



Kanabec County Board of Commissioners

Regular Meeting Agenda

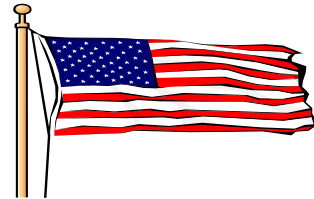
The Meeting of April 19, 2022

- Due to COVID-19 safety protocol, this meeting will be in-person and via WebEx (phone /video 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 meeting:

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

Access Code: 2489 109 6819



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=mdb1459bee8724f681af3f9f66d09a48e>

Meeting number: 2489 109 6819

Password: RAc2gU7PVm8 (72224877 from video systems)

To be held at: Kanabec County Courthouse
Board Room #164
18 North Vine Street
Mora, MN 55051

Please use the Maple Ave Entrance.

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

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

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

- 9:20am Lucas Athey, Probation (Court Services) Director- Department Update

- 9:30am Matt Anderson- Request for Kanabec County Courthouse Dig

- 9:45am Brian Smith, Sheriff- Request to fill a Correctional Officer/Dispatcher Vacancy
 Above a Step A

- 9:55am Chad Gramentz, Public Works

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

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

10:30am Public Comment

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

Access Code: 2489 109 6819

10:45am Heidi Steinmetz, EDA Director-

Broadband Feasibility Study Report (Final) and American Rescue
Plan fund commitment to Broadband

11:05am Susanne Hinrichs, University of MN Extension- Request to Fill Summer 4-H
Assistant Position

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. Courthouse Parking Lot
5. Veterans' Memorial Park
6. Commissioner Reports
7. Future Agenda Items
8. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Family Services

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

Kanabec County Family Services Board

Agenda

April 19, 2022

9:05 a.m.

- | | |
|--|----------------|
| 1. Agenda Approval | Pg. 1 |
| 2. Director's Report | Pg. 2 |
| <ul style="list-style-type: none">- Staffing -- Fiscal Supervisor resignation- Housing Update- DHS Financial Reporting- Ongoing Number of Children in Placement | |
| 3. Welfare Fund Report | |
| -See attached report | Pg. 3 |
| 4. Financial Report | |
| -See attached report | Pg. 4-5 |
| 5. Abstract Approval | |
| -See attached abstract and board vendor paid list | Pg. 6-9 |
| 6. Other Business | |
| 7. Adjourn | |

Family Service Director's Report

April 2022

Staffing

The Family Services Fiscal Supervisor has resigned and we are advertising to fill the position.

Housing Update

We have identified persons and agencies to invite to meetings to look at options for any available funds we might receive. This is a preliminary step as details are still not available regarding funding.

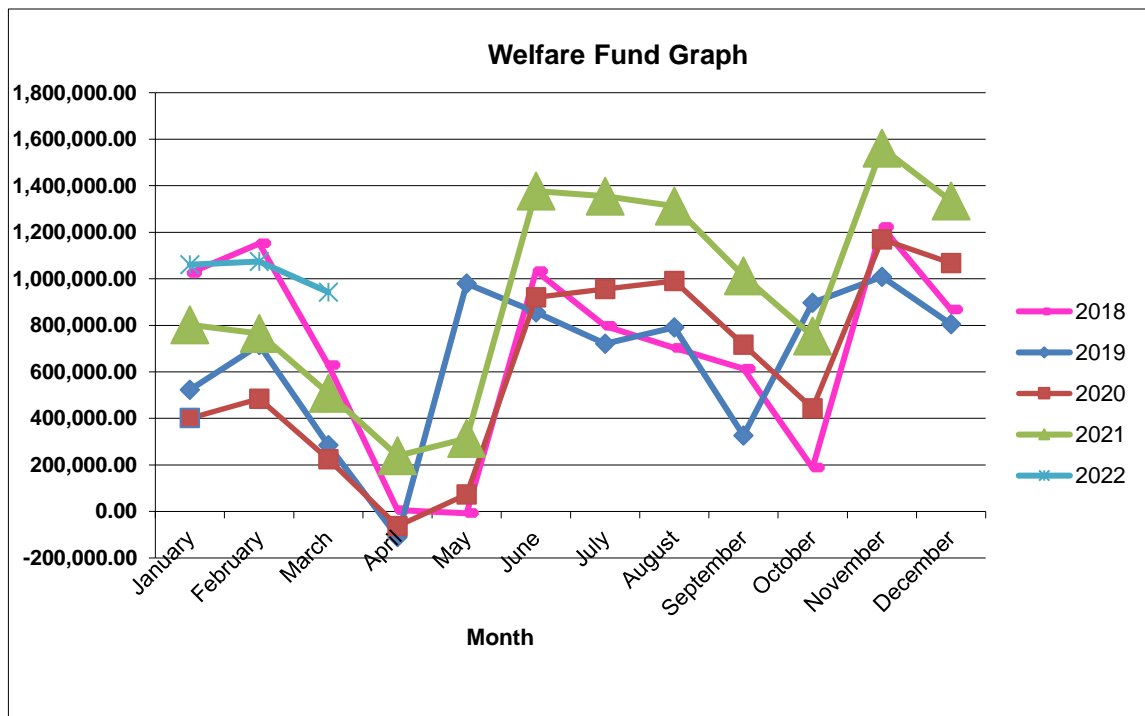
DHS Financial Reporting

All key quarterly fiscal reports for programs Kanabec County participates in were submitted to DHS Financial Operations Division on or before the report deadlines and in perfect order.

Ongoing Update on Number of Children in Placement

Last month we had 22 children in our care in out of home placements. We have 25 children in care this month compared to 20 last year for the same month.

	2018	2019	2020	2021	2022
January	1,024,705.97	523,556.70	401,131.39	802,602.99	1,060,669.83
February	1,151,821.98	715,738.74	483,781.08	764,375.81	1,074,400.99
March	629,190.77	285,341.21	225,078.17	507,711.89	942,838.71
April	5,607.36	-109,902.43	-63,141.11	239,129.82	
May	-7,853.46	979,247.26	73,382.15	313,993.85	
June	1,032,778.15	855,820.47	920,867.09	1,376,518.14	
July	796,820.09	721,467.48	955,700.06	1,355,779.92	
August	703,093.77	791,435.79	990,235.56	1,312,346.82	
September	613,301.63	326,963.03	716,408.79	1,012,985.41	
October	187,807.92	897,606.65	443,084.51	753,774.16	
November	1,222,983.64	1,008,939.34	1,170,024.75	1,562,104.61	
December	867,114.62	804,618.63	1,067,709.00	1,335,030.43	
Totals	8,227,372.44	7,800,832.87	7,384,261.44	11,336,353.85	3,077,909.53
Averages	685,614.37	650,069.41	615,355.12	944,696.15	1,025,969.84
6 month Avg.	731,853.61	758,505.15	890,527.11	1,222,003.56	1,121,469.79
Rolling 12 month Avg	685,614.37	650,069.41	615,355.12	944,696.15	1,028,297.72



Kanabec County Family Services - Board Financial Report				Through March 2022		
	Total year to date/			8.33%	16.67%	25.00%
Department	Budget	% of budget	Total	January	February	March
Income Main. Service						
Exp	717,387.00	25.21%	180,863.13	51,831.67	48,106.77	80,924.69
Rev	364,991.00	21.54%	78,605.25	7,767.70	60,202.65	10,634.90
Tax	345,232.48	1.40%	4,846.42	4,846.42		
State Shared Rev			0.00			
Recoveries						
Exp	19,100.00	22.72%	4,339.51	1,368.08	2,734.61	236.82
Rev	21,100.00	69.67%	14,700.65	8,478.45	1,272.36	4,949.84
Tax	22,426.52	1.81%	406.95	406.95		
State Shared Rev			0.00			
Burials						
Exp	25,000.00	54.26%	13,566.19	5,400.00	5,076.69	3,089.50
Rev			0.00			
Tax			0.00			
Child Support						
Exp	367,603.00	24.75%	90,975.84	28,185.73	27,219.76	35,570.35
Rev	410,000.00	23.62%	96,860.63	1,766.08	77,547.00	17,547.55
Tax						
MA Services						
Exp	483,900.00	18.73%	90,649.79	36,658.39	36,290.38	17,701.02
Rev	418,000.00	31.66%	132,354.57	59,484.31	26,993.02	45,877.24
Tax	64,561.19	1.63%	1,050.67	1,050.67		
State Shared Rev			0.00			
Child Care						
Exp	230,950.00	23.82%	55,021.26	36,031.78	93.00	18,896.48
Rev	224,025.00	38.72%	86,750.00	392.00	0.00	86,358.00
Tax	6,795.92	0.27%	18.50	18.50		
State Shared Rev			0.00			
Fraud						
Exp	78,622.00	20.82%	16,367.10	5,508.04	5,429.00	5,430.06
Rev			0.00			
Tax	77,020.37	1.57%	1,209.75	1,209.75		
State Shared Rev			0.00			
Adult Services						
Exp	4,000.00	22.00%	880.00	440.00	220.00	220.00
Rev	8,581.00	0.85%	73.01	18.41	36.40	18.20
Tax						
Dev. Disability						
Exp	94,389.00	13.76%	12,989.80	4,574.62	4,909.09	3,506.09
Rev	69,865.00	15.42%	10,771.00		0.00	10,771.00
Tax	24,012.23	1.16%	277.47	277.47		
State Shared Rev			0.00			

Mental Health						
Exp	1,211,095.00	22.04%	266,974.97	99,533.69	87,914.73	79,526.55
Rev	740,269.00	27.63%	204,505.39	75,366.67	46,370.88	82,767.84
Tax	461,216.10	1.81%	8,342.49	8,342.49		
State Shared Rev			0.00			
Chemical Dependency						
Exp	117,000.00	5.22%	6,112.35	1,500.00	0.00	4,612.35
Rev	51,000.00	31.73%	16,182.49		15,181.89	1,000.60
Tax	64,561.19	1.63%	1,054.37	1,054.37		
State Shared Rev			0.00			
Child Services						
Exp	586,512.00	22.04%	129,272.44	32,504.74	42,541.26	54,226.44
Rev	377,005.00	15.82%	59,649.36	6,657.07	42,641.16	10,351.13
Tax	205,236.63	1.76%	3,603.36	3,603.36		
State Shared Rev			0.00			
Social Services						
Exp	1,324,304.00	23.44%	310,476.34	106,484.12	101,570.28	102,421.94
Rev	1,144,459.00	21.53%	246,395.54	35,569.68	140,631.39	70,194.47
Tax	176,240.73	1.96%	3,462.78	3,462.78		
State Shared Rev			0.00			
Income Main. Admin						
Exp	92,014.00	22.66%	20,851.24	7,236.42	6,916.35	6,698.47
Rev	44,300.00	24.60%	10,896.47	908.20	8,858.52	1,129.75
Tax	46,665.28	1.22%	569.74	569.74		
State Shared Rev			0.00			
Social Services Admin.						
Exp	252,170.00	21.98%	55,420.26	19,236.45	18,767.34	17,416.47
Rev	65,000.00	25.12%	16,331.00		16,331.00	0.00
Tax	183,716.24	2.06%	3,784.64	3,784.64		
State Shared Rev			0.00			
FS Admin						
Exp	742,159.00	23.99%	178,065.77	74,095.17	57,510.68	46,459.92
Rev	142,305.00	20.77%	29,563.28	2,824.10	22,964.83	3,774.35
Tax	587,620.12	1.42%	8,368.39	8,368.39		
State Shared Rev			0.00			
Agency Totals						
Exp	6,346,205.00	22.58%	1,432,825.99	510,588.90	445,299.94	476,937.15
Rev	4,080,900.00	24.59%	1,003,638.64	199,232.67	459,031.10	345,374.87
Tax	2,265,305.00	1.63%	36,995.53	36,995.53	0.00	0.00
State Shared Rev			0.00	0.00	0.00	0.00
Total Revenue	6,346,205.00	16.40%	1,040,634.17	236,228.20	459,031.10	345,374.87

Board Approval Report

SSIS pymt. batch #: 108242088

Paid Cnty Vendor	Total Payments		Total Amount
Bliss/Jenny, 000010784	2		8,116.88
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	8,116.88
Central Minnesota Jobs & Training, 000015800	2		24,396.11
Svc Description	Svc Code	Payments	Amount
Statewide MFIP Employment Services	237	2	24,396.11
Central Mn Mental Health Center, 000011298	2		1,500.00
Svc Description	Svc Code	Payments	Amount
Detoxification	371	2	1,500.00
Community Living Options, 000011478	2		947.94
Svc Description	Svc Code	Payments	Amount
Semi-Independent Living Services (SILS)	534	2	947.94
DHS STATE OPERATED SERVICES, 000011816	10		16,157.06
Svc Description	Svc Code	Payments	Amount
State-Operated Inpatient	472	10	16,157.06
Families in Transition Services Inc, 000012296	3		367.80
Svc Description	Svc Code	Payments	Amount
Family-Based Counseling Services	162	3	367.80
Family Pathways, 000012298	32		4,140.00
Svc Description	Svc Code	Payments	Amount
Family-Based Counseling Services	162	32	4,140.00
Gerard Treatment Programs, 000012404	1		3,200.00
Svc Description	Svc Code	Payments	Amount
Children's Residential Treatment	483	1	3,200.00
Ignaszewski/Karissa, 000012959	2		14,869.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	14,869.00
Lighthouse Child & Family Services LLC, 000000667	1		775.00
Svc Description	Svc Code	Payments	Amount
Family Assessment Response Services	164	1	775.00
Nexus-Gerard Family Healing , LLC, 000012394	1		982.00
Svc Description	Svc Code	Payments	Amount
Child Family Foster Care	181	1	982.00
Options Residential, 000015334	1		1,453.28
Svc Description	Svc Code	Payments	Amount
Child Family Foster Care	181	1	1,453.28
PHASE, Inc., 000015579	2		1,271.66
Svc Description	Svc Code	Payments	Amount
Day Training and Habilitation	566	1	855.66
Transportation	516	1	416.00
Resource Training and Solutions, 000016106	1		220.00
Svc Description	Svc Code	Payments	Amount
Guardianship/Conservatorship	695	1	220.00
Richardson MD/Paul T, 000016136	2		3,045.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	3,045.00

Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
RSI, 000016246				2	511.65
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	2	511.65		
Village Ranch, Inc., 000017414				6	7,423.57
Svc Description	Svc Code	Payments	Amount		
Child Family Foster Care	181	6	7,423.57		
Volunteers Of America, 000017460				4	3,188.34
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	4	3,188.34		
Report Totals:				76	92,565.29

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

Signature

Title

Date

Vendor Name	Amount
Akkerman Ingebrand Funeral Home (GA Burial)	\$ 1,704.92
Jen Anderson	\$ 629.58
Rhonda Bergstadt	\$ 741.20
Cassandra Dallberg	\$ 21.65
DHS	\$ 49,005.25
DNA Diagnostic Center (Child Support)	\$ 174.00
DSHS (Child Support)	\$ 10.00
Jodi Erickson	\$ 20.00
Grandstrand Funeral-Home North Branch (GA Burial)	\$ 1,800.00
Katie Heacock	\$ 36.27
Independent School District #332 (Lcts School Fiscal Year 2022)	\$ 16,695.00
Leah Hjort	\$ 142.74
Linda Hosley	\$ 257.40
Innovative Office Solutions	\$ 1,357.16
Itsavvy LLC	\$ 1,274.15
Cheryl Jenkins	\$ 152.46
Kanabec County Attorney	\$ 11,615.40
Kanabec County AT ACH VISA (FS Credit Card)	\$ 639.51
Kanabec County Aud Treasurer	\$ 12,190.40
Kanabec County Aud -Treas HRA	\$ 3,498.00
Kanabec Copunty Aud Treas Vehicle Lease	\$ 438.90
Kanabec County Comm Health	\$ 15,009.22
Kanabec County Coordinator	\$ 4,000.00
Tamara Kelash	\$ 204.34
Kari Lindstrom	\$ 221.39
Danielle Linkert	\$ 41.54
Ashlee Lovaas	\$ 67.28
Abby Malecha	\$ 180.77
Alissa McDermeit	\$ 355.68
Metro Sales Inc	\$ 321.00
MFIA (Fraud Conference)	\$ 175.00
MFWCAA (Financial Membership	\$ 180.00
Minn Dept of Health (Child Support)	\$ 40.00
Kelly Mitchell	\$ 229.91
MNCCC	\$ 300.00
Aliina Olson	\$ 15.80
Premier Biotech LLC	\$ 162.77
Procentive LLC	\$ 590.00
Roseau County Sheriff Office (Child Support)	\$ 62.00
St. Cloud Stamp & Sign	\$ 45.01
Timber Trails	\$ 12,811.73
Katie Vork	\$ 319.41
Sharon Wright	\$ 162.05

TOTAL IFS DOLLARS	\$ 137,898.89
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TOTAL SSIS DOLLARS

43 Total IFS Vendors

\$ 92,565.29

17 Total SSIS Vendors

Total

\$ 230,464.18

60 Total Vendors

Cost Effective Health Insurance & Medicare Part B Reimbursements

\$ 19,605.40

Grand Total

\$ 250,069.58

9:20am Appointment

April 19, 2022

REQUEST FOR BOARD ACTION

a. Subject: Probation Office Update	b. Origination: Probation Office
c. Estimated time: 10 minutes	d. Presenter(s): Luke Athey, Probation Director

e. Board action requested:

Informational update on the Probation Office

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

The Board of Commissioners has requested periodic updates on department operations, projects, and general information from each department head/official.

KANABEC COUNTY COURT SERVICES QUARTERLY REPORT-JANUARY 1, 2022-MARCH 31, 2022

TEAM MEMBERS

Director-Lucas Athey who has been employed as a probation officer in Kanabec County since 9/1/96.

Probation Officer-Andrew Magaard who has been employed by Kanabec County since 6/21/10 as a jailer and transferred to Kanabec County Court Services on 12/30/13.

Probation Officer-Brandon Cook who has been employed by Kanabec County since 6/12/17 as a jailer and transferred to Kanabec County Court Services on 12/16/19.

Probation Officer-Sarah Schumacher who has been employed by Kanabec County since 5/13/13 as a jailer and transferred to Kanabec County Court Services on 2/14/22.

Secretary-Vacant since 4/8/22 but we are currently in the process of trying to fill the Secretary position.

Case Aide-Vacant since 4/30/21 and we did not fill the Case Aide position due to the uncertainty caused by the pandemic. Further, our staff felt that we could work as a team to take on the responsibilities of the Case Aide. We will continue to work as a team to absorb the workload of the Case Aide.

-Kanabec County Court Services has not requested a new probation officer position since 2004 (about 18 years).

The primary mission of our department is to provide public safety. In order to accomplish this objective, we attempt to hold offenders accountable for their actions. It is also our goal to motivate offenders to make positive changes in their lives so they can become productive members of society.

CASELOAD NUMBERS

-As of 3/31/22, the number of people on probation or pre-trial release was 496 as compared to 410 on 3/31/21 and 440 on 3/31/20. The numbers fluctuate on a daily basis as some offenders are discharged from probation or their pre-trial release file is resolved. We also obtain new cases depending on how many people are being arrested or cited with new offenses.

-Each probation officer, including myself, are supervising 60-70 offenders on their respective caseloads. This does NOT include offenders who are in probation violation status (about 60), transfer status (about 23), or conditional release warrant status (about 50). If an offender who was previously assigned to a specific probation officer violates the conditions of their probation or pre-trial release conditions, they are no longer assigned to that probation officer, however, that probation officer continues to work with the individual. In sum, the combined number of offenders that each probation officer is involved with is typically about 80-90.

-On 3/31/22, there were 84 offenders who were in pending conditional release status. These offenders are not assigned to a specific probation officer because they are not Court ordered to abstain or submit to chemical testing. Further, some of these offenders are already on felony probation elsewhere.

-On 3/31/22, we also had 79 offenders who were placed on Administrative Probation. These are offenders who were placed on misdemeanor probation who do not have conditions of probation other than to remain law abiding & commit no same or similar offenses. Offenders who are subject to abstinence from alcohol/drugs and drug testing would not be placed on administrative probation in Kanabec County.

-The number of adolescents on juvenile probation remains low (generally 20-30) which is good. Due to the lower number of juvenile offenders on probation, the overall number of out of home placements for juvenile offenders on probation has been low. It is hoped that this will continue to be the case, however, numbers can increase quickly.

9:30am Appointment

April 19, 2022

REQUEST FOR BOARD ACTION

a. Subject: Request for a Kanabec County Courthouse Dig in Search of Historical Artifacts	b. Origination: Matt Anderson
c. Estimated time: 15 minutes	d. Presenter(s): Matt Anderson, Requestor

e. Board action requested:

Mr. Anderson is requesting permission to dig on the courthouse lawn in search of historical items related to the 1894 Courthouse fire. Chance of Historical Discovery relating to first decade of Mora's History as County Seat.

DISCUSS:

- Call before you dig: Contact Gopher One for digging in North West Corner of Courthouse lawn. Corner of Vine and Maple. Number #811
- Ownership of items: It is my thought that items of Historical interest be preserved for the County.
(Example items last year: Melted Window Glass and Square Nails.)
- Follow up dig on items found last year for possible Display at Courthouse or Historical Society.
- Finder's fee? Example we find 10 Silver Morgan dollars. Being an Unrealized Asset does finder get a percentage?
- Damage to property: Attempt to flip sod over to save and put back as it was. Will replace and compact soil as necessary. Return and place grass seed and water if necessary.

f. Background:

Purpose: see attached articles. The first Court House was built in 1883 and burned in 1894. Fire Insurance and Sinking Bond funds from the first Court House paid for construction of the 1894 Brick Courthouse.

Courthouse fire fits Timeline Mora's Founder Myron R. Kent was making his way to West Superior where he showed up at Stant Seaveys office with papers.

Myron Kent had the Courthouse built and was the first County Attorney. J. C. Pope was his lawyer and next County Attorney.

Debate: on Multiple items or items of monetary value in the slight chance of County Attorney J. C. Pope's Safe being found intact. (May not have been fireproof.)

Photo is of the northwest corner of Maple Ave and Vine St where the requested dig site is located:



Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

About a week previous to the shooting Kent turned up in West Superior where he made his presence known to S. D. Seavey. He told Mr. Seavey that he was going to England and left some valuable papers with him in case some accident should befall him. The Lairds claim that Kent dare not go to England nor Australia, that he is wanted in both countries.

M. R. Kent is well known in this section. He helped to plat the original townsite of this village and a couple of additions. He was in business here and was at one time county attorney. While here he bore a repu

3-7-1894

THE FIRE FIEND.

THE COURT HOUSE AND CON-
TENTS TOTALLY DE-
STROYED BY FIRE.

The Origin of the Fire Not Known,
but Supposed to be a De-
fective Flue.

Loss About \$6,000; Insurance
\$3,000 on Building and
Contents.

—About 5 o'clock this morning the village was aroused by the cry that the court house was on fire. On arriving at the scene flames were seen breaking out of the southeast corner, the room occupied by the county treasurer, and it was not long before the whole building was enveloped in flames. Not being supplied with a fire apparatus of any sort it was impossible for the citizens to save the building, so every effort was made to save the contents. The auditor's office was broken into and about every thing saved from there, and J. C. Pope rescued some of his books and a few articles of furniture. Everything else was consumed. The loss of the court house and contents was about \$6,000, covered by an insurance of about \$3,000. The only individual loss was sustained by J. C. Pope, who lost all of his private papers and books, law library, safe and furniture, amounting in all to about \$1,400, covered by an insurance of \$600 only. At present writing county business is at a standstill.

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9:45am Appointment

April 19, 2022

REQUEST FOR BOARD ACTION

a. Subject: Request to fill a Correctional Officer/Dispatcher Vacancy above a Step A	b. Origination: Sheriff's Office
c. Estimated time: 10 minutes	d. Presenter(s): Brian Smith, Sheriff

e. Board action requested:

RESOLUTION #__-4/19/22

WHEREAS, Kanabec County has a full-time Correctional Officer/Dispatcher position vacant; and

WHEREAS, Kanabec County has an opportunity to hire a highly qualified candidate; and

WHEREAS, said candidate has 4 years of correctional officer experience in addition to 10+ years National Guard service; and

WHEREAS, said candidate has expressed a desire to work for Kanabec County;

WHEREAS, Kanabec County's Wage & Salary Policy P-106 allows the Board to recognize relevant experience and education for hiring a candidate above Step A on the wage chart; and

WHEREAS, the Kanabec County Sheriff is recommending hiring this candidate at Grade 10, Step C (\$23.67/hour);

THEREFORE BE IT RESOLVED, the Kanabec County Board of Commissioners hereby authorizes the Sheriff and Coordinator's Office to hire said candidate at Grade 10, Step C.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

March 19, 2022
9:55am Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

- | | |
|--|--------------------------|
| 1. Equipment Rental Quotes | Resolution #1 (04-19-22) |
| 2. Bids – Gravel Surfacing | Resolution #2 (04-19-22) |
| 3. Bids – Pavement Striping | Resolution #3 (04-19-22) |
| 4. Custodial Services | Resolution #4 (04-19-22) |
| 5. Schedule Drainage Authority Meeting | |
| 6. Driver's License Update | |
| 7. Old Jail Demo Update | |

Resolution #1 (4-19-22)
Equipment Rental and Service Bids

WHEREAS quotes were received and opened on April 4, 2022 for equipment rental rates and services, and

WHEREAS long term equipment rental quotes were received and presented before the board, and

WHEREAS Kanabec County may require various equipment and services throughout the year;

THEREFORE BE IT RESOLVED to accept all quotes as submitted, and

BE IT FURTHER RESOLVED that the Public Works Director is directed to utilize the quotes as necessary based on the availability of the lowest responsible price.

Resolution #2 (4-19-22)
Aggregate Surfacing Bids

WHEREAS the following bids were received on April 18, 2022:

Aggregate Surfacing:

**Bids to be presented at Board
Meeting**

WHEREAS the lowest responsible bid was \$xxx.xx submitted by xxxxxxxx, and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the bid of \$xxxxxx submitted by xxxxxx. for aggregate surfacing, and

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

Resolution #3 (4-19-22)
KCP 22-07 Traffic Markings

WHEREAS the following bids were received on April 18, 2022:

Traffic Markings:

Bids will be presented at Board Meeting

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

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the bid of \$xxxxx submitted by xxxxxxxx for traffic markings, and

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

Resolution #4 (4-19-22)
Custodial Services

WHEREAS Kanabec County currently has been receiving custodial services from FBG Service Corporation (FBG) since 2013, and

WHEREAS said custodial service has been provided under the original contract terms, and

WHEREAS FBG has formally requested a fee adjustment, from \$6,995/mo to \$8,044/mo, for the remainder of 2022 (April – December), and

WHEREAS FBG's letter is included herein and presented before the Board, and,

THEREFORE BE IT RESOLVED to accept the proposed fee of \$8,044 per month for custodial services for the months of April through December, 2022, based on the December, 2013 contract terms.

TRACTOR BACKHOE

		J and J Ringler Enterprises	Ziegler
Line Item	Item Description		
1a	list model	2018 JD 310	420
1b	Dig Depth	17'	17' 11"
1c	hourly w/operator	\$125	
1d	weekly w/operator	\$4,500	
1e	hourly w/out operator		
1f	weekly w/out operator		\$1,180

EXCAVATOR

		Crawford Equipment	EZ excavating	Hjort excavating	Rydborg and Sons Inc.	Ziegler
Line Item	Item Description					
Mini	list model	E10	ViO35	60		305
Mini	weight	2,593	7,800	13,700		11,500
Mini	bucket	10"	24"	24"flat/48"ditch		24"
Mini	thumb or fixed		Fixed			Hyd
Mini	hourly w/operator		\$125	\$135		
Mini	weekly w/operator		\$3,500			
Mini	hourly w/out operator	\$160/day	\$100	\$100		
Mini	weekly w/out operator	\$720	\$2,500	\$1,050		\$1,220
Medium	list model	E35		160	Volvo 160	317 GL
Medium	weight	7,800		40,000	36,000	40,000
Medium	bucket	12"-36"				48"
Medium	thumb or fixed			Thumb	1 cy hyd	Either
Medium	hourly w/operator			\$150	\$135	
Medium	weekly w/operator				\$5,500	
Medium	hourly w/out operator	\$235/day		\$115	\$110	
Medium	weekly w/out operator	\$900		\$2,400	\$4,500	w/\$3010 w/o \$2800
Large	list model	135	JD 120C	120	JD 350	336GL
Large	weight	30,800	33,000	55,000	77,000	84,000
Large	bucket	42"	42"			54"
Large	thumb or fixed		Fixed	Thumb	3 yd	Either
Large	hourly w/operator		\$165	\$165	\$175	
Large	weekly w/operator		\$4,500		\$7,000	
Large	hourly w/out operator	\$425/day	\$125	\$130	\$150	
Large	weekly w/out operator	\$1,420	\$4,000	\$2,750	\$6,000	w/ \$5540 w/o \$5250
Long Stick	list model			350	Volvo 360	326LR
Long Stick	weight			85,000	90,000	65,000
Long Stick	bucket				30' reach	60' reach/60"bucket
Long Stick	thumb or fixed			no long stick		
Long Stick	hourly w/operator			\$180	\$195	
Long Stick	weekly w/operator				\$7,800	
Long Stick	hourly w/out operator			\$150	\$175	
Long Stick	weekly w/out operator			\$4,200	\$7,000	\$6,350

DOZER

		Crawford Equipment	Hjort excavating	Rydberg and Sons Inc.	Ziegler
Line Item	Item Description				
Small	list model		650K	650	D3LGP
Small	weight		22,000	25,000	22,000
Small	4 or 6 way blade		6 way	6 way	6 way
Small	hourly w/operator		\$145	\$125	
Small	weekly w/operator			\$5,000	
Small	hourly w/out operator		\$150	\$100	
Small	weekly w/out operator		\$2,200	\$4,000	\$2,440
Medium	list model	550	750K	D6n	D5LGP
Medium	weight	18,000	38,000	25,000	40,500
Medium	4 or 6 way blade	6 way	6 way	6 way	6 way
Medium	hourly w/operator		\$175	\$175	
Medium	weekly w/operator			\$5,000	
Medium	hourly w/out operator	\$360/day	\$150	\$150	
Medium	weekly w/out operator	\$1,500	\$5,600	\$6,000	\$4,410
Large	list model			D8R	D6LGP
Large	weight			76,500	50,000
Large	4 or 6 way blade			4 way	4 way
Large	hourly w/operator			\$250	
Large	weekly w/operator			\$10,000	
Large	hourly w/out operator			\$225	
Large	weekly w/out operator			\$9,000	\$5,740

MOTOR GRADER

Line Item	Item Description	Rydberg and Sons Inc.	Ziegler
			(blading)
1a	model		140
1b	HP		231
1c	hourly w/operator	\$120	
1d	weekly w/operator	\$4,800	
1e	hourly w/out operator	\$100	
1f	weekly w/out operator	\$3,800	\$4,600

FRONT END LOADER

Line Item	Item Description	Hjort excavating		Pavement resources	Rydberg and Sons Inc.	Ziegler
1a	model	624L w/Scale	744K w/Scale	Case 621H	980G	938
1b	bucket size	3.5cy	5.5cy	2.5cy	8cy	4.2cy
1c	hourly w/operator	\$150	\$175		\$195	
1d	weekly w/operator				\$5,400	
1e	hourly w/o operator	\$130	\$145		\$115	
1f	weekly w/o operator	\$4,680	\$5,200	\$1500 (no transport)	\$4,400	\$2,690

		Rydberg and Sons Inc.	Ziegler
Line item	Item description		
1a	model	TS14	627
1b	capacity	14 CY	24 Cy
1c	type	self propelled	self propelled
1d	hourly w/operator	\$195	
1e	weekly w/operator	\$7,800	
1f	hourly w/o operator	\$175	
1g	weekly w/o operator	\$6,800	\$10,480

OFF ROAD TRUCK

Line item	Item description	Hjort excavating		Ziegler
1a	model	300	740	730
1b	capacity	30 Ton	40 Ton	30 ton
1c	hourly w/operator	\$210	\$220	
1d	weekly w/operator			
1e	hourly w/o operator	\$175	\$185	
1f	weekly w/o operator	\$5,000	\$5,500	\$5,800

PLOW TRUCK WITH WING AND OPERATOR

		EZ excavating
Line item	Item description	
1a	axels	Single
1b	GVWR	36,000
1c	underbody (yes or no)	Yes
1d	hourly	
1e	weekly	

HEAVY EQUIPMENT HAULING

Line item	Item description	Crawford Equipment	Hjort excavating	Jims Equipment Inc.
1a	capacity	40,000	110,000	155,000
1b	price/hr	\$125	\$170	\$125 (\$350min)
1c	price/mi	3.87		

BALE PROCESSOR

		Roeschlein Farms
Line item	Item description	
1a	model	JD 6430 w/vermeer BPX9010
1b	bale weight	
1c	price/hr	\$100 (3 hr minimum)
1d	price/bale	\$100 (hrly rate incl.)

WATER TANKER TRAILER ONLY

		Rydberg and Sons Inc.
Line item	Item description	
1a	capacity	5000 gal
1b	price/day	\$700

WATER TANKER WITH OPERATOR

		Rydberg and Sons Inc.
Line item	Item description	
1a	capacity	5000 gal
1b	price/day	\$120/hr

DUMP TRUCK WITH OPERATOR

		EZ excavating	Hjort excavating	Rydberg and Sons Inc.
Line item	Item description			
1a	# of axels	2	6	Tandem
1b	capacity	\$ 60,000.00	21.5 Ton	32,000
1c	price/hr	\$95	\$125	\$89

BELLY DUMP WITH TRACTOR AND OPERATOR

		Hjort excavating	Rydberg and Sons Inc.
Line item	Item description		
1a	capacity	24.5	48,000#
1b	price/hr	\$125	\$94.50

SIDE DUMP WITH TRACTOR AND OPERARTOR

		Hjort excavating	Rydberg and Sons Inc.
Line item	Item description		
1a	# of axels	(end dump)	
1b	capacity	25.5 Ton	44,000#
1c	price/hr	\$125	\$105

SKID STEER

Wheel - 8000#/HP 74

		Crawford Equipment	EZ excavating	Hjort excavating	J and J Ringler Enterprises	Rydberg and Sons Inc.	Ziegler
Line item	Item description						
1a	model						CAT262
1b	hourly w/operator		\$145	\$105	\$100	\$105	
1c	weekly w/operator		\$4,000		\$3500 (40 hrs)	\$4200 (40 hrs)	
1d	hourly w/o operator	\$21.88/hr \$175/day	\$110	\$90		\$95	
1e	weekly w/o operator	\$762	\$2,500	\$900		\$3200 (40 hrs)	\$860

Track - 10000#/HP 90

		Crawford Equipment	EZ excavating	Hjort excavating	J and J Ringler Enterprises	Rydberg and Sons Inc.	Ziegler
Line item	Item description						
1a	model						CAT 299
1b	hourly w/operator		\$145	\$125	\$150	\$120	
1c	weekly w/operator		\$4,000		\$5540 (40 hrs)	\$4800 (40 hrs)	
1d	hourly w/o operator	\$36.85/hr \$295/day	\$120	\$100		\$100	
1e	weekly w/o operator	\$1,200	\$2,900	\$2,000		\$3800 (40 hrs)	\$1,950

HIGH FLOW COLD PLANER WITH COMPATABLE WHEEL POWERED UNIT

24" w/wheel powered unit		Ziegler
Line item	Item description	
1a	model	Cat 246 w/pc306
1b	price/week	\$2,200

40" w/wheel powered unit		Ziegler
Line item	Item description	
1a	model	Cat 246 w/pc310
1b	price/week	\$2,360

SPRAY PATCHING

		Pavement resources
Line item	Item description	
1a	price/load	\$4,000

TREE SERVICE

		EZ excavating
Line item	Item description	
1a	price/hr	\$250

LAWN CARE SERVICES

		J and J Ringler Enterprises
Line item	Item description	
1a	service/equipment	Xmark Mower w/Operator
1b	price/hr	\$60

WINTER MAINTENANCE SAND

		Knife River Corp. North Central
Line item	Item description	
1a	pit location	Kollar Pit
1b	loaded by county or bidder	Bidder
1c	unit price/cy	\$6.30/cy

MODIFIED CLASS 5 (3/4" MAX)

		Knife River Corp. North Central
Line item	Item description	
1a	pit location	Kollar Pit
1b	loaded by county or bidder	Bidder
1c	unit price/cy	\$6.30/cy

ROCK 1-1/2 SIZE

		Knife River Corp. North Central	Rydberg and Sons Inc.
Line item	Item description		
1a	pit location	Kollar Pit	Pine City/Sturgeon Lake
1b	loaded by county or bidder	Bidder	County or Bidder
1c	unit price/cy	\$21/cy	\$18/cy or \$20/cy

SOIL TEST BORING

		Independent testing tech.
Line item	Item description	
1a	4" continuous flight augers(4'-16')	\$15/LF
1b	2" split tube sampler (up to 20')	\$22/LF

SOIL TEST REPORT

		Independent testing tech.
Line item	Item description	
1a	uncomplicated basic soils	\$1000/unit

AGGREGATE TESTING

		EGT testing Earl Molin	Independent testing tech.	Rydberg and Sons Inc.
Line item	Item description			
1a	cost/unit	\$75	\$90	\$150

DRAINAGE TILE 4" TILE WITH SOCK AND AGG. BEDDING

		J and J Ringler Enterprises
Line item	Item description	
1a	cost	\$12 LF

DUST CONTROL

CALCIUM CHLORIDE 38%		Knife River Corp. North Central
Line item	Item description	
1a	0.2 GAL	0.29 SY
1b	0.3 GAL	0.435 SY

CSSIH OR EQUAL 4:1		
Line item	Item description	
1a	0.2 GAL	
1b	0.3 GAL	

CRACK SEALING

		Premier Asphalt
Line item	Item description	
1a	cost	\$2.90/LB

BITUMINOUS PATCHING

		Premier Asphalt	Rocon Paving Inc.
Line item	Item description		
1a	small area (50sy or less) price/SY	\$36/SY	\$48/SY
1b	paver laid bit - price/ton	\$150/TON	\$175/TON

MISCELLANEOUS ITEMS

		Hjort excavating	J and J Ringler Enterprises	Knife River Corp. North Centra	Pavement resources	Ziegler
Line item	Item description					
1a	service offered	GPS Base Station	Dump Site for Brush Chips	Aggregate Dispatch (call Jess)	Duraco Patcher Spray	Boom Mower
1b	price	\$1200/wk	Free			\$3400/wk
						CAT H115E
						hammer for 314E
						\$1960/wk
						CAT BA118
						sweeper broom
						\$560/wk
						CAT BU118
						pickup broom
						\$450/wk



**Commercial Cleaning
and Facility Maintenance**

Twin Cities District
105 Old Highway 8 NW, Suite 4
New Brighton, MN 55112
(651) 917-8059 | www.fbgservices.com

Kanabec County

Dave Mulvaney,

Thank you for the opportunity to review and adjust. We have and will continue to use this extra resource to fund a full-time employee and the extra wages that come with this requirement.

As an amendment to our 12.9.2013 contract, as exercised by FBG and Kanabec County, this letter serves as an Amendment to said document to show what has been agreed to via email, between FBG and Kanabec County as follows:

As of 4.1.2022 – A contract adjustment from \$6,995/mo. to \$8,044/mo. for the remainder of 2022, as submitted.

We thank you for the opportunity to continue to serve you and we look forward to working with you.

Respectfully,

Ryan McDougall
District Director
FBG Facility Services

Custodial Services Contract

Between

County of Kanabec and FBG Service Corporation DBA: FBG Service Corporation

THIS AGREEMENT is made and entered into by and between the County of Kanabec, a political subdivision in the State of Minnesota (hereinafter "County"), 18 North Vine Street, Mora MN 55051 and FBG Service Corporation. DBA: FBG Service Corporation, (hereinafter "Vendor"), 105 Old Hwy. 8 NW, New Brighton, MN 55112.

WHEREAS, the County is authorized to enter, into contracts and agreements to exercise its corporate powers pursuant to Minn. Stat, §373.01;

WHEREAS, Vendor has submitted a bid for custodial services in response to the County's request for proposal; and

WHEREAS, the County's Board of Commissioners has accepted Vendor's bid for custodial services,

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the County and the Vendor hereby agree as follows:

1. GENERAL REQUIREMENTS

- 1.1. All state, federal and local laws, including OSHA and the Fair Labor Standards Act, shall be met in the delivery of services.
- 1.2. Assignability: Vendor shall not assign any interest in the contract and shall not transfer any interest in the same, whether by assignment or invitation, without the prior written approval of the Kanabec County Board of Commissioners provided however, that claims for money due or to become due to the Vendor may be assigned to a bank, trust company or other financial institution, or to a Trustee in Bankruptcy without such approval. Notice of such assignment or transfer shall be furnished to the Board.
- 1.3. Indemnification: Vendor agrees to defend, indemnify, and hold Kanabec County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses rising out of any act or omission on the part of the vendor, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the vendor or subcontractors, partners, or independent contractors or any of their agents or employees under the agreement.

- 1.4. Nondiscrimination: Vendor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex national origin, sexual preference, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era. Such prohibition against discrimination shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
- 1.5. Nothing in this agreement shall create an employer / employee relationship between the county and the vendor. It is the intention that the vendor will be an independent contractor and not the county's employee.
- 1.6. Payment: Payments for service will be made once or twice per month at the vendors' option. Invoices for payment must be received in the Building Maintenance Department no later than 10:00 AM on the Thursday preceding a normally scheduled meeting of the County Board of Commissioners. Payments will be processed within the week following the respective board meeting. No reimbursements will be made for any expenses incurred by the vendor except for expenses specifically described in the Contract. No payment will be made for incomplete, inaccurate or defective work until same has been satisfactorily remedied at no additional cost to the county.
 - 1.6.1. Invoices will be submitted in a format delineating the county building by name, monthly charge for the specific building, applicable tax for each building and the total charge for each building. A grand total for the monthly invoice for all three county buildings will also be indicated. This total will be the exact amount indicated in the contract documents.
 - 1.6.2. Semimonthly invoices will be submitted as described in section 1.16.1 but the amount of the invoice will be one half of the contractual monthly cost.
- 1.7. The vendor will be responsible for any damage to Kanabec County property caused by the vendor or their representatives.
- 1.8. Vendors shall be required to provide proof of commercial general liability insurance with limits of at least \$3,000,000 general aggregate, \$1,500,000 each occurrence. The policy shall be on an occurrence basis and shall include contractual liability coverage. Kanabec County shall be named as an additional insured. This coverage shall be maintained for the duration of the agreement.
- 1.9. Vendors shall be required to provide worker's compensation insurance that meets the statutory obligations.
- 1.10. The term of a contractual agreement shall be for one (1) year effective upon the date of signing. At the end of the contract term, service may continue on a month to month basis at the original contract pricing. The County reserves the right to re-bid work upon a proposed rate increase by the Vendor.

- 1.11. A contractual agreement may be terminated immediately by the County for any of, but not limited to, the following:
 - 1.11.1. Failure to perform to the terms of the contract in a satisfactory manner.
 - 1.11.2. Use of techniques or personnel that constitute a safety risk.
 - 1.11.3. Violation of any contractual requirements related to facility security.
- 1.12. A contractual agreement may be terminated by either party, with or without cause, upon thirty (30) days written notice.
- 1.13. A contractual agreement may be modified only upon written agreement of both parties.
- 1.14. There shall be an annual evaluation of the services herein provided at the discretion of the County. The Vendor shall correct any deficiencies noted in the evaluation.

2. SPECIFIC REQUIREMENTS

- 2.1. The Vendor will perform custodial services in the described property in a competent, professional manner and in compliance with contractual documents.
- 2.2. The custodial services for the County Buildings shall be performed between the hours of 5:00 PM and 7:00 AM Monday through Friday. It is also acceptable to perform some of the tasks on weekends and / or holidays if the specific tasks need to be accomplished when the buildings are not occupied. Within those parameters, the choice of hours is at the Vendor's discretion, though the Vendor shall notify the Building Maintenance Department in advance of work schedules.
- 2.3. The Vendor and all of its employees and representatives, **without exception**, who will perform work under the contractual agreement, shall be required to undergo a background investigation. No employee or representative of the Vendor will be allowed to perform any work related to the contract prior to completion of a background investigation. Fingerprinting may also be required to maintain compliance with changing County security policies.
- 2.4. Work shall be performed in a manner consistent with good security practices and in compliance with county policies and procedures. For example, an unlocked door will not be left unattended. Vendors will not read, move or otherwise tamper with any materials, files, etc. left on desks or work spaces. Vendor will be provided with written documentation regarding strict adherence to security policies and will be required to sign acknowledgement of the same. Vendor will be responsible for building security following after hour's meetings in County buildings.
 - 2.4.1. The vendor will be responsible for building security after hours. Entrances are to be locked at all times when not under direct supervision. Meeting

rooms and offices are to be locked when leaving those areas. Meeting rooms are to be checked following after-hours meetings or activities and doors locked prior to vendor and / or his representative(s) leaving the building(s).

- 2.4.2. Unless notified or requested by authorized staff the vendor will not be responsible for securing meeting areas or other spaces used for after-hours meetings if:

- 2.4.2.1. Meetings are still in session when the vendor has completed their work for that day and is ready to leave the facilities. This applies only to those areas, door ways, rooms and building entrances that are in use for the after-hours activity. All other doors are to be locked when the vendor leaves.

- 2.5. The county shall provide the following consumable supplies and be responsible for the maintenance of appropriate inventory of same:

- 2.5.1. Toilet paper
 - 2.5.2. Paper towels
 - 2.5.3. Rolled towels
 - 2.5.4. Trash can liners
 - 2.5.5. Trash bags
 - 2.5.6. Hand soap compatible with existing dispensers
 - 2.5.7. Feminine hygiene products and disposable liners for existing containers.
 - 2.5.8. Urinal screens and deodorant blocks

- 2.6. Supplies indicated in section 2.5 which will be provided by the county and will be stored on site in the respective county building(s) and be available to the Vendor for replacement / replenishment in the course of their daily custodial activities.

- 2.7. The county may furnish cleaning supplies from time to time in the furtherance of accomplishing the required tasks or to supplement a special procedure. The vendor will generally supply cleaning supplies, commonly used on a daily basis and are included in the contract price. For the intent and purpose of this section, cleaning supplies include, but are not limited to the following:

- 2.7.1. Cleaning chemicals, detergents, disinfectants, polishes, bowel cleaners, scouring pads, sponges, rags, towels, floor cleaners and waxes, carpet shampoo, spot cleaners, metal cleaners, glass cleaners, wood surface maintenance and other related materials and products.

- 2.8. Cleaning chemicals and products proposed to be supplied by the vendor will require approval by the County Building Maintenance Department. Evaluation will be based on the products potential for harm to persons or property and suitability for the intended purpose. Vendors can obtain information regarding acceptable products and those currently in use from the County Building Maintenance Department.

- 2.9. The County reserves the right to mandate or rescind the use of particular products and / or techniques for specific applications if the need arises.
- 2.10. The Vendor will be required to provide MSDS data sheets for all applicable products and materials the vendor intends to provide. These data sheets will be maintained, in compliance with OSHA required documents, in the County Building Maintenance Department Office.
- 2.11. The Vendor will furnish, maintain, repair and replace the equipment necessary to provide the services described herein. The county may furnish equipment from time to time in the furtherance of accomplishing the required tasks or to supplement a special procedure. The County Building Maintenance Department owns and maintains appropriate equipment for use to perform custodial tasks during normal business hours or beyond the scope and intent of the requirements enumerated in this contract. The vendor will generally supply equipment commonly used on a daily basis and is included in the contract price. For the intent and purpose of this section, cleaning equipment includes, but is not limited to the following:
- 2.11.1. Brooms, brushes, mops, buckets, vacuums, buffing and burnishing machines, wheels, pads, floor scrubbers, wringers, extension cords, carts, dusters and related equipment and expendable / replacement parts.
- 2.12. The Vendor will be provided with secured areas in which to store their personal supplies and equipment in each building.
- 2.13. The vendor shall supply all labor and related costs necessary to provide the services described herein.
- 2.14. The following Required Service Tasks are included in the contract price. (The tasks are categorically numbered. The number is not intended to imply an order for performance of the various tasks.)
- 2.15. Custodial services will be provided for the County Buildings as herein enumerated.

2.15.1. **Courthouse**

REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times per Week	Times per Month
1. ENTRYWAYS [North (main lobby), South (rear of building), West (old courthouse second level)]			
a.	Spot clean entry glass as necessary	4	
b.	Clean door glass completely inside and out	1	
c.	Clean and polish door hardware e.g., brass and stainless	1	

REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times per Week	Times per Month
	steel handles, push bars, latches, hinges, etc.		
d.	Dust ledges, light fixtures, cabinet heaters, etc. NOTE: Includes window frames, door glass frames, door tops and edges, door jambs, etc.	2	
e.	Wipe down ceiling air vents as applicable		1
f.	Vacuum floor mats NOTE: If using county equipment, <u>Do not use dry type vacuums if any moisture is present on mats.</u> Mats are replaced monthly by an outside service company.	5	
g.	Sweep and damp mop tile flooring <u>DO NOT USE TREATED DUST MOPS ON QUARRY TILE</u> NOTE: Cleaning products used in conjunction with normal wet mopping must be Ph neutral. Special cleaning such as salt removal in winter may employ other products manufactured for the specific purpose and followed up with a neutral cleaner. Multiple rinse water changes and mopping may be required particularly during winter months NOTE: multiple rinse water changes are mandatory to effectively clean floors (especially quarry tile) Use the minimum amount of cleaning product in mop water. Wring mops thoroughly when removing rinse water.	5	

2. OFFICES, MEETING ROOMS, COURTROOMS, HALLWAYS & LOBBY AREAS [Basement, 1 st Floor, 2 nd Floor, 3 rd Floor]			
a.	Empty trash every day and replace liners as needed.	5	
b.	Vacuum thoroughly, including under desks and tables	1 Minimum	
c.	Vacuum, sweep, dust mop traffic areas as applicable	5	
d.	Sweep and damp mop tile flooring <u>DO NOT USE TREATED DUST MOPS ON QUARRY TILE</u> NOTE: Cleaning products used in conjunction with normal wet mopping must be Ph neutral. Special cleaning such as salt removal in winter may employ other products manufactured for the specific purpose and followed up with a neutral cleaner. Multiple rinse water changes and mopping may be required particularly during winter months NOTE: multiple rinse water changes are mandatory to effectively clean floors (especially quarry tile) Use the minimum amount of cleaning product in mop water . Wring mops thoroughly when removing rinse water.	5	
e.	Dust office areas	2	

REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times per Week	Times per Month
f.	Wipe down tops of cubicle walls		2
g.	Clean desk tops, counter tops and table surfaces (only those that are completely cleared of work related materials)	5	
h.	Clean and sanitize drinking fountains NOTE: Clean with Spic and Span or similar surface cleaner / disinfectant and wipe down with stainless steel cleaner sparingly	5	
i.	Dust and wipe down ceiling air vents and lighting fixtures		1
j.	Vacuum cubicle wall fabric		1
k.	Spot check, remove trash and debris, cleanup spills and stains on all carpeted areas	5	
l.	Vacuum all public carpeted hallways	5	
m.	Spot dust and clean chairs, tables and benches in all public and staff areas	5	
n.	Thoroughly dust and clean chairs, tables and benches in all public and staff areas NOTE: This includes chair and table legs, supports, cross members, adjustment handles and frames.		2
o.	Spot dust and clean stains and spots from wood work	5	
p.	Dust, clean and treat wood work and doors NOTE: Includes all stairways and any other wood surfaces. Products such as Murphy's Oil Soap, Pledge and similar products are acceptable.		1
q.	Inspect, clean, vacuum, etc. elevator car floors, walls, ceilings as necessary using appropriate equipment and materials for the various surfaces such as; stainless steel, carpet, plastic and painted surfaces as approved.	Inspect Daily	2

3. STAFF LUNCH ROOMS, BREAK ROOMS, MEETING ROOM SINKS & COUNTERS

[Coordinator, Probation, Auditor, Assessor, general staff, court administration, jury, basement meeting rooms]

a.	Clean and sanitize all tables and counter tops NOTE: Use Spic and Span or similar surface cleaner / disinfectant for all routine surface sanitizing. Other surface cleaners are available from the County Building Maintenance Department for specific non-routine purposes, such a pathogens, stains, grease, etc. See maintenance department for specific needs.	5	
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REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times per Week	Times per Month
b.	Empty trash cans every day and replace liners as needed	5	
c.	Wipe down drawer and cabinet fronts	5	
d.	Clean sinks, outside of microwaves, outside of refrigerators and vending machines	5	
e.	Clean chrome and stainless steel surfaces and remove water spots with appropriate materials to avoid damaging the original surfaces	5	
f.	Clean inside of microwaves in “general staff” break room on 2 nd floor only.	1	
g.	Clean inside of refrigerator in “general staff” break room on 2 nd floor only. Dispose of all perishables		Only when requested
h.	Vacuum, sweep, dust mop, damp mop floors thoroughly and remove spills and stains as applicable	5	
i.	Wipe down ceiling air vents and lighting fixtures		1
j.	Spot dust and clean chairs, tables and benches in all public and staff areas	5	
k.	Thoroughly dust and clean chairs, tables and benches in all public and staff areas NOTE: This includes chair and table legs, supports, cross members, adjustment handles and frames.		2

4. STAFF & PUBLIC RESTROOMS, COURT HOLDING CELLS

[Basement level Sheriff's locker / workout rooms, Coordinator, Probation, Jury room, Judges Chambers, Public Restrooms: basement, first floor, second floor, third floor]

a.	Clean and sanitize all fixtures with appropriate products and materials as directed	5	
b.	Empty trash containers and sanitary napkin receptacles every day and replace liners as needed. Thoroughly clean and sanitize the receptacles as necessary.	5	
c.	Check and replenish toilet paper, towels and hand soap	5	
d.	Clean chrome and stainless steel surfaces and remove water spots with appropriate materials as directed to avoid damaging the original surfaces. This includes faucets, valves, etc. Scale buildup of any kind is not acceptable.	5	
e.	Clean all china surfaces and remove water spots with appropriate materials to avoid damaging the original surfaces	5	

REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times per Week	Times per Month
	(face bowels, toilets, urinals)		
f.	Check and replace urinal deodorant blocks as necessary (If the remaining portion of the deodorant block is larger than a quarter and the screen is not damaged, don't replace it.)	5	
g.	Spot clean partitions and counter surfaces	5	
h.	Clean stall and divider partitions thoroughly		2
i.	Clean mirrors and frames	5	
j.	Sweep and damp mop tile flooring <u>DO NOT USE TREATED DUST MOPS ON QUARRY TILE</u> NOTE: Cleaning products used in conjunction with normal wet mopping must be Ph neutral. Special cleaning such as salt removal in winter may employ other products manufactured for the specific purpose and followed up with a neutral cleaner. Multiple rinse water changes and mopping may be required particularly during winter months NOTE: multiple rinse water changes are mandatory to effectively clean floors (especially quarry tile) Use the minimum amount of cleaning product in mop water. Wring mops thoroughly when removing rinse water.	5	
h.	Insure floor drains are clear and working. Flush with at least one gallon of water weekly		Weekly

5. MAINTENANCE CLOSETS, JANITORIAL EQUIPMENT & SUPPLIES [basement, first floor, second floor, third floor]			
a.	Sweep floors and mop up spills and water at the end of each shift.	5	
b.	Damp mop floors		2
c.	Clean plumbing fixtures and mop sinks thoroughly		Weekly
d.	Storage shelves and cabinets kept clean and stocked	5	
e.	Clean cabinets and shelving		2
f.	Clean janitor carts and equipment		Weekly
g.	Clean mop buckets and wringer assemblies at the end of each shift	5	
h.	Clean and rinse mops thoroughly and hang to dry at the end of each shift	5	
i.	Check vacuum bags and empty or replace as applicable	5	

REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times per Week	Times per Month
j.	Check all chemicals to insure labels are correct and legible and properly described the contents. <u>At no time will unlabeled containers be used per OSHA Requirements</u> Contact Building Maintenance for assistance	5	
k.	Report all deficiencies or repair requests to Building Maintenance Department daily	5	

2.16.2 Public Service Building

- 2.16.2.1 Family Services
- 2.16.2.2 Public Health
- 2.16.2.3 WIC Offices
- 2.16.2.4 Lobby
- 2.16.2.5 Meeting Rooms
- 2.16.2.6 Public and Staff Restrooms

REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times Per Week	Times Per Month
1. ENTRYWAYS [North (main public entrance), West (public entrance), West (staff entrance), South (rear staff entrance), East (WIC staff entrance)]			
a.	Spot clean entry door and window glass as necessary	4	
b.	Clean door and window glass completely inside and out	1	
c.	Vacuum floor mats NOTE: <u>If using county equipment, Do not use dry type vacuums if any moisture is present on mats.</u> Mats are replaced monthly by an outside service company.	5	
d.	Dust ledges, light fixtures, cabinet heaters, etc. NOTE: Includes window frames, door glass frames, door tops and edges, door jambs, etc.	2	
e.	Wipe down ceiling air grills and diffusers as applicable. Clean surrounding tiles and / or ceiling surfaces with a vacuum to remove air aspiration streaking and discoloring.		1

REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times Per Week	Times Per Month
f.	Sweep and damp mop tile flooring <u>DO NOT USE TREATED DUST MOPS ON QUARRY TILE</u> NOTE: Cleaning products used in conjunction with normal wet mopping must be Ph neutral. Special cleaning such as salt removal in winter may employ other products manufactured for the specific purpose and followed up with a neutral cleaner. Multiple rinse water changes and mopping may be required particularly during winter months NOTE: multiple rinse water changes are mandatory to effectively clean floors (especially quarry tile) Use the minimum amount of cleaning product in mop water. Wring mops thoroughly when removing rinse water.	5	

2. OFFICES, MEETING ROOMS, HALLWAYS & LOBBY AREAS [Family Services, Public Health, WIC, Meeting Rooms (client conference rooms, staff conference rooms, cubicles, offices, public lobby and departmental lobbies)			
a.	Empty trash every day and replace liners as needed.	5	
b.	Vacuum, sweep, dust mop traffic areas as applicable	5	
c.	Vacuum thoroughly, including under desks and tables (This applies only to floor areas that are clear. DO NOT move or disturb items left on floor surfaces by staff)	1	
d.	Dust office areas (This includes but is not limited to cubicle partitions, window ledges, file cabinets, book cases, Wall switches and receptacles, alarms and lights, fire extinguisher cabinets and any other surfaces where dust collects)	2	
e.	Spot dust and clean chairs, tables and benches in all public and staff areas NOTE: This includes chair and table legs and frames	5	
f.	Clean desk, table and counter surfaces (This applies only to surface areas that are clear. DO NOT move or disturb items left on surfaces by staff)	5	
g.	Clean and sanitize drinking fountains NOTE: Clean with Spic and Span or similar surface cleaner / disinfectant and wipe down with stainless steel cleaner sparingly	5	
h.	Wipe down ceiling air grills and diffusers as applicable. Clean surrounding tiles and / or ceiling surfaces with a vacuum to remove air aspiration streaking and discoloring.		1
i.	Wipe down tops of cubicle walls		2
j.	Vacuum cubicle wall fabric		1

REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times Per Week	Times Per Month
k.	Sweep and damp mop tile flooring <u>DO NOT USE TREATED DUST MOPS ON QUARRY TILE</u> NOTE: Cleaning products used in conjunction with normal wet mopping must be Ph neutral. Special cleaning such as salt removal in winter may employ other products manufactured for the specific purpose and followed up with a neutral cleaner. Multiple rinse water changes and mopping may be required particularly during winter months NOTE: multiple rinse water changes are mandatory to effectively clean floors (especially quarry tile) Use the minimum amount of cleaning product in mop water. Wring mops thoroughly when removing rinse water.	5	
l.	Spot clean door and window glass as necessary	4	
m.	Clean door and window glass completely	1	
n.	Thoroughly dust and clean chairs, tables and benches in all public and staff areas NOTE: This includes chair and table legs, supports, cross members, adjustment handles and frames.		2

3. LUNCH ROOM and BREAK ROOM AREAS: [Main lunch room off of public lobby, public health conference room, rear of family services]			
a.	Clean and sanitize all tables and counter tops NOTE: Use Spic and Span or similar surface cleaner / disinfectant for all routine surface sanitizing. Other surface cleaners are available from the County Building Maintenance Department for specific non-routine purposes, such a pathogens, stains, grease, etc. See maintenance department for specific needs.	5	
b.	Empty trash cans every day and replace liners as needed	5	
c.	Wipe down drawer and cabinet fronts		
d.	Clean sinks, outside of microwaves, outside of refrigerators and vending machines	5	
e.	Clean chrome and stainless steel surfaces and remove water spots with appropriate materials to avoid damaging the original surfaces	5	
f.	Clean inside of microwaves	1	
g.	Vacuum, sweep, dust mop, damp mop floors thoroughly and remove spills and stains as applicable	5	
h.	Wipe down ceiling air vents and lighting fixtures		1

REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times Per Week	Times Per Month
i.	Clean stove and oven		1
j.	Spot dust and clean chairs, tables and benches in all public and staff areas	5	
k.	Thoroughly dust and clean chairs, tables and benches in all public and staff areas NOTE: This includes chair and table legs, supports, cross members, adjustment handles and frames.		2

4. STAFF & PUBLIC RESTROOMS: [Public restrooms in main entrance lobby, staff exam restroom in public health, staff restrooms in rear of family services]			
a.	Clean and sanitize all fixtures with appropriate products and materials as directed	5	
b.	Empty trash containers and sanitary napkin receptacles every day and replace liners as needed. Thoroughly clean and sanitize the receptacles as necessary.	5	
c.	Check and replenish toilet paper, towels and hand soap	5	
d.	Clean chrome and stainless steel surfaces and remove water spots with appropriate materials as directed to avoid damaging the original surfaces. This includes faucets, valves, etc. Scale buildup of any kind is not acceptable.	5	
e.	Clean all china surfaces and remove water spots with appropriate materials to avoid damaging the original surfaces (face bowls, toilets, urinals)	5	
f.	Check and replace urinal deodorant blocks as necessary (If the remaining portion of the deodorant block is larger than a quarter and the screen is not damaged, don't replace it.)	5	
g.	Spot clean partitions and counter surfaces	5	
h.	Clean stall and divider partitions thoroughly		2
i.	Clean mirrors and frames	5	

REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times Per Week	Times Per Month
j.	Sweep and damp mop tile flooring NOTE: Cleaning products used in conjunction with normal wet mopping must be Ph neutral. Special cleaning such as salt removal in winter may employ other products manufactured for the specific purpose and followed up with a neutral cleaner. Multiple rinse water changes and mopping may be required particularly during winter months NOTE: multiple rinse water changes are mandatory to effectively clean floors (especially quarry tile) Use the minimum amount of cleaning product in mop water. Wring mops thoroughly when removing rinse water.	5	
h.	Insure floor drains are clear and working. Flush with at least one gallon of water weekly		Weekly

5. MAINTENANCE CLOSETS, JANITORIAL EQUIPMENT & SUPPLIES [Lobby area, shop area, janitorial closet at rear staff entrance]			
a.	Sweep floors and mop up spills and water at the end of each shift.	5	
b.	Damp mop floors		2
c.	Clean plumbing fixtures and mop sinks thoroughly		Weekly
d.	Storage shelves and cabinets kept clean and stocked	5	
e.	Clean cabinets and shelving		2
f.	Clean janitor carts and equipment		Weekly
g.	Clean mop buckets and wringer assemblies at the end of each shift	5	
h.	Clean and rinse mops thoroughly and hang to dry at the end of each shift	5	
i.	Check vacuum bags and empty or replace as applicable	5	
j.	Check all chemicals to insure labels are correct and legible and properly described the contents. <u>At no time will unlabeled containers be used per OSHA Requirements</u> Contact Building Maintenance for assistance	5	
k.	Report all deficiencies or repair requests to Building Maintenance Department daily	5	

2.16.3 Jail

REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times per Week	Times per Month
1. ENTRYWAYS [North center (main lobby), Northeast (by Training Room)]			
a.	Spot clean entry glass as necessary	4	
b.	Clean door glass completely inside and out	1	
c.	Clean and polish door hardware e.g. brass & stainless steel handles, push bars, latches, hinges etc...	1	
d.	Dust ledges, light fixtures, cabinet heaters, etc	2	
e.	Wipe down ceiling air vents as applicable		1
f.	Vacuum floor mats NOTE: If using county equipment, Do not use dry type vacuums if any moisture is present on mats. Mats are replaced monthly by an outside service company	5	
g.	Sweep & damp mop tile flooring (rugs must be moved and floor swept mopped under their location)	5	
** h.	Buff or burnish VCT floors in public areas as needed [In the secure areas of the facility this work will have to be scheduled in advance with jail administration and completed during hours of minimal activity]		2 Minimum
** i.	Strip and wax VCT flooring throughout the facility [In the secure areas of the facility this work will have to be scheduled in advance with jail administration and completed during hours of minimal activity]		Twice a year

2. OFFICES, CONFERENCE ROOM, HALLWAYS & LOBBY AREAS			
a.	Empty trash every day and only replace liners as needed	5	
b.	Vacuum thoroughly, including under desks and tables	5	
c.	Vacuum, sweep, dust mop traffic areas as applicable	5	
d.	Sweep and damp mop tile flooring NOTE: Cleaning products used in conjunction with normal wet mopping must be Ph neutral. Special cleaning such as salt removal in winter may employ other products manufactured for the specific purpose and followed up with a neutral cleaner. Multiple rinse water changes and mopping may be required particularly during winter months NOTE: multiple rinse water changes are mandatory to effectively clean floors (especially quarry tile) Use the minimum amount of cleaning product in mop water. Wring mops thoroughly when removing rinse water.	5	
e.	Dust office areas	2	

REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times per Week	Times per Month
f.	Wipe down tops of cubicle walls, bulletin boards, pictures, fire extinguisher cabinets, any other devices and / or appurtenances on walls and ceilings where dust might collect.		2
g.	Clean desk tops, counter tops, and table surfaces (only those that are completely cleared of work related materials)	5	
h.	Clean and sanitize drinking fountains NOTE: Clean with Spic and Span or similar surface cleaner / disinfectant and wipe down with stainless steel cleaner sparingly. Do not use products or techniques that are abrasive	5	
i.	Dust and wipe down ceiling air vents and lighting fixtures		2
j.	Spot dust and clean chairs and benches in all public areas	5	
k.	Spot dust and clean stains and spots from wood work, walls, ledges, window frames, vending machines, etc.	5	

3. MEETING / TRAINING ROOM [Check this room daily and perform required tasks as needed]

a.	Empty trash every day and only replace liners as needed	5	
b.	Vacuum thoroughly, including under desks and tables after meetings	Minimum 1	
c.	Clean and sanitize desk tops, counter tops, and table surfaces after meetings	Minimum 1	
d.	Clean sinks,	Minimum 1	
e.	Clean outside of microwaves, coffee makers and rinse coffee pots after meetings	Minimum 1	
f.	Dust and wipe down ceiling air vents and lighting fixtures		2
g.	Wipe down tops of cubicle walls, bulleting boards, pictures, fire extinguisher cabinets, any other devices and / or appurtenances on walls and ceilings where dust might collect.		2

4. PUBLIC RESTROOMS

a.	Clean and sanitize all fixtures with appropriate products and materials as directed	5	
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REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times per Week	Times per Month
b.	Empty trash containers and sanitary napkin receptacles every day and replace liners as needed. Thoroughly clean and sanitize the receptacles as necessary.	5	
c.	Check and replenish toilet paper, towels and hand soap	5	
d.	Clean chrome and stainless steel surfaces and remove water spots with appropriate materials as directed to avoid damaging the original surfaces. This includes faucets, valves, etc. Scale buildup of any kind is not acceptable.	5	
e.	Clean all china surfaces and remove water spots with appropriate materials to avoid damaging the original surfaces (face bowls, toilets, urinals)	5	
f.	Check and replace urinal deodorant blocks as necessary (If the remaining portion of the deodorant block is larger than a quarter and the screen is not damaged, don't replace it.)	5	
g.	Spot clean partitions and counter surfaces	5	
h.	Clean stall and divider partitions thoroughly		2
i.	Clean mirrors and frames	5	
j.	Sweep and damp mop tile flooring NOTE: Cleaning products used in conjunction with normal wet mopping must be Ph neutral. Special cleaning such as salt removal in winter may employ other products manufactured for the specific purpose and followed up with a neutral cleaner. Multiple rinse water changes and mopping may be required particularly during winter months NOTE: multiple rinse water changes are mandatory to effectively clean floors (especially quarry tile) Use the minimum amount of cleaning product in mop water. Wring mops thoroughly when removing rinse water.	5	
h.	Insure floor drains are clear and working. Flush with at least one gallon of water weekly		Weekly

5. MAINTENANCE CLOSET, JANITORIAL EQUIPMENT & SUPPLIES			
[Public lobby area]			
a.	Sweep floors and mop up spills and water at the end of each shift.	5	
b.	Damp mop floors		2
c.	Clean plumbing fixtures and mop sinks thoroughly		Weekly
d.	Storage shelves and cabinets kept clean and stocked	5	

REQUIRED SERVICE TASKS		Minimum Frequency Of Service	
		Times per Week	Times per Month
e.	Clean cabinets and shelving		2
f.	Clean janitor carts and equipment		Weekly
g.	Clean mop buckets and wringer assemblies at the end of each shift	5	
h.	Clean and rinse mops thoroughly and hang to dry at the end of each shift	5	
i.	Check vacuum bags and empty or replace as applicable	5	
j.	Check all chemicals to insure labels are correct and legible and properly described the contents. <u>At no time will unlabeled containers be used per OSHA Requirements</u> Contact Building Maintenance for assistance	5	
k.	Report all deficiencies or repair requests to Building Maintenance Department daily	5	

** NOTE TO VENDORS

** JAIL VCT FLOORS - Public and Secure Areas

(lobby, entryways, hallways, pre-booking, booking, central, kitchen and receiving access) **THE COST FOR THIS WORK IS INCLUDED IN THE VENDORS' QUOTED MONTHLY PRICE FOR THE JAIL FACILITY. ADDITIONAL STRIPPING AND WAXING IN EXCESS OF TWICE PER YEAR WILL BE REIMBURSED TO THE VENDOR AT THE RATES QUOTED IN THE OPTIONAL SERVICES SECTION BELOW OR PER SIGNED AGREEMENT AT THE TIME OF REQUEST OR THE WORK MAY BE PERFORMED BY OTHERS AT THE OPTION OF THE COUNTY.**

** h.	Buff or burnish VCT floors in public areas as needed [In the secure areas of the facility this work will have to be scheduled in advance with jail administration and completed during hours of minimal activity]		2 Minimum
** i.	Strip and wax VCT flooring throughout the facility [In the secure areas of the facility this work will have to be scheduled in advance with jail administration and completed during hours of minimal activity]		Twice a year

3. PAYMENT RATES

- 3.1. The County shall pay Vendor the following monthly amounts for services rendered under this contract, including all applicable sales taxes:

CONTRACT PRICE SUMMARY

Cost per month to provide the described services, including all fees, taxes or other charges:

County Facility	Monthly Charge	Tax	Monthly Total
Kanabec County Courthouse	\$4,199.02	\$288.68	\$4,487.70
Kanabec County Public Service Building	\$2,211.22	\$152.02	\$2,363.24
Kanabec County Jail	\$584.80	\$40.20	\$625.00
TOTAL MONTHLY CHARGE 2013	\$7,475.94		

County Facility	Monthly Charge	Tax	Monthly Total
Kanabec County Courthouse	\$4,199.02	N/A	\$4,199.02
Kanabec County Public Service Building	\$2,211.22	N/A	\$2,211.22
Kanabec County Jail	\$584.80	N/A	\$584.80
TOTAL MONTHLY CHARGE 2014	\$6,995.04		

Optional / Additional Services:

Carpet Cleaning: *Charges will be calculated, per square foot.*

Unit Cost: 12¢ per square foot (\$0.12/sq.ft.)

Floor Stripping and Waxing: *Charges will be calculated per square foot.*

Unit Cost: 20¢ per square foot (\$0.20 /sq.ft.)

Charges for additional Vendor recommended services: *This contract does not include prices or charges for additional services. Additional services in excess of those specifically described herein may be reimbursed to the Vendor at the rate of Twenty Five Dollars per hour (\$25.00) for emergency services or at the rate of a specific quotation and only by a signed written agreement at the time of the request. Additional work may also be performed by others and not the Vendor at the discretion of the County.*

4. CONTRACT INFORMATION

Vendor

FBG Services Corporation
DBA: FBG Services Corporation
Twin Cities District Office
105 Old Hwy. 8 NW
New Brighton, MN 55112
Phone: 651-917-8059
Fax: 651-379-0101
Cell: 320-291-7552

Signature: _____
(in ink)

Name: Bob Rush
(printed or typed)

Title: District Manager

Date: _____

County

Chad Gramentz
Kanabec County
Public Works Director
903 East Forest Avenue
Mora, MN 55051
320-679-6300
Fax: 320-679-6304

Signature: _____
(in ink)

Name: _____
(printed or typed)

Date: _____

Jerry Pedersen
Kanabec County
Building Maintenance Supervisor
18 North Vine Street
Mora, MN 55051
Telephone: 320-679-6446
Fax: 320-679-6441

Signature: _____
(in ink)

Name: _____
(printed or typed)

Date: _____

10:45am Appointment

April 19, 2022

REQUEST FOR BOARD ACTION

Subjects: <ul style="list-style-type: none">Final Broadband Feasibility Study ReportAuthorize Resolution # _____-4/19/22	b. Origination: EDA
c. Estimated time: 15 minutes	d. Presenter: Heidi Steinmetz

e. Board action requested:

EDA staff requests that the County Board of Commissioners consider the following:

- 1) Accept the final broadband feasibility study report
- 2) Authorize Resolution # _____-4/19/22

f. Background:

- 1) In October 2021, the County Board entered into a contract with HR Green Fiber & Broadband to complete a broadband feasibility study for Kanabec County. In February 2022, Ken Demlow of HR Green presented a summary of the results with recommendations for the County Board. At that time, the County Board authorized HR Green to publish a Request for Information (RFI) to broadband providers, so that providers interested in partnering with the County to install broadband in Kanabec County would be acknowledged in the final feasibility study document. The deadline for provider responses was March 18th. The four providers that responded to the RFI were Arvig, East Central Energy, Midco and SCI. Information from the four responding broadband providers has now been added to the attached final broadband feasibility study document. Mr. Demlow from HR Green will be attending the April 19th County Board meeting via Webex to answer any questions Commissioners might have about the final document.
- 2) Based on the RFI results and an April 7th recommendation from the EDA's broadband committee, staff is recommending that the County Board authorize Resolution # _____-4/19/22. The Resolution supports East Central Energy (ECE) as the County's sole broadband partner for the State of Minnesota's Border to Border Spring 2022 broadband grant program.

The formula staff used to determine a fair and appropriate amount for Kanabec County to pledge towards ECE's Spring 2022 Border to Border grant application is based on the percentage of Kanabec County that ECE would be able to connect to broadband if ECE receives the grant. ECE is proposing to cover 23.83% of Kanabec County with the grant. If Kanabec County is able to pledge \$1,000 per every percentage point of coverage, that equals a pledge amount of \$23,830.

Supporting Document: Yes **Attached:** ☒

Date Received in County Coordinator's Office:

Coordinators Comments:

Resolution #__ - 4/19/22

WHEREAS, the County of Kanabec is seeking innovative ways to ensure high-speed broadband is available to every resident, including un-served and under-served rural areas. To this end, Kanabec County is pleased to support East Central Energy's (ECE's) application for the Minnesota Border-To-Border grant program. ECE has identified a project area that is in alignment with Kanabec County's goal of connecting every resident, and

WHEREAS, as technology has advanced, reliance on broadband connectivity has increased. Area residents rely on the internet to work, learn, and access telemedicine support. It is imperative that every person has access to affordable and reliable broadband internet service, and

WHEREAS given the geography and population of Kanabec County, such high-speed internet services are unavailable due to the low financial return of broadband expansion (without funding assistance). Kanabec County has heard from many residents about their need and is committed to improving equitable access to broadband.

THEREFORE BE IT RESOLVED, Kanabec County wholeheartedly supports ECE's application and, should the grant be awarded, commits to working with ECE to deploy broadband access to the project area.

BE IT FURTHER RESOLVED, Kanabec County will:

- Work and coordinate closely with ECE on the project, to ensure that ECE successfully deploys its broadband network to every unserved address within the project area and offers its high-speed broadband internet access services to the addresses within the project area;
- Address and process permit requirements, along with attending to other administrative, supportive, and post-award requirements, in a coordinated and expedited fashion, such that ECE's commencement and deployment of the project is not delayed, and such requirements do not hinder ECE's ability to complete the project;
- Ensure compliance with the Border-to-Border Broadband Grant Program's grant requirements during the build-out of the project and tracking build-out progress as well as ensuring post- grant-related requirements are met; and
- Provide \$23,830 of Kanabec County's ARPA funds towards the required matching portion of the grant to ECE, if awarded.

BE IT FURTHER RESOLVED, Kanabec County would like to reiterate its eagerness to partner with East Central Energy should the grant be awarded. By leveraging state support, Kanabec County firmly believes the availability of such high-speed broadband services will significantly benefit the residences and businesses within the project area, which in turn will spur economic growth and development within Kanabec County.



Broadband Feasibility Study
Final Report

April 15, 2022

Prepared By:



Executive Summary

Broadband Feasibility Study Background

In the State of Minnesota's ranking system, Kanabec County is ranked last out of 87 counties in broadband quality. The lack of good broadband negatively impacts important quality of life issues like economic development, education, working from home, seniors remaining in their homes, young people staying in the area, etc. It is important to give residents access to a robust, redundant, and sustainable high-speed broadband network that is paramount to participating in the modern economy, education, and medical care.

To the County's credit, County leadership and a dedicated team of concerned citizens (who participated in a broadband committee), recognized the significant need to improve internet service quality and bridge the digital divide that exists in Kanabec County. The County's goal is to work towards good broadband for all citizens and businesses in the County.

To further promote the goal of broadband improvement and expansion, the County's broadband task force participated in the Blandin Foundation's Accelerate program. As part of that program, the County was part of a joint effort with its surrounding counties, to survey residents on their broadband service quality. The survey found most residents are unserved by broadband, receiving less than 25 Megabits Per Second (Mbps) download speeds and 3 Mbps upload speeds. The results of the broadband committee's findings confirmed the State's designation that Kanabec County has many areas that lack good broadband.

As a next step, the County authorized this Broadband Feasibility Study to build on the information collected in the Accelerate work and move towards actionable steps to improve broadband for all County residents and businesses. The tasks defined for the Study were:

Visioning	
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
1.4	Public & Stakeholder Engagement (Survey & Meetings)
2	Gap Analysis
3	Develop the Vision
Planning	
1	Create a Technology Plan
2	Network Design and Cost Estimate
3	Engage With Potential Partners
4	Financing & Legal Considerations

Findings

Vision task 1 (1.1 – 1.4) involved reviewing and understanding the Accelerate data. The information the Accelerate team developed (survey results, provider information, meeting notes, etc.) were comprehensive and reported in a very understandable and useful manner. With research that HR Green added from Federal Communications Commission (FCC) provider data, a picture of coverage and providers in Kanabec County became relatively clear. The FCC data research also confirmed the data behind the State's ranking.

These sources of information are important to see if they corroborate each other or if they draw the different sources of data into question. In Kanabec County's case, the different sources of data showed very similar results. That consistency could help in grant considerations from both State and Federal levels (see the section of this report titled "Funding Opportunities").

With multiple sources of data that agree on the broadband concerns in Kanabec County, HR Green evaluated the areas where broadband is lacking to develop options for improvement (Gap Analysis, Vision Development, Technology Plan, High-level Network Design tasks).

An important perspective in understanding possible solutions is having a picture of the order of magnitude of possible solutions. As part of this broadband study, HR Green developed a high-level design (HLD) of a Fiber to the Home (FTTH) network to every premise in the County's data. The HLD estimated that the cost to connect every residence in the county would be approximately \$124 million (see the Network Design and Cost Estimate section of this report). This HLD demonstrated that the costs of a total fiber network for all who lacked good broadband is a significant barrier to a countywide solution.

Subsequently, Kanabec County launched a Request for Information (RFI) to gauge interest of private providers in partnering with the County to expand and improve broadband. The RFI was published and sent to the providers identified in the Market Assessment. It asked companies to provide four general categories of information: (1) specific projects of interest within the County; (2) the amount of County funds requested for each project; (3) State or Federal grant funding that would be pursued for each project (what support the respondent requests from the County for each project); (4) the form of potential partnership preferred for each project.

The RFI gathered four responses from the Arvig, East Central Energy (ECE), MidCo and SCI (see the Provider Request for Information Summary section of this report for response details). ECE was the only provider with a plan to provide a ubiquitous FTTH network to all residents of Kanabec County, as part of a larger effort to offer a new broadband service to all of the cooperative's members in its service territory footprint. To launch the program, ECE is applying for United States Department of Agriculture (USDA) grant and loan funding and will find out in the Fall of 2022 (expected September) whether they are approved. They are requesting only dollars needed to achieve a full score on the community support section of potential grants. That is expected to be in the low thousands of dollars. ECE is not requesting other matching funds.

Arvig provided a plan for a specific project within the County are requesting support for grants and also funds for the project. SCI indicated their interest in building in the northern part of the County and are also requesting support for grants and also funds for the project. MidCo provided a response which showed areas they are interested in but did not provide specific project details.

LTD has received grant funds from the previous Rural Deployment Opportunity Fund (RDOF) within an extensive footprint of the County and are in the process of designing deployment plans, but did not respond to the RFI.

Given that ECE was the only respondent planning to provide a countywide FTTH solution and requesting significantly less dollars from the County than other providers, their response was evaluated to be the most desirable by the broadband committee. There is a question of whether ECE will be successful in its grant and loan application for to the USDA. If they are not successful in that grant and loan program, it will be important to understand their funding options and timetable.

ECE has communicated that they will be seeking other grants, including the State of Minnesota Border to Border grants. The State has indicated they plan to offer \$70 million in broadband grants in 2022. The current anticipated grant schedule is \$35 million in the Spring of 2022 and \$35 million in the fall. There is expected to be a cap of \$5 million for any specific project.

In their February 15, 2022 meeting, the Board of Supervisors approved reserving \$1 million of ARPA funds for broadband. This may or may not be used, but those funds could be available to either provide support dollars for grant applications or for matching funds. If ECE moves forward with their fiber project and grant requests, a small amount of that would be needed. If RFI requests from other proposals are considered, a larger amount of that money would be needed.

Recommendations

Given the County's goals of coverage for everyone in the County and with limited resources, ECE's RFI response of FTTH for their members in the entire County, with limited financial request, most closely align with what the County seeks in a provider partner. Also, ECE expressed a willingness to work with areas within the County where other electric utilities serve the community (where there are not ECE members).

For the Spring 2022 Border to Border grant, the County has the following options:

- Support only ECE with letters and/or the lower amount of dollars to receive maximum points in the grant application
- Write letters of support for all providers who have expressed an interest in providing grant applications in Kanabec County
- Support only ECE as in the first bullet point, but communicate with the other providers to let them know that their responses will be re-evaluated in the fall Border to Border grant cycle, depending on what happens with ECE's USDA grant and loan applications.

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Market Assessment

Broadband coverage available has changed from something nice to have to becoming incredibly important. Education, working from home, economic development, keeping youth in the area, telemedicine, etc. all need good connectivity.

However, Kanabec County is known to be ranked last in broadband quality in the state of Minnesota. Figure 1 demonstrates state estimates that the vast majority of Kanabec County is unserved or underserved by broadband.

This Market Assessment chapter utilizes open source material to conduct an analysis of industry data that shows what providers report their coverage to be. Broadband providers are required to provide biannual reports of the customers they serve. That data is available from the FCC and other secondary sources that provide additional insight.

This is helpful information, but it is

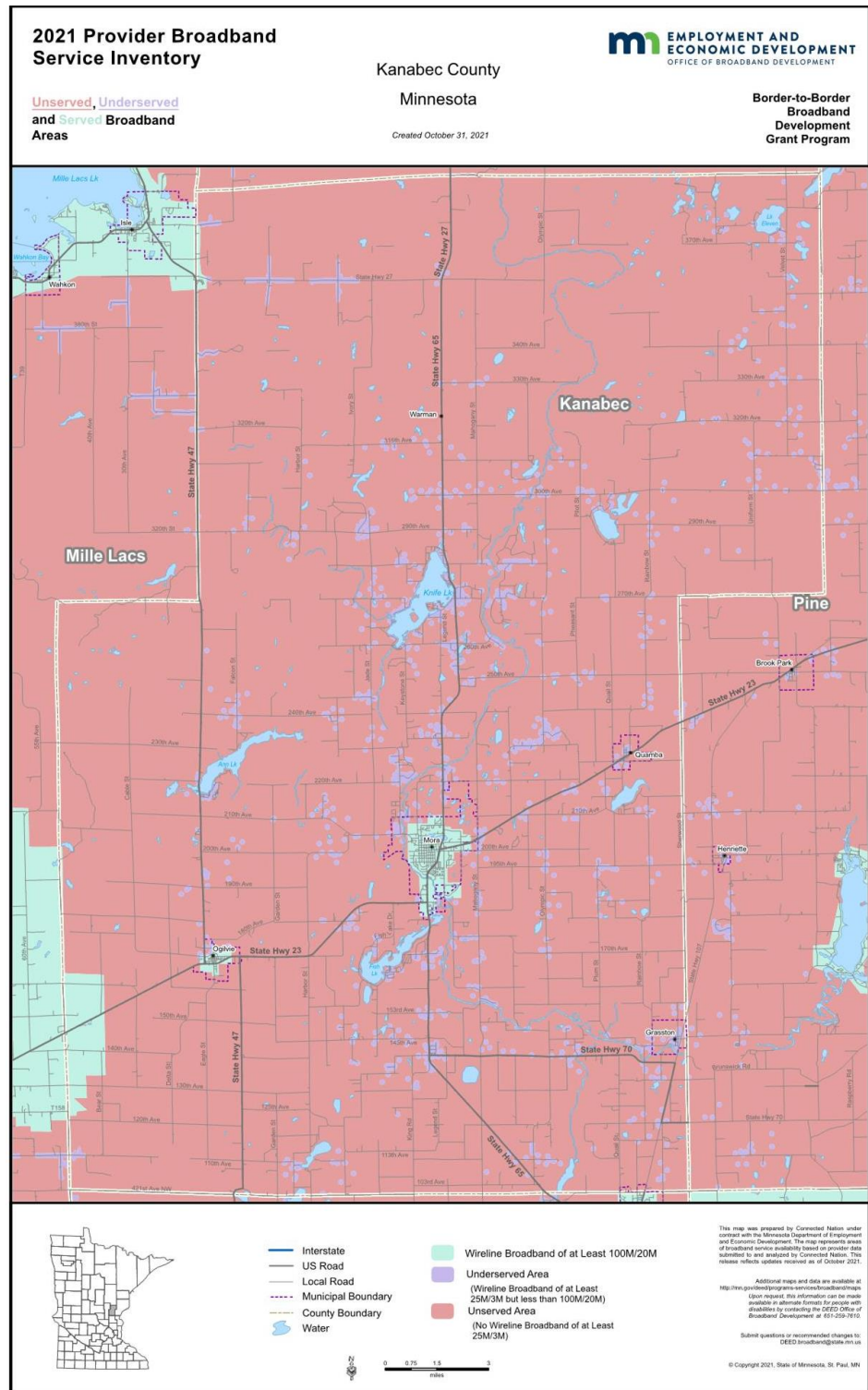


Figure 1: Kanabec County Unserved and Underserved Areas

known to be flawed. The shortcomings of this data are:

- There is a reporting and displaying cycle that can, in some instances, make the data one to two years old before it is available.
- There are not significant repercussions for inaccurate reporting and inaccurate entering of the data.
- There can be secondary incentives for some providers to overstate their coverage (grants may not be available to potential competitors if coverage appears to be adequate)

Data is recorded at the census block level – in a given census block, the highest coverage is generalized to the entire census block.

- This data is known to be flawed for several reasons, but it is important for two reasons:
- Provide a baseline of data to work from

This data is used for many Federal and state grants. If it is incorrect, it is important to correct it.

Because of these problems in the data, a high-level market assessment cannot be fully relied upon, but it does provide a beginning point to understand coverage and it can also point out areas that need to be compared to the actual data that comes from the surveys. It is why the Market Assessment data is complementary to on-the-ground survey data of the residential service, as well as community stakeholder interviews.

To begin this analysis, service offerings of each primary provider in the Kanabec County will be examined, cataloged, and detailed. Since this information is gathered from self-reporting by providers, studies that have shown this data to be lacking.

The residents and businesses in the Kanabec County can obtain internet access services from a variety of Internet Service Providers (ISPs) via DSL (over copper), cable, fiber, fixed wireless, and satellite.

This section describes consumer internet offerings available to residents and businesses from established ISPs. Its goal is to draw a representative picture of the internet market in the Kanabec County and include one or more providers that serve their customers via copper (DSL), cable, fiber, fixed-wireless, and satellite.

The following statistics describe internet availability by transport medium (DSL, cable, etc.) in Kanabec County with some of the data drawn from the following two dedicated websites.

- BroadbandNow (<https://broadbandnow.com/>)
- DecisionData (<https://decisiondata.org/>)
- AllConnect (<https://www.allconnect.com/>)

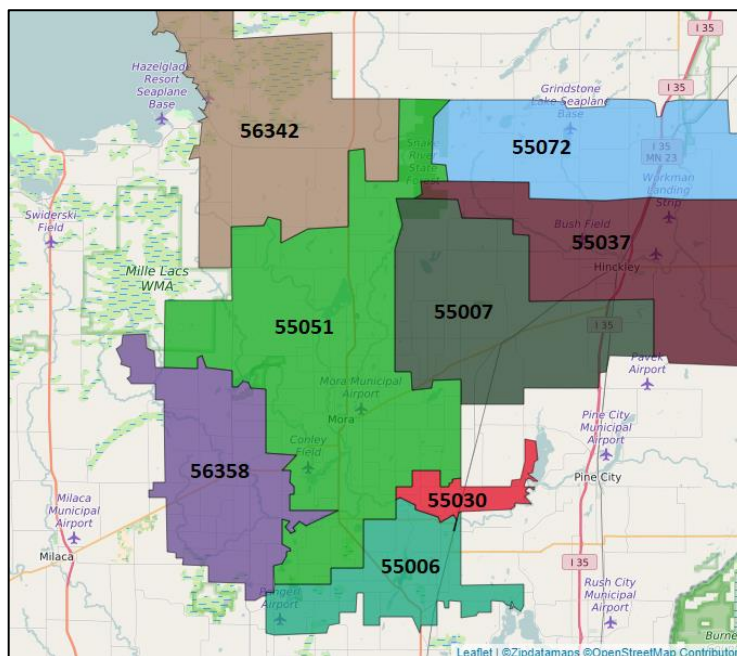


Figure 2: Zip Codes in Kanabec County

Broadband access stats here and elsewhere on BroadbandNow are calculated from a mix of government data and privatized data collected directly from telecom industry sources or via private third parties. Average statistics regarding speed averages is sourced primarily via M-Labs.

Since data is provided by zip code, all of the following findings are provided for the area of zip codes:

Kanabec County Broadband Providers			
FCC 477 Data			
Company (per zip code)	Speed	Type	Avail.
56342 - Isle			
SCI Broadband	250 Mbps	Cable	63.20%
Frontier Communications	30 Mbps	DSL	88.80%
CenturyLink	100 Mbps	DSL	10.50%
Viasat Internet	50 Mbps	Satellite	100.00%
HughesNet	25 Mbps	Satellite	100.00%
55072 - Sandstone			
SCI Broadband	250 Mbps	Cable	74.80%
CenturyLink	940 Mbps	DSL and Fiber	79.30%
Frontier Communications	30 Mbps	DSL	1.40%
Viasat Internet	50 Mbps	Satellite	100.00%
HughesNet	25 Mbps	Satellite	100.00%
55037 - Hinckley			
Midco	5,000 Mbps	Fiber	11.40%
CenturyLink	940 Mbps	DSL and Fiber	95.90%
SCI Broadband	250 Mbps	Cable	45.00%
Viasat Internet	50 Mbps	Satellite	100.00%
HughesNet	25 Mbps	Satellite	100.00%
55051 - Mora			
Midco	1,000 Mbps	Cable	38.70%
Midco	5,000 Mbps	Fiber	33.90%
CenturyLink	940 Mbps	DSL and Fiber	98.70%
Viasat Internet	100 Mbps	Satellite	100.00%
HughesNet	25 Mbps	Satellite	100.00%

55007 - Brook Park			
CenturyLink	940 Mbps	DSL and Fiber	97.40%
Viasat Internet	50 Mbps	Satellite	100.00%
HughesNet	25 Mbps	Satellite	100.00%
56358 - Ogilvie			
Midco	5,000 Mbps	Fiber	27.20%
Midco	1,000 Mbps	Cable	11.30%
CenturyLink	940 Mbps	DSL and Fiber	56.50%
Benton Communications	250 Mbps	Fiber	8.20%
Viasat Internet	100 Mbps	Satellite	100.00%
HughesNet	25 Mbps	Satellite	100.00%
55030 - Grasston			
Midco	1,000 Mbps	Cable	13.10%
CenturyLink	940 Mbps	DSL and Fiber	97.40%
Viasat Internet	100 Mbps	Satellite	100.00%
HughesNet	25 Mbps	Satellite	100.00%
55006 - Braham			
Midco	1,000 Mbps	Cable	45.60%
Midco	5,000 Mbps	Fiber	39.00%
Genesis Wireless	1,000 Mbps	Fiber	27.10%
CenturyLink	940 Mbps	DSL and Fiber	99.00%
Viasat Internet	100 Mbps	Satellite	100.00%
HughesNet	25 Mbps	Satellite	100.00%

Public Broadband Survey

In 2021, the Blandin Foundation, in partnership with the University of Minnesota Extension Center for Community Vitality, conducted a public broadband survey in three Minnesota counties: Aitkin, Kanabec, and Pine. The survey gathered 2,621 respondents, 887 of which were in Kanabec County.

Within the County, 75% of respondents indicated they have internet services at home, 18% relying on cellular internet, and 4% not having any internet service. Those who subscribe to internet service were asked how satisfied they were with their service offerings in the metrics of affordability (44%), speed (30%), and reliability (35%).

Of those 22% of respondents who only had cellular internet or no internet at all, when asked why they did not subscribe to wireline internet access, 43% indicated no services were offered at the location and 18% said the price is too high. In addition, despite not having wireline internet, 37% work at home full or part time, 20% operate a home business, and 27% attend school online full or part time.

For the full report, please see **Attachment A**.

Additional Information

Based on the data provided to HR Green, further data analysis revealed additional information regarding the composition of respondents' Internet Service Providers and speeds. Of the results, 847 data points are available with location data. Of those, 7 indicated they had "no service". The following graph shows the distribution of Internet Service Providers in Kanabec County from 840 survey results.

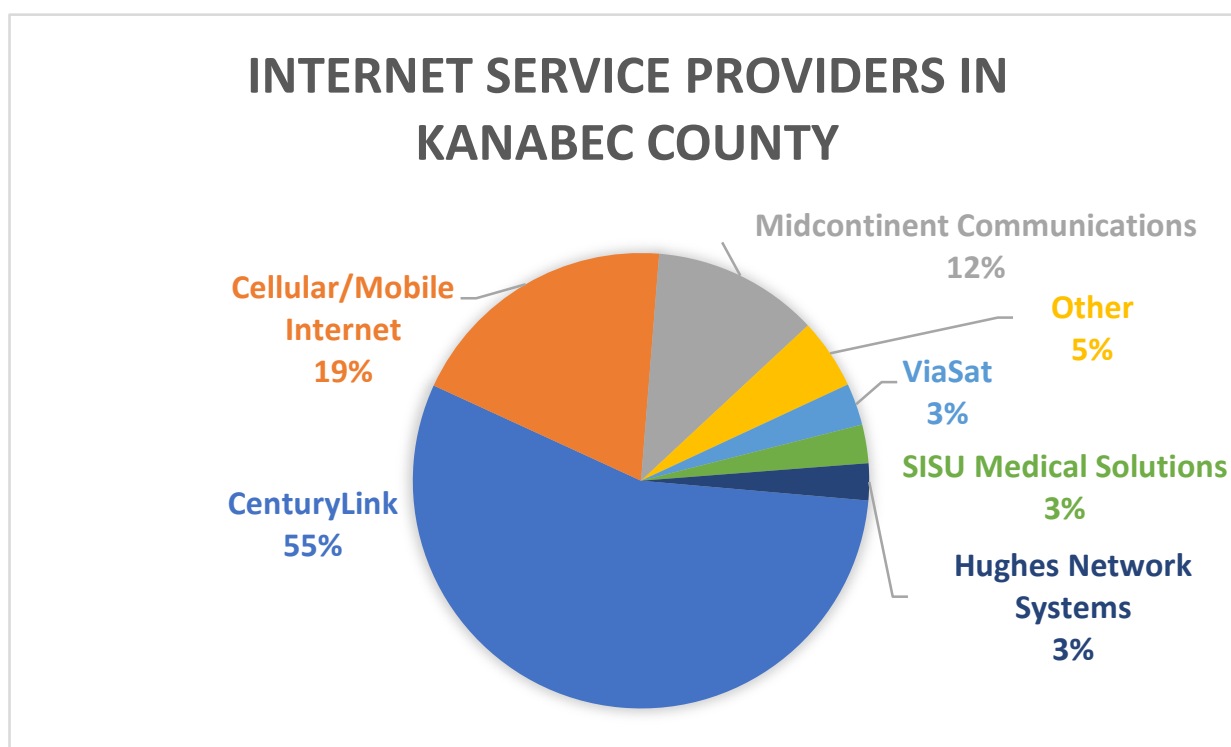


Figure 3: Internet Service Providers in Kanabec County

These results demonstrate that the largest ISP in the county is CenturyLink, with 55% of the customer base from survey respondents. Since the Blandin study aggregated internet users who rely on mobile, or cellular, service, this analysis similarly combined mobile internet providers into its own category. Similarly, aggregate responses totaling less than 3% of the total were incorporated into the “Other” category. These findings expand the number of providers found in the Market Assessment portion of this report with a number of seemingly small and local companies or public service organizations.

The data rate, or speed, is the primary performance indicator of a network connection. The following map below demonstrates the speed tiers of survey responders by location. Most residents in the County are unserved by broadband services (< 25 Mbps download), with residents in more densely populated areas underserved by broadband (< 100 Mbps), and only a few well-served (> 100 Mbps). These findings corroborate the public sources of information that broadband is rare in the County.

Internet Service Provider	Count	Percent of Total
Cellular/Mobile Internet	163	19%
CenturyLink	466	55%
Midcontinent Communications	99	12%
Other	42	5%
ViaSat	25	3%
SISU Medical Solutions	23	3%
Hughes Network Systems	22	3%

Cellular/Mobile Internet Provider	Count	Percent of Total
Cellco Partnership DBA Verizon Wireless	86	10%
AT&T Mobility	26	3%
T-Mobile USA	26	3%
Genesis Wireless	25	3%

“Other” Providers	“Other” Count
Frontier Communications	6
State of Minnesota	5
Windstream Communications	5
AT	4
Amazon Technologies	2
Charter Communications	2
Cogent Communications	2
Comcast Cable Communications	2
Netminders Data Solution	2
Allina Health System	1
AT&T Services	1
Google	1
Intel Deutschland GmbH	1
Maxihost	1
Mediacom Communications	1
Nexeon Technologies	1
Nuvera	1
Savage Communications	1
Tableau Software	1
TDS TELECOM	1
USDA	1

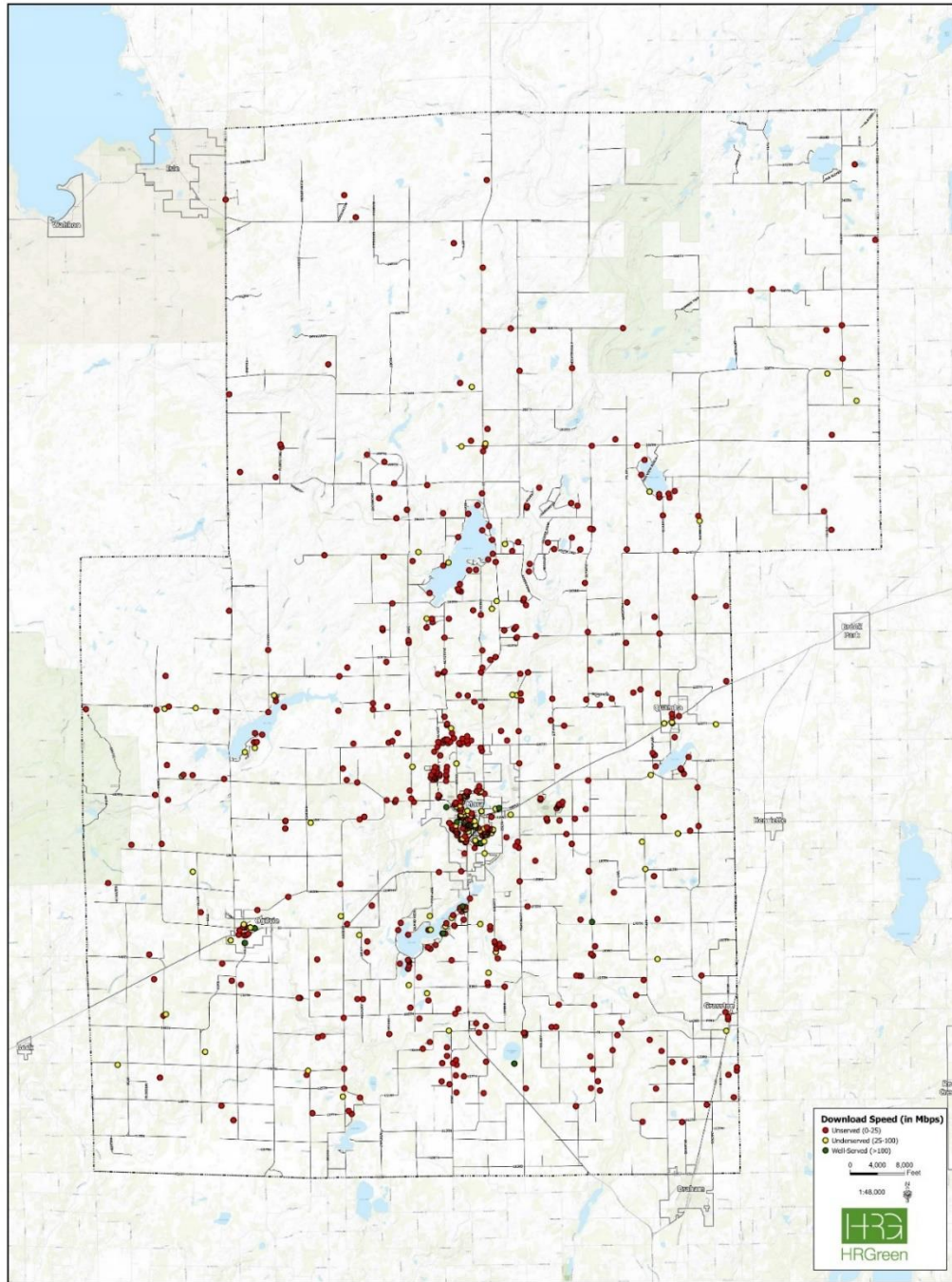


Figure 4: Map of Internet Speeds per Residential Address in Kanabec County

In addition, the following graphs show the distribution of speeds per internet service provider in the County. The results are presented in a box-and-whisker plot, which shows that the first quantile, with 25% of all data points being below the first line, the median - the second quantile with 50% of all responses, the mean (or average) of all responses, and the third quantile, below which are 75% of all responses. The highest number is the maximum of all responses, excluding any potential statistical outliers. These results show that the largest provider for survey respondents, CenturyLink, also has the lowest mean data rate of 10 Mbps. Midcontinent Communications has the highest mean and median data rates, as well as the widest range of possible service offering tiers out of the competition.

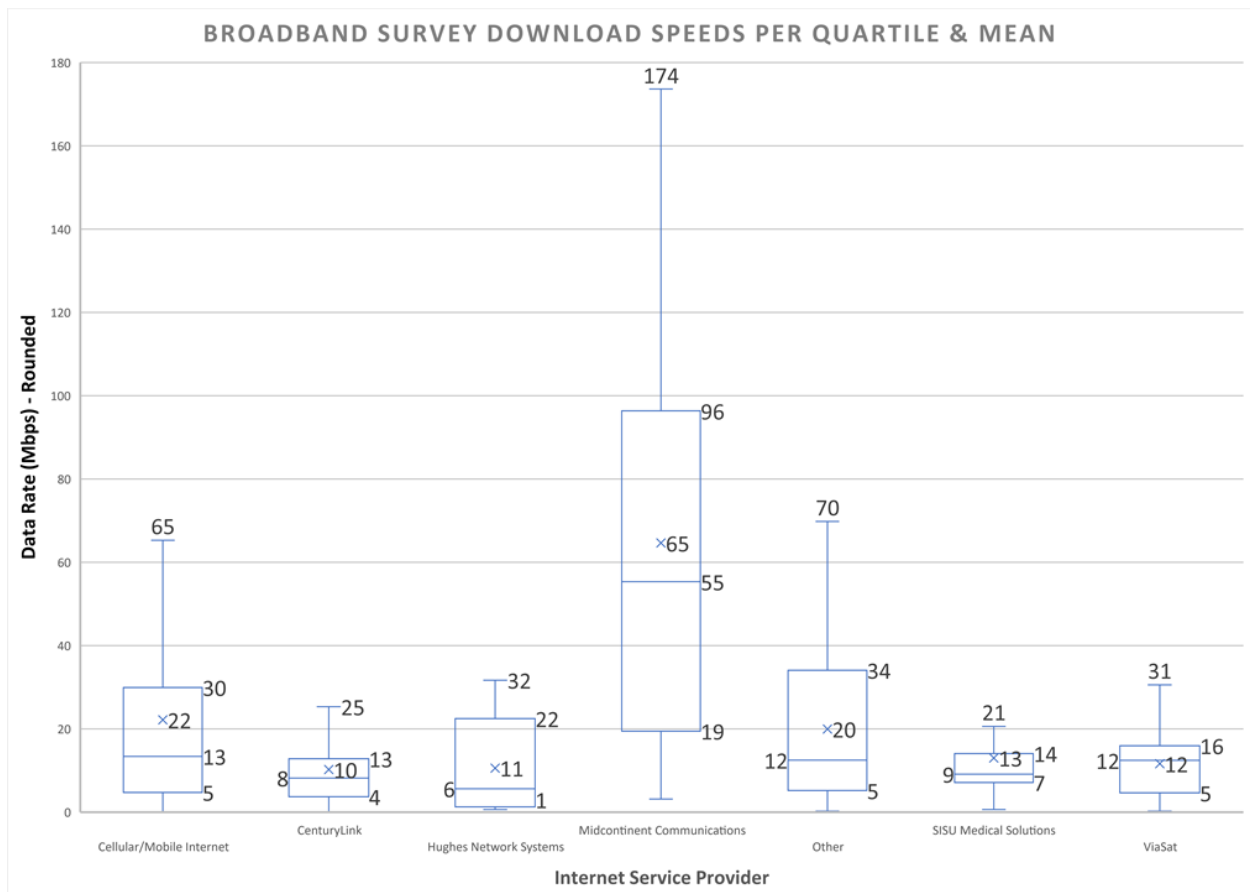


Figure 5: Statistical Distribution of Download Data Rates per Internet Service Provider

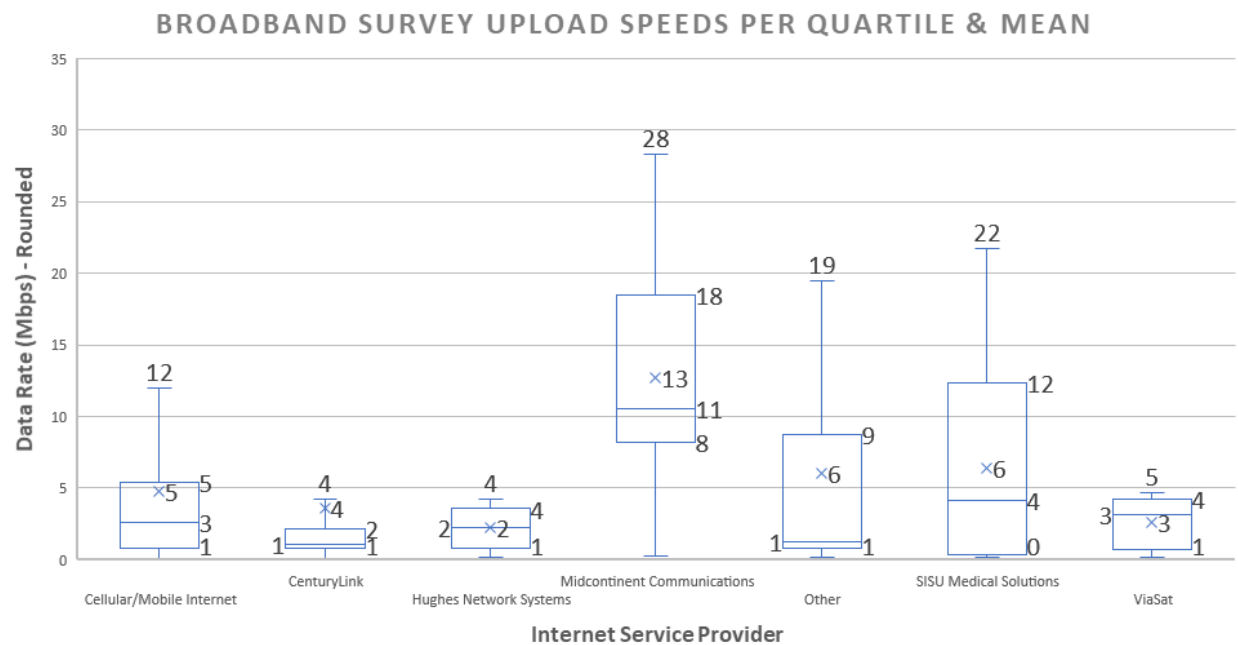


Figure 6: Statistical Distribution of Upload Data Rates per Internet Service Provider

Kanabec County

Households	7,849
Population	16,239
Test locations	801
Total Tests	1,013
Percent participation	10.21%
Participation goal (10%)	785

Download

No Service	8	1.0%
0-10 Mbps	382	47.7%
10-25 Mbps	260	32.5%
25-150 Mbps	145	18.1%
150+ Mbps	6	0.7%

Upload

No Service	8	1.0%
<3 Mbps	510	63.7%
3-10 Mbps	190	23.7%
10-25 Mbps	82	10.2%
25-150 Mbps	10	1.2%
> 150 Mbps	1	0.1%

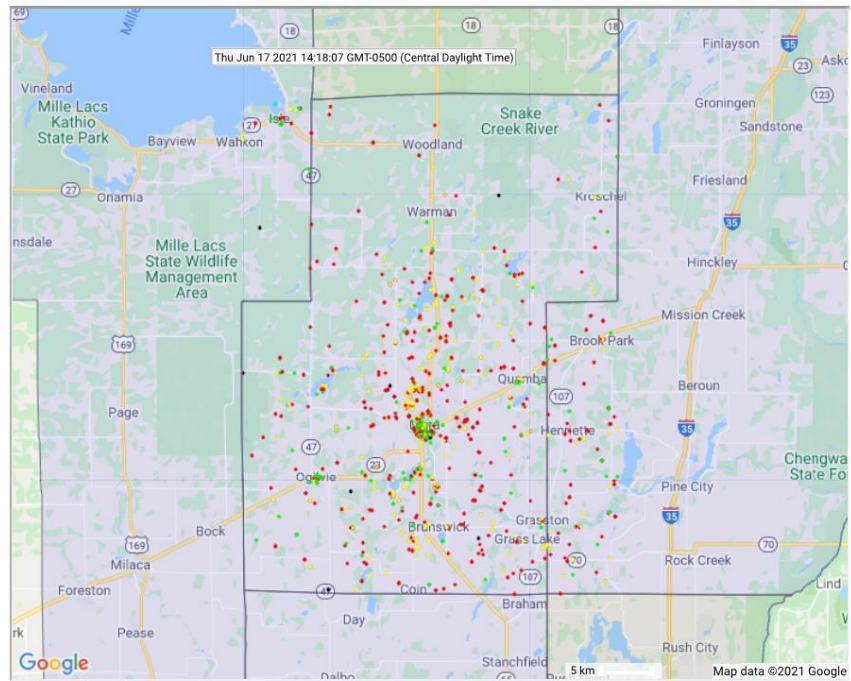
	Min	Max	Med Mbps
Download	0.01	347.02	10.36
Upload	0.01	150.96	1.59

No service reasons: may total >100%

Too Expensive	50.00%
Not Available	75.00%
No Computer	12.50%

Prominent ISPs

CenturyLink	351	43.82%
Midcontinent Communications	88	10.99%
Cellco Partnership DBA Verizon W	80	9.99%
CenturyLink Communications, LLC	66	8.24%
CenturyLink Communications	29	3.62%
T-Mobile USA, Inc.	27	3.37%



Fixed 663 locations

Download		Upload	
No Service	8 1.2%	No Service	8 1.2%
0-10 Mbps	336 50.7%	<3 Mbps	437 65.9%
10-25 Mbps	219 33.0%	3-10 Mbps	144 21.7%
25-150 Mbps	94 14.2%	10-25 Mbps	68 10.3%
150+ Mbps	6 0.9%	25-150 Mbps	5 0.8%
		> 150 Mbps	1 0.2%

Cellular 138 locations

Download		Upload	
0-10 Mbps	46 33.3%	<3 Mbps	73 52.9%
10-25 Mbps	0 0.0%	3-10 Mbps	46 33.3%
25-150 Mbps	51 37.0%	10-25 Mbps	14 10.1%
150+ Mbps	0 0.0%	25-150 Mbps	5 3.6%
		> 150 Mbps	0 0.0%

CAF Areas

RDOF Areas

Network Design and Cost Estimate

To develop an understanding of the costs of connecting Kanabec County, HR Green performed a high-level design in which all of the addresses in Kanabec County had fiber designed to them. As much as anything, this is meant to provide an order of magnitude picture of what level of investment is needed to complete this type of project.

The total high-level cost to build FTTH across Kanabec County is approximately \$140 million.

There are many assumptions in a high-level number, for example:

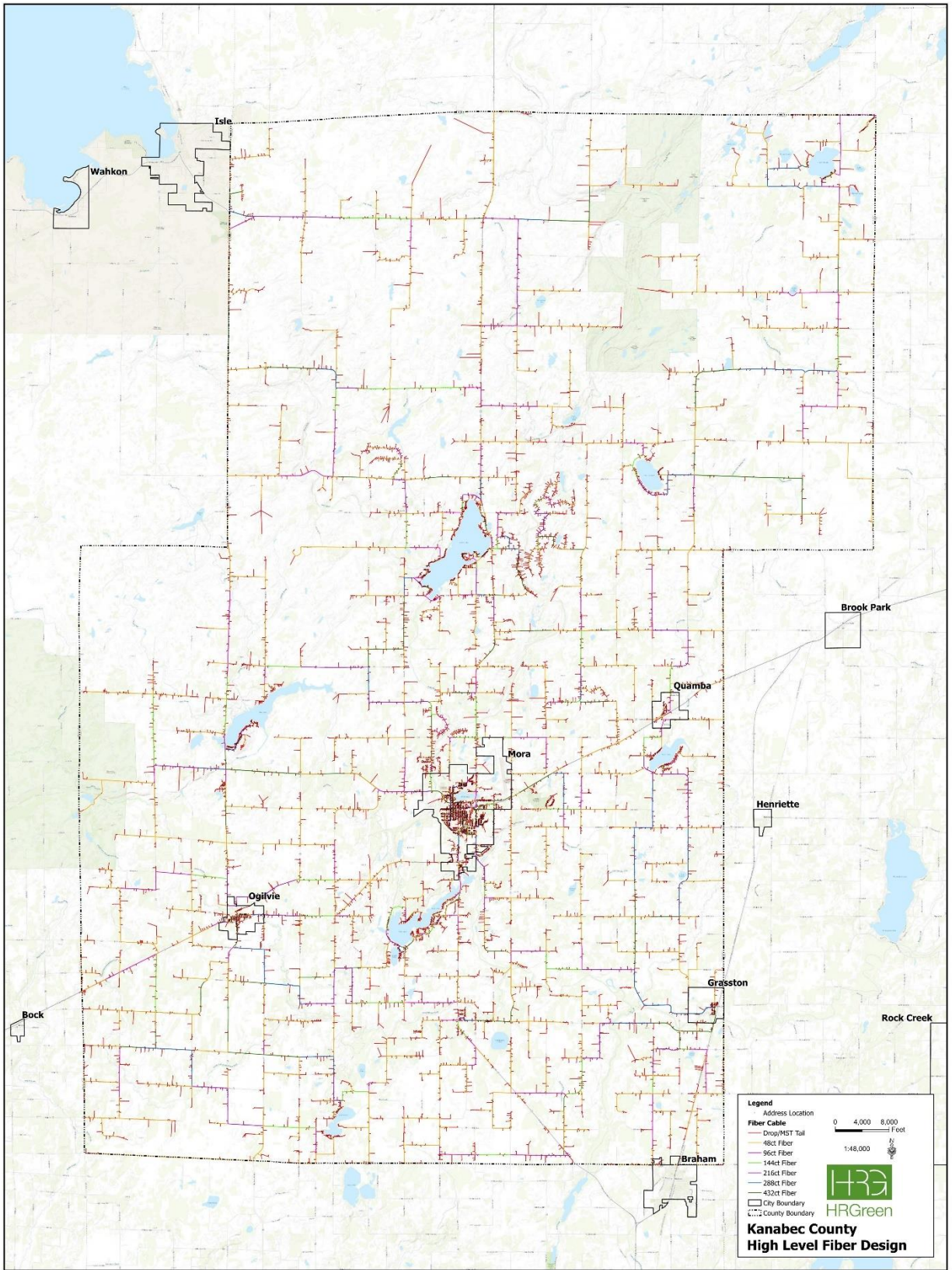
- This is all fiber – no other technologies
- The routes are not field verified
- This is all underground (which is the most expensive construction) – ECE would build much of their network on the poles they already own, which provides significant savings
- Current material and labor costs could change
- This number assumes every citizen and business would take services (most typically, a percentage of people already like their service, do not want to pay the costs of the new service, do not see a need for better connectivity, etc.) – so a typical rate of people who subscribe can vary from 4% to 80%. Most of the costs are incurred regardless of the number of people who take service, so as is shown in the below table, if only 40% of the people in the County subscribed, the cost would lower to \$124 million

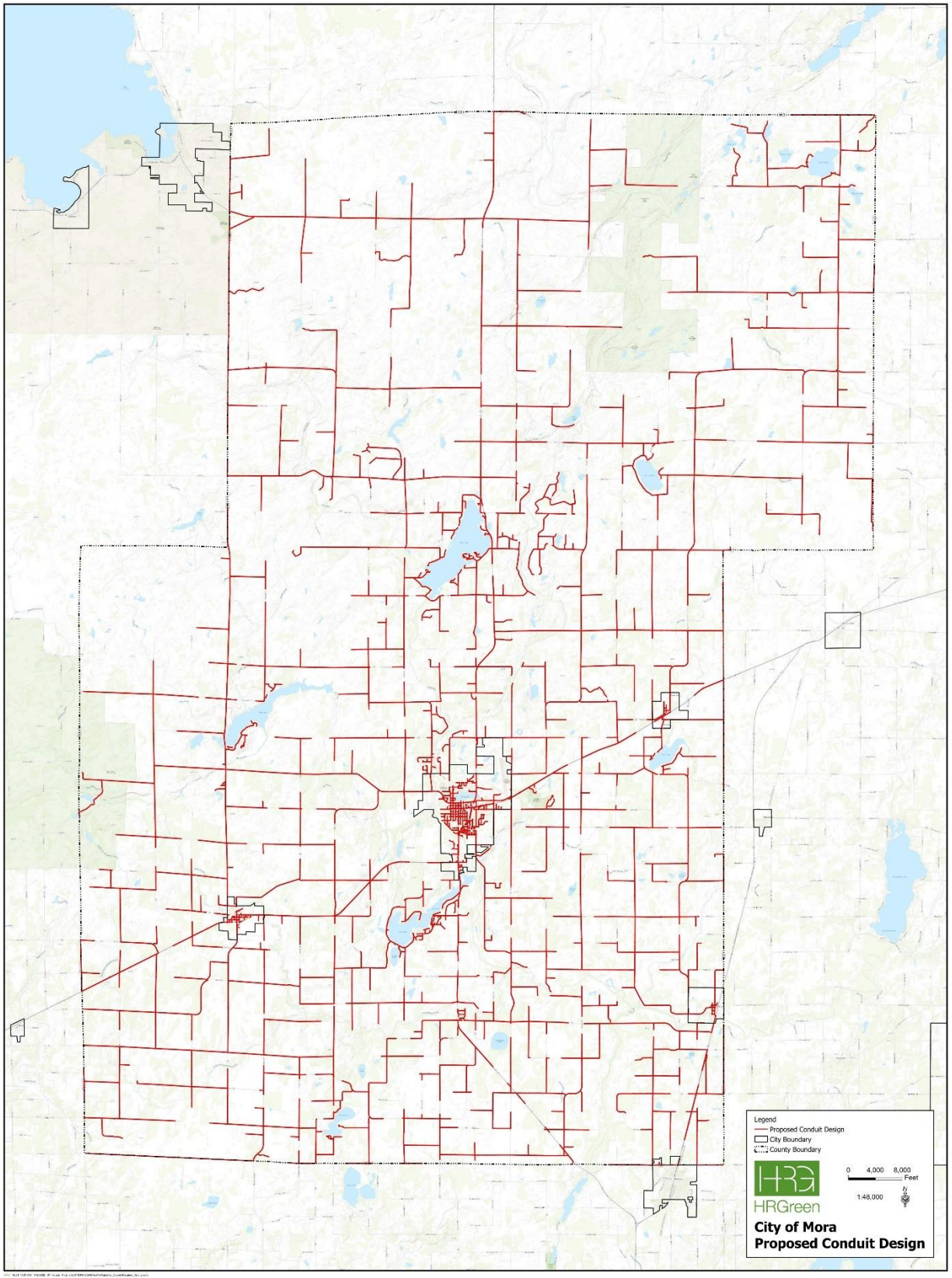
The important take away from this high-level design is that there will need to be significant investment in broadband infrastructure to cover the County.

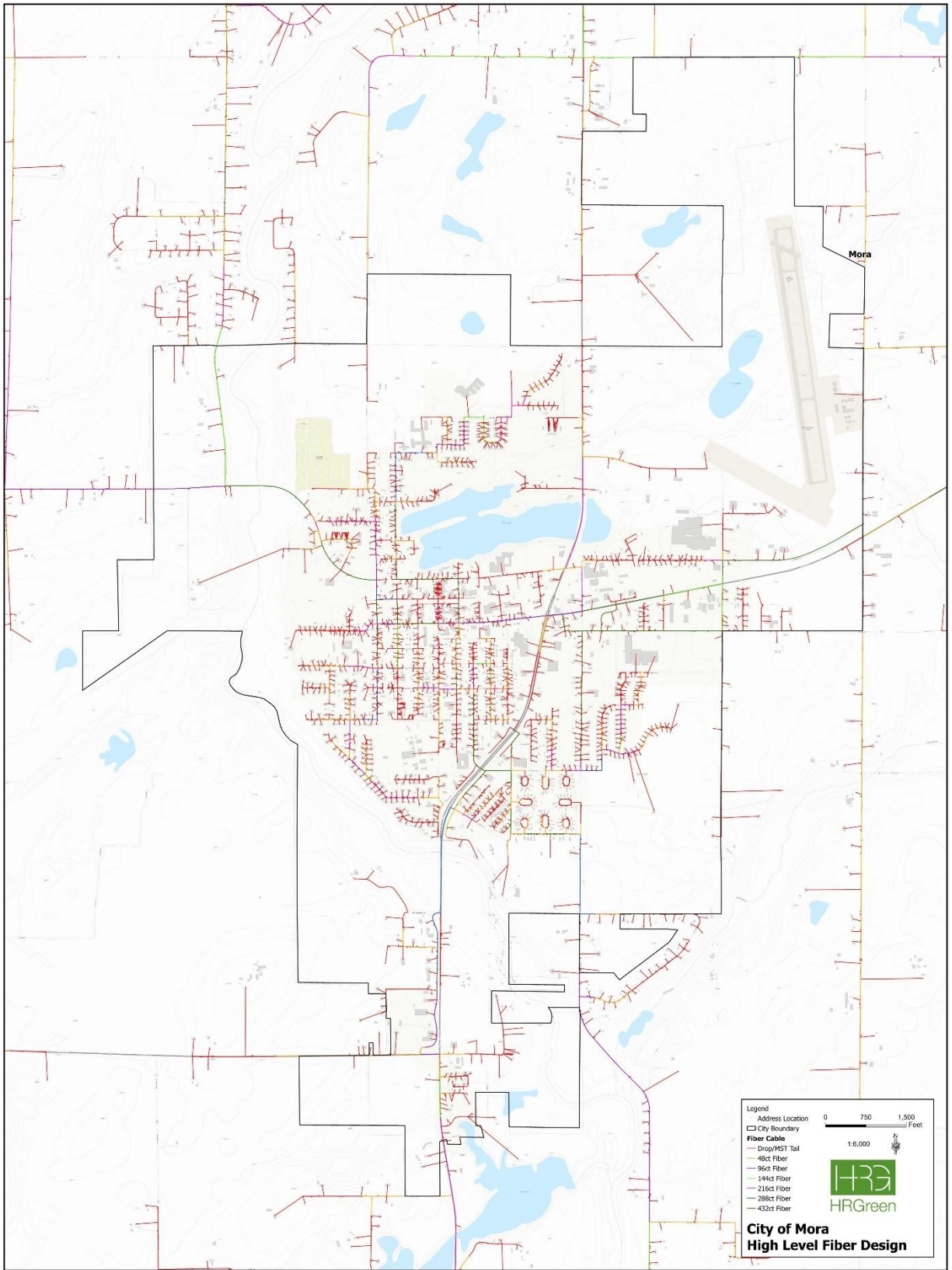
There are other technologies that could reduce this total cost (point-to-point, satellite, etc.), but working to try to keep from falling behind in connectivity a few years in the future is an important consideration in technology choices.

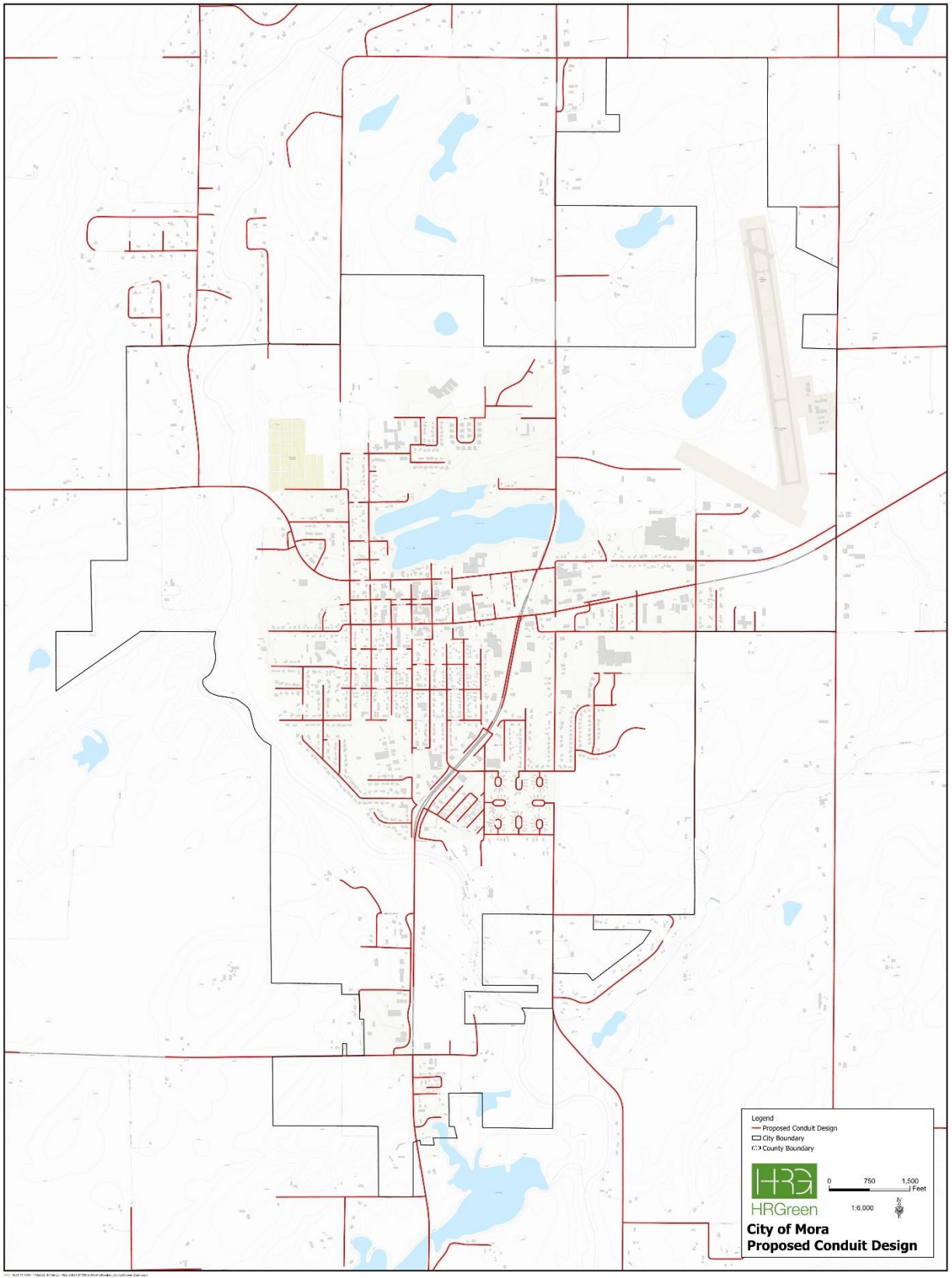
Some counties and regions have to pursue a “piecemeal” approach – either using a patchwork of technology or of providers. When that is the only option to get better coverage, then those decisions have to be made. The concern in that approach is that there will likely be a digital divide between those who have good broadband and those who do not. A significant concern when digital divides grow over time is they can become harder to solve.

A comprehensive solution, when available, that is scalable for future needs, is the most desirable solution. Fiber is the most scalable technology for the foreseeable future. Thus, the following FTTH high-level design displays an example of design and the related costs of a “best case” broadband solution for Kanabec County.









Kanabec County					
High-Level Design - January 15, 2022					
Id	Description	Unit	Total Quantity	Unit Cost	Total Cost
3	Traffic Control (No Drops)	feet	4,005,768	0.70	2,804,037.52
Project Outside Plant Material					
21	Underground Material -Provide 24-ct fiber cable	feet	0	0.41	0.00
22	Underground Material -Provide 48-ct fiber cable	feet	2,004,609	0.58	1,162,673.11
23	Underground Material -Provide 96-ct fiber cable	feet	411,843	0.99	407,724.34
24	Underground Material -Provide 144-ct fiber cable	feet	220,695	1.52	335,456.99
25	Underground Material -Provide 216-ct fiber cable	feet	239,235	1.72	411,483.60
26	Underground Material -Provide 288-ct fiber cable	feet	199,344	1.92	382,739.56
27	Underground Material -Provide 432-ct fiber cable (No Feeder Fiber)	feet	249,374	3.92	977,547.16
28	Underground Material -Provide 864-ct fiber cable	feet	0	7.50	0.00
MST-UG2-100	2 PORT MST 100' DIELECTRIC	count	647	65.99	42,695.53
MST-UG2-250	2 PORT MST 250' DIELECTRIC	count	221	90.72	20,049.12
MST-UG2-500	2 PORT MST 500' DIELECTRIC	count	543	143.05	77,676.15
MST-UG2-750	2 PORT MST 750' DIELECTRIC	count	304	181.45	55,160.80
MST-UG2-1000	2 PORT MST 1000' DIELECTRIC	count	414	218.55	90,479.70
MST-UG2-1500	2 PORT MST 1500' DIELECTRIC	count	643	398.41	256,177.63
MST-UG4-100	4 PORT MST 100' DIELECTRIC	count	123	82.79	10,183.17
MST-UG4-250	4 PORT MST 250' DIELECTRIC	count	27	112.51	3,037.77
MST-UG4-500	4 PORT MST 500' DIELECTRIC	count	89	165.20	14,702.80
MST-UG4-750	4 PORT MST 750' DIELECTRIC	count	53	202.51	10,733.03
MST-UG4-1000	4 PORT MST 1000' DIELECTRIC	count	58	241.38	14,000.04
MST-UG4-1500	4 PORT MST 1500' DIELECTRIC	count	51	331.68	16,915.68

MST-UG6-100	6 PORT MST 100' DIELECTRIC	count	256	124.05	31,756.80
MST-UG6-250	6 PORT MST 250' DIELECTRIC	count	78	134.59	10,498.02
MST-UG6-500	6 PORT MST 500' DIELECTRIC	count	190	184.33	35,022.70
MST-UG6-750	6 PORT MST 750' DIELECTRIC	count	97	300.38	29,136.86
MST-UG6-1000	6 PORT MST 1000' DIELECTRIC	count	128	264.41	33,844.48
MST-UG6-1500	6 PORT MST 1500' DIELECTRIC	count	233	376.82	87,799.06
MST-UG8-100	8 PORT MST 100' DIELECTRIC	count	89	150.00	13,350.00
MST-UG8-250	8 PORT MST 250' DIELECTRIC	count	31	166.22	5,152.82
MST-UG8-500	8 PORT MST 500' DIELECTRIC	count	48	226.30	10,862.40
MST-UG8-750	8 PORT MST 750' DIELECTRIC	count	36	255.93	9,213.48
MST-UG8-1000	8 PORT MST 1000' DIELECTRIC	count	34	321.05	10,915.70
MST-UG8-1500	8 PORT MST 1500' DIELECTRIC	count	39	401.19	15,646.41
MST-UG12-100	12 PORT MST 100' DIELECTRIC	count	256	200.00	51,200.00
MST-UG12-250	12 PORT MST 250' DIELECTRIC	count	49	243.21	11,917.29
MST-UG12-500	12 PORT MST 500' DIELECTRIC	count	103	292.48	30,125.44
MST-UG12-750	12 PORT MST 750' DIELECTRIC	count	51	356.44	18,178.44
MST-UG12-1000	12 PORT MST 1000' DIELECTRIC	count	56	392.32	21,969.92
MST-UG12-1500	12 PORT MST 1500' DIELECTRIC	count	39	482.21	18,806.19
TOTAL OSP MATERIAL	4,734,832.19				
Project Labor (Engineering and Construction					
4	Underground Engineering - Underground Route Design	feet	3,996,544	0.52	2,078,202.67
5	Underground Engineering - Underground Permitting	feet	3,996,544	0.07	279,758.05
6	Underground Construction - Provide and Place 1- 1.25" HDPE SDR11 via Directional Bore	feet	3,199,502	16.00	51,192,034.98
7	Underground Construction - Provide and Place Additional	feet	796,957	5.00	3,984,787.49

	1.25" HDPE SDR11 via Directional Bore				
8	Underground Construction - Provide and Place 1- 1.25" HDPE SDR11 via Directional Bore (ROCK ADDER)	feet	398,479	16.00	6,375,659.99
9	Underground Construction - Provide and Place 1 - 1.25" HDPE SDR11 via Trench/Missile Bore	feet	796,957	8.00	6,375,659.99
10	Underground Construction - Provide and Place Additional 1.25" HDPE SDR11 via Trench/Missile Bore	feet	159,391	3.00	478,174.50
11	Underground Construction - Provide and Place 1 - 1.25" HDPE SDR11 via Trench/Missile Bore (ROCK ADDER)	feet	79,696	4.00	318,783.00
12	Underground Construction - Provide and Place Additional 1.25" HDPE SDR11 via Plow (Used for a Place Holder)	feet	410,151	3.25	1,332,990.56
13	Underground Construction - Install Tracer Wire (1 per same trench)	feet	3,996,460	0.05	199,822.98
14	Underground Construction - Place 24-ct fiber cable	feet	0	3.00	0.00
15	Underground Construction - Place 48-ct fiber cable	feet	1,965,982	3.00	5,897,947.21
16	Underground Construction - Place 96-ct fiber cable	feet	410,524	3.00	1,231,571.28
17	Underground Construction - Place 144-ct fiber cable	feet	220,510	3.00	661,531.28
18	Underground Construction - Place 216-ct fiber cable	feet	238,756	3.00	716,268.28
19	Underground Construction - Place 288-ct fiber cable	feet	198,681	3.00	596,042.14
20	Underground Construction - Place 432-ct fiber cable (No Feeder Fiber)	feet	176,226	3.00	528,677.87
21	Underground Construction - Place 864-ct fiber cable	feet	0	3.00	0.00
45	Underground Construction - Provide and place fiber markers	count	1,032	30.00	30,960.00
68	Provide and Place 144 Cabinet	count	0	4,000.00	0.00
69	Provide and Place 288 Cabinet	count	0	5,500.00	0.00
70	Provide and Place 432 Cabinet	count	46	7,000.00	322,000.00
72	Provide and Place 864 Cabinet	count	0	9,000.00	0.00

71	Provide and Place 576 Cabinet	count	0	8,000.00	0.00
100	1x32 DISTRIBUTION FIBER SPLITTER	count	533	941.22	501,670.26
52	Provide and Place Small Splice Case	count	1,604	212.00	340,048.00
53	Provide and Place Medium Splice Case	count	387	222.00	85,914.00
54	Provide and Place Large Splice Case	count	107	400.00	42,800.00
75	Underground Construction - Provide and Place large vault	count	10	800.00	8,000.00
77	Underground Construction - Provide and Place 14x19x12 Drop Handhole (SAME COUNT as 14x19x12 Drop Handhole)	count	8,626	125.00	1,078,250.00
78	Underground Construction - Provide and Place 17x30x24 Handhole or Pedestal	count	4,313	265.00	1,142,945.00
79	Underground Construction - Provide and Place 24x36x24 Handhole	count	1,736	400.00	694,400.00
80	Underground Construction - Provide and Place 36x60x36 Handhole (1)	count	354	800.00	283,200.00
81	Underground Construction - Provide and Place 36x60x36 Handhole (2)	count	27	800.00	21,600.00
99	Underground Construction - Provide and Place large vault	count	2	800.00	1,600.00
60	Underground Construction - Underground Slack Loop 24Ct Fiber Cable	feet	0	0.40	0.00
61	Underground Construction - Underground Slack Loop 48Ct Fiber Cable	feet	250,050	0.58	145,029.00
62	Underground Construction - Underground Slack Loop 96Ct Fiber Cable	feet	52,050	0.99	51,529.50
63	Underground Construction - Underground Slack Loop 144Ct Fiber Cable	feet	27,900	1.52	42,408.00
64	Underground Construction - Underground Slack Loop 216Ct Fiber Cable	feet	29,550	1.72	50,826.00
65	Underground Construction - Underground Slack Loop 288Ct Fiber Cable	feet	25,800	1.92	49,536.00
66	Underground Construction - Underground Slack Loop 432Ct Fiber Cable	feet	32,250	3.92	126,420.00

67	Underground Construction - Underground Slack Loop 864Ct Fiber Cable	feet	0	7.50	0.00
76	OTDR End to End Test of Fiber Cable	count	18,084	20.00	361,680.00
74	Total Number of Poles Attached	count	0	0.00	0.00
	Splicing	count	5,000	35.00	175,000.00
TOTAL LABOR (AND MATERIALS IN THE LABOR CATEGORIES)					87,803,728.03
<u>Premise Equipment and Labor (Drops and In-Premise Equipment/Labor)</u>					
51	DROP Footage	feet	3,423,866	0.00	0.00
47	Drops (0-100 FT)	count	5,287	700.00	3,700,900.00
48	Drops (100FT - 200FT)	count	4,826	900.00	4,343,400.00
49	Drops (200FT - 300FT)	count	3,214	1,100.00	3,535,400.00
50	Drops (Exceeding 300 FT)	count	3,106	1,300.00	4,037,800.00
	Premise Equipment/Installation	count	16,433	600.00	9,859,800.00
TOTAL PREMISE EQUIPMENT AND INSTALLATION					25,477,300.00
HARD COSTS - MATERIAL AND CONSTRUCTION LABOR					120,819,897.74
NETWORK EQUIPMENT BUDGET	budget		1	500,000.00	500,000.00
Contingency - 15%	budget		1		18,197,984.66
ESTIMATED TOTAL BUILD COST					139,517,882.40
At 40% Take Rate					124,231,502.40

Provider Request for Information Summary

It was not that long ago that broadband was, for the most part, mainly a nice thing to have for most people. It was not necessarily an integral part of most people's lives or homes. But, more and more aspects of communication, education, work, health, entertainment, etc. now rely on good connectivity. Broadband has now become a quality-of-life issue for most individuals and families, a key component of many aspects of most businesses of all sizes, a central ingredient in economic development and a primary way for governments to deliver services. The Covid-19 pandemic left no doubt how critical broadband has become for many of the most central parts of our lives and society.

With Kanabec County ranked 85 of the 87 counties in Minnesota in regard to how many citizens have the minimum speeds of 25 Megabits Per Second (Mbps) downloading from the internet and 3 Mbps uploading to the internet and 87 of 87 having 100/20 Mbps, many citizens and businesses of Kanabec County face challenges having underperforming connectivity. A dedicated group of leaders and volunteers began taking steps to improve the broadband circumstances in the County.

One aspect of those efforts to improve broadband was reaching out and working with the private providers in the County. A meeting was held on January 19, 2022 to engage the providers, to let them know what the County was working on in the Broadband Study and to seek their input. Three area providers attended.

The next step in working with the providers was to issue a Request for Information (RFI) asking companies to provide four general categories of information: (1) specific projects of interest within the County; (2) the amount of County funds requested for each project; (3) State or Federal grant funding that would be pursued for each project (what support the respondent requests from the County for each project); (4) the form of potential partnership preferred for each project. The full RFI is in Appendix A.

The RFI was sent to:

- Arvig
- AT&T
- Benton Communications
- CenturyLink
- East Central Energy (ECE)
- Frontier Communications
- LTD
- Midco
- SCI Broadband (SCI)

It was particularly important to attempt to complete the RFI process before the State Border to Border program opened. Understanding providers' project intentions and their desire to pursue grant funding in the future were key goals of this process. By better understanding private sector intent and planned projects, the County would then be able to begin discussions related

to the creation of partnerships to enhance the likelihood of receiving funding and, in turn, improve broadband in the market.

Responses

Four responses were received. The companies that provided responses were (in alphabetical order):

- Arvig
- ECE
- Midco
- SCI

As is to be expected, responses were not comprehensive and did not provide all of the information the County might hope to receive. Response did, however, provide good information and beginning points for discussions as grants become available. The full responses are in Appendix B, in alphabetical order. (Please note, provider responses were appended and there are some graphics and layouts which may have been altered in that process.)

Evaluation

The receipt of RFI responses from four active and reputable providers is an affirmation of the County's goals and this process.

Highlights from the responses:

- The responses all discuss potential projects. Arvig, Midco and SCI are projects in different parts of the County and ECE would cover the entire County
- In the responses, there are requests for County participation. ECE requests financial discussions, particularly regarding State and other grants. Arvig and SCI request certain percentages (Arvig – 25-30%, page 14 and SCI – 30%, page 27)
- Letters of support are a common request for all grants

Recommendations

Based on these responses, HR Green has the following recommendations:

- Evaluate the projects to see if there are projects that are higher or lower priority than others (or are mutually exclusive of each other). The key question is whether there are projects that the County wants to support and/or projects the County does not want to support (because of overlap or one jeopardizing another, etc.)
- For the projects the County does want to support, the County will want to be prepared to write letters of support and/or determine what funding the County chooses to make available for matching funds (the County would likely want to stipulate funds will only be allocated to projects that are awarded)
- The County will also want to be prepared to let respondents know which projects will not be supported and why
- The providers in these RFI responses offered specific projects and a framework for other possible projects. Given this was a formal RFI process, the County is not likely required to entertain projects from other providers. This is something that should be discussed

with the County Attorney and a consensus developed for how projects from other providers might be evaluated (or not evaluated).

Arvig Response



150 Second Street SW
Perham, MN 56573
218.346.5500
arvig.com

February 11, 2022

Ken Demlow
HR Green
Via email: kdemlow@hrgreen.com

Ken,

Thank you for taking the time to consider Arvig in helping Kanabec County build out better broadband services. Below are some bullet points that I believe could be valuable in future discussions.

- Arvig has reviewed the proposed area and has found an opportunity to build out to Kanabec Co. residents within five miles of Highway 23, east of Highway 65 excluding the cities to the end of the Kanabec County line.
 - This network would be an all fiber-to-the home build.
 - Arvig would be able to provide speeds up to 1 Gbps download speed.
 - Arvig would also offer voice services to all homes passed.
 - There would be more than 2,000 homes and businesses passed in this proposed build, with more than 78% of the area currently considered unserved, which is less than 25/3 Mbps speeds.
 - Estimated construction costs are \$10,000,000.
 - The proposed financing would come from the following sources:

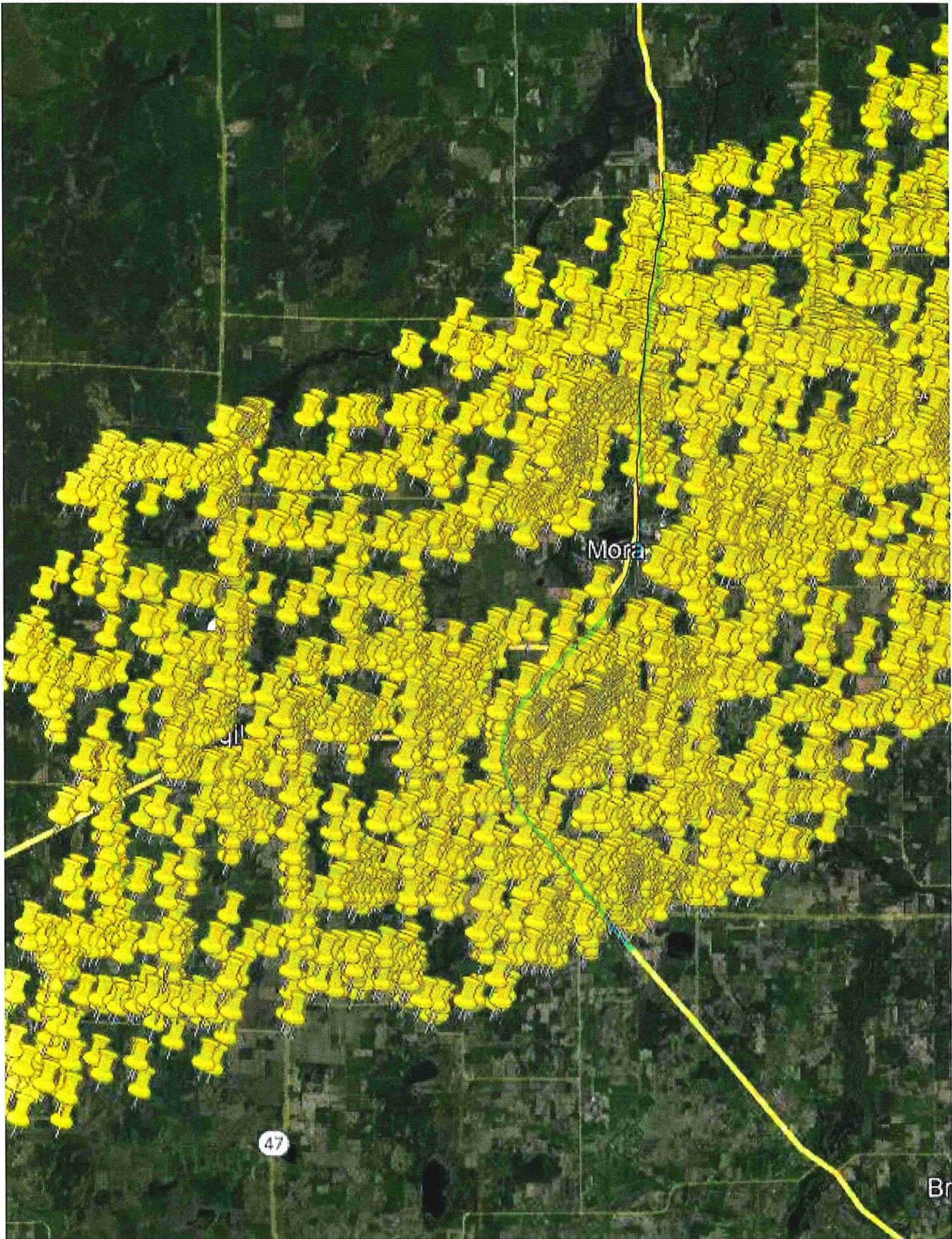
	Minnesota DEED Border-to-Border Grant Application (upon approval)
0 25-30%	County ARP funds
0 20-25%	Arvig investment
 - The proposed construction schedule would be as followed:

0 2022	Engineering & permitting
0 2022-2023	Start construction and installation of customers
0 2024	Finish construction and installation of customers
 - Attached is a map of the proposed construction area and fiber maps & network information about Arvig.

Arvig has the experience and capabilities to provide a great partnership to take advantage of the current funding opportunities available. We have applied for, and been awarded, many MN Border-to-Border grants and we believe a potential partnership such as this would even better our chances at receiving a grant award.

Thank you again for your time and consideration.

Sincerely,



Mora

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Br

THE ARVIG NETWORK

Connecting Communities & Businesses
Throughout Minnesota

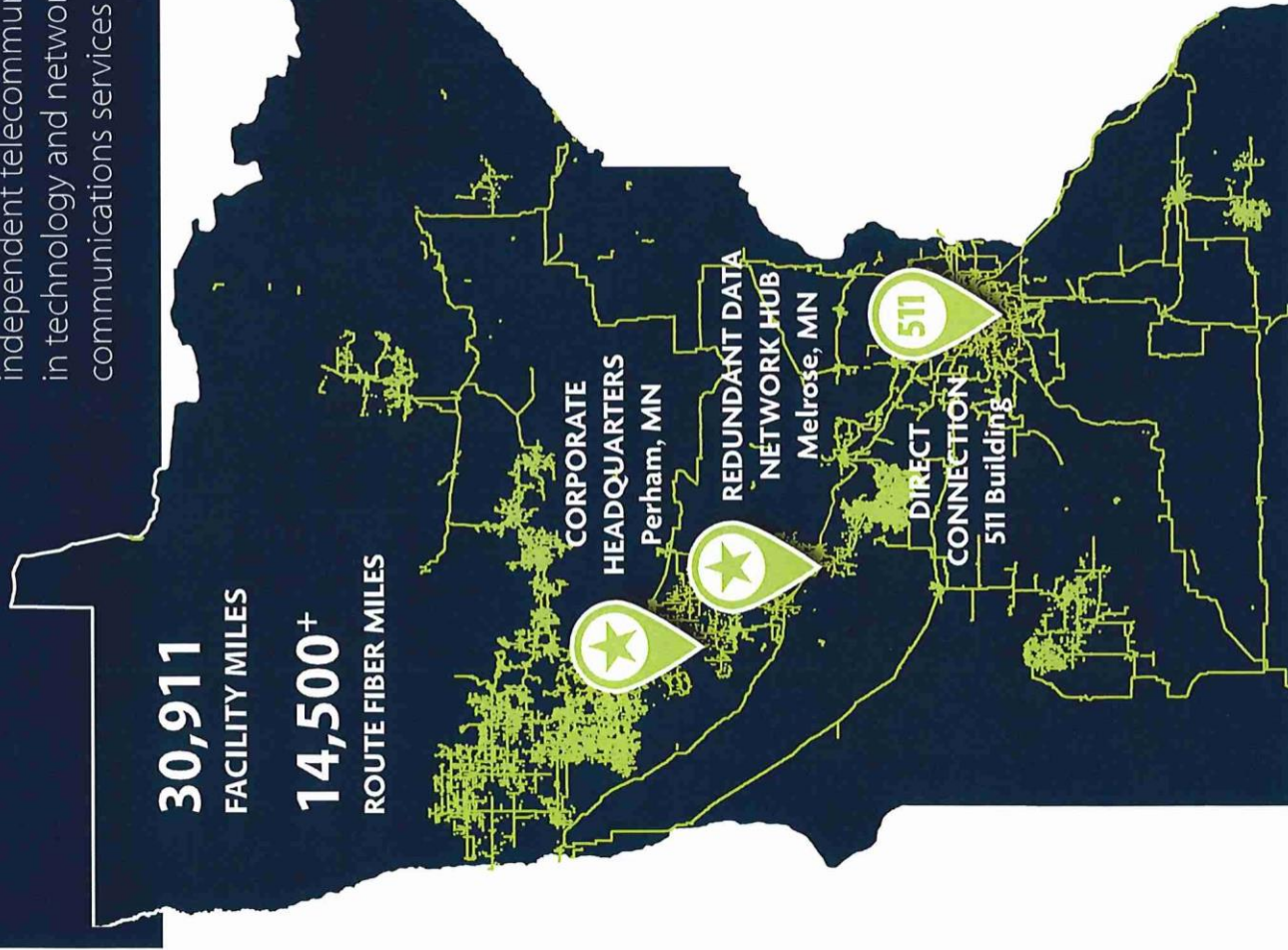
Established in 1950, Arvig has grown from a small telephone company to one of the largest independent telecommunications and broadband providers in the nation. Reinvesting in technology and network operations allows us to continuously deliver next-generation communications services to business and residents throughout the state.

30,911

FACILITY MILES

14,500+

ROUTE FIBER MILES



65,000

Internet
Customers



17,000

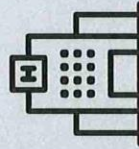
TV
Customers



40,000

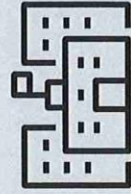
Phone
Customers

SERVING



700+

Medical
Facilities



350+

School
Systems

9,000

square mile
service area

48

Minnesota counties
provided with Internet,
TV and/or phone service



**Built-in redundancy
to ensure
maximum up-time**



**24/7/365
network monitoring**



arvig®

Do Business

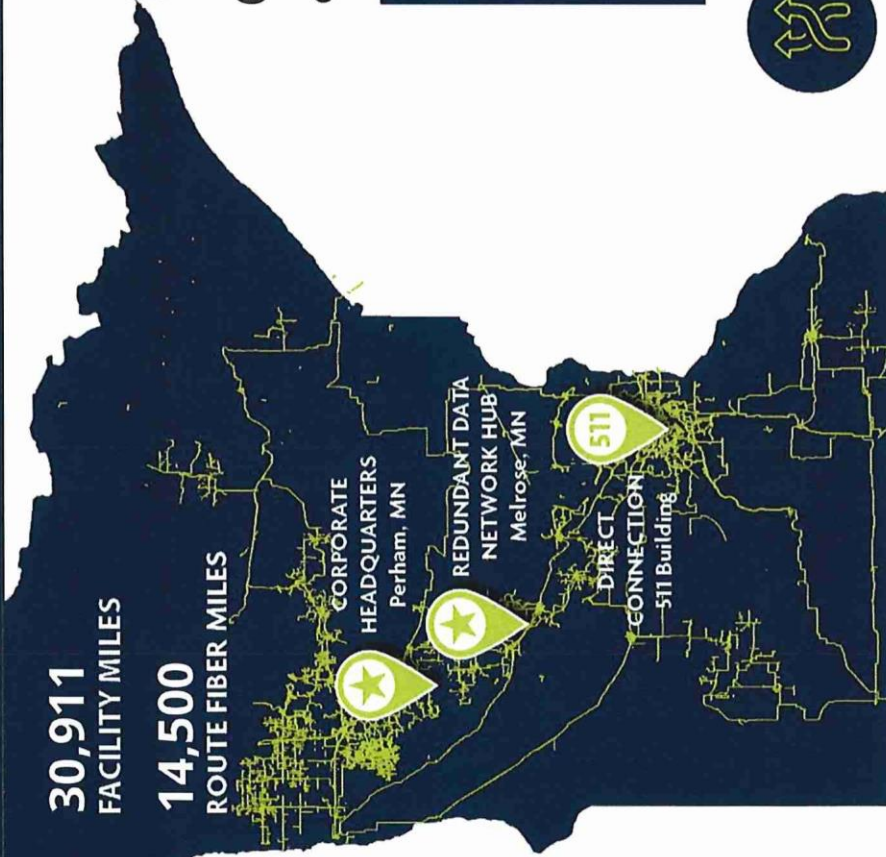
888.992.7844 | arvigbusiness.com

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ARVIG BY THE NUMBERS

30,911
FACILITY MILES

14,500
ROUTE FIBER MILES



65,000
Internet
Customers

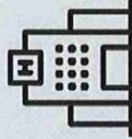


17,000
TV
Customers



40,000
Phone
Customers

SERVING



700+
Medical
Facilities



350+
Schools &
Libraries

9,000
square mile
service area

48 Minnesota counties
provided with Internet,
TV and/or phone service



Built-in redundancy
to ensure
maximum up-time



24/7/365
network monitoring

[illegible]

East Central Energy Response

March 11, 2022

Ms. Kris McNally

Kanabec County Coordinator

18 N Vine St, Ste 181

Mora, MN 55051

Dear Kanabec County and HR Green,

Rural electric cooperatives are the fastest growing segment of broadband providers. East Central Energy (ECE) powers the most under-served counties in the state, and with the right funding, our electric grid can be leveraged to provide residential broadband and improve the overall quality of life for over 123,000 residents, including those in your area. ECE currently provides electricity to all of Kanabec County, except for the city of Mora.

For over 86 years, we have developed programs and resources to enhance the beautiful communities we call home. Broadband is the logical next step. Our employees and directors are determined to spur long-term economic impact for families, schools, healthcare, and businesses throughout our 14-county service area. As Minnesota's third largest member-owned electric cooperative, ECE currently provides electric service in east central Minnesota and northwestern Wisconsin to over 64,000 homes, farms, and businesses with an average of 7.33 members per mile. We also offer satellite service to members through a collaboration with Northland Connect Broadband. Our service area includes parts of Wisconsin counties of Douglas, Washburn, and Burnett, as well as Minnesota counties of Aitkin, Carlton, Morrison, Mille Lacs, Sherburne, Kanabec, Isanti, Pine, Chicago, Washington, and Benton.

Information regarding our project has been categorized based off the RFI we received, dated March 3, 2022. Our proposed project will expand ECE's operations to include wireline broadband services utilizing current pole, line and substation infrastructure to support Fiber to the Premises (FTTP)/Fiber to the Home (FTTH) communications.

We are always happy to answer any questions you may have. We look forward to continuing the discussion as your team works to deliver broadband service to rural communities in Kanabec County.

Cooperatively yours,

Ty Hougum, VP/CIO

ty.hougum@ecemn.com

763.689.7488

Enclosures: RFI Categories

RFI Categories

1. East Central Energy's goal is to ensure all members have access to high-speed internet, especially un- and under-served areas. ECE applied for USDA's ReConnect grant that will, if approved, cover the majority of northern Kanabec County. ECE is also applying for a Border-to-Border Minnesota grant for a portion of southern Kanabec County.
 - a. ECE currently does not provide service to any nearby locations.
 - b. Details of the infrastructure proposal: full fiber-to-the-home.
 - c. Service options that ECE plans to offer include Gigabit Performance Tier broadband.
 - d. ECE will own and operate the network.
 - e. Eligible low-income pricing plans include advocating for the FCC's Affordable Connectivity Plan.
2. ECE proposes that counties and townships determine a metric for funding. ECE will be transparent throughout the project, making it easy to apply funds to proposed funding service areas via grant programs.
3. ECE is applying for multiple grants and would ask that the county and impacted townships provide financial commitment to the Minnesota Border-to-Border grant program.
4. ECE would own and operate the fiber network and does not anticipate the county having any ownership involvement. ECE has over 160 employees as well as a diverse portfolio of engagements with highly qualified contractors, various engineering consultants, and alliances with other cooperatives and utilities.

Qualifications

The cooperative's plans for expansion to provide broadband services is a strategic move that complements ECE's already robust electric service offering. ECE is devoted to the continued economic growth of the communities served. ECE differentiates itself from other electric providers with the use of a smart grid, which allows for two-way communication between the utility and the consumer. While ECE does not currently maintain broadband infrastructure, existing infrastructure has the potential for smart grid implementation by utilizing line and substation infrastructure to support broadband.

ECE's Board of Directors guide the cooperative in accordance with the following seven key cooperative principles, with safety and integrity at the forefront of every decision:

- Voluntary and Open Membership
- Democratic Member Control
- Member's Economic Participation
- Autonomy and Independence
- Education, Training, and Information
- Cooperation Among Cooperatives
- Concern for Community

Additional qualifications include experienced leadership. The management team has extensive experience managing, maintaining, and overseeing operations of an extensive, rural electric infrastructure. The Executive Team at ECE includes employees who have maintained the cooperative's high expectations for overall excellence. The team includes:

- Justin Jahnz, President/CEO: A proponent for a healthy company culture, Mr. Jahnz has worked with East Central Energy since 2008. He graduated magna cum laude with a B.S. in Business Administration from Metro State University and holds an M.A. in Strategic Leadership from Bethel University.
- Lisa Prachar, Vice President/CFO: Ms. Prachar has been with ECE since 1995 and has developed management skills in financial, plant, fleet, and warehouse during her nearly 30 years in the utilities field.
- Ty Hougum, Vice President/CIO: With 24 years of experience in the information technology industry, Mr. Hougum leads the organization's overall technology planning process by developing project plans and goals, identifying risks, developing contingency plans, and allocating available resources.
- Andy Olson, Vice President/COO: Mr. Olson provides leadership to three departments. He directs and oversees system operation, design, construction, and maintenance. He develops work and long-range plans and strategies to improve the long-term sustainability and reliability of the ECE system.

Intent to pursue grant funding

ECE intends to pursue all local, state, and federal grant funding opportunities and will work closely with the county throughout the application process. The cooperative plans to directly contribute to the grant-seeking process in partnership with Kanabec County.

ECE submitted the 2022 Q1 USDA ReConnect grant application on March 6, 2022.

ECE met with Kanabec County officials on March 10 to discuss Minnesota's Border-To-Border grant window for Q1 of 2022. We presented the area of Kanabec County we are targeting for the Q1/Q2 grant application window. We will also be applying for grants in the second application window coming later in 2022.

Additional information

While being very engaged with local and state government, ECE also maintains an excellent working relationship with community representatives. These connections act as an excellent complement to ECE's in-house team and allow for a diverse, well-rounded partnership. ECE intends to offer competitive and affordable broadband prices at rates and terms that are reasonable and nondiscriminatory. The cooperative is committed to strong labor standards and Federal Communications Commission rules regarding net neutrality.

Your Touchstone Energy® Cooperative 

PO Box 39 | Braham, Minnesota 55006-0039 | 1.800.254.7944 | eastcentralenergy.com
East Central Energy is an equal opportunity provider and employer.

Midco Response

Demonstration of the Applicant's Ability to Complete the Project

Founded in 1931, Midco is a leading provider of reliable, high-speed internet via wired and fixed wireless technology. By 2025, Midco will deploy 10G, the next great leap for broadband – while also expanding our fixed wireless network to rural areas. We serve homes and businesses in more than 400 communities in Minnesota, North Dakota, South Dakota, Kansas and Wisconsin.

Our network passes 922,000 homes and businesses in our service area – serving 475,000 customers, including: 435,000 internet subscribers, 179,000 cable TV subscribers and 70,000 voice customers. We also deliver data center and advertising services, plus wholesale networking solutions.

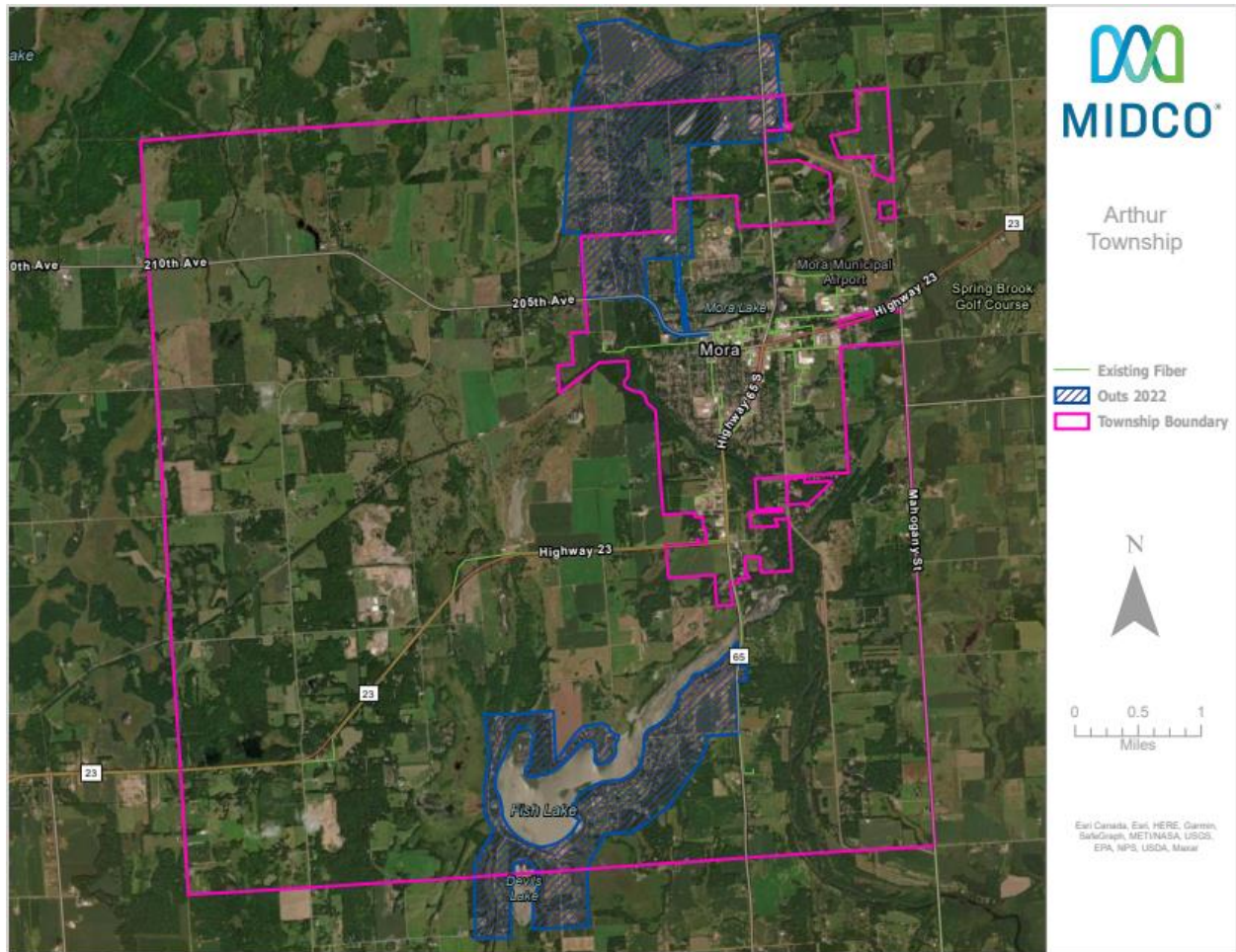
The Midco Network delivers unsurpassed scalability, reliability, resiliency and redundancy. We own, operate and maintain 11,600 miles of core network fiber in five states – with capacity expandable to 8 terabits per second. We grow the network through new builds, network expansions and acquisitions – and regularly make enhancements for growing bandwidth. Midco has constructed broadband grant projects in Minnesota, South Dakota and Wisconsin, all on time and within budget.

Residential and business customers stay with Midco as we strive to provide good value and excellent customer service. Conservatively, we estimated a 45% take rate will produce an acceptable return for this project.

Midco's roots are firmly planted in the Midwest. Our more than 1,700 team members live by our values and mission: to be the best communications company in the country for our customers, employees, stakeholders and communities. In Sherburne County, Midco services will be installed by a seasoned technical field staff. For residential customers, we offer flexible appointments in 15-minute windows. We pride ourselves on being on time 97% of the time. We're dedicated to listening to our customers. J.D. Power recognized Midco with the highest-ranking award for Customer Satisfaction for Residential Internet Service in the West Region. Learn more at [Midco.com/JDPower](https://www.midco.com/JDPower).¹

Midco provides 24/7 support via phone, our robust self-help website and tutorials. We offer contact options through live, secure chat and social media. Our Sioux Falls office houses the Midco Network Operations Center (NOC), where we monitor the network 24/7 and work proactively with regional engineering staff on our network health program. We monitor all physical and logical elements of our network. We also monitor all facilities and elements for potential environmental issues, such as loss of commercial power or thermal irregularities which could disrupt services.

¹For J.D. Power 2021 award information, visit [JDPower.com/Awards](https://www.jdpower.com/Awards).





Savage Communications Inc
115 Tobies Mill Place, PO Box 810
Hinckley, MN 55037

Kanabec County Broadband Network Deployment Request for Information

Northern Kanabec County Project Area



1. Descriptions of potential broadband projects of interest to the company. These projects should be scoped to provide last-mile broadband service to unserved and underserved communities within a municipality, rural region, or service area within Kanabec County. It is strongly encouraged that projects focus on the worst-served areas of the county; for reference, Figure 2 below demonstrates the speed test survey results to guide a better understanding of service needs. Please note:

SCI has interest in building fiber to the home in Northern Kanabec County including the townships of Hay Brook, Ford, Kroschel, Hillman, Peace and Pomroy.

a. if you already provide service nearby (including if you have middle-mile access for the project or if that is part of the project costs)

We currently provide service to the East, North and West of the interested project areas. We have middle mile infrastructure in place along HWY 47 (Mille Lacs County), Hwy 18 (Aitkin County) and Grindstone Lake Road (Pine County) which we would provide connectivity to the last mile.

b. details of the infrastructure (technology) you are proposing

Fiber to the Home (GPON) with Symmetrical speeds up to 1Gig.

c. the service options that would be offered as the result of the project

Service options include High Speed Internet, Digital Telephone Service and Cable TV. SCI offers multiple speed and pricing options with our High Speed Internet service.

d. operational details such as who will operate and maintain the network

SCI Has 40 years of Experience as a MSO (Multi System Operator) maintaining and operating communications infrastructure. SCI would plan to operate and maintain these systems as they are adjacent to existing infrastructure.

e. availability of pricing plans for eligible low-income households

SCI is a provider that currently participates in the Federal EBB program and plans to do so in the future and would consider participating in other programs that may become available.

2. If County funds are being requested, how much and how are those funds calculated as needed in the project. The County has not decided if it can contribute funds or how much. It is hoped this RFI will help the County make those decisions

This is to be determined as we are still waiting for the final Border to Border Grant rules to be announced. Historically the Match is 50%, and because of the low density in the potential project area, SCI is estimating a 50% boarder to Border Grant, 30% from the county funding and 20% private equity.

3. If the respondent is pursuing State or Federal grants, the County would like to know what financial or other support from the County the respondent would request for those grants See above item #2.

4. If the respondent is seeking County funds, does the respondent anticipate the County having any ownership or use in the infrastructure deployed?

No

5. Respondent qualifications, such as previous experience with similar projects and staff qualifications. Identify other networks your organization has designed, built, maintained, or operated; include the levels of broadband speed, availability, and adoption among different categories of end-users and unique capabilities or attributes. Discuss other partnerships with other service providers, government, or nonprofit entities you have undertaken. Explain how your firm is a suitable partner for this project. Experience with communities like Kanabec County is not a requirement but will be viewed positively.

Savage Communications Inc. (SCI) is a privately held multiple systems operator (MSO) that services over 40 communities throughout east central and northern Minnesota since 1984. SCI has invested millions of dollars in broadband infrastructure and as a result SCI provides a wide range of services including Digital Cable TV with High Definition, High Speed Internet Services (DOCSIS 3.1) with speeds up to 1Gig, Residential phone, Business phone service offerings with both Hosted PBX and SIP technologies, Ethernet Transport Services and Fiber to the Business in all serviced communities with speeds available up to 10Gig.

SCI owns and manages over 800 miles of fiber optic and over 700 miles of Hybrid Fiber Coaxial (HFC) network throughout its footprint. SCI's fiber network has allowed the ability to offer businesses, school districts, hospitals, medical clinics and government buildings networking speeds that exceed traditional Internet options and provide the foundation to implement all multimedia applications.

SCI has been active and been awarded grant projects including Community Grants, County Grants, multiple Minnesota DEED Broder to Border Grants and FCC RDOF Grants which was recently fully funded.

Key management with SCI includes Ron Savage, President/CEO; Mike Danielson, Vice President and Operations Manager; and Scott Savage, Vice President and Business Development Manager. SCI's key management team has a combined experience of over 100 years.

Funding Opportunities

Introduction

The ability to leverage Federal, state, and regional grants and programs can substantially facilitate the cost of a network buildout. In recognizing the need for broadband support, Federal and state governments provide funding in areas recognized as unserved or underserved based on public data on broadband availability and speeds in different regions across the country. Historically, this data has been criticized as poorly prepared, marginally reliable, and overly generalized. As a result, a community like those in Kanabec County may be considered as adequately covered and served by broadband providers, whereas residents may actively experience a lack of sufficient or affordable service. Within the context of these considerations, this section provides an overview of sources of funding that could help offset infrastructure and operational costs.

Fortunately, we are at the cusp of a generational investment in broadband infrastructure. The Federal government and state legislatures across the country have recognized the need for broadband funding support. Numerous Federal and state programs are currently either being rolled out or are in various stages of legislative consideration. The Federal Communications Commission (FCC) and Congress have approved several channels of funding. These grants and other funding options can have significant positive impact on the scope, feasibility and options of the broadband project. The availability of these sources to offset infrastructure and/or operational costs for a broadband project in Kanabec County depends on several factors:

- The scope of the project matches intended grant recipient profile
- The timeline for funding application and disbursement matches the anticipated schedule for the project
- Ensuring the completion of all conditions and goals of the grant
- Attaining the matching investment capital required by some grants

In addition, alternative funding sources that could help offset infrastructure and operational costs. It is also important to maintain awareness of other funding sources. It is not uncommon for an agency (regional, State or Federal) to have targeted programs that can provide funding for broadband projects. These can range from utility-related topics to community betterment to citizen specific needs to business attraction or retention, block grants, etc.

Kanabec County may be potentially eligible to benefit from broadband project financing available from several sources, including Federal and state broadband grant funding for eligible unserved and underserved areas, direct financing through bonds, debt financing through bank loans, and private investment and partnerships.

State Programs

Established in 2014 through Minn. Stat. 116J.395, the Border-to-Border Broadband Development Grant Program (<https://mn.gov/deed/programs-services/broadband/grant-program/>) is the primary source of funding for broadband projects in the state. In 2022 and 2023, they expect to allocate \$70 million received from the Capital Projects Fund (for more, see Federal Grants and Loans section) in two biannual phases of \$35 million dollars, the first potentially released in April or May of 2022.

Minnesota Border-to-Border Broadband Development Grant Program

2020 Project Awards

mn EMPLOYMENT AND
ECONOMIC DEVELOPMENT
OFFICE OF BROADBAND DEVELOPMENT

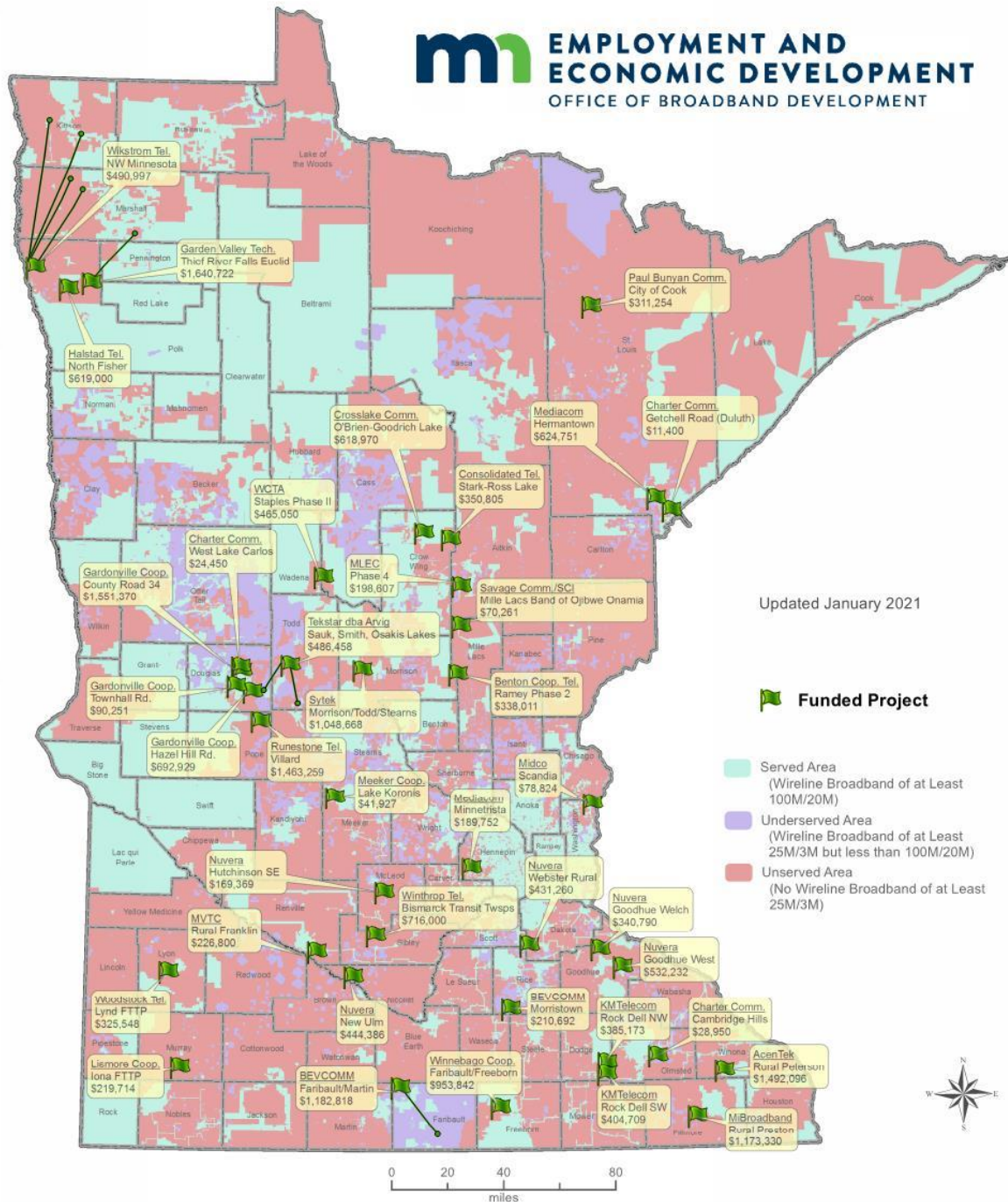


Figure 7: State of Minnesota Border to Border Project Grants in 2020

Federal Grants and Loans

The Federal government, through the FCC, USDA, and other Federal agencies, provide funding for broadband programs around the country.

The FCC, as mandated by the 1996 Telecom Act, implements universal service policies through the Universal Service Fund that is comprised of four programs: Connect America Fund, E-Rate, and Rural Health Care, and Lifeline (supplying mobile devices to qualified low-income households – not included as relevant to this document). As an extension of the Connect America Fund Phase II Auction, the FCC also recently adopted the Rural Digital Opportunity Fund (RDOF) to serve rural homes and businesses and close the digital divide.

The impact of the Coronavirus has created a new and heightened awareness of the importance of broadband not only for entertainment, but for critical services like K-12 and higher education and telemedicine for the sick and elderly. Communities have begun to realize how crucial connectivity is for providing services in a new, post-pandemic normal through remote services. All of these are reflected in upcoming Federal infrastructure spending authorized by Congress and the President.

American Rescue Plan Act of 2021 (ARPA)

The American Rescue Plan set apart \$10 billion for a Capital Projects Fund that improve infrastructure for public services in the Capital Projects Grant. The amount of funding allocated to Minnesota is \$180,702,620 (<https://home.treasury.gov/system/files/136/Allocations-States.pdf>) as calculated based on the estimated number of unserved and underserved areas in the state.

A. Capital Projects Fund

According to the Treasury, eligible projects must meet all of the following criteria:

- The capital project invests in capital assets designed to directly enable work, education, and health monitoring.
- The capital project is designed to address a critical need that resulted from or was made apparent or exacerbated by the COVID-19 public health emergency.
- The capital project is designed to address a critical need of the community to be served by it.

Explicitly outlined projects that meet these eligibility criteria include:

- Broadband Infrastructure Projects: the construction and deployment of broadband infrastructure designed to deliver service that reliably meets or exceeds symmetrical speeds of 100Mbps so that communities have future-proof infrastructure to serve their long-term needs.
- Digital Connectivity Technology Projects: the purchase or installation of devices and equipment, such as laptops, tablets, desktop personal computers, and public Wi-Fi equipment, to facilitate broadband internet access for communities where affordability is a barrier to broadband adoption and use.
- Multi-Purpose Community Facility Projects: the construction or improvement of buildings designed to jointly and directly enable work, education, and health monitoring located in communities with critical need for the project.

Unserved and underserves households or businesses are those that are not currently or reliably served by a wireline connection of at least 25 Mbps down and 3 Mbps up. After completion of the project, the service must reliable (reliably means services that consistently meet the threshold of 25/3) meet

or exceed a symmetrical speed of 100 Mbps down and up. In cases where that service requirement is not practicable, it must still meet 100 Mbps down, but can be between 20 and 100 Mbps up.

On June 17, 2021, the Treasury further clarified that eligibility for an area is not limited to those that only have unserved or underserved households or businesses, but that sometimes those areas can also be included in the project if the larger area will facilitate economic feasibility and sustainability of the network. Similarly, ARPA funds can fund middle-mile service as long as it is for the goal of supporting last-mile customer service. Guidelines for state governments were published in September 2021, and are available at the following link: <https://home.treasury.gov/system/files/136/Capital-Projects-Fund-Guidance-States-Territories-and-Freely-Associated-States.pdf>.

The timeline for these projects begins with states, territories, and tribal governments applying for the Fund within the following deadlines:

Type	Application Portal Launch Date	Deadline to Request Funding	Deadline to Submit Grant Plan
States, Territories & Freely Associated States	September 24, 2021	December 27, 2021	September 24, 2022

It further clarified that sources of data to identify eligible areas can be varied, not simply the FCC map, the new NTIA map, or state broadband maps, but also speed tests, interviews, and any other sources of information that can demonstrate the speeds and reliability of service witnessed in the community.

In addition, the Treasury categorically excluded DSL or DOCSIS 2.0 cable service from counting towards the speeds in an area. Even if those services provide the 25/3 service, are a sufficiently aging, obsolete, and unreliable technology to warrant upgrades.

For further information on the guidelines for states, see: <https://home.treasury.gov/system/files/136/Capital-Projects-Fund-Guidance-States-Territories-and-Freely-Associated-States.pdf>

H.R. 3684 Infrastructure Act

Passed by the Senate on August 10th, 2021, the infrastructure bill contains \$65 billion dollars for broadband, of which \$42.45 billion is for the Broadband Equity, Access & Deployment (BEAD) Program. Oregon is expected to get at least \$100 million as well as any more funding deemed as needed for specific projects. The bill defines broadband service as 100 Mbps downlink and 20 Mbps uplink. The BEAD funding is administered by the NTIA and directed to states which will work with municipalities to administer the investment funding.

The bill also earmarks \$2.75 billion for states to develop plans for low-income and disadvantaged communities to maintain internet connectivity. Another \$1 billion is allocated to enabling the build out of middle mile infrastructure to offset the cost of last mile deployment and connect anchor institutions. The bill also allocates \$600 million to help communities find ways to finance new broadband projects.

A. Emergency Broadband Benefit (EBB) Extension

Another \$14 billion of the Infrastructure Bill will go to the Emergency Connectivity Fund, which will continue the Emergency Broadband Benefit Program initially passed as part of the December 2020 Covid-19 Relief package after the appropriations are expended. This Federal program just authorized over \$3B to help low-income families offset costs of broadband connectivity. The money is paid directly to providers for every low-income family to apply and qualify for the subsidy,

and customers receive a lower bill. The Emergency Connectivity Fund program contained in the new Infrastructure Bill will continue these subsidies at a lower rate after appropriations have been expended.

- The program will contribute \$30 dollars a month (lower than the \$50 a month under the EBB) towards an internet service plan for qualifying households.
- Or receive \$100 for a device
- Eligibility guidelines are geared towards those who are currently in Federal assistance programs (135% Fed. Poverty Guidelines)

Federal Communications Commission (FCC) Programs

A. FCC RDOF

The RDOF program was established in 2019 to allocate 20.4 billion dollars over 10 years for broadband funding (based on its processor's Connect America Fund "CAF" Phase 2 auction framework) has previously allocated 9.2 billion for Phase 1 in the summer of 2020. It is expected to authorize an addition \$313 million in funding by summer 2022.

In Kanabec County, LTD Broadband has won the bid for the majority of the available RDOF grant funding eligible areas. They are in the process of engineering design for these deployments in the next few years.

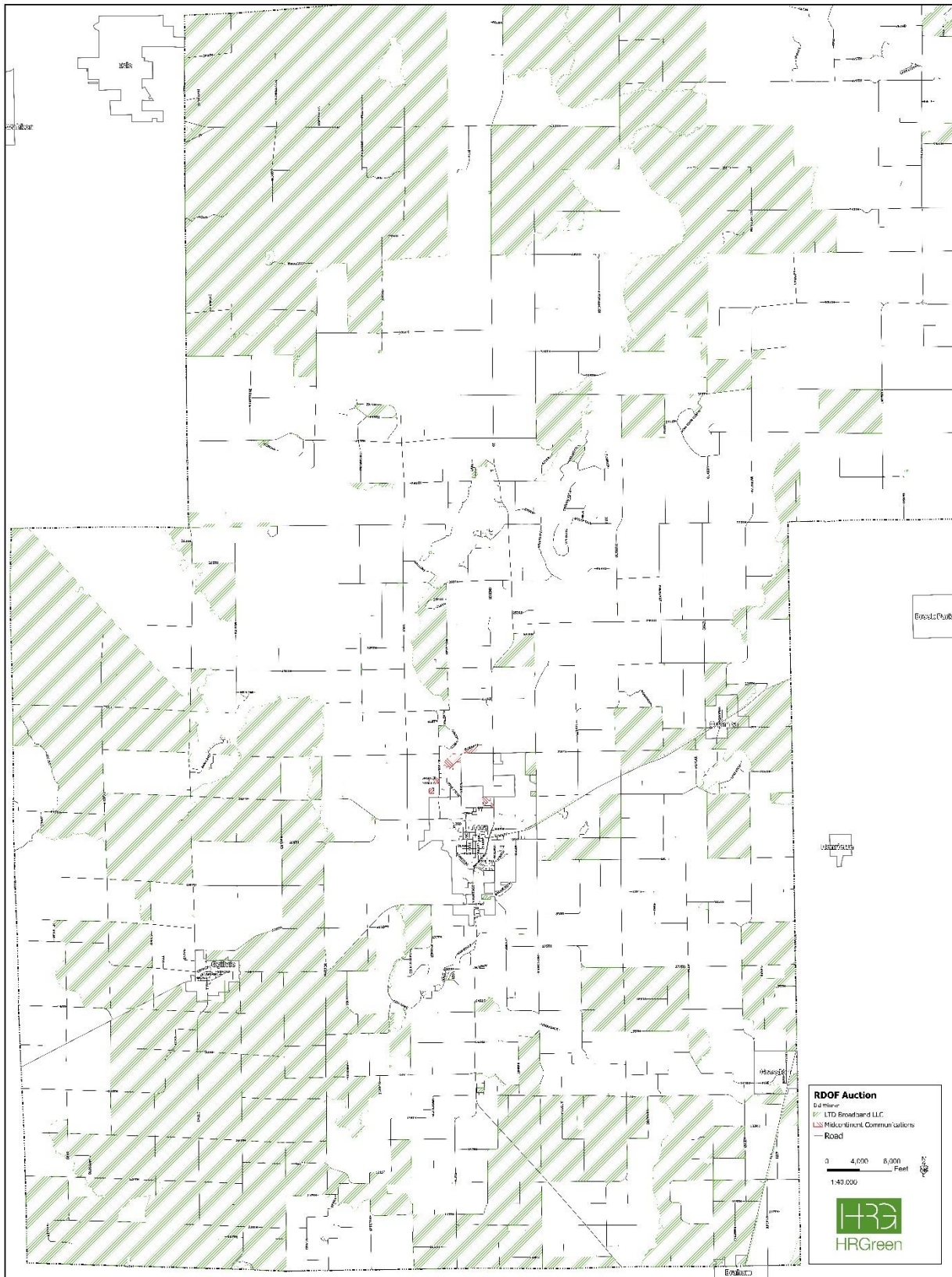


Figure 8: RDOF Grant Winners; LTD Broadband Expected to Build Across the County

B. FCC Connect America Fund (CAF)

The FCC conducted a Connect America Fund Phase II auction throughout 2018 and 2019. In their press release in August 2019, they stated:

“In total, the auction last year allocated \$1.488 billion in support to expand broadband to more than 700,000 unserved rural homes and small businesses over the next 10 years. The FCC has already authorized three waves of funding in May, June, and July. Today’s action brings total authorized funding to over \$924 million, expanding connectivity to 342,097 homes and businesses; additional rounds will be authorized in the coming months.”

There will be specific guidelines for the awarded providers. They will be required to provide annual progress reports. They will be required to offer service to 40 percent of their awarded areas by the third year. Also, they will be required to add an additional 20 percent each year, serving 100 percent of the supported locations in their accepted area by the end of year six. If carriers do not deploy infrastructure to 100 percent of the locations within a block, but deploy to 95 percent of the locations for which they were awarded statewide, the carrier will be required to refund 50 percent of the support it received for the total number of unserved locations. This information (and any updates) can be found on the CAF II website: <https://www.fcc.gov/connect-america-fund-phase-ii-auction-auction-903>.

C. E-Rate

The Federal Communications Commission (FCC) established E-Rate to provide schools, libraries and universities with discounts of 20-90% off of the costs of telecommunications, internet networks and ongoing expenses. E-Rate is administered through the Universal Service Administrative Company (USAC) with oversight provided by the FCC.

The specific dates that determine when schools and libraries can apply for funding can change slightly from year to year but follows a mid-winter to Spring pattern. Once the application process ends in the Spring, the funding year begins for those applications.

There is a specific ID a school or library must get, then specific forms to fill out to apply. And there are competitive bid requirements (there must be an RFP and it must be open for 28 days) to be eligible for the funding. And there are different options for how this will be paid to the institution and to the vendor. Also, there are documentation requirements that need to be understood and followed.

The level of E-rate funding for schools and public libraries is based on the number of students who participate in the free or reduced cost school lunch program at all the public K-12 schools in the County. Schools and libraries might be an important part of funding strategies for infrastructure. Excess capacity can be added to these networks at substantially less cost than an independent build. If this is something that the County would like to pursue, HR Green can help walk you through the specific timeline and steps to be taken.

The County public libraries located within Kanabec County utilize the E-Rate program. Again, the level of funding for the libraries is based on the number of students who participate in the free or reduced cost school lunch program at all the public K-12 schools in the County.

Information about the E-Rate program can be found on the USAC website: <https://www.usac.org/e-rate/>

D. Healthcare Connect Fund

This fund was also created by the FCC and is administered by the Universal Service Administrative Company (USAC). It was created to give Health Care Providers (HCP) the ability to have broadband services that meet health care's capacity needs. It particularly encourages the formation of state and regional networks.

HCPs can apply individually or in a consortium. Funded applicants receive a 65% subsidy on all eligible broadband equipment and services. These dollars can be used for construction of networks. The intent of the funds is predominantly for rural healthcare providers. Urban facilities can be included as long as they are in a consortium that includes at least 51 percent rural providers. If there are health care providers who could be part of a holistic strategy, this fund could be an important component of connectivity. As with E-rate, excess capacity can be added to these projects at significant savings.

More information about the HCF can be found on USAC's website at: <http://www.usac.org/rhc/healthcare-connect/default.aspx>

United States Department of Agriculture (USDA) Programs

A. USDA ReConnect

The ReConnect program, run by the United States Department of Agriculture (USDA). The program seeks to facilitate rural broadband not meeting the FCC definition of broadband. The Rural Utility Services (RUS) within USDA has been an important part of the development of utility infrastructure in the United States. They offer low interest loans for telecommunications based on the treasury rate. These rates change regularly, so it is important to check with RUS to get the most current rate. They also offer low interest loans for telecommunications used in electric utilities (of which the excess capacity can be used for other broadband services). RUS offers grants, loans and combination of the two. RUS Programs include the ReConnect Program, the Telecommunications Infrastructure Loan Program, the Rural Broadband Access Loan, Community Connect Grants, and Distance Learning and Telemedicine Grants.

The latest round of the program, where applications were due in March 2022, made \$200 million available for loans, \$250 million for loan and grant combinations, \$350 million in grants with a 25% matching requirement, and \$350 million in grants with no matching requirements. USDA plans on making an additional \$2 billion in rural broadband funding available with allocations from the Infrastructure Act.

In the past, the first round of the ReConnect Pilot Program invested \$744 million since October 2019. In the second round, the application window for which closed on April 15, 2020, 172 applications were filed requesting \$1.57 billion. The program is composed of three application types:

- **LOAN:** The loan program can allocate a maximum of \$50 million with a fixed 2% interest rate. There is \$200 million available nationwide.
- **COMBO:** interest rate fixed by the Treasury. There is \$100 million in loan funding and \$100 million in grant funding available.
- **GRANT:** maximum award is \$25 million and requires a 25% match. There is \$200 million available nationwide.

B. The Telecommunications Infrastructure Loan Program

This program provides financing for the construction, maintenance, improvement and expansion of telephone service and broadband in rural areas. Most entities that provide telecommunications in qualified rural areas including:

- State and local governmental entities
- Federally Recognized Tribes
- Non-profits, including Cooperatives, and limited dividend or mutual associations
- For-profit businesses (must be a corporation or limited liability company)

Areas that are eligible to apply include rural areas and cities with a population of 5,000 or less and areas without telecommunications facilities or areas where the applicant is the recognized telecommunications provider. The above information is available on the RUS website for this program: <https://www.rd.usda.gov/programs-services/telecommunications-infrastructure-loans-loan-guarantees>

C. Rural Broadband Access Loan

Stated purpose: The Rural Broadband Access Loan and Loan Guarantee Program (Broadband Program) furnishes loans and loan guarantees to provide funds for the costs of construction, improvement, or acquisition of facilities and equipment needed to provide service at the broadband lending speed in eligible rural areas. To be eligible for a broadband loan, an applicant may be either a non-profit or for-profit organization, and must take one of the following forms:

- Corporation;
- Limited liability company (LLC);
- Cooperative or mutual organization
- A state or local unit of government
- Indian tribe or tribal organization
- Individuals and Partnerships are not Eligible.

Areas that are eligible to apply:

- Proposed funded service areas must be completely contained within a rural area or composed of multiple rural areas, as defined in 7 CFR 1738
- At least 15 percent of the households in the proposed funded service area are unserved,
- No part of the proposed funded service area has three or more “incumbent service providers.”
- No part of the proposed funded service area overlaps with the service area of current RUS borrowers or the service areas of grantees that were funded by RUS
- Communities where USDA Rural Utilities Service has previously provided funding for construction of broadband infrastructure may not be eligible.

The above information is available on the RUS website for this program: <https://www.rd.usda.gov/programs-services/rural-broadband-access-loan-and-loan-guarantee>

D. Community Connect Grants

The stated purpose of this program is to help fund broadband deployment into rural communities where it is not yet economically viable for private sector providers to deliver service. Grants are specifically targeted to local and tribal governments for very low-income rural communities (under

20,000 residents) with completely unserved and very low-income populations. Rural areas that lack any existing broadband speed of at least 10 Mbps downstream and 1 Mbps upstream are eligible. Within the area, 15% must be unserved and there cannot be three or more current providers. Because they are funding rural utilities, the municipal population must be less than 20,000 and not adjacent to a City of over 50,000.

The recipients must provide at least 4 Mbps Down/1 Mbps Up with free service to all households and community institutions for two years to a community center. One key with this grant is that the service area does not have to be uniform, but any areas that will be served must be contiguous.

With interest rates being as low as they are currently, if broadband construction is part of the adopted strategy, there should be an analysis of available loan providers and their interest rates. If RUS rates are not at least a point lower (and possibly more than that), then the filing and ongoing requirements might not be worth the difference in rate. Depending on the application requirements, RUS has typically taken 12 to 18 months to approve loans.

Depending on the strategy that the County pursues, if it includes building telecommunications infrastructure, RUS should be considered. The above information is available on the RUS website for this program: <https://www.rd.usda.gov/programs-services/community-connect-grants>

E. Distance Learning and Telemedicine Grants

The program helps rural communities become remotely connected to teachers and medical service providers. This program is particularly important during the time of the pandemic and has been provided an additional \$25 million through the CARES Act. Relatedly, there are other funds made available by the CARES Act specifically for telehealth (\$200m to FCC, \$180m to HHS, and \$2.15b to the VA). Kanabec County may potentially leverage this funding to extend the residential broadband network to its hospitals and other medical institutions. In addition, \$13.5b was made available in Education Stabilization Funding to invest in technology supporting distance education, making school districts another eligible anchor tenant with potential support for expansion of the municipal broadband network.

For more information, please visit the program page at <https://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants>.

Economic Development Administration

Within the United States Department of Commerce is the Economic Development Administration, which oversees Economic Development Assistance grants. Information about these grants can be found on the EDA website: <https://www.eda.gov/programs/eda-programs/>

Typically, these grants have been based on job creation. There are different categories of grants, but they all focus on how many jobs can be created. Broadband does appear to be fundable infrastructure, although there have not been a lot of broadband projects funded. Having said that, with broadband infrastructure being eligible and some projects have been funded, it should be considered.

The key questions seem to be: how many jobs can be created and how will this project directly impact that job creation?

The EDA recommends contacting one of their regional Economic Development Representatives (EDR) to discuss projects and to have them review grant applications before they are submitted. If this is a grant that could apply to your strategy, we would strongly recommend that, too. Their typical timetable to submit applications is that they will receive applications at any time – although that is subject to available funds from year to year.

Housing and Urban Development (HUD)

HUD administers the Community Development Block Grant Program (CDBG). It was established to help communities address various community development needs. Based on a national formula relying primarily on census data, CDBG provides annual grants to more than 1,200 local and state governmental entities. Although CDBG grants have been utilized very little for broadband programs, HUD has confirmed that broadband programs can be eligible for CDBG dollars.

There are two main categories of grant eligibility: Entitlement and non-entitlement. Entitlement grants are awarded to larger cities and urban counties (greater than 50,000). Non-entitlement areas are for smaller cities and administered by states. Also, there are Section 108 loan funds which could be available. Grants can be used as security for Section 108 loans, leveraging the grant dollars for more impact. Non-entitlement areas can also use their grants in this way, but since they are administered by the State, the State would have to agree to leverage those funds.

Information about the CDBG program can be found on the HUD website: https://www.hud.gov/program_offices/comm_planning/communitydevelopment

Bond and Loan Financing

Additional sources of potential funding include municipal bonds such as general obligation bonds, and revenue bonds, as well as bank loans or private investment financing.

Kanabec County has the options of issuing general obligation bonds or revenue bonds. General obligation bonds are guaranteed repayment by issuers by any means necessary, including increased taxes. Revenue bonds are repaid using the revenues from the bonds that the project facilitated in funding. Repayment is not guaranteed if the project potentially does not collect enough in revenue to pay back investors. These types of municipal bonds are not subject to income tax at the state or Federal level if the investor is a resident of the state, although not all of Iowa's municipal bonds are tax free.

Often, the investor may be a local bank, mutual fund brokerage, or other type of financial institution. Kanabec County can also pursue infrastructure project-based bank loans and private investment. The terms and conditions of these loans can vary based on continuous changes in state banking laws. It is recommended that these loans are combined with state grant and tax abatement programs to the maximum extent possible.

Attachment A: Blandin “Up to Speed” Broadband Survey Results Report



Blandin “Up to Speed” Broadband Survey Results
By Benjamin Winchester
University of Minnesota
Extension Center for Community Vitality
July 7, 2021

The broadband survey was administered between April and June. Residents of Aitkin, Kanabec, and Pine County – as well as the Mille Lacs Band Tribal Economy region – were invited to complete the survey. A total of 2,621 surveys were submitted, of which 2,369 (90%) reported living within the survey region. The following tables will examine overall results which includes responses from those with a region-identified address, as well as 252 responses from those without a verifiable address. It is believed that many respondents with second homes in the region responded to the address questions with their primary residence (for example, in St. Paul), rather than their secondary address in the region.

The Mille Lacs Tribal Economy encompasses the three districts of the Mille Lacs Band of Ojibwe territory within Mille Lacs, Pine and Aitkin Counties. The Tribal Economy includes six specific Census tracts (9504, 9505, 7704, 9703, 9701 and 9702). A map of this area can be found in the Appendix. Mille Lacs Corporate Ventures aims to improve the economic vitality within this area for all residents, both Band members and non-members alike. Since the Mille Lacs Tribal Economy has coverage within all other counties, the summative totals of these individual areas will not match “all respondents” throughout this report.

Table 1: Survey responses by survey area.

County	Surveys Completed	Avg. Household Size	Estimated Population in Survey Sample
Aitkin County	692	2.02	1,398
Kanabec County	887	2.45	2,173
Pine County	610	2.57	1,568
Mille Lacs Tribal Economy	387	*	
No verifiable address	252		

* 2019 estimates not available for this small unit of geography.

Table 2: Is anyone in your household a member of the Mille Lacs Band of Ojibwe?

	Count	Percent
Yes	167	7%

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No	2,409	94%
Total	2,576	

Table 3: I am completing this survey at...

	Count	Percent
Home	1,939	79%
Work	358	15%
Other	170	7%
Total	2,467	

Most open-ended responses here were related to a cabin or seasonal property. Others indicated public wifi, relatives house, a home in the Twin Cities.

Table 4: Respondents with Internet Service by Survey Area (n / %)

	I do not have Internet Service at my home.	I have Internet Service (excluding cellular phone or hotspot) at my home.	I have only cellular Internet at my home.
Aitkin County	57 / 8%	481 / 70%	154 / 22%
Kanabec County	37 / 4%	688 / 78%	162 / 18%
Pine County	42 / 7%	452 / 74%	116 / 19%
Mille Lacs Tribal Economy	23 / 6%	295 / 76%	69 / 18%
All respondents	162 / 6%	1960 / 75%	499 / 19%

Table 5: Respondents indicating they have 1) only cellular internet or 2) do not have internet.

	Count	Percent
Aitkin County	211	30%
Kanabec County	199	22%
Pine County	158	26%
Mille Lacs Tribal Economy	92	24%
All respondents	661	25%

For respondents that indicated they have either 1) only cellular internet or 2) do not have Internet Service, they were asked the following questions. (TABLE 6-10)

Table 6: Does at least one member of the household:

	Work at home (full or part time)	Operate a home business	Attend school online (full or part time)
Aitkin County	90 / 43%	25 / 12%	41 / 19%
Kanabec County	73 / 37%	40 / 20%	54 / 27%

Pine County	60 / 38%	23 / 15%	30 / 19%
Mille Lacs Tribal Economy	38 / 41%	11 / 12%	19 / 21%
All respondents	252 / 38%	94 / 14%	143 / 22%

Table 7: Please tell us why you do not have fixed Internet access as your home.

	No services are offered at my location	The price is too high	Other
Aitkin County	92 / 44%	27 / 13%	56
Kanabec County	86 / 43%	36 / 18%	42
Pine County	68 / 44%	24 / 15%	32
Mille Lacs Tribal Economy	31 / 45%	24 / 35%	14
All respondents	268 / 41%	115 / 17%	142

Do not need or want: 2 responses

Open-ended responses can be found in Appendix B

Table 8: What is the maximum monthly price you would be willing to pay for 100 Mbps service (high-speed upload and download internet)?

	Count	Percent
Less than \$25	36	8%
\$26-50	158	35%
\$51-\$75	163	36%
\$76-100	66	15%
\$101+	23	5%
I would not subscribe	5	1%
Total	451	

Table 9: If you had internet access at this location, would you use it for: (check all that apply)?

	Count
Education (K12 - higher education)	235
Earn income (work or business)	322
Communication (email, video calls, social media)	485
Entertainment (video or music streaming, gaming)	456
Access government information	211
Cloud-based services (Dropbox, iCloud, etc.)	208
Other	32

Other open-ended responses:

- Banking etc
- Contact with my new granddaughter
- Continuing Education

- Family members would use for work and school
- For the video surveillance system I plan on buying. I have Alexa products I would like to set up. My PS5
- general surfing and googling
- Health, library
- Home security
- If build a home would use for all but income
- Information
- Need for watching farming animals during work hours
- Ongoing education
- order online-shopping
- Pay bills
- personal banking/billpay
- Security
- Security
- security system
- Streaming
- Thermostat
- To be able to work from home
- volunteer work
- Work
- Work from home when needed

Table 10: In your opinion, are there sufficient Internet service provider choices available to you at your location (choose one)?

	Count	Percent
No	476	97%
Yes	17	3%
Total	493	100%

This is the end of the special bank of questions to respondents that indicated they have either 1) only cellular internet or 2) do not have Internet Service

Table 11: How many working computers, tablets and/or iPads do you have?

	Count	Percent
0-2	457	29%
3-4	626	40%
5+	470	30%

Table 12: How many other devices other than cell phones (TVs, gaming consoles, smart home, medical) in your home are connected to the Internet?

	Count	Percent
0-1	285	18%
2-3	546	35%
4-5	410	27%
6+	303	20%

Table 13: Who is your Internet provider? (choose all that apply)

Provider	Count
Access Communications	4
AirFiber	0
CenturyLink	774
Charter Spectrum	39
CTC	8
Emily Cooperative Telephone	0
Frontier	204
Genesis Wireless	40
Johnson Telephone	1
Mediacom	7
Midco	126
Mille Lacs Energy	33
SCI	91
Starwire Technologies	5
Windstream	1
Cellular/mobile phone data plan	51
Satellite (HughesNet, Viasat)	152
Satellite (Starlink)	20
Other	29

Table 14: To the best of your knowledge, what speed does your Internet service provider promise you?

	Count	Percent
Less than 10 Mbps	347	33%
Between 10 and 25 Mbps	408	38%
Between 26 and 100 Mbps	248	23%
Between 101 and 1 Gbps (Gig)	64	6%
Total	1,067	100%

Table 15: Overall – considering performance, cost, and any other factors – how satisfied are you with this Internet service?

	Affordability	Speed	Reliability
Extremely dissatisfied	19%	19%	19%
Somewhat dissatisfied	27%	27%	27%
Neither satisfied nor dissatisfied	19%	19%	19%
Somewhat satisfied	25%	26%	25%
Extremely satisfied	10%	10%	10%

The following tables show the percent of respondents indicating they are Dissatisfied (Extremely or Somewhat) and Satisfied (Extremely or Somewhat) for the providers having 20 responses or more. Note, open-ended responses were cleaned to identify the appropriate provider. For example, many listed AT&T yet did not select “Cellular/Mobile Phone Data Plan”. For reference, “Satellite (Hughes, Viasat)” also includes DISH Network and Excede.

Table 16: Affordability Satisfaction by Provider

	Count	Percent Dissatisfied	Percent Satisfied
CenturyLink	774	40%	38%
Charter Spectrum	39	56%	28%
Frontier	204	61%	21%
Genesis Wireless	40	55%	33%
Midco	126	35%	46%
Mille Lacs Energy	33	39%	45%
SCI	91	37%	49%
Cellular/mobile phone data plan	51	35%	53%
Satellite (HughesNet, Viasat)	152	78%	10%
Satellite (Starlink)	20	25%	60%
Other	29	48%	38%

Table 17: Speed Satisfaction by Provider

	Count	Percent Dissatisfied	Percent Satisfied
CenturyLink	774	22%	68%
Charter Spectrum	39	15%	31%
Frontier	204	18%	79%
Genesis Wireless	40	13%	65%
Midco	126	19%	26%
Mille Lacs Energy	33	15%	45%
SCI	91	12%	24%
Cellular/mobile phone data plan	51	14%	64%
Satellite (HughesNet, Viasat)	152	10%	83%

Satellite (Starlink)	20	10%	10%
Other	29	16%	62%

Table 18: Reliability Satisfaction by Provider

	Count	Percent Dissatisfied	Percent Satisfied
CenturyLink	774	22%	9%
Charter Spectrum	39	54%	15%
Frontier	204	13%	5%
Genesis Wireless	40	20%	15%
Midco	126	58%	13%
Mille Lacs Energy	33	42%	9%
SCI	91	63%	9%
Cellular/mobile phone data plan	51	29%	7%
Satellite (HughesNet, Viasat)	152	11%	5%
Satellite (Starlink)	20	75%	10%
Other	29	30%	6%

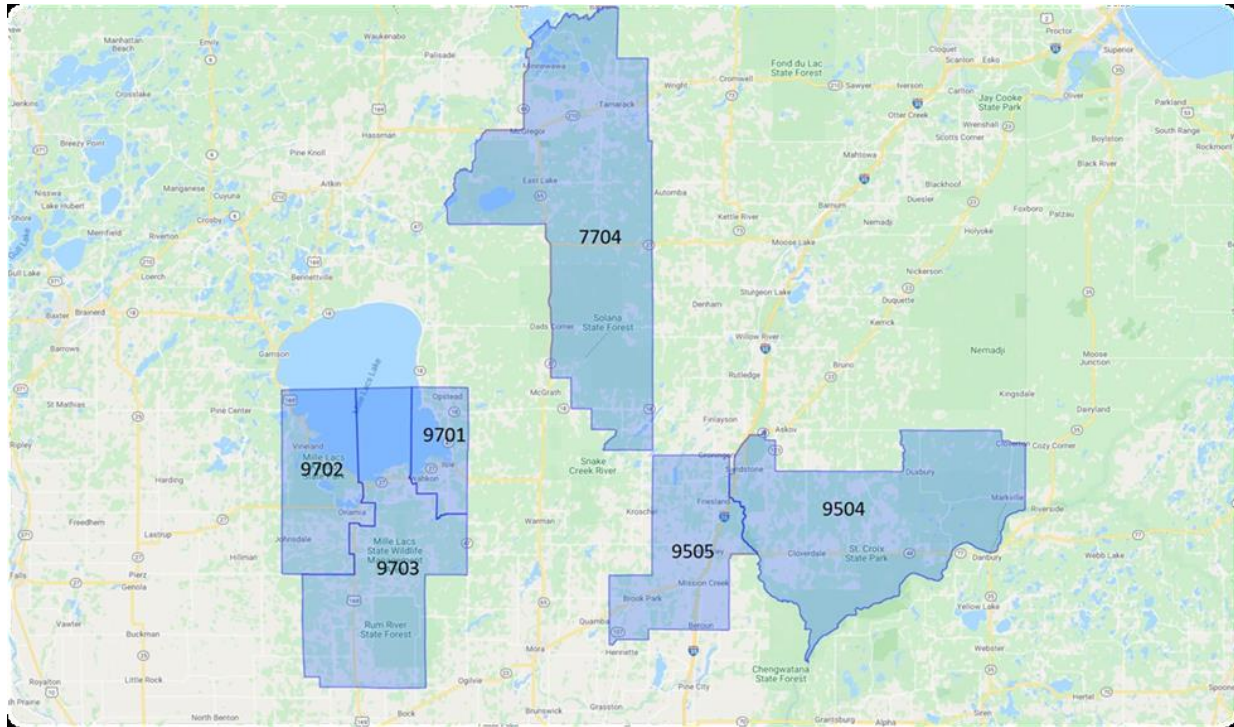
Table 19: Satisfaction by Community

	Affordability % Satisfied	Speed % Satisfied	Reliability % Satisfied
Aitkin County	43%	28%	35%
Kanabec County	44%	30%	35%
Pine County	40%	32%	39%
Mille Lacs Tribal Economy	44%	33%	41%
Mille Lacs Band Members	35%	35%	37%

Note this table also includes a row showing statistics from respondents that indicated they were members of the Mille Lacs Band of Ojibwe reported in Table 2. The Band member can be residing across the survey region.

The last question asked respondents to “Tell us your broadband story.” These responses are lengthy and can be found in a separate report. A reflection upon this survey process, and analysis, are in the Survey Administration Notes, Appendix C.

APPENDIX A – Map of Mille Lacs Tribal Economy census tracts



APPENDIX B – Open-Ended Location Responses from Table 7

Question: Please tell us why you do not have fixed Internet access as your home. Note: spelling and grammar was not corrected.

- Aitkin is cabin residence. Summer only.
- Bad Century Link experience
- Bad internet service
- Because the only service offered is satellite and I have heard terrible things about it.
- Cabin but may like service if it was reasonable enough
- Can get good service around my area
- Can't afford it and right now my phone works okay for me for service
- Connection speed is very poor but expensive. It is not useful
- Cost vs poor service is outrageous
- Crappy service
- Dial up internet only thing available
- End of the line, speed is too slow
- Fast Internet not available, not paying for slow speed.
- Frontier could not maintain line to the house.
- frontier is only option and constantly is being worked on and we don't want internet that is shut down
- Frontier is the option and ATT hotspot has better speeds.
- Had it they lowered the speed and would not restore it. Canceled it because why pay for something that does not work.
- Have ATT cloud
- Have been waiting for line to be dug since October 2020
- High speed gets used up right away
- High Speed Not Available
- I already have internet service at me home.
- I have heard horrible things about it.
- I have it, but I remember when I didn't have it. It was costly and I had poor connection. I work with several employees that could work form home, but internet is bad or they don't have it.
- In the process
- Internet is too expensive for such a slow speed.
- internet really sucks between providers that we have
- it is lakeshore
- It is offered by Frontier but it doesn't work very good and is expensive.
- It's difficult to keep up with the spam and other crap that infests the internet
- Limited Internet Available - speeds not fast enough for me to work from home. I work from Home FULL Time.
- limited speed, limited access
- Lousy options w poor speeds and high price

- new home and the only wired provider says they can't service us as we are 200 ft away from their line.
- No fiber to home!
- No fiberoptic available and trees are too high for Satellite
- No home on property.
- No phone based internet offered at my location and satellite options are too expensive
- No reliable service
- no reliable service
- No selection and prices too high
- No service ran to house and not going to pay \$2000 have it installed and it's poor internet anyway
- Not sure what services are provided at my address
- On fixed income
- one service is available at a very slow rate of download speed
- Only have 5 spot thru Verizon
- Only have unreliable DSL that is offered
- Only one provider frontier, and it isn't any good.
- only option is CenturyLink. We avoid due to customer service, slow speeds, just don't need to use them
- Only possible service is Century Link. No current lines exist to our house (recent new build). Cost to run line from access point to home is prohibitive. Also the service that would be available if we paid for this DSL is not cost effective and would not meet our access needs.
- only satellite internet at this location
- Only satellite available, expensive and slow
- Only satellite internet is available at my home, which is not affordable or fast enough.
- Only Satellite is offered
- Only satellite is accessible and it wasn't fast enough
- Only service provided is too slow for our needs.
- Only slow internet is available at a high cost
- Phone lines don't support internet
- POOR RECEPTION, TRIED GENESIS WIRELESS FOR YEARS SERVICE WAS VERY SPOTTY
- Poor service and high price.
- Poor Service and Speed
- Poor service offered in this area
- poor service/unreliable
- Price is high and service is poor
- Price is too high in comparison with Verizon hotspot
- Price is too high and internet options are slow and unreliable
- Price is too high for internet speed that is too slow.

- Price is too high for satellite internet
- Price is too high for what crappy services provided. Have only heard bad things about HughesNet etc
- Price too high for lousy service
- Prices are to high for the amount you get
- Pricing too high and only satellite internet. Need more secure than satellite internet
- Quality not good
- Ran out of Bandwidth
- Satellite internet being installed next week
- Satellite internet is really the only option.
- Satellite internet is very expensive
- Satellite internet will not meet my need and to expensive
- Satellite is expensive for small amount of data. CenturyLink has been unreliable in the week we were supposed to have service
- Satellite is offered and not affordable or reliable
- Seasonal Cabin / Price too high
- Seasonal owner
- Seasonal property currently- will be full time residence within 5-10 years
- Service is not good
- Service is poor at this location
- Service speed is too slow
- Service that we have tried have been spotty.
- service was too slow
- Services are offered but they are all satellite. Satellite has proven, to us, it is slow and not reliable.
- Services aren't functional enough in our area
- Slow
- Slow speed. Only 10mbps available
- Slow speeds
- slow, bad!!
- Speed and connection issues
- SPEED ARE SLOW AND UNRELAIBLE AT BEST
- Speed is snail slow.
- speed is too slow for cost
- Speeds were not much higher than dial-up, yet we had to pay just as much as those with hi-speed access.
- The reliability and speed were terrible
- The service is intermittent and poor
- The service is not reliable for the cost
- The service is. It good. Can only connect 1to 2 devices usually before it starts to slow down

- The service Providers in our area are worthless and a waste of money. HORRIBLE service and speed.
- The services offered are far too slow
- The services offered are too slow to operate effectively - so we use cell service
- The services offered only work a small portion of the time.
- The services that are supposedly available in my area are not only ridiculously expensive but completely insufficient to do what I need to do --- I work from home and teach from home - two separate jobs -- and fight daily with internet! It's ridiculous to live where I live and continually struggle to do basic Internet tasks!
- The speed is not adequate and too costly
- The speeds are way too slow. I've had internet in the past
- they were too slow
- this is my cabin at the lake
- T-mobile home internet
- too expensive for crappy service
- We are going to build at site. We do not live there now, but have been looking at internet options.
- We do have access.
- We do not have fast enough internet in our area, i have been using my phones hot spot at this point
- We don't use it enough to justify the cost
- We have a cabin and it's only open in the summer. It's too costly for us to have service at the cabin and at home.
- We have no broadband, satellite is available, but is worthless
- We have satellite available, or very slow speeds but the cost is really high.
- We have signed up for fiber through MLEC but it has not been installed yet. Also- the home is a seasonal cabin.
- We have tried every cell provider out there and still can't get decent service.
- We haven't thought about internet for the cabin, but would consider it if the price was right. We're generally not there for extended periods.
- We just bought a lot on Cedar Lake. We have not built our home yet. We have heard from neighbors that internet service in the area is terrible.
- We would like for century link to come to our neighborhood. They have customers down the street from us. We live in a new development. Which is why they haven't came this way yet.
- When we built our home frontier told us our connection to internet would basically be a little better than dial up speed. They were not sure when a better connection would be offered in my area.

APPENDIX C – Survey Administration Notes

The following recommendations are made should the survey be replicated.

1. Be clear about why are we asking where people are taking the survey (home/work). I recommend just asking what type of property they have located in the survey region. Is it a primary home, business, cabin. This survey was unable to clarify all those with lake cabins outside of those that selected “other” and wrote in “cabin”. It is unclear the value of a “work” response to the respondent location at the time of survey administration.
2. For the number of devices, require numeric responses – do not allow open-ended.
3. Allow option to identify Lake Home, address clarification
4. Ask people for their in-region address. Also selectable list of County names.
5. The list of providers was a confusing split between technology type (satellite, cell phone) and provider name. For example, DISH network was not listed and respondents did not find an appropriate response category. Same for AT&T, Verizon, and T-Mobile – though “cellular/mobile plan” was available for a choice. It may be easiest to just list company names and identify the technology type from there.

Attachment B: Kanabec County Broadband Network Deployment RFI



Broadband NETWORK Deployment Request for Information

Issue Date: March 3, 2022

Response Due Date: March 18, 2022

Issued by: Kanabec County, MN

Website: Kanabec-eda.org

Prepared By:



Your Touchstone Energy® Cooperative



PO Box 39 | Braham, Minnesota 55006-0039 | 1.800.254.7944 | eastcentralenergy.com

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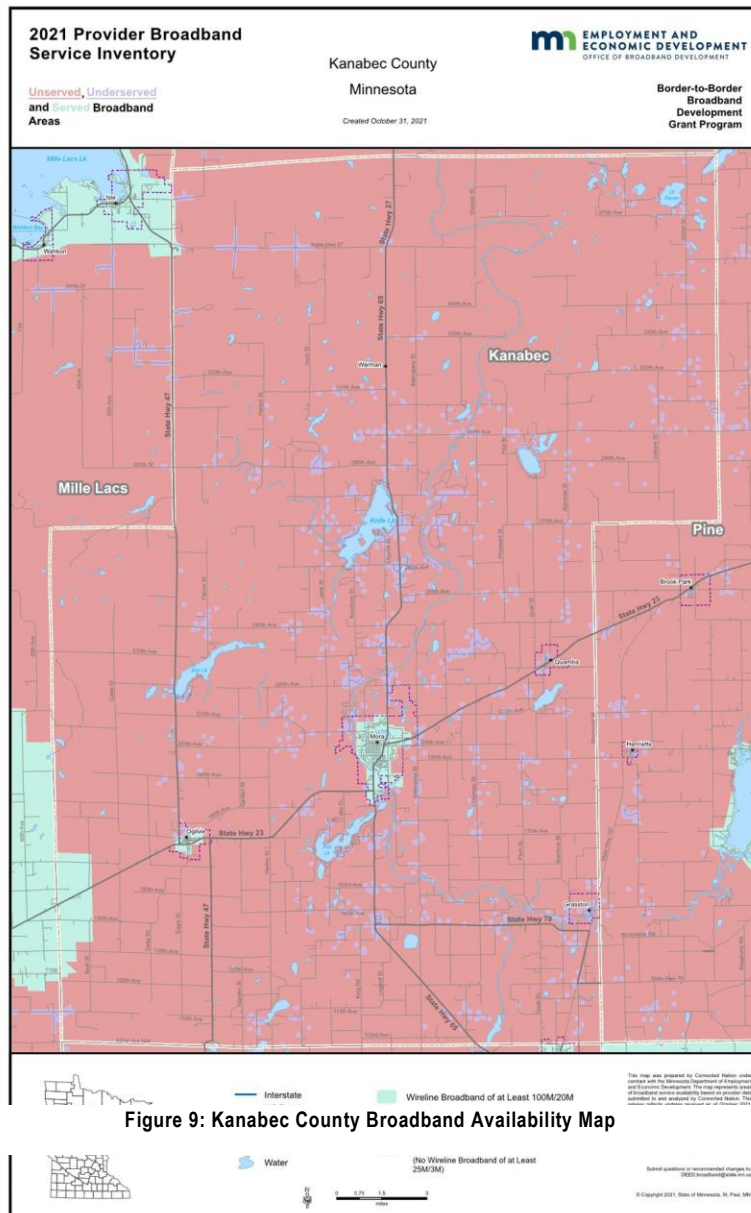
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Request for Information (RFI) Overview

Kanabec County is ranked last out of 87 counties in broadband quality in Minnesota. Available from state data, **Figure 1** shows the County's largely unserved areas. The County recognizes the significant need to improve internet service quality and bridge the digital divide that exists in Kanabec County. It is important to give residents access to a robust, redundant, and sustainable high-speed broadband network that is paramount to participating in the modern economy, education, and medical care. The County desires to collaborate with Internet Service Providers (ISPs) to improve broadband in the County.

This RFI seeks ISPs to present information on their interest in partnering with the County to improve connectivity in the County. The RFI is asking companies to provide four general categories of information: (1) specific projects of interest within the County; (2) the amount of County funds requested for each project; (3) State or Federal grant funding that would be pursued for each project (what support the respondent requests from the County for each project); (4) the form of potential partnership preferred for each project.

Due to the availability of significant amounts of federal broadband grant funding becoming available for broadband projects, project funding support could come from the American Rescue Plan Act (ARPA), including the Capital Projects Fund money becoming available for Minnesota's Border-to-Border Broadband Development Grant Program, or the future allocations stemming from the Broadband Equity, Access & Deployment Program of the Infrastructure Investment and Jobs Act.



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The requested information in this RFI includes the above four categories:

1. Descriptions of potential broadband projects of interest to the company. These projects should be scoped to provide last-mile broadband service to unserved and underserved communities within a municipality, rural region, or service area within Kanabec County. It is strongly encouraged that projects focus on the worst-served areas of the County; for reference, Figure 2 below demonstrates the speed test survey results to guide a better understanding of service needs. Please note:
 - a. if you already provide service nearby (including if you have middle-mile access for the project or if that is part of the project costs)
 - b. details of the infrastructure (technology) you are proposing
 - c. the service options that would be offered as the result of the project
 - d. operational details such as who will operate and maintain the network
 - e. availability of pricing plans for eligible low-income households
2. If County funds are being requested, how much and how are those funds calculated as needed in the project. The County has not decided if it can contribute funds or how much. It is hoped this RFI will help the County make those decisions
3. If the respondent is pursuing State or Federal grants, the County would like to know what financial or other support from the County the respondent would request for those grants
4. If the respondent is seeking County funds, does the respondent anticipate the County having any ownership or use in the infrastructure deployed?

In addition, please provide any other information that would be relevant to partnering with the County on a broadband improvement effort for its residents and businesses. The County welcomes any other creative ideas for supporting broadband service availability, affordability, and adoption.

The timeline of this RFI is shortened. The sole reason for that is to be prepared if the State Border to Border grant is opened in March.

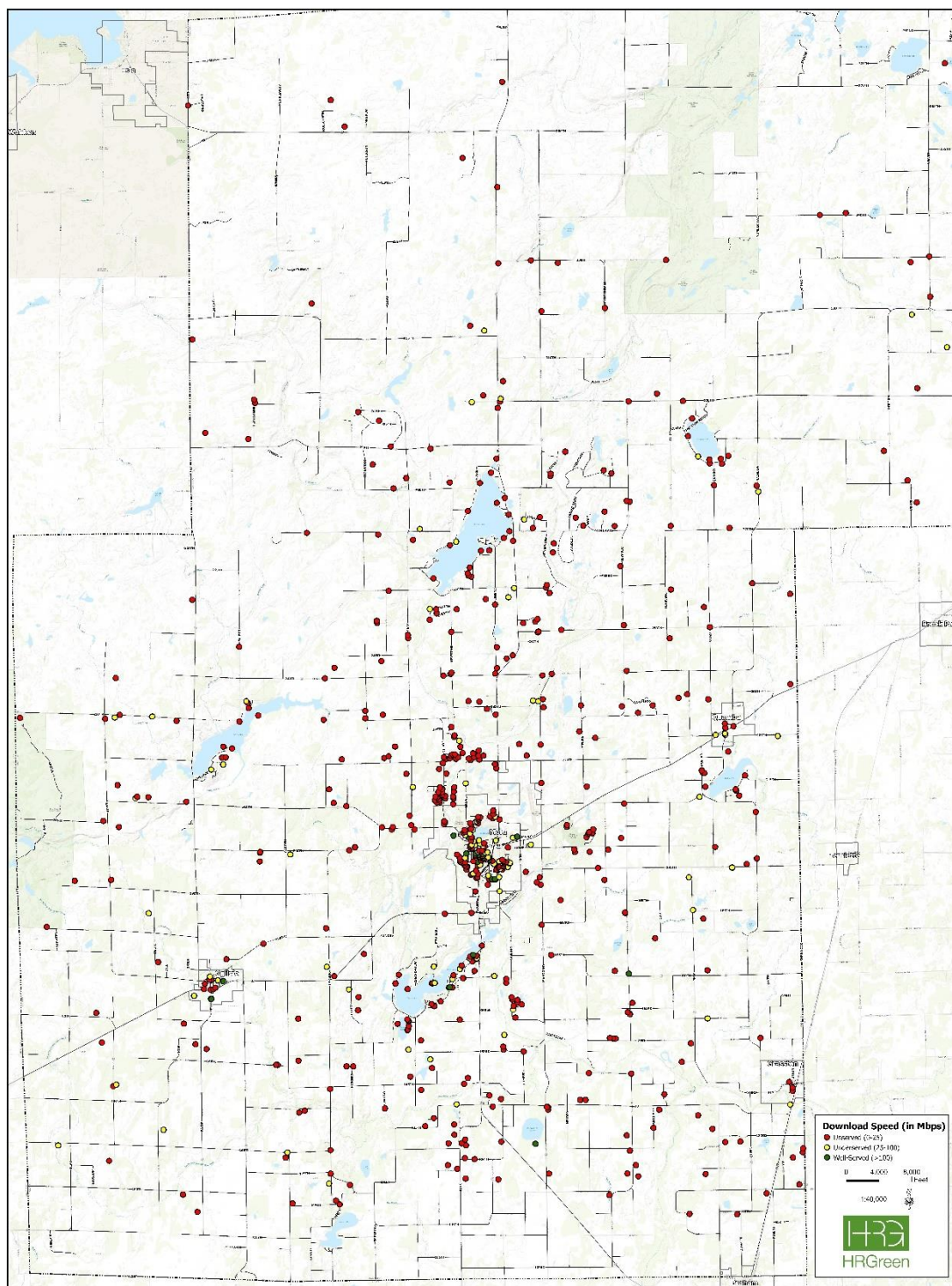


Figure 10: Broadband Speeds Survey Results in Kanabec County

Contract Information

Questions

For any questions, please contact at Irena Stevens at istevens@hrgreen.com by the due date for submitting questions indicated in this RFI.

Response Submission

Submit one (1) electronic copy titled “Broadband RFI Submittal” to istevens@hrgreen.com by the response due date.

Response Timeline

- Release Information to News Media March 3, 2022
- Last Day to Submit Questions March 11, 2022 at 4:00 p.m. Central Time
- **Response Due Date: March 18, 2022 at 4:00 p.m. Central Time**
- Interviews (if necessary) Late March, 2022

RFI Submission Requirements

In addition to the details outlined in other parts of this RFI, please provide the following information in your response document:

1. **Cover Letter**
2. **Section for responding to the four categories of information solicited in the RFI.**
3. **Respondent qualifications, such as previous experience with similar projects and staff qualifications. Identify other networks your organization has designed, built, maintained, or operated; include the levels of broadband speed, availability, and adoption among different categories of end-users and unique capabilities or attributes. Discuss other partnerships with other service providers, government, or non-profit entities you have undertaken. Explain how your firm is a suitable partner for this project. Experience with communities like Kanabec County is not a requirement but will be viewed positively.**
4. **Discuss your intent to pursue grant funding in coordination with the County. The County desires to pursue with providers grant funding from Minnesota’s Border-to-Border program and any subsequent funding opportunities that may become available. The partner(s) identified through this RFI and any subsequent solicitations should be willing to be a direct participant of the grant seeking process in partnership with the County. To this end, please describe your previous experience/successes with middle-mile and last-mile projects funded from federal and state grant sources.**
5. **Any additional information the Respondent deems necessary to inform the County**

Response Evaluation

The response will be evaluated on completeness and compliance with the requirements. Kanabec County may eliminate any responses that (a) are non-conforming, (b) do not meet the minimum requirements, (c) are not economically competitive with other responses, or (d) are submitted by respondents that lack appropriate qualifications. The County desires to work with providers to improve broadband in Kanabec County, so please provide all of the information and suggestions you can to facilitate that dialogue.

Kanabec County will evaluate responses based on merit and the criteria listed below.

1. Completeness of response
2. Willingness to provide last-mile service in identified regions and unserved areas of the County
3. Approach and philosophy concerning broadband deployment
4. Qualifications, experience, and references
5. Comparative financial and partnership arrangements requested
6. Overall professional organization and quality of the RFI.

Responder Selection

Kanabec County reserves the right to reject any or all responses or portions thereof, to issue RFI updates at any time, and to make any (or no) partnership arrangements based on County policies and needs. Kanabec County reserves the right to make an award without further discussion of the responses submitted; there may be no best and final offer procedure. Interviews and negotiations may be conducted with one or more of the respondents. Each initial offer should contain the respondent's best terms from a cost or price, service, timing, and technical standpoint.

Kanabec County may consult references familiar with the respondent regarding its prior operations and projects, financial resources, reputation, performance, or other matters. Submission of a response shall constitute permission for Kanabec County to make inquiries and authorization to third parties to respond to them.

Kanabec County may elect to initiate contract negotiations with one or more respondents including negotiation of costs/price(s) and any other issues or terms and conditions, including modifying any requirement in the RFI. The option of whether to initiate contract negotiations rests solely with Kanabec County. No respondent shall have any rights against Kanabec County arising from such negotiations.

As a result of selection of a respondent to supply products and/or services to Kanabec County, Kanabec County is neither endorsing nor suggesting that the respondent's product or service is the best or only solution. The respondent agrees to make no reference to Kanabec County in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of Kanabec County.

This RFI does not create any obligation on Kanabec County to make any contract award.

Compliance with Federal, State, and Local Laws

Respondent warrants in submitting a response and in the performance of an award as a result of the response, that respondent has complied with, or will comply with, all applicable federal, state, and local laws, ordinances and all lawful orders, rules, and regulations hereunder.

Additional Information

If not explicitly asked in this request, respondents are encouraged to provide additional information that may be helpful to the County.

Limitation of Liability

Kanabec County makes no representations, warranties, or guarantees that the information contained herein is accurate, complete, timely, or that such information accurately represents the conditions that would be encountered in pursuing the work now or in the future. The furnishing of such information by Kanabec County shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each respondent, by submitting its response, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold Kanabec County liable or responsible therefore in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of Kanabec County, its directors, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the respondent required by this RFI and that it shall not hold Kanabec County liable or responsible therefore in any manner whatsoever.

Confidentiality

Any portions of the response containing confidential or proprietary information should be clearly marked “Proprietary and Confidential”. Kanabec County reserves the right to release any such information to its agents or contractors for the purpose of evaluating the respondent’s response. Under no circumstances will Kanabec County be held liable for any damages resulting from any disclosure of respondents claimed confidential information during or after the RFI process.

Kanabec County Confidential Information

Specifications, drawings, sketches, models, samples, tools, computers or other apparatus programs, trade secrets, confidential research, development or commercial information, intellectual property, patents, and /or other technical or business data are hereinafter designated as “Confidential Information.” Confidential Information shall not include information that (a) is generally available to the public prior to the date of this Agreement; (b) enters the public domain during the term of this Agreement through no fault of the respondent; (c) the respondent can establish, through its own contemporaneous records, was in its possession prior to disclosure of the Confidential Information to the respondent; or (d) is independently developed by the respondent without reference to or use of the Confidential Information.

The respondent shall: (a) hold and maintain all Confidential Information received in strict confidence; (b) restrict disclosure of Confidential Information only to those employees of the respondent or its wholly owned subsidiaries who have been informed of the confidential nature of the information and have agreed to be bound by the restrictions of this Agreement governing disclosure of Confidential Information, and who need to know the Confidential Information for responses to Kanabec County for furnishing material, software, documentation, or services hereunder; and (c) not duplicate, reproduce, distribute, store in any electronic information retrieval system, or disseminate Confidential Information in any other manner. All Confidential Information, whether written, oral, or other, furnished to the respondent hereunder, or in contemplation hereof, shall remain the property of Kanabec County. All copies of such Information in written, graphic, or other tangible form shall be returned to Kanabec County or permanently destroyed at Kanabec County's request.

Respondent obligations with respect to the Confidential Information shall survive termination of this Agreement and remain in full force and effect for a period of five years from the date of receiving of this Agreement.

Due Diligence

Prior to submitting a response, respondents should carefully examine all the supplied materials, including plans, specifications, and designs related to this project.

11:05am Appointment

April 19, 2022

REQUEST FOR BOARD ACTION

a. Subject: Request to post County Extension Summer Assistant position	b. Origination: Susanne Hinrichs
c. Estimated time: 5 minutes	d. Presenter(s): Susanne Hinrichs & Laura Kirst

e. Board action requested:

Request for permission to post the County Extension Summer Assistant position. This is a budgeted item in the County Extension budget.

f. Background:

Two attached documents are 1) the job description for the position and 2) a document that states why this position is important.

Supporting Documents: Two Attached: ☒

Date received in County Coordinators Office:	4/14/2022
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Coordinators Comments:

Kanabec County Position Description

Extension Program Assistant

Exemption Status: Non-Exempt

Date: April 12, 2022

Department: County Extension

Job Specifications	
Factor	Level
Minimum Education:	High school graduate or equivalent
Minimum Job Related Experience:	None
Other Requirements	Valid MN Driver's License (preferred)
Supervision Given To:	None
Supervision Received From:	Local 4-H Extension Educator

Knowledge, Skills & Abilities Desired

- ▶ Knowledge of office procedures
- ▶ Skilled in working with young people and adults
- ▶ Skilled in the use of office equipment, including computers and copiers/printers
- ▶ Some skills in oral and written communication
- ▶ Considerable ability to perform detailed work with a high degree of accuracy
- ▶ Ability to establish and maintain effective working relationships with county officials, employees, and the general public
- ▶ Ability to perform manual labor tasks involving some dexterity
- ▶ Ability to work productively as part of a team and express enthusiasm for Extension team efforts and individual program participant efforts.

Job Summary

This position is intended to provide hands-on experience for the staff member in this role, while at the same time providing clerical support and office assistance to the County Extension programs held during the summertime at Kanabec County.

Some Examples of Essential Duties

In all duties, this position works according to good safety practices as posted, instructed, discussed, and written in policy. Uses all safety devices provided for their protection and the protection of others. Reports any unsafe conditions or acts to their supervisor or the safety officer immediately.

1. Assists Local 4-H educator; SNAP-Ed Health & Nutrition educator; and regional Extension educators with educational summer 4-H or community programming
 2. Assists with County Fair prep including coordinating programs, activities, and events for 4-H at the Kanabec County Fair.
 3. Performs administrative duties including preparing paperwork, flyers, registration materials, educational handouts, database management, media relations, etc.
 4. Provides customer services in person, by phone and email by providing information, referring to appropriate person or agency and taking messages.
 5. Manages the required registration software systems for county and state fair participation. Works with local 4-H educator to set entry deadlines, print forms, develop show programs, keeps records, issues premium checks, reviews exhibitor forms and assists in collecting, reviewing and entering state fair 4-H paperwork.
 6. Assists with 4-H membership recruitment, provides information to new families, guides the enrollment process and encourages family participation and support.
 7. Assists with and sometimes leads activities with youth at summer programming, such as daycamps, project days, county fair, etc.
 8. Follow the program guidelines of University of Minnesota Extension, the Minnesota 4-H program and Kanabec County.
 9. Serves as a respectful, positive role model for youth and adults.
 10. Performs other duties as required.
-

Physical Demand Analysis Summary

PHYSICAL DEMANDS IN THIS JOB WILL VARY AS THE PERSON'S DUTIES CHANGE. FOLLOWING IS AN ESTIMATED AVERAGE.

In a typical 5 hour work day, this person sits 1 hours, stands 2 hours and walks 2 hours. Some special physical demands include:

1. Up to 10% of the time requires carrying up to 24 pounds.
 2. Up to 100% of the time requires seeing with near acuity and seeing a full field of vision.
 4. Up to 100% of the time requires good verbal communication and hearing normal conversation.
 5. Up to 20% of the time requires seeing with far acuity.
 6. Up to 100% of the time requires good written communication, seeing with depth perception and being able to distinguish colors.
 7. Up to 10% of the time requires hearing high pitched or low pitched sounds.
 8. Up to 30% of the time requires reaching above shoulder level and pushing/pulling.
 9. Up to 10% of the time requires bending/stooping and crouching.
 10. Up to 70% of the time requires use of the hands at waist, chest and shoulder height.
 11. Up to 30% of the time requires use of the hands at ear, top of the head, and over the head heights.
-

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

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

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

Kanabec County Extension Summer Program Assistant

The Extension Program Assistant position is essential for the County Extension Office to provide the number of quality programs it does during the summer months. It takes all-hands-on-deck, including staff and volunteers to implement these quality youth and community efforts.

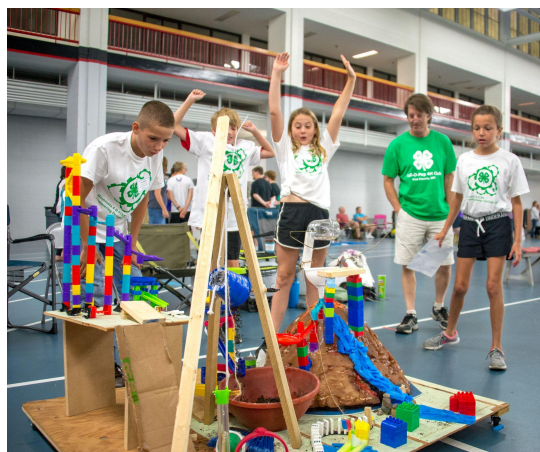
Wages and FICA are budgeted amounts in the County Extension 2022 budget. Budgeted amount for wages = \$5,700. This is 380 total hours, between 30-40 hours each week of the summer at \$15/hr.

For at least the last decade, the county board has authorized a summer Extension Assistant position to provide administrative assistance to the Extension Office during the high-traffic and busiest time for the office, during the summer months. Prior to that, the County Extension department had a full-time administrative assistant year-round that was shared with another county department.

This position is essential to providing a quality, hands-on educational experience for Kanabec County community residents. The Extension Assistant supports the Extension efforts for youth through the 4-H program, as well as supports the general office needs for SNAP-Ed health & nutrition education, the certified Master Gardener volunteers, and walk-in customers to the County Extension Office.

The Extension Assistant position is important because...

- By having a summer assistant, the 4-H Educator can focus on offering activities, being present with volunteers and youth, as well as, leading summer programming such as day camps, workshops and summer events.
- Summer assistant helps to prepare for these Extension events by performing administrative duties such as preparing paperwork, posting to the website, taking registrations, creating items such as flyers, registration materials, educational handouts, database management, media relations, etc.



- At the county fair, the summer assistant can collect paperwork and enter the results, which will allow the County 4-H Educator to be at the livestock shows and provide public relations and interact with 4-H families, volunteers and the general public.

The Extension Assistant position is needed because of these new efforts that are being introduced this summer:

Sixty-six new members have been welcomed into Kanabec County 4-H during the year 2021-2022, for a total of 210 4-H members.. To support these new members, most of whom haven't had parents who participated in 4-H, we will be having a new welcoming program. Three sessions will be held for new 4-H members during the summer to learn about 4-H activities and projects.

Food security is a number one goal for the county. A new program is being introduced for gardening for Kanabec County youth. This gardening for youth series will be led by the Master Gardeners in the county. The 4-H educator is recruiting participants and will be communicating throughout, setting up the sessions and getting people there.

Another new partnership has been created on an effort called One Vegetable, One Community. Jennifer Ernest, who is a certified Master Gardener volunteer, will be partnering with Kanabec County Extension to lift the visibility of growing vegetables. The whole county, and especially 4-H families, will learn about growing vegetables. The Extension SNAP-Ed educator will be heavily involved in offering programming this summer with One Vegetable, One Community on many things involving health & nutrition - how to safely handle food, how to set a table, how to prepare food. This effort will increase awareness of the 4-H project area called "food revue".

The 4-H Day camp has always been wildly popular - it is usually a week long, but Laura is considering offering two weeks of day camp due to the numbers..

New this year: Kanabec County fair board has received an Arts Grant for Ag Societies and the educational activities will be held at the 4-H building this year during the county fair. This will be new and will drive county fair attendees to the 4-H building.

All of these activities require an investment of extra time and energy. A summer program assistant is necessary to carry off these programs, and do them well.



Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

April 5, 2022

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, April 5, 2022 pursuant to adjournment with the following Board Members present on-site: Rick Mattson, Dennis McNally, and Craig Smith. Absent: Les Nielsen. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli.

The meeting was held in the County Board Room and via WebEx (telephone call in only) for anyone wishing to listen remotely. Video technology was not available during this meeting due to system malfunction.

The Vice Chairperson called the meeting to order and 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 changes: Add discussion regarding possible future plat.

Action #2 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the County Board Minutes of March 15, 2022 as presented.

9:02am – Chairperson Les Nielsen and County Attorney Barbara McFadden arrived.

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

<u>Vendor</u>	<u>Amount</u>
Card Services (Coborn's)	138.23
Consolidated Communications	1,115.46
Dearborn National Life Insurance Co	819.81
East Central Energy	182.81

East Central Energy	1,454.60
East Central Energy	86.35
Frandsen Bank & Trust	368.00
Health Partners	6,491.04
Kanabec County AT ACH-VISA	4,423.64
Kanabec County Auditor HRA	45,898.00
Kanabec County Auditor HRA	1,376.68
Kanabec County Auditor-Treas	7,974.36
Life Insurance Company of North America	788.52
Midcontinent Communications	265.30
Minnesota Energy Resources Corp	15,853.25
Minnesota Energy Resources Corp	1,860.73
MN PEIP	150,313.50
MNPEIP	11,155.42
Mora Municipal Utilities	12,404.25
Office of MN.IT Services	1,338.65
Spire Credit Union	9,327.23
The Hartford Priority Accounts	6,324.67
VSP Insurance Co	513.66

23 Claims Totaling: \$280,474.16

Vice Chairperson Craig Smith handed the gavel over to Chairperson Les Nielsen.

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

Action #CH5 – The Kanabec County Community Health Board met at 9:05am on Tuesday, April 5, 2022 pursuant to adjournment with the following Board Members Present: Les Nielsen, Rick Mattson, Dennis McNally, and Craig Smith. Community Health Director Kathy Burksi presented the Community Health Board Agenda.

Action #CH6 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the Community Health Board Agenda as presented.

Community Health Director Kathy Burski gave the Director's Report.

Action #CH7 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #CH7 – 4/5/22

National Public Health Week Proclamation

WHEREAS the week of April 4-10, 2022, is National Public Health Week, and the theme is “Public Health is Where You Are”; and

WHEREAS since 1995, the American Public Health Association, through its sponsorship of National Public Health Week, has educated the public, policymakers and public health professionals about issues important to improving the public’s health; and

WHEREAS U.S. life expectancy dropped from 2014 to 2017 in the longest sustained decline since the Great Recession and only in 2018 began to increase again; U.S life expectancy then dropped again in 2020 by a full year, which is the largest drop in life expectancy since 1943.

WHEREAS there is a significant difference in health status, such as obesity, poor mental health and drug use, among people living in rural areas compared with people living in urban areas, and this variance increases because rural residents are often more likely to face social determinants that negatively impact health, such as poverty, transportation barriers and lack of economic opportunity; and

WHEREAS a person’s health status can differ drastically by zip code due to differences in the built environment, environmental quality, community context, access to healthy food, access to education and access to health care.

WHEREAS public health professionals help communities prevent, prepare for, withstand and recover from the impact of a full range of health threats, including disease outbreaks such as the COVID-19 pandemic, measles, natural disasters and disasters caused by human activity; and

WHEREAS public health action, together with scientific and technological advances, has played a major role in reducing and, in some cases, eliminating the spread of infectious disease, and in establishing today’s disease surveillance and control systems; and

WHEREAS preventable risk factors such as physical inactivity, poor nutrition, tobacco use and excessive alcohol use are leading causes of chronic disease; and 6 in 10 U.S adults have a chronic disease and 4 in 10 have two or more; and chronic diseases cause 7 of every 10 deaths annually in the United States.

WHEREAS the COVID-19 pandemic has illuminated and exacerbated racial inequities and a growing number of local, state governments and public health leaders have declared racism a public health crisis.

NOW, THEREFORE, I, Les Nielsen, by virtue of the authority vested in me by the laws of **Minnesota**, do hereby proclaim the week of April 4-10, 2022, as **National Public Health Week 2022** in **Kanabec County, Minnesota** and call upon the people of **Kanabec County** to observe this week by helping our families, friends, neighbors, co-workers and leaders to better understand the value of public health and supporting great opportunities to adopt preventive lifestyle habits in light of this year's theme, **"Public Health is Where You Are."**

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

Resolution #CH8 – 4/5/22

SCHA Delegation Agreement Second Amendment Resolution

WHEREAS, County of Kanabec through its Health and Human Service agencies is contracted with South Country Health Alliance to provide services to its members, and

WHEREAS, South Country Health Alliance and Kanabec County agree to amend Exhibit D of the Delegation Agreement dated January 1, 2020 and first amended August 1, 2021 by deleting Paragraph 4 in its entirety and replacing it as follows:

4. Community Care Connector and Community Care Connector Case Aide Position

- 16 average Connector weekly hours dedicated to South Country Connector duties
- 16 average Connector weekly hours dedicated to South Country Connector duties
- 4 average Connector Case Aide weekly hours dedicated to South Country Connector Case Aide duties

Connector	\$41,097.36 Annually
Connector	\$37,723.12 Annually
Connector Case Aide	\$6,830.12 Annually

Payments will be made bi-annually on or about mid-August and mid-February

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Amendment to the South Country Health Alliance Delegation Agreement dated January 1, 2020 effective January 1, 2022.

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

Resolution #CH9 – 4/5/22

Public Health AmeriCorps Program Resolution

WHEREAS, a Public Health AmeriCorps program is being launched in Minnesota, and

WHEREAS, the goal of the program is to increase the capacity of public health departments across the state. Members can assist health departments build capacity to engage community members, support cross-sector coordination and planning, advance equity initiatives and more. As well as hoping to build a long-term public health career pipeline, and

WHEREAS, a Public Health Corps partner would receive a full-time AmeriCorps member (40 hours/week for 11 months); improved capacity and increased quality and reach of services. This would benefit Kanabec County Community Health by assisting in conducting a community assessment with gathering data, conducting focus groups, engaging community members in conversations, prioritizing assessment issues, writing the Community Needs Assessment document, assist in conducting an organizational capacity assessment and supporting efforts to recover from COVID-19 by focusing on mental health and trauma supports.

THEREFORE the Kanabec County Community Health Director is requesting approval to apply for and accept one AmeriCorps member who would be paid a living stipend equivalent to \$15.00/ per hour with funding covered by AmeriCorps at 77% of the expense and the remaining 23% to be covered by funding in the Governor's budget.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director to apply for and accept if approved, an AmeriCorp person with funding covered by AmeriCorp at 77% of the expense and 23% by the Governor's budget.

Action #CH10 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #CH10 – 4/5/22

Gift of Safety Partnership grant Resolution

WHEREAS a Gift of Safety Partnership grant through the Buckle Up for Life campaign has grants available to receive 50 free car seats and access to Buckle Up for Life educational resources, and

WHEREAS, as a partner Kanabec County Community Health would be expected to provide families with proper education, installation assistance and a car seat pact to be signed and used for reporting, and

WHEREAS, Kanabec County Community Health has a strong child passenger safety program in place, with a certified Car Passenger Safety Technician on staff and this grant would enhance the established program with additional car seats to distribute as well as additional educational resources.

THEREFORE the Kanabec County Community Health Director is requesting approval to apply for and accept the Buckle Up for Safety Car Seat grant if approved.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director to apply for and accept if approved, the Buckle Up for Safety Car Seat program grant.

Action #CH11 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the payment of 63 claims totaling \$38,523.81 on Community Health Funds.

Action #CH12 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to adjourn Community Health Board at 9:28am and to meet again on Tuesday, May 3, 2022 at 9:05am.

The Board of Commissioners reconvened.

Environmental Services Supervisor Teresa Wickeham and GIS Technician Ryan Carda met with the Board to discuss matters concerning their department.

Ryan Carda led a discussion regarding the tire ordinance enforcement process. Information only, no action was taken.

Teresa Wickeham led a discussion regarding the wetland decision local appeal process.

Action #13 – Craig Smith introduced a motion to rescind Resolution #21 – 08/08/13 Resolution to Delegate the Duties of the Appeal Committee to the Board of Adjustments Wetland Conservation Act.

Chairperson Les Nielsen handed the gavel over to Vice Chairperson Craig Smith.

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

following voted:

IN FAVOR THEREOF: Les Nielsen, Craig Smith

OPPOSED: Rick Mattson, Dennis McNally

ABSTAIN:

whereupon the motion failed.

Vice Chairperson Craig Smith handed the gavel back to Chairperson Les Nielsen.

The Board held further discussion regarding the wetland appeal process.

Action #14 – Craig Smith introduced a motion rescind Resolution #21 – 08/08/13 Resolution to Delegate the Duties of the Appeal Committee to the Board of Adjustments Wetland Conservation Act.

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

IN FAVOR THEREOF: Les Nielsen, Rick Mattson, Craig Smith

OPPOSED: Dennis McNally

ABSTAIN:

whereupon the motion was passed.

Teresa Wickeham led a discussion regarding the Kettle River Watershed proposed memorandum of agreement. Information only, no action was taken.

Commissioner McNally led a discussion regarding the definitions of the Planning Commission in Ordinance #4 and Ordinance #5.

The Board expressed consensus to begin revising Ordinance #4, Platting and Subdivisions. Commissioner Smith and Commissioner Mattson will sit on the ordinance revision committee.

Action #15 - It was moved by Dennis McNally seconded by Craig Smith and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor

Amount

1st Choice Document Destruction	30.00
1st Choice Document Destruction	42.00
1st Choice Document Destruction	110.28
1st Choice Document Destruction	18.00
1st Choice Document Destruction	18.00
1st Choice Document Destruction	36.00
1st Choice Document Destruction	24.00
1st Choice Document Destruction	36.00
Accurate Controls, Inc.	1,990.74
Accurate Controls, Inc.	16,624.07
Ace Hardware	63.96
Ace Hardware	518.45
Adam's Pest Control, Inc.	250.00
Adam's Pest Control, Inc.	125.00
Adam's Pest Control, Inc.	125.00
Anderson, Greg	120.00
Anoka Non-Secure Program	1,960.00
Auto Value	17.97
Auto Value	7.49
Auto Value	31.99
Bliss, Erica	104.99
Bob Barker	1,200.78
Bracewell, Earl	87.87
Brownells, Inc	628.81
Burnett County	7.50
C & D Auto	102.00
Carda, Ryan	265.00
Caswell, Leslie & Kaye	387.00
Clifton Larson Allen LLP	1,575.00
Coon, Susan	144.99
Curtis, Michael	761.32
Dominion Title and Exchange	345.00
East Central Exterminating	125.00
ECSWC Mora Landfill	220.00
Engberg, Silke	74.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Federated Co-ops, Inc.	552.33

Further	612.80
Granite City Jobbing Co	847.74
Granite City Jobbing Co	46.27
Granite Electronics	225.27
Granite Electronics	583.00
Handyman's Inc	153.00
Hippen, Derek	398.00
Hoefert, Robert	862.36
Hoisington Koegler Group Inc.	828.46
Holmes, Terry & Bonnie	56.00
Holznagel, Keith	90.00
IT SAVVY LLC	997.88
IT SAVVY LLC	1,632.02
Johnson, David & Marlene	191.00
Johnson, Derek & Kristy	432.00
Johnsons Hardware	33.95
Kanabec County A/T	2,694.07
Kanabec County A/T	2,694.07
Kanabec County Auditor - Treasurer	500.00
Kanabec County Auditor - Treasurer	300.00
Kanabec County Soil and Water	1,597.38
Kanabec County Soil and Water	15,176.00
Kanabec Publications	38.50
Kanabec Publications	1,108.20
Kanabec Publications	257.00
Lindberg Law Office	64.00
MACPO, Jackson County Probation	525.00
Manthie, Wendy	1,470.11
Marco	3,216.80
McFadden, Barbara	73.71
McKinnis & Doom PA	102.00
McKinnis & Doom PA	153.00
McKinnis & Doom PA	25.50
McKinnis & Doom PA	25.50
McKinnis & Doom PA	51.00
McNally, Dennis	84.36
MEI Total Elevator Solutions	1,115.44
Michael Keller, Ph.D., L.P.	650.00

Milaca Chiropractic Center	80.00
MNCCC Lockbox	300.00
MNCCC Lockbox	95,256.00
Mora Bakery	32.06
Mora Psychological Services	900.00
Motorola Solutions	10,000.00
Northstar Computer Forms, Inc.	307.24
O'Brien, Pat	91.38
Office Depot	34.21
Office Depot	60.25
Olson, Rhonda	84.36
Oslin Lumber	76.80
PD's Embroidery	51.49
PD's Embroidery	89.99
PD's Embroidery	20.00
PD's Embroidery	45.00
Post Board	630.00
Premium Waters, Inc.	44.44
Quadient Leasing USA, Inc.	2,086.20
Quality Disposal	416.61
Quill	69.99
Ramsey County	1,572.00
Ramsey County	1,852.00
Ratwik, Roszak & Maloney, PA	37.00
RDO Equipment Co.	174,000.00
Regents of the University of MN	19,237.25
RELX Inc. DBA LexisNexis	189.08
Revize LLC	1,900.00
River Valley Forensic Services, P.A.	250.00
River Valley Forensic Services, P.A.	1,000.00
River Valley Forensic Services, P.A.	250.00
River Valley Forensic Services, P.A.	750.00
RS EDEN	83.45
Sabinash, Douglas	85.53
Schmitt, Kelly	5.37
Sherman Lumber, Inc.	500.00
SHI International Corp	70.00
Smith, Joshua & Cheerie	296.00

Stellar Services	168.67
Stellar Services	449.83
Streicher's	164.99
Summit Food Service Management	4,032.20
Summit Food Service Management	4,092.10
Summit Food Service Management	3,937.08
Swank Motion Pictures	519.00
ULINE	112.42
ULINE	166.85
Van Alst, Lillian	648.77
West Central Jail Administrator Assoc	450.00
Zaudtke, Wayne	78.51

126 Claims Totaling: \$ 403,211.09

Road & Bridge

Vendor	Amount
Ace Hardware	101.00
Aspen Equipment	108,945.00
Auto Value	2,424.95
Berndt, Steve	85.41
Capitalone Trade Credit	239.80
Federated Co-ops	14,468.12
Force America	439.04
Frisch, Nick	110.96
Frontier Precision	99.00
Kanabec County Highway Dept	122.35
Kanabec Publications	100.89
Larson Implement	3,980.00
Little Falls Machine	325.36
MEI Total Elevator Solutions	560.71
MN Dept. of Public Safety	56.00
Morton Salt	5,403.51
North Central International	1,578.53
Northern States Supply	75.08
Northpost	120.00
Oslin Lumber	44.80

Safety-Kleen Systems	404.63
St. Cloud CVB	255.00
Terpstra, Trent	256.22
Uline	1,115.27
USIC	40.00
Westling, Nate	21.00
Wideth Smith Nolting	9,440.00
Ziegler	1,146.21

28 Claims Totaling: \$151,958.84

Glenn Anderson met with the County Board to introduce himself as the new Mora City Administrator and Public Utilities Commission General Manager. Discussion was held regarding the support of collaboration between the City and County.

10:30am – The Chairperson called for public comment three times. None responded.

10:31am – The Chairperson closed public comment.

Action #16 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #16a – 4/5/22

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	-
Quality Disposal	\$3,647.96
Arthur Township	\$500.00
Total	\$4,147.96

Resolution #16b – 4/5/22

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 Knife Lake Sportsmen's Club for a raffle event to be held at Knife Lake Highway 65 Public Access on May 7, 2022.

County Coordinator Kris McNally led a discussion regarding the first quarter budget report summary.

Due to the cost of frequently publishing employment ads in the newspaper, as well as the effectiveness of online advertising, the Board expressed consensus to allow the Coordinator's Office to suspend publishing employment ads in the newspaper for a trial period of up to three months.

In an effort to ensure the Kanabec County Employment Policy is consistent with the Board's directive, County Coordinator Kris McNally led a discussion regarding the requirement for department heads to bring position vacancies to the Board for permission to proceed with hiring.

Action #17 – Craig Smith introduced a motion to require department heads to bring all vacant positions to the board prior to recruiting and posting. The motion was duly seconded by Rick Mattson and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Rick Mattson, Craig Smith

OPPOSED: Dennis McNally, Les Nielsen

ABSTAIN:

whereupon the motion failed.

The Employment Policy will be updated to reflect Resolution #15 – 6/1/21 which includes "filling budgeted vacancies as soon as possible".

The Chairperson presented Mechanic George DeJong with a plaque in recognition for his 25 years of service to the County.

10:50am – The Board took a five minute break.

10:55am – The Board reconvened. County Attorney Barbara McFadden left the meeting.

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

Action #18 - It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #18 - 4/5/22

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

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

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

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

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

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

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

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

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

Resolution #19 – 4/5/22

2021 Donations, Change Funds, Routine EFTs

WHEREAS certain county departments received monetary donations in 2021, and

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

BE IT RESOLVED to accept the following donations for the calendar year 2021:

Kanabec County Donations 2021

SHERIFF

Badges Program	\$1,792.89	
Reserves	\$5,750	
Project Lifesaver		
Total Sheriff Donations		\$7,542.89

VETERANS

General	\$3,060.00	
Coffee Talk (8240)	\$5,822.00	
EM Vets (8502)	\$8,510.50	
Total Veterans Donations	\$0.00	\$17,392.50

Transit

Volunteer Drivers		\$0.00
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Total Donations to County in 2021	<u>\$24,935.39</u>
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Change Funds 2021

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

\$950.00

Kanabec County - Routine EFTS 2021

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

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

Resolution #20 – 4/5/22

Restricted and Assigned Funds

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

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

BE IT RESOLVED to accept the following report of Kanabec County Restricted and assigned Fund Balances as of December 31, 2021:

KANABEC COUNTY
RESTRICTED & ASSIGNED FUNDS 2021

RESTRICTED FUNDS		12/31/21
R	911 EMERGENCY	60,760
R	CWP SEPTIC LOANS	289,039
R	GRAVEL TAX – RECLAMATION	71,459
R	FORFEITURE FUNDS - ATTORNEY	35,348
R	FORFEITURE FUNDS - SHERIFF	154,654
R	LAND OFFICE TECH EQUIPMENT	152,906
R	LAW LIBRARY	20,027
R	PROBATION CORRECTIONAL FEES	0
R	RECORDER'S EQUIPMENT	57,216
R	RURAL ADDRESSING	421
R	SCORE	111,237
R	SHORELAND GRANT	4,090
R	SW SURCHARGES	1,122,544
R	TRANSIT MNDOT FARES	123,720
R	WATER PLAN GRANT	15,071
R	WETLAND GRANT	25,103
UNRESTRICTED - ASSIGNED FUNDS		
A	FUTURE CAPITAL EQUIPMENT	481,617
A	FUTURE CAPITAL IMPROVEMENTS	365,181
A	KNIFE LAKE IMPROVEMENT DIST	15,000
A	LEGAL FEE FUND ORD 27	166
A	RETIREE ACCRUED SICK PAY	43,898
A	SHERIFFS COMMUNITY PROGRAMS	19,167
A	SHERIFFS RESERVE UNIT	32,684
A	TRANSIT	688,716
A	VEHICLE POOL	123,268
A	VETERANS PROGRAMS	19,272
	TOTAL	4,032,565

County Auditor/Treasurer Denise Snyder led a discussion regarding a Gravel Tax Settlement Correction for 2021. Information only, no action was taken.

Denise Snyder gave an update regarding her department including elections, tax and CAMA conversion, check fraud, staffing, tax statements,

Denise Snyder led a discussion regarding a future capital equipment request.

Action #21 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the purchase of an EVS5.3.4.1 Reporting Standard Standalone EMS System for \$3,964.00 from Election Systems & Software, LLC.

Denise Snyder led a discussion regarding moving the payroll system from Paycom to MCIS.

Action #22 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to proceed with beginning the transition out of existing payroll system (Paycom) into the new payroll system (MCIS) and to be fully transitioned by January 1, 2023.

Denise Snyder led a discussion regarding a request for two Commissioners to commit to canvassing for the special primary election next week. Craig Smith and Dennis McNally agreed to participate in canvassing on April 13th at 9:00am.

County Coordinator Kris McNally led a discussion regarding the extension of the end date for the temporary highway secretary position.

Action #23 - It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to continue the temporary highway secretary position until the driver's license duties are fully transferred to another entity or June 30th, whichever comes first.

Commissioner Mattson led a discussion regarding a possible future plat in his district. Information only, no action was taken.

Commissioner McNally led a discussion regarding the Highway 65 Coalition and the Highway 23 Coalition. Discussion was held regarding a possible joint membership with the City of Mora. Information only, no action was taken.

Future Agenda: Update from County Assessor Tina Von Eschen regarding Welia property taxes.

Action #24 - It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to close the meeting at 12:00pm pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to labor negotiations strategy. Those present during the closed portion of the meeting include Commissioners Les Nielsen, Rick Mattson, Dennis McNally, and Craig Smith; as well as County Coordinator & Personnel Director Kris McNally and HR Specialist Kim Christenson.

Action #25 - It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to re-open the meeting at 12:46pm.

12:47pm – The Chairperson adjourned the meeting at 12:47pm. The Kanabec County Board of Commissioners will meet again in regular session on Tuesday, April 19, 2022 at 9:00am.

Signed _____
Chairperson of the Kanabec County Board of Commissioners,
Kanabec County, Minnesota

Attest: _____
Board Clerk

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Consolidated Communications	1,134.49	Monthly Service	Various
CW Technology	1,523.40	Monthly Service	IS
Kanabec County A/T ACH_VISA	10,898.30	See Below	
Midcontinent Communications	224.13	Monthly Service	Various
Minnesota Unemployment Insurance	17,460.65	1Q22 Unemployment Benefits, 2020.2021 Unemployment Benefit	Unallocated
Quadient Finance USA, Inc.	2,000.00	PSB Postage	Unallocated
East Central Energy	174.88	Intersection Lighting	Highway
Minnesota Department of Finance	2,313.00	1Q22 State Assurance Fees	State Revenue Fund
Kanabec County Auditor HRA	3,068.91	Retirement Pmt	HR
Kwik Trip Inc.	15,653.24	County Gas Credit Cards	Various
Marco	3,216.80	Phone Lease	IS
Midcontinent Communications	242.64	Utilities	Transit
Minnesota Department of Finance	6,037.00	Recorder State Fees & Surcharges	Recorder
Quality Disposal	26.34	Disposal Services	Transit
Verizon Wireless Aircards	1,285.35	Aircards	Various
Verizon Wireless Cell Phones	3,801.96	Cellphones	Various
Minnesota Department of Finance	54.00	1Q22 Real Est Assurance/Torrens	State Revenue Fund
Minnesota Department of Health	807.50	1Q22 Well Cert Fees	State Revenue Fund
18 Claims Totaling:	<u><u>\$69,922.59</u></u>		
Kanabec County A/T ACH_VISA	3,359.72	Amazon - Office Chairs	ARPA
	492.48	Amazon - Furniture Acc Protection Plan	ARPA
	4,799.68	Amazon - Office Chairs	ARPA
	55.67	KMS Co - Lever Safety Blow Gun, Copper Extensions	Building Maintenance
	148.37	Amazon - Fly Traps (24)	Building Maintenance

27.99	Amazon - Safety Record Label Tags, Inspection Record Tags	Building Maintenance
37.47	Amazon - iPhone Fast Charger Block (2)	Building Maintenance
192.81	Amazon - Eyewash Station, First Aid Kit, etc.	Building Maintenance
320.01	ID Enhancements, Inc. - Clamshell Cards	Building Maintenance
26.99	Amazon - Digital Caliper	Building Maintenance
143.24	SupplyHouse - PEX Crimp Jaw	Building Maintenance
(140.00)	ID Enhancements, Inc. - Credit	Building Maintenance
5.99	Amazon - Exit Sign	Building Maintenance
11.99	Amazon - Pipe Marking, Natural Gas with Arrow Signs	Building Maintenance
951.52	LaundryOwnersWarehouse - Roller Drum Supports (4)	Jail
55.07	Home Depot - Lighting Panel	Jail
60.74	1000Bulbs.com - LED Lightbulbs	Jail
378.56	Mpls Hilton - Lodging MSSA Conf	Welfare
(30.00)	Late Fee Reversal	Welfare
18 Claims Totaling:	<u>\$10,898.30</u>	

Agenda Item #3a (Amended)

Regular Bills - Revenue Fund

Bills to be approved: 4/19/22

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	State of Minnesota - BCA	<u>270.00</u>	CJDN Access Fees
		270.00	
ASSESSOR	Marco	<u>159.00</u>	Standard Payment
		159.00	
AUDITOR	Kanabec Publications	1,037.04	2021 Delq Tax List
AUDITOR	Lakeland Printers Inc	177.00	Window Envelopes 2500 ct
AUDITOR	Office Depot, Inc	<u>117.51</u>	Office Supplies
		1,331.55	
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	March 2022 Cleaning
BUILDINGS MAINTENANCE	G & N Enterprises	106.50	4 Gallons Enzyme Bacteria Digester
BUILDINGS MAINTENANCE	G & N Enterprises	1,423.30	Light Bulbs, Highway Building
BUILDINGS MAINTENANCE	Granite City Jobbing Co	855.16	Cleaning & Paper Supplies
BUILDINGS MAINTENANCE	Johnsons Hardware	50.95	Wood Shims, Pick Up Tool, Solder Gun Tip, Inspection Mirror
BUILDINGS MAINTENANCE	Mahler & Associates Architecture, Inc.	160.35	Old Jail Demo & New Vestibule Project
BUILDINGS MAINTENANCE	Quality Disposal Systems	<u>416.61</u>	Solid Waste Fees, Courthouse & PSB
		9,423.11	
COMPUTER EXPENSES	MNCCC Lockbox	<u>13,277.50</u>	2nd Qtr Support and Annual Dues
		13,277.50	
COUNTY ATTORNEY	Bureau of Criminal Apprehension	120.00	BCA CJDN Quarterly Fee 1/1/22-3/31/22
COUNTY ATTORNEY	Cundy, Steve	85.76	Mileage to Carlton for Training

COUNTY ATTORNEY	Office Depot, Inc	113.43	Kleenex, Envelopes, Fasteners, Staples, 5" Ring Binders
COUNTY ATTORNEY	Office Depot, Inc	166.02	Post it Notes, Kleenex, Tape, Folders, Envelopes, Correction Tape, Mouse
COUNTY ATTORNEY	Relx Inc DBA LexisNexis	189.08	LexisNexis March 2022
		674.29	
COUNTY COORDINATOR	Christenson, Kim	69.03	Mileage to St Cloud MCIT Training
		69.03	
COUNTY CORONER	Ramsey County	3,464.50	Post Mortem Exam/Toxicology (2)
		3,464.50	
COUNTY RECORDER	Information Systems Corporation	1,125.00	Scanner
COUNTY RECORDER	MCIS	10,934.00	MCIS Property Tax Quarterly Support
COUNTY RECORDER	MNCCC Lockbox	19,448.34	Pictometry Aerials, 2 of 3 Payments
		31,507.34	
ELECTIONS	Election Systems & Software Inc.	6,935.00	Software Upgrade
ELECTIONS	Election Systems & Software Inc.	988.09	SP 4.12.22 Programming
		7,923.09	
ENVIRONMENTAL SERVICES	Sunshine Printing	130.50	Envelopes
		130.50	
HUMAN RESOURCES	American DataBank	143.80	Background Studies for New Employees (4)
HUMAN RESOURCES	ECM Publishers	121.50	CADD Tech Employment Ad
HUMAN RESOURCES	Further	620.30	Administrative Fees for April
HUMAN RESOURCES	Kanabec Publications	61.80	HHA/Homemaker Employment Ad
		947.40	
JAIL PROJECT FUND	Northland Trust Services Inc.	62,887.50	2015A Jail Ref Bonds Int
		62,887.50	

PROBATION & JUVENILE PLACEMENT	East Central Regional Juvenile Center	4,335.00	March 22 Contracted Beds at East Central RJC
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	248.00	REAM Grant March 2022
PROBATION & JUVENILE PLACEMENT	Office Depot, Inc	8.99	Office Supplies
PROBATION & JUVENILE PLACEMENT	Office Depot, Inc	7.58	Office Supplies
		4,599.57	
PUBLIC TRANSPORTATION	A and E Cleaning Services	575.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	Auto Value	16.99	Bus Parts
PUBLIC TRANSPORTATION	Curtis, Michael	462.39	Volunteer Driver
PUBLIC TRANSPORTATION	Hoefert, Robert	583.48	Volunteer Driver
PUBLIC TRANSPORTATION	Kanabec Publications	701.00	Advertising
PUBLIC TRANSPORTATION	Manthie, Wendy	1,032.53	Volunteer Driver
PUBLIC TRANSPORTATION	Marco	134.68	Printer Contracts
PUBLIC TRANSPORTATION	Premium Waters, Inc.	64.23	Bottled Water Supplies
PUBLIC TRANSPORTATION	Van Alst, Lillian	271.44	Volunteer Driver
		3,841.74	
RAILROAD AUTHORITY	Kanbec County Auditor-Treasurer	792.96	2022 Spec Assmt 22.00427.00
		792.96	
SHERIFF	AT&T Mobility	928.90	Monthly Service
SHERIFF	Auto Value	14.99	Wiper Blade
SHERIFF	Coborn's Inc.	1,529.75	BADGES Gift Cards and Fees (\$300 x5)
SHERIFF	O'Reilly Auto Parts	71.80	Headlights & Wiper Blades
SHERIFF	State of Minnesota - BCA	660.00	Permit to Carry
		3,205.44	
SHERIFF - CITY OF MORA	AT&T Mobility	44.60	Monthly Service
SHERIFF - CITY OF MORA	Glen's Tire	56.00	Flat Repairs (2)
SHERIFF - CITY OF MORA	O'Reilly Auto Parts	7.31	Carry Over Balance
SHERIFF - CITY OF MORA	Tinker & Larson Inc	155.85	Oil Changes (2), Replace Headlight
		263.76	

SHERIFF - JAIL/DISPATCH	Accurate Controls Inc	217.50	Technical Support
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	18,464.14	May 2022 On Site Medical & MH Per Contract
SHERIFF - JAIL/DISPATCH	Bob Barker	34.00	6ct Suave Lotion Packets (2)
SHERIFF - JAIL/DISPATCH	Coborn's Inc.	40.37	Cleaning Supplies, Laundry Detergent
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	March 2022 Cleaning
SHERIFF - JAIL/DISPATCH	Granite Electronics	680.40	Radio Microphones (6)
SHERIFF - JAIL/DISPATCH	Mark's	23.80	O Ring Seals (15)
SHERIFF - JAIL/DISPATCH	Quality Disposal Systems	216.56	March Services
SHERIFF - JAIL/DISPATCH	R.M. Cotton Company	4,676.00	Ignition/Stepper Boards, Standard Kit, KC Annual Maint Kit
SHERIFF - JAIL/DISPATCH	Schmitt, Kelly	5.33	Cleaning Supplies
SHERIFF - JAIL/DISPATCH	Stellar Services	73.67	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	127.36	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,053.59	Inmate Meals 3/26/22-4/1/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,007.61	Inmate Meals 4/2/22-4/8/22
SHERIFF - JAIL/DISPATCH	Zauhar, Debora	8,129.61	PREA Audit
		41,334.74	
STATE FISCAL RECOVERY ARP	PDQ.com	900.00	Software
		900.00	
UNALLOCATED	Granite City Jobbing Co	761.65	Copy Paper 20 Cases
UNALLOCATED	Kanabec Publications	497.72	County Board Minutes 2/1, 2/15, 3/1
		1,259.37	
VETERAN SERVICES	PD's Embroidery	217.96	Clothing
		217.96	
73 Claims Totaling:		\$ 188,480.35	

Agenda Item #3b

Regular Bills - Road & Bridge

Bills to be approved: 4/19/22

Vendor	Amount	Purpose
A & E Cleaning	1,150.00	Office cleaning
Aramark	610.73	Coveralls and janitorial supplies
Boyer Trucks	470.34	Repair parts
Capitalone Trade Credit	563.86	Repair parts
Central McGowan	78.38	Welding supplies
Central Pension Fund	290.10	Training center use fee
Dickson Forestry	200.00	Timber
Dultmeier Sales	385.04	Repair parts
Fluegge's Ag	84.00	Repair parts
Force America	190.25	Repair parts
Glens Tire	261.00	Tire Repair
Gopher State One-Call	4.05	Locates
Houston Engineering	248.00	County ditch 2 repair
Johnson Hardware	773.70	Rentals and shop supplies
Kanabec County Highway Dept	75.40	Petty Cash, Postage
Kanabec Publications	458.79	Bid ads
Kwik Trip	109.67	Fuel and carwash
Marco	312.38	Printer fee
MN Energy	1,124.91	Heating
Morton Salt	5,417.90	Road Salt
Northpost	757.20	Repair parts
Owens Auto Parts	637.75	Repair parts
Power Plan (RDO)	196,791.81	Grader and repair parts
Premier Outdoor Services	5,285.00	Snow removal
Quality Disposal	172.10	Garbage pickup
Safety-Kleen	20.00	Parts washer cleaning
Sharrow Lifting Products	337.00	Shop supplies
Speedtech Lights	750.69	Lights
USIC Locating Services	30.00	Locates
Wiacom	675.30	GPS

30 Claims Totaling: \$ 218,265.35

Agenda Item #4

April 19, 2022

REQUEST FOR BOARD ACTION

a. Subject: Courthouse Parking Lot	b. Origination: Commissioner McNally
c. Estimated time: 10 minutes	d. Presenter(s): Dennis McNally, Commissioner

e. Board action requested:

Discuss parking lot congestion on days in which jurors/potential jurors are on-site.

f. Background:

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #5

April 19, 2022

REQUEST FOR BOARD ACTION

a. Subject: Veterans' Memorial Park	b. Origination: Veterans' Memorial Committee/American Legion Post #201
c. Estimated time: 10 minutes	d. Presenter(s): Dennis McNally, Commissioner

e. Board action requested:

Discuss the proposed Veterans' Memorial Park

f. Background:

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments: