



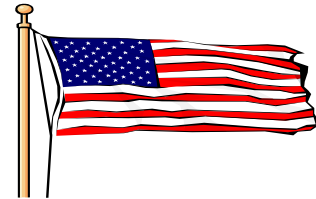
Kanabec County Board of Commissioners

Regular Meeting Agenda The Meeting of April 5, 2022

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

To be held via WebEx telephone call or video meeting:

Telephone call-in number for public access: 1-408-418-9388
Access Code: 2494 373 4313



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m30b93a902691f9ab627728c33861113c>

Meeting number: 2494 373 4313

Password: hWpJUJYJ328 (49758595 from video systems)

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

Please use the Maple Ave Entrance. Main floor.

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

- 9:00am a. Pledge of Allegiance
 b. Agenda approval
- 9:05am Recess county board to a time immediately following the CHB.
 Community Health Board
- 9:30am Environmental Services Staff –
 a. Tire Ordinance Enforcement
 b. Wetland Update
 c. Kettle River Watershed
- 10:00am Discuss Possible Ordinance Revisions
 a. Definition(s) of Planning Commission
 b. Ordinance #4 Subdivision Platting

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*

10:15am Introduction- Glenn Anderson, Mora City Administrator & Public Utilities General Manager

10:30am Public Comment

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

Access Code: 2494 373 4313

10:45am Presentation of Years of Service Recognition – George DeJong 25 Years

10:50am Denise Snyder, Auditor/Treasurer-

- a. Annual Report
- b. Gravel Tax Settlement Correction for 2021
- c. Canvassing Commitment
- d. Office Update
- e. Future Capital Equipment Request
- f. Discuss Moving to MCIS

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. Consent Agenda
 - a. SCORE Claims – February
 - b. Gambling Request – Knife Lake Sportsman's Club
5. 1st Quarter Budget Report
6. Position Vacancies
7. Extend Hwy Temporary Secretary
8. Closed Session- Union Negotiation Strategy–(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
9. Future Agenda Items
10. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday, April 5, 2022
9:05 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-4
 - Staffing – HHA
 - Coronavirus Update/Response Activities
 - C&TC Contract Update
 - Legislative Update
 - Governor's Supplemental Budget Includes Significant Investment in Local PH
 - See handout - Public Health System Transformation page 5
 - Opioid Settlement Requirements
4. National Public Health Week Proclamation page 6-7
 - See attached Proclamation
5. South Country Health Alliance Delegation Agreement Amendment page 8-10
 - Action requested
 - See attached Amendment and resolution
6. Public Health AmeriCorps Program page 11
 - Action requested
 - See attached resolution
7. Gift of Safety Partnership grant page 12
 - Action requested
 - See attached resolution
8. Financial Reports page 13-14
 - See attached page 15
 - Trial Balance
 - February 2022 Financial Report
9. Abstract Approval page 16-23
 - Action requested
 - See attached Abstract and Vendor List
10. Other Business
11. Adjourn

Kanabec County Community Health/Timber Trails
Director's Report
April 2022

Community Health Report

Staffing:

HHA – One PT intermittent position has been offered and accepted. That person is currently going through the background check process.

We are still looking to fill at least one more PT intermittent position.

Coronavirus information and response activities:

Due to the constantly changing nature of the data, a report will be provided on the day of the Board meeting.

C&TC Contract update:

Child and Teen checkups (C&TC) is the name for Minnesota's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. There are two parts to the C&TC Program. One part is the provision of the C&TC Screenings. These screenings can be conducted by a provider in their health care plan network or a trained public health nurse. The purpose is to promote age-appropriate preventive health services, support healthy growth and development of infants, children, and adolescents and young adults, early identification, diagnosis and treatment of any potential health problems or disabilities, and to promote the development of good health habits, including health eating and physical activity.

Kanabec County does have a nurse trained to conduct a full C&TC Screening but we encourage people to connect with a medical home and have it completed through their primary care provider.

The second part of C&TC is the administrative portion. This includes: conducting outreach to eligible families and children to inform them of the benefits of participation in the C&TC program and sending reminders to families when C&TC screening is due; to coordinate services with other children's programs including Head Start, schools, and immunization programs; and, to recruit and train local providers about the C&TC Program.

In the past Public Health received funding for implementing the administrative portion of C&TC. The funding was equivalent to \$26.50 for each eligible child (up to age 20). Late last year, the Department of Human Services (DHS) decided that they would offer Integrated Health Partnerships (IHP) the opportunity to conduct the outreach duties for eligible participants enrolled in their programs. Because this was decided so late in the year, and the IHP's hadn't been contacted to see if they would want to take it on, a contract was provided to KCCH for just the first 6 months. A prorated amount of \$13.25 was provided for each eligible child, and Kanabec County received that amount for all of the eligible children (2014 children). We have now received the contract for the second part of the year and it has been adjusted for the number of eligible children being taken on by the IHP. We will receive funding for 436 fewer children, reducing our contract by \$5,777. The time I had assigned to the people doing the work will need to be reduced and reallocated to other programs but this should not be an issue.

Legislative Update:

Governor's Supplemental Budget Includes Significant Investment in Local Public Health

On Thursday (3/17), the Governor released his revised supplement budget. Of note, the bill includes a very significant increased investment in local and tribal public health. Specifically, the request is for \$23.5 million per year in ongoing funding with \$20 million in grants to local public health and \$1 million to tribes to fulfill

foundational public health capacities. An additional \$1,000,000 will be for a grant to the Minnesota AmeriCorps organization. It would also create an Office of American Indian Health within MDH and provide additional staff to support local and tribal public health.

- See attached handout Public Health System Transformation

HF 4103, authored by Representative Huot, was heard in the House Health Finance and Policy Committee. This bill will provide significant increased funding to local public health for emergency preparedness activities. Specifically, the bill includes \$9 million per year in funding for preparedness activities, which are currently only funded by federal dollars. This would fund activities aligned with the CDC's Public Health Emergency Preparedness and Response capabilities. The bill requires at least 90% of the funding to go directly to local public health.

The Senate companion, SF 3981, authored by Senator Koran, was also introduced this week.

Current funding received from the Federal dollars is \$28,761 which is .275 FTE for the Coordinator.

- HF 3886 – This bill is focused on creating a universal home visiting program and includes a \$110 million appropriation in fiscal year 2023 to the commissioner of health for the program. The bill was heard in House Health Finance and held over for possible inclusion.
- HF 3887 - HF 3887 establishes the Baby Steps Home Visiting program in Minnesota. The bill appropriates \$110 million in fiscal year 2023 and establishes base funding of \$110 million in fiscal years 2024 and 2025 only. The bill was heard in House Health Finance and held over for possible inclusion.

On March 22nd, the House Judiciary Finance and Civil Law Committee heard HF 4265 which establishes processes for opioid settlement deposits and bars claims by municipalities against litigants in settled opiate cases. Attorney General Keith Ellison testified, along with Evan Romanoff from that office. The testimony shared that the settlement provides more than \$300 million for the state. The settlement allows for states to come up with its own agreements with local governments on how the money should be spent in the state. Local governments will receive 75% of funds directly and 25% will go to the state to be overseen by Opiate Epidemic Response Advisory Council. All 87 counties and over 140 cities have signed on to the local agreement and joined the settlements. The bill passed unanimously and was referred to the Ways and Means Committee.

This is important because if it does not pass, the amount that local governments received would be 60% instead of 75%.

Opioid Settlement Requirements:

The Opioid Settlement agreement does have some very specific requirements for local government to follow in deciding how to utilize the funding.

- **Steps Local Government must take before making funding decisions:**
 - Set up a special revenue fund
 - Local Public Health is the Chief Strategists (but not decision maker) and must:
 - Identify, collaborate, and respond to local issues as Local Governments decide how to disburse;
 - We are to convene multi-sector meetings and lead efforts like Community Health Assessments and Community Improvement Plans
 - Must consult annually with municipalities located within the county regarding use of funds by holding an annual meeting to receive input. Meeting must be open to the public.

My thoughts: We need to continue our work on our local Community Assessment and engage our local partners and municipalities in that work. This is going on now and will take many more months to complete.

Once we have data and information about what is happening in our county and are able to answer the question of “how has the opioid crisis affected Kanabec County residents?” and determine what strategies we want to use to address the issues, we can decide how to use the funding to best benefit Kanabec County residents. A spending plan would be brought to the Board for approval.

- **Local process for funding:**

- Local Governing body must pass a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds. The resolution must:
 - indicate that it is an authorization for expenditures of opioid settlement funds;
 - state the specific strategy or strategies the county intends to fund, using the item and/or number in Exhibit A to identify each funded strategy, if applicable; and
 - State the amount dedicated to each strategy for a stated period of time
 - 10% can be allocated for administrative expenses

Public Health System Transformation

FULLFILL FOUNDATIONAL PUBLIC HEALTH RESPONSIBILITIES

The governor's recommendation is for an ongoing investment in the state, local, and tribal governmental public health system. This funding would help the public health system carry out its most basic, foundational public health responsibilities. This includes having the skills and resources needed to prevent and control infectious diseases, address environmental health threats, improve the health of communities, and improve access to health care services.

Why it's Necessary

Over time, eroding funding, emerging health threats, widening health inequities, and the need for new skills and capabilities has left Minnesota with a public health system that can best be described as a patchwork quilt of programs and activities. The COVID-19 pandemic only highlighted the gaps in our public health system.

Benefit to Minnesotans

Public health protection should not be based on where you live. State, local, and tribal public health departments have a unique responsibility in diagnosing, preventing, and responding to public health challenges. Communities rely on public health departments for data, partnerships, and guidance.

Amount Recommended

	FY 22/23	FY 24/25
<i>General Fund</i>		
Expenditure	\$23,531	\$47,062
Net Cost (Savings)	\$23,531	\$47,062

Note: Amounts are dollars in thousands (\$1,000 = \$1M)

Results

We believe now is the time to make the entire public health system work better for all communities and move from a system driven by a complex mix of inconsistent and inflexible funding to one that every community can expect a basic level of public health protections.

Of the total amount recommended each year, \$21 million is for grants to community health boards, \$1 million for grants to tribal governments, and \$1 million for a grant with a Minnesota AmeriCorps organization.

Minnesota Department of Health
Health.Legislative@state.mn.us
www.health.state.mn.us

03/17/22

Office of the
**Kanabec County Board of
Commissioners**

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

18 North Vine Street, Suite 181, Mora, MN 55051-1351



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.

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18 North Vine Street, Suite 181, Mora, MN 55051-1351



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."**

IN WITNESS WHEREOF, I have hereunto set my hand this **[5th]** day of April, two thousand twenty two, and of the Independence of the United States of America the two hundred and forty sixth.

Kanabec County Community Health Board, Chairperson

Second Amendment to 2020 Delegation Agreement

This Second Amendment to the 2020 Delegation Agreement is entered into by and between Kanabec County (“Delegated Entity”) and South Country Health Alliance (“SCHA”) as of January 1, 2022.

The parties agree to amend Exhibit D of the Agreement (as amended on 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.

The parties have executed this Second Amendment to the 2020 Delegation Agreement as of the effective date stated above.

DELEGATED ENTITY: Kanabec County By: _____ Print Name: _____ Title: _____ Date: _____	SOUTH COUNTRY HEALTH ALLIANCE By: _____ Print Name: _____ Title: _____ Date: _____
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Resolution # KCCH 4/5/2022
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 it's 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.

Kanabec County Community Health Board # – 4/5/2022
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.

Kanabec County Community Health Board # – 4/5/2022
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.

Sheila
3/28/22 9:00AM

**** Kanabec County ****



Page 1

As of Date: 02/2022

TRIAL BALANCE REPORT

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

**** Kanabec County ****



Sheila
3/28/22 9:00AM
15 Community Health Fund

TRIAL BALANCE REPORT
As of 02/2022

Report Basis: Modified Accrual

Page 2

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	396,065.81	117,288.64	94,138.39	490,204.20
1003 Audit Adjustments To Cash	6,027.85	0.00	6,027.85-	0.00
1110 Taxes Receivable - Prior & Delinquent	11,059.89	0.00	11,059.89-	0.00
Total Assets	413,153.55	117,288.64	77,050.65	490,204.20
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2030 Salaries Payable	73,951.74 -	0.00	73,951.74	0.00
2100 Due To Other Governments	5,120.57 -	0.00	5,120.57	0.00
2230 Deferred Inflows	11,059.89 -	0.00	11,059.89	0.00
Total Liabilities	90,655.37 -	0.00	90,132.20	523.17 -
Fund Balance				
2881 Assigned Fund Balance	322,498.18 -	0.00	0.00	322,498.18 -
2910 Revenue Control	0.00	355,865.64 -	583,968.07 -	583,968.07 -
2925 Expenditure Control	0.00	238,577.00	416,785.22	416,785.22
Total Fund Balance	322,498.18 -	117,288.64 -	167,182.85 -	489,681.03 -
Total Liabilities and Balance	413,153.55 -	117,288.64 -	77,050.65 -	490,204.20 -
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
15 Community Health Fund	0.00	0.00	0.00	0.00

Kanabec County Community Health - Board Financial Report
15-484

Through February 2022

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February
Pilt-Housing Authority					
Rev	0		0.00	0.00	0.00
Exp	0		0.00	0.00	0.00
Cares Act COVID-19 Grant					
Rev	0		0.00	0.00	0.00
Exp	0		0.00	0.00	0.00
Local Public Health Infrastructure					
Rev	486,597.00	1.88%	9,155.31	9,036.31	119.00
Exp	378,817.00	23.75%	89,950.71	46,574.53	43,376.18
Prevent Infectious Disease					
Rev	28,087.00	4.79%	1,344.24	115.00	1,229.24
Exp	28,088.00	12.51%	3,513.62	1,815.11	1,698.51
Environmental Health					
Rev	25.00	168.00%	42.00	9.00	33.00
Exp	5,883.00	0.00%	0.00	0.00	0.00
Healthy Communities-Adult Health					
Rev	271,960.00	25.58%	69,566.79	12,237.80	57,328.99
Exp	275,208.00	12.12%	33,348.95	16,932.81	16,416.14
Healthy Communities-Health Improvement					
Rev	548,531.00	25.33%	138,928.57	104,307.34	34,621.23
Exp	528,486.00	11.96%	63,184.04	29,424.26	33,759.78
Healthy Communities-Family Health					
Rev	714,440.00	18.99%	135,658.00	29,428.62	106,229.38
Exp	596,634.00	12.05%	71,917.50	35,253.12	36,664.38
Emergency Preparedness					
Rev	131,761.00	60.65%	79,906.55	18,313.04	61,593.51
Exp	118,620.00	26.36%	31,266.66	16,629.66	14,637.00
Assure Access-Case Management					
Rev	357,900.00	20.49%	73,326.50	25,379.86	47,946.64
Exp	351,493.00	16.54%	58,149.00	27,679.69	30,469.31
Assure Access-Home Care					
Rev	528,000.00	15.54%	82,067.96	35,303.31	46,764.65
Exp	784,072.00	18.43%	144,527.05	82,971.35	61,555.70
Agency Totals					
Rev	3,067,301.00	19.24%	589,995.92	234,130.28	355,865.64
Exp	3,067,301.00	16.17%	495,857.53	257,280.53	238,577.00

outstanding payments/payments not yet posted

Workforce Dev.
VSO
CTC
DFC
FAP
LCTS
LPHG 19,805.57
MCH
MIECHV 72,713.59
PHEP
RPC 14,996.03
SHIP 40,303.49
TANF
WIC 10,861.00
Covid State
CMCOA
MN Choice
Admin asst
mental hlth
Suicide Prev 3,529.18
Covid Federal
Home care 35,339.17 estimate only see note below

197,548.03

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

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

amount has changed

Board Meeting 04/05/22

Abstract Totals for Commissioner Vouchers

Board Meeting 04/05/22	Amount	Vendors	Transactions
Abstract #1	38,523.81	34	63
Abstract #2			
Totals	38,523.81	34	63

Abstract Totals for Auditor Vouchers

Board Meeting 04/05/22	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
3/31/22 10:24AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Sheila
3/31/22 10:24AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	434 Ability Network Inc						
	15-484-487-8453-6211		221.57	March billing svc/eligibility	22M-0040327	Services & Charges	N
2	15-484-493-8452-6211		188.00	March billing svc/eligibility	22M-0040327	Services & Charges	N
1	15-484-496-8447-6211		261.85	March billing svc/eligibility	22M-0040327	Services & Charges	N
	434 Ability Network Inc		671.42	3 Transactions			
29	538 Berg/Ashley						
	15-484-487-8451-6331		1.76	March HP mileage		Mileage & Meals	N
28	15-484-487-8453-6331		22.23	March MIECHV mileage		Mileage & Meals	N
	538 Berg/Ashley		23.99	2 Transactions			
30	185 Bergstadt/Jennifer						
	15-484-496-8449-6331		239.85	Feb/Mar HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		239.85	1 Transactions			
31	1396 Biever/Laurie						
	15-484-496-8449-6331		379.08	Feb/Mar HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		379.08	1 Transactions			
32	1275 Bromwich/Amanda						
	15-484-496-8449-6331		235.17	Femb/Mar HHA mileage		Mileage & Meals	N
	1275 Bromwich/Amanda		235.17	1 Transactions			
33	1312 Campbell/Mindy						
	15-484-496-8449-6331		252.14	Feb/Mar HHA mileage		Mileage & Meals	N
	1312 Campbell/Mindy		252.14	1 Transactions			
60	298 Childrens Dental Services						
	15-484-485-8475-6285		557.76	transport equip & staff 012822		Contracted Work	Y
	298 Childrens Dental Services		557.76	1 Transactions			
4	2386 Clia Laboratory Program						
	15-484-450-0000-6245		180.00	CLIA lab waiver certification	24D0651172	Registration & Membership Dues	N
				09/01/2022 08/31/2024			
	2386 Clia Laboratory Program		180.00	1 Transactions			
34	3646 Felland/Becky						
	15-484-496-8447-6331		277.88	Jan/Feb home care mileage		Mileage & Meals	N
35	15-484-496-8447-6331		242.19	Feb/Mar home care mileage		Mileage & Meals	N

Sheila
3/31/22 10:24AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3646	Felland/Becky		520.07	2 Transactions			
36	3501 Fratzke/Michelle						
52	15-484-496-8447-6331		143.33	February home care mileage		Mileage & Meals	N
	15-484-496-8447-6331		163.22	March home care mileage		Mileage & Meals	N
	3501 Fratzke/Michelle		306.55	2 Transactions			
6	4184 Health Dimension Rehabilitation Inc						
7	15-484-496-8447-6211		7,491.87	January PT services		Services & Charges	N
8	15-484-496-8447-6211		61.01 -	attempted visit credit		Services & Charges	N
9	15-484-496-8447-6211		7,804.96	February PT services		Services & Charges	N
	15-484-496-8447-6211		53.27 -	attempted visit credit		Services & Charges	N
	4184 Health Dimension Rehabilitation Inc		15,182.55	4 Transactions			
5	324 Healthcare First						
	15-484-496-8447-6211		104.74	March HHCAHPS	5271242	Services & Charges	N
	324 Healthcare First		104.74	1 Transactions			
37	234 Holland/Jeff						
38	15-484-496-8447-6331		130.46	February home care mileage		Mileage & Meals	N
39	15-484-496-8447-6331		184.28	March home care mileage		Mileage & Meals	N
	15-484-496-8447-6331		70.20	January home care mileage		Mileage & Meals	N
	234 Holland/Jeff		384.94	3 Transactions			
63	12990 Innovative Office Solutions						
10	15-484-450-0000-6412		51.07	admin office supplies	3698278	Office Supplies	N
	15-484-450-0000-6412		208.42	admin office supplies	SO-3690127	Office Supplies	N
	12990 Innovative Office Solutions		259.49	2 Transactions			
11	3095 Isanti County Public Health						
12	15-484-485-8468-6880		1,054.57	Jan hlthy eat/active living		Grant Admin- Pass thru	N
13	15-484-485-8468-6880		36.68	January tobacco strategy		Grant Admin- Pass thru	N
	15-484-485-8468-6880		1,082.07	Jan well-being strategy		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		2,173.32	3 Transactions			
14	386 ITsavvy LLC						
	15-484-487-8456-6405		1,995.76	2 HP Pro Desk 600 G6	01333040	Computers & Hardware	N
	386 ITsavvy LLC		1,995.76	1 Transactions			
	4132 Juettner Marketing						

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3/31/22 10:24AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
62	15-484-485-8474-6411		202.00	web host SACK domain renewal		Supplies	Y
4132	Juettner Marketing		202.00	1 Transactions			
653	Kanabec County Auditor						
15	15-484-496-8449-6331		40.02	Feb co. vehicle use HHA	073	Mileage & Meals	N
653	Kanabec County Auditor		40.02	1 Transactions			
1308	Lejonvarn/Kirsten						
59	15-484-469-8440-6331		5.27	Feb/Mar DP&C mileage		Mileage & Meals	N
56	15-484-487-8453-6331		57.33	Feb/Mar MIECHV mileage		Mileage & Meals	N
57	15-484-487-8457-6331		12.87	Feb/Mar MCH mileage		Mileage & Meals	N
58	15-484-490-8489-6331		12.87	Feb/Mar COVID mileage		Mileage & Meals	N
1308	Lejonvarn/Kirsten		88.34	4 Transactions			
377	Marco Inc						
16	15-484-450-0000-6341		787.11	Sharp Mx5070v copier agmt	31137970	Rental & Service Contracts Copier	N
61	15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt	31322197	Rental & Service Contracts Copier	N
377	Marco Inc		1,574.22	2 Transactions			
14361	Marco Technologies LLC.						
17	15-484-450-0000-6341		82.35	Sharp MX-M3571	3470447	Rental & Service Contracts Copier	N
14361	Marco Technologies LLC.		82.35	1 Transactions			
1143	McKesson Medical-Surgical Govt Solution						
18	15-484-496-8447-6432		412.18	home care supplies	19150672 19168	Medical Supplies	N
19	15-484-487-8451-6432		68.20	HP supplies	19168480	Medical Supplies	N
20	15-484-490-8484-6432		158.00	Covid-19 supplies	19168480	Medical Supplies	Y
1143	McKesson Medical-Surgical Govt Solution		638.38	3 Transactions			
4033	Mestnik/Kathryn						
40	15-484-490-8489-6331		18.72	Feb/Mar COVID-19 mileage		Mileage & Meals	N
4033	Mestnik/Kathryn		18.72	1 Transactions			
198	Mille Lacs Co. Community & Veterans Ser						
22	15-484-485-8468-6880		2,331.56	Feb hlthy eat/act living		Grant Admin- Pass thru	N
23	15-484-485-8468-6880		797.91	Feb tobacco strategy		Grant Admin- Pass thru	N
24	15-484-485-8468-6880		797.91	Feb well-being strategy		Grant Admin- Pass thru	N
198	Mille Lacs Co. Community & Veterans Ser		3,927.38	3 Transactions			
8040	Miller, Patti						

Sheila
3/31/22 10:24AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
41	15-484-485-8444-6331		102.96	Feb/Mar Suicide prev mileage		Mileage & Meals	N
	8040 Miller, Patti		102.96	1 Transactions			
	3489 Montana Summer Institute						
21	15-484-485-8480-6289		984.00	conference	46NFPLKZNLX	Staff Development	N
	3489 Montana Summer Institute		984.00	1 Transactions			
	52 Olson/Autumn						
42	15-484-487-8450-6331		15.21	Feb/Mar TANF mileage		Mileage & Meals	N
43	15-484-487-8451-6331		56.75	March HP mileage		Mileage & Meals	N
44	15-484-487-8453-6331		51.48	March MIECHV mileage		Mileage & Meals	N
45	15-484-487-8457-6331		4.68	March MCH mileage		Mileage & Meals	N
	52 Olson/Autumn		128.12	4 Transactions			
	632 Pine County Health & Human Services						
25	15-484-485-8468-6880		1,760.72	Feb hlthy eat/active living		Grant Admin- Pass thru	N
26	15-484-485-8468-6880		1,113.15	Feb tobacco strategy		Grant Admin- Pass thru	N
27	15-484-485-8468-6880		3,151.91	Feb well-being strategy		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		6,025.78	3 Transactions			
	1030 Ringler/Jennie						
46	15-484-496-8449-6331		188.96	Feb/Mar HHA mileage		Mileage & Meals	N
	1030 Ringler/Jennie		188.96	1 Transactions			
	3174 Rosburg/Diane						
47	15-484-496-8447-6331		392.54	Jan-Mar home care mileage		Mileage & Meals	N
	3174 Rosburg/Diane		392.54	1 Transactions			
	16326 Sarkisyan/Amber						
48	15-484-496-8449-6331		177.26	Feb/Mar HHA mileage		Mileage & Meals	N
	16326 Sarkisyan/Amber		177.26	1 Transactions			
	1083 Swanson/Lori						
53	15-484-485-8468-6331		2.24	workplace hlty eat/active live		Mileage & Meals	N
54	15-484-485-8468-6331		1.12	all strategy		Mileage & Meals	N
55	15-484-490-8489-6331		14.00	vaccination clinics		Mileage & Meals	N
	1083 Swanson/Lori		17.36	3 Transactions			
	167 Telander/Sarah						
49	15-484-450-0000-6331		54.99	Jan-Mar admin mileage		Mileage & Meals	N

Sheila
 3/31/22 10:24AM
 15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 6

Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
167	Telander/Sarah		54.99	1 Transactions				
1268	Tomczak/Kristi							
51	15-484-496-8448-6331		51.32	Feb/Mar HM mileage		Mileage & Meals		N
50	15-484-496-8449-6331		362.28	Feb/Mar HHA mileage		Mileage & Meals		N
1268	Tomczak/Kristi		413.60	2 Transactions				
15 Fund Total:			38,523.81	Community Health Fund	34 Vendors	63 Transactions		
Final Total:			38,523.81	34 Vendors	63 Transactions			

Sheila
3/31/22 10:24AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	38,523.81	Community Health Fund	
	All Funds	38,523.81	Total	Approved by,
			
			

9:30am Appointment

April 5, 2022

REQUEST FOR BOARD ACTION

a. Subject: Tire Ordinance Enforcement, Wetland Update, Kettle River Watershed	b. Origination: Environmental Services
c. Estimated time: 30 minutes	d. Presenter(s): Environmental Services Supervisor Teresa Wickeham & GIS Technician Ryan Carda

e. Board action requested:

- a. Tire Ordinance Enforcement, discussion only
- b. Wetland Update, pages 2-3
- c. Kettle River Watershed, pages 5-10

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:	4/1/22
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Coordinators Comments:

b. Wetland Update:



ENVIRONMENTAL SERVICES
KANABEC COUNTY
903 Forest Avenue East
Mora, MN 55051
Phone: (320) 679-6456
Email: env@co.kanabec.mn.us

March 25, 2022

Kanabec County
Board of Commissioners

RE: Wetland Decision Local Appeal Process

Dear Board of Commissioners:

During the March 24, 2022 wetland Technical Evaluation Panel (TEP), the County's Regional BWSR Wetland Specialist, Cade Steffenson, notified us the County doesn't need to have a local appeal process for wetland decisions made by staff. A summary of his correspondence is shown below:

"The statutory language that required a local appeal option has been struck from the statute 2011. The 8420 rule language (currently from 2009) will not align perfectly with the 2011 statute change until the rule making process is completed. In essence you will be following 8420.0905 Subp 3. as a staff decision can now 'function as the final decision' without further review. 8420.0200 Sub 2, Sec C is similar in that it is 'trumped' by statute changes in 2011. The effect is the same – a local appeal is not required for staff decisions. A few statutory revisions still do require rule making to be fully implemented/applicable. BWSR has been promoting immediate changes since 2011 for LGUs that no longer want a local appeals process. In fact, the few (maybe 2?) LGUs I deal with that still have this local appeal option have run into 15.99 issues a few times. It's simply tough to get a public meeting together in time for the appeal hearing/decision within the 60 days."

The current appeal process for a wetland staff decision is to have the applicant submit an appeal to the Board of Adjustments, and if a further appeal is needed then it is sent to BWSR. In order to save applicants cost and extra time, our office is recommending to remove the local appeal process by rescinding 'Resolution #21-05/08/2013' so that any appeals to staff decisions go directly to BWSR for review.

Thank you,
Kanabec County Environmental Services

Attch: 'Resolution #21-05/08/2013'

Teresa Wickeham

From: Kelsey Schiferli
Sent: Wednesday, February 2, 2022 3:35 PM
To: Teresa Wickeham
Subject: 2013 Wetland Resolution

Action #21 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #21 - 05/08/13
RESOLUTION TO DELEGATE THE DUTIES OF THE
APPEAL COMMITTEE TO THE BOARD OF ADJUSTMENTS
WETLAND CONSERVATION ACT

WHEREAS, Kanabec County Board has appointed members to the appeal committee for the appeal of staff decisions per the Wetland Conservation Act

WHEREAS, The Wetland Conservation Act states the local government unit must establish a local appeal process that includes an evidentiary public hearing before appointed or elected officials

WHEREAS, Kanabec County board of adjustments includes an evidentiary public hearing and its members are appointed officials

NOW, THEREFORE, BE IT RESOLVED, that the Kanabec County Board of Adjustments shall carry out the duties of the appeal committee, per the Wetland Conservation Act

Kelsey Schiferli

Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

b. Kettle River Watershed:

Discuss participation in Kettle & Upper St. Croix Watershed.

This is from the Kanabec County Board meeting minutes of 11/2/21:

Environmental Services Supervisor Teresa Wickeham and Pine County Land & Resources Manager Caleb Anderson met with the Board to discuss partnership with the Kettle River & Upper St. Croix watersheds up to and including a memorandum of agreement.

The Board expressed consensus not to take action on the Kettle & Upper St. Croix Watershed Memorandum of Agreement at this time. Commissioner Smith will meet with Environmental Services Supervisor Wickeham to discuss details and the exit clause for the MOA.



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

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

October 27, 2021

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

Dear Mr. Anderson:

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

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

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

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

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

Sincerely,

Caleb Anderson
Land & Resources Manager

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

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

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

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

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

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

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

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

NOW, THEREFORE, the Parties hereto agree as follows:

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

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

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

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

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

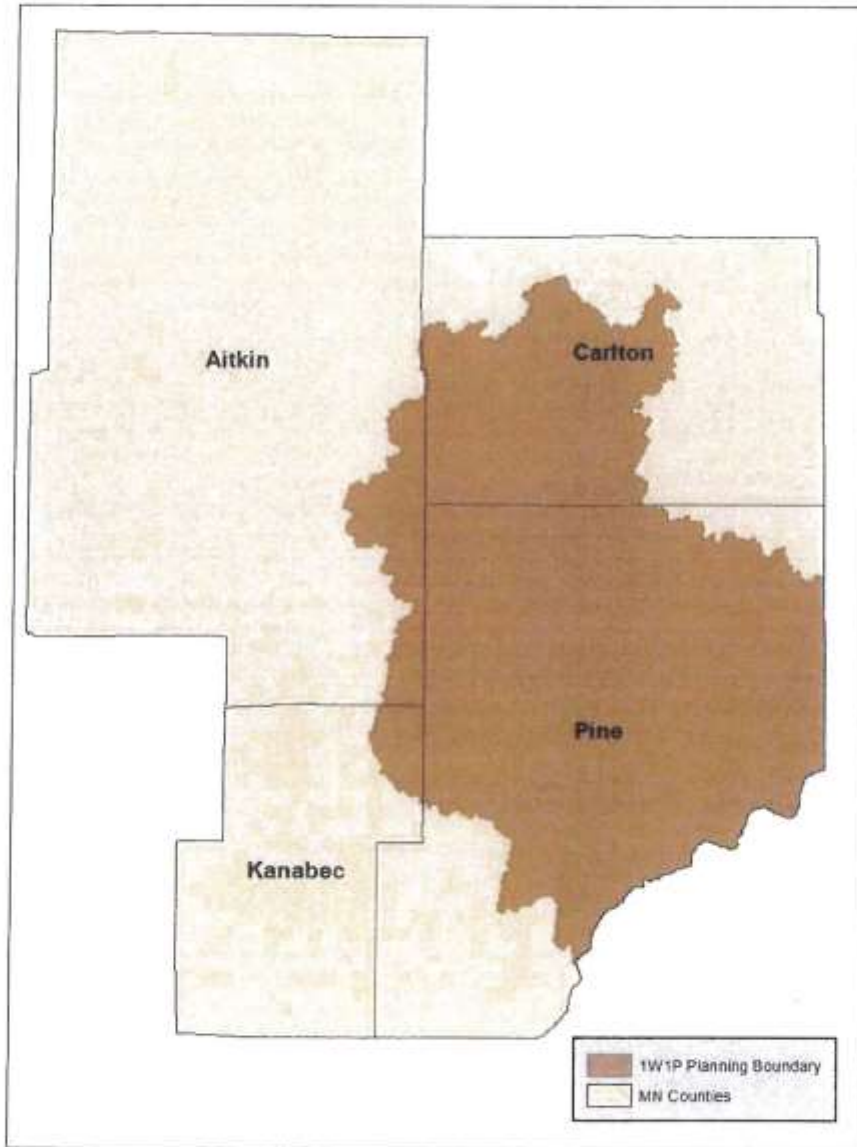
- a. Grant Administration
- b. Plan writing
- c. Meeting facilitation
- d. Plan coordination

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

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

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

Attachment A



10:00am Appointment

Item a.

April 5, 2022

REQUEST FOR BOARD ACTION

Subject: Possible Ordinance Revisions a. Planning Commission Definitions	b. Origination: Commissioner McNally
c. Estimated time: 15 minutes	d. Presenter(s): Dennis McNally, District 1 Commissioner

e. Board action requested:

Discuss the definitions of the Planning Commission in Ordinance #4 and Ordinance #5

f. Background:

Ordinance #4:

ARTICLE X PLANNING COMMISSION

SEC. 10.10 KANABEC COUNTY PLANNING COMMISSION- The Kanabec County Planning Commission is hereby established and vested with such authority as provided by statutes and ordinances. The Planning Commission shall be composed of five (5) and not more than eleven (11) voting members appointed by the County Board. Members may likewise be removed or suspended for non-performance of duty or misconduct in office. Any vacancies shall likewise be filled. Members can be reappointed.

SEC. 10.20- The members will be appointed for staggered terms of three (3) years. Two (2) members will be appointed the first and third years and three (3) members appointed the second year.

Ordinance #5:

3.3 PLANNING COMMISSION.

- 3.3.1 The County Board of Commissioners shall appoint a Planning Commission. The Planning Commission shall consist of not less than five members and not more than eleven members as determined from time to time by the County Board of Commissioners. At least two members shall be residents of the portion of the county outside of the corporate limits of municipalities. No more than one member shall be an officer or employee of the County. At least one member shall be a shoreland resident. Terms of office shall be as follows:
 - 3.3.1.1. One member from the Board of County Commissioners serving a one-year term; and
 - 3.3.1.2. Other county representatives (residents) shall serve a three-year term (a three-year staggered term; two members each year).
- 3.3.2 The removal of any member for non-performance of duty or misconduct in office shall be by resolution of the County Board of Commissioners

- 3.3.3 Vacancies shall be filled in the same manner as a new member; except that, the term of office shall be for the remainder of the term of the vacated commission member.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:	3/31/22
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Coordinators Comments:

Statutory and historical information is attached.

394.30 COUNTY BOARD'S PLANNING COMMISSION.

Subdivision 1. **Appointed chair; members.** Any board of county commissioners may by ordinance appoint a planning commission composed of not less than five nor more than 11 members appointed by the chair of the board. At least two members shall be residents of the portion of the county outside the corporate limits of municipalities. The manner of appointment and terms of office of the members shall be as provided in the ordinance. No more than one voting member of the commission shall be an officer or employee of the county. No voting member of the commission shall have received, during the two years prior to appointment, any substantial portion of income from business operations involving the development of land within the county for urban and urban related purposes. In the ordinance establishing the planning commission the board may designate any county officer or employee as an ex officio member of such commission. The term of office and removal of any member for nonperformance of duty or misconduct in office as well as filling vacancies on the board shall be as provided in the ordinance creating the commission.

Subd. 2. [Repealed, 1974 c 571 s 51]

Subd. 3. **Pay, expenses.** The members of the commission, other than members of the board of county commissioners, may be compensated in an amount determined by the county board. All commission members, including county commissioners, may be paid their necessary expenses in attending meetings of the commission and in the conduct of the business of the commission. Nothing in this subdivision shall be construed to prohibit the payment of a per diem to county commissioners pursuant to section 375.055, subdivision 1.

Subd. 4. **Officers; plan preparation, use permit review.** The planning commission shall elect a chair and secretary from among its members and cooperate with the planning director and other employees of the county in preparing and recommending to the board for adoption a comprehensive plan and recommendations for plan execution in the form of official controls and other measures, and amendments thereto. In all instances in which the planning commission is not the final authority, as authorized in subdivision 5, the commission shall review all applications for conditional use permits and plans for subdivisions of land and report thereon to the board.

Subd. 5. **Additional duties.** The board may by ordinance assign additional duties and responsibilities to the planning commission including but not restricted to the conduct of public hearings, the authority to order the issuance of some or all categories of conditional use permits, the authority to approve some or all categories of subdivisions of land, and the authority to approve some or all categories of planned unit developments. The planning commission may be required by the board to review any comprehensive plans and official controls and any plans for public land acquisition and development sent to the county for that purpose by any local unit of government or any state or federal agency and shall report thereon in writing to the board.

History: 1959 c 559 s 10; 1963 c 692 s 6; 1974 c 571 s 31-34; 1975 c 301 s 14; 1986 c 444

MISCELLANEOUS RECORD-Z

379

person described in, and who executed the foregoing instrument, and acknowledgment that he executed the same as his free act and deed.

Marlys A. Olson
Notary Public Hennepin County, Minn.
My commission expires 1-12-74

(Notarial Seal Affixed)

No. 102299
Filed for record November 10,
1971, at 2:00 P.M.

RESOLUTION

WHEREAS, the Board of County Commissioners of Kanabec County, Minnesota on the 9th day of November, 1965, did adopt a resolution establishing a Planning Advisory Commission pursuant to the provisions of the County Planning Act, and

WHEREAS, it is the opinion of the said Board of County Commissioners that it is desirable to amend paragraph "3" thereof,

NOW THEREFORE, BE IT RESOLVED by the County Board of Kanabec County, Minnesota that said paragraph "3" thereof be and hereby is amended to read as follows:

3. Removal: Any member of the Planning Advisory Commission may be removed from the Commission by the Board of County Commissioners for good cause shown after a hearing before the Board of County Commissioners, upon due notice and stated charges, with the concurring vote of four members of the Board of County Commissioners. The member of the Commission sought to be removed shall have reasonable notice of his proposed removal and an opportunity to appear and object thereto.

IT IS ORDERED, by the Board of County Commissioners that a full, true and correct copy of this resolution shall be certified to by the County Auditor who shall forthwith file for record such certified copy in the office of the Register of Deeds of Kanabec County, Minnesota. Such resolution shall be a public record and available for inspection at reasonable times in the office of the Register of Deeds.

Adopted by unanimous vote this 9th day of November, 1971.

(SEAL)

Ernest Linder
Chairman of the County Board
Kanabec County, Minnesota

Attest: Marie Salmonson
County Auditor

State of Minnesota)
County of Kanabec)

I, Marie Salmonson, County Auditor in and for the County of Kanabec, State of Minnesota, do hereby certify that the foregoing resolution is a true and complete copy of the original on file and of record in my office.

Dated at Mora, Minnesota this 9 day of November, 1971.

Marie Salmonson
County Auditor, Kanabec County,
Minnesota

(Seal, Kanabec County Auditor)

No. 102300
Filed for record November 10,
1971, at 2:00 P.M.

RESOLUTION

WHEREAS, the Board of County Commissioners of Kanabec County, Minnesota on the 9th day of September, 1969, did adopt a resolution establishing a Board of Adjustment pursuant to the provisions of the County Planning Act, and

WHEREAS, it is the opinion of the said Board of County Commissioners that it is desirable to amend paragraph "3" thereof,

NOW THEREFORE, BE IT RESOLVED by the County Board of Kanabec County, Minnesota that said paragraph "3" thereof be and hereby is amended to read as follows:

3. Removal: Any member of the Board of Adjustment may be removed from the Board by the Board of County Commissioners for good cause shown after a hearing before the Board of County Commissioners, upon due notice and stated charges, with the concurring vote of four members of the Board of County Commissioners. The member of the Board of Adjustment sought to be removed shall have reasonable notice of his proposed removal and an opportunity to appear and object thereto.

IT IS ORDERED, by the Board of County Commissioners that a full, true and correct copy of this resolution shall be certified to by the County Auditor who shall forthwith file for record such certified copy in the office of the Register of Deeds of Kanabec County, Minnesota. Such resolution shall be a public record and available for inspection at reasonable times in the office of the Register of Deeds.

Adopted by unanimous vote this 9th day of November, 1971.

(SEAL)

Ernest Linder
Chairman of the County Board
Kanabec County, Minnesota

Attest: Marie Salmonson
County Auditor

STATE OF MINNESOTA)
County of Kanabec)

I, Marie Salmonson, County Auditor in and for the County of Kanabec, State of Minnesota, do hereby certify that the foregoing resolution is a true and complete copy of the original on file and of record in my office.

(con't.)

MISCELLANEOUS RECORD-Z

SECURITY PRINTING COMPANY, ST. CLOUD, MINN. E-4357

described real property. And the Register of Deeds of said County is hereby authorized and directed to discharge the same upon the record thereof, according to the statute in such case made and provided.

William A. Torell
Attorney for Plaintiffs
Foley, Minnesota

No. 92917
Filed for record November 22,
1965, at 8:00 A.M.

RESOLUTION

WHEREAS, the Board of County Commissioners of Kanabec County, Minnesota on the 14 day of September, 1965, did adopt a resolution of intent to engage in county planning activities, pursuant to the provisions of the County Planning Act, Minn. Statutes Sec. 394.21 to 393.37 and WHEREAS, it is the opinion of the said Board of County Commissioners that it is desirable to appoint a Planning Advisory Commission as provided in said act;

NOW THEREFORE, the Board of County Commissioners of Kanabec County, Minnesota does hereby establish a Planning Advisory Commission whose members shall be appointed by the chairman of said board for such terms and under such circumstances as are set out below;

1. Terms of Office: The term of office for service on the Planning Advisory Commission for each member of the Commission shall be for a period of years from the date of his appointment, unless otherwise stated, and until his successor is duly appointed and qualified.

(a) The County Commissioner serving on the Planning Advisory Commission shall serve for a period of one (1) year, but may succeed himself on the commission. He shall be appointed at the first meeting of the Board of County Commissioners in each calendar year.

(b) The term of office for all other appointees to the Planning Advisory Commission shall be for a term of three (3) years except in the case of appointments made to the Commission when it is established and appointments made to enlarge the Commission. Such appointments shall be made for such terms as the Board shall decide at the time of the appointment. It is the intention to provide for continuity on the Commission by using staggered terms to the extent possible.

(c) Any county officer or employee designated by the Board of County Commissioners either as an ex-officio member of the Commission or as an advisor to the Commission shall serve in such capacity at the pleasure of the Board and only so long as he continues in the county office or position he held at the time of appointment.

2. Vacancies: Vacancies on the Planning Advisory Commission shall be filled as soon as practical after the vacancy occurs. Such appointment shall be for the unexpired term of the former member.

3. Removal: Any member of the Planning Advisory Commission may be removed from the Commission by the Board of County Commissioners for incompetency, misconduct, or negligence shown after a hearing before the Board, upon due notice and upon stated charges in writing and on the concurring vote of four members of the Board. The member of the Commission charged with conduct or activity which is alleged to be grounds for removal shall have adequate notice of any charges made against him and sufficient time to prepare a defense against such charges.

4. Expenses: Each member of the Planning Advisory Commission shall be reimbursed for actual and necessary expenses incurred in attending meetings of the Commission and in the conduct of the business of the Commission. Reimbursement for transportation shall be limited to actual sums paid for fares, except that if a Commission member used his own automobile, he may be reimbursed therefor for each mile actually driven by the Commission member. Any county officer or employee designated as an ex officio member of the Commission may be reimbursed for his actual and necessary expenses in attending meetings of the Commission and in the conduct of the business of the Commission if his county position provides for reimbursement for expenses, but such reimbursement shall not exceed the amounts herein provided.

IT IS ORDERED, by the Board of County Commissioners that a full, true and correct copy of this resolution shall be certified to by the county auditor who shall forthwith file for record such certified copy in the office of the Register of Deeds for Kanabec County, Minnesota. Such resolution shall be a public record and available for inspection at reasonable times in the office of the Register of Deeds.

Adopted this 9 day of November, 1965.

(SEAL)
Attest: Marie Salmonson, County Auditor.

Clarence A. Olson
Chairman of the County Board
Kanabec County, Minnesota

STATE OF MINNESOTA)
County of Kanabec) ss.

I, Marie Salmonson, County Auditor in and for the County of Kanabec, State of Minnesota, do hereby certify that the foregoing resolution is a true and complete copy of the original on file and of record in my office.

Dated at Mora, Minnesota this 9 day of November, 1965.

(Seal, County Auditor, Kanabec County, Minn.)

Marie Salmonson, County Auditor
Kanabec County, Minnesota

No. 92940
Filed for record November 30,
1965, at 9:45 A.M.

Assignment of Contract for Deed
By Corporation Vendor, Vendee or
Assignee Form No. 59-M

Taxes payable in the year 1965, on the lands described within paid this 30 day of Nov., 1965.

Shirley Erickson, County Treasurer.

Taxes paid this 30 day of Nov., 1965. Marie Salmonson, County Auditor. By L.B. Deputy.

ASSIGNMENT OF CONTRACT FOR DEED

KNOW ALL MEN BY THESE PRESENTS, That Cambridge State Bank a corporation under the laws of the State of Minnesota, party of the first part, in consideration of Dollars, to it in hand paid by R.C. Wendberg also known as Robert C. Wendberg and Blanche D. Wendberg, his wife, party of the second part, does hereby sell, assign, and transfer, unto said parties of the second part, who do and assigns, the Contracts's interest in that certain contract dated the 10th day of January, 1950, made by R.C. Wendberg and Blanche D. Wendberg, husband and wife as vendors, to Anord Oquist and Bertha Oquist, husband and wife as joint tenants, as vendee, and recorded in the office of the Register of Deeds in and for the County of Kanabec, State of Minnesota, in Book B of Contracts, page 302, for the sale and conveyance of the tracts of land in said County and State, described as follows; to-wit:

Lots Seven (7) and Eight (8), Block Eight (8), Park Addition to the Village of Mora, Minnesota

(con't)

10:00am Appointment

Item b.

April 5, 2022

REQUEST FOR BOARD ACTION

Subject: Possible Ordinance Revisions b. Possible Updates and Changes to Ordinance #4 Subdivision Platting	b. Origination: Commissioner Smith
c. Estimated time: 15 minutes	d. Presenter(s): Commissioner Smith

e. Board action requested:

Discuss possible updates and language changes in Ordinance #4 Subdivision Platting Ordinance

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

ORDINANCE NO. 4
SUBDIVISION PLATTING ORDINANCE
FOR
KANABEC COUNTY, MINNESOTA

AUGUST 28, 1985

Revised: FEBRUARY 15, 1988

Revised: OCTOBER 1, 1996

Revised: JUNE 26, 2002

Revised: August 10, 2005

Revised: December 20, 2006

Revised: June 2011

TABLE OF CONTENTS

ARTICLE I	
GENERAL PROVISIONS	3
ARTICLE II	
DEFINITIONS	5
ARTICLE III	
PRELIMINARY PLAN.....	8
ARTICLE IV	
MINIMUM DESIGN STANDARDS.....	11
ARTICLE V	
IMPROVEMENTS	16
ARTICLE VI	
VARIATIONS FROM REQUIREMENTS.....	17
ARTICLE VII	
EXEMPTION CERTIFICATE.....	18
ARTICLE VIII	
FINAL PLAT.....	19
ARTICLE IX	
FEES	20
ARTICLE X	
PLANNING COMMISSION.....	21
ARTICLE XI	
SEPARABILITY.....	21
ARTICLE XII	
ENFORCEMENT.....	21
ARTICLE XIII	
AMENDMENTS.....	22
ARTICLE XIV	
EFFECTIVE DATE.....	22
APPENDIX, Figure 1	-

SUBDIVISION PLATTING ORDINANCE FOR
KANABEC COUNTY, MINNESOTA

AN ORDINANCE ESTABLISHING COMPREHENSIVE PLATTING REGULATIONS FOR THE LAYING OUT OF STREETS, ALLEYS, AND OTHER PUBLIC GROUNDS AND THE SUBDIVISION OF PLATS WITHIN KANABEC COUNTY, MINNESOTA, OUTSIDE THE INCORPORATED LIMITS OF MUNICIPALITIES IN PURSUANCE OF THE AUTHORITY GRANTED BY STATE LAW.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF KANABEC ORDAINS:

ARTICLE I

GENERAL PROVISIONS

SEC. 1.10 SHORT TITLE- This ordinance shall be known as the “Subdivision Platting Regulations of Kanabec County, Minnesota.”

SEC. 1.11 REPEALER- Kanabec County Subdivision Platting Ordinance, Ordinance No. 4 as adopted August 10, 2005 is hereby amended and replaced by this ordinance.

SEC. 1.12 PURPOSE- Each new subdivision becomes a permanent unit in basic physical structure of the county, a unit to which, in the future communities will of necessity be forced to adhere. In order that new subdivisions will contribute toward an attractive, orderly, stable and wholesome community environment, adequate public services, and sale streets, all subdivisions shall fully comply with the regulations hereinafter set forth in this ordinance.

SEC. 1.13 INTERPRETATION- In the interpretation and application, the provisions of this ordinance shall be the minimum requirements adopted for the protection of the public health, safety and general welfare.

SEC. 1.14 SCOPE- This ordinance shall apply and be binding upon all of the area of Kanabec County, Minnesota, located outside the incorporated limits of municipalities and outside a two mile area adjoining any municipality that has adopted subdivision platting regulations and by ordinance has extended the application of such regulations to unincorporated territory located within two miles of its limits.

SEC. 1.15 FILING- The County Auditor shall not accept a subdivision of land in the jurisdiction of this ordinance unless a final plat has been filed under ARTICLE VIII, an exemption certificate has been granted under ARTICLE VII, or a variance is obtained from the County Board under ARTICLE VI.

Except in the case of re-subdivision, this ordinance shall not apply to any lot or lots forming a part of a subdivision recorded in the office of the Register of Deeds prior to the effective date of this ordinance, nor is it intended by this ordinance to repeal, annul, or in any way impair or interfere with existing provision of other laws or ordinances except those specifically repealed by, or in conflict with this ordinance, or with private restrictions places on property by deed, covenant or other private agreement, or with the restrictive covenants running with the land. Where this ordinance imposes a greater restriction upon the land than is imposed or required by such existing provision of law, ordinance, contract or deed, the provision of this ordinance shall control.

ARTICLE II

DEFINITIONS

Unless the context indicates a different meaning, for the purposes of this ordinance, certain words, phrases and terms shall be construed as follows:

SEC. 2.10 ALLEY - A public way used primarily as a service access to the rear or side of a property, which abuts on a road.

SEC. 2.11 ATTORNEY - The County Attorney of Kanabec County, Minnesota, or their authorized representative.

SEC. 2.12 AUDITOR - The County Auditor of Kanabec County, Minnesota, or their authorized representative.

SEC. 2.13 BLOCK - The enclosed area within the perimeter of roads, property lines or boundaries of the subdivision.

SEC. 2.14 CLUSTER DEVELOPMENT - A subdivision development planned and constructed so as to group housing units into relatively tight patterns while providing a unified network of open space and wooded areas.

SEC. 2.15 COMMISSION - The Planning Commission of Kanabec County, Minnesota.

SEC. 2.16 COUNTY - Kanabec County, Minnesota.

SEC. 2.17 COUNTY BOARD - The Kanabec County Board of Commissioners.

SEC. 2.18 CUL-DE-SAC - A permanent road terminating at one end without connecting with another road and designed so that it cannot be further extended without taking property not dedicated as a road.

SEC. 2.19 DOUBLE FRONTED LOTS - Lots which have a front line abutting one road and a back or rear line abutting another road.

SEC. 2.20 DRAINAGE COURSE - A watercourse or indenture for the drainage of surface water.

SEC. 2.21 ENGINEER - The County Highway Engineer of Kanabec County, Minnesota, or an authorized representative.

SEC. 2.22 FINAL PLAT - The drawing or map of a subdivision prepared for filing of record pursuant to Chapter 505 of Minnesota Statutes and information required by ARTICLE VIII of this ordinance.

SEC. 2.23 GENERAL COUNTY PLAN - The plan or plans for the orderly growth of Kanabec County as adopted and amended from time to time by the Planning Advisory Commission and the County Board.

SEC. 2.24 GROUP HOUSING - A housing project consisting of a group of five or more buildings constructed on a plot of ground three acres or more in size.

SEC. 2.25 LOCAL ROAD - A public way which affords primary means of access by pedestrians and vehicles to abutting properties, whether designated as a street, avenue, highway, road, boulevard, lane or however otherwise designated.

SEC. 2.26 LOT - Any tract, including out lots, within a subdivision marked by the sub divider as a numbered tract to be offered as a unit of land for sale.

SEC. 2.27 LOT WIDTH - The dimension of a lot measured at the setback line as established by zoning regulations.

SEC. 2.28 MAJOR COLLECTOR — A road that carries an above average volume of traffic. It collects and distributes traffic from neighborhoods, commercial and industrial areas to the arterial road system.

SEC. 2.29 MINOR ARTERIAL — A road that connects cities, large business concentrations, and institutional facilities. More access is provided than principal arterials.

SEC. 2.30 MINOR COLLECTOR — Similar to major collector with less traffic volume.

SEC. 2.31 MINOR SUBDIVISION - One division of a tract of land into two lots or parcels as defined in Article VII.

SEC. 2.32 PERSON- Any individual, firm, association, syndicate, or partnership, corporation, trust or any other legal entity.

SEC. 2.33 PRELIMINARY PLAN- A drawing of a proposed subdivision prepared in the manner and containing the data, documents, and information required by ARTICLE III of this ordinance.

SEC. 2.34 PRINCIPAL ARTERIAL — A road that connects metropolitan centers, major business concentrations, large institutional facilities, or major transportation terminals.

SEC. 2.35 PRIVATE ROAD OR RESERVE STRIP- A purported road, way or strip of land reserved for the use of a limited number of persons or purposes as distinguished from a publicly dedicated road.

SEC. 2.36 PUBLIC WALKWAY- A public way designed for the use of pedestrian traffic.

SEC. 2.37 SUBDIVIDER- The owner, agent or person having control of such land as the term is used in this ordinance.

SEC. 2.38 SUBDIVISION- The separation of an area, parcel, or tract of land ~~under single~~ into two or more parcels, tracts, lots or long-term leasehold interests where the creation of the leasehold interests necessitates the creation of streets, roads, or alleys, for residential, commercial, industrial or other combination thereof provided that the following shall not be deemed a subdivision.

- a. Any transfer for which an Exemption Certificate has been given under ARTICLE VII.
- b. The division of a tract of land into complete government lots as defined in the original Public Land Survey Plat Maps of Minnesota as a subdivision of a section, which is normally described by a lot number. A government lot may be regular or irregular in shape and its acreage varies from that of regular section subdivisions. Typically government lots are located along meandering bodies of water.
Complete quarter/quarter sections with all tracts resulting from the division having an access of at least two rods in width to an existing public road with a maximum of one deeded access per 300' of public road frontage.
- c. Transfer of interest in land pursuant to court order.
- d. A separate parcel of record on September 9, 1969, or a parcel subject to a written agreement to convey entered into prior to such time.
- e. A separate parcel recorded between September 9, 1969 and the effective date of this ordinance, meeting the requirements of all laws and ordinances in effect on the date of its conveyance and recording; or a parcel subject to a written agreement to convey, entered into during such time, meeting said requirements.

SEC. 2.39 SURVEYOR- The County Surveyor of Kanabec County, Minnesota, or his authorized representative.

SEC. 2.40 ZONING ORDINANCE- A zoning ordinance or resolution controlling the use of land as adopted by the county or township.

ARTICLE III

PRELIMINARY PLAN

SEC. 3.10 PROCEDURE FOR PRELIMINARY PLAN- In order to familiarize oneself with this ordinance and related laws and to avoid costly revision of plans and plats, the subdivider is encouraged to have a preliminary discussion with the Surveyor and Commission.

SEC. 3.11- The subdivider shall submit to the Environmental Services Director:

SEC 3.11.1- Eight copies of the preliminary plan and protective covenants, if any proposed.

SEC 3.11.2- Two copies of topographic information including elevation.

SEC 3.11.3- Two copies of soils information and proposed septic treatment sites for individual SSTS's (Subsurface Sewage Treatment Systems, per chapter 7080, MN Pollution Agency).

SEC. 3.11.4 - Township approval letter. A letter of township approval from the affected township.

SEC. 3.12 - The Environmental Services Director shall distribute copies of the preliminary plan as follows:

3.12.1 - Planning Commission, two copies, together with both copies of information under Sec. Sec. 3.11.

3.12.2 - Commissioner of Highways if on a State or Federal highway.

3.12.3 - County Highway Engineer.

3.12.4 - the affected Board of Town Supervisors.

3.12.5 - Municipal Council of any municipality within two miles of the affected property.

3.12.6 - County Surveyor.

SEC. 3.13- The Engineer, Surveyor and the District Highway Engineer, when appropriate, shall within 15 days submit reports to the Commission expressing recommendations for approval, disapproval or revisions. If no report is received within 15 days, it will be assumed by the Commission that there are no objections in the plan as submitted.

SEC. 3.14 - At the first regular meeting following receipt of the above reports, the Commission shall determine whether such plan conforms to design standards set forth in this ordinance and conforms to adopted county plans. The Commission may approve a preliminary plan subject to certain revisions.

SEC. 3.15 - Approval of a preliminary plan by the Commission assures the general acceptability of the layout. Subsequent approval by the County board will be required of the final plat as outlined in ARTICLE VIII. If the final plat is not submitted within one year, the approval of the preliminary shall be considered void unless an extension of the time has been granted as provided for in ARTICLE VIII.

SEC. 3.16 - The action taken by the Commission shall be recorded in the proceedings of the Commission and transmitted to the applicant.

SEC. 3.17 DATA REQUIRED FOR PRELIMINARY PLAN-

3.17.1 Scale: 1 inch equals 100 feet or larger scale.

3.17.2 Identification and Description:

3.17.2.1 - Proposed name of subdivision, which name shall not duplicate or be alike in pronunciation of the name of any plat heretofore recorded in the county.

3.17.2.2 - Location by section, town and range with small-scale sketch showing location within the section.

3.17.2.3 - Names and addresses of the owner, subdivider, surveyor and designer of the plan.

3.17.2.4 - Graphic Scale.

3.17.2.5 - North-Point.

3.17.2.6 - Date of Preparation.

3.17.2.7 - Existing conditions in the tract and unless already platted, within 300 feet surrounding the tract:

3.17.2.8 - Property lines.

3.17.2.9 - Districts proposed for non-residential use.

3.17.2.10 - Total acreage of proposed plat.

3.17.2.11 - Platted roads, railroad right-of-way and utility easements.

3.17.2.12 - Permanent buildings or other structures.

3.17.2. 13 - Topographic conditions of area to be platted, including lakes, water courses, swamp areas, rock outcroppings and terrain exceeding 15% slope to adequately portray the land form conditions.

3.17.3 Subdivision Design Features

3.17.3.1 - Layout of proposed roads, showing rights-of-way and names.

3.17.3.2 - Location and widths of proposed pedestrian ways and utility easements.

3.17.3.3 - Layout of proposed surface water drainage easements.
Surface water drainage shall be provided by storm sewers or drainage courses adequate to drain surface water from the subdivision while protecting against erosion.

3.17.3.4 - Layout, number and dimension of lots.

3.17.3.5 - Areas other than roads, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.

3.17.3.6 - Typical roadway section. Show a typical roadway section for all proposed roads. Refer to figure 1 for suggested section.

SEC. 3.18 STAGE DEVELOPMENT: Whenever a portion of a tract is proposed for platting and is of a size for future enlargement of such platted portion from time to time, a tentative plan for the future subdivision of the entire tract shall be submitted.

ARTICLE IV

MINIMUM DESIGN STANDARDS

SEC. 4.10 APPLICATION- The following land subdivision principles, standards and requirements will be applied by the commission in evaluating plans for proposed subdivisions:

SEC. 4.11- The provisions outlined herein shall be considered minimum standards and requirements for the promotion of the public health, safety, morals and general welfare.

SEC. 4.12- Where literal compliance with the standards herein specified is clearly impractical, the Board may modify or adjust the standards to permit reasonable utilization of property while securing substantial conformance with the objectives of these regulations. The procedure for variation is stated in ARTICLE VI.

SEC. 4.13 LAND REQUIREMENTS:

SEC. 4.13.1 - Land shall be suited to the purpose for which it is to be subdivided. No preliminary plan shall be approved, if considering the best interests of the public, the site is not suitable for plat and development purposes of the kind proposed by reason of potential flooding, swamp condition, or adverse earth or rock formation.

Lots subject to flooding and lots deemed uninhabitable because of adverse earth or rock formation shall not be approved by the Commission for residential occupancy, nor for such other uses as may increase danger to health, life or property or aggravate the hazard, but such land within a plat shall be set aside for such uses as shall not be endangered by periodic or occasional inundation or shall not produce unsatisfactory living conditions.

SEC. 4.13.2 - Land subject to hazards to life, health or property shall not be subdivided for residential purposes until all such hazards have been eliminated or unless adequate safe-guards against such hazards are provided by the subdivision plan.

SEC. 4.13.3 - Proposed subdivisions shall be coordinated with existing nearby municipalities or neighborhoods so that the community as a whole may develop harmoniously.

SEC. 4.13.4 - Proposed land uses shall conform to any county or township zoning ordinance in effect.

SEC. 4.14 ROAD SYSTEM:

4.14.1 - Proposed roads shall be properly related to such road plans or parts thereof as have been officially prepared, and adopted by the county.

4.14.2 - Proposed road shall further conform to such county and state road and highway plans as have been prepared, adopted and/or filed as prescribed by law.

4.14.3 - Roads shall be logically related to the topography so as to produce usable lots and reasonable grades.

4.14.4 - Access shall be given to all lots and portions of the tract in the subdivision. Reserved strips and land-locked areas shall not be created.

4.14.5 - Minor roads shall be laid out to discourage their use by through traffic and where possible, thoroughfares shall be protected for use by through traffic by marginal access roads, lots served by an interior road or other means.

4.14.6 - Half or partial roads will not be permitted, except where essential to reasonable subdivision of a tract in conformance with the other requirements and standards of these regulations and where, in addition, satisfactory assurance for dedication of the remaining part of the road can be secured.

SEC. 4.15 - CUL-DE-SAC ROADS

4.15.1 - Cul-de-sac roads, permanently designed as such shall not exceed 800 feet in length, except as variances are permitted by the Commission. Such a variance may be granted if it can be clearly shown that by reason of unfavorable landform, or the irregular shape of the plat from which the subdivision is being made; that a normal street pattern cannot be established, or that land would be wasted by not granting such a variance.

4.15.2 - Cul-de-sac roads shall be provided at the closed end with a turn-a-round having a minimum radius to the outside edge of the finished road or curb line of not less than fifty (50) feet.

4.15.3 - Unless future extension is clearly impractical or undesirable, the turn-around right-of-way of the same width as the street shall be carried to the property line in such a way as to permit future extension of the street into the adjoining tract. At such time as such a street is extended, the overage created by the turn-around outside the boundaries of the extended street shall revert in ownership to the property owner fronting on the temporary turn-around.

4.16 ROAD DESIGN

4.16.1 Widths: Minimum widths for each type of Public Street, or road shall be as follows:

<u>TYPE OF ROAD</u>	<u>RIGHT-OF-WAY WIDTH</u>
Principal Arterial	200 ft.
Minor Arterial	150 ft.
Major Arterial	120 ft.
Minor Collector	100 ft.
Local Road	66 ft
Alley	33 ft.

4.16.2 - Where a subdivision abuts or contains an existing road of inadequate width, sufficient additional width shall be provided to meet the above standards.

4.16.3 - Additional right-of-way and roadway widths may be required to promote public safety and convenience when special conditions require it or to provide parking space in areas of intensive use.

4.16.4 - Extensions of existing roads with lesser right-of-way and/or roadway widths than prescribed above may be permitted by variance in special cases.

4.16.5 RESTRICTION OF ACCESS: When a subdivision or portion thereof adjoins a major thoroughfare, no lot shall have direct access thereto unless there is no practical alternative. Said lots shall be provided with frontage on a marginal access road or an interior road.

4.16.6 INTERSECTIONS: Road intersections shall be as nearly at right angles as is possible, and no intersections shall be at an angle of less than sixty (60) degrees.

4.16.7 ROAD JOGS: Road jogs with centerline offsets of less than one hundred twenty-five (125) feet shall not be allowed.

4.16.8 ROAD NAMES: A proposed road which is in alignment with and joins an existing named road shall bear the name of the existing road.

4.16.9 ALLEYS: Alleys or other loading space located off the public right-of-way shall be provided to the rear or side of all lots to be used for commercial or industrial use. When provided, alleys shall be open at both ends.

4.16.10 BLOCKS: Blocks shall be wide enough to allow two tiers of lots with a minimum depth as required by county or township zoning except adjoining a lake, stream, railroad or thoroughfare or where one tier of lots is necessary because of topographic conditions.

SEC. 4.17 ARRANGEMENT OF LOTS:

4.17.1 - Side lots lines shall be substantially at right angles to straight road lines or radial to curved road lines or radical to lake or stream shores unless topographic conditions necessitate a different arrangement.

4.17.2 - Each lot shall front upon a public road.

4.17.3 - Double-frontage lots shall be avoided when possible. Residential lots shall be separated from thoroughfares and railroad rights-of-way by a greater lot depth amounting to 10% increase over that required by Section 4.23.

SEC. 4.18 SIZE OF LOTS: No lot shall have less area or width than is required by zoning regulations applying to the area in which it is located: unless provided for otherwise by zoning regulations, the provisions of Section 4.23 shall apply.

4.18.1 - To minimize the danger of the building site being flooded, the Engineer may require that lots abutting a drainage course, channel, stream or lake have additional depth or width.

SEC. 4.19 PUBLIC USE AND SERVICE AREAS: Due consideration shall be given to the allocation of areas suitably located and of adequate size for playgrounds and parks for local or neighborhood use as well as public service areas.

SEC. 4.20 PUBLIC OPEN SPACES: Where a proposed highway, school, historic site, park, recreation area or public access to water frontage shown on the General County Plan is located in whole or in part in the applicant's subdivision, the County board shall require as a condition of final approval that such space within the subdivision be dedicated or reserved. Such reserved land shall not be developed for a period of one year from the date of such final approval to that within said period the appropriate public agency may acquire said land in the manner provided as by law and before it is developed for some purpose not conforming to the official plan.

SEC. 4.21 EASEMENT FOR UTILITIES: Except where alleys are provided for the purpose, utility easements not less than twenty (20) feet in width across lots shall be provided for use in erecting, construction and maintaining poles, wires, conduits, surface drainage, water mains, electrical lines and other public utilities.

SEC. 4.22 DRAINAGE COURSES: Where storm water from adjacent areas naturally passes through a subdivision, adequate provisions shall be included in the subdivision for facilities to route the storm water through the subdivision to its natural outlet to maintain or replace the natural water course.

SEC. 4.23 MINIMUM LOT STANDARDS, ROAD AND SANITATION IMPROVEMENTS.

	Individual Sewage Disposal	Community Sewage Disposal	Community Water Supply and Sewage Disposal System
Lot Area	43,750 sq. ft. or more if required as a result of soil percolation tests as provided for in SEC. 5.17 (Approx. 1 acre)	21,600 sq. ft. (Approx. 1/2 acre)	10,000 sq. ft. (Approx. 1/4 acre)
Lot Width	175 ft.	120 ft.	75 ft.
Lot Depth	250 ft.	180 ft.	130 ft.
Road Driving Surface Width	24 ft.	24 ft.	24 ft.

Road Pavement	6" stabilized gravel	6" stabilized gravel	6" stabilized gravel
Water Supply	Community or Individual	Individual	Community System
Set-back from Right-of-way (Minimum)	30 ft.	30 ft.	30 ft.

SEC. 4.24 - All work and improvements of roads is to be done in accordance with County Highway Department specifications and shall be subject to the recommendations, supervision and approval of the Engineer. See Figure 1 in the Appendix.

ARTICLE V

IMPROVEMENTS

Before the County Board shall approve a final plat of a subdivision the subdivider shall have completed and paid for the required improvements at his own expense. Said improvements are the following:

SEC. 5.10 SURVEY MONUMENTS: All subdivision boundary corners, block and lot corners, road intersection corners and points of tangency and curvature shall be marked with survey monuments meeting the minimum requirements of state law. All government corner locations shall be monumented and certificates of government corner locations together with the resurvey information and section breakdown necessary to determine the boundaries of the proposed plat, shall be recorded with the Kanabec County Recorder.

SEC. 5.11 GRADING- Roads and lots shall be graded to secure proper drainage.

SEC. 5.12 SURFACE. WATER DRAINAGE- Surface water drainage shall be provided by storm sewers or drainage courses adequate to drain surface water from the subdivision and protect roadway pavements.

SEC. 5.13 MINIMUM PAVEMENT WIDTH AND ROADWAY SURFACING-

Roads shall meet the standards set forth in SEC. 4.24 and shall be approved after inspection by the Engineer.

SEC. 5.14 SANITATION- When located within the service area of a public sanitary sewage system, sanitary sewers shall be constructed throughout the entire subdivision in such a manner as to serve adequately all lots with connection to such public system.

SEC. 5.15- Storm water drainage shall not be permitted to combine with sanitary sewers nor shall sanitary sewage be permitted in storm water sewers.

SEC. 5.16- Where lots cannot be connected with a public sewage system, provisions must be made for sanitary sewage facilities, consisting of a central treatment plant or individual disposal devices for each lot. This does not mean that the installation of individual disposal devices shall be the expense of the subdivider.

SEC. 5.17- Any subdivision or lot not provided with off-site sewer facilities may be subject to soil percolation tests being made to determine whether or not the lot size proposed will meet minimum standards of health and sanitation if requested by the Commission due to limitations of soils as shown on existing soils maps. Such tests shall be made at the expense of the subdivider.

SEC. 5.18- All proposed sewage disposal systems shall comply with the regulations and recommended standards of the Minnesota Pollution Control Agency.

SEC. 5.19 WATER SUPPLY- Water supply for all areas shall be designed to meet the regulations and recommended standards of the Minnesota Department of Health.

SEC. 5.20- When the subdivision is located within the service area of a public water supply system, water mains not less than 6 inches in diameter shall be constructed throughout the entire subdivision in such a manner to serve adequately all lots and tracts with connection to such public system together with shut-off valves and fire hydrants at intervals of not less than six hundred (600) feet.

ARTICLE VI

VARIATIONS FROM REQUIREMENTS

SEC. 6.10- The Planning Commission may recommend a variation to the County Board from the requirements of subdivision planning procedure or public improvements when a group housing or cluster development is proposed or in specific cases when the tract to be subdivided is of such unusual size, shape, or character or is surrounded by such development or unusual conditions that the strict compliance with the requirements of this article would result in substantial hardship or injustice.

SEC. 6.11- The standards and requirements of these regulations may be modified by the County Board after a public hearing in the case of plans, which in the judgment of the Commission, achieve substantially the objectives of this ordinance and which are further protected by such covenants or other legal provision as will assure conformity to and achievement of the plan.

SEC. 6.20 POLICY- In recommending any variation, the Commission shall take into account the following:

SEC. 6.21- The location of the proposed subdivision, proposed land use, and existing use of land in the vicinity.

SEC. 6.22- The number of persons to reside or work in the proposed subdivision and the probable effect of the proposed subdivision upon traffic conditions in the vicinity.

SEC. 6.23- Those variations that will allow the subdivider to develop his property in a reasonable manner and at the same time preserve the general intent and spirit of this ordinance and protect the public welfare and interests of the county.

SEC. 6.30 PROCEDURE FOR VARIATION- Application for any variation shall be submitted in writing by the subdivider at the time the preliminary plan is filed and shall state fully the grounds for the application and the facts relied upon by the petitioner. The Commission shall consider such application, give its written recommendations thereon, with the reasons therefore, at the time of its approval or disapproval of said plan. If the Commission refuses to recommend a variation, the subdivider may at once, without preparing a Final Plat, petition the County Board for a review of the decision of application for variation.

ARTICLE VII

EXEMPTION CERTIFICATE

SEC 7.10 The Environmental Services Director may grant an exemption certificate for the following minor subdivisions:

7.10.1 One division of a tract of land into 4 parcels in any twelve month period.

7.10.2 the division of a tract of land into parcels results with all parcels having a minimum width of 300 feet and a minimum of 300 feet of continuous frontage on an existing public road, and

7.10.3 All parcels resulting from the split must be at least one acre in size.

7.10.4 The exemption application form must contain a town official's signature indicating that the resulting parcels meet with town board requirements.

7.10.5 All parcels resulting from the split to be allowed as a building site must meet the requirements as stated in Kanabec County Ordinance #6 – Sewage and Wastewater Treatment –and as defined in MN Rules 7080.1100 Subp. 45 “Lot”. Parcels resulting from a split not meeting this requirement shall be recorded as non-buildable until such time as septic requirements can be met.

7.10.6 Splits must be simple in nature and each resulting parcel not exceeding eight corners.

7.10.7 - Parcels sold to adjacent property owners to provide a better subdivision.

7.10.8 Parcels desirable to correct survey errors or faulty descriptions. This can be accomplished without fee providing that an affidavit of attorney or surveyor stating is presented to the Environmental Services Director.

7.10. 9 The division of a tract of land that is a complete quarter/quarter section, but that part exempted by a natural boundary or public road with all tracts resulting from the division having an access of at least two rods in width to an existing road.

7.10.10 Survey Requirements. If the split contains only right angle corners and each resulting parcel is readily defined by metes and bounds, a survey is not required. All other splits require surveys, other than those formed by natural boundaries or pre-existing public roads.

7.11 - Application for an exemption certificate shall be made to the Environmental Services Director.

7.12 - The Environmental Services Office in its consideration shall properly study the application and:

7.12.1 - Determine if the objectives of this ordinance are met.

7.12.2 - May require a public hearing.

7.12.3 - May require a surveyor's description or certificate of survey.

7.12.4 - May notify or consult with the affected town board, county official, or any other person, and may seek professional advice.

7.12.5 - Additional information necessary to properly consider the minor subdivision may be requested.

7.13 - The Environmental Services Director shall grant an exemption certificate if the objectives of this ordinance are met. If denied the subdivider shall be notified of the reasons. An appeal may be taken by any aggrieved person. Such an appeal shall be filed within 30 calendar days after the date of the decision of the Environmental Services Director and specifying the grounds thereof. Appeals shall be to the Board of Adjustment pursuant to §394.27, Subd 6, Minnesota Statutes.

ARTICLE VIII

FINAL PLAT

SEC. 8.10 PROCEDURE FOR FINAL PLAT- After the approval and endorsement of a preliminary plan, the following procedure shall be followed:

SEC. 8.11- Unless an extension of time is requested by the sub divider and granted by the Commission, the subdivider shall within one year following approval of the preliminary plan, submit to the Environmental Services:

8.11.1 Six (6) paper prints of the Final Plat, together with an up-to-date Abstract of Title or a Certificate of Title, and an Opinion of Title by the subdivider's Attorney. The Final Plat shall conform to all Minnesota Platting Regulations.

8.11.2 The Final Plat shall incorporate all changes required by the Commission; otherwise, it shall conform to the preliminary plan. The Final Plat may constitute only that portion of the preliminary plan, which the subdivider proposes to record and develop at the time.

SEC. 8.12- The Environmental Services Director shall refer two (2) prints of the Final Plat to the Surveyor, one (1) to the Engineer, one (1) to the Planning Commission, and one (1) to the Attorney, together with an up-to-date Abstract of Title or a Certificate of Title, and the Opinion of Title prepared by the subdivider's Attorney.

Sec. 8.13- A report of the Surveyor, Engineer, the Planning Commission, and the Attorney shall be submitted to the County Board within (30) days after the submission of the Final Plat. The Surveyor shall state whether the Final Plat conforms to the State Platting Regulations. The Engineer shall state whether the Final Plat and the proposed improvements conform to all engineering standards including requirements of the Minnesota Highway Department, if applicable. The Planning Commission shall state whether the final Plat conforms to the preliminary plan approved by the Commission and incorporates all changes that might have been required. The Attorney shall state whether the fee simple title to the platted property is in the names of the platters.

SEC. 8.14 - The County Board shall act on the Final Plat within 60 days of the date on which it was submitted to the Environmental Services. It shall not approve a Final Plat unless it:

8.14.1 - Conforms to a preliminary plan approved by the Commission.

8.14.2 - Meets the design standards and engineering specifications set forth in this ordinance.

8.14.3 - Conforms to all plans adopted by the Commission and County Board.

8.14.4 - Meets all requirements and laws of the State of Minnesota.

SEC. 8.15 - When the Final Plat is approved by the County Board and certified by the County Auditor/Treasurer and County Attorney, the subdivider shall submit one double mounted, cloth backed prints on card stock or material of equal quality and two transparent reproducible copy. The Final Plat shall then be recorded with the County Recorder.

SEC. 8.16 DATA REQUIRED FOR FINAL PLAN shall be as required under regulations of State laws.

ARTICLE IX

FEES

SEC. 9.1- The fees for submitting or applying for preliminary plats, final plats, exemptions, and variances shall be in the amounts as periodically set by the County Board of Commissioners.

ARTICLE X

PLANNING COMMISSION

SEC. 10.10 KANABEC COUNTY PLANNING COMMISSION- The Kanabec County Planning Commission is hereby established and vested with such authority as provided by statutes and ordinances. The Planning Commission shall be composed of five (5) and not more than eleven (11) voting members appointed by the County Board. Members may likewise be removed or suspended for non-performance of duty or misconduct in office. Any vacancies shall likewise be filled. Members can be reappointed.

SEC. 10.20- The members will be appointed for staggered terms of three (3) years. Two (2) members will be appointed the first and third years and three (3) members appointed the second year.

ARTICLE XI

SEPARABILITY

SEC. 11.10- If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and sub holding shall not affect the validity of the remaining portions hereof.

ARTICLE XII

ENFORCEMENT

SEC. 12.10- This ordinance shall be enforced by the Environmental Services Director, who is hereby designated the enforcing officer.

SEC. 12.20- Any person who shall violate any of the provision of this ordinance shall be deemed guilty of a misdemeanor.

ARTICLE XIII
AMENDMENTS

SEC. 13.10- Amendments may be made to this ordinance by the County Board after recommendations of the Commission following the holding of a public hearing with notice given in the official newspaper of the County at least ten (10) days in advance of the hearing.

ARTICLE XIV
EFFECTIVE DATE

SEC. 14.10- This Ordinance shall be in full force from and after its passage and publication.

Signed _____
Commissioner Kevin Troupe
Chairperson of the Kanabec County Board of Commissioners,
Kanabec County, Minnesota

Attest: _____
Dan Weber
Kanabec County Coordinator

Date: _____

SUBDIVISION DESIGN TYPICAL SECTION
(NOT DRAWN TO SCALE)

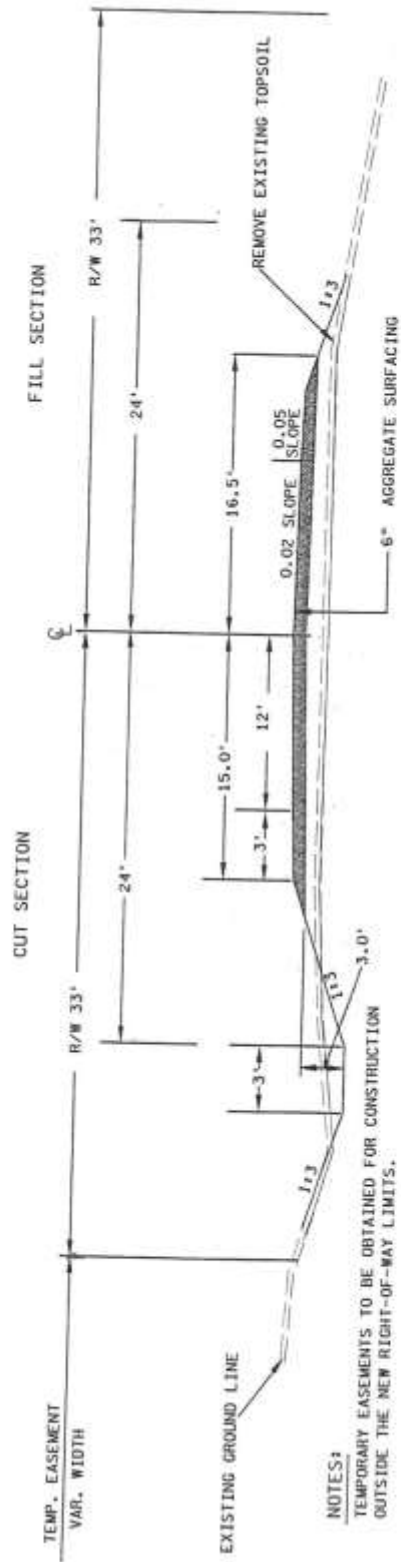


Figure #1

10:15 am Appointment

April 5, 2022

REQUEST FOR BOARD ACTION

a. Subject: Introduction of New Mora City Administrator/PUC General Manager Glenn Anderson	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Glenn Anderson

e. Board action requested:

Meet the new Mora City Administrator/Public Utilities Commission General Manager, Glenn Anderson

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:45am Appointment

April 5, 2022

REQUEST FOR BOARD ACTION

a. Subject: Presentation of Years of Service Recognition – George DeJong 25 Years	b. Origination: Road & Bridge Department
c. Estimated time: 10 minutes	d. Presenter(s): Les Nielsen, Board Chair

e. Board action requested:

- Recognition of 25 Years of Employee Service – George DeJong, Mechanic

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:50am Appointment

April 5, 2022

REQUEST FOR BOARD ACTION

a. Subject: Annual Report, Gravel Tax Settlement Correction for 2021, Canvassing Commitment, Office Update, Future Capital Equipment Request, Discuss Moving to MCIS	b. Origination: Auditor/Treasurer
c. Estimated time: 30 minutes	d. Presenter(s): Denise Snyder

e. Board action requested:

- a. **Annual Report**, pages 2-5
 - i. Annual ACH Resolution
 - ii. Resolution for 2021 donations, change funds, and routine EFT's
 - iii. Resolution for YE2021 restricted and assigned fund balances (*fund details on pages 12-39*)
- b. **Gravel Tax Settlement Correction for 2021**, page 6
- c. **Canvassing Commitment**, discussion only
- d. **Office Update**, page 7
- e. **Future Capital Equipment Request**, pages 8-10
- f. **Discuss Moving to MCIS**, page 11

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:	4/1/22
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Coordinators Comments:

a. **Annual Report**

i. **Annual ACH Resolution**

Resolution #__ - 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 her designee, under Minnesota Statutes 471.38.

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

Resolution #__ – 4/5/22
2021 Donations, Change Funds, Routine EFTs

WHEREAS certain county departments received donations in 2021, and

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

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

		<u>County</u>	
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

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

Resolution #__– 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

b. Gravel Tax Settlement Correction for 2021

**KANABEC COUNTY
2021 GRAVEL TAX SETTLEMENT REVISED**

Vendor #	Taxing District	Account Code	Checks Dated: 2/10/22	Journal Entries No Check	Total Distribution
963	ANN LAKE	81-851-000-0000-6830	1,460.37		1,460.37
969	ARTHUR	81-851-000-0000-6830	15,409.62		15,409.62
970	BRUNSWICK	81-851-000-0000-6830	3,971.67		3,971.67
971	COMFORT	81-851-000-0000-6830	607.30		607.30
973	FORD				0.00
983	GRASS LK	81-851-000-0000-6830	160.07		160.07
985	HAYBROOK	81-851-000-0000-6830	1,075.99		1,075.99
992	HILLMAN	81-851-000-0000-6830	723.77		723.77
999	KANABEC	81-851-000-0000-6830	3,436.87		3,436.87
1001	KNIFE LAKE	81-851-000-0000-6830	11,073.26		11,073.26
1005	KROSCHER	81-851-000-0000-6830	1,634.71		1,634.71
1006	PEACE	81-851-000-0000-6830	4,543.35		4,543.35
1021	POMROY				0.00
1022	SOUTHFORK	81-851-000-0000-6830	27,519.15		27,519.15
1025	WHITED	81-851-000-0000-6830			0.00
no check	HIGHWAY	81-851-000-0000-6832		71,616.13	71,616.13
no check	PIT RESTORE	81-851-000-0000-6832		25,276.29	25,276.29
no check	A/T OFFICE	81-851-000-0000-6832		8,868.35	8,868.35
			71,616.13	105,760.77	177,376.90
			TOTAL	TOTAL	TOTAL DISTRIBUTION

d. Office Update

AT Office 1Q2022 Report - Board 4.5.22

Election Updates

Filing period for Nov starts 5/17/22 ends 5/31/22
Primary set for Aug 9 and General set for Nov 8
Legislative Redistricting means new representation for:
Kanabec, Ogilvie & Southfork: were 15A and now 10B
Ann Lake, Ford, Haybrook, Hillman & Peace: were 15A and now 10A
Utilizing the online election judge training again this year

Tax/Cama MCIS Conversion in progress and due to convert Jan 1, 2023

HR/PR MCIS Looking at converting from Paycom Service to MCIS software

Checking Account Had fraudulent checks in Dec for \$6732.34 & \$9567.98. Bank returned the funds.
#3 check = \$11,479.97 caught and never cleared.
Moved to new account March 1

Tax Statements Mailed out 3/29/22

New Staff Robbie retiring April 8 and Tim has been in place and training since Jan 1
Karen retiring July 15 and Kathy has been in place PT since Aug

Audit Preparation Auditors here July 25th

Property Transfers 1Q2021 SDT = 179 MRT = 240
1Q2022 SDT = 167 MRT = 180

e. Future Capital Equipment Request



Election Systems & Software
6055 Paysphere Circle
Chicago, IL 60674
(877) 377-8683



Invoice

Invoice Date
3/24/22
Order Date
3/24/22
Customer Number
30434
Customer's PO No
Software

Terms of Payment
30 Days Net
Order Number
S907

ORIGINAL

Invoice Number
CD2020678
Election Date
Page
1 (1)

Invoice Address
KANABEC COUNTY, MINNESOTA
KANABEC COUNTY AUDITOR
18 VINE ST N STE 261A
MORA MN 55051-1386

Delivery Address
Kanabec County, Minnesota
Kanabec County Auditor
18 Vine St N Ste 261A
Mora, MN 55051-1386

Sales

Pos	Description	Sales Qty	Unit	Price	Disc %	Tax %	Net Amount USD
1	ElectionWare Software Ew Sw Type - RPT	1.00	EA	4,825.000	0.00	0.00	4,825.00
2	Standard 4GB Memory Device	3.00	EA	105.000	0.00	0.00	315.00
3	Training Day - Tabulation	1.00	EA	1,795.000	0.00	0.00	1,795.00
4	State Reporting Utility	1.00	EA	0.000	0.00	0.00	0.00

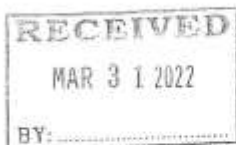
Tracking #:

Sub Total Amount 6,935.00

Total Exclusive Tax 6,935.00

Total Tax 0.00

Invoice Amount 6,935.00



Customer Number 30434 Invoice Number CD2020678 INVOICE AMOUNT 6,935.00
Election Systems & Software
ABA Routing No: 071000039
Account No: 5800923558

MN: Minnesota

PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT. THANK YOU.



Election Systems & Software, LLC
 11208 John Galt Blvd
 Omaha, NE 68137

Quote

EVS 5.3.4.1 Reporting Standard Standalone EMS System Purchase Order

February 24, 2022

Kanabec County, Minnesota

Kanabec County Auditor
 18 Vine St N Ste 261A
 Mora, MN 55051

Quantity	Part #	Description	Price	Ext. Price
EMS WORKSTATION				
1	5050	DELL OPTIPLEX 5050 (DESKTOP)	\$1,427.00	\$1,427.00
		<ul style="list-style-type: none"> • OptiPlex 5050 SFF XCTO • Intel Core i5-6500 Processor (Quad Core, 6MB, 4T, 3.2GHz, 65W) • OptiPlex 5050 SFF with 180W up to 85% efficient Power Supply (80Plus Bronze) • TPM Enabled • 8GB DDR4 2400MHz (8GBX1) Memory • 3.5-inch 500GB 7200rpm Hard Disk Drive • AMD Radeon R5 430, 2GB (DP, SL-DVI-I) • DVD+/-RW Bezel, Small Form Factor • No Out-of-Band Systems Management • Chassis Intrusion Switch SFF • Dell KB216 Wired Multi-Media Keyboard English Black • Dell MS116 Wired Mouse, Black • Adobe Reader 11 • Waves Maxx Audio • Windows 7 Professional English 64bit DT • Intel Core i5 Processor Label • Three-year hardware warranty 		
1	96071	DELL P2222H 22" MONITOR 3 YR HDMI VGA DISPLAYPORT	\$359.00	\$359.00
1	96035	8GB DDR4 2400 UDIMM 1RX8	\$100.00	\$100.00
1	96015	UNINTERRUPTIBLE POWER SUPPLY (UPS) BATTERY BACKUP 850VA (WORKSTATIONS)	\$147.00	\$147.00
1	96008	*SYMANTEC ENDPOINT PROTECTION 14.2	\$61.00	\$61.00
MISCELLANEOUS COMPONENTS				

1	96000	BROTHER HL-L6400DW B/W DUPLEX LASER PRINTER	\$462.00	\$462.00
1	96016	LD 6' USB 2.0 A-B CABLE,T,IVOTR,RTAL 6' USB CABLE	\$8.00	\$8.00
		SERVICES		
1	510210	STANDALONE EMS INSTALL	\$1,400.00	\$1,400.00
		<ul style="list-style-type: none"> • Staging of EMS workstations at ES&S Technical Services lab. <ul style="list-style-type: none"> o Includes the installation, configuration, and testing of EMS workstation. • Equipment is shipped to customer location. <ul style="list-style-type: none"> o Physical installation of workstation and related hardware (Printer, UPS, etc.) performed by customer. • EMS installation summary documentation provided to customer upon completion of installation. 		
		Order Total		\$3,964.00

Invoicing and Payment Terms:

100% of Order Total Due Thirty (30) Calendar Days after the later of (a) Equipment Delivery, or (b) Receipt of corresponding ES&S Invoice.

Note 1: Pricing of purchase order is valid for 30 days due to fluctuating pricing in 3rd party hardware and software. Agreements will need to be updated if not executed within 30 days.

Note 2: In no event shall Customer's payment obligations hereunder, or the due dates for such payments, be contingent or conditional upon Customer's receipt of federal and/or state funds.

Note 3: Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.

Note 4: Shipping and Handling is not included in the Order Total and will be invoiced separately.

Note 5: Network Cabling is not included.

Customer acknowledges that ES&S is purchasing the third party items set forth herein ("Third Party Items") for resale to Customer, and that the proprietary and intellectual property rights to the Third Party Items are owned by parties other than ES &S ("Third Parties"). Customer further acknowledges that except for the payment to ES&S for the Third Party Items, all of its rights and obligations with respect thereto flow from and to the Third Parties. ES&S shall provide Customer with copies of all documentation and warranties for the Third Party Items which are provided to ES&S.

Customer Signature

Date

Title

f. Discuss Moving to MCIS

Denise Snyder

From: Lyle Eidelbes <lyle.eidelbes@mcis.cog.mn.us>
Sent: Thursday, March 31, 2022 3:24 PM
To: Denise Snyder; Kim Christenson; Marie Sward
Cc: Karen McClellan; Jeff Stojevich; Amber.Peratalo
Subject: Payroll Services through MCIS
Categories: PAYROLL

Jeff mentioned you have interest in utilizing MCIS Payroll/HR services. Here is what I got approved through the executive committee in regard to pricing:

Cost sharing of payroll would be at the 70% rate we are using for Tax/CAMA services in 2023.

Kanabec's share for Payroll/HR services is estimated at \$14,482 for 2023. Participants sharing at 100% fees are estimated to be \$22,240 per year per participant. . .

No separate charge for conversion, you will just start sharing in MCIS cost structure in 2023.

There is a board meeting on April 28th, 2022. Basically, I need a letter requesting inclusion as part of the Payroll/HR services and the MCIS Board would approve at that meeting. My meeting packet is due out to the board by April 21st.

Looking forward to hearing how you wish to proceed.

Lyle

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**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

KANABEC COUNTY

RESTRICTED & ASSIGNED FUNDS 2021

(Auditor\Dedicated\DF2021.xls)

	RESTRICTED FUNDS	12/31/18	12/31/19	12/31/20	12/31/20	
R	911 EMERGENCY	97,511	24,561	29,554	60,760	60,760.12
R	CWP SEPTIC LOANS	266,671	284,405	300,742	289,039	289,038.88
R	GRAVEL TAX - RECLAMATION		32,406	50,098	71,459	71,458.93
R	FORFEITURE FUNDS - ATTORNEY	23,513	25,771	28,601	35,348	35,347.57
R	FORFEITURE FUNDS - SHERIFF	135,460	143,748	129,642	154,654	154,654.35
R	LAND OFFICE TECH EQUIPMENT	127,737	126,140	137,540	152,906	152,905.84
R	LAW LIBRARY	-1,336	13,879	17,414	20,027	20,027.36
R	PROBATION CORRECTIONAL FEES	0	0	0	0	0.00
R	RECORDER'S EQUIPMENT	76,212	61,080	62,382	57,216	57,216.19
R	RURAL ADDRESSING	438	438	438	421	421.21
R	SCORE	168,050	136,476	113,200	111,237	111,236.63
R	SHORELAND GRANT	4,090	4,007	4,090	4,090	4,090.00
R	SW SURCHARGES	1,460,587	1,437,548	1,145,772	1,122,544	1,122,544.35
R	TRANSIT MNDOT FARES	59,449	134,866	185,204	123,720	123,720.10
R	WATER PLAN GRANT	15,071	15,071	15,071	15,071	15,071.00
R	WETLAND GRANT	25,103	25,103	25,103	25,103	25,103.00
	UNRESTRICTED - ASSIGNED FUNDS					
A	FUTURE CAPITAL EQUIPMENT	245,562	326,715	413,617	481,617	481,617.00
A	FUTURE CAPITAL IMPROVEMENTS	297,466	327,882	288,679	365,181	365,181.43
A	KNIFE LAKE IMPROVEMENT DIST		5,000	10,000	15,000	15,000.00
A	LEGAL FEE FUND ORD 27	168	166	166	166	166.00
A	RETIREE ACCRUED SICK PAY	-96,670	-18,874	44,364	43,898	43,897.98
A	SHERIFFS COMMUNITY PROGRAMS		22,850	26,249	19,167	19,166.74
A	SHERIFFS RESERVE UNIT	25,652	29,908	37,174	32,684	32,684.20
A	TRANSIT	412,515	316,826	539,826	688,716	688,716.08
A	VEHICLE POOL	120,238	121,458	116,815	123,268	123,268.23
A	VETERANS PROGRAMS		10,743	16,352	19,272	19,271.93
	TOTAL	3,463,487	3,608,173	3,738,093	4,032,565	4,032,565.12

911 GRANT - RESTRICTED FUND

2014 - 2021

Dept 201
Program 285

YEAR	ENTRY	DEBIT	CREDIT	BALANCE	
2013	YEAR END BALANCE			50,693.74	
2014	STATE GRANT		96,673.98		
	INTEREST		125.10		
	STATE REIMBURSEMENTS		0.00		
	EXPENDITURES	98,394.88		49,097.94	*
2015	STATE GRANT		89,237.52		
	INTEREST		307.82		
	STATE REIMBURSEMENTS		0.00		
	EXPENDITURES	25,078.95		113,564.33	*
2016	STATE GRANT		89,237.52		
	INTEREST		375.39		
	STATE REIMBURSEMENTS		0.00		
	EXPENDITURES	89,923.31		113,253.93	*
2017	STATE GRANT		89,237.52		
	INTEREST		678.44		
	STATE REIMBURSEMENTS		0.00		
	EXPENDITURES	85,918.97		117,250.92	*
2018	STATE GRANT		89,237.52		
	INTEREST		850.05		
	STATE REIMBURSEMENTS				
	EXPENDITURES	109,827.59		97,510.90	
2019	STATE GRANT		89,237.52		
	INTEREST		709.52		
	STATE REIMBURSEMENTS				
	EXPENDITURES	162,896.45		24,561.49	
2020	STATE GRANT		89,237.52		
	INTEREST		378.09		
	STATE REIMBURSEMENTS				
	EXPENDITURES	84,623.47		29,553.63	
2021	STATE GRANT		125,270.82		
	INTEREST		138.07		
	STATE REIMBURSEMENTS				
	EXPENDITURES	94,202.40		<u>60,760.12</u>	

* Coordinates with annual 911 Audit report

CWP (MPCA) SEPTIC LOANS - RESTRICTED FUNDS

2013-2021

01-041-683

YEAR	ENTRY	DEBIT	CREDIT	BALANCE	
2012	END OF YEAR BALANCE			140,836.30	
2013	SPECIAL ASSESSMENTS		65,220.05		
	LOAN PAY OFFS		17,662.98		
	INTEREST		552.36		
	MPCA LOAN PAYMENTS	68,942.96		155,328.73	*
2014	SPECIAL ASSESSMENTS		87,558.75		
	LOAN PAY OFFS		15,272.30		
	INTEREST		523.28		
	MPCA LOAN PAYMENTS	68,942.96		189,740.10	*
2015	SPECIAL ASSESSMENTS		73,281.68		
	LOAN PAY OFFS		54,936.45		
	INTEREST		586.92		
	MPCA LOAN PAYMENTS	68,942.96		249,602.19	*
2016	SPECIAL ASSESSMENTS		90,453.95		
	CLA YE14 ADJ JE#51	15,272.30			
	LOAN PAY OFFS		43,755.49		
	INTEREST		721.40		
	MPCA LOAN PAYMENTS	88,811.65		280,449.08	*
2017	SPECIAL ASSESSMENTS		72,236.53		
	LOAN PAY OFFS		21,081.01		
	INTEREST		1,163.72		
	MPCA LOAN PAYMENTS	108,680.35		266,249.99	*
2018	SPECIAL ASSESSMENTS		68,899.24		
	CLA YE14 ADJ JE#51				
	LOAN PAY OFFS		15,892.29		
	INTEREST		1,468.07		
	MPCA LOAN PAYMENTS	85,838.28		266,671.31	*
2019	SPECIAL ASSESSMENTS		72,323.12		
	LOAN PAY OFFS		29,601.28		
	INTEREST		1,647.47		
	MPCA LOAN PAYMENTS	85,838.28		284,404.90	*
2020	SPECIAL ASSESSMENTS		70,343.53		
	LOAN PAY OFFS		48,444.29		
	INTEREST		1,417.29		
	MPCA LOAN PAYMENTS	103,868.24		300,741.77	*
2021	SPECIAL ASSESSMENTS		59,076.52		
	LOAN PAY OFFS		50,715.43		
	INTEREST		403.38		
	MPCA LOAN PAYMENTS	121,898.22		<u><u>289,038.88</u></u>	*

GRAVEL TAX PIT RECLAMATION - RESTRICTED FUNDS

2018 - 2021

01-061.5011

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2018	2017 GRAVEL TAX			13,530.24
2019	2018 GRAVEL TAX		18,875.78	32,406.02
2020	2019 GRAVEL TAX		17,692.02	50,098.04
2021	2020 GRAVEL TAX		21,360.89	71,458.93

ATTORNEY FORFEITURE - RESTRICTED FUND

2010-2021

Dept 090 Serv 2779

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2010	DRUG & ALCOHOL FORFEITURES		851.03	18,376.54
2011	DRUG & ALCOHOL FORFEITURES		2,910.95	
	OTHER FORFEITURE EXPENSES	376.48		
	EQUIPMENT	258.09		20,652.92
2012	DRUG & ALCOHOL FORFEITURES		698.86	
	OTHER FORFEITURE EXPENSES	1,457.05		19,894.73
2013	DRUG & ALCOHOL FORFEITURES		1,207.16	
	OTHER FORFEITURE EXPENSES	4,487.25		16,614.64
2014	DRUG & ALCOHOL FORFEITURES		7,373.93	
	OTHER FORFEITURE EXPENSES	241.85		23,746.72
2015	DRUG & ALCOHOL FORFEITURES		904.84	
	COPIER & TABLETS	9,001.00		15,650.56
2016	DRUG & ALCOHOL FORFEITURES		3,510.81	
	COPIER & TABLETS	2,360.32		16,801.05
2017	DRUG & ALCOHOL FORFEITURES		6,658.09	
	OFFICE FURNITURE	990.00		22,469.14
2018	DRUG & ALCOHOL FORFEITURES		1,043.56	
	OFFICE FURNITURE			23,512.70
2019	DRUG & ALCOHOL FORFEITURES		2,258.08	
	EXPENSES			25,770.78
2020	DRUG & ALCOHOL FORFEITURES		2,830.06	
	EXPENSES			28,600.84
2021	DRUG & ALCOHOL FORFEITURES		6,746.73	
	EXPENSES			<u>35,347.57</u>

SHERIFF FORFEITURES - RESTRICTED FUND

2014 - 2021

Dept 201 Serv 8221

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2013	BALANCE BROUGHT FORWARD			72,092.12
2014	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	15,149.27	17,444.00 29,192.68	103,579.53
2015	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	7,100.44	5,647.48 11,719.75	113,846.32
2016	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	4,639.01	5,570.52 13,571.04	128,348.87
2017	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	14,041.87	23,611.51 2,896.72	140,815.23
2018	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	9,468.93	670.88 3,442.50	135,459.68
2019	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	5,884.64	11,828.92 2,343.72	143,747.68
2020	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	21,348.06	5,606.37 1,636.38	129,642.37
2021	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	7,481.67	30,140.62 2,353.03	<u><u>154,654.35</u></u>

LAND OFFICE TECH EQUIP- RESTRICTED FUND

2014 -2021

Dept 101 Serv 2755

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2013	YEAR END BALANCE			184,657.66
2014	FEES		30,855.00	
	REIMBURSEMENTS		169.62	
	CO SURVEYOR			
	LAND OFFICES (WEB)	13,757.62		
	GIS PROJECT	6,600.00		
	AT PRINTER	4,446.00		190,878.66
2015	FEES		35,238.00	
	REIMBURSEMENTS			
	CO SURVEYOR	0.00		
	LAND OFFICES TAX/CAMA	6,600.00		
	GIS PROJECT	7,600.00		
	AERIAL PROJECT	19,217.25		192,699.41
2016	FEES		38,566.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Budgeted)	12,500.00		
	LAND OFFICES TAX/CAMA	9,300.00		
	GIS PROJECT			
	AERIAL PROJECT	14,726.25		194,739.16
2017	FEES		35,992.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Budgeted)	12,500.00		
	LAND OFFICES TAX/CAMA	16,900.00		
	GIS PROJECT	47,884.00		
	AERIAL PROJECT	19,145.48		
	ASSR/AT SCANNER	4,720.00		
	ES/GIS Reimb (Budgeted)	6,000.00		123,581.68
2018	FEES		37,419.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Budgeted)	9,650.00		
	LAND OFFICES TAX/CAMA	10,200.00		
	AERIAL PROJECT	13,413.36		127,737.32
2019	FEES		39,235.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Budgeted)	12,500.00		
	LAND OFFICES TAX/CAMA	10,500.00		
	AERIAL PROJECT	17,832.58		126,139.74
2020	FEES		43,483.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Actual)	2,850.00		
	LAND OFFICES TAX/CAMA			
	BEACON	11,400.00		
	AERIAL PROJECT	17,832.58		137,540.16
2021	FEES		50,314.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Actual)	4,100.00		
	LAND OFFICES TAX/CAMA			
	BEACON	11,400.00		
	AERIAL PROJECT	19,448.32		<u>152,905.84</u>

Started in 2005

LAW LIBRARY - RESTRICTED FUND

2007 - 2021

Dept 011 Prog 025

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2006	END OF YEAR BALANCE			(18,179.86)
2007	EXPENSES	16,092.74		
	FEES COLLECTED		26,076.00	(8,196.60)
2008	EXPENSES	12,862.57		
	FEES COLLECTED		26,636.60	5,577.43
2009	EXPENSES	13,546.85		
	FEES COLLECTED		22,603.26	14,633.84
2010	EXPENSES	14,714.61		
	FEES COLLECTED		19,730.12	19,649.35
2011	EXPENSES	15,984.19		
	FEES COLLECTED		18,236.25	21,901.41
2012	EXPENSES	22,872.80		
	FEES COLLECTED		18,630.00	17,658.61
2013	EXPENSES	15,092.23		
	FEES COLLECTED		17,762.00	20,328.38
2014	EXPENSES	18,495.85		
	FEES COLLECTED		14,250.00	16,082.53
2015	EXPENSES	16,552.99		
	FEES COLLECTED		13,135.00	12,664.54
2016	EXPENSES	14,350.30		
	FEES COLLECTED		12,515.67	10,829.91
2017	EXPENSES	15,315.31		
	FEES COLLECTED		12,950.00	(2,365.31)
2018	EXPENSES	10,940.54		
	FEES COLLECTED		11,970.00	(1,335.85)
2019	EXPENSES	8,605.19		
	FEES COLLECTED		12,990.00	
	2018 CLA AJE 59		10,829.91	13,878.87
2020	EXPENSES	6,434.41		
	FEES COLLECTED		9,970.00	17,414.46
2021	EXPENSES	9,267.10		
	FEES COLLECTED		11,880.00	<u><u>20,027.36</u></u>

PROBATION CORRECTIONAL FEES - RESTRICTED FUND

2012-2021

Dept 252 Prog 260

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2012	YEAR END BALANCE	13,012.00		-3,654.95
2013	LOCAL FEES 2013		13,261.26	
	EXPENSES	0.00		
	WAGES EXPENSE 2013	12,500.00		-2,893.69
2014	LOCAL FEES 2014		15,588.39	
	EXPENSES	0.00		
	WAGES EXPENSE 2014	12,500.00		194.70
2015	LOCAL FEES 2015		14,432.49	
	EXPENSES	0.00		
	WAGES EXPENSE 2015	12,500.00		2,127.19
2016	LOCAL FEES 2016		9,965.17	
	EXPENSES	0.00		
	WAGES EXPENSE 2016	12,500.00		-407.64
2017	LOCAL FEES 2017		9,571.32	
	EXPENSES	0.00		
	WAGES EXPENSE 2017	9,163.68		0.00
2018	LOCAL FEES 2018		11,132.22	
	EXPENSES	0.00		
	WAGES EXPENSE 2018	11,132.22		0.00
2019	LOCAL FEES 2019		12,676.12	
	EXPENSES	0.00		
	WAGES EXPENSE 2019	12,676.12		0.00
2020	LOCAL FEES 2020		10,635.69	
	EXPENSES	0.00		
	WAGES EXPENSE 2020	10,635.69		0.00
2021	LOCAL FEES 2021		11,388.13	
	EXPENSES	0.00		
	WAGES EXPENSE 2021	11,388.13		<u><u>0.00</u></u>

RECORDER EQUIPMENT - RESTRICTED FUND

2007 - 2021

Dept 101 Serv 2754

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2006	YEAR END BALANCE			77,125.60
2007	FEES		45,525.00	
	EQUIPMENT	8,286.73		114,363.87
2008	FEES		37,410.00	
	EQUIPMENT	1,003.50		150,770.37
2009	FEES		38,073.00	
	EQUIPMENT	122,569.69		66,273.68
2010	FEES		34,252.00	
	EQUIPMENT	23,033.30		77,492.38
2011	FEES		31,276.00	
	EQUIPMENT	9,740.77		99,027.61
2012	FEES		36,136.00	
	SERVICES	15,006.46		120,157.15
2013	FEES		35,329.18	
	SERVICES	19,522.33		135,964.00
2014	FEES		28,050.00	
	SERVICES	16,902.56		147,111.44
2015	FEES		32,109.00	
	SERVICES	43,385.87		135,834.57
2016	FEES		35,060.00	
	SERVICES	34,235.12		136,659.45
2017	FEES		33,620.01	
	SERVICES	91,240.57		79,038.89
2018	FEES		34,098.00	
	EQUIPMENT	2,650.60		
	SERVICES	34,274.17		76,212.12
2019	FEES		35,670.00	
	EQUIPMENT	1,581.28		
	SERVICES	49,220.43		61,080.41
2020	FEES		39,530.00	
	REIMBURSEMENTS		397.50	
	EQUIPMENT	863.43		
	SERVICES	37,762.48		62,382.00
2021	FEES		45,740.00	
	REIMBURSEMENTS		0.00	
	EQUIPMENT	0.00		
	SERVICES	50,905.81		<u>57,216.19</u>

RURAL ADDRESSING GRANT - RESTRICTED FUND

1992 - 2021

Dept 201 Serv 2757

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
1992	RECEIPTS		12,532.50	
	EXPENSES	29.67		12,502.83
1993	RECEIPTS		478.50	
	EXPENSES	5,915.06		7,066.27
1994	RECEIPTS	2.00	8,522.25	
	EXPENSES	54.75		15,533.77
1995	RECEIPTS		6,362.52	
	EXPENSES	15,602.08		6,294.21
1996	RECEIPTS		0.00	
	EXPENSES	5,787.50		506.71
1997	NO ACTIVITY			506.71
1998	NO ACTIVITY			506.71
1999	NO ACTIVITY			506.71
2000	NO ACTIVITY			506.71
2001	EXPENSES	16.00		490.71
2002	NO ACTIVITY			490.71
2003	NO ACTIVITY			490.71
2004	NO ACTIVITY			490.71
2005	NO ACTIVITY			490.71
2006	NO ACTIVITY			490.71
2007	NO ACTIVITY			490.71
2008	NO ACTIVITY			490.71
2009	NO ACTIVITY			490.71
2010	NO ACTIVITY			490.71
2011	EXPENSES	27.00		463.71
2012	EXPENSES			463.71
2013	EXPENSES	25.50		438.21
2014	NO ACTIVITY			438.21
2015	NO ACTIVITY			438.21
2016	NO ACTIVITY			438.21
2017	NO ACTIVITY			438.21
2018	NO ACTIVITY			438.21
2019	NO ACTIVITY			438.21
2020	NO ACTIVITY			438.21
2021	EXPENSES	17.00		421.21

SCORE GRANT - RESTRICTED FUND

2010 - 2021

Dept 391

Program 392

YEAR	ENTRY	DEBIT	CREDIT	BALANCE	
2012	END OF YEAR BALANCE			111,421.24	
2013	EXPENSES	54,353.15			
	SCORE GRANT		55,950.00		
	COUNTY MATCH		13,868.00		
	CO STAFF SALARIES	3,386.85			
	REIMBURSEMENTS		252.90	123,752.14	*
2014	EXPENSES	54,353.16			54353.16
	SCORE GRANT		55,950.00		
	COUNTY MATCH		13,868.00		
	CO STAFF SALARIES	3,386.85			
	REIMBURSEMENTS		252.90	136,083.03	*
2015	EXPENSES	49,506.82			
	2014 Adjustments		2,898.40		
	SCORE GRANT		69,692.00		
	COUNTY MATCH		15,950.75		
	CO STAFF SALARIES	3,386.85			
	REIMBURSEMENTS		57.25	171,787.76	*
2016	EXPENSES	67,599.73			
	SCORE GRANT		68,710.00		
	COUNTY MATCH		16,933.00		
	CO STAFF SALARIES	3,386.85			
	REIMBURSEMENTS		607.14	187,051.32	*
2017	EXPENSES	65,343.22			
	SCORE GRANT		68,711.00		
	COUNTY MATCH		17,178.00		
	CO STAFF SALARIES	3,386.85			
	REIMB to ES (Budgeted)	10,000.00			
	REIMBURSEMENTS		400.15	194,610.40	
2018	EXPENSES	102,280.50			
	SCORE GRANT		67,729.00		
	COUNTY MATCH		17,178.00		
	CO STAFF SALARIES				
	REIMB to ES (Budgeted)	10,888.00			
	REIMBURSEMENTS		1,700.99	168,049.89	*
2019	EXPENSES	108,516.76			
	SCORE GRANT		68,710.00		
	COUNTY MATCH		17,178.00		
	CO STAFF SALARIES				
	REIMB to ES (Budgeted)	10,888.00			
	REIMBURSEMENTS		1,943.09	136,476.22	*
2020	EXPENSES	99,755.53			
	SCORE GRANT		69,692.00		
	COUNTY MATCH		17,178.00		
	CO STAFF SALARIES	10,888.00			
	REIMBURSEMENTS		497.20	113,199.89	*
2021	EXPENSES	72,898.22			
	EXPENSES (2022)	9,113.68			
	SCORE GRANT		71,066.00		
	COUNTY MATCH		17,423.00		
	CO STAFF SALARIES	10,000.00			
	REIMBURSEMENTS		1,559.64	111,236.63	*

* Coordinates with annual SCORE report

SHORELAND GRANT - RESTRICTED FUND

2015 - 2021

Dept 107 Prog 676

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2014	BALANCE BROUGHT FORWARD			\$4,090.00
2015	STATE GRANT 2016		4,173.00	
	COUNTY MATCH		4,090.00	
	KANABEC COUNTY ZONING	8,180.00		4,173.00
2016	STATE GRANT 2017		4,172.00	
	COUNTY MATCH		4,255.00	
	KANABEC COUNTY ZONING	8,428.00		4,172.00
2017	STATE GRANT 2018		4,090.00	
	COUNTY MATCH		4,172.00	
	KANABEC COUNTY ZONING	8,344.00		4,090.00
2018	STATE GRANT 2019		4,090.00	
	COUNTY MATCH		4,090.00	
	KANABEC COUNTY ZONING	8,180.00		4,090.00
2019	STATE GRANT 2020		4,090.00	
	COUNTY MATCH		4,173.00	
	KANABEC COUNTY ZONING	8,346.00		4,007.00
2020	STATE GRANT 2021		4,090.00	
	KANABEC COUNTY ES		83.00	
	KANABEC COUNTY ZONING	4,090.00		4,090.00
2021	STATE GRANT 2022		4,090.00	
	KANABEC COUNTY ES		0.00	
	KANABEC COUNTY ZONING	4,090.00		<u>4,090.00</u>

SW SURCHARGES - RESTRICTED FUND

2013 - 2021

Dept 391

YEAR	ENTRY	DEBIT	CREDIT	BALANCE	
				1,739,415.08	
2013	TRANSFER TO SCORE-CO MATCH	13,868.00			
	TRANSFER FOR LOST TAXES	5,032.00			
	COUNTY DITCH CLEANUP	196.63		1,720,318.45	
2014	TRANSFER TO SCORE-CO MATCH	13,868.00			
	TRANSFER FOR LOST TAXES	5,032.00			
	COUNTY DITCH CLEANUP	294.02		1,701,124.43	
2015	TRANSFER TO SCORE-CO MATCH	17,913.00			
	TRANSFER FOR LOST TAXES	987.00			
	COUNTY DITCH CLEANUP	517.87		1,681,706.56	
2016	TRANSFER TO SCORE-CO MATCH	16,933.00			
	TRANSFER FOR LOST TAXES	1,967.00			
	COUNTY DITCH CLEANUP	3,801.03		1,659,005.53	
2017	TRANSFER TO SCORE-CO MATCH	17,178.00			
	TRANSFER FOR LOST TAXES	1,722.00			
	COUNTY DITCH CLEANUP	216.14		1,639,889.39	01.391.6803
2018	TRANSFER TO SCORE-CO MATCH	17,178.00			
	TRANSFER FOR LOST TAXES	1,722.00			
	TRANSFER COURTHOUSE PARKING LOT	160,000.00			
	COUNTY DITCH CLEANUP	402.76		1,460,586.63	01.391.6803
2019	TRANSFER TO SCORE-CO MATCH	17,178.00			
	TRANSFER FOR LOST TAXES	5,032.00			
	COUNTY DITCH CLEANUP	828.37		1,437,548.26	
					01.391.6803
2020	TRANSFER TO SCORE-CO MATCH	17,178.00			
	TRANSFER FOR LOST TAXES	5,032.00			
	CR 60 CONSTRUCTION R#26 12/15/20	268,747.36			
	COUNTY DITCH CLEANUP	818.79		1,145,772.11	
2021	TRANSFER TO SCORE-CO MATCH	17,423.00			
	TRANSFER FOR LOST TAXES	5,462.00			
	COUNTY DITCH CLEANUP	342.76		<u><u>1,122,544.35</u></u>	01.391.6803

Fiscal Obligation/Reserve Account Form

Form Revision Date 1.26.2022

Transit system:
Program (5311):
Contract Year
Contract number:

Form completed by:
Date form completed:

Kanabec County

5311

2020-2021

1035592/1035592 C

NON-CARES

CARES

*Cells shaded orange are editable.

*Protected Formula Cells.

*Cells shaded green are manually populated from contract information.

Item / description	Amount	Source / Comments
Previous year's Reserve Account (\$0 if none or non-existent)	\$134,865.86	From last year's report (confirm) (Amount in Column B must be \$0 or a positive number) <input type="checkbox"/> Audited gain or loss adjustment or revision from previous year(s)
Contract Total Operating Cost (Non CARES)	\$107,583.00	*Enter number from contract.
Statutory Local Share Percentage (%)	15.00%	*Enter percentage from contract.
Statutory Local Share Amount	\$16,137.45	Contract operating cost * required percentage
Estimated Contract Revenue	\$5,750.00	*Enter number from contract.
Contract Fiscal Deficit Amt	\$101,833.00	Based upon executed contract
Contract Federal share (%)	29.00%	*Enter percentage from contract.
Contract Federal share	\$29,531.57	Section 5311 allocation (% of Fiscal Deficit Amt) Contract Max
Contract State share	\$61,913.98	Contract total operating cost, less required local share, less required dedication of Section 5311 funds. Contract Max
Actual Operating Expenses	\$97,441.60	Should match BlackCat line item report. If different, please explain in Comments section below.
Actual Revenue	\$20,233.03	Should match BlackCat line item report. If different, please explain in Comments section below.
Calculated Required Local Share on Actuals	\$14,616.24	Actual operating cost * required contract percentage
Calculation of Fiscal Deficit	\$77,208.57	Actual cost less actual revenue
Calculation of Federal Share	\$22,390.49	
If/Then for Contract Max of Federal Amount	\$22,390.49	
Calculated State Share on Actuals (or Contract Max)	\$60,434.87	Actual operating cost, less required local share, less required dedication of Section 5311 funds (or contract max)
Net Local Share	\$14,616.24	Actual Operating Expense minus Contract Max of Federal minus State Share
Excess Operating Revenue (if positive) OR additional Local Share Needed (if negative)	\$5,616.79	Calculated by formula.
Total Actual Federal Payments	\$22,390.49	Approved federal payments per BlackCat & Swift
Federal Calculated Amount	\$22,390.49	What the contract federal payment should have been knowing actuals
Federal Funds overpaid or (underpaid)	\$0.00	Amount underpaid or overpaid if positive. If overpayment is confirmed by audit, transit system to reimburse state.
Total Actual State Payments	\$200,750.00	Approved state payments per BlackCat & Swift
Calculated State Payment (after)	\$60,434.87	What the state contract payment should have been knowing actuals
State Overpayment or (Underpayment)	\$140,315.13	Amount underpaid or overpaid if positive. If overpayment is confirmed by audit, transit system to reimburse state.
Contract Total Operating Cost (CARES)	\$1,183,417.00	*Enter number from contract.
Statutory Local Share Percentage (%)	0.00%	*Enter percentage from contract.
Statutory Local Share Amount	\$ -	Contract operating cost * required percentage
Estimated Contract Revenue	\$63,250.00	*Enter number from contract.
Contract Revenue Local Share Amount	\$63,250.00	Calculation to determine operating deficit
Contract Operating Deficit Amount	\$1,120,167.00	Based upon executed state contract
Contract Federal Share (%)	100.00%	*Enter percentage from contract. (100% for all CARES funds)
Contract Federal Share	\$377,506.00	*Enter Federal CARES amount from contract
Contract State share	\$742,661.00	Contract total operating cost, less required Revenue local share, less required Federal funds. Contract Max
Actual Operating Expenses	\$1,080,456.87	Should match BlackCat line item report. If different, please explain in Comments section below.
Actual Revenue	\$144,444.99	Should match BlackCat line item report. If different, please explain in Comments section below.
Calculated Required Local Share on Actuals	\$63,250.00	
Calculation of Fiscal Deficit	\$936,011.88	Actual cost less Actual Revenue
Calculation of Federal Share	\$377,506.00	
If/Then for Contract Max of Federal Amount	\$377,506.00	
Calculated State Share on Actuals (or Contract Max)	\$639,700.87	Actual operating cost, less required local share, less required dedication of CARES Act funds (or contract max)
Net Local Share	\$63,250.00	
Excess Operating Revenue (if positive) or Additional Local Share Needed (if negative)	\$81,194.99	Calculated by formula.
Total Actual Federal Payments	\$377,506.00	Approved federal payments per BlackCat & Swift
Federal Calculated Amount	\$377,506.00	What the contract federal payment should have been knowing actuals
Federal Funds Overpaid or (Underpaid)	\$0.00	Amount underpaid or overpaid if positive. If overpayment is confirmed by audit, transit system to reimburse state.
Total Actual State Payments	\$531,381.23	Approved state payments per BlackCat & Swift
Calculated State Payment (after)	\$639,700.87	What the state contract payment should have been based on actuals
State Overpayment or (Underpayment)	(\$108,319.64)	Amount underpaid or overpaid if positive. If overpayment is confirmed by audit, transit system to reimburse state.
Combined Overpayment or (Underpayment)	\$31,995.49	Overpayment-Due MnDOT (Underpayment due System)
Combined Excess Operating Revenue (if positive) OR additional Local Share Needed (if negative)	\$86,811.78	reserve account (gain/loss)
Revenues or interest income (if any)	\$0.00	In this section, include other sources of revenue derived from transit operations, such as from fares, interest income, vehicle/equipment sales, transit service contracts, donations, and refunds. Please don't include anything not derived from transit operations – e.g. tax levy, property taxes, municipal bonds or other type of municipal/county budgetary support. This would include all revenue documented in BlackCat reporting comments during CARES profile.
Revenues not included in Line 47	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Total of "other" revenues	\$0.00	Calculated by formula
Capital or Operating Expenses	\$0.00	In this section, include local share of capital purchases or miscellaneous purchases approved by MnDOT which would be drawn down from any reserves or excess operating revenue. <input type="checkbox"/> Attached email or memo of MnDOT prior approval for use of reserve funds.
2018 Operating Pay-Back #1029475	\$61,149.70	
2018-2019 NSE Pay-Back #1031248	\$20,531.60	
2017-2018 NSE Pay-Back #1027984	\$16,276.24	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Total of "other" expenses	\$97,957.54	Calculated by formula
Previous year's reserve account (\$0 if none or non-existent)	\$134,865.86	Duplicated from above by formula
Excess operating revenue if positive or additional local share needed (if negative)	\$86,811.78	Duplicated from above by formula
Total of "other" revenues	\$0.00	Duplicated from above by formula
Total of "other" expenses	\$97,957.54	Duplicated from above by formula
Reserve account balance (If a \$0 balance -- will carry forward to following year as \$0)	\$123,720.10	Calculated by formula
Other comments / explanation		
2020-2021 Contract did not require a local match; instructions from Mn/DOT directed systems to put any revenue into the reserve account. This accounts for the significant increase in the reserve amount. This form also reflects the three pay-backs that were made in 2021 (\$61,149.70+\$20,531.60+\$16,276.24). Documentation included.		

WATER PLAN GRANT - RESTRICTED FUND

2015 - 2021

Dept 107 Prog 672

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2014	YEAR END BALANCE			15,071.00
2015	STATE GRANT 2016		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	7,536.00		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	84.00		
	EDUCATION & INFORMATION	240.00		
	LAND & WATER TREATMENT	100.00		25,175.00
2016	STATE GRANT 2017		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	17,831.92		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	142.00		
	EDUCATION & INFORMATION	240.00		
	LAND & WATER TREATMENT 2015	9,518.34		
	KC SOIL & WATER ADMIN	435.74		15,071.00
2017	STATE GRANT 2018		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	8,407.67		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	252.00		
	EDUCATION & INFORMATION			
	LAND & WATER TREATMENT	9,404.33		
	KC SOIL & WATER ADMIN			15,071.00
2018	STATE GRANT 2019		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	9,104.03		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	220.00		
	EDUCATION & INFORMATION	240.00		
	LAND & WATER TREATMENT			
	KC SOIL & WATER ADMIN	8,499.97		15,071.00
2019	STATE GRANT 2020		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	8,949.50		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	132.00		
	EDUCATION & INFORMATION	240.00		
	LAND & WATER TREATMENT			
	KC SOIL & WATER ADMIN	8,742.50		15,071.00
2020	STATE GRANT 2021		15,071.00	
	GRANT ADMINISTRATION	6,527.00		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	44.00		
	EDUCATION & INFORMATION			
	LAND & WATER TREATMENT			
	KC SOIL & WATER ADMIN	8,500.00		15,071.00
2021	STATE GRANT 2022		15,071.00	
	GRANT ADMINISTRATION	5,990.00		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	20.00		
	EDUCATION & INFORMATION	240.00		
	LAND & WATER TREATMENT			
	KC SOIL & WATER ADMIN	8,821.00		<u><u>15,071.00</u></u>

WETLAND GRANT - RESTRICTED FUND

2015 - 2021

Dept 107 Prog 674

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2014	BALANCE BROUGHT FORWARD			\$25,103.00
2015	STATE GRANT 2016		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE	123.00		
	LEGAL RETAINER	1,500.96		
	SUPPLIES & SOFTWARE			
	KANABEC CO SOIL & WATER			
	GRANT ADMINISTRATION	29,355.00		\$35,692.04
2016	STATE GRANT 2017		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE	0.00		
	LEGAL RETAINER	4,505.48		
	SUPPLIES & SOFTWARE			
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	42,651.56		\$25,103.00
2017	STATE GRANT 2018		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE	135.00		
	LEGAL RETAINER	7,477.33		
	SUPPLIES & SOFTWARE			
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	28,955.67		\$25,103.00
2018	STATE GRANT 2019		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE			
	LEGAL RETAINER	4,931.53		
	SUPPLIES & SOFTWARE			
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	31,636.47		\$25,103.00
2019	STATE GRANT 2020		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE			
	LEGAL RETAINER	13,798.58		
	KANABEC CO SOIL & WATER	10,000.00		
	GRANT ADMINISTRATION	17,769.42		\$25,103.00
2020	STATE GRANT 2021		25,103.00	
	SCHOOLING /CONFERENCE	425.00		
	LEGAL RETAINER	3,000.00		
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	16,678.00		\$25,103.00
2021	STATE GRANT 2022		25,103.00	
	SCHOOLING /CONFERENCE			
	LEGAL RETAINER	7,122.75		
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	12,980.25		<u><u>\$25,103.00</u></u>

**FUTURE CAPITAL EQUIPMENT (6685) - ASSIGNED FUNDS
2014 - 2021**

	REVENUE			
	01.041.063 Data Process	01.041.071 Elections	01.066 Info Systems	01.102. Assessor Vehicle
YE 2013	69,700.00	30,000.00	38,115.63	3,000.00
COUNTY LEVY 2014	8,000.00	2,500.00	19,000.00	1,500.00
EXPENSES 2014			3,902.05	
YE 2014	77,700.00	32,500.00	53,213.58	4,500.00
COUNTY LEVY 2015	8,000.00	2,500.00	19,000.00	1,500.00
EXPENSES 2015			3,974.45	
YE 2015	85,700.00	35,000.00	68,239.13	6,000.00
COUNTY LEVY 2016		2,500.00	10,100.00	1,500.00
EXPENSES 2016		4,935.00	7,787.00	
YE 2016	85,700.00	32,565.00	70,552.13	7,500.00
COUNTY LEVY 2017	0.00	0.00	12,000.00	1,500.00
EXPENSES 2017	10,334.00		6,732.00	
YE 2017	75,366.00	32,565.00	75,820.13	9,000.00
COUNTY LEVY 2018	45,000.00		12,000.00	1,500.00
EXPENSES 2018	(8,000.00)	(10,930.20)		(2,758.66)
YE 2018	112,366.00	21,634.80	87,820.13	7,741.34
COUNTY LEVY 2019	106,000.00	55,000.00	32,000.00	1,000.00
EXPENSES 2019	(44,619.00)		(52,228.32)	
YE 2019	173,747.00	76,634.80	67,591.81	8,741.34
COUNTY LEVY 2020	0.00	50,000.00	12,000.00	1,000.00
BETA Testing	23,902.25			
EXPENSES 2020				
YE 2020	197,649.25	126,634.80	79,591.81	9,741.34
COUNTY LEVY 2021	0.00	55,000.00	12,000.00	1,000.00
BETA Testing				
EXPENSES 2021				
YE 2021	197,649.25	181,634.80	91,591.81	10,741.34

481,617.20

KLID - ASSIGNED FUNDS

2019-2021

01.061.6839

2739

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2019	BUDGETED APPROPRIATION		5,000.00	5,000.00
2020	BUDGETED APPROPRIATION		5,000.00	10,000.00
2021	BUDGETED APPROPRIATION		5,000.00	15,000.00
				<u>15,000.00</u>

ATTORNEY ORD 27 - ASSIGNED FUNDS

2008-2021

01.090.000.2767.5610

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2008	NO ACTIVITY			0.00
2009	NO ACTIVITY			0.00
2010	NO ACTIVITY			0.00
2011	NO ACTIVITY			0.00
2012	NO ACTIVITY			0.00
2013	NO ACTIVITY			0.00
2014	McBees		510.00	510.00
2015	NO ACTIVITY		0.00	510.00
2016	NO ACTIVITY		0.00	510.00
2017	Office Equipment	343.52		166.48
2018	NO ACTIVITY		0.00	166.48
2019	NO ACTIVITY		0.00	166.48
2020	NO ACTIVITY		0.00	166.48
2021	NO ACTIVITY		0.00	<u><u>166.48</u></u>

FUTURE CAPITAL IMPROVEMENTS (6665) - ASSIGNED 2014- 2021

01-110-810.5810

01-110-810.6665

YEAR	ENTRY	DEBIT	CREDIT	BALANCE	
2013	YEAR END BALANCE			79,518.54	
2014	RENT REVENUES (114.5810)		23,997.50		
	TRANSFER FROM MAINT		0.00		
	COUNTY LEVY		6,000.00		
	PSB Heating Unit	55,571.10		53,944.94	
2015	RENT REVENUES (114.5810)		25,674.00		
	TRANSFER FROM MAINT		0.00		
	COUNTY LEVY		25,000.00		
	PSB Heating Unit			104,618.94	
2016	RENT REVENUES (114.5810)		24,974.00		
	MCIT Dividend Chiller		50,000.00		
	MCIT Dividend Software Upgrade		50,000.00		
	COUNTY LEVY		56,500.00		Retaining wall? Premier
	CRTHS Chiller	24,995.00		211,097.94	
2017	RENT REVENUES (114.5810)		17,974.00		
	COUNTY LEVY		152,500.00		Chiller
	CRTHS Chiller Rebate		13,827.38		
	CRTHS Chiller	99,900.00			
	CRTHS Mini Split	6,125.00		289,374.32	
2018	RENT REVENUES (114.5810)		17,274.00		
	COUNTY LEVY		50,000.00		
	Transfer from SW Surcharge		160,000.00		
	Transfer from TFLS		60,000.00		
	CRTHS Parking Lot	219,182.50		297,465.82	
2019	RENT REVENUES (114.5810)		26,502.00		
	COUNTY LEVY		101,578.00		
	PS Bldg Carpet	72,023.47			
	Cths Parking/Landscaping	25,639.92		327,882.43	
2020	RENT REVENUES (114.5810)		26,502.00		
	Crths Roof & Painting	65,705.00			
				288,679.43	
2021	RENT REVENUES (114.5810)		26,502.00		
	COUNTY LEVY		50,000.00		
				365,181.43	

Levy \$\$
Rent \$\$
Bldg Impro

RETIREE ACCRUED SICK PAY - ASSIGNED FUNDS

2010 - 2021

031.032.2789

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2009	YEAR END BALANCE			19,341.98
2010	COUNTY LEVY EXPENSES	5,231.60	15,254.00	29,364.38
2011	SW Settlements COUNTY LEVY EXPENSES	11,548.63	1,249.91 15,362.00	34,427.66
2012	SW Settlements COUNTY LEVY EXPENSES	7,304.00	888.27 21,096.00	49,107.93
2013	SW Settlements COUNTY LEVY EXPENSES	4,700.66	607.49 13,052.00	58,066.76
2014	SW Settlements COUNTY LEVY EXPENSES	24,088.54	238.40 16,200.00	50,416.62
2015	SW Settlements COUNTY LEVY EXPENSES	63,510.84	213.95 17,200.00	4,319.73
2016	SW Settlements COUNTY LEVY EXPENSES	21,323.06	176.08 12,500.00	-4,327.25
2017	SW Settlements COUNTY LEVY EXPENSES	52,674.31	348.04 15,000.00	-41,653.52
2018	SW Settlements COUNTY LEVY EXPENSES	80,317.17	300.80 25,000.00	-96,669.89
2019	SW Settlements COUNTY LEVY MCIT Dividend EXPENSES	66,378.80	242.04 44,000.00 99,933.00	-18,873.65
2020	SW Settlements COUNTY LEVY MCIT Dividend EXPENSES	76,056.41	62.98 85,000.00 54,231.00	44,363.92
2021	SW Settlements COUNTY LEVY MCIT Dividend EXPENSES	65,573.02	107.08 65,000.00 0.00	<u><u>43,897.98</u></u>

SHERIFFS' PROGRAMS - ASSIGNED FUNDS
2014-2021

01.2769

		REVENUE SO 01.201		
		201.8244	201.8210	
		Badges	Project Lifesaver	
Grants 2014		2,700.00		
Donations 2014		6,624.67		
Expenses 2014		(1,563.88)		
YE 2014		7,760.79		
Grants 2015		1,200.00		
Donations 2015		7,024.75		
Expenses 2015		(6,872.89)		
YE 2015		9,112.65		
Grants 2016		0.00	4,000.00	
Donations 2016		8,526.24	1,156.50	
Expenses 2016		(7,783.70)	(4,824.00)	
YE 2016		9,855.19	332.50	
Grants 2017		0.00	0.00	
Donations 2017		8,383.40	2,000.00	
Expenses 2017		(8,210.62)	167.66	
YE 2017		10,027.97	2,500.16	
Grants 2018		0.00	0.00	
Donations 2018		16,733.44	965.00	
Expenses 2018		(8,033.94)	(908.19)	
YE 2018		18,727.47	2,556.97	
Grants 2019		0.00	0.00	
Donations 2019		13,426.41	70.00	
Expenses 2019		(11,527.98)	(402.91)	
YE 2019		20,625.90	2,167.25	
Grants 2020		0.00	0.00	
Donations 2020		4,594.00	0.00	
Expenses 2020		(1,137.74)	0.00	
YE 2020		24,082.16	2,167.25	
Grants 2021		0.00	0.00	
Donations 2021		884.46	0.00	
Expenses 2021		(7,967.13)	0.00	
YE 2021		16,999.49	2,167.25	

Board approved R#14-12/18/2019

SHERIFFS RESERVE UNIT - ASSIGNED FUNDS

2010-2021

01.201.205

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2009	YEAR END BALANCE			8,028.88
2010	DONATIONS		4,118.33	
	COUNTY LEVY		100.00	
	EXPENSES	2,395.23		9,851.98
2011	DONATIONS		6,183.98	
	COUNTY LEVY		100.00	
	EXPENSES	3,015.34		13,120.62
2012	DONATIONS		3,205.00	
	COUNTY LEVY		100.00	
	EXPENSES	1,196.76		15,228.86
2013	DONATIONS		4,801.00	
	COUNTY LEVY		100.00	
	EXPENSES	2,001.21		18,128.65
2014	DONATIONS		6,638.33	
	COUNTY LEVY		0.00	
	EXPENSES	1,009.86		23,757.12
2015	DONATIONS		6,524.09	
	COUNTY LEVY		0.00	
	EXPENSES	10,044.28		20,236.93
2016	DONATIONS		5,686.11	
	GRANT FUNDS		3,512.00	
	COUNTY LEVY		0.00	
	EXPENSES	15,455.33		13,979.71
2017	DONATIONS		7,998.59	
	COUNTY LEVY		0.00	
	EXPENSES	4,605.86		17,372.44
2018	DONATIONS		10,363.11	
	COUNTY LEVY		0.00	
	EXPENSES	2,083.18		25,652.37
2019	DONATIONS		5,725.00	
	CLA YE18 ADJ JE		37.00	
	COUNTY LEVY		0.00	
	EXPENSES	1,506.65		29,907.72
2020	DONATIONS		10,350.00	
	COUNTY LEVY		0.00	
	EXPENSES	3,083.76		37,173.96
2021	DONATIONS		5,750.00	
	COUNTY LEVY		0.00	
	EXPENSES	10,239.68		<u>32,684.28</u>

TRANSIT - ASSIGNED FUNDS 2011 - 2021

	REVENUE				Total
	01.140.454.6989 Unemployment	01.140.405.6665 Bldg	01.140.405.6685 Buses	01.140.454.6665 County Vehicle	
COUNTY LEVY 2011	25,969.00				
COUNTY LEVY 2012	22,948.00				
YE 2012	48,917.00				48,917.00
Transfer 2013 FB		59,451.00			
YE 2013	48,917.00	59,451.00			108,368.00
COUNTY LEVY 2014	10,000.00	150,000.00	82,000.00		
YE 2014	58,917.00	209,451.00	82,000.00		350,368.00
COUNTY LEVY 2015	10,000.00	120,000.00	15,000.00		145,000.00
EXPENSES 2015		179,621.41	72,965.75		252,587.16
YE 2015	68,917.00	149,829.59	24,034.25		242,780.84
COUNTY LEVY 2016		62,000.00	97,000.00		159,000.00
EXPENSES 2016		123,901.51			123,901.51
YE 2016	68,917.00	87,928.08	121,034.25		277,879.33
COUNTY LEVY 2017		34,981.00	354,000.00		388,981.00
COUNTY MATCH 2017			20,000.00		20,000.00
EXPENSES 2017			(75,166.00)		-75,166.00
YE 2017	68,917.00	122,909.08	419,868.25		611,694.33
COUNTY LEVY 2018		125,000.00	156,000.00		281,000.00
COUNTY MATCH 2018			0.00		0.00
EXPENSES 2018			(480,179.10)		-480,179.10
YE 2018	68,917.00	247,909.08	95,689.15		412,515.23
COUNTY LEVY 2019					0.00
COUNTY MATCH 2019					0.00
EXPENSES 2019					0.00
YE 2019	68,917.00	247,909.08			316,826.08
COUNTY LEVY 2020		203,000.00	20,000.00		223,000.00
COUNTY MATCH 2020					0.00
EXPENSES 2020					0.00
YE 2020	68,917.00	450,909.08	20,000.00		539,826.08
COUNTY LEVY 2021		68,890.00		100,000.00	168,890.00
COUNTY MATCH 2021					0.00
EXPENSES 2021					0.00
YE 2021	68,917.00	519,799.08	0.00	100,000.00	688,716.08

2005 - Replaced the Technology Fund

Reason: There were other depts doing long range budgeting for major expenses.

VEHICLE POOL - ASSIGNED FUNDS

2014 - 2021

Dept 031 Prog 062

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2013	END OF YEAR BALANCE			60,812.99
2014	REIMBURSEMENTS		27,980.51	
	2014 COUNTY LEVY		0.00	
	FUEL EXPENSES	8,573.36		
	MAINT EXPENSES	3,998.91		76,221.23
2015	REIMBURSEMENTS		30,174.88	
	2015 COUNTY LEVY		0.00	
	FUEL EXPENSES	6,260.69		
	MAINT EXPENSES	6,733.53		93,401.89
2016	REIMBURSEMENTS		24,758.87	
	2016 COUNTY LEVY		0.00	
	FUEL EXPENSES	4,299.35		
	MAINT EXPENSES	4,486.21		
	VEHICLE LEASES	3,382.14		105,993.06
2017	REIMBURSEMENTS		23,644.56	
	2017 COUNTY LEVY		0.00	
	FUEL EXPENSES	4,576.43		
	MAINT EXPENSES	4,388.25		
	VEHICLE LEASES	8,441.33		112,231.61
2018	REIMBURSEMENTS		26,558.84	
	2018 COUNTY LEVY		0.00	
	FUEL EXPENSES	5,585.51		
	MAINT EXPENSES	3,969.96		
	VEHICLE LEASES	8,997.00		120,237.98
2019	REIMBURSEMENTS		18,031.38	
	2019 COUNTY LEVY		0.00	
	FUEL EXPENSES	3,475.33		
	MAINT EXPENSES	4,339.08		
	VEHICLE LEASES	8,997.00		121,457.95
2020	REIMBURSEMENTS		8,234.46	
	2020 COUNTY LEVY		0.00	
	FUEL EXPENSES	1,780.34		
	MAINT EXPENSES	2,099.58		
	VEHICLE LEASES	8,997.00		116,815.49
2021	REIMBURSEMENTS		3,719.08	
	VEHICLE SALES		12,972.21	
	FUEL EXPENSES	1,272.46		
	MAINT EXPENSES	2,703.65		
	VEHICLE LEASES	6,262.44		123,268.23

VETERANS' PROGRAMS - ASSIGNED FUNDS 2014-2021

01.2768

	REVENUE 01.120		
	8240 Designated Donations	8501 (2018) VA Local DAV	8502 (2018) VA EM Fund
Grants 2016			
Donations 2016			
Expenses 2016			
YE 2016	0.00		
Grants 2017			
Donations 2017			
Expenses 2017			
YE 2017	0.00		
Grants 2018		2,500.00	
Donations 2018		6,600.00	
Expenses 2018		(2,060.88)	
YE 2018	0.00	7,039.12	
Grants 2019		0.00	
Donations 2019		4,931.50	
Expenses 2019		(1,227.33)	
YE 2019	0.00	10,743.29	
Grants 2020		0.00	
Donations 2020	3,250.00		3,700.00
Expenses 2020	(1,841.58)	(8,360.86)	(500.00)
YE 2020	1,408.42	2,382.43	4,200.00
Grants 2021		10,000.00	
Donations 2021	5,822.00		8,510.50
Expenses 2021	(3,061.42)	(7,209.25)	(2,780.75)
YE 2021	4,169.00	5,173.18	9,929.75

Board approved R#14-12/18/2019

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

March 15, 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, March 15, 2022 pursuant to adjournment with the following Board Members present on-site: Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Staff present via WebEx: County Attorney Barbara McFadden.

The meeting was held in the County Board Room and via WebEx for anyone wishing to attend virtually.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the agenda with the following changes: Add Commissioner Reports.

Action #2 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the March 1, 2022 minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
Kwik Trip	10,911.61
Midcontinent Communications	224.45
Minnesota Department of Finance	5,314.00
Quadient Finance	4,500.00
Spire Credit Union	9,876.90
Verizon Wireless Cellphones	3,713.11
Chamberlain Oil	2,981.65

CW Technology	1,520.40
E C Riders	8,671.07
MNPEIP	11,182.18
Mora Municipal Utilities	12,002.67
Verizon Wireless Aircards	1,285.41
East Central Energy	327.22
Mora Municipal Utilities	1,491.04
Card Services (Coborn's)	85.06
Dearborn National Life Insurance Co	865.23
Health Partners	6,285.64
Life Insurance Company of North America	788.52
MNPEIP	148,675.46
The Hartford Priority Accounts	6,330.57
VSP Insurance Co	549.28

20 Claims Totaling: \$237,581.47

Action #4 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to recess the meeting at 9:04am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:04am on Tuesday, March 15, 2022 pursuant to adjournment with the following Board Members Present: Rick Mattson, Dennis McNally, Craig Smith and Les Nielsen. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS5 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the Family Services Board Agenda as presented.

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

Action #FS6 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the payment of 99 claims totaling \$195, 165.24 on Welfare Funds.

Action #FS7 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to adjourn Family Services Board at 9:11am and to meet again on Tuesday, April 19, 2022 at 9:05am.

The Board of Commissioners reconvened.

Action #8 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
A and E Cleaning Services	475.00
Accurate Controls, Inc.	3,641.63
Advanced Correctional Healthcare	18,464.14
American DataBank	82.90
Aspen Mills	65.95
Aspen Mills	1,297.30
AT&T Mobility	928.90
AT&T Mobility	44.60
Bob Barker	240.32
Brownells Inc.	4,998.00
Brownells Inc.	1,148.43
CPS Technology Solutions	4,278.00
Curtis, Michael	198.32
East Central Regional Juvenile Center	4,335.00
East Central Solid Waste Commission	30.00
ECM Publishers	694.50
Election Systems & Software Inc.	873.46
Gertken, Adam	353.98
Glen's Tire	537.37
Glen's Tire	176.12
Granite Electronics	495.50
Griffin, Zach	51.50
Hamilton Funeral Homes	430.00
Hoefert, Robert	418.34
Hoglund Bus & Truck Company	145.83
Horizon Towing	590.56
IT Savvy LLC	104.30
Kanabec County Auditor-Treasurer	65.31
Kanabec Publications	36.00
Kanabec Publications	299.80
Kanabec Publications	508.52

Kanabec Publications	24.78
Kanabec Publications	280.00
Kanabec Publications	524.00
Kroschel Land Surveyors Inc.	3,300.00
M&I Lockbox: MCCC	180.00
M&I Lockbox: MCCC	220.00
MACPO, Jackson County Probation	410.00
Manthie, Wendy	863.46
Marco	159.00
Marco	134.68
McIalwain, Shanna	465.00
Methven Funeral and Cremation Services	400.00
Methven Funeral and Cremation Services	400.00
Mike's Auto Body	10,340.65
Minnesota Monitoring Inc.	504.00
Minnesota Monitoring Inc.	232.00
MN Counties Insurance Trust	154.00
Minnesota Energy Resources	7,902.42
Mora Municipal Utilities	294.70
Mora Psychological Services	900.00
Northstar Computer Forms, Inc.	153.62
Novus Glass	260.00
Obrycki, Chaz	494.95
O'Reilly Auto Parts	80.63
O'Reilly Auto Parts	60.60
Quality Disposal Systems	26.34
Quality Disposal Systems	216.56
River Valley Forensic Services, P.A.	250.00
River Valley Forensic Services, P.A.	1,250.00
RELX Inc. DBA LexisNexis	225.00
Schmitt, Kelly	5.15
SHI	726.00
St. Louis County	367.66
State of MN - Dept of Transportation	300.00
Stellar Services	263.77
Stellar Services	220.68
Summit Food Service Management	3,990.50
Summit Food Service Management	4,015.12

Stellar Services	121.50
Tierney	1,233.67
Tinker & Larson Inc	525.94
Van Alst, Lillian	367.97
Voretex Optics	2,474.85
74 Claims Totaling:	<u>\$ 91,328.78</u>

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning	950.00
Ace Hardware	30.98
Aramark	385.40
Auto Value	4,492.82
Beaudry Oil & Propane	11,428.57
Bjorklund	17.20
Chosen Valley Testing	10,560.00
Central Pension Fund	230.20
Force America	87.85
Forestry Suppliers	649.00
Glens Tire	135.50
Gopher State One-Call	2.70
Houston Engineering	2,385.50
Johnson Hardware	340.68
Kanabec County Highway Dept	69.60
Marco	312.38
Morton Salt	12,626.42
North Central International	1,649.51
Nuss Truck	198.07
Office Depot	136.38
Oslin Lumber	49.50
Owens Auto Parts	2,049.48
Power Plan (RDO)	11,570.80
Quality Disposal	172.10
Wiacom	675.30
Widseth Smith Nolting	11,662.00
Ziegler Inc	400.18

27 Claims Totaling: \$73,268.12

Action #9 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #9a – 3/15/22

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	\$3,481.20
Arthur Township	\$500.00
Total	\$3,981.20

Resolution #9b – 3/15/22

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 the Knife Lake Sportsmen's Club Clubhouse at 2825 Hwy 65, Mora, MN 55051 on July 2, 2022.

County Coordinator Kris McNally led a discussion regarding a request to suspend the

Kanabec County COVID-19 Re-Opening Plan.

Action #10 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #10 - 3/15/22

WHEREAS, Kanabec County instituted the Kanabec County COVID-19 Re-Opening Plan (the Plan) in response to the COVID-19 pandemic and related regulatory requirements; and

WHEREAS, current COVID-19 statistics and trends indicate a reduced COVID-19 risk to the Kanabec County employees and public; and

WHEREAS, Kanabec County departments are currently operating under the Plan's Phase 3; and

WHEREAS, the next step in the process to resume normal operations is to suspend the Plan; and

WHEREAS, a written COVID-19 Preparedness Plan is no longer mandated by executive order; and

WHEREAS, the Community Health Director is not opposed to suspending the Plan at this time;

THEREFORE BE IT RESOLVED that the Kanabec County COVID-19 Re-Opening Plan be suspended immediately;

BE IT FURTHER RESOLVED that Kanabec County will continue to monitor COVID-19's impact on the residents of Kanabec County and will take appropriate actions to respond appropriately;

BE IT FUTHER RESOLVED that the Kanabec County COVID-19 Re-Opening Plan may be updated and reinstated by Board action if necessary;

BE IT FURTHER RESOVLED that human resource matters related to COVID-19 will continue to be administered in consultation with Community Health using updated Minnesota Department of Health and CDC guidelines.

Mora Schools Superintendent Dan Voce met with the County Board to present an update on the construction of the new Mora High School. Information only, no action was taken.

Veteran's Services Officer Erica Bliss met with the County Board to give a department update, introduce new Veteran's Services Assistant Taylor Sundsvold, and to request authorization to travel out of state for training.

Action #11 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to authorize Veteran's Services Officer Erica Bliss to travel to San Antonio, TX for the National Association of County Veteran Service Officer Training June 5-10, 2022.

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

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

Resolution #13 – 3/15/22

Seasonal Employees

WHEREAS the County Highway Department budget includes funds for the hiring of seasonal employees, and

WHEREAS the County Engineer has requested approval to hire two (2) seasonal employees to perform seasonal maintenance work on county grounds and highways and assist with construction observation/testing, and

WHEREAS the County Engineer has requested to hire a part time Engineering Technician and/or use consultant services to assist with construction inspection, and

WHEREAS the Board desires to fill these seasonal positions;

BE IT RESOLVED that the County Board authorizes the Public Works Director, and the County Personnel Director to hire two(2) full-time seasonal workers for the 2022 season, and

BE IT FURTHER RESOLVED that the rate of pay for seasonal workers will be set at the time of hire by the Public Works Director and Personnel Director at \$13.03, \$13.81, \$14.65 or \$15.52 per hour, respective to seasons worked, and that the hours of work for the seasonal workers be limited to those budgeted, and

BE IT FURTHER RESOLVED that the County Board authorizes the Public Works Director, and the County Personnel Director to hire one (1) part-time Engineering Technician (CADD tech) for the 2022 construction season, and

BE IT FURTHER RESOLVED that the rate of pay for the part-time Engineering Technician (CADD tech) will be set at the time of hire by the Public Works Director and Personnel Director at \$25.21 to \$30.88 per hour, depending on experience and qualifications.

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

Resolution #14 – 3/15/22
SAP 033-628-001 Right-of-Way
Determination of Just Compensation

WHEREAS Kanabec County wishes to proceed with the project development of improvements to CSAH 28 from TH 107 to Kanabec/Pine County line as identified in the five year plan, and

WHEREAS the planned improvements require acquisition of additional right-of-way, and

WHEREAS staff with prior experience applied the Minimum Damage Acquisition (MDA) standard analysis to assign values to applicable types of land and damages based on comparable sales using Kanabec County’s “Beacon” land management system, and

WHEREAS the MDA values for following parcels were determined to be as follows:

Parcel	Owner	Grand Total
1	Reid A. Willmert	\$6,395.00
2	Kenneth R Herreid	\$5,824.00

THEREFORE BE IT RESOLVED the Kanabec County Board determines the MDA values as presented are just compensation, and

BE IT FURTHER RESOLVED to authorize the Public Works Director to initiate property acquisition based on the appraised values.

Chad Gramentz led a discussion regarding special event road closures. The Board expressed consensus to allow closure of a portion of Union St in Mora for a benefit event on May 7, 2022.

Chad Gramentz gave an update regarding the driver’s license office. Information only, no action was taken.

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

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

10:30am – The County Board reconvened.

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

10:31am – The Chairperson closed public comment.

Future agenda items: Enforcement of Tire Ordinance. 2022 Budget Updates for each department.

Action #15 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to adjourn the meeting at 10:31am and to meet again in regular session on Tuesday, April 5, 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	1,115.46	Monthly Service	Various
Kanabec County AT ACH-VISA	4,423.64	See Below	
Kanabec County Auditor-Treas	7,974.36	Vehicle Leases	Various
Midcontinent Communications	265.30	Utilities	Transit
Minnesota Energy Resources Corp	15,853.25	Gas Utilities	Various
East Central Energy	182.81	Intersection Lighting	Highway
Kanabec County Auditor HRA	45,898.00	2Q 2022 HRA County Contribution	Various
MNPEIP	11,155.42	4.22 Health Reserves	HR
Dearborn National Life Insurance Co	819.81	4.22 Short Term Disability Premiums	Employee Benefits
Health Partners	6,491.04	4.22 Dental Insurance Premiums	Employee Benefits
Life Insurance Company of North America	788.52	4.22 Accident, Group Hospital, Critical Illness Ins Premium	Employee Benefits
MN PEIP	150,313.50	4.22 Health Insurance Premiums	Employee Benefits
The Hartford Priority Accounts	6,324.67	4.22 Life Insurance and Long Term Disability Premiums	Employee Benefits
VSP Insurance Co	513.66	4.22 Vision Insurance Premiums	Employee Benefits
Kanabec County Auditor HRA	1,376.68	VEBA Deposit/DS	HR
Office of MN.IT Services	1,338.65	WAN	IS
East Central Energy	1,454.60	Intersection Lighting	Highway
Minnesota Energy Resources Corp	1,860.73	Natural Gas for Garage	Highway
Frandsen Bank & Trust	368.00	Refund MRT R#37127	Mortgage Registry&State
Mora Municipal Utilities	12,404.25	Utilities	Various
Spire Credit Union	9,327.23	See Below	

East Central Energy	86.35	Intersection Lighting	Highway
Card Services (Coborn's)	138.23	Wellness Supplies	Employee Wellness
23 Claims Totaling:	<u><u>\$280,474.16</u></u>		
Kanbec County AT ACH-VISA	389.97	Amazon - Chairs	ARPA Funds
	118.10	Brother Toner	Building Maintenance
	(282.82)	Overpayment	Building Maintenance
	(7.00)	Credit - Fraud Transaction	Building Maintenance
	83.71	Late Fee & Interest	Building Maintenance
	282.92	Past Due Amount	Building Maintenance
	156.87	Supply House - Valves	Building Maintenance
	213.84	Supply House - Relief Valve	Building Maintenance
	17.99	Amazon - Ball Valves	Building Maintenance
	138.21	Gerand Eng - Disconnects	Building Maintenance
	661.11	Supply House - Comm Brass Vent	Building Maintenance
	60.27	Supply House - Rollout Switches	Building Maintenance
	231.82	State Supply - Electrical Kit	Building Maintenance
	72.10	Amazon - Connectors & Adapters	Building Maintenance
	217.10	Supply House - Electrical Kit	Building Maintenance
	299.99	Amazon - Bench Vise	Building Maintenance
	547.61	State Supplyuu - Return Damper Act	Jail
	78.33	Restaurant Cooler Gaskets	Jail
	293.81	Sharpteksupply - Solenoid	Jail
	67.41	Ebay - Float Assembly	Jail
	114.89	Supply House - Adapters, Tubing	Highway
	189.70	Amazon - Drafting Chair etc	Highway
	477.71	Amazon - Hwy Chairs	Highway
23 Claims Totaling:	<u><u>\$4,423.64</u></u>		

Spire Credit Union

366.16	4Imprint - Tabletop Banner	HR
379.97	Amazon - Monitor Stand, Monitor	IS
19.84	Amazon - Legal Pads, Paper Clips	IS
209.95	Amazon - Plantronics Headset	IS
51.76	Amazon - Hook Switch Cable	IS
29.64	Amazon - Speakers	IS
27.16	Amazon - Flash Drives	IS
12.99	Amazon - Headphones	IS
44.98	Amazon - DP to HDMI Adapter	IS
14.99	Amazon - Surge Protector	IS
30.40	Amazon - Wall File	IS
29.74	Amazon - Keyboards	IS
32.18	Amazon - Wireless Keyboard	ARPA
69.98	Amazon - Wireless Keyboard	ARPA
(1,548.55)	Amazon Credit - Shredder	ARPA
260.00	MN Lawyer Portal - RH	Attorney
263.04	DoubleTree - Hotel Stay, LH	Recorder
53.75	MN State Board of Assess - JB	Assessor
59.97	Amazon - Vests	Assessor
17.99	Amazon - Phone Case	Building Maintenance
8.99	Amazon - LED Bulb	Jail
350.00	NACVSO Annual Conf - EB	VSO
16.99	Amazon - Surge Protector	VSO
116.03	Amazon - Card Reader, Cables, etc.	VSO
68.70	Amazon - Chair Mat	VSO
22.23	Amazon - Office Supplies	VSO
23.94	Amazon - Office Supplies	VSO
114.03	Amazon - Office Supplies	VSO
266.73	Amazon - Office Supplies	VSO
59.99	Amazon - Internal Hard Drive	Sheriff

137.96	Amazon - Portable Hard Drive etc.	Sheriff
39.96	Amazon - Flash Drives	Sheriff
85.98	Amazon - Defense Bags	Sheriff
8.59	Amazon - Memory Card	Sheriff
59.99	Amazon - Portable Hard Drive	Sheriff
27.89	Air Wedge Pump Kit	Sheriff
320.26	Automotive Jump Packs	Sheriff
138.98	Toner Cartridges	Jail
203.55	Security Envelopes	Jail
47.19	San Disk USB	Jail
20.36	Paper Cutter	Jail
21.45	Mouse Pad & Wrist Rest	Jail
13.94	Paper Corner Rounder	Jail
80.61	Angle Brooms	Jail
12.99	Office Supplies	Jail
426.99	B&H Photo - LED TV	Jail
62.27	Composition Notebooks	Jail
55.68	Universal Remote	Jail
107.36	Lotion	Jail
46.54	Abdominal Binder	Jail
137.16	Thermoscan Probe Covers	Jail
15.95	Oral Pain Relief Packets	Jail
12.15	Lip Balm Packets	Jail
22.68	Antacid	Jail
16.89	Milk of Magnesia	Jail
13.35	Amazon - Flash Drives	Probation
0.99	APPLE - Storage	Highway
34.99	Amazon - Wireless Keyboard etc	Highway
179.99	Amazon - Monitor	Welfare
60.41	NCH SOFTWARE - Express Scribe	Welfare

	0.60	NCH SOFTWARE - Transaction Fee	Welfare
	43.88	Amazon - Shredded Bags	Community Health
	347.20	Delta Airlines Travel	Community Health
	384.00	Survey Monkey Annual Subscription	Community Health
	17.60	Availity Subscription Fee	Community Health
	3,910.00	GGK Program Training	Community Health
	74.39	Lakeshore Learning Supplies	Community Health
	193.95	Amazon - Laptop Bags etc.	Community Health
	91.56	Amazon - Office Supplies	Community Health
	15.40	Availity Subscription Fee	Community Health
	22.00	Availity Subscription Fee	Community Health
	257.19	Amazon - Blood Pressure Monitors	Employee Wellness
	82.79	Walmart - Wellness Supplies	Employee Wellness
73 Claims Totaling:	<u>\$9,327.23</u>		

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 4/5/22

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	Granite Electronics	583.00	Replacement Remote Plantronics Head Sets (3)
		583.00	
ASSESSOR	SHI International Corp	70.00	NU Cloud Meetings
		70.00	
AUDITOR	1st Choice Document Destruction	110.28	Shredding
AUDITOR	Kanabec County A/T	2,694.07	Paycom Fees 2/15/22-3/25/22
AUDITOR	Kanabec Publications	1,108.20	2021 Delq Tax List
		3,912.55	
BUILDINGS MAINTENANCE	Ace Hardware	518.45	Paint, Washers, 110v Plugs, Saw, Ant Bait, GFI (3), Screws, Nuts, Gaskets, Garage Door Cable, Covers, Compression Connector, Duralens (5), Finance Charge
BUILDINGS MAINTENANCE	Adam's Pest Control, Inc.	125.00	Prevention Plus, PSB
BUILDINGS MAINTENANCE	Auto Value	7.49	FHP Lowe Horse-Power, Finance Charge
BUILDINGS MAINTENANCE	East Central Exterminating	125.00	Service for November
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	February 2022 Cleaning
BUILDINGS MAINTENANCE	Granite City Jobbing Co	847.74	Cleaning & Paper Supplies
BUILDINGS MAINTENANCE	MEI Total Elevator Solutions	1,115.44	Mar-May Quarterly Service
BUILDINGS MAINTENANCE	Oslin Lumber	76.80	4x8 3/4 AC Plywood Superply
BUILDINGS MAINTENANCE	Quality Disposal	416.61	Solid Waste Fees, Courthouse & PSB
		9,642.77	
COMPUTER EXPENSES	MNCCC Lockbox	300.00	2022 JIC - IFS Enh Fund (\$300/office)
		300.00	

COUNTY ATTORNEY	1st Choice Document Destruction	42.00	Shredding
COUNTY ATTORNEY	Burnett County	7.50	Certified Copy of Judgement of Conviction in Burnett Co
COUNTY ATTORNEY	McFadden, Barbara	73.71	Mileage to MCAA County Board Meeting
COUNTY ATTORNEY	RELX Inc. DBA LexisNexis	189.08	LexisNexis Feburary 2022 Charges
		312.29	
COUNTY COORDINATOR	1st Choice Document Destruction	18.00	Shredding
COUNTY COORDINATOR	Office Depot	60.25	Office Supplies
		78.25	
COUNTY CORONER	Ramsey County	1,572.00	Post Mortem Exam/Toxicology
COUNTY CORONER	Ramsey County	1,852.00	Post Mortem Exam/Toxicology
COUNTY CORONER	River Valley Forensic Services, P.A.	1,000.00	Post Mortem Examination (2)
COUNTY CORONER	River Valley Forensic Services, P.A.	750.00	Post Mortem Examination (2)
COUNTY CORONER	River Valley Forensic Services, P.A.	250.00	Contract Monthly Medical Examiner Service February 2022
COUNTY CORONER	River Valley Forensic Services, P.A.	250.00	Contract Monthly Medical Examiner Service December '21
		5,674.00	
COUNTY EXTENSION	1st Choice Document Destruction	36.00	Shredding
COUNTY EXTENSION	Regents of the University of MN	19,237.25	Jan-Mar 2022 MOA Billing
		19,273.25	
COUNTY RECORDER	Northstar Computer Forms, Inc.	307.24	Vital Records Paper
		307.24	
COURT ADMINISTRATOR	McKinnis & Doom PA	102.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	153.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	25.50	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	25.50	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	51.00	Court Appt Attorney Fees
		357.00	
ELECTIONS	ECSWC Mora Landfill	220.00	Elections Recycling/Disposal
ELECTIONS	Kanabec Publications	257.00	Notice Spec Primary & Sample Ballot

		477.00	
ENVIRONMENTAL SERVICES	Bracewell, Earl	87.87	Planning Commissioner Per Diem and Mileage
ENVIRONMENTAL SERVICES	Carda, Ryan	265.00	SSTS Soils CE Septic - Redwing MN
ENVIRONMENTAL SERVICES	Hoisington Koegler Group Inc.	828.46	Comp Plan, Update Plan and Approvals
ENVIRONMENTAL SERVICES	Kanabec County Soil and Water	15,176.00	SWCD County Allocation 1st Half 2022
ENVIRONMENTAL SERVICES	Kanabec Publications	38.50	Planning Commission - Preliminary Plat - Timber Fields
ENVIRONMENTAL SERVICES	McNally, Dennis	84.36	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	O'Brien, Pat	91.38	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Olson, Rhonda	84.36	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Quill	69.99	Quill Plus Blue Renewal
ENVIRONMENTAL SERVICES	Sabinash, Douglas	85.53	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Zaudtke, Wayne	78.51	Planning Commission Per Diem & Mileage
		16,889.96	
HUMAN RESOURCES	Further	612.80	Administrative Fees for March
HUMAN RESOURCES	Kanabec County A/T	2,694.07	Paycom Fees 2/15/22-3/25/22
HUMAN RESOURCES	PD's Embroidery	51.49	Employee Recognition Plaque, GD
HUMAN RESOURCES	PD's Embroidery	89.99	Employee Recognition Jackets, SW & KH
HUMAN RESOURCES	PD's Embroidery	45.00	Employee Recognition Jacket, KM
HUMAN RESOURCES	Ratwik, Roszak & Maloney, PA	37.00	Professional Fees for February
		3,530.35	
INFORMATION SYSTEMS	IT SAVVY LLC	997.88	Computer
INFORMATION SYSTEMS	Marco	3,216.80	Phone Lease
INFORMATION SYSTEMS	Revize LLC	1,900.00	Yearly Service Package
		6,114.68	
PROBATION & JUVENILE PLACEMENT	1st Choice Document Destruction	30.00	Shredding
PROBATION & JUVENILE PLACEMENT	Anoka Non-Secure Program	1,960.00	Juvenile Detention 2/16/22-2/22/22 @ \$280/day
PROBATION & JUVENILE PLACEMENT	MACPO, Jackson County Probation	525.00	MACPO Spring Conference
PROBATION & JUVENILE PLACEMENT	Office Depot	34.21	Office Supplies
PROBATION & JUVENILE PLACEMENT	RS EDEN	83.45	Drug Testing
		2,632.66	

PUBLIC TRANSPORTATION	Adam's Pest Control, Inc.	125.00	Prevention Rodents
PUBLIC TRANSPORTATION	Auto Value	31.99	Bus Parts
PUBLIC TRANSPORTATION	C & D Auto	102.00	Bus DOT Inspection
PUBLIC TRANSPORTATION	Curtis, Michael	761.32	Volunteer Driver
PUBLIC TRANSPORTATION	Hoefert, Robert	862.36	Volunteer Driver
PUBLIC TRANSPORTATION	Manthie, Wendy	1,470.11	Volunteer Driver
PUBLIC TRANSPORTATION	Milaca Chiropractic Center	80.00	DOT Physical, DS
PUBLIC TRANSPORTATION	Premium Waters, Inc.	44.44	Bottled Water Supplies
PUBLIC TRANSPORTATION	Van Alst, Lillian	648.77	Volunteer Driver
		4,125.99	
SANITATION	ULINE	112.42	32 Gallon Recycling Containers (2) - A/T Dept
		112.42	
SHERIFF	1st Choice Document Destruction	36.00	Shredding
SHERIFF	Ace Hardware	63.96	Lock, Padlock, Extension Cords
SHERIFF	Coon, Susan	144.99	Uniform Allowance
SHERIFF	Granite Electronics	225.27	Radio Microphones (3)
SHERIFF	Holzengel, Keith	90.00	New Hire Post Board
SHERIFF	Mora Psychological Services	900.00	Psych Eval - New Employee
SHERIFF	Post Board	630.00	Post Board Renewals (7)
SHERIFF	Streicher's	164.99	Holster
		2,255.21	
SHERIFF - JAIL/DISPATCH	1st Choice Document Destruction	24.00	Shredding
SHERIFF - JAIL/DISPATCH	Adam's Pest Control, Inc.	250.00	Prevention Plus
SHERIFF - JAIL/DISPATCH	Auto Value	17.97	Classical Section, Brake Parts Cleaner
SHERIFF - JAIL/DISPATCH	Bob Barker	1,200.78	Nitrile Gloves, Shampoo, Petroleum Jelly, Disposable Razors, Deodorant, Clear Cover Pen, Chapstick
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	February 2022 Cleaning
SHERIFF - JAIL/DISPATCH	Granite City Jobbing Co	46.27	Paper Towels
SHERIFF - JAIL/DISPATCH	Handyman's Inc	153.00	Filters

SHERIFF - JAIL/DISPATCH	Hippen, Derek	398.00	Uniform Allowance
SHERIFF - JAIL/DISPATCH	Johnsons Hardware	33.95	Carb Cleaner, Razor Blade Scraper, Super Glue, Drill Bit, Plastic Cutters
SHERIFF - JAIL/DISPATCH	Michael Keller, Ph.D., L.P.	650.00	Psych Eval - New Employee
SHERIFF - JAIL/DISPATCH	Motorola Solutions	10,000.00	VESTA 911 Backroom Contract Execution
SHERIFF - JAIL/DISPATCH	PD's Embroidery	20.00	Shirt Logos
SHERIFF - JAIL/DISPATCH	Schmitt, Kelly	5.37	Office Supplies
SHERIFF - JAIL/DISPATCH	Stellar Services	168.67	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	449.83	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,032.20	Inmate Meals 3/12/22-3/18/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,092.10	Inmate Meals 3/19/22-3/25/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,937.08	Inmate Meals 3/5/22-3/11/22
SHERIFF - JAIL/DISPATCH	Swank Motion Pictures	519.00	Public Performance License
SHERIFF - JAIL/DISPATCH	ULINE	166.85	Velcro Strips
SHERIFF - JAIL/DISPATCH	West Central Jail Administrator Assoc	450.00	West Central Meeting, CD & CD
		27,199.87	
STATE FISCAL RECOVERY ARP	Accurate Controls, Inc.	1,990.74	System Upgrade, Part of New Camera System in Jail
STATE FISCAL RECOVERY ARP	Accurate Controls, Inc.	16,624.07	System Upgrade, Part of New Camera System in Jail
STATE FISCAL RECOVERY ARP	Brownells, Inc	628.81	Viking Tactics Light Mount (7), Tactical Flashlight (7)
STATE FISCAL RECOVERY ARP	IT SAVVY LLC	1,632.02	Computers (2) - EOC Project
STATE FISCAL RECOVERY ARP	MNCCC Lockbox	95,256.00	MN CCC Election Equipment-OmniBallot, Res#15-3/1/22
STATE FISCAL RECOVERY ARP	RDO Equipment Co.	174,000.00	APRA Funds for Hwy Eqpt Blade per Board Act#23-2/1/22
STATE FISCAL RECOVERY ARP	Sherman Lumber, Inc.	500.00	Shed for K-9 Unit
		290,631.64	
TAX & PENALTY	Anderson, Greg	120.00	2022 Prepay Refund 04.02050.00
TAX & PENALTY	Caswell, Leslie & Kaye	387.00	2022 Prepay Refund 22.00340.00 & 22.00360.00
TAX & PENALTY	Dominion Title and Exchange	345.00	2022 Prepay Refund 10.00715.00
TAX & PENALTY	Engberg, Silke	74.00	2022 Prepay Refund 13.00175.00
TAX & PENALTY	Holmes, Terry & Bonnie	56.00	2022 Prepay Refund 04.00115.00
TAX & PENALTY	Johnson, David & Marlene	191.00	2022 Prepay Refund 14.01310.20
TAX & PENALTY	Johnson, Derek & Kristy	432.00	2022 Prepay Refund 04.01325.10
TAX & PENALTY	Kanabec County Auditor - Treasurer	500.00	14.01180.00 COJ Payment 2022

TAX & PENALTY	Kanabec County Auditor - Treasurer	300.00	12.02455.00 COJ Payment 2021
TAX & PENALTY	Lindberg Law Office	64.00	2022 Prepay Refund 23.00060.00
TAX & PENALTY	Smith, Joshua & Cheerie	296.00	2022 Prepay Refund 23.00285.000
		2,765.00	
UNALLOCATED	Clifton Larson Allen LLP	1,575.00	FY2021 Audit Services
UNALLOCATED	Kanabec County Soil and Water	1,597.38	SWCD Staff Time Qtr 4 Admin & Education/Outreach, Boat Inspector Umbrellas (2)
UNALLOCATED	Quadient Leasing USA, Inc.	2,086.20	Postage Machine Lease, Courthouse & PSB
		5,258.58	
VETERAN SERVICES	1st Choice Document Destruction	18.00	Shredding
VETERAN SERVICES	Bliss, Erica	104.99	Coffee Talk Supplies, Cups & Napkins
VETERAN SERVICES	Federated Co-ops, Inc.	552.33	Veteran Emergency Grant
VETERAN SERVICES	Mora Bakery	32.06	Donuts - Coffee Talk
		707.38	
126 Claims Totaling:		\$ 403,211.09	

Agenda Item #3b

Regular Bills - Road & Bridge

Bills to be approved: 4/5/22

Vendor	Amount	Purpose
Ace Hardware	101.00	Shop supplies
Aspen Equipment	108,945.00	Sign truck body 2104
Auto Value	2,424.95	Repair parts & shop supplies
Berndt, Steve	85.41	Reimbursement
Capitalone Trade Credit	239.80	Repair parts
Federated Co-ops	14,468.12	Weed killer and repair parts
Force America	439.04	Repair parts
Frisch, Nick	110.96	Uniform allowance
Frontier Precision	99.00	Training
Kanabec County Highway Dept	122.35	Petty Cash, Postage
Kanabec Publications	100.89	Bid ad - KCP 22-05 equipment rentals
Larson Implement	3,980.00	Flat bed for unit 222
Little Falls Machine	325.36	Repair parts
MEI Total Elevator Solutions	560.71	Elevator maintenance
MN Dept. of Public Safety	56.00	Decals
Morton Salt	5,403.51	Road Salt
North Central International	1,578.53	Repair parts
Northern States Supply	75.08	Shop supplies
Northpost	120.00	Shop supplies
Oslin Lumber	44.80	Lumber
Safety-Kleen Systems	404.63	Parts washer cleaning
St. Cloud CVB	255.00	Accounting conference 2022 registration
Terpstra, Trent	256.22	Hotel reimbursement for accounting conference
Uline	1,115.27	Shop supplies
USIC	40.00	Locates
Westling, Nate	21.00	Reimbursement for tabs
Widseth Smith Nolting	9,440.00	Engineering
Ziegler	1,146.21	Repair parts

28 Claims Totaling: \$151,958.84

Agenda Item #4a

April 5, 2022

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 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

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (February)	\$3,147.96	\$3,147.96
WASTE MANAGEMENT (February)	-	-
Sub-Total	\$3,147.96	\$3,147.96
Recycling Center Incentive Payments:		
Quality Disposal (February)	\$500.00	\$500.00
Arthur Township (February)	\$500.00	\$500.00
TOTAL PAYMENTS =		\$4,147.96

Date received in County Coordinators Office: Various dates in March

January 1, 2022 SCORE Fund balance = \$120,350.31

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

Expenditure: 01-391-392-0000-6211 = \$8,129.16

Current SCORE Funds balance is = \$112,221.15

Agenda Item #4b

April 5, 2022

REQUEST FOR BOARD ACTION

a. Subject: Gambling Request	b. Originating Department/Organization/Person: Pheasants Forever
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolutions:

Resolution #__ – 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.

f. Background:

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

Date received in County Coordinators Office:	3/29/22
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Coordinators Comments:

To: Kanabec County Coordinator's Office
Kanabec County Board of Commissioners

From: Ed Hamlin, Knife Lake Sportsmen's Club President

Date: March 29, 2022

RE: Application of Exempt Permit

RECEIVED MAR 29 2022

Good Day Commissioners!

The Knife Lake Sportsmen's Club is looking forward to yet another fund raising event. On 5/7/22 we are planning our annual spring crappie contest on Knife Lake. Proceeds from this contest and raffles for the entrants will again be used for the care and maintenance of Knife Lake, the Knife Lake Sportsmen's Club clubhouse, as well as assist in the financing of future Knife Lake Sportsmen's Club events.

Please see the attached Exempt Permit Application. Would you please place this request for approval on the agenda of your next board meeting? If approved, please contact me. I am available to pick up the permit, or you can mail it to me at: 2675 Kite Street, Mora, MN 55051, or you can also email it to me at: vp@knifelake.us.

If question arise, please contact me at 952-250-0642.

Thank you in advance for your consideration.

Ed Hamlin, President of the Knife Lake Sportsmen's Club

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: <u>Knife Lake Sportsmen's Club</u>	Previous Gambling Permit Number: <u>X-02117-20-033</u>
Minnesota Tax ID Number, if any: <u>41-1350036</u>	Federal Employer ID Number (FEIN), if any: _____
Mailing Address: <u>2825 Hwy 65 PO Box 254</u>	
City: <u>Mora</u>	State: <u>MN</u> Zip: <u>55051</u> County: <u>Kanabec</u>
Name of Chief Executive Officer (CEO): <u>Ed Hamlin</u>	
CEO Daytime Phone: <u>320-703-8007</u>	CEO Email: <u>pres@knifelake.us</u>
(permit will be emailed to this email address unless otherwise indicated below)	
Email permit to (if other than the CEO): _____	

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- ☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Knife Lake Highway 65 Public Access

Physical Address (do not use P.O. box): _____

Check one:

- ☐ City: _____ Zip: _____ County: _____
- ☒ Township: Peace Zip: 55051 County: Kanabec

Date(s) of activity (for raffles, indicate the date of the drawing): May 7, 2022

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

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


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

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

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: March 29, 2022
 (Signature must be CEO's signature; designee may not sign)

Print Name: Ed Hamlin

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

An equal opportunity employer.

Business Record Details »

Minnesota Business Name

Knife Lake Sportsmen's Club, Inc.

Business Type

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

Q-1078

Home Jurisdiction

Minnesota

Filing Date

11/22/1978

Status

Active / In Good Standing

Renewal Due Date

12/31/2022

Registered Office Address

2825 N Hwy 65
Mora, MN 55051
USA

Number of Shares

NONE

Registered Agent(s)

(Optional) Currently No Agent

President

ED HAMLIN
PO BOX 254
MORA, MN 55051
USA

Filing History

Filing History

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

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	11/22/1978	Original Filing - Nonprofit Corporation (Domestic)	
	11/22/1978	Nonprofit Corporation (Domestic) Business Name (Business Name: Knife Lake Sportsmen's Club, Inc.)	

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	07/16/1990	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	03/16/1992	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	06/24/1997	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	7/8/2021	Amendment - Nonprofit Corporation (Domestic)	

Agenda Item #5

April 5, 2022

REQUEST FOR BOARD ACTION

a. Subject: 1 st Quarter Budget Report	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Review and discuss 1st Quarter Budget Report

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

2022 BUDGET SUMMARY	2022 Budgeted Expenses	1st Quarter Actual Expenses	2022 Budgeted Revenue	1st Quarter Actual Revenue	2022 from Fund Balance	2022 Net Budget	1st Quarter 25% of the Year	% of Budget
Assessor	\$ 582,554	\$ 113,670	\$ 99,750	\$ 10,058		\$ 482,804	\$ 103,613	21%
Attorney	\$ 839,141	\$ 174,477	\$ 171,900	\$ 27,039	\$ -	\$ 667,241	\$ 147,438	22%
Auditor/Treasurer								
Office	\$ 666,327		\$ 45,600			\$ 620,727		
Elections	\$ 96,950		\$ 600			\$ 96,350		
Mainframe Expenses	\$ 155,409		\$ 22,231		\$ 40,875	\$ 92,303		
Auditor/Treasurer Total		\$ 206,940		\$ 26,698		\$ 809,380	\$ 180,242	22%
Commissioners	\$ 184,705	\$ 38,033	\$ -	\$ -		\$ 184,705	\$ 38,033	21%
Coordinator	\$ 719,591	\$ 207,226	\$ 71,025	\$ 17,402	\$ 150,325	\$ 498,241	\$ 189,824	38%
Court Administration	\$ 37,000	\$ 7,158	\$ -		\$ -	\$ 37,000		
Law Library	\$ 9,000	\$ 675	\$ 12,000	\$ 2,419	\$ -	\$ (3,000)	\$ 5,414	16%
Culture & Recreation	\$ 11,000	\$ -		\$ -	\$ -	\$ 11,000	\$ -	0%
E Central Reg Library	\$ 169,209	\$ 86,352	\$ -	\$ -		\$ 169,209	\$ 86,352	51%
Extension	\$ 88,369	\$ 330	\$ -	\$ 30		\$ 88,369	\$ 300	1%
Information Systems	\$ 616,495	\$ 91,473	\$ 43,592	\$ 675		\$ 572,903	\$ 90,798	16%
Probation								
Office	\$ 507,731		\$ 162,217			\$ 345,514		
Probation Fees	\$ 10,000		\$ 10,000			\$ -		
Probation Total		\$ 255,479		\$ 22,578			\$ 232,901	67%
Public Works								
Building Maintenance	\$ 901,929	\$ 134,482	\$ 57,038	\$ 6,397	\$ 230,000	\$ 614,891	\$ 128,086	21%
Environmental Services								
Office	\$ 229,775		\$ 107,218			\$ 122,557		
Water Plan	\$ 15,071		\$ 15,071			\$ -		
Wetlands	\$ 25,103		\$ 25,103			\$ -		
Shorelands	\$ 4,090		\$ 4,090			\$ -		
ISTS	\$ 18,600		\$ 18,600			\$ -		
Env. Services Total		\$ 48,568		\$ 29,004		\$ 122,557	\$ 19,564	16%
Sanitation	\$ 127,423	\$ 22,072	\$ 87,115	\$ -	\$ 40,308	\$ -	\$ 22,072	1%
Surveyor	\$ 5,500	\$ 3,300	\$ -	\$ -	\$ 3,000	\$ 2,500	\$ 3,300	132%
Public Works Total								
Recorder	\$ 243,650	\$ 51,331	\$ 170,100	\$ 27,605	\$ -	\$ 73,550	\$ 23,725	32%
Sheriff								
Law Enforcement	\$ 2,935,177		\$ 1,009,233		\$ 100,000	\$ 1,825,944		
Boat & Water	\$ 3,895		\$ 3,895		\$ -	\$ -		
Snowmobile	\$ 4,410		\$ 4,410		\$ -	\$ -		
ATV	\$ 3,154		\$ 3,154		\$ -	\$ -		
Reserves	\$ 8,000		\$ 8,000		\$ -	\$ -		
Coroner	\$ 40,000		\$ -		\$ -	\$ 40,000		
Emergency Mmgmt	\$ 34,202		\$ 17,056		\$ -	\$ 17,146		
Jail/Dispatch	\$ 3,335,766		\$ 146,056		\$ -	\$ 3,189,710		
E-911 System	\$ 180,000		\$ 180,000			\$ -		
Sheriff's Total		\$ 1,288,938		\$ 171,524		\$ 5,072,800	\$ 1,117,415	22%
Transit	\$ 1,064,493	\$ 179,343	\$ 1,064,493	\$ 186,306	\$ -	\$ -	\$ (6,962)	-1%
Unallocated	\$ 1,177,142	\$ 213,989	\$ 2,860,016	\$ 191,797	\$ 450,000	\$ (2,132,874)	\$ 22,191	2%
Veteran's Services	\$ 143,008	\$ 33,039	\$ 13,000	\$ 129	\$ 3,000	\$ 127,008	\$ 32,910	26%
Revenue Fund Totals	\$ 15,193,869	\$ 3,156,875	\$ 6,432,563	\$ 719,660	\$ 1,017,508	\$ 7,743,798	\$ 2,437,215.00	16%
Road & Bridge Fund	\$ 7,372,189	\$ 713,482	\$ 4,955,612	\$ 1,128,979	\$ 618,075	\$ 1,798,502	\$ (415,498)	-6%
Family Services Fund	\$ 6,346,205	\$ 1,323,177	\$ 4,080,900	\$ 900,040	\$ -	\$ 2,265,305	\$ 423,137	7%
Community Health Fund	\$ 3,067,301	\$ 625,170	\$ 2,655,277	\$ 607,668	\$ 200,000	\$ 212,024	\$ 17,501	1%
EDA Fund	\$ 168,200	\$ 30,449	\$ 8,200	\$ -	\$ 10,000	\$ 150,000	\$ 30,449	18%
Railroad Authority	\$ 1,025	\$ 1,054	\$ 100	\$ -	\$ -	\$ 925	\$ 1,054	103%
Bond Fund	\$ 1,040,314	\$ -	\$ -	\$ 227	\$ -	\$ 1,040,314		\$ -
	\$ 33,189,103		\$ 18,132,652		\$ 1,845,583	\$ 13,210,868		

NET LEVY 2022= 13,210,868

2020 CPA= \$1,194,206

2021 CPA= \$1,191,242

2022 CPA= \$ 1,183,396

REVISION DATE: 1-20-2022- D.S.

Current % = 2.94%

Agenda Item #6

April 5, 2022

REQUEST FOR BOARD ACTION

a. Subject: Position Vacancies	b. Origination: Commissioner Mattson & Commissioner Smith
c. Estimated time: 10 minutes	d. Presenter(s): Commissioner Mattson & Commissioner Smith

e. Board action requested:

Discuss requiring department heads to bring all vacancies to the Board for permission to proceed with hiring and make sure the Employment Policy is consistent with the Board's directive.

f. Background:

Policy P-102 Kanabec County Employment Policy

II. HIRING APPROVALS

A. Position vacancies created by employment termination other than reduction of staff or layoff will be filled by the following means:

1. Approval to recruit: Before any recruiting is begun, the department head must either:

a. Obtain approval to refill the vacancy in the form of a resolution from the County Board of Commissioners (Welfare Board for Family Service employees), or

b. Obtain verbal approval from the County Board Chairperson (Welfare Board Chairperson for Family Service employees). In this case, no interviews or job offers may be made until confirmed in the form of a resolution from the County Board of Commissioners.

Previous Board Action:

From 2/28/18 Meeting Minutes:

The board held a discussion regarding position vacancies. Kathi Ellis and Patrick Christopherson will write a memo to notify department heads they will no longer need board approval to refill vacant positions that have been budgeted unless director otherwise.

From 5/5/20 Meeting Minutes:

Action #13 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #13 – 5/5/20

BE IT RESOLVED that Board approval is required in advance of the purchase of any item costing \$1,000 or more, whether previously budgeted for or not, with the exclusion of regular maintenance items.

BE IT FURTHER RESOLVED that no employment positions shall be advertised without prior board approval, and that no vacant positions shall be filled without prior board approval from this day forward.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

From 6/1/21 Meeting Minutes:

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

Resolution #15 - 6/1/21

WHEREAS, Resolution #13-5/5/20 was originally intended to be temporary in response to the COVID-19 pandemic; and

WHEREAS the County has not experienced drastic revenue reduction as a result of the pandemic; and

WHEREAS the Commissioners desire to take strategic steps to resume normal operations including, but not limited to, filling budgeted vacancies as soon as possible;

BE IT RESOLVED that Resolution #13-5/5/20 is rescinded effective immediately.

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #7

April 5, 2022

REQUEST FOR BOARD ACTION

a. Subject: Temporary Hwy Secretary	b. Origination: Road & Bridge/Coordinator's Offices
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Extend the end date for the temporary highway secretary position due to difficulty hiring and delays in background study/authorization from the State.

Request approval to continue this position until the driver's license duties are fully transferred to another entity or June 30th whichever comes first.

f. Background:

On March 1, 2022 Action #12 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to hire a temporary employee to work in the driver's license office through April 15, 2022.

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments: