



# Kanabec County Board of Commissioners

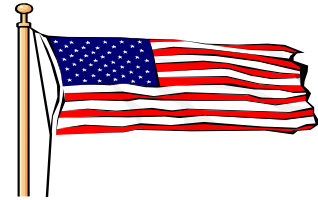
## Regular Meeting Agenda The Meeting of September 7, 2021

- 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: 2491 531 2780



### **Video Meeting link:**

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=mf7bc6dd6be0560d071ff22a92e12c32d>

Meeting number: 2491 531 2780

Password: QkTYwkZH826

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

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

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

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

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

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

9:05am    Recess county board to a time immediately following the CHB.  
            **Community Health Board**

9:30am    Erica Bliss, Kanabec County Veterans' Services Officer- Oath of Office

9:40am    Barbara McFadden, County Attorney – Request for Authority to Sign Documents for Settlement on a Legal Action Regarding Vehicles Purchased by the County

9:45am    Lisa Holcomb, Recorder- Department Update

10:00am   Heidi Steinmetz, Economic Development Director-

- 1) Request Acceptance of “Robust Network Feasibility Study Fund” Grant from Blandin Foundation: \$25,000
- 2) Request Approval of Broadband Feasibility Study RFP Proposal from HR Green: \$50,040
- 3) Request Approval of Usage of APRA Funds to Cover Feasibility Study Balance: \$25,040

**10:30am Public Comment- Telephone call-in number for public access: 1-408-418-9388  
Access Code: 2491 531 2780**

10:45am Brian Smith, Sheriff & Kris McNally, Coordinator- ARPA-State & Local Fiscal Recovery Funds Request #2

11:05am Ryan Carda, Environmental Services/GIS Technician- LIDAR for County Government

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[Other business to be conducted as time is available:](#)

1. Minutes
  - a. August 17, 2021 Regular Meeting Minutes
  - b. August 17, 2021 Drainage Authority Board Meeting Minutes
2. Paid Bills
3. Regular Bills
  - a. Revenue Fund
  - b. Road & Bridge
4. SCORE Claims
5. Paving Patching Bids for County Road 2 and County Road 8 (bid information will be provided at the meeting)
6. Lakes & Pines Family Homeless Prevention & Assistance Program Resolution
7. Commissioner Reports
8. Future Agenda Items
9. Discuss any other matters that may come before the County Board

**Kanabec County Community Health Board**  
**AGENDA**  
**Tuesday September 7, 2021**  
**9:05 a.m.**

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-3
  - Staffing – Home Health Aide & RN/PHN Interviews
  - Budget recommendation by KCHHSAC
    - See attached letter page 4
  - Workforce Development/Capacity Grant
  - Mental Health and Suicide Prevention Strategic Planning Cohort
  - Electronic Visit Verification (EVV)
  - Coronavirus Update/Response Activities
4. Central MN Healthcare Preparedness Coalition MOU
  - Action requested
  - See attached MOU and resolution page 5-13
5. Financial Reports – see attached
  - Trial Balance – page 14-16
  - July 2021 Financial Report page 17
6. Abstract Approval
  - Action Requested
    - See attached Abstract and Vendor List page 18-25
7. Other Business
8. Adjourn

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

## Community Health Report

### Staffing:

**Home Health Aide and RN/PHN** – Interviews are happening this week and next for positions either vacated or opening up soon.

**Budget recommendation – Kanabec County Health & Human Services Advisory Committee:** Please see attached letter from the Advisory Committee Chair. As discussed with the Board during the budget meeting on August 24, outreach is written in to many of the grants and funds are designated in the supply line.

*-See attached letter*

**Workforce Development/Capacity Grant:** The grant that you gave me permission to write was submitted on August 24. I received an email on August 31 stating that we have been approved for the amount of funding requested to support the activities in the application. MDH estimates that grant agreements will be ready in early October. Funded activities include:

- Support of the PHEP Coordinator - .725 FTE (PHEP Grant covers .275 FTE) for period covering 1/1/2022 – 6/30/2023
- Contract with InsightFormation to participate in the Adverse Childhood Experiences and Resilience Resource Commons for Communities Action Network. This will assist our community in recognizing and reducing the frequency of adverse effects in children, adults, and families and will assist in a strategic plan to address some of the issues that have grown because of COVID.
- In support of COVID-19 planning, response and recovery increase time for a nurse to provide more education to the Amish Members living in Kanabec County.
- Send one staff or community member to a Youth Mental Health train the trainer program – to support youth in Kanabec County.
- Contract with professionals to provide training on motivational interviewing with a focus on substance use which has increased greatly during COVID; implicit bias training and equity training so that staff can better work with the community.

The total funding requested was \$133,698.

## Mental Health and Suicide Prevention Strategic Planning Cohort September 2021 – August 2022

Kanabec County Community Health has been accepted into the MDH Mental Health and Suicide Prevention Strategic Planning Cohort. This cohort is a year-long collaborative project with the Suicide Prevention Unit of MDH that will help cohorts' members identify, coordinate, develop and implement mental health and suicide prevention programs and community collaborations. Cohorts from across the state of Minnesota meet monthly via Microsoft Teams to discuss systems, frameworks, and strategies to address Mental Health and Suicide Prevention. Each meeting is scheduled for up to three hours.

We have identified community partners that have agreed to be part of this cohort. These partners will join monthly calls and participate in the work plans given by MDH Coordinators.

Community Partners:

- Sarah Ellstrom – High School Counselor, Mora Public Schools
- Sara Rossow – Elementary School Counselor, Mora Public Schools
- Brian Smith – Sheriff, Kanabec County Sheriff's Office
- Jen Peterson – Social Worker, Welia Health



- Alisha McDermeit – Social Worker, Kanabec County Family Services
- Sadie Broekemeier – President, Recovering Hope Treatment Center

\*other members may still be added

Kanabec County Community Health (KCCH), through its most recent Community Health Assessment and Community Health Improvement Plan process identified as its top priority Mental Health and Wellness. The community group that helped in the prioritization process included mental health for all ages, stress management/coping skills, depression, suicide, suicidal ideation, chronic pain, adverse childhood experiences, isolation, and substance use into the category of Mental Health and Wellness.

The Substance Abuse Coalition of Kanabec County (SACK) has been working on how to move forward without funding and incorporating mental health and wellness into the substance abuse programming we currently have within our community. Substance use, suicide prevention and recovery are all pieces of a larger puzzle that can be addressed by understanding where gaps in service exist and how as a community we can work collaboratively to identify and close those gaps. This cohort provides an opportunity to work collaboratively, tap into the resources provided by MDH and finally develop and implement a strategic plan for our community.

### **Electronic Visit Verification:**

The federal government will soon require some providers to use electronic visit verification (EVV) systems to document that people are receiving the services that are billed to the state. The 21<sup>st</sup> Century Cures Act, Public Law 114-255 signed in December 2016, requires providers of personal care, including personal care assistance (PCA) and some waiver services and home health care providers to use electronic visit verification to be eligible for full federal Medicaid matching dollars.

The Minnesota Department of Human Services will begin to use EVV for personal care and home health services later this year as required by the federal 21<sup>st</sup> Century Cures Act. The law defines personal care services as those that support activities of daily living or instrumental activities of daily living and require an in-home visit. The law requires providers to use an electronic verification method to record who received services, who provided services, location, when services begin and end, date and type of service performed.

DHS has selected a hybrid EVV model. With the hybrid model, providers may select either the DHS-provided system or an EVV system that works best for their business. If providers choose another EVV system, it must be able to submit data to the state EVV vendor's system. DHS will not charge providers to access the state-selected system. DHS understands, however, providers might need to spend time and resources to make this big change and comply with the law in cooperation with DHS.

At this time, Kanabec County Community Health plans to use the system provided by DHS to document the appropriate Home Health Services provided by our agency. I am unsure of any unexpected costs that we may have to incur in order to be compliant with this requirement. An informational session will be held on October 5<sup>th</sup> where we hope to learn more.

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

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

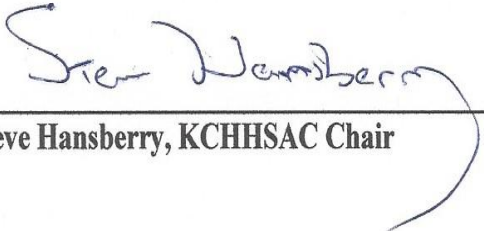


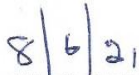
## Kanabec County Health & Human Services Advisory Committee

TO: Kanabec County Community Health Board

This is to certify that on July 22, 2021, pursuant to Minnesota Statutes 2020, Section 402.03, the Kanabec County Health and Human Services Advisory Committee reviewed the proposed 2022 Community Health budget. The committee voted in support of the proposed budget.

The committee discussed the need to have a budget line identifying outreach initiatives, including issuing publications to elected officials at all levels in Kanabec County in order to inform them of Kanabec County Community Health programs. It is recommended to the Kanabec County Community Health Board that such a budget line be included in future budget presentations to the committee.

  
\_\_\_\_\_  
Steve Hansberry, KCHHSAC Chair

  
\_\_\_\_\_  
Date

# CENTRAL MINNESOTA HPC

DOCUMENT: CMHPC Mutual Aid Memorandum of Understanding	MANUAL: All Hazards Plan
	SECTION: All Hazards Plan Introduction Appendix C

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# CENTRAL MINNESOTA HPC

DOCUMENT: CMHPC Mutual Aid Memorandum of Understanding	MANUAL: All Hazards Plan
	SECTION: All Hazards Plan Introduction Appendix C

## Purpose

The purpose of the Memorandum of Understanding (MOU) is to address the need to support each other during times of crisis or disaster. This could include, but not limited to the loan of medical personnel, pharmaceuticals, supplies, and equipment. This may also include assisting with evacuations or surge events be it sending or receiving patients / residents / tenants. This is an agreement among the Central Minnesota Health care Preparedness Coalition (CMHPC) members, for providing mutual aid, as stipulated in this agreement, at the time of a medical crisis / disaster, when able.

For purposes of this agreement, a crisis / disaster is defined as an overwhelming incident or situation that exceeds the effective capability of the impacted health care facility(s) which, without assistance and support from outside sources, may result in patient/resident/tenant and or staff harm. An incident such as this will often involve local emergency management and local public health. The crisis/disaster may be an “external” or an “internal” event for health care facilities and assumes that each affected facility’s emergency management plans have been fully implemented.

This document addresses the relationships between and among health care facilities and is intended to augment, not replace, each facility's disaster plan. The agreement also provides the framework for health care facilities to work with local emergency management, local public health, emergency medical services and other health care coalition / health care entities during planning and response. Health care coalition partners include, but are not limited to; hospitals, long term care, home health, hospice, clinics and dialysis.

This document supplements the rules and procedures governing interaction with other organizations during a disaster (e.g., law enforcement agencies, local emergency medical services, local public health, fire departments, American Red Cross, etc.). It is recognized that during an emergency, all requests for assistance must go through the local emergency management agency. The coalition will help coordinate requests through coalition partners and will communicate the same to the local emergency operations center, if activated.

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# CENTRAL MINNESOTA HPC

DOCUMENT: CMHPC Mutual Aid  
Memorandum of  
Understanding

MANUAL: All Hazards Plan

SECTION: All Hazards Plan Introduction  
Appendix C

## General Principles of Understanding

### 1. Participating Agencies:

- All health care facilities and coalition members, who sign the bylaws, agree to participate in the MOU.

### 2. Agency Representatives Responsibilities:

- Coordinate the MOU initiatives with the individual organization emergency management plans.
- It is recommended that facilities that sign the MOU participate in CMHPC training and exercises.

### 3. Implementation of Mutual Aid MOU:

- During an emergency, only the authorized administrator (or designee), or health care facility command center has the authority to request or offer assistance through CMHPC.
- Communications between facilities formally requesting and volunteering assistance should therefore occur among the senior administrators (or designees) or respective command health care facility centers.
- The health care facility will communicate with local emergency management and local public health when determined necessary by local guidelines or when the situation could have community implications.

### 4. Activation of the Mutual Aid MOU:

- The impacted health care facility's command center is responsible for informing the CMHPC Coordinator of the situation and defining any needs that cannot be accommodated by the health care facility itself or any existing partner / local facility(s).
- The senior administrator or designee is responsible for requesting personnel, pharmaceuticals, supplies, equipment, or authorizing the evacuation of patients.
- The senior administrator or designee will coordinate both internally, and with the donor/receiving facility, all the logistics involved in implementing assistance under this MOU.

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# CENTRAL MINNESOTA HPC

DOCUMENT: CMHPC Mutual Aid Memorandum of Understanding	MANUAL: All Hazards Plan
	SECTION: All Hazards Plan Introduction Appendix C

## 5. Types of Requests:

### Medical Supplies/Pharmaceuticals

- All requests for medical supplies and pharmaceuticals will specify:
  - Amount of material needed
  - Size/dosage of material needed
  - When the materials are needed
  - Arrangements for exchange of such supplies
  - Reimbursement or restocking of materials
- The requesting facility will use the requisition forms/paperwork of the agency supplying the materials.
- The recipient facility will reimburse the donor facility for all the donor facility's costs determined by the donor facility's regular rate.
- It is recommended that reimbursement will be made within 90 days following receipt of invoice or otherwise negotiated facility to facility. This can include replacing items or reimbursing for cost of items.

### Loaned equipment

- All requests for loaned equipment will specify:
  - Amount/quantify of equipment being requested
  - An estimate of how quickly the requested equipment is needed
  - Estimated length of time the equipment will be needed
  - Identify how the equipment will be picked up and returned
  - Identify where the equipment will be used.
- If any equipment is damaged the receiving facility will agree to repair or replace the equipment within 30 days or as otherwise agreed to.
- Documentation should detail the items involved in the transaction, condition of the material prior to the loan (if applicable), and the party responsible for the material.
- The donor facility is responsible for ensuring that the equipment provided is safe to use and operational.
- The recipient facility is responsible for using the equipment provided in accordance with manufacture's guidelines.
- If parts or all of the equipment loaned are consumable or one-time use, the recipient facility will reimburse for actual cost or replace – as agreed upon by both parties.

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# CENTRAL MINNESOTA HPC

DOCUMENT: CMHPC Mutual Aid Memorandum of Understanding	MANUAL: All Hazards Plan
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## Staff

- All requests for staffing will specify:
  - The type and number of requested personnel
  - An estimate of how quickly the request is needed
  - The location where they are to report
  - An estimate of how long the personnel will be needed
- The recipient facility will have supervisory direction over the donor facility's staff.
- The recipient facility will assume all legal responsibility for the personnel from the donor facility during the time the personnel are at the recipient facility.
- The recipient facility will reimburse the donor facility for the salaries of the donated personnel at the donated personnel's rate, as established by the donor facility, unless other arrangements are made between the facilities.
- The donor facility is responsible for appropriate credentialing of personnel.
- The recipient facility is responsible for verifying the credentials of personnel being received.
- The senior administrator (or designee) and/or medical director, in conjunction with the directors of the affected services, will decide as to whether medical staff and other personnel from another facility will be required at the impacted facility to assist in patient care activities.

### *Limitations on Loaned and Volunteer Staff instructions*

- Personnel offered by donor facility should be limited to staff that are fully accredited or credentialed in the donor institution.
- The recipient facility's senior administrator or designee (the health care facility command center) identifies where and to whom the donated personnel are to report to.
- Professional staff of the recipient facility will provide supervision to the donated personnel.
- The supervisor or designee will provide direction regarding point of entry, parking, length of shift, clothing requirements, and other pertinent information to functional perform in the assigned job.
- The supervisor or designee will provide donated staff a briefing and orientation as pertinent to the position.
- The recipient facility will provide all personal protective equipment (PPE) necessary to perform the duties as assigned, unless otherwise negotiated between facilities that PPE will come with. If the receiving facility is requiring PPE that requires fit testing, the recipient facility will fit test the personal.

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## Transfer/Evacuation of Health Care Customer

- The evacuating facility will include the following information:
  - The number of patients / **residents** needed to be transferred.
  - The general nature of their illness or condition
  - Any type of specialized services required, e.g., ICU bed, burn bed, trauma care, etc.
- Patient / **resident** - accepting facility assumes the legal and fiscal responsibility for transferred patients / **residents** upon arrival into the patient-accepting facility.
- In the event of the evacuation of patients, the medical director **or designee** of the patient-transferring facility will also notify their local emergency manager and any other local response entities necessary (i.e. Emergency medical services (EMS), fire department, law enforcement).
- The patient-transferring facility is responsible for providing the patient-receiving facility with the patient's medical records necessary to ensure continuity of care, insurance information and other patient information necessary for the care of the transferred patient.
- The patient / **resident** -transferring facility is responsible for tracking the destination of all patients transferred out and **ensuring that the patient / resident arrived at the destination in collaborating with the receiving facility /entity.**
- The patient / **resident** transferring facility is responsible for notifying the Central Minnesota Health care Multi Agency Coordination Center (HMACC) (if open) of patient destination and numbers and type of patients transferred.
- The patient transferring facility should provide a situational update to the Central Minnesota Health Care Coalition representative.
- The receiving facility should notify the sending facility that the health care customer has arrived – to ensure confirmation.

## Transporting of patients

- The type of transport will be determined by factors such as patient condition, transportation availability, weather or other mitigating circumstances.

## Receiving facility

- Agrees to identify where to off load the patients.
- The transferred patient shall be admitted/accepted, pursuant to the policies and procedures of the receiving facility and situation.
- If admitted, the receiving facility will accept all responsibility to provide medical care for the patients.

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# CENTRAL MINNESOTA HPC

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- If accepted, the receiving facility will provide either full medical care or support as agreed to between the facilities involved.

## *Financial and Legal Liability*

- Upon admission, the patient-receiving facility is responsible for liability claims originating from the time the patient is admitted, to the patient accepting facility.
- Reimbursement for care will be determined by the policies/procedures pursuant to the situation.

## *Notification*

- The patient / **resident** - transferring facility is responsible for notifying both the patient's / **resident's** family/ guardian and the patient's / **resident's** attending/personal physician.
- The patient-receiving facility may assist in notifying the patient's / **residents** family and personal physician.

## 6. Communication of request

- The request for the transfer of personnel, pharmaceuticals, supplies, or equipment can initially be made verbally, however, must be followed up with written documentation.
- Signatures of both parties must be maintained by both the donating and receiving facility.

## Function of the CMHPC Health Care Multi Agency Coordination Center (HMAC)

The CMHPC HMAC provides the coordination and logistical support for Central Minnesota Healthcare Preparedness Coalition **members**. **The CMHPC also may assist** facilities unable to coordinate amongst themselves integrate with local emergency management, local public health departments, law enforcement, fire departments, emergency medical services, Minnesota Department of Health, and Homeland Security Emergency Management during the disaster event.

## Terms and Conditions of the Mutual Aid MOU

This agreement is made between health care members of the coalition. This understanding *does not* extend beyond the coalition boundaries identified in the coalition bylaws. Health care facilities are aware that they are encouraged to obtain a formalized memorandum of understanding with organizations outside of the coalition with which they may need to interact with during emergent events. This agreement will be reviewed annually, and signatures will be obtained annually.

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# CENTRAL MINNESOTA HPC

DOCUMENT: CMHPC Mutual Aid  
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Appendix C

## Appendix A

### Central Minnesota Healthcare Preparedness Coalition Annual Signature Form:

By signing this document, Kanabec County Community Health  
(Name of Facility/Agency), will participate in the Central Minnesota Healthcare Preparedness Coalition (CMHPC) in the following ways (check all that apply):

#### CMHPC Bylaw

☐ I have reviewed the CMHPC bylaws at: <http://www.cwchealthcarecoalitions.org/cmhpc/central-mn-hpc-regional-all-hazards-plan/> and by checking this box, I agree to be a member of the coalition as described in the CMHPC bylaws.

#### CMHPC Memorandum of Understanding (MOU)

☐ I have reviewed the CMHPC MOU at: <http://www.cwchealthcarecoalitions.org/cmhpc/central-mn-hpc-regional-all-hazards-plan/> and by checking this box, I agree to collaborate and assist other healthcare facilities/agencies as resources allow during times of disaster / crisis, as described in the CMHPC MOU.

☐ I have completed a W-9 for my healthcare facility/agency and understand this document needs to be completed prior to receiving reimbursement. The W-9 form can be found at: <http://www.cwchealthcarecoalitions.org/cmhpc/cmhpc-documents-and-forms/>

Name Printed: Kathy Burski

Title: CHS Administrator

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

Date: 9/7/2021

Organization Name: Kanabec County Community Health

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**Resolution # KCCH – 9/7/2021**  
Central MN Healthcare Preparedness Coalition Resolution

**WHEREAS,** according to the Public Health Emergency Preparedness (PHEP) BP1 2021-2022 recurring grant duties Kanabec County Community Health is required to: Maintain Health Care Coalition (HCC) signed membership, ensure CHB representation on the Health Care Coalition steering/advisory committees, and report back to Kanabec County Community Health Board, Directors and Emergency Preparedness Coordinators on actions, information, and other important items; and

**WHEREAS,** Kanabec County Community Health has maintained membership on the Central MN Healthcare Preparedness Coalition for many years through an MOU and is presenting this annual update of that MOU for approval.

**THEREFORE BE IT RESOLVED,** the Kanabec County Community Health Board approves the Community Health Administrator signing the Annual Signature Form and agree to be a member of the coalition as required and agrees to collaborate and assist other healthcare facilities/agencies as resources allow during times of disaster/crisis, as described in the CMHPC MOU.

Sheila  
9/1/21 10:28AM

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



Page 1

As of Date: 07/2021

TRIAL BALANCE REPORT

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

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



Sheila  
9/1/21 10:28AM

TRIAL BALANCE REPORT  
As of 07/2021

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	52,797.02 -	140,631.53 -	400,287.17
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	52,797.02 -	400,147.43 -	400,287.17
---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	242,790.29 -	1,306,025.68 -	1,306,025.68 -
2925 Expenditure Control	0.00	295,587.31	1,556,371.09	1,556,371.09
Total Fund Balance	650,109.41 -	52,797.02	250,345.41	399,764.00 -
Total Liabilities and Balance	800,434.60 -	52,797.02	400,147.43	400,287.17 -
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  
9/1/21 10:28AM  
15 Community Health Fund

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

TRIAL BALANCE REPORT  
As of 07/2021

Report Basis: Modified Accrual



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<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 July 2021

Department	Total year to date/		8.33%	16.67%	25.00%	33.33%	41.67%	50.00%	58.33%
	Budget	% of budget							
			January	February	March	April	May	June	July
Pilt-Housing Authority									
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		-16,854.00	0.00	0.00	-8,109.00	0.00	-8,745.00	0.00
Cares Act COVID-19 Grant									
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		162.35	162.35	0.00	0.00	0.00	0.00	0.00
Local Public Health Infrastructure									
Rev	458,691.00	59.82%	274,370.42	9,463.33	38.95	27,790.92	120.80	22,209.08	195,041.49
Exp	376,178.00	61.03%	229,593.80	54,699.23	42,977.75	22,418.66	22,798.20	33,289.92	23,832.18
Prevent Infectious Disease									
Rev	21,050.00	116.77%	24,580.41	236.41	4,097.74	2,922.66	13,254.68	2,168.00	991.75
Exp	30,058.00	69.95%	21,026.37	5,356.16	3,092.93	2,559.26	2,884.18	4,122.97	1,593.79
Environmental Health									
Rev	25.00	140.00%	35.00	12.00	11.00	6.00	6.00	0.00	0.00
Exp	5,202.00	4.35%	226.35	0.00	0.00	15.90	37.36	0.00	31.80
Healthy Communities-Adult Health									
Rev	250,123.00	51.15%	127,946.76	12,642.85	9,964.08	54,566.81	9,864.35	1,666.57	29,270.15
Exp	252,252.00	45.34%	114,380.47	15,269.67	14,421.17	16,979.68	17,817.22	15,259.93	17,862.90
Healthy Communities-Health Improvement									
Rev	524,408.00	49.02%	257,082.28	16,568.86	33,211.24	55,972.75	10,144.26	53,074.32	18,233.53
Exp	498,327.00	48.96%	243,989.80	30,808.36	25,192.40	27,516.77	29,567.33	30,551.62	65,814.23
Healthy Communities-Family Health									
Rev	928,933.00	35.13%	326,298.14	42,630.43	82,964.98	35,146.08	25,016.06	25,735.02	55,503.62
Exp	771,717.00	32.83%	253,363.51	31,090.59	23,800.13	27,790.85	29,146.53	30,956.38	40,566.36
Emergency Preparedness									
Rev	45,924.00	131.30%	60,296.21	0.00	0.00	0.00	407.40	45,033.78	0.00
Exp	43,559.00	381.95%	166,372.77	12,127.62	32,393.86	27,303.84	26,694.62	32,141.43	20,671.35
Assure Access-Case Management									
Rev	377,900.00	54.84%	207,254.30	24,513.16	41,412.51	27,032.54	30,120.08	31,839.86	23,193.85
Exp	370,972.00	60.26%	223,556.82	26,098.66	25,070.62	28,150.60	32,861.89	34,438.45	35,239.69
Assure Access-Home Care									
Rev	544,000.00	50.23%	273,278.10	43,528.80	37,301.95	29,304.90	43,387.26	52,519.10	28,209.37
Exp	802,789.00	56.80%	455,954.91	73,075.00	61,198.05	69,670.69	56,722.68	50,709.91	58,186.12
Agency Totals									
Rev	3,151,054.00	49.23%	1,551,141.62	149,595.84	209,002.45	232,742.66	132,320.89	234,245.73	350,443.76
Exp	3,151,054.00	53.69%	1,691,773.15	248,687.64	228,146.91	222,406.25	210,421.01	231,470.61	255,053.42

**outstanding payments/payments not yet posted**

Hep A grant  
VSO  
CTC  
DFC  
FAP  
LCTS  
LPHG 16,962.00  
MCH  
MIECHV  
PHEP 12,505.12  
RPC 59,268.00  
SHIP 16,857.50  
TANF 11,663.48  
WIC  
Covid State  
CMCOA  
MN Choice  
Admin asst  
mental hlth  
Suicide Prev  
Covid Federa 39,567.30  
Home care 37,758.32 estimate only see note below  
194,581.72  
SCHA Connector - We get reimbursed twice a year. Not included above.  
  
Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by paysource. Also, VA may pay up to two years after the date of service.

amount has changed

## Board Meeting 09/07/21

### Abstract Totals for Commissioner Vouchers

<b>Board Meeting 09/07/21</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	39,286.69	33	62
Abstract #2			
<b>Totals</b>	<b>39,286.69</b>	<b>33</b>	<b>62</b>

### Abstract Totals for Auditor Vouchers

<b>Board Meeting 09/07/21</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	100.42	1	1
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>	<b>100.42</b>	<b>1</b>	<b>1</b>



Sheila  
9/2/21 11:30AM

\*\*\*\* 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  
9/2/21 11:30AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
25	434	Ability Network Inc					
		15-484-487-8453-6211		217.04	August billing svc/eligibility	21M-0123427	Services & Charges N
24		15-484-493-8452-6211		181.38	August billing svc/eligibility	21M-0123427	Services & Charges N
23		15-484-496-8447-6211		259.18	August billing svc/eligibility	21M-0123427	Services & Charges N
	434	Ability Network Inc		657.60	3 Transactions		
31	1293	Bayerle/Anna					
		15-484-496-8448-6331		82.88	Jul/Aug HM mileage	Mileage & Meals	N
30		15-484-496-8449-6331		334.32	Jul/Aug HHA mileage	Mileage & Meals	N
	1293	Bayerle/Anna		417.20	2 Transactions		
32	185	Bergstadt/Jennifer					
		15-484-496-8449-6331		454.72	Jul/Aug HHA mileage	Mileage & Meals	N
	185	Bergstadt/Jennifer		454.72	1 Transactions		
33	1396	Biever/Laurie					
		15-484-496-8449-6331		180.32	Jul/Aug HHA mileage	Mileage & Meals	N
	1396	Biever/Laurie		180.32	1 Transactions		
9	877	BlueStar Graphics					
		15-484-490-8489-6411		335.00	banners for vaccination tents	Progam Supplies	N
	877	BlueStar Graphics		335.00	1 Transactions		
34	1275	Bromwich/Amanda					
		15-484-496-8449-6331		155.12	Jul/Aug HHA mileage	Mileage & Meals	N
	1275	Bromwich/Amanda		155.12	1 Transactions		
50	3094	Burski/Kathy					
		15-484-450-0000-6331		56.00	August admin mileage	Mileage & Meals	N
	3094	Burski/Kathy		56.00	1 Transactions		
13	298	Childrens Dental Services					
		15-484-485-8475-6285		557.76	6/25/21 transport staff/equip	Contracted Work	Y
	298	Childrens Dental Services		557.76	1 Transactions		
35	1388	Elfstrum/Brenda					
		15-484-496-8449-6331		147.84	Jul/Aug HHA mileage	Mileage & Meals	N
	1388	Elfstrum/Brenda		147.84	1 Transactions		
	3646	Felland/Becky					

Sheila  
9/2/21 11:30AM  
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	
36	15-484-496-8447-6331		190.96	Jul/Aug home care mileage		Mileage & Meals	N
3646	Felland/Becky		190.96	1 Transactions			
3501	Fratzke/Michelle						
37	15-484-496-8447-6331		107.52	July home care mileage		Mileage & Meals	N
38	15-484-496-8447-6331		105.28	Jul/Aug home care mileage		Mileage & Meals	N
39	15-484-496-8447-6331		140.00	August home care mileage		Mileage & Meals	N
3501	Fratzke/Michelle		352.80	3 Transactions			
4184	Health Dimension Rehabilitation Inc						
14	15-484-496-8447-6211		10,872.96	July PT services		Services & Charges	N
15	15-484-496-8447-6211		27.15-	July attempted visit credit		Services & Charges	N
4184	Health Dimension Rehabilitation Inc		10,845.81	2 Transactions			
324	Healthcare First						
12	15-484-496-8447-6211		104.74	August HHCAHPS fee	5222942	Services & Charges	N
324	Healthcare First		104.74	1 Transactions			
3095	Isanti County Public Health						
51	15-484-485-8468-6880		274.74	July hlthy eat/active living		Grant Admin- Pass thru	N
52	15-484-485-8468-6880		1,562.95	July tobacco strategy		Grant Admin- Pass thru	N
53	15-484-485-8468-6880		721.19	July well-being strategy		Grant Admin- Pass thru	N
3095	Isanti County Public Health		2,558.88	3 Transactions			
653	Kanabec County Auditor						
11	15-484-485-8468-6331		121.00	July SHIP co vehicle use		Mileage & Meals	N
10	15-484-487-8453-6331		14.08	July MIECHV co vehicle use		Mileage & Meals	N
653	Kanabec County Auditor		135.08	2 Transactions			
6110	Kanabec County Maintenance Dept						
21	15-484-485-8468-6211		2,977.00	reimburse fill stn jail/FS		Services & Charges	N
6110	Kanabec County Maintenance Dept		2,977.00	1 Transactions			
132	Kanabec Publications						
29	15-484-450-0000-6450		41.00	annual subscription		Publications & Subscriptions	N
62	15-484-490-8489-6411		257.75	advertising Vax bus at fair	824528/19650	Progam Supplies	N
132	Kanabec Publications		298.75	2 Transactions			
1295	Lejonvarn/Kirsten						
60	15-484-487-8453-6331		24.36	July MIECHV mileage		Mileage & Meals	N

Sheila  
9/2/21 11:30AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
1295	Lejonvarn/Kirsten		24.36	1 Transactions			
667	Lighthouse Child & Family Services LLC						
6	15-484-487-8453-6211		33.60	5/19/21 travel time		Services & Charges	Y
8	15-484-487-8453-6211		150.00-	credit for invoice 6125		Services & Charges	Y
5	15-484-487-8453-6211		33.60	4/28/21 travel time	6125	Services & Charges	Y
7	15-484-487-8453-6211		375.00	5/19/21 sessions	6130	Services & Charges	Y
3	15-484-487-8453-6211		33.60	6/16/21 session travel time	6136	Services & Charges	Y
4	15-484-487-8453-6211		300.00	6/16/21 sessions	6136	Services & Charges	Y
667	Lighthouse Child & Family Services LLC		625.80	6 Transactions			
377	Marco Inc						
22	15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt	29967285	Rental & Service Contracts Copier	N
377	Marco Inc		787.11	1 Transactions			
198	Mille Lacs Co. Community & Veterans Ser						
26	15-484-485-8468-6880		509.19	July hlth eat/active living		Grant Admin- Pass thru	N
27	15-484-485-8468-6880		4,485.63	July tobacco strategy		Grant Admin- Pass thru	N
28	15-484-485-8468-6880		843.60	July well-being strategy		Grant Admin- Pass thru	N
198	Mille Lacs Co. Community & Veterans Ser		5,838.42	3 Transactions			
927	Neumen/Cami						
40	15-484-496-8447-6331		27.44	July home care mileage		Mileage & Meals	N
41	15-484-496-8447-6331		157.92	August home care mileage		Mileage & Meals	N
927	Neumen/Cami		185.36	2 Transactions			
52	Olson/Autumn						
42	15-484-487-8450-6331		5.04	July TANF mileage		Mileage & Meals	N
43	15-484-487-8451-6331		4.48	July HP mileage		Mileage & Meals	N
44	15-484-487-8453-6331		113.12	July MIECHV mileage		Mileage & Meals	N
45	15-484-487-8457-6331		8.96	July MCH mileage		Mileage & Meals	N
52	Olson/Autumn		131.60	4 Transactions			
632	Pine County Health & Human Services						
18	15-484-485-8468-6880		2,046.44	July hlthy eat/active living		Grant Admin- Pass thru	N
19	15-484-485-8468-6880		1,820.51	July tobacco strategy		Grant Admin- Pass thru	N
20	15-484-485-8468-6880		3,319.30	July well-being strategy		Grant Admin- Pass thru	N
632	Pine County Health & Human Services		7,186.25	3 Transactions			
567	Q Media Properties, LLC						

Sheila  
9/2/21 11:30AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
56	15-484-490-8489-6411		250.00	April vaccination ads		Progam Supplies N
57	15-484-490-8489-6411		250.00	May vaccination ads		Progam Supplies N
58	15-484-490-8489-6411		245.00	Adl May vaccination ads		Progam Supplies N
59	15-484-490-8489-6411		5.00	June vaccination ad		Progam Supplies N
567	Q Media Properties, LLC		750.00	4 Transactions		
2712	Raudabaugh/Carey					
61	15-484-493-8452-6331		80.08	Jul/Aug CM mileage		Mileage & Meals N
2712	Raudabaugh/Carey		80.08	1 Transactions		
1030	Ringler/Jennie					
46	15-484-496-8449-6331		186.48	Jul/Aug HHA mileage		Mileage & Meals N
1030	Ringler/Jennie		186.48	1 Transactions		
16326	Sarkisyan/Amber					
47	15-484-496-8449-6331		348.88	Jul/Aug HHA mileage		Mileage & Meals N
16326	Sarkisyan/Amber		348.88	1 Transactions		
1083	Swanson/Lori					
54	15-484-485-8468-6331		33.60	August SHIP mileage all strat		Mileage & Meals N
55	15-484-485-8468-6331		2.24	Aug mileage workplace he/al		Mileage & Meals N
1083	Swanson/Lori		35.84	2 Transactions		
1268	Tomczak/Kristi					
48	15-484-496-8449-6331		260.40	Jul/Aug HHA mileage		Mileage & Meals N
1268	Tomczak/Kristi		260.40	1 Transactions		
1032	Troupe/Amy					
49	15-484-496-8449-6331		12.32	August HHA mileage		Mileage & Meals N
1032	Troupe/Amy		12.32	1 Transactions		
6053	WELIA HEALTH					
1	15-484-490-8489-6432		610.68	2 adult epinephrine pens		Medical Supplies N
2	15-484-490-8489-6432		1,238.90	2 pediatic epinephrine pens		Medical Supplies N
6053	WELIA HEALTH		1,849.58	2 Transactions		
12306	WELIA HEALTH					
16	15-484-496-8447-6880		42.60	medicare withholding	2431	Medicare Pass Thru N
17	15-484-496-8447-6880		516.03	medicare withholding	2431	Medicare Pass Thru N

Sheila  
9/2/21 11:30AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
12306 WELIA HEALTH		558.63	2 Transactions		
15 Fund Total:		39,286.69	Community Health Fund	33 Vendors	62 Transactions
Final Total:		39,286.69	33 Vendors	62 Transactions	

Sheila  
9/2/21

11:30AM

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# Kanabec County

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
15	39,286.69	Community Health Fund
All Funds	39,286.69	Total

Approved by, .....

.....

.....

# 9:30am Appointment

September 7, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Veterans' Services Officer – Oath of Office	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Gene Anderson

**e. Board action requested:**

During the Organizational Meeting on January 5, 2021, Erica Bliss was reappointed to the Veterans Services Officer position, however the Oath of Office was not administered.

Staff has requested to renew the Oath of Office for this position at this time.

---

**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**





## OATH OF OFFICE

State of Minnesota)  
County of Kanabec) SS

I, Erica Bliss, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota and that I will, to the best of my judgment and ability, faithfully discharge the duties of County Veteran Service Officer, County of Kanabec, State of Minnesota, for the term so appointed, so help me God.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Gene Anderson, Board Chair  
Kanabec County Board of Commissioners

# 9:40am Appointment

September 7, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request for Authority to Sign Documents for a Settlement on a Legal Action Regarding Vehicles Purchased by the County	<b>b. Origination:</b> Attorney's Office
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Barbara McFadden

**e. Board action requested:**

**WHEREAS**, Mr. Steven Kleiber filed a legal action under the Minnesota False Claims Act against Nelson Auto Center, Inc., and

**WHEREAS**, Kanabec County had previously purchased four vehicles from Nelson Auto Center, Inc. and thus was named as an entity Mr. Kleiber asserted claims on behalf of, and

**WHEREAS**, said legal action has been settled, and

**WHEREAS**, Kanabec County is entitled to a settlement of \$632.24 from said action;

**THEREFORE BE IT RESOLVED** the Kanabec County Board of Commissioners accepts the settlement for this legal action;

**BE IT FURHTER RESOLVED** the Kanabec County Board of Commissioners hereby authorizes County Attorney Barbara McFadden to sign the settlement election form and any other required documents related to said settlement.

---

**f. Background:**

Supporting Documents: None      Attached: ☒

<b>Date received in County Coordinators Office:</b>	8/31/21
---	---------

**Coordinators Comments:**

**Mark R. Becker**  
Attorney

D 612.359.7620  
mbecker@fwhtlaw.com

333 South Seventh Street  
Suite 2600  
Minneapolis, MN 55402  
T 612.359.7600  
F 612.359.7602

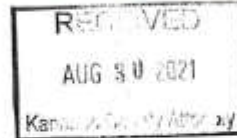
fwhtlaw.com

**FABYANSKE  
WESTRA  
HART &  
THOMSON**

August 26, 2021

**Via U.S. Mail and Email**

Barbara McFadden  
18 North Vine Street, Suite 202  
Mora, MN 55051



**Re: SETTLEMENT - State of Minnesota, et al., ex rel. Steven Kleiber v. Nelson  
Auto Center, Inc. et al.  
District Court File No.: 62-CV-19-876  
Appellate Court Case No.: A20-0653**

Dear Ms. McFadden:

We represent Steven Kleiber. You are receiving this letter because you have been identified as the attorney for Kanabec County. As you may recall, Mr. Kleiber commenced the above titled *qui tam* action (the "Action") under the Minnesota False Claims Act ("MFCA") related to alleged overcharging by Nelson Auto Center, Inc. ("Nelson Auto") for police and emergency vehicles under state contract numbers 37669 and 83065 (the "Contracts"). Your client, Kanabec County, was one of the entities Mr. Kleiber asserted claims on behalf of in the Action.

Since commencement of the Action, Mr. Kleiber and Defendants have agreed to settle the Action for a total sum of \$1.1 million. A copy of the Proposed Mediated Settlement Agreement with Exhibits A-E (the "Settlement Agreement") is enclosed. The Settlement Agreement has been submitted to and approved by Judge Thomas A. Gilligan of the Ramsey County District Court. A copy of the District Court's Interim Order approving the Settlement Agreement is also enclosed.

Although set out in detail in the Settlement Agreement, you should be aware that the total amount of the settlement proceeds are to be distributed as follows:

1. \$478,131.50 to entities on whose behalf Mr. Kleiber pursued claims in the Action, such as Kanabec County;
2. \$200,980.50 to Mr. Kleiber as his distribution pursuant to § 15C.13 of the MFCA;
3. \$34,558.15 to Mr. Kleiber's attorneys, Fabyanske, Westra, Hart & Thomson, P.A. ("FWHT"), for costs incurred in the Action as provided for in § 15C.12 of the MFCA; and

085460/003/5563520

4. \$386,329.85 to FWHT for attorneys' fees incurred in the Action as provided for in § 15C.12 of the MFCA.

Under the terms of the settlement agreement, the distribution amount each individual entity, such as Kanabec County, is entitled to is \$158.06 per vehicle purchased under the Contracts that Mr. Kleiber identified the respective entity was allegedly overcharged for. The per vehicle amount was determined by taking the total amount to be distributed to the entities (\$478,131.50) and dividing that by the number of vehicles purchased that Mr. Kleiber identified entities were allegedly overcharged on, 3,025.

Mr. Kleiber identified that Kanabec County was allegedly overcharged on 4 vehicle purchases under the Contracts. Thus, Kanabec County's distribution under the Settlement Agreement would be \$632.24. A complete calculation of the distribution amount for each entity Mr. Kleiber pursued claims on behalf of in the Action is attached as Exhibit B to the Settlement Agreement.

That being said, while Mr. Kleiber and Defendants have agreed to settle the action, and the District Court has approved their agreement, the terms of the settlement agreement and § 15C.05(a) of the MFCA require both the District Court *and* the Prosecuting Attorney (as defined by § 15C.01 of the MFCA) to consent to the settlement and dismissal of the Action and to provide their reasons for consenting in order for the settlement to be finalized.

To that end, after your review of the enclosed settlement documents and the District Court's Interim Order, we request that you indicate in writing whether your client, Kanabec County, approves the settlement and the reasons for consenting, or objects to the settlement and the reasons for such objection. To make this election simpler for each entity, the parties may make their respective elections by filling out the form on the following page and returning it by mail or email at the following addresses:

Mailing Address: Fabyanske, Westra, Hart & Thomson, P.A.  
Attn: Mark R. Becker & Alexander B. Athmann  
333 South Seventh Street, Suite 2600  
Minneapolis, MN 55402

Bassford Remele, P.A.  
Attn: Jonathan P. Norrie  
100 South Fifth Street, Suite 1500  
Minneapolis, MN 55402

Neaton & Puklich, P.L.L.P.  
Attn: Michael L. Puklich  
7975 Stone Creek Drive, Suite 120  
Chanhassen, MN 55317

Email Address: mbecker@fwhtlaw.com

085460/003/5563520

August 26, 2021  
Page 3

aathmann@fwhtlaw.com  
jnorrie@bassford.com  
mic@neatonpuklich.com

Of course, if Kanabec County wishes to submit its own written response, providing for either its approval or objection to the Settlement Agreement and its reasons for such election rather than submit the provided form, it is welcome to do so. You and Kanabec County should also be aware that under the terms of the Settlement Agreement, if Kanabec County does not submit an objection within 60 days after receiving this notice, Kanabec County will be deemed to have approved the settlement. Prior to the expiration of the 60 day period, if Kanabec County is unable to resolve its objection with Mr. Kleiber's counsel and Defendants' counsel, Kanabec County must file its objection in Ramsey County District Court, case number 62-CV-19-876.

If you have any questions regarding this letter, the Settlement Agreement, or the Action in general, please feel free to contact myself or my colleague Alex Athmann (aathmann@fwhtlaw.com).

Sincerely,



Mark R. Becker

MRB/  
Encl.

cc: Alex Athmann (aathmann@fwhtlaw.com)  
Jonathan Norrie (jnorrie@bassford.com)  
Mic Puklich (puklich@gmail.com)

085460\003\5563520

**SETTLEMENT ELECTION FORM**

☐ I, \_\_\_\_\_, Prosecuting Attorney for \_\_\_\_\_, approve the settlement and dismissal of the action titled State of Minnesota, *et al.*, *ex rel.* Steven Kleiber v. Nelson Auto Center, Inc. *et al.*, court file no. 62-CV-19-876, under the terms of the Proposed Mediated Settlement Agreement approved by the Ramsey County District Court in its Interim Order dated August 20, 2021 pursuant to Minn. Stat. § 15C.05(a). The reasons for my consent to the settlement and dismissal of the action, on behalf of Kanabec County, are as set forth in Exhibit D to the Proposed Mediated Settlement Agreement.

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

☐ I, \_\_\_\_\_, Prosecuting Attorney for \_\_\_\_\_, object to the settlement and dismissal of the action titled State of Minnesota, *et al.*, *ex rel.* Steven Kleiber v. Nelson Auto Center, Inc. *et al.*, court file no. 62-CV-19-876, under the terms of the Proposed Mediated Settlement Agreement approved by the Ramsey County District Court in its Interim Order dated August 21, 2021 for the following reasons:

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

**ENCLOSURE LIST**

Enclosed with this notice letter are the following:

1. A copy of the Ramsey County District Court Interim Order approving the Proposed Mediated Settlement agreement between *qui tam* relator Steven Kleiber and the Defendants in the State of Minnesota, et al., ex rel. Steven Kleiber v. Nelson Auto Center, Inc., et al. matter, Court File Number 62-CV-19-876; and
2. A flash drive containing a copy of the Proposed Mediated Settlement Agreement with Exhibits A-E.

If for any reason you have difficulty accessing the contents of the flash drive, please contact Alexander Athmann, attorney with the Fabyanske, Westra, Hart & Thomson firm, at:

Email: [aathmann@fwhtlaw.com](mailto:aathmann@fwhtlaw.com)  
Phone: 612-359-7647

## Disbursement Detail Inquiry

 **75 Messages**

Change Filters

Requested: Nelson Auto Center

Retrieved: Nelson Auto Center

10 items found.

<u>Warrant Number</u>	<u>Warrant Date</u>	<u>Account</u>	<u>Amount</u>	<u>Payer Number</u>	<u>Description</u>	<u>Other Info</u>
94777	10/26/2017	03-301-000-0000-6681	\$895.41	3770	Sierra Truck Late Fee	
94382	09/14/2017	03-301-000-0000-6681	\$35,114.31	3770	Sierra Truck	
90757	08/18/2016	01-140-405-0000-6681	\$2,477.01	3770	2017 Ford Transit SWB Van	
90177	06/23/2016	01-140-405-0000-6681	\$15,698.08	3770	2017 ford transit Connect Van	
90177	06/23/2016	01-120-000-0000-6681	\$6,011.35	3770	2017 ford transit Connect Van	
82233	05/22/2014	01-201-201-0000-6681	\$24,423.61	3770	Sqd Car #142 1FAHP2MK3EG185607	
82233	05/22/2014	01-201-201-0000-6681	\$24,423.61	3770	Sqd Car #143 1FAHP2MK5EG185608	
78589	07/11/2013	01-201-201-0000-6681	\$24,412.61	3770	New Squad Car 131	
75488	10/12/2012	01-031-062-0000-6681	\$23,372.88	3770	Ford Taurus veh pool	
75325	09/27/2012	01-201-201-0000-6681	\$24,063.61	3770	Squad 2013 Ford 123	
			<b>Total: \$180,892.48</b>			



# 9:45am Appointment

September 7, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Department Update	<b>b. Origination:</b> Recorder
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Lisa Holcomb

**e. Board action requested:**

---

**f. Background:**

Supporting Documents: None    Attached: ☒

<b>Date received in County Coordinators Office:</b>	9/1/21
---	--------

**Coordinators Comments:**

## VITALS

2020 Marriages – 76  
2021 Marriages – 80

Birth Certificates 2020 – 587  
Birth Certificates 2021 – 489

Death Certificates 2020 – 541  
Death Certificates 2021 – 353

Credentials 2020 - 9  
Credentials 2021- 16

Notary 2020 – 32  
Notary 2021 – 29

## Settings

Document Type: Combined  
 Start Date: 01/01/2019  
 End Date: 12/31/2019

Metric	Count
Paper documents recorded	2372
Paper documents voided	9
Electronic documents recorded	1300
Electronic documents rejected	481
Total documents recorded	3672

## Settings

Document Type: Combined  
 Start Date: 01/01/2020  
 End Date: 12/31/2020

Metric	Count
Paper documents recorded	2175
Paper documents voided	2
Electronic documents recorded	1808
Electronic documents rejected	607
Total documents recorded	3983

## Settings

Document Type: Combined  
 Start Date: 01/01/2021  
 End Date: 08/31/2021

Metric	Count
Paper documents recorded	1422
Paper documents voided	3
Electronic documents recorded	1758
Electronic documents rejected	663
Total documents recorded	3180

# 10:00am Appointment

September 7, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Authorize Broadband Feasibility Study	<b>b. Origination:</b> EDA
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Heidi Steinmetz

**e. Board action requested:**

EDA staff requests that the County Board approve the following three items regarding a broadband feasibility study for Kanabec County:

- 1) Accept "Robust Network Feasibility Study Fund" Grant from Blandin Foundation: \$25,000
- 2) Approve Broadband Feasibility Study Proposal from HR Green: \$50,040
- 3) Approve Usage of APRA Funds to Cover Feasibility Study Balance: \$25,040

**f. Background:**

On July 20<sup>th</sup>, the County Board authorized a Request for Proposals (RFP) for a broadband feasibility study for Kanabec County. Five proposals were received. A summary of the steering committee's proposal evaluation is attached for your review. The steering committee recommends that the County Board approve the HR Green proposal in the amount of \$50,040. The HR Green proposal is attached for your review.

Also on July 20<sup>th</sup>, the County Board authorized EDA staff to apply for a \$25,000 "Robust Network Feasibility Study Fund" grant from the Blandin Foundation. Per the attached letter, Kanabec County was recently awarded the grant, which requires a 1:1 match. Therefore, staff is requesting that the County board accept the grant using ARPA funds to provide the match to HR Green in the amount of \$25,040.

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

- 1) Proposal Evaluation Meeting Summary: 8/26/2021 1 page
- 2) HR Green Broadband Feasibility Study Proposal: 8/17/2021 34 pages
- 3) Blandin Foundation Grant Award Letter: 8/27/2021 1 page

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office: 9/1/21

Coordinators Comments:

## Kanabec County Broadband Feasibility Study Proposal Evaluation Meeting Summary

Meeting Date: 8/26/2021

Location: Kanabec County Courthouse

Attendees: Marc Johnson, Sandy Juettner, Katie Kerr, Sheila Peterson, Heidi Steinmetz & Michelle Thomas

### Summary of Proposals

Consulting Firm	Location of Firm	Price of Proposal	Study Completion Date	Proposal Submitted on Time	Questions Asked Prior to Submittal
<b>Design Nine</b>	Virginia	\$46,550	1st week of Jan. 2022	yes	no
<b>Hometown Fiber</b>	Minnesota	\$115,008	Feb. 2, 2022	yes	no
<b>HR Green</b>	Minnesota	\$50,040	Feb. 2022	yes	yes
<b>Pointcloud</b>	Texas	\$165,000	Feb. 21, 2022	no	no
<b>Vantage Point</b>	South Dakota	\$69,100	Jan. 5, 2022	yes	yes

### Evaluation Criteria as Stated in RFP

- 1) Experience and qualifications of the vendor & personnel assigned to this project
- 2) Clear understanding of this project
- 3) Clear technical proficiency for the mix of technologies and cohesiveness of the network proposed
- 4) Project work plan and timeline
- 5) Work experience in small and rural communities including counties, cities & townships
- 6) Pricing

Consulting Firm	Average Score of Six Evaluators	Rank
<b>Design Nine</b>	71.5	2nd
<b>Hometown Fiber</b>	67	3rd
<b>HR Green</b>	87	1st
<b>Pointcloud</b>	15.4	5th
<b>Vantage Point</b>	61	4th



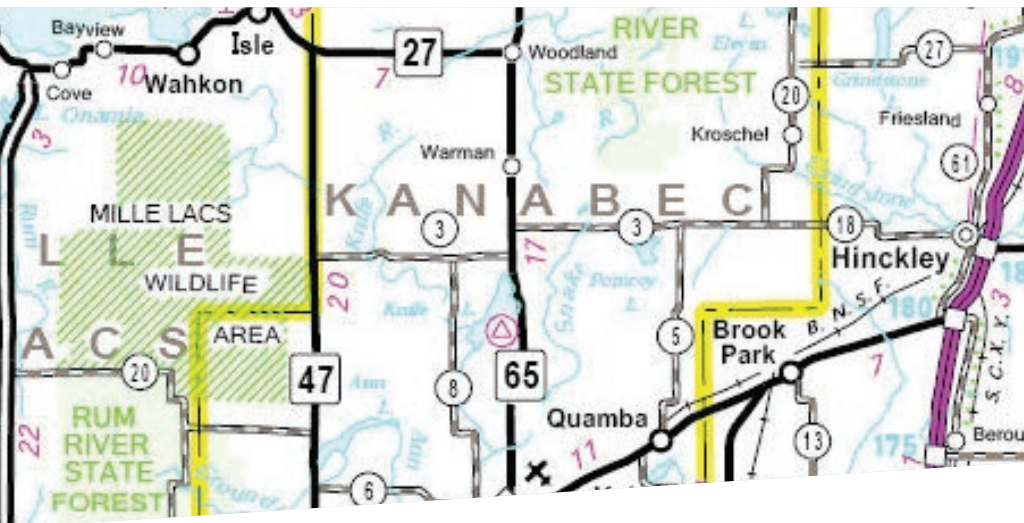
FIBER AND BROADBAND

# Broadband Feasibility Study

PROPOSAL FOR

Kanabec County EDA, MN

AUGUST 17, 2021



## TABLE OF CONTENTS

1. Restatement of Goals	1
2. Background and Experience	4
3. Conflicts of Interest	5
4. References	6
5. Detailed Work Plan	9

### Ken Demlow

Court International Building  
2550 University Ave W, Suite 400N  
St. Paul, MN 55114-201

Office 651.644.4389 Direct 712.355.1067

[kdemlow@hrgreen.com](mailto:kdemlow@hrgreen.com)



FIBER AND BROADBAND

▷ Court International Building  
2550 University Ave W, Suite 400N  
St. Paul, MN 55114-2015  
Phone 651.644.4389

Heidi Steinmetz  
Economic Development Director  
18 North Vine Street, #101  
Mora, MN 55051

## RE: Broadband Feasibility Study—A Plan to Provide Internet to All Residents

Dear Heidi and Other Selection Committee Members,

We want to express our admiration for the steps that you are taking to improve broadband in Kanabec County. As you well know, broadband has evolved from a nice thing to have, to an important ingredient for economic development and in many key components of quality of life, like education, telemedicine, working from home, seniors staying in their homes, young people staying in the community, etc. With Kanabec County ranking 87 out of 87 in broadband availability, it is significant to see the County taking meaningful action. Beginning with a clear goal is important and we appreciate the clarity and comprehensiveness of the goal the broadband committee has developed:

**All residents and businesses will have access to efficient and affordable high speed internet.**

That is an important goal. Because of the many factors that impact broadband (as you point out in your RFP), this can be a confusing process that can make it challenging to figure out the path to achieving this goal. But, with the right people, tools and processes, the information and options can be sorted out and arranged to move decidedly towards your important goal. Having a clear path so that the County and stakeholders know what to do this year, next year, and the year after, can transform a mixed up bunch of factors to an executable, actionable and achievable plan.

We feel there are key aspects of our team, tools and processes that distinguish us from other consultants. In this response we will point out specifics of what distinguishes us. One thing we want to highlight at the beginning is our local connection with Kanabec County. HR Green has performed projects in Kanabec County and Tim Korby will be actively involved, coordinating communication, but especially bringing his unique ability to win grant dollars to this project.

Kanabec County is in the right place at the right time to improve broadband. With the work that you have already done in the Blandin Accelerate program and because of the once in a lifetime availability of grant dollars – this is the right time to take action.

To find the best solutions for Kanabec County, we feel it is important to take a holistic approach to broadband concerns. We have developed a process and a broadband master planning system which will incorporate the multiple factors facing Kanabec to determine a successful broadband path – and is perfectly in synch with the Blandin approach and your RFP. The graphic below summarizes this path.



Visioning includes gathering the data necessary to really understand broadband in Kanabec County. It is critical to gain the clearest picture possible, to be able to make future decisions and take future actions. The data we typically





gather usually includes Market Assessment information (current broadband related assets (public and private)), current broadband offerings and provider future plans and customer experience (survey and anchor institution meetings to understand current and future needs).

We are very glad to see that the Vision phase of our project aligns exactly with Section A of your RFP. Because of the steps that you have taken with the Blandin Foundation, it is our understanding that a lot of the work in gathering data has already been completed. We have included dollars to coordinate with the County, assess the data you have collected and load that information in our tools, but the work that you have already completed likely saves the County from \$30,000 to \$40,000.

One of the key steps in Visioning is to review this data together to see what story it tells. We anticipate that our main role in most of the Visioning phase will be to pull the information you have already gathered into GIS and analyzing of that data. We work closely with you to make sure we all have the same understanding of the information. We do this in two ways:

- **Deliverables for every task** – For every task you will see in the detail work plan below, you will see a deliverable. Rather than starting the project and going away for ninety days, then coming back with a report, we provide you with task based deliverables. That provides the opportunity to discuss, clarify, take an off-ramp if needed, etc. It is a built in communication tool to make sure we are all on the same page throughout the project.
- **A visioning session at the end of the data gathering stage** – Infrastructure data, the Market Assessment, and survey information all begin to tell a story. Once all of that is pulled together, we encourage a meeting to talk over what we are seeing and to make sure we are all seeing it the same way.

Once there is a collaborative understanding of the current circumstances (a consensus Vision), we begin to Plan options. This Planning process focuses on utilizing all available technologies, developing clear costing, knowing the funding and governance options (if working with providers is a selected option) and developing clear action plans to address the circumstances discovered in the Vision phase. In addition to the GIS and analyzation work in Visioning, HR Green's main contribution to Kanabec County's broadband solutions is in the Plan phase. As you will see in actual examples, HR Green's processes and tools bring a game-changing way to identify and plan options. What is particularly significant with our tools is that they allow you unparalleled detail in a nimble framework, so you can accurately model the multiple options that are developing as the process unfolds.

In the industry, the feasibility process most often leads to a static determination of one option based on generalized numbers. But, that is not how broadband possibilities work in the real world. There are different options based on different technologies, possibilities of grants and funding timetables, and different potential partners. Our tools are accurate and nimble enough to let you see the path and costs of multiple options – to see what aligns most closely with Kanabec County's needs. Also, these tools that HR Green has internally developed are GIS based (Item A.1.3 in your RFP). For an example of modeling options, please see our Fort Dodge case study. The Planning portion of our process matches perfectly with Sections B, C and D of your RFP.

As you will see in our proposal, we will provide examples of work products and project examples where our experience and tools have provided successes in the specific steps you are undertaking in this initiative for broadband in Kanabec County. For a specific county and regional project, please see our case study on the Greater Des Moines Partnership. It is economic development driven, while also focusing on the needs of all stakeholders. The tasks of that project mirror your goals in Kanabec County and were for eleven (11) counties. This case study can give you a powerful example of how our experience and tools are nimble, flexible, interactive...and yield success.





FIBER AND BROADBAND

Heidi Steinmetz  
August 17, 2021

Thank you for the opportunity to participate in your broadband process. We look forward to bringing our experience, tools, and local knowledge to achieve broadband successes in Kanabec County.

### Acknowledgments

HR Green commits to providing a highly interactive and iterative process in which we will work very closely with steering committee. HR Green provides deliverables with each task and will conduct bi-weekly update meetings with designated County representatives and/or the Steering Committee. In our opening letter and in our detailed action plan, we have endeavored to restate the goals of the project and reference sections A – D of the RFP requirements. If you have any questions about where and how those were identified, we are glad to make those clarifications.

Sincerely,

**HR GREEN, INC.**

  
Ken Demlow  
Project Manager

  
Ed Barrett  
Principal-in-Charge

  
Tim Korby, PE, LEED AP  
Grants Management

# 1. Restatement of Goals

Kanabec County has a clear overarching broadband goal:

**All residents and businesses will have access to efficient and affordable high speed Internet**

To achieve that goal, your RFP for Broadband Feasibility Study mentions several factors that you have identified are important for a consultant to provide or help you better understand: 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. We would also recommend a discussion about the policies of the County and cities to make sure they are in line with the broadband goals.

We wanted to not only restate the goals in your RFP, but also discuss what distinguishes HR Green in how we help you achieve your goal and what also distinguishes us in how we fulfill all of the factors mentioned in your RFP.

## WHAT DISTINGUISHES HR GREEN IN YOUR GOALS AND OPPORTUNITIES

### GOAL: UNDERSTAND NEEDS, OPTIONS AND POSSIBILITIES

There are a lot of factors that are part of broadband decisions. As your RFP points out, to make the best decisions for meeting your goal of ubiquitous, good broadband, stakeholders and leaders will need to understand:

- Needs: Current and future needs (of several different stakeholders), access vs adoption
- Infrastructure: Current infrastructure (public and private) and future infrastructure that is already planned (public and private)
- Technology possibilities (conduit, fiber, point to point, CBRS, etc.)
- Funding: Sources, timetables, requirements, etc.
- Solution Options: Segments and the costs of those segments
- Partnership and governance possibilities
- Others as identified

These are all factors in making the best decisions for Kanabec County economic development and stakeholder needs. These can be confusing (and sometimes overwhelming), but there are ways to explore the options that can help systematically navigate towards the best outcomes for Kanabec County.

The key question is how to connect all of the dots in all of these factors to come to the best broadband decisions for Kanabec County.

### TEAM SOLUTION: LEVERAGE A PROVEN AND DISTINGUISHING PROCESS

In this RFP process, you will likely see fairly different approaches. HR Green developed our Broadband Master Planning Process and technology-based tools because we saw processes and tools that lacked needed flexibility and transparent collaboration. HR Green's process and tools are meaningfully different. An example of how important these differences are can be found in how HR Green's project manager for Kanabec County, Ken Demlow, was asked to describe HR Green's process in one of the largest broadband trade association's publications (<https://www.bbcmag.com/community-broadband/broadband-master-planning-a-holistic-approach-to-meeting-broadband-goals>). HR Green's process and tools helped Fort Dodge see and understand their options well enough to make decisions they did not anticipate at the beginning of the process (contributing to one of the

## OUTREACH AND ENGAGEMENT

**El Paso County, CO - HR Green** assisted the County with the creation of a County-Wide Broadband Strategic Plan. While Colorado Springs is well-served in one of five commissioner districts, there were frequent complaints by residents in the County's unincorporated rural areas and its more rural towns and cities. **HR Green** conducted more than 80 hours of outreach with these groups to help the commissioners develop a Vision for the County's role in solving identified challenges. The resultant Strategic Plan established the County's role and created a roadmap



for the County to facilitate future improvements that will benefit the County and region.



largest non-electric utility fiber builds in the Country). They helped Greater Des Moines Partnership undertake an unprecedented endeavor to understand and improve broadband in an eleven county area. This process and these tools helped Sugar Land explore technology options that they had not previously experienced and that could transform their internal communications.

These are examples of industry and thought leadership that have concrete implications for Kanabec County. They are proven and can guide you to results that find the best broadband solutions for economic development and the stakeholders in the County – in ways that have been lacking in the broadband industry.

This process can also lead to provider engagement and collaboration when the process leads in that direction. And, HR Green's process includes built-in off-ramps that the County can take when a certain direction does not seem like the right path or the right time.

## TEAM SOLUTION: DISTINGUISHING TOOLS

HR Green has developed tools that were lacking in the broadband industry. These tools range from GIS tools (to help you clearly see the current or future infrastructure, needs or plans or design options to solve broadband issues) to financial modeling tools that bring clarity to solution options. The GIS tools can provide never-before-seen understanding and insight into the decision-making process. When reviewing the publicly owned broadband related infrastructure that their community possessed, one client commented, "I have never seen all of this before."

HR Green's financial modeling tools are second to none. Perhaps even more importantly, we share all of the spreadsheets, assumptions and numbers with you. Many consultants do not share their assumptions and spreadsheets, calling those their proprietary "secret sauce". HR Green's stance is that the secret sauce is that you understand it and can use it.

## GOAL: ALIGNING OPTIONS WITH COMMUNITY WILL

There is a range of how involved the County can be in the possibilities for broadband solutions. On one end of the spectrum, the County can passively coordinate discussions and meetings. The other end of this spectrum is the County can own and operate a broadband network. And, there is a range of options in between those bookend possibilities. It is essential that stakeholders are actively engaged to understand the community's will and its tolerance for risk. Our clients frequently begin their broadband journeys knowing that it will be good for their stakeholders. But this belief has often failed communities who did not create strong visions supported by community will. Navigating the complex communications landscape; understanding options of ownership and operational risks and creating functioning business models will test the resolve of community leaders.

## TEAM SOLUTION: HR GREEN'S DISTINGUISHING, PROVEN ROADMAP

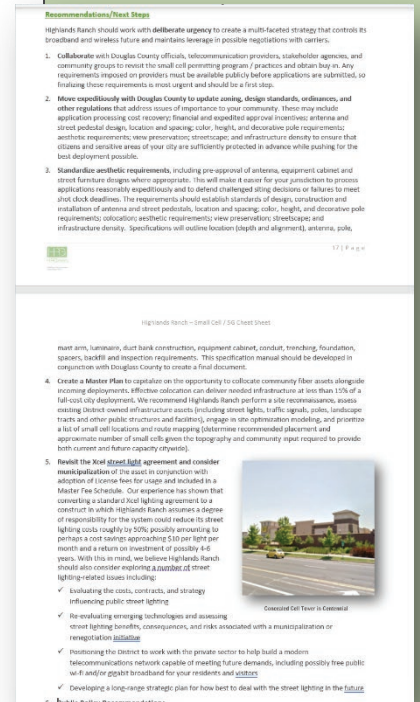
HR Green leverages a program management approach that looks not just at the technical or financial components of broadband feasibility. Instead, our team's philosophy focuses on a comprehensive, program management construct in which the County takes a holistic approach to the five phases of broadband development: Vision, Plan, Design, Build and Operate.

HR Green doesn't have a preferred model or outcome – in technology or governance options. Our roadmap leads to what is best for Kanabec County. We have been serving municipal governments for 108 years. Because of our experience in the space, we view ourselves as trusted extensions of your staff, not consultants armed with the pre-set, templated "right" answers. The study of broadband deployments requires a fluid solution, capable of rapidly evaluating numerous models in a changing environment as various political, financial and situational realities become evident. Our tools are designed specifically to address these challenges and to keep your staff actively engaged in the development of our solutions.

HR Green's roadmap has built in discussions for information in deliverables, a visioning session, and

## CUSTOMIZED SOLUTIONS THAT WORK

Excerpt of HR Green's recommendations to the Highlands Ranch officials in 2019.



## GOAL: ALIGN FUNDING

## TEAM SOLUTION: MAXIMIZE POTENTIAL FUNDING AND REVENUE SOURCES

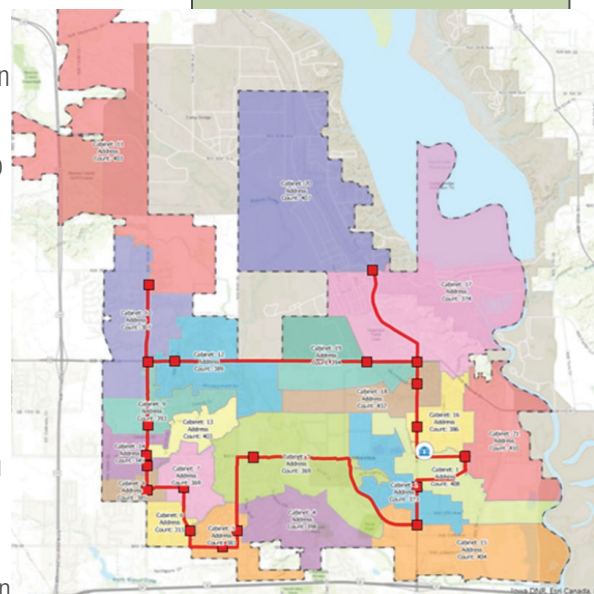
## GOAL: CLOSE COLLABORATION ON DETAILS AND DECISIONS

## TEAM SOLUTION: DISTINGUISHING PROCESS AND TOOLS

## TEAM SOLUTION: PROVEN PROJECT MANAGEMENT

## SMART MAPS HELP MAKE DECISIONS EASIER

In addition to displaying these current conditions, the GIS tools we have



developed enable us to design broadband solution alternatives. What is unique about our designs is they show specific routes, with detailed costs. These are high-level because they are not field verified (that is a detail-design step), but they show real costs for real routes (as opposed to a general number applied generically to the whole service area).



## 2. Background and Experience

The best way to know HR Green's background and experience broadband in the following areas is to share our team's background and project examples in Appendix B - Case Studies.

### a. NETWORK

From John Monday's real-world example of being the Vice-President of Fiber and Broadband in which he helped design, built and ran one of the larger fiber networks in an electric cooperative (so you will have real knowledge from someone who was responsible to make it work well) to the network designs that we have provided for Fort Dodge and Holy Cross Energy. Our Tillamook County case study is an interesting look at how we provided network design, partnership and backhaul expertise to help them decide how to extend their county network. Please see John's resume and the project examples for more information and detail.

### b. FINANCIAL

Please see our Fort Dodge case study. Fort Dodge started with the assumption that they would work with partner providers. So, we began our high-level designs and modeling based on the options they were given by potential partners. As we performed this high-level design and costing, Fort Dodge decided they might want to do it themselves. Our tools are able to adapt quickly, so we provided models for them for their own network. As that option became more desirable, we performed a more detailed analysis, which was the basis for Fort Dodge receiving \$36M in bonding. Our Greater Des Moines Partnership case study also provides an excellent example of how we worked with stakeholders to pursue millions of dollars in grant money.

### c. REGULATORY / LEGAL

HR Green are not attorneys, but we work very closely with our clients to create the policies and permit processes that meet their broadband goals and with the legal considerations necessary for governance. For example, please see our Holy Cross Energy case study in which we worked with HCE to navigate such detailed legal issues as Colorado state law regarding pole use for broadband and partnerships with extensions of their network. When necessary, we have relationships with the best broadband related attorneys nationally, which are available for Minnesota.

### d. SERVICES

Our El Paso County and Greater Des Moines Partnership case studies provide information on how HR Green engages the community and guides the process to understand what is needed, what is currently provided and how to develop the broadband circumstances to what is needed. As you have in your RFP, there are multiple steps to gather the information needed, help everyone understand it and create actionable steps that will improve what needs improvement. These case studies show how we executed and guided those processes to successful outcomes.

### e. PROJECT MANAGEMENT

HR Green has been in existence as a Civil Engineering firm for over a century. One of the main ingredients of our long-term success has been the development of a clear project management process. You can see that in our Phase/Task/Deliverables process, but it goes deeper than that. Our Project Management Process is built on clearly defined tasks, teams, timelines and communication. We have a written description of our PM process, but that will

### INTELLIGENT INFRASTRUCTURE

**Fort Dodge, IA** - Fort Dodge is a City with a population of approximately 25,000. Residents, businesses and anchor institutions have clearly stated that the broadband coverage they currently have is not as reliable, fast or as affordable as most need.

**HR Green** was chosen to provide feasibility for options for Fort Dodge to achieve better broadband



connectivity. Because Fort Dodge is a forward-thinking community, they explored a range of options ranging from building and operating a municipal network to providing infrastructure to work with private partners. City leadership wanted to maintain community control over connectivity in Fort Dodge.

**"We felt we were treated as [HR Green's] only client." — Ryan Maehl, Assistant to the City Manager**

not fit in ten pages. If you would like a more detailed explanation of our process management process, we would be glad to provide that to you.

## f. PARTNERSHIP

When projects lead to partnerships, HR Green has vast experience in helping define and negotiate those arrangements. Partners can come in different forms. With Holy Cross Energy, partners were communities within their multi-county footprint who wanted to make extensions from HCE's network. HR Green provided high-level designs of options for these extensions to verify the cost savings and mutual benefit. When those high-level pro-formas proved the win-win, HR Green either went to detail design or to grant options (when possible). Our Greater Des Moines Partnership project is a great example of our typical private partnership process. We engage the potential private partners to help them understand the process and how it can benefit them. In building those relationships, we are able to exchange information and ideas to build mutually beneficial possibilities. We also consult and design for private providers, so we have great relationships and understanding of what they are seeking.

## START TO FINISH EXPERIENCE

AGENCY CLIENTS	ASSESSMENTS					PLANNING & PROGRAM MANAGEMENT								DESIGN & IMPLEMENTATION						
	Broadband / Fiber Optic	Technology Needs	Regulatory	Wireless	Market / Financial	Project / Program	Infrastructure Inventory	Business Modeling	Community Engagement	Staff Augmentation	Master Planning	Public Policy Development	Wireless Assessment	Grant Writing / Funding Sourcing	Utility Coordination	GIS Mapping	Permit Coordination	Wireless Implementation	Design	Construction Management
Greater Des Moines Partnership, IA	●	●	●		●	●	●	●		●	●		●			●				
El Paso County, CO	●	●	●	●	●	●	●		●	●	●	●	●		●	●	●			
Tillamook Lightwave, OR	●	●			●	●	●	●			●	●		●	●	●			●	
City of Fort Dodge, IA	●	●			●	●	●			●				●	●	●			●	
Delta Montrose Electric Association, (DMEA) CO	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●
Mountain Parks Electric, Inc, CO	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●			
Portland, OR	●	●	●			●	●				●				●	●	●	●	●	●
Holy Cross Energy, CO	●	●	●	●	●	●	●	●			●		●		●	●	●	●	●	●
NoaNet, WA	●	●				●	●				●				●		●		●	●
City of Pico Rivera, CA	●	●	●	●	●	●	●	●			●	●		●	●	●	●		●	
ImOn Communications, IA	●	●			●	●	●								●	●	●		●	
City of West Des Moines, IA	●	●	●	●	●	●	●	●	●	●	●			●	●	●	●		●	
Alliant Energy, IA	●	●			●	●		●							●	●	●		●	
Mills County, IA	●	●	●	●	●	●	●	●			●	●	●	●	●	●			●	

### 3. Conflicts of Interest

HR Green works exclusively for public agencies and thus has no conflicts of interest. When preparing the Kanabec County broadband feasibility study, we will take an agnostic approach to provide recommendations, solutions, and technologies that are most appropriate to your specific needs.

### 4. References

For over a century, public agencies have partnered with HR Green to deliver innovative solutions that **build communities and improve lives**. We have served 40+ agencies throughout the country in the broadband and fiber sector, particularly focused on rural areas with a large geographic footprint.

For detailed case study information please refer to Appendix B - Case Studies.

#### Community Engagement & Digital Parity Across Diverse Geographies | El Paso County, CO

REFERENCE: Jeff Eckhart | Chief Information Officer  
| 719.520.6346 | jeffeckhart@elpaso.com

#### Broadband Infrastructure Analysis | Greater Des Moines Partnership | Des Moines, IA

REFERENCE: Stacie LoVan | Vice President of Economic Development | 515.286.4971 | slovan@DSMpartnership.com

#### Broadband Feasibility Study & Modeling | City of Fort Dodge, IA

REFERENCE: Ryan Maehl | Assistant to the City Manager | 515.576.4551 ext. 7203 | rymaehl@fortdodgeiowa.org

#### Lightwave IGA Broadband Assessment and Feasibility Study | Tillamook County, OR

REFERENCE: John Luquette | Information Technology / Facilities Manager | 503.815.8615 | johnl@tpud.org

#### Communication and Infrastructure Master Plan | Holy Cross, CO

REFERENCE: Bob Farmer | Vice President - Information Technology | 970.947.5405 | bfarmer@holycross.com



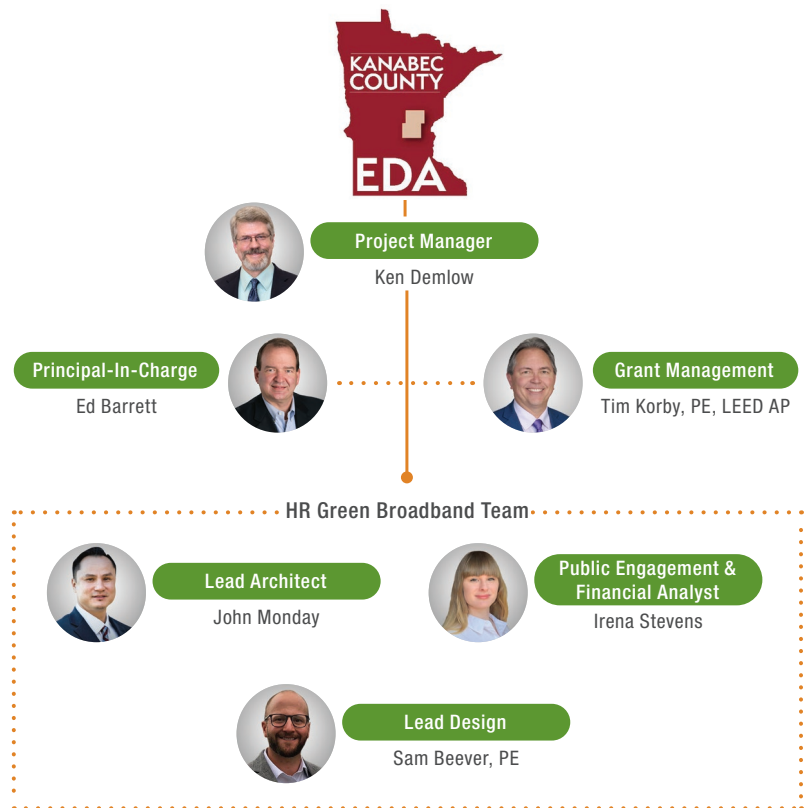
"We are highly satisfied with HR Green and have recommended them to other entities. They have been highly responsive, engaged, and proactive in helping us with our projects. The communication has been great. The project costs matched the proposal estimates." **Bob Farmer**, Vice President, Information Technology, Holy Cross Energy



## Primacy City Contact

Your primary point of contact is **Ken Demlow**, our assigned **Project Manager**. Ken will see that all resources are allocated to your projects as needed, serve as part of our QA/QC team, and will be available for requested meetings with the County. A brief overview of his work experience, along with that of the rest of the project team, are found in the following pages.

**For additional information on team members' experience please refer to Appendix C - Resumes.**



### Ken Demlow

#### *Project Manager*

Ken is a project manager and public engagement lead supporting HR Green's Broadband market. He brings over 20 years of experience in the industry, from working in field construction installing fiber, to Google and Verizon projects, and several FITH projects. Ken is nationally known for his industry knowledge on Smart Meters and Smart Grid. Ken has been very involved in working through the details of fiber projects, aggregation and economic development. He has spoken at several industry conferences, has authored several industry articles and recently served a state level economic development fellowship. Prior to HR Green, Ken was National Business Development Manager at NewCom Technologies where he was involved in the design, engineering, and operation of more than 200,000 miles of telecommunications plant, including more than 30,000 miles of lit fiber.



### Ed Barrett

#### *Principal-in-Charge*

Ed has 10+ years of telecommunications experience working with rural communities and carriers in the vision, planning, design, construction, and deployment of broadband and fiber projects. Based in the Midwest, he serves as Practice Leader of HR Green's Fiber and Broadband Services national service line. He has overseen the completion of 40+ broadband fiber projects, including 20+ feasibility studies over the past 3 years around the country. Ed will work closely with Ken and strategic research and financial feasibility experts to provide innovative, practical, well-documented and rationalized models and recommendations to best protect County interests. Ed's primary responsibility is for Strategic Analysis and Financial Feasibility.





## **John Monday**

### *Lead Architect*

John brings over 20 years of experience in the telecommunications industry and is responsible for leading HR Green's overall fiber and broadband technical team. He has led our design teams for fiber deployment across a large geographic platform in rural settings and diverse topographies. John directs the firm's technical experts to ensure that planning, study and design projects meet the firm's quality standards.



## **Irena Stevens**

### *Public Engagement and Financial Analysis*

Irena is completing her PhD in Interdisciplinary Communication Studies. Irena engages with community engagement efforts and research to establish a baseline for community technical capabilities and emerging broadband priorities, as well as evaluation of business model opportunities, financial feasibility analysis, and funding alternatives. Since graduating with her Masters Degree in Public Policy she has worked for the Library of Congress Congressional Research Service, the National Institute of Standards and Technology (NIST) as a Policy Analyst with respect to its National Advanced Spectrum and Communications Testing Network, the San Francisco Public Utilities Commission as telecommunications/ Encroachments Permit Analyst, and the FCC as policy and engineering intern. Irena will focus on data analysis, policy, financial analysis and funding.



## **Sam Beever, PE**

### *Lead Design*

Sam is a motivated Project Manager skilled in developing cost-effective solutions, complex technical problem solving, identifying/delivering increased efficiencies reducing costs and increasing on time deliveries, collaborating with clients, and researching industry standards to ensure consistent delivery of quality products. His experience includes outside plant, inside plant, FTTH, small cell, switched ethernet, traffic control, shelter/generator installation/design, review of geotechnical and structural reports, and large team coordination.



## **Tim Korby, PE, LEED AP**

### *Grant Management*

Tim is a highly experienced civil engineer and grant writer who has worked for numerous Counties and Cities in and around the Kanabec County area and throughout Minnesota. He knows and understands a community's engineering and funding needs and unique problems, including expansion of urban infrastructure including Broadband, planning and development issues, intense maintenance practices, and development of parks, trails, and similar amenities during the developing years. For the neighboring Pine County, he designed and implement the regional trail that is located in Pine City.

## 5. Detailed Work Plan

### SCHEDULE

TASK		2021				2022	
		SEP	OCT	NOV	DEC	JAN	FEB
<b>VISION PHASE</b>							
0	Kickoff Meeting	●					
1	Current Assessment & Market Demand						
1.1	Review of Competitive Environment (Infrastructure Analysis)	●	●				
1.2	Implement a GIS Based Mapping Tool	●	●				
1.3	Market Assessment (Review County Accelerate Data)	●	●				
1.4	Public & Stakeholder Engagement (Review Survey & Meetings)	●	●	●			
2	Gap Analysis		●	●			
3	Develop the Vision						
<b>PLANNING PHASE</b>							
1	Create a Technology Plan		●	●	●		
2	Network Design and Cost Estimate			●	●	●	●
3	Engage With Potential Partners		●	●	●	●	●
4	Financing & Legal Considerations		●	●	●	●	●

### PRICING

TASK	DESCRIPTION OF TASK	TASK TOTAL	Principals	Monday	GIS	Demlow	Stevens
	Project Management	\$3,960.00				24	
<b>VISION PHASE</b>							
0	Kickoff Meeting	\$1,990.00	2	2	0	4	2
1	Current Assessment & Market Demand						
1.1	Review of Competitive Environment (Infrastructure Analysis)	\$3,190.00	1	2	4	4	8
1.2	Implement a GIS Based Mapping Tool	\$3,050.00	1	2	8	4	4
1.3	Market Assessment (Review County Accelerate Data)	\$2,570.00	1	1	1	4	8
1.4	Public & Stakeholder Engagement (Review Survey & Meetings)	\$3,850.00	1	2	4	8	8
2	Gap Analysis	\$3,850.00	1	2	4	8	8
3	Develop the Vision	\$3,490.00	2	1	1	8	8
<b>PLANNING PHASE</b>							
1	Create a Technology Plan	\$4,280.00	1	2	2	16	4
2	Network Design and Cost Estimate	\$8,500.00	1	4	32	12	8
3	Engage With Potential Partners	\$5,530.00	2	2	0	8	20
4	Financing & Legal Considerations	\$5,780.00	2	2	2	8	20
<b>TOTALS</b>							
TOTAL BUDGET		\$50,040.00					

# Appendix A - Sample Community Engagement Plan

This document is confidential and is valuable to HR Green – please share it only with the selection committee members.

County or City of

Broadband Master Plan - Community Engagement Plan – Initial

---

Overview

Messaging

Strategies

Websites

Social Media

Public Meeting

## COMMUNITY ENGAGEMENT

**Greater Des Moines Partnership** - Broadband coverage can be problematic, particularly in rural areas. Without specific connectivity data, municipal leaders do not know what options they might have to improve broadband, providers do not know where needs are and maps that are used to determine grants can be inaccurate to the point where grants might not be available where they are needed. In thinking through how to



The remainder of this page left intentionally blank. Please go to the next page for the sample survey.

develop processes and data building to lead to specific opportunities for solutions, **HR Green** has assisted this project to not only provide valuable data to the eleven (11) counties, but also put them in a position to be eligible for grants and have tools and relationships to solve broadband issues.

**ATTACHMENT A**  
City of McKinney, TX Residential Broadband Survey

The purpose of this survey is to learn about broadband connectivity in the City of McKinney. Your participation is very important to understand your satisfaction with your current broadband options and the service you are being provided, and to gauge your interest in other broadband options being developed.

The survey takes only a few minutes to complete and your feedback is very important.

Please limit your responses to one survey per household and please take the survey from a device connected to your home broadband service (instead of a device connected to cellular service).

If you are a business decision-maker or owner, please participate in our business survey as well.

Your individual answers are anonymous and confidential, so please answer as honestly as possible. Thank you for your input!

Do you live in the City of McKinney:  
Please enter your location (map).

**INTERNET**

Does your home subscribe to internet service?

No:

Why not? (availability, price, do not need)

Yes:

Which company do you use (list)?

Speed test link

Overall satisfaction with provider (very dissatisfied to very satisfied)

Rate satisfaction with home internet service

Customer service

Data allowance

Price

Reliability

Speed/Data Rate

What ways does your household use internet (list)?

How many connected devices?

How is your internet provided – if known (fiber, cable, DSL, Point to Point, Satellite)

How likely would you be to recommend your provider to a friend?

Do you have any comments, questions or concerns about your current internet service?

## TELEVISION

Does your home subscribe to television service?

Yes:

Which provider (list)?

What is your overall satisfaction with your television provider (scale)

## LANDLINE PHONE

Do you subscribe to landline telephone service?

Yes:

Which provider (list)?

What is your overall satisfaction with your telephone provider (scale)

Approximately what is the total monthly cost (rounded to the nearest dollar) of ALL services (internet, television and landline telephone) that you receive at home (do not include the cost of your cellular plan)?

## MCKINNEY'S BROADBAND FUTURE

In your opinion, how important is fast, affordable, reliable and universally available broadband to McKinney in helping to improve the following City attributes?

Quality of life (scale: Not Important, Somewhat Important, Very Important)

Education (for children and adults): (scale)

Economic Development and jobs (including work at home and home based business): (scale)

Health Care (remote health care): (scale)

How well do you think the current providers meet these needs: (1-10 scale)

When considering a company for broadband services (internet, television and telephone), how important are the following characteristics of that company?

Is locally owned: (scale)

Provides excellent customer service: (scale)

Is involved in the community: (scale)

Uses the best available technology: (scale)

Price: (scale)

If a new provider (public or private) built a fiber network in McKinney, offering superior service for a competitive price, how likely would you be to switch from our current provider(s)? 1 – 10 scale

Additional comments, questions or concerns?

Tell us about yourself:

Gender

Age (drop down box of ranges)

What is the range of your current household income? (drop down box of ranges)

What is the highest level of education you have completed? (drop down box of ranges)

We appreciate you taking the time to participate in this survey!

**ATTACHMENT B**  
City of McKinney Business Broadband Survey

The purpose of this survey is to learn about broadband connectivity **at your workplace**. Your participation is very important to understand your satisfaction with your current broadband options and the service you are being provided, and to gauge your interest in other broadband options being developed.

The survey takes only a few minutes to complete and your feedback is very important.

Please limit your responses to one survey per business and please take the survey from a device connected to your business broadband service (instead of a device connected to cellular service).

If you live in the City of McKinney, please participate in our residential survey as well.

Your individual answers are anonymous and confidential, so please answer as honestly as possible.  
Thank you for your input!

Is your business in McKinney City limits?  
Please enter your location (map).

Where is your business? Storefront or In My Home

What is the primary industry sector of your business?

- Agriculture
- Banking/Financial Services
- Bar/Restaurant
- Church or Religious Organization
- Construction
- Education
- Government/Public Service/Non-Profit
- Health Care
- Hospitality
- Import/Export
- Manufacturing
- Professional Services (Including Accounting, Legal and Insurance)
- Rental Housing
- Retail Sales
- Other – write in

Is your business served by fiber optics – if known?

Does your business subscribe to internet service?

No:

Why not? (availability, price, do not need)

Yes:

Which company do you use (list)?

Speed test

Do you offer internet/wifi to the public?

How many devices are connected to the internet at your business? Include PC's, tablets, smart phones and any other device that uses internet connection.

How do you use internet at your business?

Company website

Credit Card processing

Data management (backup or data storage)

Education and professional development (including webinars)

Electronic health records

Email

File or data sharing

Hosting your own server

Online banking

Online purchasing or inventory

Online sales

Operations in the cloud (accounting, sales, project management, etc.)

Social media

Streaming music

Streaming video

Video conferencing

Video security

Web surfing

Other

Have you had employees work from home during Covid-19?

If you have had employees work from home during Covid-19, do you foresee that they might continue to work from home? (yes, no, maybe, not sure)

Overall satisfaction with provider (very dissatisfied to very satisfied)

Rate satisfaction with business internet service

Customer service

Data allowance

Price

Reliability

Speed/Data Rate

How likely would you be to recommend your provider to a peer?

How important is internet service to your business **today**? (scale)

How important do you think **improved** internet service will be to your business **in the next few years**?

Over the past few years, have internet speeds and services kept up with your business needs?

Do you have any comments, questions or concerns about your current internet service?

Do you subscribe to landline telephone service?

Yes:

Which provider (list)?

What types of telephone service does your business use – if known?

Traditional phone lines

DID

PRI

Hosted VoIP

Hosted PBX

SIP Trunking

Other

How many telephone lines does your business have? Include voice, fax, security systems, etc.

What is your overall satisfaction with your telephone provider (scale)

Approximately what is the total monthly cost (rounded to the nearest dollar) of ALL services (internet, television and landline telephone) that you receive at your business (do not include the cost of your cellular plan)?

#### CITY OF MCKINNEY BROADBAND FUTURE

In your opinion, how important is fast, affordable, reliable and universally available broadband to the City of McKinney in helping to improve the following City attributes?

Quality of life (scale: Not Important, Somewhat Important, Very Important)

Education (for children and adults): (scale)

Economic Development and jobs (including work at home and home based business): (scale)

Health Care (remote health care): (scale)

How well do you think the current providers meet these needs: (1-10 scale)

When considering a company for broadband services (internet, television and telephone), how important are the following characteristics of that company?

Is locally owned: (scale)

Provides excellent customer service: (scale)

Is involved in the community: (scale)

Uses the best available technology: (scale)

Price: (scale)

If a new provider (public or private) built a fiber network in McKinney, offering superior service for a competitive price, how likely would you be to switch from our current provider(s)?

1 – 10 scale

Additional comments, questions or concerns?

We appreciate you taking the time to participate in this survey!



### ATTACHMENT C – Anchor Institution/Public Sector Input Questions

Who is your current provider(s)?

What service(s) do you have (particularly up/down speed and capacity)?

Do you have redundancy that you are comfortable with (and - do you know if your redundancy is on the same fiber as their provider)?

What are your current uses?

Do you feel like their service is reliable?

Do you feel like it is adequate?

Are there any ways that you think your current service is holding you back?

Costs:

- Do you feel like your pricing is fair (are you getting what you pay for)?
- How much are you currently paying?
- What is your contract term (when does it expire)?
- What price point would compel you to make a change?

Are you currently utilizing e-rate?

If so, can you change your e-rate arrangements for another provider?

Are there any uses/applications that you are considering that you think will increase your needs?

Are there any other considerations that you are thinking about with your broadband service?

THERE WILL BE ADAPTATIONS OF THESE QUESTIONS TO SPECIFIC DEPARTMENTS

## ATTACHMENT D – Sample Press Release



# Appendix B - Case Studies



## Broadband Strategic Plan

### *El Paso County, Colorado*

**THE ISSUES** - El Paso County had repeatedly heard from its rural residents that Internet speeds and service were unacceptable. The County's concerns:

- ▶ How best to address complaints from constituents?
- ▶ Would broadband help make the area more economically competitive?
- ▶ How would the County prioritize diverse socio-economic needs?

**THE SOLUTION** - While Colorado Springs is well-served in one of five commissioner districts, rural residents felt underserved. The Commissioners authorized **HR Green** to study Internet service and create a strategic plan that would evaluate the County's wired and wireless infrastructure. The goal was to develop a long-term plan to address improvements in order for the entire County to remain competitive and viable.

Our work in the County has been focused on creating a Strategic Plan that will drive economic development by identifying the most crucial needs and then creating policies that would drive fiber penetration deeply into the area while facilitate private sector investment.

**THE RESULT** - The highlights of the study included a major public involvement initiative that surveyed residents and businesses and included outreach to Potentially Affected Institutions (PAIs) to determine the extent of issues across this geographically and economically-diverse county. A 200-page strategic plan was delivered to the County in February that charts a course for future cooperation between the county and the private sector to deploy assets that collectively solve the issues identified.

**Current efforts are underway with Manitou Springs, Colorado Springs Utilities and CDOT to drive fiber into an underserved area in Ute Pass, and additional projects are being conceptualized.**

## REFERENCE

Jeff Eckhart  
Chief Information Officer  
El Paso County  
719.520.6346  
jeffexkhart@elpaso.com

## DATES PERFORMED

2018 - 2019  
Ongoing Consulting Support



## Broadband Feasibility Study

▶ Kanabec County EDA, MN





## Broadband Infrastructure Analysis

*Greater Des Moines Partnership, Des Moines, Iowa*

**THE ISSUES** - Broadband coverage can be problematic, particularly in rural areas. Without specific connectivity data, municipal leaders do not know what options they might have to improve broadband, providers do not know where needs are and maps that are used to determine grants can be inaccurate to the point where grants might not be available where they are needed.

**THE SOLUTION** - HR Green is providing a survey of residents and businesses and meeting with other key stakeholders within the eleven (11) county project area. The data received will be used to inform leaders of where specific broadband issues exist, challenge any federal and state map inaccuracies (ensuring grant eligibility) and also provide a central collaboration tool to bring the needs, municipal leaders, providers and funding sources together to develop real solutions. This central collaboration tool is of particular note because it is a ground-breaking, original creation by HR Green to develop solutions, rather than simply display issues.

**THE RESULT** - In thinking through how to develop processes and data building to lead to specific opportunities for solutions, this project will not only provide valuable data to the eleven (11) counties, but it will also put them in a position to be eligible for grants and have tools and relationships to solve broadband issues.

### REFERENCE

Stacie LoVan -Vice President of  
Economic Development  
P: 515.286.4971  
E: slovan@DSMPartnership.  
com

### SIMILAR FEATURES

- ▶ Evaluate Current Assets
- ▶ Market Analysis
- ▶ Broadband Connectivity Planning
- ▶ Final Report Providing Recommendations
- ▶ Evaluate Potential Partnerships
- ▶ Telecommunications Assessment
- ▶ Identify Networks to Maximize Coverage
- ▶ Determine Economic and Community Impacts
- ▶ Identify Potential Funding
- ▶ Evaluate and Map Current Cellular Coverage Levels

### DATES PERFORMED:



## Broadband Feasibility Study

▶ Kanabec County EDA, MN



## FTTP Feasibility Study

### *City of Fort Dodge, IA*

**THE ISSUES:** Fort Dodge is a City with a population of approximately 25,000. Residents, businesses and anchor institutions have clearly stated that the broadband coverage they currently have is not as reliable, fast or as affordable as most need.

**THE SOLUTION:** **HR Green** was chosen to provide feasibility for options for Fort Dodge to achieve better broadband connectivity. Because Fort Dodge is a forward- thinking community, they explored a range options ranging from building and operating a municipal network to providing infrastructure to work with private partners. City leadership wanted to maintain community control over connectivity in Fort Dodge. The challenge was to provide a process through which the City could explore their options to select what was the best for their community.

**HR Green** analyzed current assets in the City, led discussions of Smart City and 5G (to see if there were upcoming plans that could impact the options), performed high level designs of the most probable options and developed feasibility models for each of those options. Leadership required **HR Green** to move nimbly to evaluate design alternatives and make adjustments to the financial models. By providing active engagement in the design review and open access to **HR Green's** feasibility models City leadership understood clearly how to compare options and alternatives.

**HR Green** is now leading the design of a community-owned and operated fiber-to-the-home network, and will provide construction phase services during deployment. This network will bring gigabit-capable broadband to the community, and will commence in July 2021 as the city completes the acquisition of funding for the \$40 million project. Project construction will begin in 2022 and is estimated for completion in 2023.

**“We felt we were treated as [HR Green’s] only client. Our project went so well we rehired them for the next phase of mid-level design. I believe rehiring is the most accurate way to reflect our satisfaction with HR Green, especially Ed and Ken.” — Ryan Maehl, Assistant to the City Manager**

## REFERENCE

Ryan Maehl  
Assistant to the City Manager  
City of Fort Dodge  
819 1st Ave S.  
Fort Dodge, IA 50501  
P: 515-576-4551, ext. 7203  
E: rymaehl@fortdodgeiowa.org

## SIMILAR FEATURES

- ▶ Evaluate Current Assets
- ▶ Market Analysis
- ▶ Broadband Connectivity Planning
- ▶ Final Report Providing Recommendations
- ▶ Evaluate Potential Partnerships
- ▶ Telecommunications Assessment
- ▶ Identify Networks to Maximize Coverage
- ▶ Identify Potential Funding

## DATES PERFORMED:



FIBER AND BROADBAND

## Broadband Feasibility Study

▶ Kanabec County EDA, MN





## Lightwave IGA Broadband Assessment and Feasibility Study

### *Tillamook County, Oregon*

**THE ISSUES** - Tillamook Lightwave (TLW) a consortium of Tillamook County, Tillamook People's Utility District and the Port of Tillamook Bay, initiated a discovery study to gain a clearer understanding of broadband needs in Tillamook County. TLW has contracted with **HR Green**, to complete this initial discovery phase. With 21 miles of deployed fiber serving as middle mile for providers and recognizing the increased demand for high-quality, fast broadband in its service area, TLW sought to answer key strategic questions:

- ▶ What role should Tillamook Lightwave play in expanding broadband services?
- ▶ How can this important asset expand to provide services outside of those provided to carriers and anchor institutions?
- ▶ What role should TLW play and should it consider becoming a direct service provider?

**THE SOLUTION** - **HR Green** is studying the issues outlined above, focusing initially on documenting current conditions and services in this coastal and rural county. TLW's board of directors and owner-partners will review the information collected in Phase I in order to formally develop its Vision for the future role of TLW in expanding broadband services. Once the Vision is established, **HR Green** will develop preliminary engineering designs based on the service model selected by TLW and develop robust financial feasibility studies to guide future development and deployment of fiber optic infrastructure.

**By establishing a clear path forward - supported by a strong understanding of technical and financial deployment issues – TLW will be in a position to leverage its current assets and improve broadband service to more than 25,000 residents who are generally underserved. This will mean improved access to telemedicine, improved work from home for its full-time and seasons residents, and access to remote learning for its youth.**

### REFERENCE

John Luquette  
Information Technology /  
Facilities Manager  
P: 503.815.8615  
E: johnl@tpud.org

### SIMILAR FEATURES

- ▶ Evaluate Current Assets
- ▶ Market Analysis
- ▶ Broadband Connectivity Planning
- ▶ Final Report Providing Recommendations
- ▶ Evaluate Potential Partnerships
- ▶ Telecommunications Assessment
- ▶ Identify Networks to Maximize Coverage
- ▶ Determine Economic and Community Impacts
- ▶ Identify Potential Funding

### DATES PERFORMED:

2020-Current



### Broadband Feasibility Study

▶ Kanabec County EDA, MN





## Communications Infrastructure Master Plan

### *Holy Cross Electric, Glenwood Springs, Colorado*

**THE ISSUES** - Holy Cross Energy (HCE) is an electric cooperative in Colorado that covers a large area that includes communities and rural residences. The most immediate questions they faced (which most electric cooperatives are asking) were what are the best ways to connect their critical communications infrastructure assets. In an age when more and more data is being used, the capacity, latency and reliability of connectivity is important.

Based on the fiber strategy developed by HR Green, HCE identified 101 miles of backbone infrastructure (aerial and underground) to build over four years. Initially this has involved undertaking the design and construction of a section between Glenwood Springs, CO and Aspen, CO known as Priority 1 – Phase 1. HCE's service area is very rural and based on the needs of some of the municipalities along the proposed route. HCE amended their original plan to build laterals to serve some of these communities with fiber to facilitate broadband service. This included laterals to the Town of Snowmass Village, Pitkin County, Avon, Colorado Mountain College, and Basalt.

**THE SOLUTIONS** - Holy Cross Energy engaged HR Green to help them with the following steps:

1. Define and clarify their current communications infrastructure assets.
2. Coordinate discussions with their departments to define their current needs as well as plans for asset investment in broadband related infrastructure.
3. Clarify the gaps between current and future needs and current connectivity.
4. Provide options for ways to fill those gaps, including costs to construct the options.
5. Guide discussions to prioritize the identified options.

There was a deadline that was important so that the information could be used for leadership meetings and budgeting. With exchanges of information and holidays, there was less time to accomplish these steps than was anticipated. However, the Holy Cross and HR Green team worked together to meet the deadlines, while ensuring high quality deliverables.

The project was successful and Holy Cross has moved forward with the plans that were developed. HR Green is now helping with managing the construction of a fiber backbone network identified at "Priority One" in its fiber strategy project. HR Green is completing the field verification and design of the Priority 1 fiber deployment identified in the Strategic Plan, including the creation of an area specific High-Level Design (HLD), Mid-Level Design (MLD) and Low-Level Design(s) (LLD) necessary to create associated construction and permitting plan sets.

### REFERENCE

Bob Farmer  
Vice President - Information  
Technology  
Holy Cross Energy  
970.947.5405  
bfarmer@holycross.com

### SIMILAR FEATURES

- ▶ Evaluate Current Assets
- ▶ Market Analysis
- ▶ Broadband Connectivity Planning
- ▶ Final Report Providing Recommendations
- ▶ Evaluate Potential Partnerships
- ▶ Telecommunications Assessment
- ▶ Identify Networks to Maximize Coverage
- ▶ Determine Economic and Community Impacts
- ▶ Identify Potential Funding



### Broadband Feasibility Study

▶ Kanabec County EDA, MN





In order to accommodate the new laterals in the original design, HR Green adjusted the design to incorporate the new sites. The HR Green team performed the following tasks as part of the original project plan and the additional laterals:

1. Field verification of aerial and underground routes.
2. Pole loading analysis for new attachments to utility poles.
3. Aerial and underground design engineering.
4. Part of our analysis included vetting routes for Pitkin County. After extensive investigation we found the route to be too costly and provided partner outreach support. HR Green was able to identify existing conduit to lease. This reduced deployment costs, enabling the County and HCE to maintain budget as planned.
5. Permits for State DOT and local municipalities, including traffic control.
6. Construction planning services, including managing the RFP development and selection process, developing the overhead and underground specification manual, and customizing field inspection documents.
7. Managing up front material orders, providing cost analysis on materials so HCE could make the right decision for the project budget, but still maintain performance objectives of the proposed system.
8. Contract administration and construction observation services including the development and management of the project schedule, the identifications of innovations and cost savings, the management of change orders, the processing of pay applications, and project close-out.

The team worked closely with HCE to select the construction vendor. We identified areas before construction start and performed analysis to provide information on the build plan and schedule to facilitate providing the correct information for the bid to select the best construction partner for the project.

There are many difficulties in designing and constructing Fiber infrastructure in the mountainous terrain that comprises the area served by HCE. HR Green leveraged our local experts and extensive knowledge of engineering to overcome the challenges of maintaining the schedule while incorporating additional scope. This also required the project team to acquire more materials in addition to the proposed bill of materials. As part of this effort the HR Green team assisted HCE by generating bill of materials for the new laterals to feasibly construct the proposed design to serve the cities with this critical infrastructure that the region desperately needs.

**“We are highly satisfied with HR Green and have recommended them to other entities. They have been highly responsive, engaged, and proactive in helping us with our projects. The communication has been great. The project costs matched the proposal estimates.”**

**Bob Farmer**  
Vice President,  
Information Technology  
Holy Cross Energy



# Appendix C - Resumes



## Ken Demlow

### *Project Manager*

Ken is a project manager and financial analysis lead supporting **HR Green's** Broadband market. He brings over 20 years of experience in the industry, from working in field construction installing fiber, to Google and Verizon projects, and several FITH projects. Ken is nationally known for his industry knowledge on Smart Meters and Smart Grid. Ken has been very involved in working through the details of fiber projects, aggregation and economic development. He has spoken at several industry conferences, has authored several industry articles and recently served a state level economic development fellowship. Prior to **HR Green**, Ken was National Business Development Manager at NewCom Technologies where he was involved in the design, engineering, and operation of more than 200,000 miles of telecommunications plant, including more than 30,000 miles of lit fiber.

### EXPERIENCE

20 Years

### EDUCATION

BS, American Studies

### INSIGHT

"Broadband Master Planning: A Holistic Approach to Meeting Broadband Goals"  
Broadband Communities,  
July 2020

"The Growing Role of Broadband in Utility Damage Prevention"  
dp-pro, February 22, 2019

Broadband 101: Rights of Way Management for Efficient Fiber Deployment;  
Blandin Foundation,  
October 20, 2020

5G and Small Cell: What Cities Need to Know;  
CBAN, March 29, 2019

Top Ways Your Co-Op Can Start Planning for the Broadband Future; HR Green Webinar

### OFFICE

Cedar Rapids, IA

### SELECTED PROJECT EXPERIENCE

- ▶ **Broadband Strategic Plan – El Paso County, CO** – Project work in the County has been focused on creating a Strategic Plan that will drive economic development by identifying the most crucial needs and then creating policies that would drive fiber penetration deeply into the area while facilitating private sector investment. Ken has helped the County analyze options by preparing a report spotlighting ways to finance fiber projects (either County-owned or with a private partner).
- ▶ **Broadband Assessment and Feasibility Study - Tillamook Lightwave (TLW), Tillamook County, OR - Community Engagement Lead**  
Ken was responsible for the Community Engagement section of TLW's network expansion. In this project, Community Engagement consisted of conducting a survey of residences and businesses to determine broadband needs (for design and estimating revenue for possible next steps), a Market Assessment and meetings with key stakeholders throughout the community. Ken arranged the project team for this section of the project that delivered actionable results that clearly defined broadband needs in the County - in clear alignment with the client's schedule.
- ▶ **Fiber Master Planning and ROW Management – City of West Des Moines, IA** – Ken is managing this project to develop a groundbreaking strategy that enables the rapid deployment of fiber optic cable throughout the city while protecting right of way.
- ▶ **Communications Infrastructure Master Plan – McKinney, TX** – The City retained **HR Green** to help them manage and make the most of the technology changes happening in the telecommunications sector with a goal of bringing smart city options forward. Ken served as Project Manager for this project which explored options, smart city possibilities and partnerships to meet the City's goals.
- ▶ **Fiber and Broadband Strategy – La Plata Electric Association, CO** – La Plata Electric Association (LPEA) utilized a combination of fiber and wireless technologies for internal communications in their electric network assets. **HR Green** assisted LPEA in developing a communications strategy that included a prioritized list of projects and outreach to potential partners. As Project Manager, Ken coordinated a consolidation of LPEA's network data, development of fiber path options and costs, prioritization.
- ▶ **5G and Broadband Master Plan – The Aurora Highlands, CO** – Ken managed the RFP process of a converged network partnership to bring ubiquitous gigabit broadband and 5G/ Small Cell service to this 3,100 acre development.



## Ed Barrett

### *Principal-in-Charge*

Ed has more than 15 years of telecommunications experience working with carriers and local communities. He currently serves as the Practice Leader of HR Green's Fiber and Broadband Services national service line. In this role, Ed has worked with clients across the U.S., ranging from the smallest of small towns to million-plus urban counties who are studying broadband as a way to enhance the lives of their constituents and grow into the Gigabit Economy.

### EXPERIENCE

15 Years

### EDUCATION

BA, Journalism & Mass Communications

### INSIGHT

▷ “Surfing the Small Cell Tsunami,” Presenter, Mountain Connect Broadband Conference

▷ “The Future Isn’t What You Think It is,” Presenter, Iowa Association of Public Works (2019)

▷ “Emerging Technologies: Becoming a Smart City,” Facilitator/Panelist, Illinois Municipal League Conference (2018)

▷ “The Push for Community Fiber and Broadband,” Illinois City Managers Association (2018)

### SELECTED PROJECT EXPERIENCE

▷ **Broadband and Fiber Feasibility Study – El Paso County, CO** – As Project Manager, Ed led a complex study intended to develop a roadmap for long-term improvements in this economically and geographically diverse county, home to the second-largest metro area in the state (Colorado Springs) and to both mountainous and farming geographies. The study focused on the evaluation of current conditions and connectivity and identified four key areas in which the County could assist with expansion of service without taking on the mantle of publicly-funded broadband services as a provider. One of the key outcomes of the project, was the implementation of a public-private partnership with CDOT and three other public entities to build and deploy fiber on Highway 24 up Ute Pass, creating significant regional capacity and advancing a major county goal at less than 12% of the cost of a self-funded deployment.

▷ **FTTP Feasibility Study – Fort Dodge, IA** – Ed completed the financial modeling of Fort Dodge’s network alternatives by evaluating capital expenses, operating expenses and financial alternatives for three potential models.

▷ **Broadband Assessment and Feasibility Study - Tillamook Lightwave (TLW), Tillamook County, OR - Principal-in-Charge**

Ed was responsible for leading the Tillamook Lightwave board through its Vision and strategic decision making. This included key strategic decisions surrounding ownership and governance structure of the owners, and the decisions around the form and function of the potential network expansions.

▷ **Multi-Faceted Fiber – Broadband, Small Cell/5G, and Smart City Consulting, Nationwide** – Principal-in-Charge and/or Project Manager for a variety of visioning, master planning, design/network engineering, and construction/deployment of telecommunications projects in California, Colorado, Illinois, Iowa, Oregon, and Texas. These projects have involved working with cities, counties, special districts, electric cooperatives, and coordinating with key stakeholders (state transportation departments, local constituents, telecoms, etc.).

▷ **Fiber Deployment Feasibility – Mountain Parks Electric, Inc., CO** – Project Manager for this study to help this rural Colorado Electric Cooperative analyze the feasibility of two fiber deployment alternatives as part of a multi-year program. He first looked at the creation of a Fiber-To-The-Home network to serve all cooperative members across a large geographic region but was found to be financially unsustainable without significant outside grant fund support. The second alternative evaluated the creation of a smart-grid fiber backbone to serve the grid modernization needs of the Cooperative, and is currently being constructed as a way to serve both the electrical needs of the Cooperative and to provide backhaul for local providers in the Cooperative footprint.



## John Monday

### *Lead Architect*

John is a Senior Project Manager and Lead Technical Architect at HR Green. He brings over 20 years of experience in the telecommunications industry and is responsible for leading the firm's overall fiber and broadband technical team. In this role, John directs the firm's technical experts to ensure that Planning, Study and Design projects meet the firm's quality standards and are architected to enable success for our clients. John works directly with clients to assess financial costs and feasibility of projects.

Prior to joining HR Green, John was the VP of Broadband Services and Operations for Delta-Montrose Electric Association / Elevate Fiber, where he directed all activities of the fiber to the premise (FTTP) subsidiary and implemented its fiber to the home (FTTH) project. This included determining objectives and establishing operating procedures to create and maintain financial soundness and profitability while ensuring optimum service to subscribers.

### EXPERIENCE

20 Years

### EDUCATION

BS, Electronic/Electrical  
Engineering Technology

### CERTIFICATION

IP and Network Certified  
by Cisco and Nortel

### SELECTED PROJECT EXPERIENCE

#### ► **Broadband Assessment and Feasibility Study – Tillamook Lightwave (TLW), Tillamook County, OR – Project Manager**

TLW is an intergovernmental agency that deployed a middle-mile fiber network to provide high speed connectivity for business and government entities within Tillamook County, OR. As Project Manager, John led the study, focused on assessing service gaps, creating a broadband strategic plan to support current growth and long-term community needs and a strategy outlining TLW's role in extending fiber-to-the-home (FTTH) broadband service.

#### ► **FTTX Implementation Services – Coos-Curry Electric Cooperative / Beacon Broadband, Curry and Coos County, OR – Project Manager / Lead Broadband Architect**

Coos-Curry Electric Cooperative (CCEC) recognizes the need for high-speed internet access for those living on the Southern Oregon Coast, forming Beacon Broadband to deploy fiber-to-the-home (FTTH) broadband service to its entire service territory. As Project Manager, John led the engineering and deployment of the network infrastructure needed to enable Beacon to meet its timeline for service implementation.

#### ► **Fiber Design – ImOn Communications, Dubuque and Iowa City, IA – Project Manager to provide feasibility, high-level and detailed design for 8,000 business and residential service points in Dubuque and Iowa City markets in a program that intends to build out the two communities completely over the next three to five years. HR Green has also assisted with the evaluation of initial feasibility and high-level design for other potential markets in the potential ImOn footprint. This involved developing a market deployment model built on the creation of more than 50 service and creating permit drawings, fiber maps, bills of material and other key deliverables designed to mirror ImOn's in-house engineering prints, creating significant operational savings as ImOn went to construction on the new buildouts.**

#### ► **Portland Fiber Initiative – Henkels & McCoy, Portland, OR – Project Manager to expedite the design and construction of 2,500+ miles of fiber optic infrastructure citywide for a population of 650,000. The "Portland Fiber Initiative" project for a major telecommunication provider via a design/build contract involves performing outside plant data collection on 20,000+ feet of fiber per week and designing 30,000+ feet per week of final design, including detailed construction plan sets, quantities and traffic control planning.**



## Irena Stevens

### *Public Engagement and Financial Analysis*

Irena is completing her PhD in Interdisciplinary Communication Studies. Irena engages with community engagement efforts and research to establish a baseline for community technical capabilities and emerging broadband priorities, as well as evaluation of business model opportunities, financial feasibility analysis, and funding alternatives. Since graduating with her Masters Degree in Public Policy she has worked for the Library of Congress Congressional Research Service, the National Institute of Standards and Technology (NIST) as a Policy Analyst with respect to its National Advanced Spectrum and Communications Testing Network, the San Francisco Public Utilities Commission as telecommunications/Encroachments Permit Analyst, and the FCC as policy and engineering intern. Irena will focus on data analysis, policy, financial analysis and funding.

### EXPERIENCE

10 Years

### EDUCATION

PhD, Interdisciplinary Telecommunications Program, University of Colorado

MS, Interdisciplinary Telecommunications Program, University of Colorado

MS, Telecommunications Policy, Georgia Institute of Technology

BA, Political Science, University of Georgia

BA, History, University of Georgia

### OFFICE

Denver, CO

### SELECTED PROJECT EXPERIENCE

#### ► **Broadband Assessment and Feasibility Study - Tillamook Lightwave (TLW), Tillamook County, OR - Management Analyst**

Irena executed several discovery activities to gain an understanding of broadband connectivity for businesses, residents, and stakeholders in the community. An assessment of market conditions combined with a public survey and individual interviews of community stakeholders revealed the extent of internet options, data rates available to customers, pricing options, and satisfaction rates for different carriers. This information was useful to inform decision-makers of the intergovernmental consortium operating a municipally-owned fiber network of design options for service expansion initiatives.

#### ► **Broadband and Fiber Study – Avon, CO – Assistant Project Manager**

Project included Broadband Visioning and Planning Study to explore the Town's options to provide reliable, cost-effective and fast broadband Internet service to residents, businesses and industry in and around Avon, CO. Irena led efforts to assess stakeholder needs, document current infrastructure and provider options and complete modeling of the different options available to the Town.

#### ► **Broadband Infrastructure Analysis – Greater Des Moines Partnership, IA – Policy Analyst**

**HR Green** is completing a broadband analysis and action plan for a ten county area, showing at the most localized level possible, where broadband concerns exist; recommending broadband related policies and providing a GIS tool to display findings and high-level options for solutions. Irena served as the community outreach survey manager and regional telecommunications policy analyst. In this role, she was responsible for managing and maintaining the community outreach survey and analyzing existing and potential broadband policies for the region.

#### ► **Broadband & 5G Planning – City of Fulshear, TX – Management Analyst**

The City of Fulshear is a rapidly growing city in Texas that realized the need to take steps towards having an overall plan for Broadband. Phase Two included defining specific broadband goals, developing a broadband master plan, and defining the next steps to establish internal processes and external relationships. Irena designed a Vision exercise to identify and evaluate the goals of the City's leadership for the future of their broadband infrastructure.

#### ► **Communications Infrastructure Master Plan | Sugar Land, TX – Technical Advisor**

Project included engineering services for the Communications Infrastructure Master Plan. This plan will outline options the City can consider to provide high-speed connectivity to its sites and facilities, including wireless/CBRS connectivity as a solution, in the most cost-effective way.



## Sam Beever, PE

### *Lead Design*

Sam is a motivated Project Manager skilled in developing cost-effective solutions, complex technical problem solving, identifying/delivering increased efficiencies reducing costs and increasing on time deliveries, collaborating with clients, and researching industry standards to ensure consistent delivery of quality products. His experience includes outside plant, inside plant, fiber to the home, small cell, switched ethernet, traffic control, shelter/generator installation/design, review of geotechnical and structural reports, and large team coordination. Samuel has experience using Microsoft tools (Excel, Word, PowerPoint, Visio, etc.), ArcGIS, AramisDT, AutoCAD, Google Earth Pro, and BlueBeam Revu.

### EXPERIENCE

9 Years

### EDUCATION

BS, Civil Engineering

MS, Civil Engineering

### LICENSES

PE, Kansas #26998

### SELECTED PROJECT EXPERIENCE

#### ► **Detail Fiber Design - Avon to Eagle, CO - Glenwood Springs to Aspen, CO – Holy Cross Energy, Glenwood, CO**

Sam was the Project Manager for the “Priority One” phase represents approximately 101 miles of aerial and underground deployment, which has identified as priority for the first five years of deployment. HR Green is completing the field verification and design of the Priority 1 fiber deployment identified in the Strategic Plan, including the creation of an area specific high-level design (HLD), Mid-Level Design (MLD) and Low-Level Design(s) (LLD) necessary to create associated construction and permitting plan sets. In addition, Sam managed the high-level cost estimate to deploy lateral fiber runs to service core municipality buildings for coop opportunities with energy provider

#### ► **Fiber Design, ImOn Communications – Dubuque and Iowa City, IA**

**HR Green** was selected by ImOn to provide feasibility, high-level and detailed design for 8,000 business and residential service points in Dubuque and Iowa City markets in a program that intends to build out the two communities completely over the next three to five years. **HR Green** has also assisted with the evaluation of initial feasibility and high-level design for other potential markets in the potential ImOn footprint. Sam managed the creation of detailed construction specification documents that detailed the methods and equipment to construct a Fiber-To-The-Home network in the aerial and underground environment.

#### ► **Fayette County Public Safety – Fayette County, GA - Engineering Manager**

RF design build project for installation of tower antennas, generator, and shelter for 10 towers. Sam was the Engineering Manager and was responsible for the management of the design, draft, material procurement, geotechnical analysis, structural analysis, site acquisition, budget, and schedule for the project up till construction ready.

#### ► **Light Gig for AT&T - MO, KS, TX, OH, and CA**

Fiber to the home project delivering fiber to over 1.5 million living units over the course of five years. Sam contributed to developing the processes that allowed for profitable growth required to meet the aggressive requirements needed to deploy a nationwide fiber network within a short period of time. Throughout his time on the project, Sam had multiple roles from design engineer to Execution manager. He performed detailed designs, coordinated with multiple permitting agencies, assisted in development and execution of a comprehensive training program, managed local professionals and vendors, and developed and drove schedule for all aspects of design delivery.





#### EXPERIENCE

40 Years

#### EDUCATION

BS, Civil Engineering,  
University of Minnesota

#### REGISTRATION/LICENSE

Professional Engineer, MN,  
MI, & WI

LEED AP with Building Design  
& Construction, NAT

## Tim Korby, PE, LEED AP

### *Grant Management*

Tim is a highly experienced civil engineer and grant writer that has worked for numerous Counties and Cities in and around the Kanabec County area and throughout Minnesota. He knows and understands a community's engineering and funding needs and unique problems, including expansion of urban infrastructure including Broadband, planning and development issues, intense maintenance practices, and development of parks, trails, and similar amenities during the developing years. For the neighboring Pine County, he designed and implement the regional trail that is located in Pine City.

Tim also has provided extensive technical support to City staffs throughout his municipal career. This technical advice includes completing resolutions, public notices, running meetings and public hearings, funding issues, addressing engineering issues, policy studies, preparation of maintenance programs and reports, and analysis of project development. Many comprehensive studies included maintenance manuals for street systems, water systems, and stormwater systems. These documents were used in developing capital improvement programs and maintenance plans for city infrastructure systems.

#### SELECTED PROJECT EXPERIENCE

Tim served as Project Manager, responsible for setting up and facilitating all of the public hearings and meetings, for the following local projects:

##### ► **Grant to Fund Sewer/WWTP Facility Plan, Mille Lacs Band of Ojibwe, MN**

HR Green was hired to write and acquire a grant through the State of Minnesota's Innovation Fund (former grant program) to fund the Mille Lacs Band of Ojibwe's facility plan to analyze various options to serve the reservation and the surrounding communities with a sewer collection system and a regional WWTP. We were successful at writing, submitting and securing a 100% grant to fund the entire study and preliminary design of the proposed project.

##### ► **Environmental Assessment Worksheet for County Development Project, Pine County, MN**

HR Green was hired to complete a facility plan that analyzed various options to serve the reservation and the surrounding communities with a sewer collection system and a regional WWTP. Recommendations included the final design and implementation of the regional collection system and WWTP. The wastewater system currently serves much of the area around Mille Lacs Lake including the reservation.

##### ► **Municipal Grants & Funding, Various Cities/Counties in Minnesota**

In collaboration with Pine City, the County hired us to complete the design and construction services of Phase 1 of a regional trail through Pine City. The trailhead is located at the north end of Pine City, traverses through downtown, through and past the high school and ends along Highway 61. Other Phases are proposed once funding is secured.

##### ► **Municipal Grants & Funding**

Tim has been instrumental in assisting his clients to obtain up to 100% grants for many of his projects throughout Minnesota. **All of the grants Tim has written have been funded** during his career including ones for the Cities of Caledonia, Clear Lake/ Clear Water, Ramsey, Cosmos, Isle, Sturgeon Lake, Williams, Carlton, Twin Lakes Township and many others. Funding sources used in the past to fund government projects.



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FIBER AND BROADBAND

TRANSPORTATION

+

WATER

+

GOVERNMENTAL SERVICES

+

LAND DEVELOPMENT

+

ENVIRONMENTAL

+

CONSTRUCTION

▷ [HRGREEN.COM](http://HRGREEN.COM)

G-2021-12118

August 27, 2021

Heidi Steinmetz  
Kanabec County  
18 North Vine Street, #101  
Mora, MN 55051

Re: Award of Grant G-2021-12118

Dear Heidi:

I am pleased to inform you that a grant of \$25,000 has been approved by the Blandin Foundation to Kanabec County for project support to conduct a broadband feasibility study in Kanabec County as part of the Broadband Program in rural Minnesota.

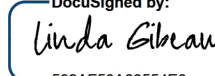
Please review this Grant Agreement for the specific terms and/or conditions of this grant. If you agree, please follow the instructions provided to electronically sign your Grant Agreement and submit to the Blandin Foundation. A copy will automatically be sent to you after signing. Please retain a copy of the Grant Agreement for your files. If you have questions about any part of this agreement, feel free to contact me or anyone else on our grants team at 218-326-0523.

The release of grant funds, in accordance with the schedule stated in the agreement, is contingent on the timely return of this signed Grant Agreement. This document should be returned to the Blandin Foundation within 30 days of the date specified on the Grant Agreement.

You will notice that the date of February 1, 2022 is inserted in the Grant Agreement for you to submit a report about the outcomes of this grant. Please let me know if this date is reasonable given other commitments you may have at that time. In addition to our interest in your work, reporting is increasingly important for the Foundation's annual audit and we appreciate your help with this portion of fulfilling the conditions of the grant.

On behalf of the Board of Trustees of the Blandin Foundation, I would like to congratulate you on receiving this award. We are pleased to be a part of this effort and look forward to hearing from you as progress is made towards achieving your goals.

Sincerely,

DocuSigned by:  
  
599AF50A68554E0...  
Linda Gibeau  
Program Officer

c: File



# 10:45am Appointment

September 7, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> American Rescue Plan Funding Request #2	<b>b. Origination:</b> American Rescue Plan- Coronavirus Local Fiscal Recovery Fund
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

**Resolution #\_\_ - 9/7/21**

**WHEREAS**, Kanabec County received the first tranche of the American Rescue Plan- Coronavirus Local Fiscal Recovery Fund on 6/1/21; and

**WHEREAS**, Kanabec County's intent is to maximize the short and long-term relief impact of these funds both internally and across our County, and

**WHEREAS**, the following expenditures have been recommended by the Kanabec County ARPA Committee for Board consideration; and

**WHEREAS**, the following items have been reviewed with Clifton Larson Allen Consultant and have received a positive opinion for their American Rescue Plan- Coronavirus Local Fiscal Recovery Fund eligibility:

- Up to \$32,300 start-up and \$2,500 annually thereafter for the remaining eligible term of the ARPA funds for a Kanabec County K-9 Unit to assist in the response and mitigation of the increase in crime and substance abuse in the community; and
- Up to \$10,000 in additional funds for the jail camera system (initially approved 7/6/21) due to increased cost for computers and display screens (availability and extremely long lead times have increased the cost since the initial quotes were provided); and
- Wages and benefits for a full-time School Resource Officer for the remaining eligible term of the ARPA funds; and
- Up to \$3,500 for the calibration of and monitoring service for the public health vaccine program refrigerators as needed for the eligible term of the ARPA funds; and
- Up to \$6,000 for new technology mobile cart for the County Attorney's Office to assist with the court backlog; and
- Up to \$6,000 per year for the eligible term of the ARPA funds for Emergency Foster Care Recruitment and Retention to provide safe and supportive care for children; and

- Up to \$6,000 for a new copy machine (no for Public Health to assist with public health communications;

**BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves the expenditures as stated using American Rescue Plan-Coronavirus Local Fiscal Recovery Funds.

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**f. Background:**

Supporting Documents: None      Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

## SHERIFF'S OFFICE K-9 PROGRAM

The Kanabec County Sheriff's Office is in the planning stages of pursuing a Sheriff's Office K-9 program.

The list of benefits from a Sheriff's Office K-9 program are endless. These benefits include but are not limited to an increase in both community and officer safety. A more efficient and safe way to deescalate encounters with violent suspects. The K-9 would greatly limit deputies' exposure to inherent dangers associated with a wide variety of law enforcement calls for service. It would be extremely useful in the location and seizure of illegal substances and dangerous weapons that are often hidden within vehicles and buildings within Kanabec County. It would also act as a crime deterrent to those possibly thinking of committing a crime or fleeing from law enforcement after committing a crime. Additionally, the K-9 would be used for tracking missing persons in search and rescue missions. The K-9 would also be used at large gatherings and public events such as the County Fair showing the citizens of Kanabec County another resource working to help keep the community safe.

The costs associated with a Sheriff's Office K-9 program are outlined in the following pages. The initial startup cost is approximately \$32,000. Attached is an approximate list of the items needed to start this project.

The annual reoccurring cost of the program is approximately \$2500. Attached is an approximate list of these items. Local businesses have already verbally pledged their support of the Sheriff's Office K-9 program and through these donations, the annual reoccurring costs of the program would be paid.

The Sheriff's Office K-9 program is hopeful to begin this project in the Spring of 2022.

### Initial costs of starting a canine program

- o Canine - \$11,000
- o Professional Training - \$6,500
- o Canine in squad kennel –\$ 4,000
  - o Includes electronics for temperature control for Canine
- o Kennel installation – \$1,500
- o Misc. training /equipment - \$5300
- o Training and travel costs for initial startup - \$4000
- o **Initial startup costs with Canine program - \$32,300**

### Misc. Information

- Each Agency in the surrounding counties figures for a minimum of 16 additional hours of overtime training per month as per Minnesota minimum standards.
- Each agency utilizes LEXIPOL policies for their canine programs
- Coborn's Grocery of Mora has agreed to donate any food needs for a Kanabec county canine.
- East Central Veterinarians has agreed to donate the services and costs associated with yearly recurring veterinary bills
- Granite City Animal Hospital of St. Cloud provides all veterinary services for Police canines for free.
- Isanti, Pine, Atkin, and Chisago Counties each utilize Mark McDonough at McDonough K-9 for their dog and handler training.

### Yearly Costs associated with supporting the Canine program

- Annual vet bills – \$600.00
  - Annual exam - \$48
  - Rabies K9 booster yearly - \$15
  - DHLPP vaccine booster yearly - \$19
  - Lymes vaccine booster yearly - \$29
  - Bordetella/ kennel cough yearly - \$13
  - Heartgard plus yearly - \$96
  - Nexgard yearly - \$248
  - Heartworm test yearly - \$30
  - K9 wellness profile yearly - \$63
  - Vetscan canine wellness - \$0 (with above)
  - Fecal test – concentration yearly - \$26
- Misc. bills – \$500
  - (unexpected vet or equipment failures)
- Training equipment – \$200.00
  - Training Sleeve – \$140
  - Collar - \$40
  - Patrol leash lead - \$20
- Food costs – \$600.00
  - 12 bags at \$50
- USPCA membership - \$40.00
- Yearly certification \$600.00
  - Patrol certification – (\$100.00)
  - Narcotic certification – (\$100.00)
  - Hotel and travel associated – (\$400.00)
    - \$250 – hotel
    - \$100 – fuel
    - \$50 - food
- Annual or recurring budget - \$2500.00

**KANABEC COUNTY VIDEO SYSTEM UPGRADE PROJECT**

- 1) ACCURATE CONTROLS - \$310,900
  - a. Paid partial invoice - \$73,989.15
    - i. Engineering, Project Management, Programming, Headend Equipment, Video Surveillance System
- 2) ITSAVVY –
  - a. Paid invoice in Full - \$13,299.33
    - i. 10 Computers for Video System
      1. QTY 5 for Video System Display (3 in Dispatch, 2 at Central, 1 Jail Admin)
      2. QTY 5 for Door Controls (3 in Dispatch, 2 at Central, 1 Jail Admin)
        - a. Increased cost for each computer as availability and extremely long lead times on computers
- 3) Tierney - \$15,786.60
  - a. Quote for new displays for Dispatch center to display new video system
    - i. Installation
    - ii. QTY 4 65" Displays

TOTAL COST - \$339,985.93



# Quote

## #213435

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108  
(612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424  
www.tierney.com

07/27/2021

**Bill To**  
Kanabec County, MN  
18 North Vine Street  
Mora MN 55051

**Ship To**  
Kanabec County, MN  
18 North Vine Street  
Mora MN 55051

**Memo:**  
Mobile Cart Solution

Expires	Sales Rep	Contract	Terms
10/25/2021	592 Mike Chapley	MNS-CPV 152129	NEW

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
	Mobile Cart Solution							
	Video Display Solution							
1	PAC251 UNIVERSAL CPU ADAPTER	Chief	\$201.60	\$201.60	\$176.41	\$176.41	13%	Mounting Hardware
1	PAC710 Height Adjustable Accessory Shelf	Chief	\$96.61	\$96.61	\$85.50	\$85.50	13%	Mounting Hardware
1	PFCUB 4 - 1" LFP MOBL. CART	Chief	\$707.22	\$707.22	\$625.86	\$625.86	13%	Mounting Hardware
1	ME651 MultiSync M651 - 55" LED LCD Public Display Monitor, 3840 x 2160 (UHD), 18/7, 400 cd/m2, Landscape/Portrait, HDMI In x2, DisplayPort In, Audio Mini-jack Out, Full bidirectional control through RS232C and LAN, Accopes Inside Smart Display Module Small, Large or Raspberry Pi Compute Module 4 (requires separate MP4E accessory), Integrated 10W x 2 Speakers, Full Input Detect Functionality, Even Bezel Design, Metal Chassis, 3 Year Commercial Warranty, Stand not included (\$1-65M)	NEC	\$1,338.64	\$1,338.64	\$1,184.64	\$1,184.64	13%	Display Monitors
	Video Source Solution							
1	SP-8100-E3 Solstice Pod Gen3 with perpetual Small Group Edition Enterprise software license (4 simultaneous users) and 3 years Solstice Subscription to upgrades and support (power supply and HDMI cable sold separately)	Mersive	\$1,233.17	\$1,233.17	\$1,091.30	\$1,091.30	13%	Control Systems
1	SP-8301-E Power Supply for the Solstice Pod Gen3 console including international plug adapters	Mersive	\$20.33	\$20.33	\$17.99	\$17.99	13%	Control Systems
1	COMMBV130 VB130 Conference Videobar	Aver	\$711.89	\$711.89	\$629.99	\$629.99	13%	Video Conferencing
1	Integration Item COMVBMNT2 VB130 Series TV Mount	Aver	\$57.86	\$57.86	\$51.20	\$51.20	13%	Mounting Hardware



213435

1 of 2



# Quote

## #213435

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108  
 (612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424  
 www.tierney.com

07/27/2021

Qty	Item	MFG	Price	Ext. Price	Cost	Ext. Cost	Markup %	Category
1	<b>CSMP9K12</b> Component Storage Panel, Interface  System Core and Infrastructure Solution	Chief	\$34.78	\$34.78	\$30.78	\$30.78	13%	Audio-Visual Furniture
1	<b>CAT6-148LK</b> Cat6 550 Mhz Snagless Patch Cable 14ft Black	Comprehensi ve	\$4.07	\$4.07	\$3.60	\$3.60	13%	Cabling
1	<b>MHD18G-0PROBLK</b> MicroFlex Pro AW/IT Certified 4K60 18G High Speed HDMI Cable with ProGrip Jet Black 5ft	Comprehensi ve	\$24.00	\$24.00	\$21.24	\$21.24	13%	Cabling
1	<b>MPS-MPS-10ST</b> MPS-MPS-10ST 3.5MM to 3.5MM M to M Audio MLD HP 10'	Comprehensi ve	\$2.64	\$2.64	\$2.34	\$2.34	13%	Cabling
1	<b>802-15</b> Power Strip 5 Outlet 15' Cord	Tripp Lite	\$28.55	\$28.55	\$25.27	\$25.27	13%	Control Systems

**Subtotal** \$4,461.36

**Tax (0%)** \$0.00

**Shipping Cost** \$285.00

**Total** \$4,746.36

To accept this quotation, sign here : \_\_\_\_\_

Please reference this quote number on your purchase order.

Please inspect product upon delivery. State of Minnesota Contract Return Policy will apply.

Standard Times for Delivery from Receipt of PO\*:

- Stocked Product Equipment Only Sales – Three to Five Business Days
- Non-Stocked Product Equipment Only Sales – Ten to 14 Business Days
- Integration Projects – Two to Eight Weeks

\*All days include time in transit and assume product is not on back order with the manufacturer.



213435

2 of 2





8/27/2021

A Proposal for

## Kanabec County

Family Health

**Lisa Blowers**

320.679.6330

[Lisa.blowers@co.kanabec.mn.us](mailto:Lisa.blowers@co.kanabec.mn.us)

Quote # GJG082721\_1

Prepared by:

Greg Gau

320.259.3045

[gregg@marconet.com](mailto:gregg@marconet.com)

*taking technology further*

MANAGED SERVICES  
CLOUD SERVICES  
BUSINESS IT SERVICES  
CARRIER SERVICES  
COPIERS & PRINTERS



[marconet.com](http://marconet.com)



**Current Situation**

The following is a price quote to replace the existing Sharp MX-M350NB copier with S/N: 85042572 In Family Health. This copier is over 14 years old. The parts and supplies for this copier are no longer being manufactured and are getting difficult to source from third party vendors.

Marco recommends the following option for your consideration:

**Document Systems Option****OPTION**

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

**Purchase Plan/Marco Satisfaction Commitment**

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

**OPTION**

(1) – Sharp **MX-M3571** Multifunction Document System .....\$5,509.00

**DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING**

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

**Leasing Plan**

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

**OPTION**

(1) – Sharp **MX-M3571** Multifunction Document System

▪ 60 Month Lease ..... \$120.00/Month

**DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING**

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

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

Sharp **MX-M3571** Multifunction Document System

- Cost Per print Black and White: \$.0085

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

*The above pricing does not include applicable sales tax.  
Prices quoted are subject to change and should be verified before placing your order.*

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

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

# 11:05am Appointment

September 7, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> LIDAR for County Government	<b>b. Origination:</b> Environmental Services Department
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Ryan Carda, Environmental Services/GIS Technician

**e. Board action requested:**

Discuss use of LIDAR for Kanabec County

---

**f. Background:**

Supporting Documents: None    Attached: ☒

<b>Date received in County Coordinators Office:</b>	9/3/21
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**Coordinators Comments:**

## 3DGeomatics Committee Data Acquisition Workgroup

### Lidar for County Government: Use Cases & Return on Investment

#### What is Lidar?

Lidar is an acronym for light detection and ranging. Lidar is a remote sensing technology acquiring data captured from the emission of intense, focused beams of laser light. This information is used to compute ranges (distances) to the target objects. Lidar is similar to radar (radio detecting and ranging), except it is instead based on discrete pulses of light, whereas radar utilizes radio waves. The three-dimensional coordinates (x, y, z coordinates or latitude, longitude, and elevation) of the data collected from the target objects are computed from the time difference between the laser pulse being emitted and angle of return to create a point cloud.

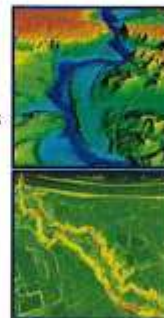
This technology enables key positional and locational information to be gathered from the natural and built environment to for a variety of mapping and analytic uses.



#### County Use Cases

The role of county government includes a large set of activities engaged in understanding, managing, and measuring both the built and natural environments. Across various county departments this can include activities ranging from flood hazard planning and mitigation for public safety, to the construction and maintenance of roadways in public works, to property tax assessment in the assessor's office to trail network development and maintenance in the parks and recreation department. Increasingly, these activities rely upon spatial data for their work, and lidar is a dynamic technology that can assist directly in these tasks and be used to derive other data needed for the work. The following narrative briefly summarizes the ways lidar and data derived from it are being used to assist county governments work more efficiently.

**Digital elevation model data.** One of the foundational and most useful products derived from lidar data are **digital elevation data**. For a digital elevation model, collection of lidar data can be calibrated to provide both a **digital surface model** (which contains the ground surface as well as vegetation as well as structures such as buildings and powerline pylons) and a **digital terrain model** (representing just the bare earth surface without buildings and vegetation). Both the **surface** and **terrain** models have a wide range of uses for assisting county government including hydrology flow modeling, extracting topographic contours, identification of slopes prone to erosion, risk mitigation and flood zone identification to name a few.



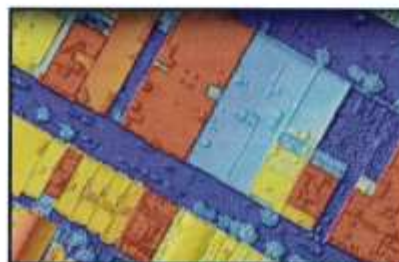
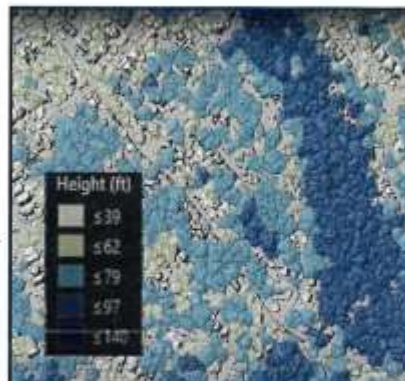


Understanding the detailed physical characteristics and constituent features of the landscape within a county enables staff to engage in improved land management practices and risk mitigation analysis.

**Vegetation analysis.** With **surface** model data, expanded avenues for vegetation cover analysis and modeling are possible. The data enables the user to determine extent and density of canopy cover (an indicator of tree health), while data such as tree height can help indicate age of the stand. This data assists foresters detect monoculture stands and provides arborists in the urban landscape improved ability determine where new trees need to be planted for shade, screening, or soil stability.

**Increased data accuracy and expanded capabilities for your existing data.** The addition of lidar data to existing GIS datasets can greatly increase both their accuracy and usability. Many counties already maintain data containing building footprints, road corridors, storage tanks and towers; lidar enables the user to enhance this existing data facilitating three-dimensional (3D) renderings of fixtures which are useful for a variety of visualizations, site analysis and site planning, useful for all manner of city planning and urban landscape analysis. With the emergence of NextGen9-1-1 and its ever-increasing need for accurate data, lidar will vital in providing vertical context of 9-1-1 caller location, such as floor number. In addition, it will play an important role in site intelligence for emergency response and emergency management uses.

**Time savings for site analysis.** Access to high-quality Lidar data can provide significant savings of both time and labor for a variety of projects. Professional surveyors are making increased use of lidar to enhance the positional accuracy of their data serving to streamline many common work tasks. Lidar data can reduce the need for and expense of many kinds of field work data collection activities, as much of the precise locational information related to elevation can be accessed at a computer workstation plan.



**Bathymetric analysis.** Lidar data provides excellent opportunities for the continuous capture of data along the land-water interface and for the analysis of lakebed and riverbed conditions. Lidar data is uniquely suited for collecting information on patterns of sediment deposition, to support hydrographic survey work, identifying shorelines sensitive to erosion, collecting details on near-shore aquatic habitats, providing data for canal dredging, charting changes in shorelines and numerous other uses. Combining this data with other GIS data facilitates a wide range of uses for understanding and protecting water resources.



**Environmental modeling and hazard analysis.** Lidar data is used extensively in the work of environmental modeling and hazard planning and mitigation. The data enables the user to map, model and delineate areas prone to flood based on elevation and slope characteristics. These data, combined with GIS data representing soil type and land ownership are instrumental in variety of uses for flood control, natural hazard mitigation planning, wetland protection, identification of sensitive natural areas and protection of property. Lidar has been used extensively to improve and upgrade the national Flood Insurance Rate Maps and is used for mapping changes in the extent of lakes, the courses of riverways, to delineate and map the erosion and accretion of lands due to natural causes and human agency as well as tracking other landscape changes such as the impact expansion of impervious surfaces on overland water flow and water quality. Agricultural land management practices are increasingly using lidar for erosion mitigation analysis in their effort to protect areas of prime agricultural soils.



**Special topics analysis.** Lidar data is enormously helpful for problem solving specific landscape and planning tasks. The telecommunications industry uses the elevation data from lidar to find the most suitable sites for locating their towers to maximize their service area coverage. Lidar data can be used for helping to establish and understand sightlines for towers and structures (example at right, above).



Other applications include decision support for specific analysis needs. The example at right (below) shows the results of an analysis as to where helicopters can land safely without fear of damaging the rotors or becoming entangled with nearby structures or vegetation.

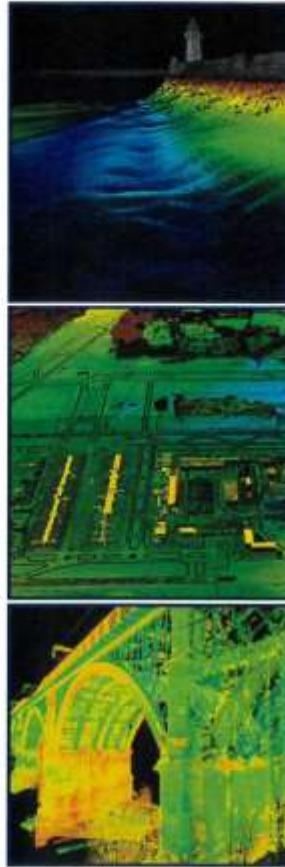


## Return on Investment

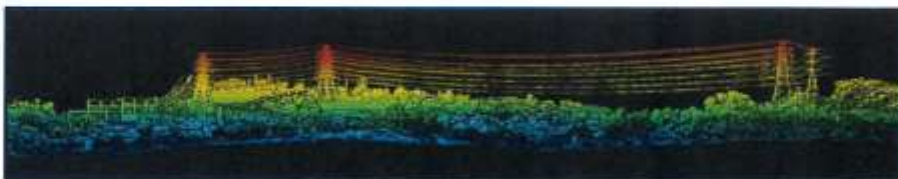
While the initial capture, purchase and processing of lidar data represents a potentially significant up-front cost to county governments, the benefits of this investment in this data are numerous and continue to 'pay dividends' in a variety of ways after the initial purchase and processing.

Once acquired, the extensible and multi-use nature of lidar data—indeed of all geospatial data—makes it difficult to definitively quantify its precise dollar value to county governments. However, this value can be assessed in the range of the benefits that are yielded—both directly and indirectly—in the implementation and use of this technology.

Among the largest of the value propositions of lidar data is the ability for existing data to be augmented and improved by it. This increases the value of the county's existing investment in GIS and enables county to perform its on-going mapping and analytical work more efficiently and accurately. More accurate data informing the work of the county translates to safer highways with fewer accidents, fewer property disputes, fewer homes lost during floods and natural disasters due to preemptive planning, increased water quality from detailed analysis and studies, protection of natural resources and an entire list of societal benefits for which county government is a partner in fostering and maintaining. Lidar acquisition creates a 'snapshot' in time of the county's landscape; this is an important archival record which can be drawn from against future data to chart, analyze and understand landscape changes. Lidar data can be maintained in an enterprise system and its various derivative products can be readily available to a range of county departments to meet their overlapping and divergent needs.



With decreasing costs of lidar acquisition and the enhanced ability of county governments to partner with other governments to minimize these costs and share the benefits lidar can be a valuable addition to public sector work and problem solving.



\*This document created and contributed by Ramsey County GIS





## Agenda Item #1a

### PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**August 17, 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, August 17, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Craig Smith, Dennis McNally, and Les Nielsen. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Staff present via WebEx: County Attorney Barbara McFadden

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

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the agenda with the following addition under other business: Clarify questions regarding telework.

Action #2 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the August 3, 2021 minutes as presented.

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

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Midcontinent Communications	242.61
Mora Municipal Utilities	12,527.20
East Central Energy	84.14
Card Services (Coborn's)	88.11
Consolidated Communications	1,143.97
Further	633.20
Kwik Trip Inc	10,778.34
Midcontinent Communications	188.53
Minnesota Department of Finance	7,755.00
Office of MN.IT Services	1,338.65

Quadient Finance USA, Inc.	1,500.00
Verizon Wireless	5,055.52
VISA	2,136.05
Card Services (Coborn's)	37.54

**14 Claims Totaling: \$43,508.86**

Action #4 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following paid claims:

<b>Revenue Fund</b>	
<b>Vendor</b>	<b>Amount</b>
A and E Cleaning	500.00
Ace Hardware	144.70
Advanced Correctional Healthcare	14,437.79
Anne M. Carlson Law Office, PLLC	2,524.50
Aspen Mills	102.71
Aspen Mills	112.50
Association of MN Counties	100.00
AT&T Mobility	931.93
AT&T Mobility	44.89
BlueStar Graphics	40.00
Bracewell, Earl	85.08
Braham Motor Service Inc	273.39
C & D Auto	1,556.22
Children's Hospitals and Clinics of MN-MCRC	1,500.00
City of Mora	500.00
City of Mora	17,190.00
Clifton Larson Allen LLP	970.00
Clifton Larson Allen LLP	150.00
Clifton Larson Allen LLP	300.00
Coborn's Inc.	1,223.80
Curtis, Michael	834.84
Department of Transportation, State of MN	300.00
Department of Transportation, State of MN	20,531.60
East Central Exterminating	125.00
East Central Solid Waste Commission	10.00
ECM Publishers	194.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Frisch, Justin	339.10
Garage Door Store	3,331.28
Glen's Tire	697.00

Grainger	101.40
Grand View Lodge	433.32
Granite Electronics	224.00
Haasken Dental	560.00
Hallin, Ronald	88.44
Horizon Towing	332.54
Industrial Health Services Network Inc	229.00
Ingebrand Funeral Home	325.00
IT SAVVY	827.61
IT SAVVY	13,299.33
J.F. Ahern Co.	580.00
Jamar Company	1,357.00
Kanabec County Community Health	357.00
Kanabec Publications	120.00
Kanabec Publications	153.74
Kanabec Publications	549.00
Kanabec Publications	119.18
KnowBe4 Inc.	2,018.25
Manthie, Wendy	1,042.72
Marco	3,186.68
Marco, Inc.	159.00
Mattson, Rick	159.68
McNally, Kris	281.81
Michael Keller, Ph.D., L.P.	650.00
Milaca Chiropractic Center	80.00
Minnesota Monitoring, Inc.	666.00
Minnesota State Auditor	1,240.00
MN Counties Insurance Trust	120.00
MN Secretary of State-Notary	120.00
MRA	67.50
Nielsen, Terry	224.00
Northland Business Systems	6,588.02
O'Brien, Pat	90.68
Office Depot	68.45
Olson, Rhonda	83.96
Premium Waters, Inc.	23.96
Priority Dispatch Corporation	5,276.41
Quality Disposal Systems	24.15
Quality Disposal Systems	199.35
Quality Disposal Systems	394.21
Ramsey County	1,542.00
RELX Inc. DBA LexisNexis	189.08
Rick's Home Furnishings	549.95

RS EDEN	10.45
Rupp, Anderson, Squires & Waldspurger, PA	61.50
Rupp, Anderson, Squires & Waldspurger, PA	5,013.00
Sabinash, Douglas	83.96
SHAH Software, Inc.	26,840.00
SHI	242.00
SHI	242.00
SHI	968.00
SHI	242.00
SHI	484.00
St. Louis County	367.94
Stellar Services	184.66
Strunge, Paul	2,548.00
Summit Food Service Management	7,600.21
SWIFT	71.95
Thomson-Reuters-West	596.91
Thomson-Reuters-West	139.09
Thomson-Reuters-West	2,392.52
Thomson-Reuters-West	3,039.80
Timber Trails Public Transit	250.00
Tinker & Larson Inc	751.20
Van Alst, Lillian	641.76
Visser, Maurice	536.51
WEC Energy Group, Inc	10,008.00
WEC Energy Group, Inc	104.19
Zamora, Ray	1,159.20
Zaudtke, Wayne	81.72
Ziegler Inc.	5,466.45
<b>102 Claims Totaling:</b>	<b><u>\$ 190,874.81</u></b>

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

<b>Vendor</b>	<b>Amount</b>
A & E Cleaning	1,000.00
A & M Aggregate	1,770.95
Ace	386.70
Aramark	868.49
Central Pension Fund	208.80
Dultmeier Sales	220.00
Federated Co-ops	22,034.86
Frontier Precision	87.35
Gopher State	18.90

Kanabec County Highway Department	46.20
Kwik Trip	23.20
Little Falls	7,906.66
Marco	312.38
Mille Lacs County	510.50
MN Dept of Transportation	267.14
Mora Chevrolet Buick	322.32
North Central International	686.90
Northern Lines	362,615.24
Nuss Truck	1,395.81
Olson Power & Equipment	2,340.21
Owens Auto Parts	206.50
Power Plan	1,915.83
Premier Asphalt	40,068.00
Quality Disposal	164.25
Retriever LLC	678.00
USIC	40.00

**26 Claims Totaling: \$ 446,095.19**

Action #5 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to recess the Board Meeting at 9:10am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:10am on Tuesday, August 17, 2021 pursuant to adjournment with the following Board Members present: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

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

Social Services Supervisor Kristen Struss met with the Board to give a presentation regarding on-call foster care. Information only, no action was taken.

Family Services Director Chuck Hurd gave the Director's Report.

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

### **Resolution #FS7 - 8/17/21**

Recovering Hope and Teen Focus Recovery for Chemical Dependency  
Treatment Services Agreement



**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 designated Recovering Hope and Teen Focus Recovery, local agencies, to provide chemical dependency treatment services pursuant to Minnesota Statutes, Chapter 254B, and

**WHEREAS**, Recovering Hope and Teen Focus Recovery are licensed to provide chemical dependency treatment services and are willing to provide said services, and

**WHEREAS**, these contracts have been presented to the Kanabec County Family Services Board.

**THEREFORE BE IT RESOLVED** the Family Services Board approves the agreements for chemical dependency treatment services with Recovering Hope and Teen Focus Recovery for the time period August 1, 2021 through December 31, 2022 at the rates approved by DHS and stated in the Agreements.

Action #FS8 – It was moved by Les Nielsen , seconded by Craig Smith and carried unanimously to approve the payment of 98 claims totaling \$292,835.39 on Welfare Funds.

Action #FS9 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn Family Services Board at 9:42am and to meet again on September 21, 2021 at 9:05am.

The Board of Commissioners reconvened.

**9:43am** – A Public Hearing was held to discuss a proposed change to Ordinance 27, alcohol serving time.

A notice of public hearing was posted in the courthouse lobby, on the county website, and in the Kanabec County Times on August 5, 2021. County Coordinator, Kris McNally read the following public notice aloud:

**KANABEC COUNTY BOARD OF COMMISSIONERS  
NOTICE OF PUBLIC HEARING  
REGARDING A PROPOSED CHANGE TO ORDINANCE 27;  
REGARDING ALCOHOL SERVING TIME.**

NOTICE IS HEREBY GIVEN that the Board of Commissioners of Kanabec, Minnesota, will conduct a public hearing regarding adoption of a change to the legal time for serving alcohol on Sundays to 8:00a.m. Text of the proposed ordinance can be accessed on the county's website at [www.kanabeccounty.org](http://www.kanabeccounty.org) or by visiting the Coordinator's Office. This hearing will take place as part of the regular County Board meeting beginning at 9:30a.m. on August 17, 2021. All

interested persons may appear and be heard at the public hearing, either orally or by bringing written comments to be read during the hearing; written comments may also be filed with the Coordinator's Office at 18 N. Vine Street Mora, MN prior to the meeting.

*For further information, contact the office of the Kanabec County Coordinator at 679-6440 or [coordinator@co.kanabec.mn.us](mailto:coordinator@co.kanabec.mn.us)*

**9:44am** – The Chairperson called for public comment regarding the proposed change to Ordinance 27, alcohol serving time. The following responded:

Jack Doughty	Questions regarding clarification of the proposed change and the types of businesses it would affect.
--------------	---

No written comments were submitted.

**9:45am** – The Chairperson closed public comment.

The Board of Commissioners reconvened.

Action #10 – Craig Smith introduced a motion to amend Ordinance 27 to allow intoxicating liquor sales to begin at 8:00am on Sundays. The motion for the adoption of the foregoing motion 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, Craig Smith  
**OPPOSED:** Les Nielsen  
**ABSTAIN:** None

whereupon the motion passed.

Action #11 – Craig Smith introduced a motion to approve the following resolutions:

### **Resolution #11a – 8/17/21**

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

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

**BE IT RESOLVED** to approve the Application for Exempt Permit for True Directions for a raffle event to be held at True Directions, 106 Maple Ave E, Mora, MN 55051 on March 25, 2022.

## **Resolution #11b – 8/17/21**

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

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

**BE IT RESOLVED** to approve the Application for Exempt Permit for Vasaloppet USA for a raffle event to be held at Fish Lake Resort, 674 Fish Lake Drive, Mora, MN 55051 October 9, 2021 – October 16, 2021.

## **Resolution #11c – 8/17/21**

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

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

**BE IT RESOLVED** to approve the Application for Exempt Permit for the Knife Lake Sportsman's Club for a bingo event to be held at Captain Dan's Crow's Nest Resort, 2743 Hwy 65 N, Mora, MN 55051 October 23, 2021.

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

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

whereupon the resolution was declared duly passed and adopted.

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

## **Resolution #12 – 8/17/21**

Coordinator's Office – Unrestricted- Assigned Fund

**WHEREAS** the Kanabec County Coordinator's Office budgets revenue each year to fund unemployment compensation expenses, and

**WHEREAS** the unemployment compensation expense is a highly variable number based

on economic and employment factors; and

**WHEREAS** the Coordinator's Office believes it would be in the best interest of the County to be able to carry unspent revenue over from one year to the next in an unrestricted, assigned fund to build a fund balance and reduce future levy impact,

**THEREFORE BE IT RESOLVED** to approve the Coordinator's Unemployment Compensation fund as an Unrestricted-Assigned Fund for future unemployment compensation expenses effective in budget year 2021.

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

### **Resolution #13 - 8/17/21**

**WHEREAS** Legal Aid Service of Northeastern Minnesota has provided Kanabec County with a kiosk to enable the public to have access to their services, and

**WHEREAS** Kanabec County has space, electricity, and internet access available in the Courthouse near Court Services, and

**WHEREAS** placement of said kiosk has the support of the Law Library Board and Information Services, and

**WHEREAS** all maintenance and issues related to said kiosk will be directed to Legal Aid Service of Northeastern Minnesota, and

**WHEREAS** the County Attorney has reviewed and approved the Memorandum of Understanding for this kiosk;

**BE IT THEREFORE RESOLVED** the Kanabec County Board of Commissioners hereby approves the placement of the Legal Aid Service of Northeastern Minnesota kiosk in the Kanabec County Courthouse;

**BE IT FUTHER RESOLVED** the Kanabec County Board of Commissioners hereby approves the Memorandum of Understanding and authorizes the Board Chair to sign said document.

County Coordinator Kris McNally led a discussion regarding potential updates to the Telework Policy. The Board expressed consensus to require a minimum threshold for internet speed. The Board chose to postpone a decision on whether a minimum number of days on-site would be required.

EDA Director Heidi Steinmetz met with the County Board via WebEx to discuss matters concerning her department.

EDA Director Heidi Steinmetz led a discussion regarding the creation of a Broadband Committee. The Board expressed consensus for the EDA to continue to evaluate the potential for expansion of broadband in the County, for the EDA Director to continue to bring that information to the County Board periodically, and not to form a Broadband Committee outside of the EDA at this time.

EDA Director Heidi Steinmetz gave a department update. Information only, no action was taken.

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

Micah Rogers	Thank you to the County and Commissioners for supporting the foster care system.
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**10:33** – The Chairperson closed public comment.

HR Specialist Kim Christenson met with the County Board to present the results of two job description re-evaluations.

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

### **Resolution #14a - 08/17/21**

Deputy Auditor, Property & Tax Evaluation

**WHEREAS** the board did by Resolution #15 – 06/15/21 refer the position of Deputy Auditor, Property & Tax the pay plan consultant for review, and

**WHEREAS** the board has been presented with the results of that study;

**BE IT RESOLVED** to accept the ranking for the “Deputy Auditor, Property & Tax” position, which will remain at a Pay Range 11.

### **Resolution #14b - 08/17/21**

Deputy Auditor, Tax II Evaluation

**WHEREAS** the board did by Resolution #15 – 06/15/21 refer the position of Deputy Auditor, Tax II the pay plan consultant for review, and

**WHEREAS** the board has been presented with the results of that study;

**BE IT RESOLVED** to accept the following ranking for the “Deputy Auditor, Tax II position, which results in Pay Range 11:

Category	Rank	Points
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Qualifications	q45	91
Decisions	d24	52
Problem Solving	p14	55
Relationships	r18	64
Effort A	ea5	4
Effort B	eb14	12
Hazards	h2	5
Environment	n5	8
<b>TOTAL POINTS</b>		<b>291</b>

County Attorney Barbara McFadden met with the County Board to present a resolution for a Crime Victim/Witness Position Grant.

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

## **Resolution #15 - 8/17/21**

### **Crime Victim Services Grant Acceptance Resolution**

**WHEREAS**, the Kanabec County Attorney's Office application for renewal of the Minnesota Department of Public Safety, Office of Justice Programs, Crime Victim Services grant has been approved for an additional two year term;

**WHEREAS**, the grant amount is \$140,000.00; and

**WHEREAS**, the OJP grant funding provides all costs related to employment of a full-time Victim Services Coordinator in the County Attorney's Office to fulfill the County Attorney's Office's obligations under Minnesota Statutes Chapter 611A and other provisions and serves the interests of public safety in general.

**THEREFORE BE IT RESOLVED** to accept the grant and execute the Grant Agreement.

**10:40am** – The Board of Commissioners took a 5 minutes recess.

**10:45am** – The Board of Commissioners reconvened.

Information Systems Director Lisa Blowers met with the Board to give a department update and to request adding a Full-Time Computer Technician in the 2022 Budget.

Action #16 – Les Nielsen introduced a motion to approve budgeting to hire a Full-Time Computer Technician in 2022. The motion was seconded by Dennis McNally and the following voted:

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

OPPOSED: Craig Smith



ABSTAIN: None

Whereupon the motion passed.

County Sheriff Brian Smith met with the County Board to discuss a new position request for 2022.

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

**Resolution #17 – 8/17/21**  
**Approve Job Descriptions and Refer for Evaluation**  
**Sheriff's Office Systems Specialist**

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

**WHEREAS** the County Sheriff has submitted updated job descriptions and physical analysis for the position of Sheriff's Office Systems Specialist, and

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

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

**BE IT FURTHER RESOLVED** that it is the decision of the Board that the Sheriff's Office Systems Specialist job descriptions be sent to the salary consultant for review.

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

Action #18 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

**Resolution #18 – 8/17/21**  
**Rural Through/STOP Intersection Policy**

**WHEREAS** the Kanabec County Board of Commissioners wishes to improve safety on Kanabec County roadways, and

**WHEREAS** the County Engineer has developed a policy to help improve traffic safety, titled Rural Through/STOP Intersections, dated August 17, 2021 and

**WHEREAS** the County Sheriff has assisted with the policy development, and

**WHEREAS** said policy was presented before the Board and included herein, and

**THEREFORE BE IT RESOLVED** to adopt the Rural Through/STOP Intersections policy dated August 17, 2021 as presented, and

**BE IT FURTHER RESOLVED** to apply said policy to previous crashes as available to the County Engineer on the MnCMAT2 system.

Chad Gramentz gave an update regarding current road construction projects. Information only, no action was taken.

County Coordinator Kris McNally led a discussion regarding placement of a Highway 23 Coalition sign on the East side of Highway 23. The Board expressed consensus to place the sign on Highway 23 near the Pine County border on County-owned land.

Action #19 – The Chairperson recessed the meeting at 11:30am. The County Board of Commissioners will meet again for a budget work session on Tuesday, August 24, 2021 at 9:00am in the County Board Room.

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

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

## Agenda Item #1b

### PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**August 17, 2021**

The Kanabec County Drainage Authority Board met at 6:30pm on Tuesday, August 17, 2021 pursuant to recess with the following Board Members present: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: Public Works Director/Ditch Inspector Chad Gramentz, Engineers Zach Schuster and Chris Otterness from Houston Engineering, Environmental Services GIS Technician Ryan Carda, County Auditor/Treasurer Denise Snyder, County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli.

The meeting was held in the Kanabec County Jail Training Room in order to allow enough space to accommodate all attendees.

**6:30pm** - The Chairperson called the meeting to order.

Action #1 - It was moved by Dennis McNally seconded by Craig Smith and carried unanimously to approve the agenda as presented.

Engineer Chris Otterness presented the inspection reports for Kanabec County Ditches 2 and 10. His presentation included descriptions of each ditch including the length, original slopes and depth, and direction of flow. He also presented the findings of the inspection reports which included blockage of flow, poorly defined channels, poor flow at road crossings, beaver dams, fallen trees, trees within banks, and areas of stagnant water.

Engineer Chris Otterness gave an overview of estimated construction costs to repair each ditch. Both full and partial repair estimates were reviewed. The difference between maintenance, repair and improvement were reviewed.

The results of the inspection report indicate that both County Ditches 2 and 10 are in need of repair. The next step would be for the Drainage Authority to order a repair report if they choose to move forward with the repair process.

The Chairperson called for public comment. Those that responded included:

Bill Watson	Questions regarding whether or not the original designs have been reviewed for effectiveness and what the approximate cost
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	of a repair report would be. Ditch 10, opposed.
Loren Berg	Questions regarding the number of acres the ditches provide drainage for and possible grant funding for the project. Ditch 2, opposed.
Jason Shockman	Questions regarding field culverts and who is responsible for them. Questions regarding drainage into Isanti County. Ditch 2, only in favor if the entire ditch will be repaired. Questions regarding allocation of interest for repairs.
Leonard Flikke	Questions and comments regarding the percentage of petitioners required to initiate the repair process, private ditches that run into county ditches, the cost to repair, tax forfeited land in the assessment area, and who would benefit from repairing the ditch.
Eugene Welch	Comments regarding when to repair the ditch, possible abandonment of the ditch, and benefits of the ditches to more people than just the landowners. Ditch 10, opposed.
Dennis Gilbert	Comments regarding the original purpose of the ditch.
Loren Lemke	Comments regarding property owners taking a vote whether or not the ditches should be repaired. Ditch 10, opposed.
Robert Coleman	Questions regarding clarification of the percentage of landowners required to petition request repair of the ditch.
Mark Knutson	Comments regarding the flooding of roads Pomroy Township. Ditch 10, opposed.
Ray Schwanke	Questions regarding how the cost to each landowner is determined. Ditch 10, opposed. Comments regarding drainage and impact on wetlands.

GIS Technician Ryan Carda and Public Works Director Chad Gramentz presented a map of the assessment area for each ditch in order to show how the cost per landowner was determined. The original cost was based on the percentage of each 40 acre parcel that would benefit from the ditch at the time it was designed. The cost per parcel today is based on the original benefits assessment from 1904. A sample of the original benefits assessment was presented, as well as the ditch petitions that were submitted earlier this year.

Additional public comments:

Amanda Peterson	Questions and comments regarding landowners repairing their own portions of the ditch, wildlife conservation, and ownership of the ditch.
Scott Peterson	Questions and comments regarding spoil piles. Ditch 10, Opposed.
Dennis Gilbert	Questions regarding petitioners. Ditch 10, opposed.
Dale Rumple	Ditch 10, opposed.
Gary Thompson	Ditch 10, opposed.
Jeremy Gardner	Ditch 10, opposed.
Adam Stenstrom	Ditch 10, opposed.
Steve Oien	Ditch 10, opposed. Comments regarding road culverts and flow blockage.
Kaye Carda	Ditch 10, opposed.
Mike Knutson	Ditch 10, opposed.
Dan Helmbrecht	Ditch 10, opposed.
Galen Graber	Ditch 10, opposed.
Kevin Petersen	Ditch 10, opposed.
Shane Oslin	Ditch 10, opposed.
Charles Alcock	Ditch 10, opposed.
Robert Coleman	Ditch 10, opposed.
Matt Weimer	Ditch 2, opposed.
Joe Dolan	Ditch 2, opposed.
Daryl Erickson	Ditch 2, in favor.
Danny Richardson	Ditch 2, opposed.
Kevin Belkholm	Ditch 2, in favor of full clean out.
Loren Barnick	Ditch 2, in favor of cleaning and fixing.
Paul Belkholm	Ditch 2, in favor.
Rick Kawelek	Comments regarding cost to repair.
Melissa Willits	Questions regarding the bid process.
Bob Richardson	Comments regarding cost.

The Drainage Authority Board held a discussion regarding rules for crossing privately owned land to access County Ditches for repair, potential damages to property, types of equipment and contractors required to perform the work, the effectiveness of the ditches when they were originally constructed, allocation of cost for non-tax paying entities within the assessment area, and the determination of the size of easement on each side of the ditch. Information only, no action was taken.

The Drainage Authority expressed consensus to obtain proposals for a repair report on County Ditch 2.

County Ditch Inspector Chad Gramentz will meet with Attorney Kurt Deter to discuss the possible dismissal of repair of County Ditch 10. He will also contact the petitioners of County Ditch 10.

**8:30pm** – The Chairperson adjourned the meeting. The Drainage Authority will meet again on a date yet to be determined.

*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>
Minnesota Energy Resources Corp	4,770.15	Gas Utilities	Various
East Central Energy	1,534.73	Intersection Lighting	Highway
York, Gregg	500.00	Driveway Permit Refund	Highway
Kanabec County Auditor-Treasurer	8,117.13	Leased Vehicles	Various
Mora Municipal Utilities	19,943.08	Utilities	Highway
CW Technology	1,283.40	CW Mail Filter Agrmt	IS
MNPEIP	7,340.64	Sept. Health Reserves	HR
Spire Credit Union	5,595.40	See Below	
Verizon Wireless	1,208.01	Monthly Service	Various
Chamberlain Oil	380.94	Shop Supplies	Highway
Williams, Ray	675.00	Driveway Permit Refund	Highway
Dearborn National Life Insurance Co	810.07	Sept. Short Term Disability Premiums	Employee Benefits
Health Partners	6,528.20	Sept. Dental Premiums	Employee Benefits
Life Insurance Company of North America	945.90	Sept. Accident Insurance Premiums	Employee Benefits
MNPEIP	157,486.72	Sept Health Insurance Premiums	Employee Benefits
Sun Life Financial	4,074.69	Sept. Life Insurance Premiums	Employee Benefits
The Hartford Priority Accounts	2,234.08	Sept. Long Term Disability Premiums	Employee Benefits
VSP Insurance Company	322.24	Sept Vision Insurance Premiums	Employee Benefits
<b>18 Claims Totaling:</b>	<b><u><u>\$223,750.38</u></u></b>		
Spire Credit Union	73.99	Amazon/Shredder	IS
	153.98	B&H Photo/Printer & Toner	Attorney
	44.54	Amazon/Office Supplies	Attorney
	105.48	Country Inn & Suites/Hotel Stay	Assessor

128.00	Amazon/Digital Camera	Assessor
12.54	Amazon/Memory Card	Assessor
35.03	Amazon/Office Supplies	Assessor
39.44	Amazon/Office Supplies	Assessor
31.11	Amazon/Office Supplies	Veteran Services
157.82	VistaPrint/Veteran Banner	Veteran Services
33.13	Amazon/Veteran Day Supplies	Veteran Services
107.35	Just Candy/Veteran Day Fair	Veteran Services
115.55	Amazon/Fair, Coffee Talk, etc.	Veteran Services
12.99	Amazon Prime Membership	Sheriff
750.00	MSA/Training SM, CO, JP	Sheriff
18.24	Amazon/iPhone Case	Sheriff
34.37	Amazon/Mop, Wheel Cleaner	Sheriff
70.83	Amazon/Phone Case, Screen Protector	Sheriff
183.90	Amazon/Cleaning Supplies	Sheriff, BADGES
214.74	Amazon/Headphones	Sheriff, BADGES
214.74	Amazon/Headphones	Sheriff, BADGES
128.80	Amazon/Headphones	Sheriff, BADGES
100.00	BCA Training/LV, HP	Dispatch
(52.00)	Kalahari Resort Credit/Cancel	Jail
120.00	MN SOS/Notary Commission, JS	Jail
72.99	Amazon/Toner	Jail
89.81	Amazon/Coffee Filters, Broom	Jail
13.99	Amazon/Notary Stamp, JS	Jail
16.05	CISCO/Webex Monthly	Jail
(13.04)	Deluxe/Credit Office Supplies	Extension
0.99	APPLE/Storage	Highway
16.99	Amazon/iPhone Case	Highway
13.99	Amazon/Webcamera	Welfare
49.98	Amazon/Wired Headset	Welfare
357.00	Amazon/GoPro Camera	Community Health
28.90	Amazon/Office Supplies	Community Health
17.60	Availity	Community Health
130.00	BLS Instr Pkg w/ Video	Community Health

	419.97	Amazon/Stand Up Desks	Community Health
	837.20	Little Peoples Cove/Table	Community Health
	730.98	AnyPromo/Vaccination Promo	Community Health
	(540.00)	Credit for 4AllPromos	Community Health
	15.40	Availity	Community Health
	22.00	Availity	Community Health
	77.23	Heart Code & BLS Blended	Community Health
	49.92	Wellness Snack Carts	Employee Wellness
	15.00	Amazon/Wellness Supplies	Employee Wellness
	53.25	Walmart/Wellness Snacks	Employee Wellness
	244.89	Walmart/Wellness Snacks	Employee Wellness
	39.74	Walmart/Wellness Snacks	Employee Wellness
<b>50 Claims Totaling:</b>	<b><u>\$5,595.40</u></b>		

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 9/7/21

Department Name	Vendor	Amount	Purpose
ASSESSOR	Koenings, Katie	<u>82.29</u>	Mileage & Meal Reimbursement
		<b>82.29</b>	
AUDITOR	Metro Sales, Inc.	<u>524.04</u>	RICOH MP2553 Annual Maint & Copies
		<b>524.04</b>	
BUILDINGS MAINTENANCE	Ace Hardware	157.13	Fitting, Outlet Plates, Hose Repair, Hose Connector, Hose Adapter
BUILDINGS MAINTENANCE	Grainger	238.04	Gloves, Tarnish Remover, Hand Cleaning Towels, Wipes
BUILDINGS MAINTENANCE	Ideal Service, Inc.	3,167.00	Replaced Parts in Chiller
BUILDINGS MAINTENANCE	Summit Companies	<u>600.00</u>	Annual Fire Alarm Monitoring
		<b>4,162.17</b>	
COMPUTER EXPENSES	Kanabec County A/T	<u>2,633.96</u>	7/30, 8/13, 8/27 PR Fees Paycom
		<b>2,633.96</b>	
COUNTY ATTORNEY	Axt, Sara	2.00	Reimbursement for certified DL copies from WI
COUNTY ATTORNEY	Kanabec Publications	530.00	Brochures & Business Cards
COUNTY ATTORNEY	Minnesota Alliance on Crime	150.00	Annual MAC Membership
COUNTY ATTORNEY	Office Depot	<u>70.77</u>	Office Supplies
		<b>752.77</b>	
COUNTY COORDINATOR	Marco, Inc	477.00	Printer Lease
COUNTY COORDINATOR	Office Depot	<u>51.80</u>	Office Supplies
		<b>528.80</b>	
COUNTY CORONER	Ramsey County	1,765.00	Toxicology
COUNTY CORONER	River Valley Forensic Services, P.A.	1,250.00	Postmortem Exams & Contract Monthly Medical Examiner

		<u>3,015.00</u>	
COUNTY EXTENSION	Mattson, Jean	<u>66.36</u>	Reimbursement for Fall for All Supplies
		<b>66.36</b>	
COURT ADMINISTRATOR	McKinnis & Doom PA	76.50	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	425.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	<u>34.00</u>	Court Appt Attorney Fees
		<b>535.50</b>	
ENVIRONMENTAL SERVICES	Carda, Eugene	109.08	BOA Hearing
ENVIRONMENTAL SERVICES	Hoisington Koegler Group Inc.	8,967.26	Project Mgmt, Public Engagement, Personnel, Mileage & Printing
ENVIRONMENTAL SERVICES	Kanabec Publications	19.69	Public Notice Planning Commission - Meeting Cancelled
ENVIRONMENTAL SERVICES	O'Brien, Pat	121.96	BOA Hearing
ENVIRONMENTAL SERVICES	Peterson, Ronald	114.12	BOA Hearing
ENVIRONMENTAL SERVICES	Rupp, Anderson, Squires & Waldspurger, F	<u>1,379.74</u>	Environmental Svcs/Land Use Quarterly Retainer
		<b>10,711.85</b>	
HUMAN RESOURCES	Kanabec County A/T	2,633.96	7/30, 8/13, 8/27 PR Fees Paycom
HUMAN RESOURCES	PD's Embroidery	137.48	Jackets for Employee Recognition
HUMAN RESOURCES	Rupp, Anderson, Squires & Waldspurger, F	<u>5,043.00</u>	June Legal Services
		<b>7,814.44</b>	
LAW LIBRARY	Thomson-Reuters-West	<u>276.33</u>	Law Library Invoice
		<b>276.33</b>	
PROBATION & JUVENILE PLACEMENT	Eustice, Todd	<u>138.32</u>	Mileage Reimbursement
		<b>138.32</b>	
PUBLIC TRANSPORTATION	Ace Hardware	67.89	Supplies
PUBLIC TRANSPORTATION	Auto Value Mora	343.83	Bus Parts
PUBLIC TRANSPORTATION	Curtis, Michael	1,434.77	Volunteer Driver
PUBLIC TRANSPORTATION	Granite City Jobbing Company	101.46	Office Supplies
PUBLIC TRANSPORTATION	Kanabec County Highway Dept	1,494.01	Bus Repairs

PUBLIC TRANSPORTATION	Manthie, Wendy	1,494.64	Volunteer Driver
PUBLIC TRANSPORTATION	Marco	134.68	Printer Contracts
PUBLIC TRANSPORTATION	Mora Municipal Utilities	154.00	Utilities
PUBLIC TRANSPORTATION	Seven County Senior Federation	495.00	Advertising
PUBLIC TRANSPORTATION	Van Alst, Lillian	650.16	Volunteer Driver
PUBLIC TRANSPORTATION	Visser, Maurice	667.31	Volunteer Driver
PUBLIC TRANSPORTATION	Zamora, Ray	1,443.58	Volunteer Driver
		<b>8,481.33</b>	
SHERIFF	Gerhardson, Alex	50.00	Jacket - Uniform
SHERIFF	Granite Electronics	777.40	Travel, Labor, Antenna Cable, Connectors, Remote Speaker
SHERIFF	Horizon Towing	182.54	Boat Motor
SHERIFF	Minnesota County Attorney's Association	55.00	Forfeiture Form, Property Receipt
SHERIFF	Mitchell, Parker	100.00	Decoy Pay - Alcohol Compliance
SHERIFF	NARTEC Inc	828.00	Methamphetamine Test Kit
SHERIFF	O'Reilly Auto Parts	27.26	Bulbs-Capsule
SHERIFF	Sjodin, Cael	100.00	Decoy Pay - Alcohol Compliance
SHERIFF	Sjodin, Cael	100.00	Decoy Pay - Tobacco Compliance
SHERIFF	Tinker & Larson Inc	131.36	Oil Changes
		<b>2,351.56</b>	
SHERIFF - CITY OF MORA	Tinker & Larson Inc	258.65	Oil Change and Replace Battery
		<b>258.65</b>	
SHERIFF - JAIL/DISPATCH	Ace Hardware	60.21	Cabinet Handles, Compression Insert, Adapter, Hose, Fitting
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	17,926.35	Oct 21 On Site Medical
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	(10.59)	May 21 DOC Pharmacy
SHERIFF - JAIL/DISPATCH	Aspen Mills	32.26	Add Zipper to Uniform Shirt
SHERIFF - JAIL/DISPATCH	Beaudry Oil & Propane	1,787.39	Dyed Fuel Oil Tank - Generator, 582.4 gallons
SHERIFF - JAIL/DISPATCH	Bob Barker	405.48	Inmate Supplies/Commissary: Shampoo, Soap Box, Toothbrush, Towels
SHERIFF - JAIL/DISPATCH	East Central Exterminating	250.00	Sept Services
SHERIFF - JAIL/DISPATCH	Elite Septic Maintenance	500.00	Pump Grease Trap and Wash Pit in Sally Port
SHERIFF - JAIL/DISPATCH	Ideal Service, Inc.	2,390.00	Replaced Parts and Preventative Maintenance for Chiller
SHERIFF - JAIL/DISPATCH	Motorola Solutions	58,340.60	Current Lease Payment

SHERIFF - JAIL/DISPATCH	Pierson, Jim	110.00	Uniform Reimbursment
SHERIFF - JAIL/DISPATCH	Schmitt, Kelly	12.35	Reimbursement for Dispatch Cleaning Supplies
SHERIFF - JAIL/DISPATCH	State of Minnesota, Dept of Transportation	4,173.63	2021 ARMER Motorola Agreement
SHERIFF - JAIL/DISPATCH	Stellar Services	596.25	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	11,639.34	Inmate Meals 8/7-8/27
SHERIFF - JAIL/DISPATCH	Wilder, Dan	134.99	Uniform Reimbursment
		<b>98,348.26</b>	
STATE FISCAL RECOVERY ARP	Accurate Controls	73,989.15	VMS System Upgrade
STATE FISCAL RECOVERY ARP	CliftonLarsonAllen	225.00	ARPA Consultation - Professional Services
		<b>74,214.15</b>	
UNALLOCATED	AIS Consulting Services	825.00	AIS Services Reimbursement, Curly Leaf - Lewis Lake
UNALLOCATED	Quadient, Inc.	315.06	Ink Cartridges & Labels for Postage Machines
UNALLOCATED	Ratwik, Roszak & Maloney, PA	240.50	Professional Fees for July
		<b>1,380.56</b>	
VETERAN SERVICES	Grand View Lodge	326.88	Additional Fee for 3 Nights MACVSO Fall Conference Lodging
VETERAN SERVICES	Mora Bakery	46.17	Coffee Talk Donuts
		<b>373.05</b>	
<b>76 Claims Totaling:</b>		<b><u>\$ 216,649.39</u></b>	



**Agenda Item #3b**  
**Regular Bills - Road & Bridge**  
**Bills to be approved: 9/7/21**

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
Auto Value	5,171.67	Repair Parts
Beaudry	16,610.09	Fuel
Blum Sand and Gravel	300.60	Gravel
Boyer Trucks	161.68	Repair Parts
Braham Ford	371.97	Repair Parts
East Central Diesel	55.26	Repair Parts
G & N Enterprises	1,150.00	Lights
Granite City Jobbing	163.27	Janitor supplies
Handyman's Hardware	150.00	Filter
Hjort	5,000.00	Dozer Rental
Hoef, Bruce	1,000.00	Mulching
Johnson Hardware	846.11	Maintenance supplies
Kanabec County Highway Department	119.90	Petty Cash, Postage
Kanabec Publications	14.79	Drainage Authority meeting
Knife River	1,895,538.71	SP 033-603-029 CSAH 3
MN County Engineers Association	525.00	Membership Dues
MN Dept of Transportation	3,470.43	Material Testing
M-R Sign	4,731.16	Sign order
Northern Lines Contracting	384,943.91	SAP 033-610-019 CSAH 10
Northern States Supply	183.77	Shop Supplies
Northpost	3,054.51	Mail box posts
Nuss Truck	1,072.65	Service
Office Depot	69.98	Office Supplies
Olson Power & Equipment	199.77	Repair Parts
Oslin Lumber	779.99	Building Maintenance
Stegeman, Jesse	145.60	Mileage
Summit Companies	600.00	Fire alarm inspection
Trueman Welters	3,823.28	Parts
USIC	740.00	Locates
Wiarcom	675.30	GPS
Ziegler	302.86	Repair Parts
<b>31 Claims Totaling:</b>	<b>\$ 2,331,972.26</b>	

# Agenda Item #4

September 7, 2021

## REQUEST FOR BOARD ACTION

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

**f. Board action requested:**

### Resolution #\_\_ – 9/7/21

#### 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	\$991.36
Quality Disposal	\$5,600.00
Arthur Township	\$500.00
Total	\$7,091.36

**g. Background:**

Provider	Billed	Paid Amount
QUALITY DISPOSAL (July)	\$5,100.00	\$5,100.00
WASTE MANAGEMENT (July)	\$991.36	\$991.36
Sub-Total	\$6,091.36	\$6,091.36
<b>Recycling Center Incentive Payments:</b>		
Quality Disposal (July)	\$500.00	\$500.00
Arthur Township (July)	\$500.00	\$500.00
<b>TOTAL PAYMENTS =</b>		<b>\$7,091.36</b>

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

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

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

**Expenditure: 01-391-392-0000-6211 = \$36,735.86**

**Current SCORE Funds balance is = \$76,464.03**

# Agenda Item #5

September 7, 2021

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Paving Patching Bids for County Road 2 and County Road 8	<b>b. Origination:</b> Public Works Department
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

**Resolution #\_\_-9-7-21**

**Paving Patching Bids**

**CSAH 2 & CSAH 8**

WHEREAS the following bids were received by September 7, 2021:

Paving Patching:

WHEREAS the lowest responsible bid was \$\_\_\_\_\_ submitted by \_\_\_\_\_, and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the bid of \$\_\_\_\_\_ submitted by \_\_\_\_\_ for paving patching on CSAH 2 and CSAH 8, and

BE IT FURTHER RESOLVED that the Chairperson and County Coordinator are authorized to sign contracts for this project.

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**f. Background:**

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

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# Agenda Item #6

September 7, 2021

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## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Family Homeless Prevention & Assistance Program	<b>b. Origination:</b> Lakes and Pines Community Action Council, Inc.
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Gene Anderson, Board Chair

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

**RESOLUTION # -9/7/21**

**RESOLUTION AUTHORIZING ADMINISTRATION OF**

**MINNESOTA HOUSING FINANCE AGENCY'S**

**FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM**

October 1, 2021 – September 30, 2023

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide assistance to low-income families and youth to prevent homelessness; and

WHEREAS, Lakes and Pines Community Action Council, Inc. has developed an application as an Administering Entity for the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance program; and

WHEREAS, Lakes and Pines Community Action Council, Inc. has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program.

NOW, THEREFORE BE IT RESOLVED, that Lakes and Pines Community Action Council, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program, in the County of Kanabec.

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**f. Background:**

Family Homeless Prevention & Assistance Program funds have been administered by Lakes and Pines and accessed by Kanabec Co. residents for the past 20 plus years; Lakes and Pines has been awarded

FHPAP funds. Lake and Pines FHPAP funds are allocated to serve the seven counties of Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs and Pine.

Lakes and Pines assisted 7 homeless households and 32 prevention (facing eviction) households in Kanabec County with FHPAP assistance this grant biennium (7/1/19 – 7/30/2021) with \$48,451 in assistance (average of \$2,088 per household).

The Family Homelessness Prevention and Assistance Program (FHPAP) was established by the 1993 by the Minnesota Legislature. The program provides funds to twenty grantees statewide, including counties, tribal nations and nonprofit organizations. Funds can be used for direct assistance (rent, utilities and other expenses) or services (housing search, support services, case management, independent living skills or other services) to households who are 200% or below the family poverty guidelines and homeless or at imminent risk of homelessness. The purpose of the program is to support continuing innovation and development of a comprehensive system to prevent homelessness and to assist people experiencing homelessness.

With the primary emphasis on prevention, the goals of the program are to:

1. Prevent homelessness.
2. Minimize the number of days homeless.
3. Eliminate repeated episodes of homelessness.

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office: 8/16/21

Coordinators Comments: