Infrastructure Analysis)	3,190.00
1.2	Implement a GIS Based Mapping Tool	3,050.00
1.3	Market Assessment (Review County Accelerate Data)	2,570.00
1.4	Public & Stakeholder Engagement (Review Survey & Meetings)	3,850.00
2	Gap Analysis	3,850.00
3	Develop the Vision	3,490.00
Planning		
1	Create a Technology Plan	4,280.00
2	Network Design and Cost Estimate	8,500.00
3	Engage With Potential Partners	5,530.00
4	Financing & Legal Considerations	5,780.00
		50,040.00

8.0 Terms and Conditions

The following Terms and Conditions are incorporated into this AGREEMENT and made a part of it.

8.1 Standard of Care

Services provided by COMPANY under this AGREEMENT will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality.

8.2 Entire Agreement

This AGREEMENT and its attachments constitute the entire understanding between CLIENT and COMPANY relating to COMPANY's services. Any prior or contemporaneous agreements, promises, negotiations, or representations not expressly set forth herein are of no effect. Subsequent modifications or amendments to this AGREEMENT shall be in writing and signed by the parties to this AGREEMENT. If the CLIENT, its officers, agents, or employees request COMPANY to perform extra services pursuant to this AGREEMENT, CLIENT will pay for the additional services even though an additional written agreement is not issued or signed.

8.3 Time Limit and Commencement of Services

This AGREEMENT must be executed within ninety (90) days to be accepted under the terms set forth herein. The services will be commenced immediately upon receipt of this signed AGREEMENT.

8.4 Suspension of Services

If the project or the COMPANY'S services are suspended by the CLIENT for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this AGREEMENT, the COMPANY shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the CLIENT shall compensate the COMPANY for expenses incurred as a result of the suspension and resumption of its services, and the COMPANY'S schedule and fees for the remainder of the project shall be equitably adjusted.

If the COMPANY'S services are suspended for more than ninety (90) days, consecutive or in the aggregate, the COMPANY may terminate this AGREEMENT upon giving not less than five (5) calendar days' written notice to the CLIENT.

If the CLIENT is in breach of this AGREEMENT, the COMPANY may suspend performance of services upon five (5) calendar days' notice to the CLIENT. The COMPANY shall have no liability to the CLIENT, and the CLIENT agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this AGREEMENT by the CLIENT. Upon receipt of payment in full of all outstanding sums due from the CLIENT, or curing of such other breach which caused the COMPANY to suspend services, the COMPANY shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

8.5 Books and Accounts

COMPANY will maintain books and accounts of payroll costs, travel, subsistence, field, and incidental expenses for a period of five (5) years. Said books and accounts will be available at all reasonable times for examination by CLIENT at the corporate office of COMPANY during that time.

8.6 Insurance

COMPANY will maintain insurance for claims under the Worker's Compensation Laws, and from General Liability and Automobile claims for bodily injury, death, or property damage, and Professional Liability insurance caused by the negligent performance by COMPANY's employees of the functions and services required under this AGREEMENT.

8.7 Termination or Abandonment

Either party has the option to terminate this AGREEMENT. In the event of termination of this AGREEMENT by either party, the CLIENT shall within fifteen (15) calendar days of termination pay the COMPANY for all services rendered and all reimbursable costs incurred by the COMPANY up to the date of termination, in accordance with the payment provisions of this AGREEMENT.

The CLIENT may terminate this AGREEMENT for the CLIENT's convenience and without cause upon giving the COMPANY not less than fifteen (15) calendar days written notice.

Either party may terminate this AGREEMENT for cause upon giving the other party not less than seven (7) calendar days written notice for any of the following reasons:

- i. Substantial failure by the other party to perform in accordance with the terms of this AGREEMENT and through no fault of the terminating party;
- ii. Assignment of this AGREEMENT or transfer of the project by either party to any other entity without the prior written consent of the other party;
- iii. Suspension of the project of the COMPANY's services by the CLIENT for more than ninety (90) calendar days, consecutive or in the aggregate;
- iv. Material changes in the conditions under which this AGREEMENT was entered into, the Scope of Services and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of the COMPANY in addition to payment for services rendered and reimbursable costs incurred, the CLIENT shall pay the COMPANY for all expenses reasonably incurred by the COMPANY in connection with the orderly termination of this AGREEMENT, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

8.8 Waiver

COMPANY's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.

8.9 Severability

If any provision of this AGREEMENT is declared invalid, illegal, or incapable of being enforced by any Court of competent jurisdiction, all of the remaining provisions of this AGREEMENT shall nevertheless continue in full force and effect, and no provision shall be deemed dependent upon any other provision unless so expressed herein.

8.10 Successors and Assigns

All of the terms, conditions, and provisions hereof shall inure to the benefit of and are binding upon the parties hereto and their respective successors and assigns, provided however, that no assignment of this AGREEMENT shall be made without written consent of the parties to this AGREEMENT.

8.11 Third-Party Beneficiaries

Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the COMPANY. The COMPANY's services under this AGREEMENT are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against the COMPANY because of this AGREEMENT or the performance or nonperformance of services hereunder. The CLIENT and COMPANY agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors and other entities involved in this project to carry out the intent of this provision.

8.12 Governing Law and Jurisdiction

The CLIENT and the COMPANY agree that this AGREEMENT and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Iowa without regard to any conflict of law provisions, which may apply the laws of other jurisdictions.

It is further agreed that any legal action between the CLIENT and the COMPANY arising out of this AGREEMENT or the performance of the services shall be brought in a court of competent jurisdiction in the State of Iowa.

8.13 Dispute Resolution

Mediation. In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the CLIENT and COMPANY agree that all disputes between them arising out of or relating to this AGREEMENT shall be submitted to non-binding mediation unless the parties mutually agree otherwise. The CLIENT and COMPANY further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, sub-consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

8.14 Attorney's Fees

If litigation arises for purposes of collecting fees or expenses due under this AGREEMENT, the Court in such litigation shall award reasonable costs and expenses, including attorney fees, to the party justly entitled thereto. In awarding attorney fees, the Court shall not be bound by any Court fee schedule, but shall, in the interest of justice, award the full amount of costs, expenses, and attorney fees paid or incurred in good faith.

8.15 Ownership of Instruments of Service, Deliverables and Prior Works

All reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates and other documents including all documents on electronic media prepared by COMPANY as instruments of service shall remain the property of COMPANY (collectively "Instruments of Service"). All prior works developed by COMPANY ("Prior Works") including but not limited to, data, specifications, drawings, records, reports, proposals, spreadsheets and/or related documentation, research, or other information used to perform services shall also remain the sole property of COMPANY and be deemed Proprietary Information (as hereafter defined). COMPANY shall retain these records for a period of five (5) years following completion/submission of the records, during which period they will be made available to the CLIENT at all reasonable times.

During the term of this AGREEMENT, CLIENT may receive confidential and proprietary information ("Proprietary Information") belonging to the COMPANY. Proprietary Information may include but is not limited to plans, strategies, ideas, concepts, processes, techniques, spreadsheets, the concepts contained in such programs, documentation, test results, third party financial information and business or technical plans. Such Proprietary Information will be considered "Trade Secrets" under state law applicable by this AGREEMENT unless such information (1) is in the public domain through no act or omission of the receiving party; (2) was in the receiving party's lawful possession without limitation on disclosure; (3) is hereafter disclosed lawfully to the receiving party without limitation on disclosure; or (4) if independently developed by the receiving party shall not constitute Proprietary Information.

- 8.15.1 CLIENT agrees to hold such Proprietary information in strict confidence and shall not make such Proprietary Information available to any third party, except to the extent such information is required to be available to the public under any public entity open records laws applicable to CLIENT.

8.16 Reuse of Documents

All project documents including, but not limited to, plans and specifications furnished by COMPANY under this project are intended for use on this project only. Any reuse, without specific written verification or adoption by COMPANY, shall be at the CLIENT's sole risk, and CLIENT shall defend, indemnify and hold harmless COMPANY from all claims, damages and expenses including attorneys' fees arising out of or resulting therefrom.

Under no circumstances shall delivery of electronic files for use by the CLIENT be deemed a sale by the COMPANY, and the COMPANY makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the COMPANY be liable for indirect or consequential damages as a result of the CLIENT's use or reuse of the electronic files.

8.17 Failure to Abide by Design Documents or to Obtain Guidance

The CLIENT agrees that it would be unfair to hold COMPANY liable for problems that might occur should COMPANY'S plans, specifications or design intents not be followed, or for problems resulting from others' failure to obtain and/or follow COMPANY'S guidance with respect to any errors, omissions, inconsistencies, ambiguities or conflicts which are detected or alleged to exist in or as a consequence of implementing COMPANY'S plans, specifications or other Instruments of Service. Accordingly, the CLIENT waives any claim against COMPANY, and agrees to defend, indemnify and hold COMPANY harmless from any claim for injury or losses that results from failure to follow COMPANY'S plans, specifications or design intent, or for failure to obtain and/or follow COMPANY'S guidance with respect to any alleged errors, omissions,

inconsistencies, ambiguities or conflicts contained within or arising as a result of implementing COMPANY'S plans, specifications or other Instruments of Services. The CLIENT also agrees to compensate COMPANY for any time spent and expenses incurred remedying CLIENT's failures according to COMPANY'S prevailing fee schedule and expense reimbursement policy.

8.18 Opinions of Feasibility and Probable Revenue and Expense

As part of the Deliverables, COMPANY may submit to the CLIENT an opinion or estimate of project feasibility, revenues and cost. COMPANY is not a construction cost estimator or construction contractor, nor should COMPANY'S rendering an opinion of probable feasibility, potential revenue or costs be considered equivalent to the nature and extent of service a construction cost estimator or construction contractor would provide. This requires COMPANY to make a number of assumptions as to actual conditions that will be encountered on site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; the cost and extent of labor, equipment and materials the contractor will employ; contractor's techniques in determining prices and market conditions at the time, and other factors over which COMPANY has no control. Given the assumptions which must be made, COMPANY cannot guarantee the accuracy of its opinions of project feasibility, cost, and in recognition of that fact, the CLIENT waives any claim against COMPANY relative to the accuracy of COMPANY'S opinion economic feasibility of a project, of probable construction cost or potential revenue from the project.

8.19 Design Information in Electronic Form

Because electronic file information can be easily altered, corrupted, or modified by other parties, either intentionally or inadvertently, without notice or indication, COMPANY reserves the right to remove itself from its ownership and/or involvement in the material from each electronic medium not held in its possession. CLIENT shall retain copies of the work performed by COMPANY in electronic form only for information and use by CLIENT for the specific purpose for which COMPANY was engaged. Said material shall not be used by CLIENT or transferred to any other party, for use in other projects, additions to this project, or any other purpose for which the material was not strictly intended by COMPANY without COMPANY's express written permission. Any unauthorized use or reuse or modifications of this material shall be at CLIENT'S sole risk. Furthermore, the CLIENT agrees to defend, indemnify, and hold COMPANY harmless from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the modification or reuse of these materials.

The CLIENT recognizes that designs, plans, and data stored on electronic media including, but not limited to computer disk, magnetic tape, or files transferred via email, may be subject to undetectable alteration and/or uncontrollable deterioration. The CLIENT, therefore, agrees that COMPANY shall not be liable for the completeness or accuracy of any materials provided on electronic media after a 30-day inspection period, during which time COMPANY shall correct any errors detected by the CLIENT to complete the design in accordance with the intent of the contract and specifications. After 40 days, at the request of the CLIENT, COMPANY shall submit a final set of sealed drawings, and any additional services to be performed by COMPANY relative to the submitted electronic materials shall be subject to separate agreement. The CLIENT is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the COMPANY and electronic files, the signed or sealed hard-copy construction documents shall govern.

8.20 Information Provided by Others

The CLIENT shall furnish, at the CLIENT's expense, all information, requirements, reports, data, surveys and instructions required by this AGREEMENT. The COMPANY may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The COMPANY shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the CLIENT and/or the CLIENT's consultants and contractors.

COMPANY is not responsible for accuracy of any plans, surveys or information of any type including electronic media prepared by any other consultants, etc. provided to COMPANY for use in preparation of plans. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the COMPANY from any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising out of or connected in any way with the services performed by other consultants engaged by the CLIENT.

COMPANY is not responsible for accuracy of topographic surveys provided by others. A field check of a topographic survey provided by others will not be done under this AGREEMENT unless indicated in the Scope of Services.

8.21 Force Majeure

The CLIENT agrees that the COMPANY is not responsible for damages arising directly or indirectly from any delays for causes beyond the COMPANY's control. CLIENT agrees to defend, indemnify, and hold COMPANY, its consultants, agents, and employees harmless from any and all liability, other than that caused by the negligent acts, errors, or omissions of COMPANY, arising out of or resulting from the same. For purposes of this AGREEMENT, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war or other emergencies; disease epidemic or pandemic; failure of any government agency to act in timely manner; failure of performance by the CLIENT or the CLIENT'S contractors or consultants; or discovery of any hazardous substances or differing site conditions. Severe weather disruptions include but are not limited to extensive rain, high winds, snow greater

than two (2) inches and ice. In addition, if the delays resulting from any such causes increase the cost or time required by the COMPANY to perform its services in an orderly and efficient manner, the COMPANY shall be entitled to a reasonable adjustment in schedule and compensation.

8.22 Job Site Visits and Safety

Neither the professional activities of COMPANY, nor the presence of COMPANY'S employees and sub-consultants at a construction site, shall relieve the general contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. COMPANY and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The CLIENT agrees that the general contractor is solely responsible for job site safety and warrants that this intent shall be made evident in the CLIENT's agreement with the general contractor. The CLIENT also agrees that the CLIENT, COMPANY and COMPANY'S consultants shall be indemnified and shall be made additional insureds on the general contractor's and all subcontractor's general liability policies on a primary and non-contributory basis.

8.23 Certificate of Merit

The CLIENT shall make no claim for professional negligence, either directly or in a third party claim, against COMPANY unless the CLIENT has first provided COMPANY with a written certification executed by an independent design professional currently practicing in the same discipline as COMPANY and licensed in the State in which the claim arises. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of a design professional performing services under similar circumstances; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to COMPANY not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any judicial proceeding.

8.24 Limitation of Liability

Each party agrees to be responsible for, and to hold the other party harmless from, 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 State's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law. The total aggregate liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and sub-consultants shall not exceed \$50,000.00, or the COMPANY'S total fee for services rendered on this project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

8.26 Soliciting Employment

Neither party to this AGREEMENT will solicit an employee of the other nor hire or make an offer of employment to an employee of the other that is working on this PROJECT, without prior written consent of the other party, during the time this AGREEMENT is in effect.

8.27 Intellectual Property Ownership of Tendered Materials

COMPANY retains title and full intellectual property ownership of all tendered documents and materials, including without limitation, analysis methods and equations, calculations, print layouts, layer operational definitions, drawings, models, plans, set of tools, etc. All such documents and materials are considered confidential and CLIENT shall not copy such documentation or materials or disclose them to third parties without COMPANY'S prior written consent. CLIENT shall sign COMPANY'S GEOSPATIAL NONDISCLOSURE AGREEMENT and take reasonable precautions to prevent unauthorized access and use of the software and documentation by third parties. To the extent permitted by the COMPANY Geospatial Nondisclosure Agreement and relevant law, CLIENT shall not, nor allow any third party to copy, decompile, disassemble or otherwise reverse engineer the COMPANY'S analysis, reports, maps, or other products, or attempt to do so.

8.28 Municipal Advisor

The COMPANY is not a municipal advisor registered with the Security and Exchange Commission (SEC) as defined in the Dodd-Frank Wall Street Reform and Consumer Protection Act. When the CLIENT is a municipal entity as defined by said act, and the CLIENT requires project financing information for the services performed under this AGREEMENT, the CLIENT will provide the COMPANY with a letter detailing who their independent registered municipal advisor is and that the CLIENT will rely on the advice of such advisor. A sample letter can be provided to the CLIENT upon request.

This AGREEMENT is approved and accepted by the CLIENT and COMPANY upon both parties signing and dating the AGREEMENT. Services will not begin until COMPANY receives a signed agreement.

COMPANY's services shall be limited to those expressly set forth in this AGREEMENT and COMPANY shall have no other obligations or responsibilities for the project except as agreed to in writing. The effective date of the AGREEMENT shall be the last date entered below.

Sincerely,

HR GREEN FIBER AND
BROADBAND, LLC

Ken Demlow

Approved by: _____

Printed/Typed Name: Edward K. Barrett

Title: Practice Leader Date: 9/22/21

KANABEC COUNTY, MINNESOTA

Accepted by: _____

Printed/Typed Name: _____

Title: _____ Date: _____

[File Tag-PSA ver. 040510]

9:45am Appointment

October 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: Request for Approval of Capital Expenditure for Hardware Replacement	b. Origination: Information Systems
c. Estimated time: 10 minutes	d. Presenter(s): Lisa Blowers

e. Board action requested:

Resolution #__ – 10/05/21

WHEREAS the current Battery Backup system is due for replacement, and

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

SHI - \$14,250.00

GRAYBAR - \$14,527.90

BE IT RESOLVED to accept the low quote of \$14,250.00 submitted by SHI, and

BE IT FUTHER RESOVED to pay for this equipment with \$10,000 of Information Systems budgeted funds and the remaining \$4,250.00 from Information Systems capital equipment fund.

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Pricing Proposal
Quotation #: 20936481
Created On: 8/30/2021
Valid Until: 9/29/2021

County of Kanabec

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

Senior Inside Account Executive

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 APS Vertiv - Part#: Q03117873-01 Note: 2-3 Week ETA	1	\$11,400.00	\$11,400.00
2 Vertiv VR Complete - Rack - black, RAL 7021 - 42U - 19" Vertiv - Part#: VR3100 Note: In-Stock	1	\$750.00	\$750.00
3 Liebert Start-Up Plus - Installation / configuration - on-site - 24x7 Vertiv - Part#: SUPAPSXX24 Note: Services	1	\$1,200.00	\$1,200.00
4 Liebert - UPS mounting kit - rack mountable Vertiv - Part#: APSRACKKIT Note: 2-3 Week ETA	1	\$400.00	\$400.00
5 Liebert PD2-107 - Power distribution unit - input: hardwire 4-wire (2PH+N+G) - output connectors: 8 - for P/N: GXT5-10KHVRT5UXLN, GXT5-10KMVRT6UXLN, GXT5-8000HVRT5UXLN, GXT5-8000MVRT6UXLN Vertiv - Part#: PD2-107 Note: 2-3 Week ETA	1	\$300.00	\$300.00
Subtotal			\$14,050.00
Shipping			\$200.00
Total			\$14,250.00



7601 SETZLER PARKWAY NORTH
BROOKLYN PARK MN 55445-1883
Phone: 763-898-5600
Fax: 763-898-5650

To: KANABEC CO
ATTN: Lisa Blowers
7600 SETZLER PARKWAY N
BROOKLYN PARK MN 55445
Attn: Lisa Blowers
Phone:
Fax:
Email: MAX.BAUMGARTNER@GRAYBAR.COM

Date: 09/24/2021
Proj Name: RFQ 9/24
GB Quote #: 0238968821
Release Nbr:
Purchase Order Nbr: RFQ 9/24
Additional Ref#
Valid From: 09/24/2021
Valid To: 10/24/2021
Contact: MAX BAUMGARTNER
Email: max.baumgartner@graybar.com

Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Item	Item/Type	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
100		1 EA	LIEBERT CANADA	AS5B0NCVGNNX 873		\$13,086.70	1	\$13,086.70
Item Note: Liebert 10 kVA/9.0 kW APS UPS								
# On-line double conversion design with a true sine wave output # N+x parallel redundancy to provide a fault tolerant network of power protection for continuous systems availability # Quoted model is configured Non-redundant # Two (2) Power Modules # Two (2) Strings (Four (4) Modules) of batteries providing Five (5) minutes of backup runtime # Input and output noise suppression # Main input, output, and internal maintenance breaker # Input power factor 0.99 # 6 hour battery recharge time to 90% capacity # Fault tolerant microprocessor-based control and monitoring # Low voltage distortion output inverter # Flame-retardant, Sealed valve regulated batteries # LCD display module with mimic diagram of power flow and provides digital metering, event logging, user customize-able set points (low battery alarm, battery test, auto-restart delay, display language) # All modules are hot-swappable to provide maximum system flexibility and availability # Casters and leveling feet # WEEE, REACH, and RoHS (6 by 6) compliant # Integral output distribution providing No outlets # Units are capable of rack mounting with optional rack mounting kit # UPS frame is designed for maximum of 15 kVA, 208/120V, 60 Hz, L-L-N-PE # UL 1778 4th Edition, c-UL, Listed # One (1) APSRACKKIT; Rack mount kit to allow the UPS to be installed in a standard 19 in (600mm) wide rack enclosure								
200		1 EA	LIEBERT CANADA	ASMB0R1GU7N XAP8		\$100.00	1	\$100.00

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at www.graybar.com.

24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill.
Unless noted the estimated ship date will be determined at the time of order placement.

9:55am Appointment

October 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: a. Repurchase Request b. Info on Tax Forfeit Land Sale	b. Origination: County Auditor's Office
c. Estimated time: 10 minutes	d. Presenter(s): Roberta Anderson

e. Board action requested:

- a. Review application for repurchase for Parcel 12.02455.00, Jefferey & Andrea Bourcy (pages 2-4)
- b. Preliminary information packet regarding parcels for tax forfeit land sale. (pages 5-27)

f. Background:

- a. The owners had a fire at their residence in 2016 and have been trying to rebuild. Since they had paid some payments on their taxes, they assumed it would not forfeit. They are requesting to repurchase the property and continue to improve it.
- b. I am awaiting final approval on the tax forfeit parcels from the State, however I have attached information so that the board can have time to research and compile their ideas regarding minimum bids on these parcels. I will be coming back next board meeting to make the final list and set the start date.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

KANABEC COUNTY
BREAKDOWN OF COSTS ON REPURCHASE OF PROPERTY
PARCEL #12.02455.00
Jefferey L & Andrea M Bourcy

Repurchase by: October 31, 2021

Minimum repurchase amount	8,188.48
Pre-Forfeiture Taxes	4,956.13
Pre-Forfeiture Tax (P&I)	1,998.25
Before SpAsmt Billed/Unbilled Principal	-
Before SpAsmt Pre-Forfeiture (P&I)	-
Current Tax & Penalty	1,234.10

<i>Basic Repurchase Price</i>	8,188.48
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EXTRA COSTS OF REPURCHASE:

State Deed Tax	27.02
State Deed Fee	25.00
Recording Fee	46.00

TOTAL COST IF PURCHASED BY: Oct 31, 2021	\$ 8,286.50
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To the Honorable Board of County Commissioners of Kanabec County, Minnesota

I, the undersigned ~~owner/mortgagee/heir/representative of heirs~~:

(Cross out all but one)

Jefferey L. Bourcy & Andrew Bourcy

At the time of forfeiture, of the parcel of land situated in the County of Kanabec, State of Minnesota, described as follows, to-wit:

28860 South Pine View Beach Road
Brook Park, MN 55007

Do hereby make application for the purchase of said parcel of land from the State of Minnesota, in accordance with the provisions of Minnesota Statutes 1945, Sec 282.241, as amended.

In support of this application for the repurchase of said land I make the following statement:

- (a) That hardship and injustice has resulted because of the forfeiture of said land, for the following reasons, to-wit:

Over the past 4 years I've done 3 years incarceration which has stretched Andrew's income to nil. We've been making a great effort to pay on past due & current amount owed. Andrew and I had confusion the month of August and I had confusion the month of August.

(b) That the repurchase of said land by me will promote and best serve the public interest because: We have been rebuilding since our house fire, we have 7 children - four of them still at home going to Mora Schools. on who payed that month.

Jefferey L. Bourcy
Owner/Mortgagee/Heir/Representative of Heir



Kanabec County Tax Forfeit Land Sale

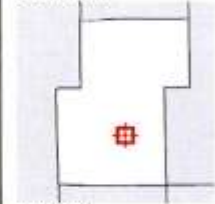
Preliminary List for 2021 Sale

Information Packet to review for minimum bids

Tract	Municipality	PID	Sec/Twp Rg	Full Legal Description	Acres (m/l)	EMV
1	Arthur Twp	02.04900.00	24-39-24	Spring Brook Estates, Lot 20 Block 3	1.00	15,000
2	Brunswick Twp	03.00185.50	3-38-24	Pt NW1/4 of SW1/4, S 320' of W 390'	2.87	27,200
3	Ford Twp	05.00340.00	8-42-23	NE1/4 of NW1/4 of NW1/4 & N1/2 of SE1/4 of NW1/4	15.00	53,100
4	Ford Twp	05.01040.00	28-42-23	S1/2 of N1/2 of S1/2 of NW1/4, subj to easements of record	20.00	32,000
5	Haybrook Twp	07.00105.20	4-42-24	NE1/4 of SW1/4	40.00	21,000
6	Haybrook Twp	07.00130.00	4-42-24	N1/4 of NW1/4 of SW1/4	10.00	7,000
7	Haybrook Twp	07.00145.00	4-42-24	N1/2 of S1/2 of SW1/4 of SW1/4	10.00	9,000
8	Haybrook Twp	PT 07.00650.00	17-42-24	NW1/4 of SW1/4 (only), (part of 200.00 acre parcel)	40.00	36,000
9	Kanabec Twp	09.00265.30	5-39-25	Pt NE1/4 of NE1/4, N 660' of E 660'	10.00	19,200
10	Kroschel Twp	11.01510.00	36-42-22	S1/2 of NW1/4 of NW1/4	20.00	35,300
11	Peace Twp	12.01135.30	2-41-23	W1/2 of NE1/4 of NW1/4 of NW1/4 subj to hwy easement	5.00	21,600
12	Peace Twp	12.01875.00	32-41-23	Pt Govt Lot 1, (full legal on file), 2764 Hwy 65, Mora MN	0.82	40,600
13	Peace Twp	12.02285.00	6-41-23	Plan of Warman, Lot 6, Block 3 ex hwy r/w	0.16	1,900
14	Pomroy Twp	13.00605.00	12-41-22	NE1/4 of NW1/4	40.00	42,700
15	Pomroy Twp	13.00910.00	19-41-22	Govt Lot 2 (peninsula, all wetlands per Teresa)	30.38	53,800
16	Pomroy Twp	13.01010.10	22-41-22	W1/2 of SW1/4	80.00	75,600
17	Pomroy Twp	13.01365.00	29-41-22	Pt SW1/4 of SW1/4, N 350' thereof ex W 60' of N 350' for hwy	10.39	23,200
18	Southfork Twp	14.01365.10	31-38-25	NW1/4 of NE1/4 of NW1/4, subj to hwy easement	10.00	29,700
19	Whited Twp	15.00175.00	7-40-23	NW1/4 of SE1/4	40.00	74,500
20	Whited Twp	15.00450.30	12-40-23	SW1/4 of NW1/4 ex hwy r/w easement	39.17	207,000
21	Whited Twp	15.01250.20	25-40-23	N1/2 of N1/2 of NE1/4 of SE1/4 lying S of RR r/w	9.93	22,200
22	City of Grasston	21.00460.00	12-38-23	John Runquists 2nd Addn to Grasston, Lot 1, Block 7	0.16	1,900
23	City of Mora	22.01075.00	11-39-24	Aud Subd #3, Pt Lot 45, 601 2nd St, Mora MN	0.41	61,300
24	City of Ogilvie	23.00350.00	35-39-25	Ogilvie Plat, Lot 1, Block 2, 209 Hill Ave N, Ogilvie MN	0.16	21,400



Overview



Legend

- Parcels
- NWI Wetlands
 - <all other values>
 - Freshwater Emergent Wetland
 - Freshwater Forests Wetland
 - Freshwater Forested/Emergent Wetland
 - Freshwater Forested/Shrub Wetland
 - Freshwater Pond
 - Freshwater Shrub Wetland
 - Freshwater Shrub/Emergent Wetland
 - Lake
 - Riverine
- Townships
- Roads
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

XXXX South Brookview Dr.
Mora

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

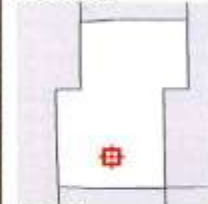
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Developed by

②



Overview



Legend

- Parcels
- NWI Wetlands
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 - Freshwater Forest Wetland
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Property address: 1904 153rd Ave.
Ogilvie

Parcel ID	03.00185.50	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	03-038-024	Class	960 - Tax Forfeit		
Property Address	1904 153 AVE	Acreage	2.87		
	OGILVIE				
District	BRUNSWICK SCH 0332				
Brief Tax Description	Sect-03 Twp-038 Range-024 2.87 AC PT NW1/4 OF SW1/4 S 320' OF W 390'				
	(Note: Not to be used on legal documents)				

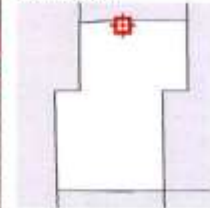
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3

Ford Township
05-00340-00



Overview



Legend

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 - Freshwater Forested/Emergent Wetland
 - Freshwater Forested/Shrub Wetland
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3797 Hwy 65
Isle, MN

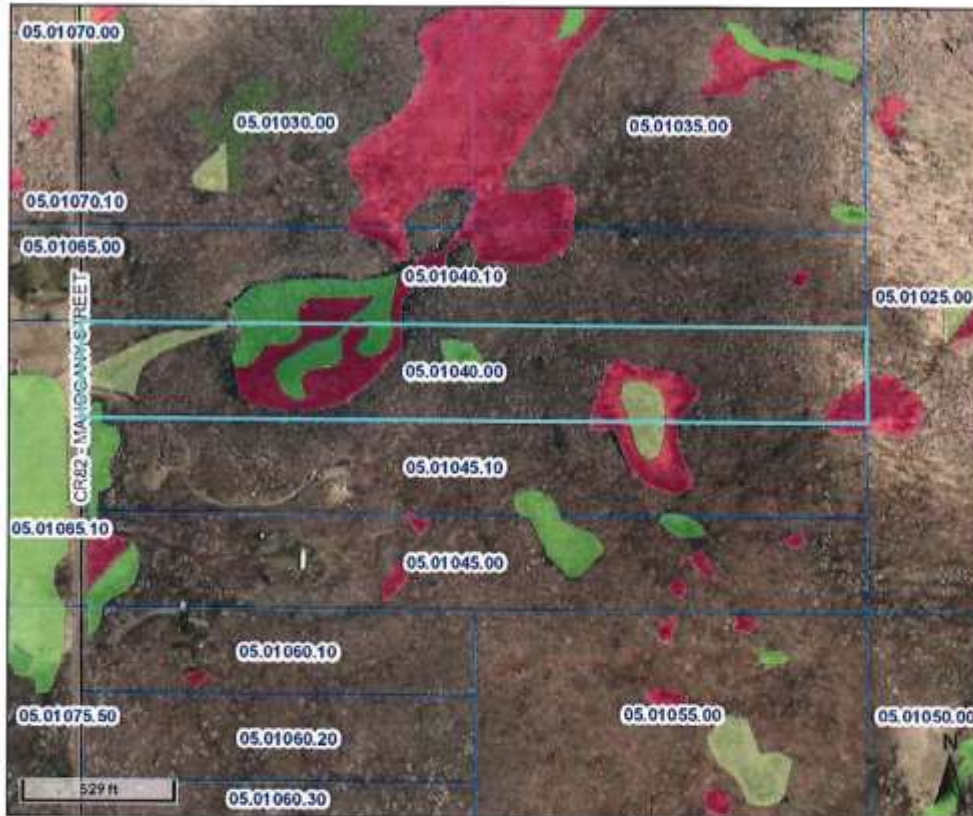
Parcel ID	05.00340.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	08-042-023	Class	960 - Tax Forfeit		
Property Address	3797 HWY 65 ISLE	Acreage	15		
District	FORD SCH 0332				
Brief Tax Description	Sect-08 Twp-042 Range-023 15.00 AC NE1/4 OF NW1/4 OF NW1/4; N1/2 OF SE1/4 OF NW1/4 OF NW1/4 (Note: Not to be used on legal documents)				

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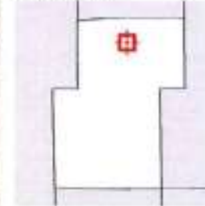


Beacon™ Kanabec County, MN

④
Ford Township
05-01040-00



Overview



Legend

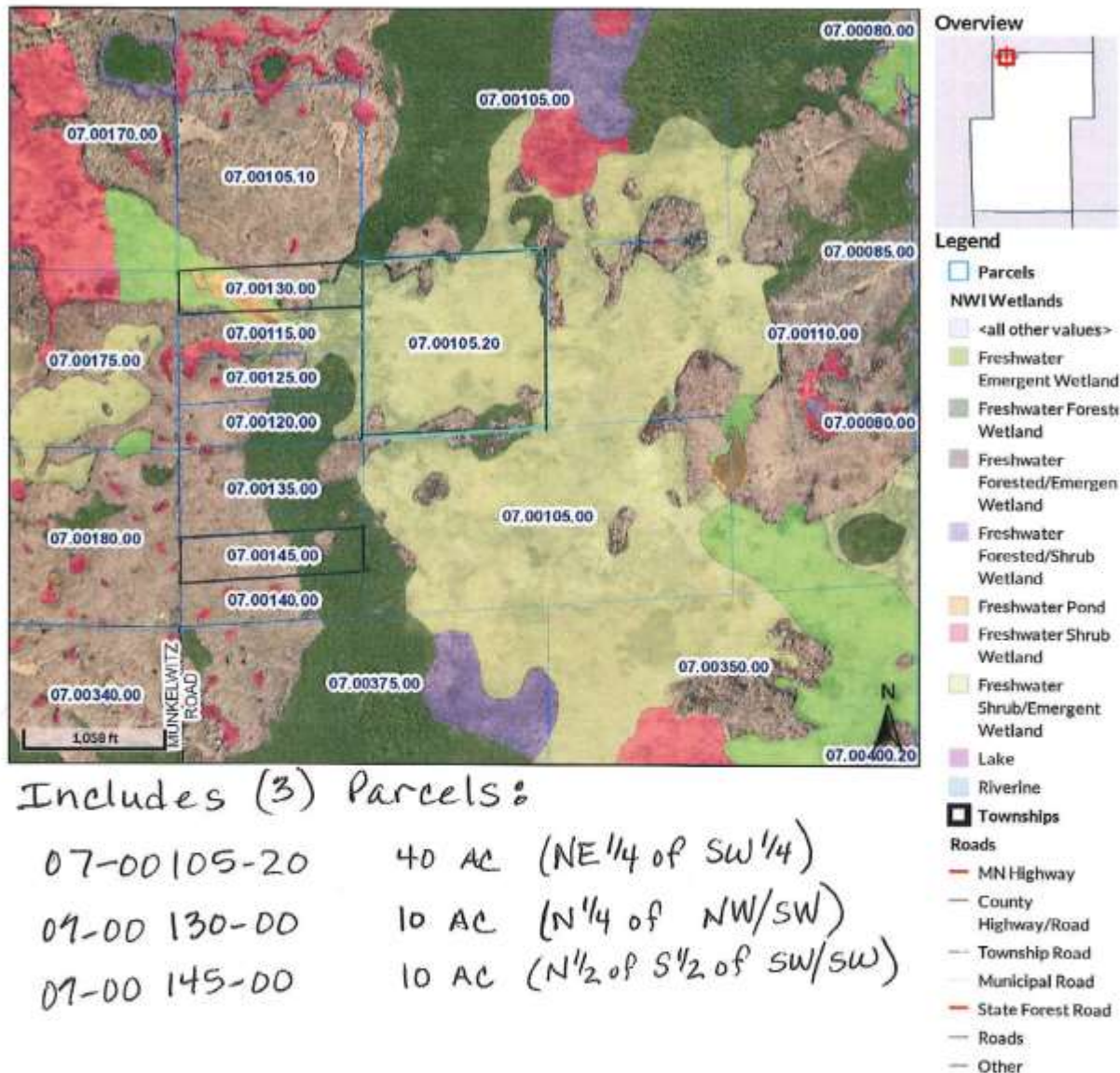
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 - Other

XXXX Mahogany St.
Isle

Parcel ID	05.01040.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	28-042-023	Class	960 - Tax Forfeit		
Property Address		Acreage	20		
District	FORD SCH 0332				
Brief Tax Description	Sect-28 Twp-042 Range-023 20.00 AC S 1/2 OF N 1/2 OF S 1/2 OF NW 1/4 SUBJ TO EASEMENT ACROSS S 110' OF W 180' THEREOF				
	(Note: Not to be used on legal documents)				

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⑤ ⑥ ⑦



Includes (3) Parcels:

07-00105-20	40 AC (NE 1/4 of SW 1/4)
07-00130-00	10 AC (N 1/4 of NW/SW)
07-00145-00	10 AC (N 1/2 of S 1/2 of SW/SW)

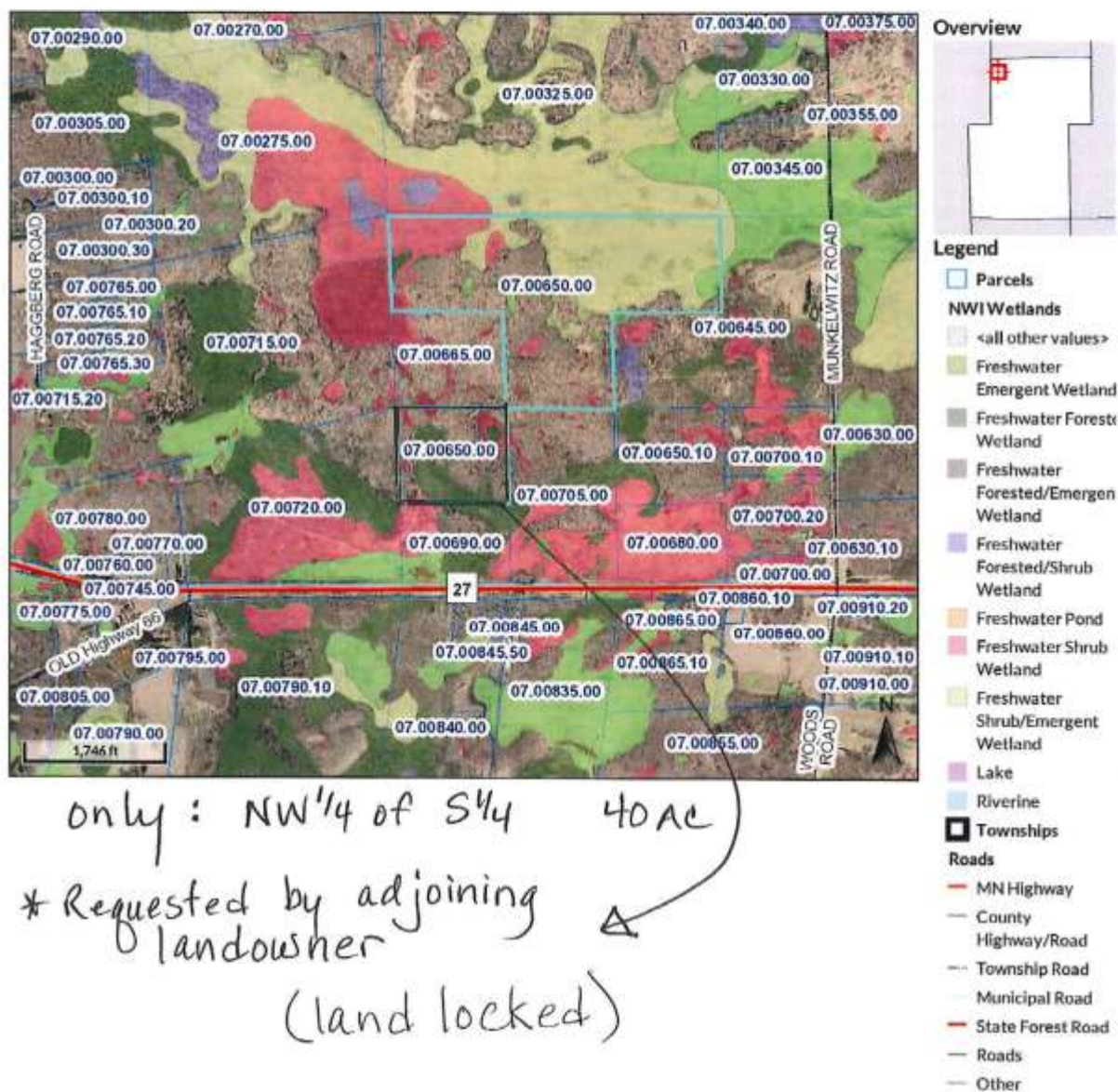
Parcel ID	07.00105.20	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	04-042-024	Class	960 - Tax Forfeit		
Property Address		Acreage	40		
District	HAYBROOKSCH 0473				
Brief Tax Description	Sect-04 Twp-042 Range-024 40.00 AC NE 1/4 OF SW 1/4				
	(Note: Not to be used on legal documents)				

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Developed by

* Requested by adjoining landowner
(land locked)

⑧

Haybrook Township
Part of 07-00650-00



only : NW¹/₄ of S¹/₄ 40ac
 * Requested by adjoining landowner
 (land locked)

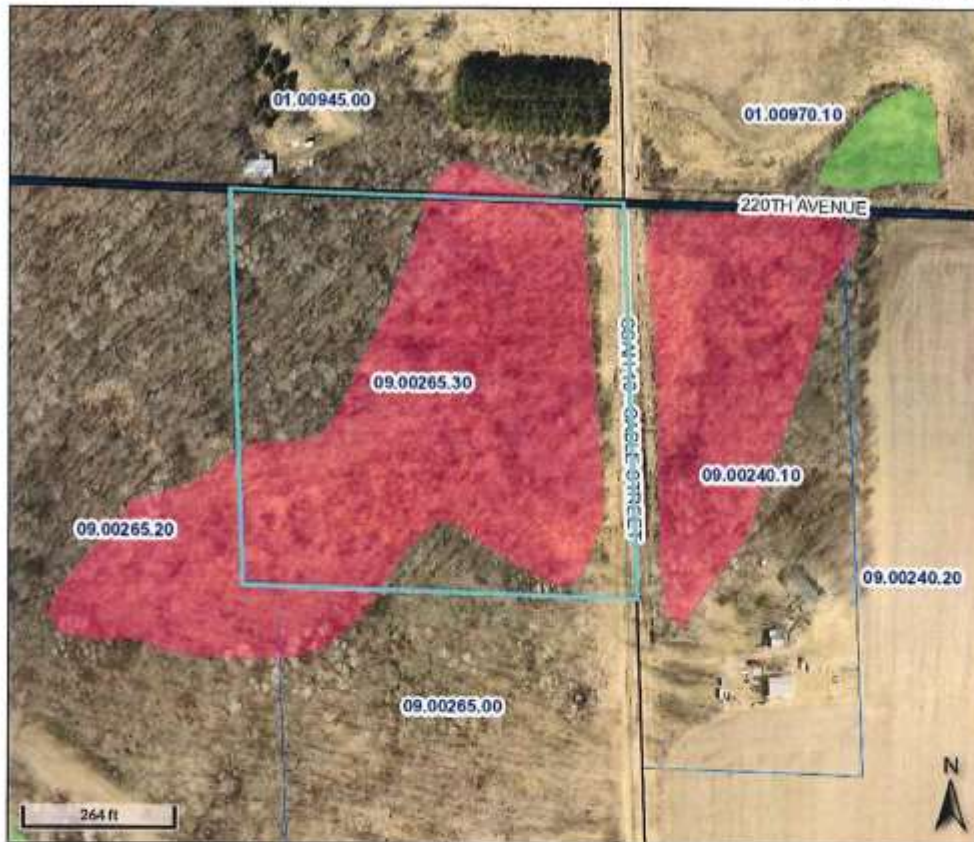
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Sec/Twp/Rng	17-042-024	Class	960 - Tax Forfeit		
Property Address		Acreage	200		
District	HAYBROOKSCH 0473				
Brief Tax Description	Sect-17 Twp-042 Range-024 200.00 AC NW1/4 OF NE1/4; N1/2 OF NW1/4; SE1/4 OF NW1/4; NW1/4 OF SW1/4 (TAX FORFEIT)			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

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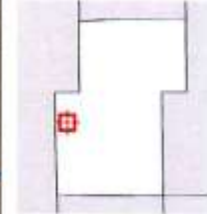


Beacon™ Kanabec County, MN

⑨
Kanabec Township
09-00265-30



Overview



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- NWI Wetlands
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XXXX Cable St.
Ogilvie

Parcel ID	09.00265.30	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	05-039-025	Class	960 - Tax Forfeit		
Property Address		Acreage	10		
District	KANABEC SCH 0333				
Brief Tax Description	Sect-05 Twp-039 Range-025 10.00 AC PT NE1/4 OF NE1/4 N 660' OF E 660'				
	(Note: Not to be used on legal documents)				

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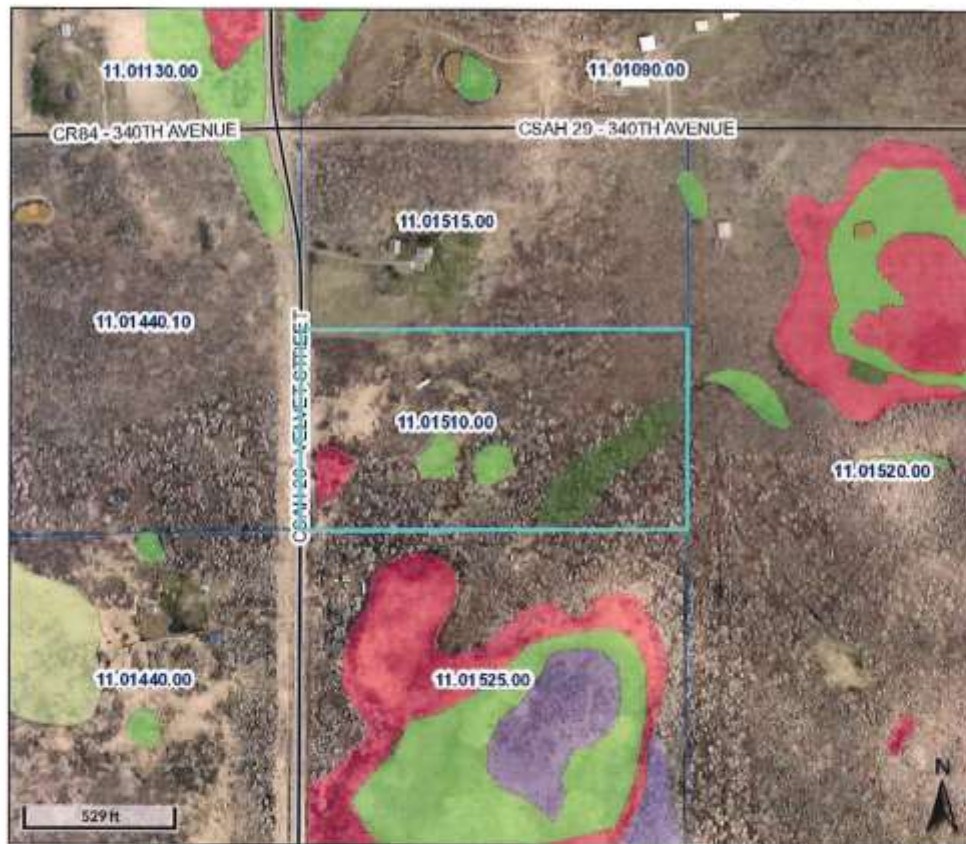
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10

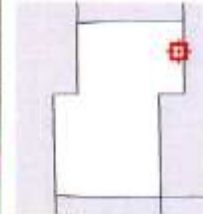


Kanabec County, MN

Kroschel Township
11-01510-00



Overview



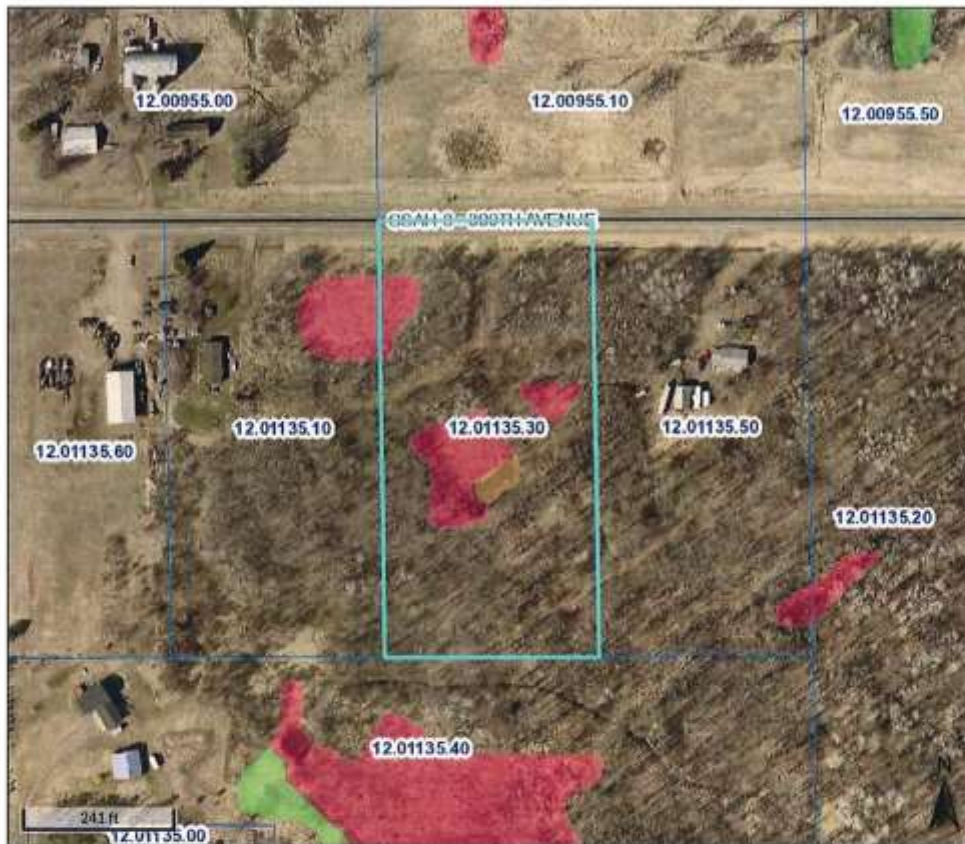
Legend

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XXXX Velvet St.
Hinckley

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

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Overview



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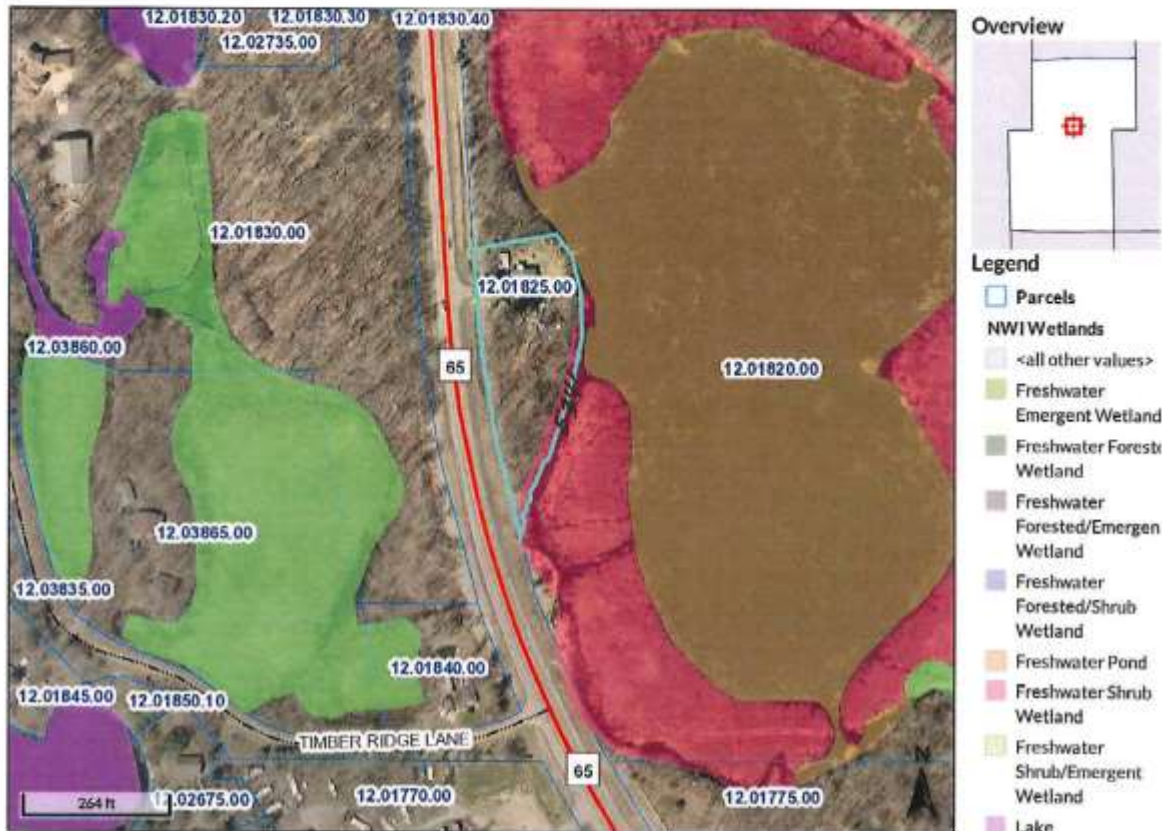
XXXX 300th Ave
Mora

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

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12

Peace Township
12-01825-00



Parcel is on Pocket Knife Lake
with approx 534' of shoreline.
County did extensive cleanup
on this site and would like
to recoup the costs.

2764 Hwy 65, Mora

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

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

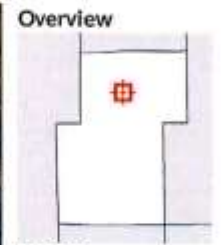
Owner Address STATE OF MINNESOTA

District
Brief Tax Description

PEACE SCH 0332
Sect-32 Twp-041 Range-023 .82 AC PT GOVT LOT 1 COM AT N1/4 COR OF SEC 32 THEN WLY ALONG N LINE OF SEC 32 1834.4', THEN DEFL N 93D34' LEFT 1768.2' TO PT ON E/R/W LINE OF HWY 65 WHICH IS POB OF FF; CONT SLY ON R/W LINE ALONG A SPIRAL CURVE TO LEFT (LS=200', DC=3D 07' 26", OS=3D 07' 26") 100' N 79D 48' E 148.6' TO SHORELINE OF LEWIS LK, NLY ALONG SHORE 101.3' M/L S 79D 48' W 180.8' TO POB, SUBJ TO 14' EASEMENT ALONG WEDGE OF SAID PROP, & ALL THAT PT GOVT LOT 1 SEC 32 DESC AS FF: COM AT N1/4 COR OF SEC WLY

13

Peace Township
12-02285-00



- Legend**
- Parcels
 - NWI Wetlands
 - <all other values>
 - Freshwater Emergent Wetland
 - Freshwater Forest Wetland
 - Freshwater Forested/Emergent Wetland
 - Freshwater Forested/Shrub Wetland
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 - Lake
 - Riverine
 - Townships
 - Roads
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

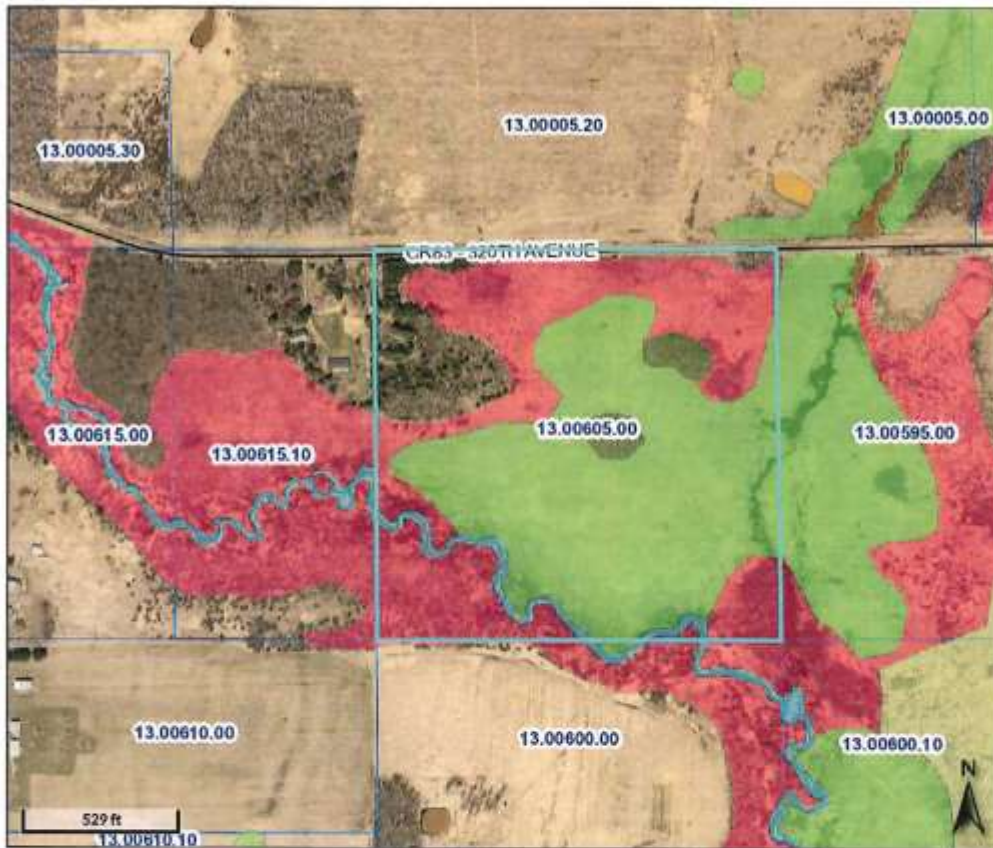
XXXX Hwy 65
mora

Parcel ID	12.02285.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	06-041-023	Class	960 - Tax Forfeit		
Property Address		Acreage	n/a		
District	PEACE SCH 0332				
Brief Tax Description	Sect-06 Twp-041 Range-023 PLAN OF WARMAN LOT 6, BLK 3, EX HWY R/W				
	(Note: Not to be used on legal documents)				

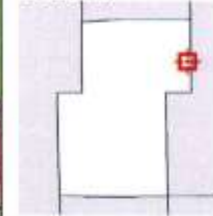
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Last Data Uploaded: 9/28/2021 4:25:36 AM
Developed by

14

Pomroy Township
13-00605-00



Overview



Legend

- Parcels
- NWI Wetlands
 - <all other values>
 - Freshwater Emergent Wetland
 - Freshwater Forest Wetland
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 - Freshwater Pond
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- Townships
- Roads
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

3125 320th Ave
Brook Park

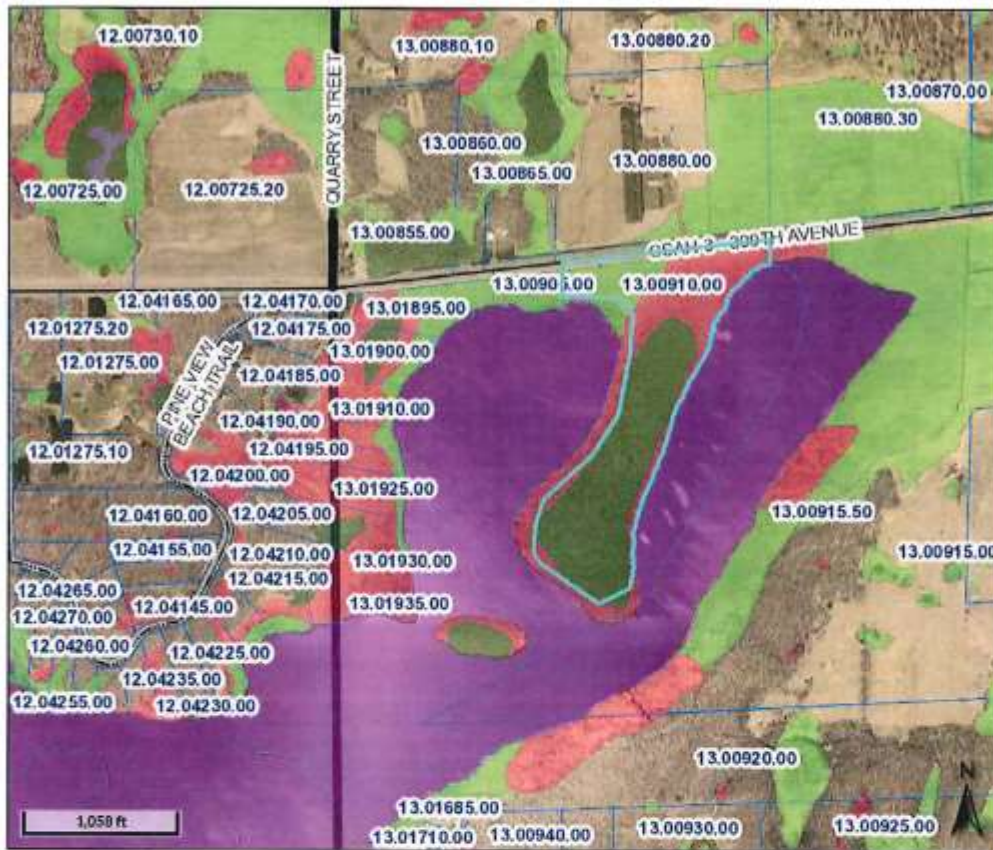
Parcel ID 13.00605.00
Sec/Twp/Rng 12-041-022
Property Address 3125 320 AVE
BROOK PARK
District POMROY SCH 2165
Brief Tax Description Sect-12 Twp-041 Range-022 40.00 AC NE1/4 OF NW1/4
(Note: Not to be used on legal documents)

Alternate ID n/a
Class 960 - Tax Forfeit
Acreage 40

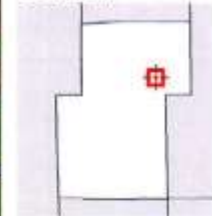
Owner Address STATE OF MINNESOTA

Date created: 6/16/2021
Last Data Uploaded: 6/16/2021 12:27:52 PM

15
Pomroy Township
13-00910-00



Overview



Legend

- Parcels
- NWI Wetlands**
 - <all other values>
 - Freshwater Emergent Wetland
 - Freshwater Forest Wetland
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 - Freshwater Shrub/Emergent Wetland
 - Lake
 - Riverine
- Townships
- Roads**
 - MN Highway
 - County Highway/Road
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 - State Forest Road
 - Roads
 - Other

* This Parcel is a peninsula in Pomroy Lake. Approx 5400' of shore. Requested by taxpayer for Drecreational use.

XXXX 300th Ave.
Brook Park

Parcel ID	13.00910.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	19-041-022	Class	960 - Tax Forfeit		
Property Address		Acreage	30.38		
District	POMROY SCH 0332				
Brief Tax Description	Sect-19 Twp-041 Range-022 30.38 AC GOVT LOT 2 (TAX FORFEIT)				
	(Note: Not to be used on legal documents)				

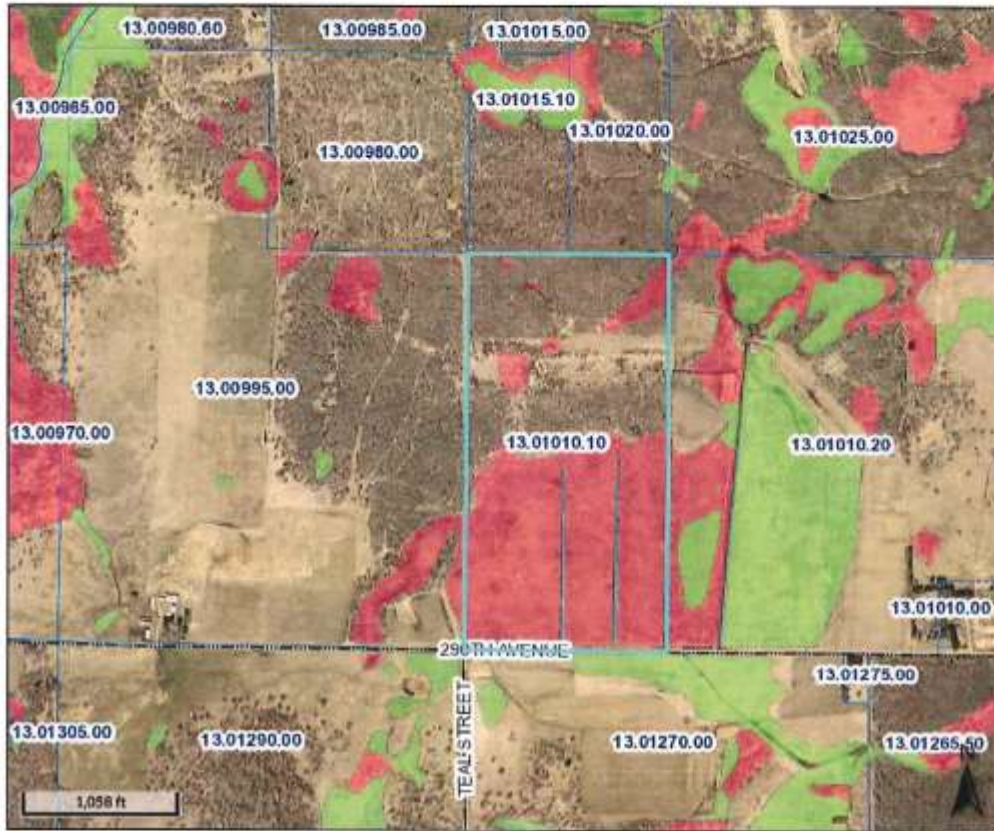
Date created: 6/16/2021
Last Data Uploaded: 6/16/2021 12:27:52 PM
Developed by



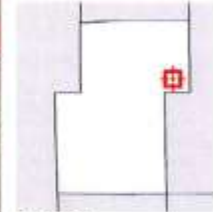
Beacon™ Kanabec County, MN

Pomroy Township
13-01010-10

16



Overview



Legend

- Parcels
- NWI Wetlands
 - <all other values>
 - Freshwater Emergent Wetland
 - Freshwater Forest Wetland
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 - Lake
 - Riverine
- Townships
- Roads
 - MN Highway
 - County Highway/Road
 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

XXXX 290th Ave
Brook Park

(Limited access due to wetlands)

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

Alternate ID n/a
Class 960 - Tax Forfeit
Acreage 80

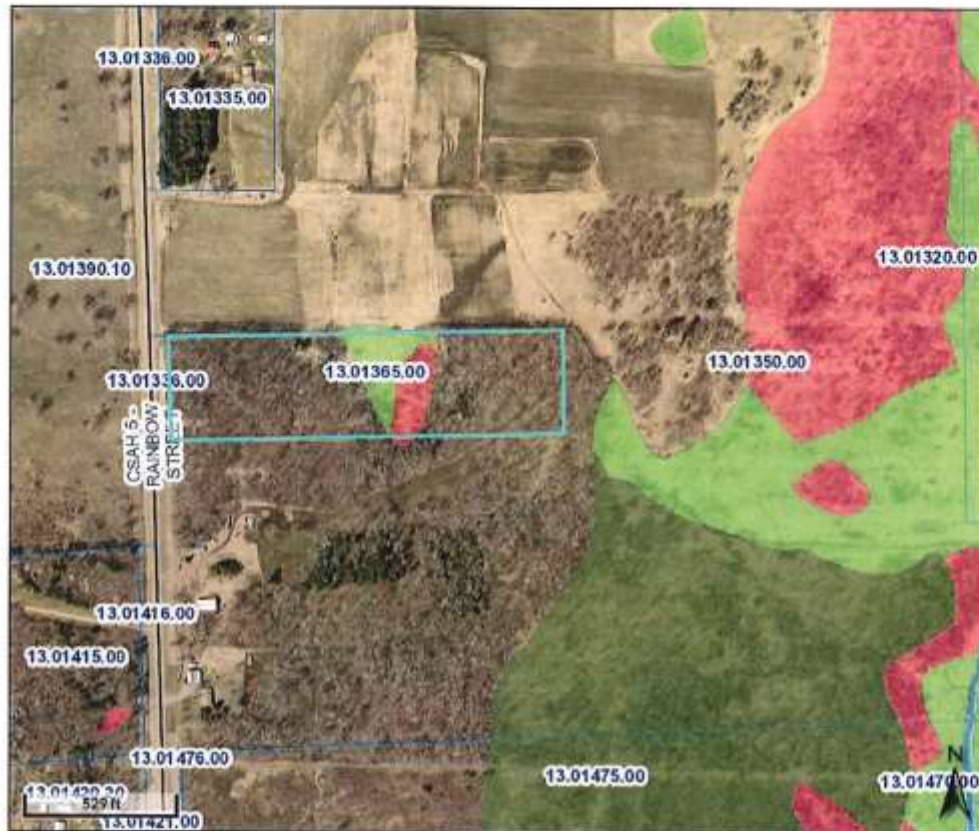
Owner Address STATE OF MINNESOTA

Date created: 6/16/2021
Last Data Uploaded: 6/16/2021 12:27:52 PM
Developed by

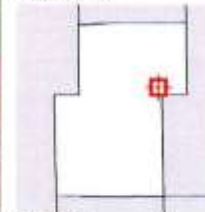


Kanabec County, MN

Pomroy Township
13-01365-00



Overview



Legend

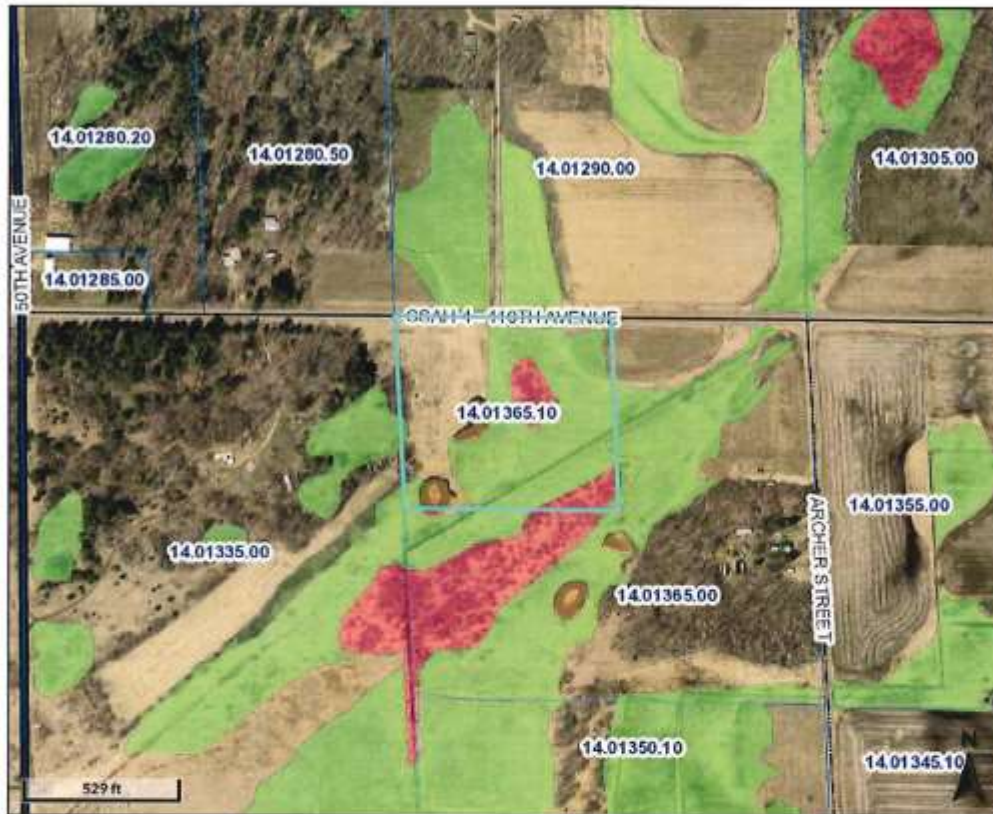
- Parcels
- NWI Wetlands
 - <all other values>
 - Freshwater Emergent Wetland
 - Freshwater Forested Wetland
 - Freshwater Forested/Emergent Wetland
 - Freshwater Forested/Shrub Wetland
 - Freshwater Pond
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 - MN Highway
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 - Municipal Road
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 - Roads
 - Other

2828 Rainbow St.
Brook Park

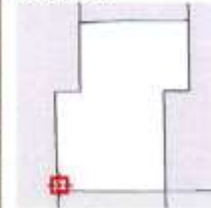
Parcel ID	13.01365.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	29-041-022	Class	960 - Tax Forfeit		
Property Address	2828 RAINBOW ST BROOK PARK	Acreage	10.39		
District	POMROY SCH 0332				
Brief Tax Description	Sect-29 Twp-041 Range-022 10.39 AC PT SW1/4 OF SW1/4 N 350' THEREOF EX W 60' OF N 350' FOR HWY R/W (Note: Not to be used on legal documents)				

Date created: 6/16/2021
Last Data Uploaded: 6/16/2021 12:27:52 PM

18



Overview



Legend

- Parcels
- NWI Wetlands
 - <all other values>
 - Freshwater Emergent Wetland
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 - Freshwater Forested/Emergent Wetland
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 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

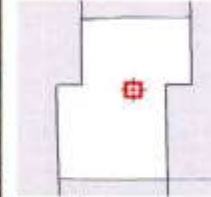
1027 110th Ave
Milaca

Parcel ID	14.01365.10	Alternate ID	r/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	31-038-025	Class	960 - Tax Forfeit		
Property Address	1027 110 AVE MILACA	Acreage	10		
District	SOUTH FORK SCH 0912				
Brief Tax Description	Sect-31 Twp-038 Range-025 10.00 AC NW1/4 OF NE1/4 OF NW1/4, SUBJ TO .75 AC HWY EASEMENT (Note: Not to be used on legal documents)				

Date created: 6/16/2021
Last Data Uploaded: 6/16/2021 12:27:52 PM



Overview



Legend

- Parcels
- NWI Wetlands
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 - Township Road
 - Municipal Road
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 - Roads
 - Other

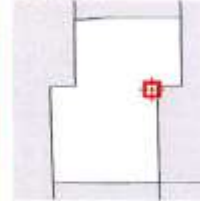
Snake River frontage - 628' m/L
(land locked)

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

Date created: 6/16/2021
Last Data Uploaded: 6/16/2021 12:27:52 PM
Developed by



Overview



Legend

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

2656 Rainbow St
Brook Park

(interior issues)

Parcel ID	15.00450.30	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	12-040-023	Class	960 - Tax Forfeit		
Property Address	2656 RAINBOW ST BROOK PARK	Acreage	39.17		
District	WHITED SCH 0332				
Brief Tax Description	Sect-12 Twp-040 Range-023 39.17 AC SW1/4 OF NW1/4 EX .83 AC HWY R/W EASEMENT, SUBJ TO ROAD RESTRICTION & RESV OF RECORD (Note: Not to be used on legal documents)				

Date created: 6/16/2021

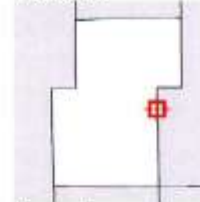


Beacon™ Kanabec County, MN

(21)
Whited Township
15-01250-20



Overview



Legend

- Parcels
- NWI Wetlands
 - <all other values>
 - Freshwater Emergent Wetland
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- Roads
 - MN Highway
 - County Highway/Road
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 - Roads
 - Other

XXXX Sherwood St.
Brook Park

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

Date created: 6/16/2021
Last Data Uploaded: 6/16/2021 12:27:52 PM
Developed by



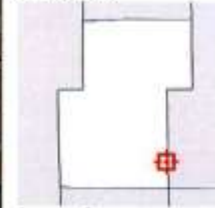
Beacon™ Kanabec County, MN

City of Grasston
21-00460-00

22



Overview



Legend

- Parcels
- NWI Wetlands
 - <all other values>
 - Freshwater Emergent Wetland
 - Freshwater Forest Wetland
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 - Other

xxx Oak St
Grasston

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

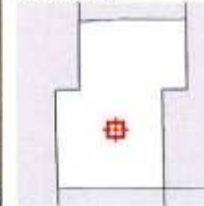
Date created: 9/28/2021
Last Data Uploaded: 9/28/2021 4:25:36 AM
Developed by

City of Mora
22-01075-00

(23)



Overview



Legend

- Parcels
- NWI Wetlands**
 - <all other values>
 - Freshwater Emergent Wetland
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 - Freshwater Forested/Shrub Wetland
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 - Freshwater Shrub Wetland
 - Freshwater Shrub/Emergent Wetland
 - Lake
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- Townships
- Roads**
 - MN Highway
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 - Township Road
 - Municipal Road
 - State Forest Road
 - Roads
 - Other

601 2nd St W
Mora

Parcel ID	22.01075.00	Alternate ID	n/a	Owner Address	STATE OF MINNESOTA
Sec/Twp/Rng	11-039-024	Class	960 - Tax Forfeit		
Property Address	601 2 ST W MORA	Acreage	n/a		
District	MORA SCH 0332				
Brief Tax Description	Sect-11 Twp-039 Range-024 AUD. SUBD. #3 PT LOT 45 COM AT SW COR OF NW1/4 OF SW1/4 SEC 11 THEN E 320' FOR POB, N 200' W 90' S 200' E 90' TO POB (Note: Not to be used on legal documents)				

Date created: 9/28/2021

(24)
City of Ogilvie
23-00350-00



209 Hill Ave N.
Ogilvie

(large assessment for
Cities removal of Bldg)

Parcel ID 23.00350.00
Sec/Twp/Rng 35-039-025
Property Address 209 HILL AVE N
OGILVIE

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

Owner Address STATE OF MINNESOTA

District OGILVIE SCH 0333
Brief Tax Description Sect-35 Twp-039 Range-025 OGILVIE PLAT Lot-001 Block-002
(Note: Not to be used on legal documents)

Date created: 9/28/2021
Last Data Uploaded: 9/28/2021 4:25:36 AM

10:10am Appointment

October 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: 2020 Audit Presentation and Draft Financial Statements	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 20 minutes	d. Presenter(s): Doug Host and Danny Loch, Clifton Larsen Allen

e. Board action requested:

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Kanabec County Mora, Minnesota

**Audit Presentation
Exit Conference: Communication with Those
Charged with Governance
Year Ending December 31, 2020**

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor

Agenda

- Introduction
- Required Communications
- Internal Control
- Minnesota Legal Compliance
- Financial Results
- Key Issues/Summary





Introduction

WEALTH ADVISORY | OUTSOURCING
AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth
Advisors, LLC, an SEC-registered investment advisor



Required Communication

WEALTH ADVISORY | OUTSOURCING
AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth
Advisors, LLC, an SEC-registered investment advisor

Required Communications

- Separate Communication with Governance letter issued to all County Commissioners with required communications in detail
- Key points
 - Audit provides reasonable, but not absolute assurance
 - Audit includes some accounting estimates
 - We received full cooperation from management
- Results of the Audit
 - We issued an unmodified opinion on the financial statements
 - Single audit performed as County had federal expenditures in excess of \$750,000 (Coronavirus Relief Fund)





Internal Control

WEALTH ADVISORY | OUTSOURCING
AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor

Internal Control

Material Weaknesses – deficiencies in internal control such that there is a reasonable possibility that a **material misstatement** would not be prevented or detected and corrected on a timely basis

- **Segregation of Duties**
- **Audit Adjustments**
- **Annual Financial Reporting**
- **Review Adjustments to Inventory**

Significant Deficiencies – deficiencies in internal control that are **less severe than material weaknesses**, yet important enough to **merit attention by those charged with governance**

- **Timely Deposits**
- **Annual Highway Report**



Single Audit – Internal Control

Material Weakness

- None noted for 2020

Significant Deficiency

- CRF Reporting

Prior year Medical Assistance item resolved for 2020





Minnesota Legal Compliance

WEALTH ADVISORY | OUTSOURCING
AUDIT, TAX, AND CONSULTING

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Minnesota Legal Compliance

Auditors performed testing and completed a 25 page check list to verify that the County complied with applicable Minnesota Statutes

2020 Findings:

- Unclaimed Property (2019 as well)
- Timely payment of claims (2019 as well)





Financial Results

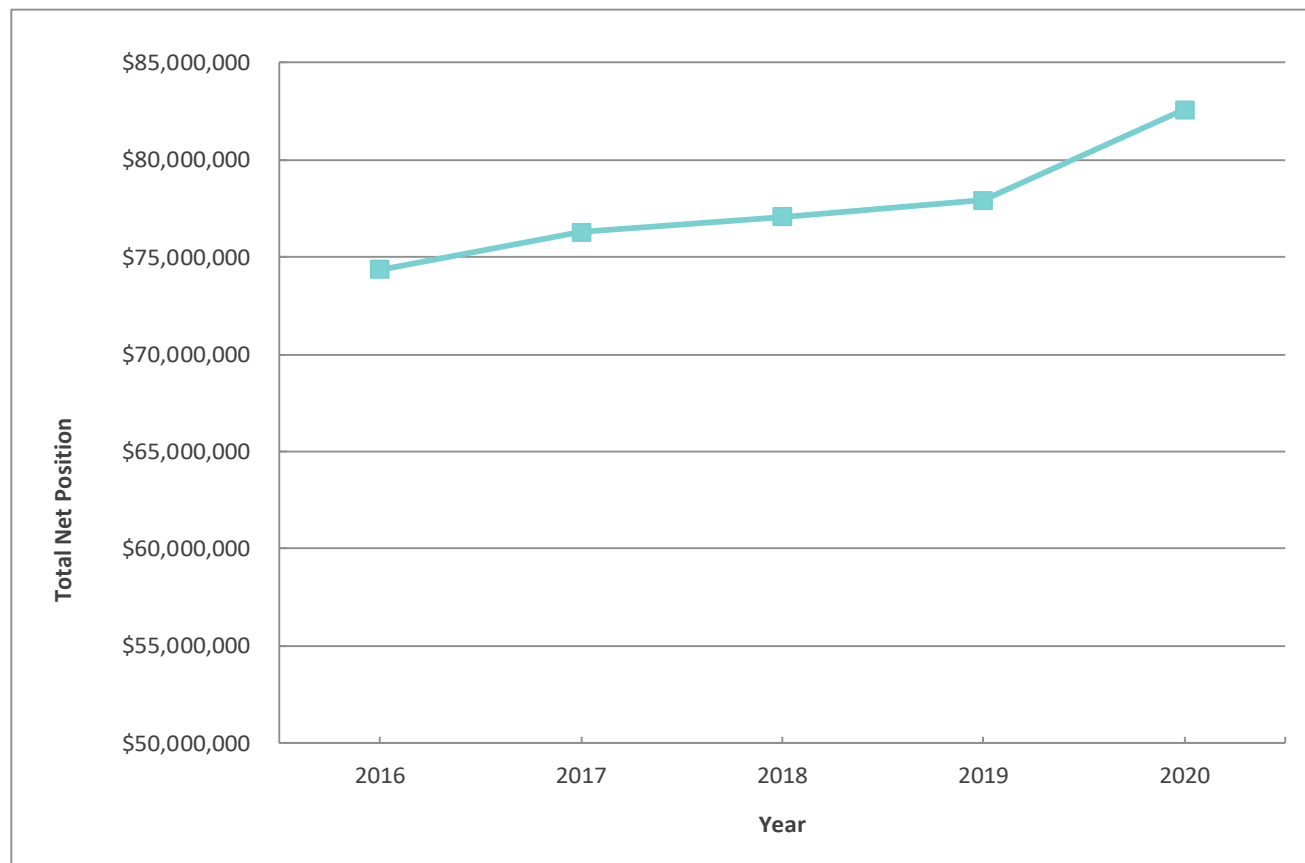
WEALTH ADVISORY | OUTSOURCING
AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth
Advisors, LLC, an SEC-registered investment advisor

Financial Results

Governmental Activities Net Position

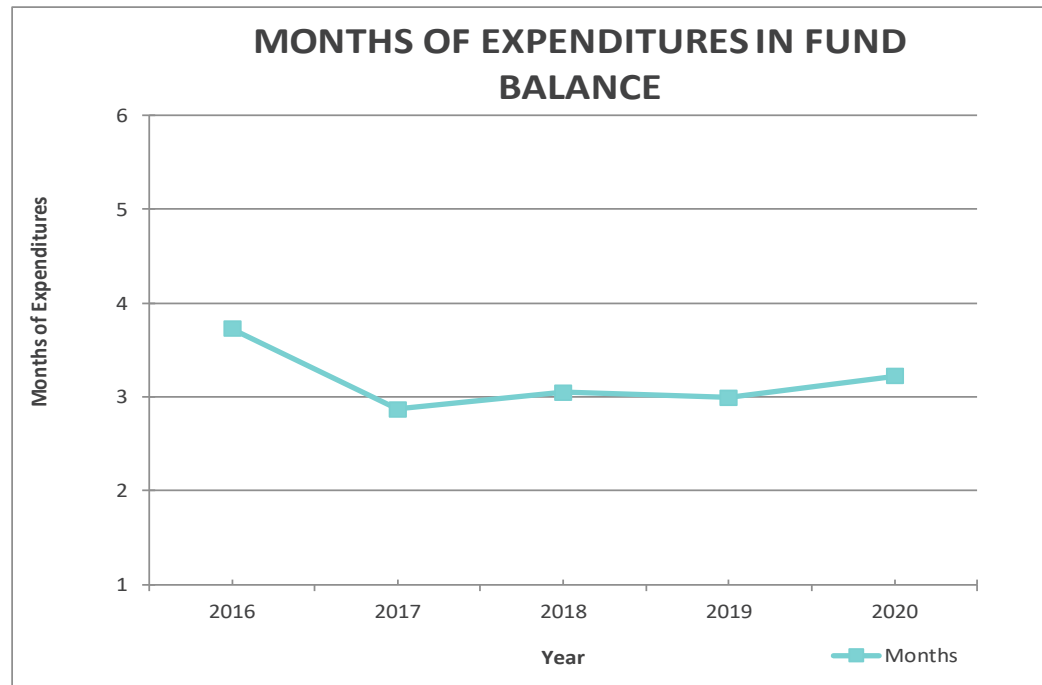
- Net Position increased by \$4,648,753 from 2020 operations
- Unrestricted Net Position approximately \$2.2M (2019 = \$4.9M deficit)



Financial Results

Months of Expenditures in Fund Balance – All Governmental Funds

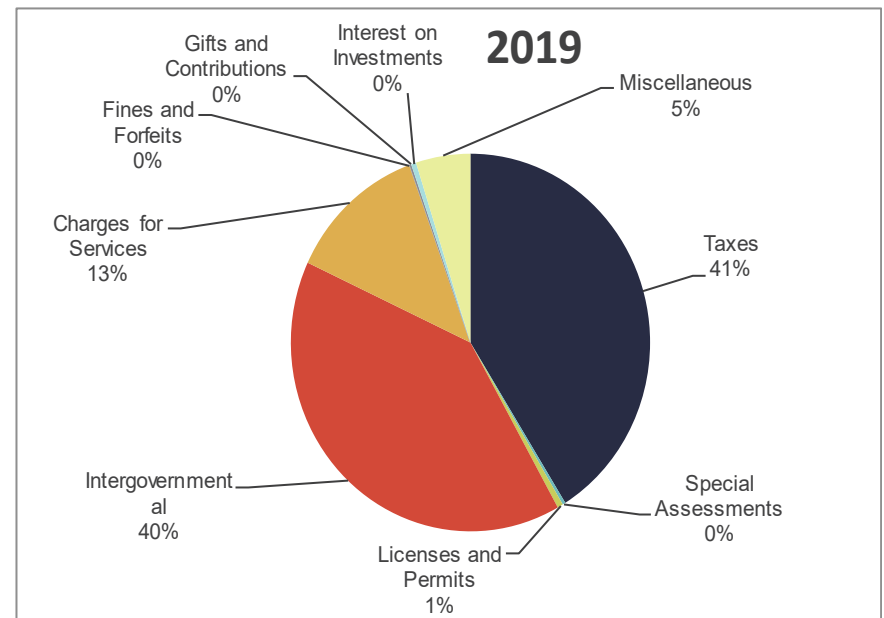
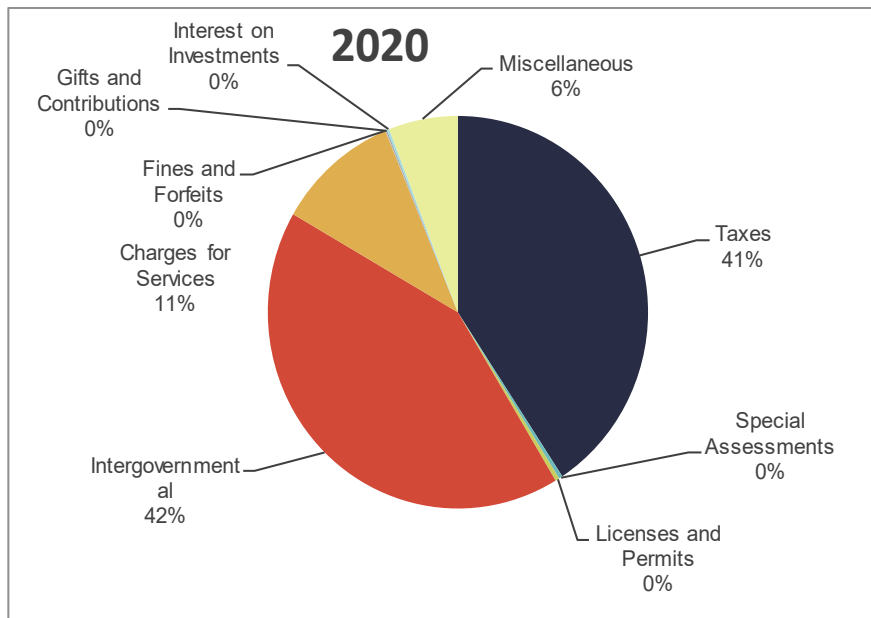
- Total Fund Balance
 - 2019 = \$10,476,973 2020 = \$12,733,238
- Unassigned, Assigned, and Committed Fund Balance
 - 2019 = \$6,312,961 2020 = \$8,559,429
- Approximately 3 months of expenditures in Fund Balance (Assigned, Unassigned, and Committed)
- Recommend no less than 5 months expenditures in Fund Balance (Assigned, Unassigned, and Committed)



Financial Results

Revenue Comparison – Governmental Funds

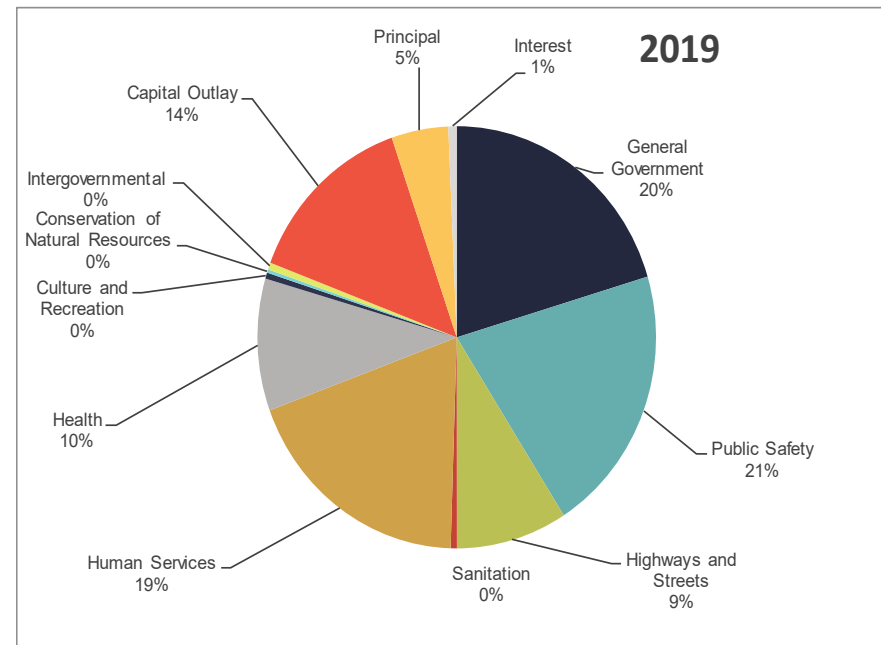
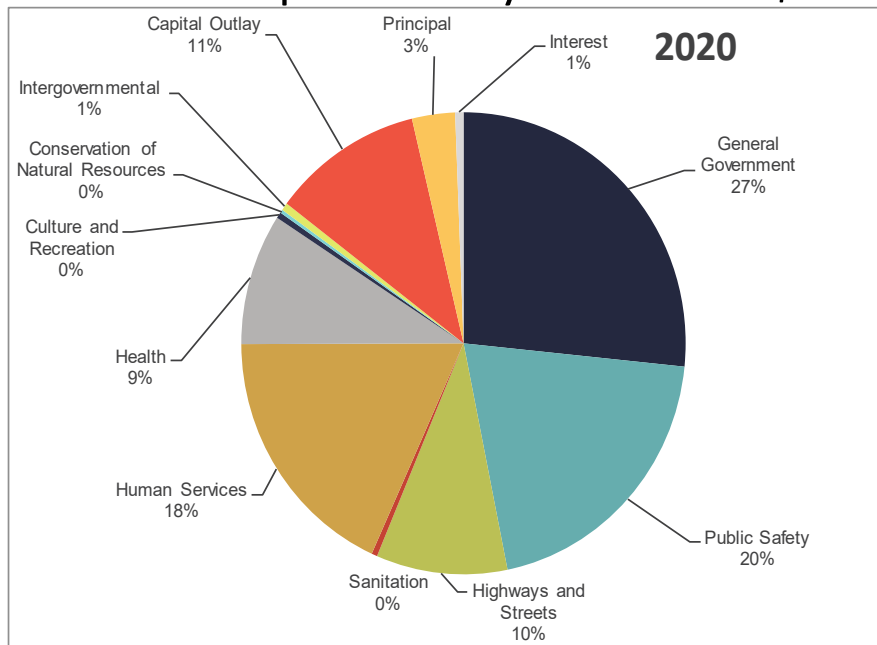
- Revenue breakdown by type is consistent from year-to-year
- 2020 Taxes and Intergovernmental Revenues account for 83% Total Revenues (prior year was 81%)



Financial Results

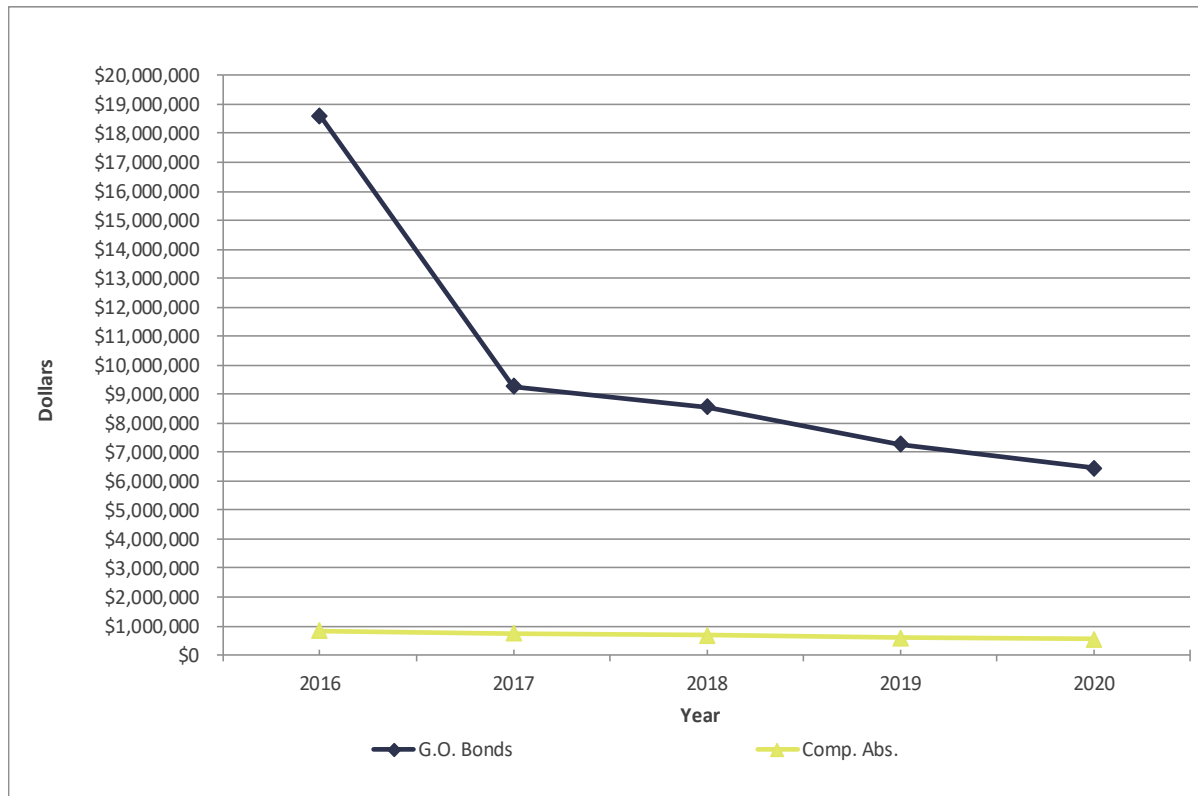
Expenditure Comparison – Governmental Funds

- Debt principal decreased approximately \$1M
- General government expenditures increased approximately \$2M (CRF)
- Capital outlay decreased \$450K



Financial Results

Long-Term Liabilities – Governmental Activities



- Total Long-Term Liabilities
 - 2020 = \$8,058,888
 - 2019 = \$8,757,916
- General Obligation Bonds
 - 2020 = \$6,450,000
 - 2019 = \$7,260,000





Key Issues / Summary

WEALTH ADVISORY | OUTSOURCING
AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth
Advisors, LLC, an SEC-registered investment advisor

Key Issues / Summary

- Financial Stability
 - Financial statements and the required OSA reporting form submitted to the required state agencies by the statutory deadline
 - General Fund decreasing Fund Balance levels \$11K drop in 2020
 - Increase in Total Net Pension Liability of approximately \$900K
 - COVID-19 impact



Thank you to all for allowing us to serve you!

Contact Information:

Doug Host, CPA

218-825-2948

doug.host@CLAconnect.com



CLAconnect.com



WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

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Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor

10:45am Appointment

October 5, 2020

REQUEST FOR BOARD ACTION

a. Subject: 2022 TZD Enforcement Grant	b. Origination: Sheriff's Office
c. Estimated time: 5 min	d. Presenter(s): Brian Smith

e. Board action requested:

Approve the following resolution:

Resolution #__ - 10/5/21

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

BE IT RESOLVED that Kanabec County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED that the Kanabec County Sheriff is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Kanabec County and to be the fiscal agent and administer the grant.

f. Background:

The Toward Zero Death program is a joint public safety venture focused on reducing traffic fatalities in the State of Minnesota. It provides funding for extra traffic enforcement focusing on impaired driving, seat belt use and inattentive driving.

Supporting Documents: None **Attached:** ☒

Date Received in County Coordinator's Office:	9/27/21
--	---------

Coordinators Comments:

2022 Enforcement Budget



Kanabec County Sheriff's Office

Impaired Driving Enforcement	\$	10,450.00
Seat Belt Enforcement	\$	1,900.00
Speed Enforcement	\$	2,100.00
Move Over Enforcement	\$	275.00
Distracted Enforcement	\$	1,800.00
Pedestrian	\$	-
Total Overtime Enforcement Funding	\$	16,525.00

	DWI	Other (402)	Total
Dispatch & Admin:	\$ -	\$ -	\$ -
Corrections Assistance:	\$ -		\$ -
Subtotal			\$ -

Equipment	Grant Funded	Agency Match	
PBT	\$ 400.00	\$ 400.00	\$ 400.00
Lidar/Radar	\$ -	\$ -	\$ -
Subtotal			\$ 400.00

Total Grant Award \$ **16,925.00**

Agency Match Required \$400.00

10:55am Appointment

October 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: Legislative Update and Q&A with Commissioners	b. Origination: Coordinator's Office
c. Estimated time: 15-20 minutes	d. Presenter(s): Representative Sondra Erickson (R) District 15A

e. Board action requested:

Informational

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. At this time, only Representative Erickson has responded to the request to participate in the Kanabec County Board Meeting.

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:

October 5, 2021
11:15am Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

- | | |
|------------------------------|---------------|
| 1. Snow Removal Quotes | Resolution #1 |
| 2. Final Payment – KCP 21-08 | Resolution #2 |

Resolution #1 (10-5-2021)
Snow Removal

WHEREAS the following quotes were received for 2021 / 2022 snow removal:

	<u>\$/Snow Event</u>
Premier Outdoor Services	\$785.00
Scott's Lawn & Landscape	\$1235.00

WHEREAS the low quote of \$785.00/event was submitted by Premier Outdoor Services, and

THEREFORE BE IT RESOLVED to accept the quote of \$785.00 by Premier Outdoor Services and authorize the Public Works Director and Chairperson to sign the contract.

Resolution #2 (10-5-2021)
KCP 21-08
Final Payment

WHEREAS the following projects have in all things been completed and in accordance with the contract and the County Board being fully advised in the premises:

KCP 21-08 - Graveling

THEREFORE BE IT RESOLVED that we do hereby accept said completed projects for and on behalf of the County of Kanabec and authorize final payment to DLL Excavating, in the amount of \$40,609.64

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

September 21, 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, September 21, 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, County Attorney Barbara McFadden and Recording Secretary Kelsey Schiferli.

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

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Kanabec County Auditor-Treasurer	8,195.63
Consolidated Communications	1,143.97
Minnesota Energy Resources	4,862.91
Office of MN.IT Services	1,338.65
Quadient Finance USA, Inc.	2,500.00
East Central Energy	192.93
VISA	188.80
Card Services (Coborns)	47.41
8 Claims Totaling:	<u><u>\$18,470.30</u></u>

Action #3 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
1st Choice Document Destruction	7.50
1st Choice Document Destruction	15.00
1st Choice Document Destruction	66.75
1st Choice Document Destruction	60.00
1st Choice Document Destruction	10.00
1st Choice Document Destruction	25.00
1st Choice Document Destruction	20.00
1st Choice Document Destruction	5.00
A and E Cleaning Services	575.00
Aspen Mills	1,283.50
AT&T Mobility	931.93
AT&T Mobility	44.89
Clifton Larson Allen LLP	25,316.25
Coborn's Inc.	1,223.80
Curtis, Michael	679.92
Dahlberg, America	75.00
East Central Exterminating	125.00
East Central Solid Waste Commission	120.00
ECM Publishers	591.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Further	633.20
Glen's Tire	15.00
Glen's Tire	1,752.66
Government Management Group	3,700.00
Grainger	102.14
Handyman's Inc	720.66
Hoisington Koegler Group Inc.	11,535.29
Horizon Towing	465.08
IT SAVVY	798.04
IT SAVVY	102.86
Kanabec County Sheriff's Office	200.00

Kanabec Publications	549.00
Kanabec Publications	105.00
Kanabec Publications	80.94
Kanabec Publications	204.00
Kanabec Publications	370.00
Kanabec Publications	473.91
LexisNexis	189.08
Manthie, Wendy	1,170.56
Marco	3,216.80
Marco	134.68
Marco	159.00
Mattson Electric	225.75
MEI Total Elevator Solutions	1,115.44
Methven Funeral and Cremation Services	400.00
Minnesota Monitoring Inc.	186.00
MN Counties Insurance Trust	2,500.00
MN Counties Insurance Trust	218.00
MN Counties Insurance Trust	(100.00)
MRA	202.50
North Central Bus & Equipment	201.46
Office Depot	50.81
Premium Waters, Inc.	31.11
Quality Disposal	394.21
Quality Disposal	24.15
Quality Disposal	199.35
Quill	122.24
RS Eden	10.45
SHI	203.00
SHI	1,001.45
SHI	308.00
Stellar Services	373.83
Steven, Lisa	143.92
Stevens, Joel	27.90
STREAMWORKS	3,800.00
Summit Food Service Management	7,862.05
Thomson-Reuters-West	329.82
Tuorila Consulting	250.00
Van Alst, Lillian	236.32

Visser, Maurice	669.25
Vye	420.00
72 Claims Totaling:	<u>\$ 86,255.49</u>

Road & Bridge

Vendor	Amount
A & E Cleaning Services	1,150.00
Ace Hardware	422.72
Aramark	587.85
Bjorklund	82.55
Boyer Trucks	526.58
Campbell, Gary	300.00
Central Pension Fund	312.50
Frontier Precision	105.21
Glens Tire	374.00
Gopher State One-Call	47.25
Hass Construction	10,173.45
Houston Engineering	2,095.00
Kanabec County Highway Department	53.90
Kwik Trip	17.55
Marco	312.38
MN Energy	51.40
M-R Sign	4,010.00
Nuss Truck	1,124.68
Office Depot	346.11
Owens Auto Parts	298.72
Quality Disposal	164.25
Rinke Noonan	162.50
Sanitary Systems	140.00
Ziegler	440.33
24 Claims Totaling:	<u>\$ 23,298.93</u>

Action #4 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to recess the meeting at 9:06am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:06am on Tuesday, September 21, 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 #FS5 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the Family Services Board Agenda as presented.

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

Financial/Child Support Supervisor Tim Dahlberg met with the Board to present the MFIP Biennial Service Agreement and the MFIP-DWP Agreement with Central MN Jobs & Training Services.

Action #FS6 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #FS6 – 9/21/21

MFIP Biennial Service Agreement Plan Resolution

WHEREAS, the Minnesota Family Investment Program (MFIP), Minn. Stat. §256J.626, subd. 4, requires counties to have an approved service agreement to receive consolidated funds, and

WHEREAS, the primary purpose of the service agreement is to assess statewide efforts toward the goal of “economic stability for low income families” under MFIP, and

WHEREAS, Kanabec County Family Services has completed, posted and presented a Plan for submission to the Minnesota Department of Human Services.

THEREFORE BE IT RESOLVED to approve the Minnesota Family Investment Program 2022-2023 Biennial Service Agreement.

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

Resolution #FS7 - 9/21/21

Central MN Jobs and Training Agreement and Budget Resolution

WHEREAS, Kanabec County Family Services has contracted with Central Minnesota Jobs and Training (CMJTS) for employment and training services for cash and assistance clientele, and

WHEREAS, Central Minnesota Jobs and Training has submitted an annual budget and Agreement for 2022; and

WHEREAS, the Kanabec County Human Services Director is recommending approving contracting with Central Minnesota Jobs and Training in 2022 for employment and training services and approving the budget and Agreement they have submitted;

THEREFORE BE IT RESOLVED the Kanabec County Human Services Board approves contracting with Central Minnesota Jobs and Training for employment and training services and approves the 2022 budget and Agreement submitted.

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

Resolution #FS8 - 9/21/21

IV D Cooperative Agreement Resolution

WHEREAS, the IV-D Agency is responsible for administering the Child Support Enforcement Program under Title IV-D of the Social Security Act; and

WHEREAS, the County Attorney and Kanabec County Sheriff wish to enter into this cooperative agreement to set forth their respective responsibilities in providing services necessary to the operation of the Child Support Enforcement program.

THEREFORE BE IT RESOLVED to approve the Kanabec County Family Services Director signing an agreement with the Minnesota Department of Human Services, Kanabec County Attorney and Kanabec County Sheriff to provide necessary services to operate the Child Support Enforcement system under Title IV-D of the Social Security Act commencing on January 1, 2022 through December 31, 2023.

Action #FS9 – It was moved by Rick Mattson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #FS9 - 9/21/21

Revised Recovering Hope Chemical Dependency Treatment Services Agreement resolution

WHEREAS, Minnesota Statutes Chapter 254B establishes the Consolidated Chemical Dependency Treatment Fund to enable counties to provide chemical dependency treatment services to eligible clients, and

WHEREAS, Kanabec County Family Services has requested Recovering Hope a local agency, to provide chemical dependency treatment services pursuant to Minnesota Statutes, Chapter 254B, and

WHEREAS, Recovering Hope is licensed to provide chemical dependency treatment services and is willing to provide said services, and

WHEREAS, this contract was presented and approved by Kanabec County Family Services Board in August, 2021 and after approval changes were made by Recovering Hope requiring review by the County Attorney and subsequently requiring the Board's re-approval.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the revised agreement for chemical dependency treatment services with Recovering Hope for the time period September 3, 2021 through December 31, 2022 at the rates approved by DHS and stated in the Agreement.

Action #FS10 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the payment of 116 claims totaling \$205,325.73 on Welfare Funds.

Action #FS11 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to adjourn Family Services Board at 9:43am and to meet again on Tuesday, October 19, 2021 at 9:05am.

The Board of Commissioners reconvened.

The Chairperson presented Career Probation Agent Lucas Athey with a plaque in recognition for his 25 years of service to the County.

Probation Director Todd Eustice met with the County Board to discuss matters concerning his department.

Action #12 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the agreement with Anoka County to renew the membership with Regional Juvenile Center – Lino for a half bed for juvenile detention and placement beginning in January 2022.

Information Systems Director Lisa Blowers met with the Board to discuss matters concerning her department.

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

Resolution #13 – 9/21/21

Temporary Computer Technician Resolution

WHEREAS, there is a temporary vacancy for a Computer Technician due to an employee resigning, and

WHEREAS, the Information Systems Department has many projects coming up in the near future and will need assistance with the workload before a new employee is hired;

THEREFORE BE IT RESOLVED to allow the Information Systems Director to hire a part time Computer Technician on a temporary basis not to exceed \$4,000.00.

Action #14 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the September 7, 2021 minutes as revised with the following changes: Indicate that Les Nielsen was absent from the September 14, 2021 Budget Work Session.

Chairperson Gene Anderson led a discussion regarding the proposed preliminary 2022 budget.

Action #15 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #15 – 9/21/21

A Resolution to set the Maximum Levy and Proposed Preliminary Budget for FY2022

BE IT RESOLVED by the Kanabec County Board of Commissioners that the following proposed fiscal year 2022 levies and proposed budget be adopted:

FUND	PROPOSED BUDGET	PROPOSED LEVY
<i>a.</i> Revenue Fund	14,569,579	7,754,715
<i>b.</i> Welfare Fund (Family Services)	6,346,205	2,265,305

c. Community Health	3,064,301	212,024
d. Road & Bridge Fund	7,372,189	1,933,361
e. Railroad Authority Fund	1,025	925
f. Debt Service – Tax Capacity based (<i>not including market value levy</i>) “ <i>Building Fund</i> ”	1,040,314	861,574
g. SUB-TOTALS (<i>total of a. through f.</i>)	\$32,393,613	13,027,904
i. + Debt Service For Market Based Referendum Levy		\$178,740
ii. + EDA Levy		\$150,000
j. TOTAL PRELIMINARY PAYABLE Y2022 LEVY (total=g +i+ii)		\$13,356,644

BE IT FURTHER RESOLVED that \$861,574 of the debt service tax capacity based and all of the market value based of \$178,740 are dedicated to debt service.

BE IT FURTHER RESOLVED that the budget reflects revenue of \$ 1,183,396 in County Program Aid.

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

IN FAVOR THEREOF: Gene Anderson, Rick Mattson, Dennis McNally, Les Nielsen

OPPOSED: Craig Smith

ABSTAIN: None

Whereupon the resolution was declared duly passed and adopted.

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

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

Resolution #16 – 9/21/21

QPR Training for KCVSO

WHEREAS crisis response and suicide prevention are areas of significant concern in the Veteran population; and

WHEREAS KCVSO has an opportunity to become a trainer in suicide prevention in a program called QPR; and

WHEREAS the KCVSO has received funding for said training from the Pokegama Lake Association; and

WHEREAS the County Attorney has reviewed the license agreement for said training program and found it to be acceptable;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the KCVSO's participation in the QPR training;

BE IT FURTHER RESOLVED the Kanabec County Veterans' Services Officer is authorized to sign the license agreement.

10:15am – The Board took a 5 minute break.

10:20am – The Board reconvened.

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

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

Resolution #17 – 9/21/21

GMG Agreement

WHEREAS Kanabec County annually has an audit performed for all county programs that receive federal funding and supported by county support services paid from County appropriated funds to identify those county support services performed that the federal government will pay a fair share for these support services, and

WHEREAS this audit produces a Federal reimbursement to the Revenue Fund, and

WHEREAS the Kanabec County Board of Commissioners wishes to contract for the preparation of an indirect cost allocation plan to continue to receive Federal reimbursement, and

WHEREAS Government Management Group currently prepares cost allocation plans for over 30 Minnesota Counties and they have worked well with Kanabec County in the past, and

WHEREAS the Government Management Group is the lowest responsible cost provider found;

BE IT RESOLVED to approve an agreement with Government Management Group for the preparation of indirect cost allocation plans for the following years and rates:

2021 plan year at a cost of \$3,750
2022 plan year at a cost of \$3,750
2023 plan year at a cost of \$3,750

BE IT FURTHER RESOLVED to authorize Auditor/Treasurer Denise Snyder to sign the agreement on behalf of the county board.

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

Sadie Broekemeier (via WebEx)	Comments regarding the services offered by Recovering Hope and the benefits they provide to the community.
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10:37am – The Chairperson closed public comment.

Action #18 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to recess the meeting at 10:50am to a time immediately following the Drainage Authority Board.

The Kanabec County Drainage Authority Board met at 10:50am on Tuesday, September 21, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen.

Action #19 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to call the meeting of the Kanabec County Drainage Authority Board to order at 10:50am.

Public Works Director Chad Gramentz presented the Drainage Authority Board Agenda.

Action #20 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the Drainage Authority Board Agenda as presented.

Action #21 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the August 17, 2021 Drainage Authority Board Minutes as presented.

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

Resolution #22a – 9/21/21

Accept Inspection Report
County Ditch No 10

WHEREAS an inspection report of County Ditch No. 10, prepared by Chris Otterness, PE of Houston Engineering, was presented and delivered to the Drainage Authority on August 17, 2021 and included herein by reference, and

THEREFORE BE IT RESOLVED to accept the August 17, 2021 inspection report of County Ditch No.10.

Resolution #22b – 9/21/21

Accept Inspection Report
County Ditch No 2

WHEREAS an inspection report of County Ditch No. 2, prepared by Chris Otterness, PE of Houston Engineering, was presented and delivered to the Drainage Authority on August 17, 2021 and included herein by reference, and

THEREFORE BE IT RESOLVED to accept the August 17, 2021 inspection report of County Ditch No. 2.

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

Resolution #23 – 9/21/21

Dismiss Petition
County Ditch No 10

WHEREAS a petition for repair of County Ditch No. 10 was submitted to the Drainage Authority on March 16, 2021, and

WHEREAS the Drainage Authority ordered an inspection report on said ditch on May 18, 2021, and

WHEREAS an inspection report for County Ditch No. 10 was presented at a public hearing on August 17, 2021, and accepted by the Drainage Authority on September 21, 2021, and

WHEREAS the Drainage Authority has determined from the evidence presented, and input from the affected landowners that the proposed repairs would not be in the best interests of the affected property owners, and

THEREFORE BE IT RESOLVED to dismiss the County Ditch No. 10 repair petition.

Action #24 – It was moved by Rick Mattson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #24 – 9/21/21
Order Repair Report
County Ditch No 2

WHEREAS a petition for repair of County Ditch No. 2 was submitted to the Drainage Authority on March 16, 2021, and

WHEREAS the Drainage Authority ordered an inspection report County Ditch No. 2 on May 18, 2021, and

WHEREAS an inspection report for County Ditch No. 2 was presented at a public hearing on August 17, 2021, and accepted by the Drainage Authority on September 21, 2021, and

WHEREAS the Ditch Authority has determined County Ditch No. 2 is in need of repair, and

WHEREAS Houston Engineering has submitted a proposal for professional engineering services for preparation of a repair report for County Ditch No. 2 with an estimated fee of \$39,000, and

WHEREAS said proposal has been presented to the Drainage Authority and included herein by reference, and

THEREFORE BE IT RESOLVED the Kanabec County Ditch Authority hereby orders a repair report to be done on County Ditch No. 2, and

BE IT FURTHER RESOLVED to accept said proposal submitted by Houston Engineering, and

BE IT FURTHER RESOLVED to appoint Chris Otterness of Houston Engineering as the Engineer for the County Ditch No. 2 repair report.

11:18am – The Chairperson called for public comment. Those that responded included:

Chris Jahnke	Questions and comments regarding Ditch No. 10 and the water level in Pomroy Lake.
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Action #25 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to adjourn the Drainage Authority Board at 11:29am.

The Board of Commissioners reconvened.

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

Action #26 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #26 – 9/21/21

Bituminous Patching

WHEREAS bituminous hot mix asphalt patching is necessary for maintenance at various locations on Kanabec County roads, and

WHEREAS the following quotes were received for bituminous patching:

Knife River Inc.	\$90/ton
Premier Paving	\$125/ton

WHEREAS approximately 700 ton is estimated for patching in 2021, and

THEREFORE BE IT RESOLVED to accept the quote of \$90/ton for bituminous patching by Knife River Inc.

Public Works Director Chad Gramentz gave an update regarding construction projects. Information only, no action was taken.

Future Agenda Items: Local representatives to discuss welfare, roads coming into county, Knife Lake Rest Area. Robbie Anderson, tax forfeited land sale.

Action #27 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to adjourn the meeting at 11:46am and to meet again in regular session on Tuesday, October 5, 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>
Kwik Trip Inc	11,107.37	County Gas Credit Cards	Various
Midcontinent Communications	442.20	Utilities	Various
Minnesota Department of Finance	7,768.00	State Fees & Surcharges	Recorder
MNCVSO Assistants & Secretaries Assn	121.00	MNCVSO Conf/JO	Veterans
Verizon Wireless	3,574.75	Monthly Service, Cell Phones	Various
East Central Energy	86.04	Intersection Lighting	Highway
Knoll, Daniel	675.00	Driveway Permit Refund	Highway
Minnesota Department of Public Safety	27.00	Correction to Deposit 1/8/20	Highway
Kanabec County Auditor HRA	47,382.00	4Q2021 HRA County Contribution	Various
Chupp, Nathan	500.00	Driveway Permit Refund	Highway
East Central Energy	1,152.50	Intersection Lighting	Highway
Klande, Todd	500.00	Driveway Permit Refund	Highway
Lamprecht, Chris	500.00	Driveway Permit Refund	Highway
McCann, Jeff	500.00	Driveway Permit Refund	Highway
CW Technology	1,321.40	Monthly Service	IS
MNPEIP	161,941.14	Health Reserves	HR
Quadient Finance USA, Inc.	4,076.02	Postage for Courthouse & PSB	Unallocated
Spire Credit Union	8,277.01	See Below	
Verizon Wireless	1,325.34	Monthly Service, Aircards	Various
Windstrom, Michael	500.00	Driveway Permit Refund	Highway
Dearborn National Life Insurance Co	810.07	Short Term Disability Premiums	Employee Benefits
Health Partners	6,448.00	Dental Insurance Premiums	Employee Benefits
Life Insurance Company of North America	945.90	Accident, Group Hospital, and Critical Illness Insurance Premium	Employee Benefits
Sun Life Financial	4,058.69	Life Insurance Premiums	Employee Benefits
The Hartford Priority Accounts	2,234.08	Long Term Disability Premiums	Employee Benefits
VSP Insurance Co	322.24	Vision Insurance Premiums	Employee Benefits

26 Claims Totaling: \$266,595.75

Spire Credit Union	120.00	Secretary of State Notary Commission	Coordinator
	11.97	Amazon/Clock	Coordinator
	48.05	JP Cooke/Notary Stamp	Coordinator
	179.64	Synametrics/Synaman Renewal	IS
	94.99	GO DADDY/SSL Cert for Synaman	IS
	34.99	Amazon/Monitor Mount	IS
	19.99	Amazon/Desktop Speakers	IS
	14.99	Amazon/TP Link Switch	IS
	260.00	Supreme Court Lawyer Reg	Attorney
	45.99	Amazon/Monitor Mount HDMI Cable	Attorney
	359.98	Amazon/24" Monitors	Attorney
	19.99	Amazon/Desktop Speakers	Attorney
	108.12	Holiday Inn/MAAP Conf	Assessor
	127.78	Breezy Point/MAAO Fall Conf	Assessor
	127.78	Breezy Point/MAAO Fall Conf	Assessor
	482.32	Hilton Inn/MAAO Fall Conf	Assessor
	475.00	MAAO Fall Conf Reg/JL	Assessor
	475.00	MAAO Fall Conf Reg/TV	Assessor
	124.27	Holiday Inn/MAAO Fall Conf TJ	Assessor
	235.27	Amazon/Utility Cart, Office Supplies	Veterans
	38.66	Vista Print/Business Cards	Veterans
	12.99	Amazon Prime Membership	Sheriff
	28.47	Amazon/San Disk	Sheriff
	16.99	Amazon/SmartQ Card Reader	Sheriff
	526.14	Amazon/ID Card Printer Ink	Sheriff
	136.98	LaPolice Gear/Boots DH	Jail
	35.66	Amazon/Wall Clock for Jail	Jail
	110.08	Amazon/Ear Probe Covers	Jail
	41.94	Amazon/Record Ledger	Jail
	140.00	MSA PSAP 911 Conf CK	E911
	200.00	AMEM Membership Dues KS	Emergency Mgmt
	225.00	AMEM Conf KS	Emergency Mgmt
	615.00	Breezy Point Lodging/AMEM KS	Emergency Mgmt

329.99	Amazon/Epson Projector	Extension
28.99	Amazon/Projector Case	Extension
0.99	APPLE/Storage	Highway
11.99	Amazon/iPhone Case	Highway
59.99	Amazon/USB A to Lightning	Highway
40.00	EB Develop Opport/HS	EDA
29.99	Amazon/Wireles Keyboard	Welfare
99.00	Amazon/Plugable USB Docking	Welfare
10.68	Amazon/Office Supplies	Community Health
2,000.00	MH First Aid Inst Trng	Community Health
120.39	Amazon/Keyboard for RPC	Community Health
17.60	Availity Subscription Fee	Community Health
15.40	Availity Subscription Fee	Community Health
22.00	Availity Subscription Fee	Community Health
12.95	Amazon/File Folders	Community Health
-16.98	Walmart/Wellness Snack Credit	Employee Wellness
49 Claims Totaling:	<u><u>\$8,277.01</u></u>	

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 10/5/21

Department Name	Vendor	Amount	Purpose
ASSESSOR	Kanabec County Highway Department	325.41	7hrs Labor, Equinox Bearing/ABS Sensor
ASSESSOR	Kanabec Publications	<u>37.50</u>	2yr subscription - Times
		362.91	
AUDITOR	Kanabec Publications	<u>37.50</u>	2yr subscription - Times
		37.50	
BUILDINGS MAINTENANCE	Ace Hardware	66.18	Metal Blades, Dewalt Cutter, 9 volt 4pk, 2 Signs, ToggleBolts
BUILDINGS MAINTENANCE	Grainite City Jobbing	<u>1,761.04</u>	Cleaning Supplies & Paper Supplies
		1,827.22	
COMPUTER EXPENSES	Kanabec County A/T	<u>1,677.94</u>	9/10 & 9/24 Paycom Fees
		1,677.94	
COUNTY ATTORNEY	Kanabec Publications	51.00	Business Cards, DS
COUNTY ATTORNEY	MCAA	<u>50.00</u>	MFSRC Conference, BM
		101.00	
COUNTY CORONER	Ingebrand Funeral Home	785.00	Removal and Transport (2)
COUNTY CORONER	River Valley Forensic Services, P.A.	<u>1,750.00</u>	Postmortem Exams (3), Monthly Medical Examiner Contract Feb.
		2,535.00	
COUNTY EXTENSION	Ernest, Jennifer	93.93	Extension Committee Per Diem & Mileage
COUNTY EXTENSION	McFadden, Barbara	80.60	Extension Committee Per Diem & Mileage

COUNTY EXTENSION	Regents of the University of MN	18,814.00	July-Sept 2021 MOA Billing
COUNTY EXTENSION	Salmela, Terry	99.64	Extension Committee Per Diem & Mileage
COUNTY EXTENSION	Schiferli, Kelsey	91.80	Extension Committee Per Diem & Mileage
COUNTY EXTENSION	SHI International	1,435.00	Laptop
		20,614.97	
COURT ADMINISTRATOR	CORE Professional Services P.A.	800.00	Doctor Fees for Psychological Evaluation
		800.00	
ECONOMIC DEVELOPMENT	Mora Area Chamber	75.00	2021-2022 Membership Dues
		75.00	
ENVIRONMENTAL SERVICES	Bracewell, Earl	86.76	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Carda, Eugene	85.08	Board of Adjustment Per Diem & Mileage
ENVIRONMENTAL SERVICES	Eric Hartman - Rock Co Planning & Zoning	200.00	MACPZA Annual Conference 2021 Registration
ENVIRONMENTAL SERVICES	Hallin, Ronald	88.44	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Kanabec County Highway Department	432.95	April-Aug Fuel & Postage
ENVIRONMENTAL SERVICES	O'Brien, Pat	90.68	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	O'Brien, Pat	90.68	Board of Adjustment Per Diem & Mileage
ENVIRONMENTAL SERVICES	Olson, Rhonda	83.96	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Peterson, Ronald	88.44	Board of Adjustment Per Diem & Mileage
ENVIRONMENTAL SERVICES	Sabinash, Douglas	83.96	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Sawatzky, Fred	100.12	Board of Adjustment Per Diem & Mileage (8/24/21)
ENVIRONMENTAL SERVICES	Sawatzky, Fred	78.36	Board of Adjustment Per Diem & Mileage (9/28/21)
ENVIRONMENTAL SERVICES	Zaudtke, Wayne	78.36	Planning Commission Per Diem & Mileage
		1,587.79	
HUMAN RESOURCES	Kanabec County A/T	1,677.94	9/10 & 9/24 Paycom Fees
		1,677.94	
INFORMATION SYSTEMS	Blowers, Lisa	259.80	Mileage & Lodging for MN County IT Leaders Assn Yearly Conf
		259.80	

PROBATION & JUVENILE PLACEMENT	Office Depot	88.27	Office Supplies
PROBATION & JUVENILE PLACEMENT	Schumacher, Sarah	<u>300.00</u>	Contract Report Writer, DVI (2)
		388.27	
PUBLIC TRANSPORTATION	Curtis, Michael	1,127.14	Volunteer Driver
PUBLIC TRANSPORTATION	Kanabec County Highway Department	856.37	Oil Changes & Repairs for Buses
PUBLIC TRANSPORTATION	Manthie, Wendy	1,460.48	Volunteer Driver
PUBLIC TRANSPORTATION	Petersen, Kevin	80.00	DOT Physical
PUBLIC TRANSPORTATION	Van Alst, Lillian	94.64	Volunteer Driver
PUBLIC TRANSPORTATION	Visser, Maurice	<u>179.76</u>	Volunteer Driver
		3,798.39	
SANITATION	Kanabec Publications	204.00	HHW Ad, Kanabec Times
SANITATION	Kanabec Publications	420.00	HHW Ad, Advertiser
SANITATION	Kanabec Publications	420.00	HHW Ad, Advertiser
SANITATION	Kanabec Publications	<u>204.00</u>	HHW Ad, Kanabec Times
		1,248.00	
SHERIFF	Ace Hardware	14.40	9 Keys Made
SHERIFF	Aspen Mills	1,079.15	New Vest & Carrier, JS
SHERIFF	BlueStar Graphics	180.00	4 Door Magnets, 4 Box Magnets
SHERIFF	City of Mora	41,200.80	State Police Aid Reimbursement 2020 Payable 2021
SHERIFF	EATI	164.34	Compact Siren Speaker w/ Universal Bracket Mount
SHERIFF	Horizon Towing	536.87	Towing Services (2)
SHERIFF	North Metro Animal Care & Control	175.00	Boarding 10 Days, Service Call/Pickup Fee
SHERIFF	Office Depot	94.48	Office Supplies
SHERIFF	O'Reilly Auto Parts	<u>130.52</u>	Wiper Blades & Capsule
		43,575.56	
SHERIFF - JAIL/DISPATCH	DKN Construction	5,880.00	Replaced Damaged Area of Jail Sidewalk
SHERIFF - JAIL/DISPATCH	East Central Exterminating	250.00	October Services

SHERIFF - JAIL/DISPATCH	Grainger	186.07	Hex Key Sets (3), Metric V-belt (6)
SHERIFF - JAIL/DISPATCH	Marco	91.00	Standard Payment
SHERIFF - JAIL/DISPATCH	Michael Keller, Ph.D., L.P.	650.00	New Employee Psych Eval
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	935.00	Service Calls for Camera & Transmitter
SHERIFF - JAIL/DISPATCH	Stellar Services	571.00	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>3,878.77</u>	Inmate Meals 9/11/21 - 9/17/21
		12,441.84	
STATE FISCAL RECOVERY ARP	Accurate Controls, Inc.	149,524.77	Part of New Camera System in Jail
STATE FISCAL RECOVERY ARP	Tierney	<u>3,143.91</u>	Part of New Mobile Cart for Attorney Office
		152,668.68	
UNALLOCATED	Quadient Leasing USA, Inc.	<u>2,086.20</u>	Postage Machine Lease, PSB & Courthouse
		2,086.20	
VEHICLE POOL	Kanabec County Highway Department	<u>39.09</u>	Unit #91 Impala, Repaired Exhaust
		39.09	
VETERAN SERVICES	Bliss, Erica	99.68	MACVSO Fall Conference
VETERAN SERVICES	Mora Bakery	94.70	Donuts - Coffee Talk & Training
VETERAN SERVICES	Mora Unclaimed Freight	409.98	Veteran Mattress Set w/ Delivery & Disposal
VETERAN SERVICES	Olson, Jessie	138.88	Mileage Reimbursement for MN CVSO Assistants Conference
VETERAN SERVICES	QPR Institute	<u>509.95</u>	Self Study QPR Instructor Course and Materials
		1,253.19	
71 Claims Totaling:		<u><u>\$ 249,056.29</u></u>	

Agenda Item #3b
Regular Bills - Road & Bridge
Bills to be approved: 10/5/21

Vendor	Amount	Purpose
Ace Hardware	225.22	Shop Supplies
Assured Security	583.00	Locks
Brock White Company	11,037.00	Maintenance supplies
Cemstone	1,934.00	Block for shed at pit
Central McGowan	290.79	Shop Supplies
Conequip Parts & Equipment	23,600.00	Transmission Repair
Contech Engineered	27,712.00	Culverts
Diesel Laptops	1,690.00	Diesel software tool
Federated Co-ops	23.98	Shop Supplies
FS Solutions	620.94	Drug Testing
Golly, Randy	55.96	Clothing Allowance
Johnson Hardware	110.47	Maintenance supplies
Kanabec County Highway Department	74.89	Petty Cash, Postage
Kanabec Publications	77.50	Bid Ad
Knife River	144,788.93	SP 033-603-029 CSAH 3
Magnuson, Dale	54.97	Clothing Allowance
Mei Total Elevator Solutions	1,064.07	Membership Dues
MN Dept of Transportation	2,359.34	Material Testing
MN Fall Expo	390.00	Expo
Northern Lines Contracting	1,265,718.21	SAP 033-610-019 CSAH 10
Northern Safety	132.66	Shop Supplies
Office Depot	125.78	Office Supplies
Post Master	580.00	Stamps
Roeschlein, Tom	63.00	Straw bales
Safety-Kleen Systems	407.85	Shop Supplies
Scientific Sales	59.50	Safety Glasses
Summit Companies	1,073.25	Fire extinguisher inspection
Trueman Welters	2,496.02	Parts
USIC	120.00	Locates
Wiarcom	3,606.50	GPS
Ziegler	135.60	Repair Parts
31 Claims Totaling:	<u>\$ 1,491,211.43</u>	

Agenda Item #4

October 5, 2021

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 9/21/21

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	\$1,212.65
Quality Disposal	\$3,845.00
Arthur Township	\$500.00
Total	\$5,557.65

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (August)	\$3,345.00	\$3,345.00
WASTE MANAGEMENT (August)	\$1,212.65	\$1,212.65
Sub-Total	\$4,557.65	\$4,557.65
Recycling Center Incentive Payments:		
Quality Disposal (August)	\$500.00	\$500.00
Arthur Township (August)	\$500.00	\$500.00
TOTAL PAYMENTS =		\$5,557.65

Date received in County Coordinators Office: Various dates in September

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

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

Expenditure: 01-391-392-0000-6211 = \$42,293.51

Current SCORE Funds balance is = \$70,906.38

Agenda Item #5

October 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: Request for Approval of Contract with Anoka County for East Central Regional Secure Juvenile Detention and Treatment Facility	b. Origination: Probation Department
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following Resolution:

Resolution #___ - 10/5/21

East Central Regional Secure Juvenile Detention and Treatment Facility Contract

WHEREAS, an agreement has been reached to allow Kanabec County to purchase East Central Regional Secure Juvenile Detention and Treatment Facility services equivalent to half a bed as opposed to a whole bed effective January 1, 2022; and

WHEREAS, the Kanabec County Probation Director recommends this level of service for both necessity and cost-effectiveness; and

WHEREAS, the County Attorney has reviewed this contract and finds no objections;

THEREFORE BE IT RESOLVED to approve said contract with Anoka County for East Central Regional Secure Juvenile Detention and Treatment Facility services and authorize the Board Chair to sign on behalf of Kanabec County.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:	9/28/21
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Coordinators Comments:

The Board approved the JPA for services at the 9/21/21 Regular Board Meeting. This Kanabec-specific contract is in addition to the JPA.

**AGREEMENT
BETWEEN KANABEC COUNTY AND ANOKA COUNTY
FOR CONTRACT BEDS**

THIS CONTRACT is made and entered into between Kanabec County, a political subdivision of the State of Minnesota, and Anoka County, a political subdivision of the State of Minnesota.

WHEREAS, the parties have entered into a joint powers agreement dated January 1, 2022, for the operation of the East Central Regional Secure Juvenile Detention and Treatment Facility; and

WHEREAS, Kanabec County wishes to reserve beds for secure detention and treatment for juvenile offenders; and

WHEREAS, Anoka County desires and is able to provide the above stated services.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree to the following:

**ARTICLE I
Definitions**

In the interpretation of this contract, the following definitions shall have the meanings given to them.

- (1) "Advisory Board" means the board created by the Joint Powers Agreement in Section 7.01.
- (2) "Contract Bed" means minimum of a Half (.5) Facility bed which Anoka County reserves for use by the Placing County for secure detention or treatment of juvenile offenders and for which the Placing County guarantees to make payment, whether or not used by the Placing County.
- (3) "Emergency Medical Treatment" means medical treatment for a condition which, in the judgment of the physician or staff in attendance, is life-threatening unless immediate action is taken, or constitutes a substantial injury.
- (4) "Facility" means the secure juvenile detention and treatment facility at the East Central Regional Juvenile Center located in Lino Lakes, Anoka County.
- (5) "Facility Superintendent" means the Anoka County employee assigned to manage and direct the operations of the Facility, or his/her designee.
- (6) "Joint Powers Agreement" means the Joint Powers Agreement for Secure Juvenile Detention and Treatment Facility, dated January 1, 2022.

- (7) "Juvenile" means a male or a female through age 18, who has been taken into custody for a criminal offense or violation of probation, or a male or a female regardless of age who remains under the jurisdiction of the Juvenile Court. Children in Need of Protection or Services (CHIPS) shall not be admitted under this contract, unless they are charged with a criminal offense.
- (8) "Juvenile Day" means a twenty-four (24) hour period in which a Juvenile is admitted to the Facility. The day of admission, notwithstanding the hour of admission, shall be deemed the first Juvenile Day. The day of release, notwithstanding the hour of release, shall not be deemed a Juvenile Day.
- (9) "Local Law Enforcement" means personnel from the Kanabec County Sheriff's Department and police departments located within Kanabec County.
- (10) "Per Diem" shall mean the charge per Juvenile Day established annually by the Anoka County Board of Commissioners pursuant to Section 8.02 of the Joint Powers Agreement.
- (11) "Placing County" means Kanabec County.
- (12) "Placing County Corrections Staff" means an employee of the Kanabec County Court Services Department.
- (13) "Referring Agent" means Placing County Corrections Staff or Local Law Enforcement, when accompanied with an arrest hold, court order or warrant for detention of a Juvenile.
- (14) "Short-Term Bed" means a bed for detention, or for treatment with placement not to exceed 90 days.

ARTICLE II

Term of the Contract and Renewal

Section 2.01: Term.

The term of the contract shall begin on January 1, 2022 and shall continue until December 31, 2026 which shall automatically renew for an additional period of five years beginning January 1, 2027, unless terminated by the parties pursuant to Article XI of this contract or upon the withdrawal of the Placing County under the joint powers agreement.

Section 2.02: Renewal.

This contract may be renewed by written agreement of Anoka County and the Placing County for such period of time as may be agreed upon assuming the Placing County is a Member of the joint powers agreement.

ARTICLE III

Services Provided

Section 3.01: Services.

Anoka County shall reserve Half (.5) Beds for use by the Placing County for secure detention and/or treatment of Juvenile offenders.

Section 3.02: Objectives.

The objective of this contract is to ensure the safety and security of the general public and of the detained Juvenile.

Section 3.03: Location.

The location of the services to be provided through this contract is:

East Central Regional Juvenile Center
7565 Fourth Avenue
Lino Lakes, MN 55014-1097

Section 3.04: Basic Program Services.

Anoka County shall provide basic program services to Juveniles admitted to the Facility in accordance with the programming established by Anoka County in consultation with the Advisory Board.

**ARTICLE IV
Payment for Services**

Section 4.01: Charge for Basic Services.

The Placing County shall pay the membership rate for contracted beds as set forth in the joint powers agreement for each bed reserved. The Placing County shall also pay a Per Diem charge for each Juvenile Day for beds used in excess of its reserved number of beds. The Per Diem charge shall include all direct service and administrative costs for the Juvenile's room and board and basic program services. The per diem charge will be paid to Anoka County in 12 equal monthly installments based on the number of reserved beds agreed upon.

At the beginning of each calendar year, Anoka County shall prepare an annual reconciliation of accounts and bill the Placing County in accordance with Section 8.04 of the Joint Powers Agreement. The Placing County shall submit payment to Anoka County within thirty-five (35) days of the invoice date assuming that the Placing County agrees the reconciliation.

Section 4.02: Cost of Specially-Arranged Services.

The Per Diem charge shall not include specially-arranged services, such as medical, psychological or psychiatric services, transportation, or guard services required to maintain security during a Juvenile's hospitalization. The Placing County shall pay for such specially-arranged services directly to the vendor providing the service or reimburse Anoka County for the costs incurred, as appropriate.

Section 4.03: Invoices.

Anoka County shall, within fifteen (15) working days following the last day of each calendar month in which services were provided, submit an invoice and request for payment to:

Kanabec County Court Services
Attn: Todd Eustice
18 N Vine Street, Suite 233
Mora, MN 55051

The invoice shall include a statement of the number of Juvenile Days the bed was used and the name of the Juvenile placed. The invoice shall also itemize any amounts due for specially-arranged services.

Section 4.04: Payment Procedure.

The Placing County shall make payment to Anoka County within thirty-five (35) days of the invoice date assuming there are no errors in the billing. If the invoice is incorrect, defective, or otherwise improper, the Placing County will notify Anoka County within ten (10) days of receiving the incorrect invoice. Upon receiving the corrected invoice from Anoka County, the Placing County will make payment within thirty-five (35) days of the corrected invoice date.

Section 4.05: Final Payment.

Final payment shall not be made until the Placing County is satisfied that Anoka County has complied with the provisions of Minn. Stat. § 290.92. A certificate by the Minnesota State Commissioner of Revenue will satisfy this requirement.

**ARTICLE V
Specially-Arranged Services**

Section 5.01: Non-Emergency Medical Treatment.

If Anoka County determines that a Juvenile admitted under this contract is in need of non-emergency medical treatment, Anoka County shall attempt to utilize family insurance to obtain such treatment. In the event that the cost is not paid by the family insurance, Anoka County will forward the invoice for said medical treatment to the Placing County for payment to the provider pursuant to Section 5.05. In the event that family insurance is not available and the cost of the non-emergency medical treatment is estimated to cost more than twice the current per diem charge, Anoka County shall contact the Placing County Corrections Staff for prior authorization for such treatment.

Section 5.02: Emergency Medical Treatment.

In the event a Juvenile admitted to the Facility under this contract requires Emergency Medical Treatment that does not require hospitalization, Anoka County shall notify Placing County Corrections Staff the next working day.

In the event a Juvenile admitted to the Facility under this contract requires Emergency Medical Treatment that requires hospitalization, Anoka County shall notify Placing County Corrections Staff through the Placing County's sheriff dispatcher at 320-679-8400.

Section 5.03: Guard Services.

Anoka County shall not be responsible to provide guard services to Juveniles who require hospitalization unless agreed to by both parties to this contract. Such guard services may include an additional charge to be agreed upon by the parties.

Section 5.04: Other Specially-Arranged Services.

The Placing County shall be responsible for the arrangement of all other specially-arranged services, including but not limited to, psychological services, psychiatric services or transportation.

Section 5.05: Billing for Specially-Arranged Services.

Any unpaid specially-arranged services provided to a Juvenile placed in the Facility under this contract shall be the responsibility of the Placing County. Anoka County shall have no responsibility for billing parents, guardians or other responsible parties for medical bills or any other specially-arranged services.

ARTICLE VI

Admission/Discharge Standards

Section 6.01: Requirement of Court Order, Warrant, or Arrest Hold.

Anoka County shall not admit Juveniles unless transported to the Facility by a Referring Agent who has a court order, warrant, or arrest hold. The Referring Agent shall call the Facility at least 30 minutes prior to the estimated time of arrival to verify that appropriate bed space is available.

Section 6.02: Notification of Placing County Corrections Staff.

Anoka County shall notify Placing County Corrections Staff by the next business day of Juveniles admitted by a Referring Agent other than the Placing County Corrections Staff.

Section 6.03: Refusal of Admission.

Anoka County may refuse to admit a Juvenile under this contract where, in the reasonable belief of the Facility Superintendent, the Juvenile cannot be physically maintained at the Facility because of the Juvenile's physical or mental condition.

Section 6.04: Notice of Discharge.

In the case where the Placing County is using Short-Term Beds in excess of its reserved number of Short-Term Beds, and Anoka County needs to discharge a Juvenile being held for detention purposes in order to satisfy its duty to provide a reserved bed to another county, Anoka County shall give Placing County Corrections Staff at least 48 hours notice. Upon receipt of notice, the Placing County shall promptly remove the discharged Juvenile.

Section 6.05: Discharge Required by Law.

The Placing County shall be responsible for complying with all legal requirements needed to hold the Juvenile in the Facility. In the case where the Placing County has not completed all legal requirements necessary to continue to hold a Juvenile admitted to the Facility or a court order requires the discharge of a Juvenile, the Placing County shall promptly make arrangements to remove the Juvenile from the Facility.

ARTICLE VII

Reporting Requirements

Section 7.01: Reports by Anoka County.

The Referring Agent shall provide to Anoka County all information required on the Anoka County intake detention report form provided by Anoka County. Anoka County shall maintain all intake detention reports required under Minnesota law and provide said reports to Placing County Corrections Staff upon request.

Section 7.02: Notification of Continued Detention Status.

After a hearing on the continued detention of a Juvenile detained at the Facility, Placing County Corrections Staff shall notify the Facility before 5:00 p.m. on the same business day, whether or not the Juvenile will return to the Facility. If the Placing County Corrections Staff fails to notify the Facility within the time specified in this section, the Juvenile shall be considered discharged from the Facility.

ARTICLE VIII
**Probable Cause/
Other Juvenile Court Statutory Requirements**

Section 8.01: Probable Cause Requirements.

Anoka County shall not be responsible for meeting the requirement to file a finding of probable cause for detention of Juveniles detained under this contract.

Section 8.02: Other Juvenile Court Statutory Requirements.

Anoka County shall not be responsible for compliance with any juvenile court statutory requirements except for those specifically directed at juvenile detention facilities.

ARTICLE IX
Compliance with Laws/Standards

Section 9.01: Requirements of Law.

Anoka County and the Placing County shall abide by all federal, state or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this contract.

Section 9.02: Licenses and Permits.

Anoka County shall be responsible for obtaining and maintaining all licenses, permits or other rights required for the provision of services under this contract.

Section 9.03: Governing Law.

This contract shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota. All judicial proceedings related to this contract shall be venued in the Tenth Judicial District of the State of Minnesota.

ARTICLE X
Default and Remedies

Section 10.01: Damages.

In the event of a party's failure to perform obligations under this contract, that party shall be liable to the other party for any and all damages reasonably sustained by the other party as a result of such failure.

Section 10.02: Failure to Pay.

If the Placing County's undisputed payment due under this contract becomes delinquent by 120 days or more, Anoka County may refuse to admit Juveniles from the Placing County until the Placing County's account becomes current and the Placing County's Contract Bed becomes available.

Section 10.03: Remedies Cumulative.

All remedies provided for herein or otherwise available at law or equity shall be cumulative. The election of any remedy shall not bar other remedies available to the party.

Section 10.04: Waiver of Default.

The waiver of any default by a party, or the failure to give notice of any default, shall not constitute a waiver of any subsequent default or be deemed to be a failure to give such notice with respect to any subsequent default. The making or acceptance of a payment by a party with knowledge of the existence of a default shall not operate or be construed to operate as a waiver of any subsequent default.

Section 10.05: Force Majeure.

Neither party shall be held responsible for delay or failure to perform when such delay or failure is due to an uncontrollable circumstance as defined in Article XII of the Joint Powers Agreement.

**ARTICLE XI
Withdrawal/Termination**

Section 11.01: Withdrawal.

The Placing County may withdraw from this contract in accordance with the procedures, terms and conditions set forth in Article IX of the Joint Powers Agreement.

Section 11.02: Termination.

This contract may be terminated in accordance with the procedures, terms and conditions set forth in Article IX of the Joint Powers Agreement.

**ARTICLE XII
General Provisions**

Section 12.01: Entire Agreement, Amendment.

This contract and the Joint Powers Agreement contain the entire agreement of Anoka County and the Placing County and shall supersede all oral and written agreements and negotiations by the parties relating to the subject matter of this contract. This contract may be amended only by written agreement of Anoka County and the Placing County, in consultation with the Advisory Board.

Section 12.02: Severability.

The provisions of this contract are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of the contract is for any reason held to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining portions of this contract.

Section 12.03: Liaison.

To assist the parties in the day-to-day performance of this contract and to develop service, ensure compliance, and provide ongoing consultation and coordination, Anoka County and the Placing County shall each designate a liaison. The parties shall keep each other continually informed, in writing, of any change in the designated liaison. At the time of the execution of this contract the following persons are the designated liaisons:

Anoka County Liaison: Nate Parker

Telephone: 763-324-4823

Placing County Liaison: Todd Eustice

Telephone: 320-679-6450

Section 12.04: Independent Contractor.

For the purposes of this contract, both parties shall be deemed to be independent contractors and not employees of the other party. Any and all agents, servants, or employees of a party or other persons, while engaged in the performance of any work or services required to be performed by a party under this contract, shall not be considered employees of the other party for any purpose.

Section 12.05: Subcontracts, Assignment.

The Placing County may not subcontract, assign or otherwise transfer its obligations under this contract.

Section 12.06: Successors.

The Placing County and Anoka County each binds itself and its successors, legal representatives, and assigns to the other party and to the partners, successors, legal representatives, and assigns of such other party, in respect to all rights and obligations under this contract.

Section 12.07: Liability.

Each party shall be responsible for its own acts and those of its elected officials, employees, agents, and subcontractors and the results thereof, and shall not be responsible for the acts of any other party, its elected officials, employees, agents, or subcontractors and the results thereof, except as otherwise provided in this contract and the Joint Powers Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the date(s) indicated below.

COUNTY OF KANABEC

COUNTY OF ANOKA

By: _____
Gene Anderson, Chair
County Board of Commissioners

By: _____
Rhonda Sivarajah
Anoka County Administrator

Dated: _____

Dated: _____

ATTEST:

By: _____
Kristine McNally
County Coordinator/Executive Secretary

Dated: _____

Approved as to Form and Execution:

Approved as to Form and Execution:

By: _____
Barbara McFadden
County Attorney

By: _____
Nancy Norman Sommer
Assistant County Attorney

Dated: _____

Dated: _____

EXHIBIT C**Revenue Shortfall Example**

- With a 22.5 Bed Membership using a 31 bed scenario
- By RJC Member County **Contracted beds %**
- Budget at 31 and sell 29 leaving a 2 bed shortfall (\$218,060)

County	Beds	%	\$ Shortfall
Anoka	5	22.25	\$48,518
Benton	1	4.5	\$ 9,813
Chisago	2	9	\$19,625
Isanti	1	4.5	\$ 9,813
Kanabec	.5	2	\$ 4,361
Mille Lacs	2	9	\$19,625
Pine	1	4.5	\$ 9,813
Sherburne	1	4.5	\$ 9,813
Stearns	1	4.5	\$ 9,813
Washington	5	22.25	\$48,518
Wright	3	13	\$28,348

EXHIBIT D
ORIGINAL STATE GRANT MONIES

Anoka	\$923,275
Benton	125,732
Chisago	113,508
Isanti	115,989
Kanabec	65,958
Mille Lacs	86,550
Pine	99,638
Sherburne	140,892
Stearns (50%)	235,085
Washington (50%)	220,370
Wright	<u>227,454</u>
Total	\$2,354,451

Agenda Item #6

October 5, 2021

REQUEST FOR BOARD ACTION

a. Subject: Policy Review P-106 Determination of Wages and Salaries	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution # ____ - 10/5/21

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

WHEREAS, the proposed policy updates in P-106 have been reviewed in consultation with the County Attorney; and

WHEREAS, the County Human Resources Department recommends the adoption of the proposed revisions to Personnel Policy P-106 to continue effective workplace practices, to support continued compliance with applicable law and regulations, and to continue to provide effective delivery of public services;

THEREFORE BE IT FURTHER RESOLVED that the recommended updates to existing Policy P-106 are approved and effective immediately.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinator's Comments:

DETERMINATION OF WAGES AND SALARIES POLICY

I. POLICY STATEMENT

In an effort to pay each employee of Kanabec County in a consistent and equitable fashion for the relative worth of his/her contribution to the operations of the County, a job evaluation system has been established. The job evaluation system is the basis for the assignment of all jobs into wage and salary classes. All job evaluation ratings and re-evaluations are subject to final approval by the County Board of Commissioners.

II. JOB EVALUATION PROCEDURE, NEW POSITIONS :

- A. When a new job is created, the job description and physical analysis shall be written, reviewed and authorized by the appropriate Department Head with consultation from the Personnel Director.
- B. Once the job description is authorized, the job description and physical analysis shall be forwarded to the County Board of Commissioners for their review. The Coordinator will submit them to the Board at the next available Regular Board Meeting. Materials submitted to the board shall include:
 - (1) standard board meeting cover sheet
 - (2) proposed job description and physical analysis
 - (3) justification of the necessity of the action
- C. Upon review, the Board may do one of the following:
 - (1) refer the job description and physical analysis to the pay consultant for evaluation, or
 - (2) send the job description and physical analysis back to the Department Head for changes or clarifications.
- D. After the job has been evaluated, the results shall be directed back to the County Board of Commissioners for approval.
- E. Within 30 days after notification of the Board's approval or disapproval of the consultant's recommended evaluation, any affected employee or the department head may appeal to the Board for reconsideration of the evaluation of the job by making a written request detailing the basis of the request and submitting it to the County Board.
- F. No individual may be hired into a new job before the job description has been written, evaluated and approved by the County Board of Commissioners.

III. JOB EVALUATION PROCEDURE, EXISTING POSITIONS :

- A. When a job changes substantively, the job description and physical analysis shall be rewritten, reviewed and authorized by the appropriate Department Head with consultation from the Personnel Director.

- B. Once the job description and physical analysis is authorized it shall be forwarded to the pay consultant for evaluation.
- C. After the job has been evaluated, the results shall be directed to the County Board of Commissioners for approval at the next available Regular Board Meeting. Materials submitted to the board shall include:
 - (1) standard board meeting cover sheet
 - (2) proposed job description and physical analysis
 - (3) evaluation results
- D. Within 30 days after notification of the Board's approval or disapproval of the consultant's recommended evaluation, any affected employee or the department head may appeal to the Board for reconsideration of the evaluation of the job by making a written request detailing the basis of the request and submitting it to the County Board.
- E. In the event that a job that has been previously evaluated changes classes, the following pay adjustments shall be made to employees in those jobs on the first day of the first payroll period beginning after Board authorization of the job description.
 - 1. In the event that the job is evaluated to a higher pay class the pay of individuals in that job shall be adjusted to the next higher pay by the following method: each individual's actual pay rate at the time of the change will be set into the new pay range, then rounded up to the closest step in the new range. If the individuals actual pay rate at the time of the change is exactly equal to a step in the new pay range, then that is the pay step used.
 - 2. The employee's step advancement date schedule will not be affected by this change. For employees on Step G with no scheduled step movement and are eligible for a step on the new range, the next step movement will occur one year from date of movement to the new pay range.
 - 3. In the event that the job is evaluated to a lower pay class the pay of individuals in that job shall remain at the same pay rate and move to the nearest next step on the next scheduled step date if not at the top of the new pay range. If the individual is above the top of the new pay range, then his or her wage is frozen until the schedule catches up to the frozen wage.

IV. JOB RE-EVALUATION PROCEDURE, EXISTING POSITIONS :

- A. All classifications will be re-evaluated approximately every three years on a schedule established by the Kanabec County Board of Commissioners after an initial re-evaluation of all jobs over 2017 & 2018. Existing positions re-evaluated pursuant to Section II will be reset to the beginning of a 3 year cycle. From time to time, the county board may alter where positions are in the 3 year cycle to provide an equitable annual distribution.
- B. No later than July 1 of each year, each department head shall submit to the Personnel Director for each position being evaluated in their department:

1. Updated job description. Any differences from the previous job description will be detailed as to the change and reason for the change.
 2. For department head positions, the Chairperson of the County Board will review the updated job description and updated physical analysis prepared by the department head.
- C. Any position not submitted by July 1 is assumed to have no change and will be reset in the 3 year schedule. After the July 1 date, the board may direct a department head to submit a job description and physical analysis where the supervisor did not meet the July 1 deadline.
- D. The Personnel Director is responsible for:
1. Reviewing all job descriptions and physical analysis and resolving any inconsistencies with the department head.
 2. Reviewing the existing and proposed job descriptions and questionnaire and either:
 - a. accept with no further action if no changes are made, or
 - b. refer to the pay consultant for evaluation.
 3. Submitting the reconciled job descriptions and physical analysis to the pay consultant.
 4. Preparing a synopsis of results for the board and department heads.
 5. Submitting all jobs recommended for change to the county board for action.
 6. Submitting a list of those jobs reviewed and accepted to the County Board by July 1 of each year.
- E. After a job description has been evaluated, the results shall be directed to the County Board of Commissioners for review and approval.
- F. Within 30 days after notification of the Board's approval or disapproval of the consultant's recommended evaluation any affected employee or the department head may appeal to the Board for reconsideration of the evaluation of the job by making a written request detailing the basis of the request and submitting it to the Personnel Director. The Personnel Director will review and comment on the appeal and submit it to the County Board for action.
- G. In the event that a job reevaluated in accordance with this section changes classes, the following pay adjustments shall be made to employees in those jobs on January 1 after Board authorization of the job description.
1. In the event that the job is evaluated to a higher pay class the pay of individuals in that job shall be adjusted to the next higher pay by the following method: each individual's actual pay rate at the time of the change will be set into the new pay range, then rounded up to the closest step in the new range. If the individuals actual pay rate at the time of the change is exactly equal to a step in the new pay range, then that is the pay step used.

2. In the event that the job is evaluated to a lower pay class the pay of individuals in that job shall remain at the same pay rate and move to the nearest next step on the next scheduled step date if not at the top of the new pay range. If the individual is above the top of the new pay range, then his or her pay is frozen until the schedule catches up to the frozen wage.

H. In the event a position is vacant and the position will not be filled the job description will be taken off the 3 year cycle. If the County Board or Department Head decides to fill the position an updated job description and physical analysis will be submitted to the County Board for approval.

V. EVALUATIONS, NEW AND REVISED

For the sake of equitable relationships, the pay consultant will evaluate the product of the combined effort of the involved staff members as approved by the board. By following this standard protocol, communications and reasons for ratings are documented as part of the public record. Contact with the pay consultant will be by the Kanabec County Board of Commissioners and the Personnel Director. Employees, including supervisors and department heads, will not contact the pay consultant directly.

VI. PROMOTION PAY POLICY

- A. When an employee is promoted to a new position of greater responsibility, his/her pay rate shall move to the next higher step in the new pay range which is 4% or higher than the employee's present rate.
- B. Pay changes necessitated by this policy shall be implemented on the first day of the first payroll period following Board approval of the promotion.
- C. DEFINITION: PROMOTION: A promotion is defined as the assumption of the duties of a new job which involves greater responsibility and is in a higher pay class.

VII. TRANSFER PAY POLICY

- A. When an employee transfers from one job to another within the same pay class his/her rate of pay shall remain the same.
- B. DEFINITION: TRANSFER: A transfer is defined as the assumption of the duties of a job which involves comparable responsibility and/or training than that of the previous job and is in the same pay class.

VIII. DEMOTION PAY POLICY

- A. When an employee is assigned to a job of a lesser pay range than his/her present job (whether this new assignment be by his/her choice or by the management), the rate of his/her new job will remain the same or go the maximum of the new salary range -- whichever is less.
- B. Pay changes necessitated by this policy shall be implemented on the first day of the first payroll period following Board approval of the demotion.

- C. **DEFINITION: DEMOTION:** A demotion is defined as the assumption of the duties of a job which involves less responsibility and/or training than that of the previous job and is in a lower pay class.

IX. CREDIT FOR EXPERIENCE POLICY

- A. It is the policy of Kanabec County to recognize prior education and experience that a new employee has had. Subsequently, when an individual with previous relevant education and experience is offered a position at Kanabec County, his/her previous education and experience may be taken into consideration when determining the starting rate of pay.
- B. The determination of the actual salary for a new employee which is above the beginning rate shall be made by the County Board of Commissioners upon the recommendation of the Department Head. As a guideline, one step into the pay range may be granted for each year of education and/or experience which exceeds the education and experience requirements specified on the job description not to exceed the third step.
1. Exceptions may be made to this policy with demonstrated evidence of market need and a unanimous vote of the Board of Commissioners.
 2. **DEFINITION: PRIOR EXPERIENCE:** Prior experience must be recent, relevant, and be of superior quality as indicated by references, background checks and any other pertinent information.

X. STEP MOVEMENT

- A. The minimum time period between pay steps is:

From 'A' to 'B' = 6 months
From 'B' to 'C' = 12 months
From 'C' to 'D' = 12 months
From 'D' to 'E' = 12 months
From 'E' to 'F' = 12 months
From 'F' to 'G' = 12 months

Step times are from the last step or change in pay from a promotion, demotion or special pay change event. Step dates do not necessarily coincide with employment anniversaries and are not linked to length of time required to complete any prior step.

- B. Unpaid absences from work do not count towards time-in-grade for the next pay step.
- C. The effective date of step advancement is back to the start of the pay period in which the step advancement is due.
- D. Movement from Step 'A' to 'B' typically coincides with completion of probation. This step may be extended by mutual consent of the department head, employee and Personnel Director.
- E. Step movement is contingent upon satisfactory performance as determined by the department head. The department head may delay step advancement to the extent necessary to correct a performance deficiency: up to indefinitely. In the event an employee feels they were

improperly treated by a department head in denying or delaying step advancement, they have the right to:

1. Within 10 days of the department head's action, the employee may request the Personnel Director to mediate the matter.

2. If mediation fails, the action may be appealed to the county board within 10 days of the outcome of mediation.

F. The performance of department heads will be evaluated by the county board **annually**. The commissioners will prepare individual rating forms which will be consolidated by the Personnel Director and discussed with department head by commissioners designated by the board for that purpose. Appointed department head evaluations will be completed in the two months prior to the scheduled step movement. **See Addendum B.**

XI. ELECTED OFFICIALS

The wage for elected officials (except commissioners) shall be set as follows.

A. Each elected position shall be evaluated according to the unique requirements of that position in a manner similar to that of appointed officials. This results in a range of pay steps.

B. In January of each year, the Kanabec County Board of Commissioners will set by resolution the salary of each elected official per MN Statutes 387.20, 386.015, 384.151, and 388.18. The board shall consider:

1. The responsibilities and qualifications of the position. If the valuation of the job does not reasonably match the responsibilities and qualifications of the position, the board will reconsider the evaluation pursuant to Section II and III of this policy.

C. In January of each year, the Kanabec County Board of Commissioners shall set the minimum wage by resolution of each elected official per MN Statutes 387.20, 386.015, 384.151, and 388.18.

D. The County Board shall set the annual wage for commissioners by resolution on an annual basis in accordance with MN Statute 375.055.

XII. NOTIFICATION OF RATE OF PAY CHANGES

Pursuant to the Minnesota Wage Theft Protection Act (enacted 2019), employees will receive written notification of required rate of pay information at the time of initial hire, as well as at any time their rate or rates of pay and the basis thereof changes during their employment with Kanabec County.

Approved: April 26, 2006

Effective: April 26, 2006

Supersedes: new

ADDENDUM A

Policy ~~P-117~~ **P-106**

I POLICY STATEMENT

This policy specifies how Article III, Section A is implemented: a three-year rotation of reevaluation of all county job classes

II POLICY GUIDELINES

A. Initial set-up in the year 2017 and 2018 will be as follows:

1. Job descriptions will be placed on a spreadsheet with the year it was last evaluated.
2. Job descriptions will be evaluated in chronological order starting with job descriptions last evaluated in 2008.
 - a. job descriptions last evaluated in 2008 through 2012 will be reevaluated in 2017.
 - b. job descriptions last evaluated in 2013 through 2016 will be reevaluated in 2018.
3. After the initial two year reevaluation process all job descriptions will be placed on a three year cycle based on the last year it was reevaluated.

B. The list will be a revolving one carrying on from year to year in the order determined above.

Adjustments may be made from time-to-time in the following circumstances or as directed by the board in special circumstances:

1. If a new classification is added, it will go to the bottom of the list that is five years from the evaluation date.
2. If a position is reevaluated pursuant to Article II of ~~P-117~~ **P-106** outside of the reevaluation rotation, it will go to the bottom of the list that is **five** ~~three~~ years from the evaluation date.

C. The reevaluation method will be as determined by the Kanabec County Board of Commissioners.

Approved: April 13, 2011

Effective: April 13, 2011

Supersedes: April 14, 2010

ADDENDUM B

Policy ~~P-117~~ **P-106**

It is the policy of the Kanabec County Board of Commissioners to conduct a performance appraisal of all appointed Department Heads on an annual basis. The performance appraisal will be conducted by a Personnel Committee consisting of the County Coordinator, County Board Chair and the County Board Vice Chair.

Reviews will be completed on a schedule established annually by the County Board.

Evaluation tools will include, but not be limited to, those included in this policy:

Form A	To be completed by the Kanabec County Board of Commissioners and the County Coordinator
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Form B	Memorandum to go to the Department Head
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FORM A

Policy ~~P-117~~ **P-106** Addendum B

Department Head _____ 6 month review _____ Annual Review _____

Name: _____

Review Date: _____

Reviewer's Name: _____

(1) Not Acceptable (2) Below Expectations (3) Meets Expectations (4) Exceeds
Expectations (5) Exceptional

Rating	
	<u>Quality</u> – Completes high quality work according to specifications. Follows standards and procedures. Keeps complete records. Pays attention to details.
	<u>Job Knowledge</u> – Possesses skills, understanding and knowledge to perform the job competently.
	<u>Communication</u> – Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information.
	<u>Interpersonal Skills</u> – Is sensitive to the needs, feelings and capabilities of others. Approaches others in a non-threatening and pleasant manner and treats them with respect.
	<u>Conflict Resolution</u> – Expresses alternative points of view in a non-threatening way. Knows when it is appropriate to compromise and when it is important to take a stand.
	<u>Teamwork</u> – Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other staff members. Fulfills commitments to others. Shows a cooperative spirit.
	<u>Community Relations</u> – Represents the county within the community. Is able to conform and promote the county's standards of conduct. Engages in legislative and advocacy activities for the county.
	<u>Initiative</u> – Strives to learn and improve. Seeks out ways to better themselves and the county. Self motivated.
	<u>Leadership</u> - Effective in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively; promoting innovation and team effort.
	<u>Expense Management</u> - Effective in establishing appropriate reporting and control procedures; operating efficiently at lowest cost; staying within established budgets.

OVERALL RATING: _____

1. What specific recommendations do you have for goals/priorities of the Director during the upcoming year?

2. Describe what you see as significant strengths and accomplishments of the Director during this past year?

3. In what areas do you feel the Director's performance could improve in the next period or gain knowledge in?

4. Describe a possible plan of action that would assist the Director in improving on the issues mentioned in question 3?

5. Please provide any additional comments regarding the Director's performance.

Action resulting from performance review:

Passed review: _____

Wage increase effective: _____
(Date)

Board Chair Signature: _____

Date: _____

Employee's Signature: _____

Date: _____

FORM B

TO: Department Head

FROM: Personnel Committee

DATE:

The Personnel Committee will soon be conducting an evaluation of your performance over the last 12 months.

We will meet with you on Wednesday, _____ at __:00__m following the regular County Board meeting to discuss the evaluation.

For your part of this process, we'd like you to answer these two questions:

1. What are your accomplishments over the last 12 months?
2. What are your goals over the next 12 months?

Please have your response back to the County Coordinator's Office by _____, 20__.