



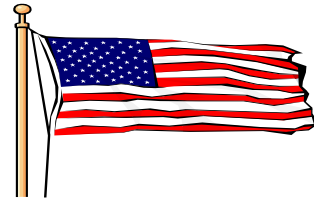
Kanabec County Board of Commissioners

Regular Meeting Agenda The Meeting of August 2, 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: 2480 857 6690



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m73b7e1f4fddddea9be25dbac49181b3>

Meeting number: 2480 857 6690

Password: hQ3KQXh3fR3 (47357943 from video systems)

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

Please use the Maple Ave Entrance.

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

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

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

- 9:00am a. Call to Order
 b. Pledge of Allegiance
 c. Agenda approval
- 9:05am Recess county board to a time immediately following the CHB.
- Community Health Board**
- 9:40am Ryan Carda, Environmental Services/GIS Technician – Request for Approval of an Interim Use Permit for a Vacation Rental at 2595 300th Ave, Brook Park owned by Jaramie Wood
- 10:00am Erica Bliss, Veteran Services Officer- Request to Apply for a Grant and Resolution to Accept Said Grant and Enter into a Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct County Veterans Service Office Operational Enhancement Grant Program
- 10:10am Tim Jacobs, Auditor Tax and Property- Tax Forfeit Property Clean-Up
- 10:30am Public Comment**
- Telephone call-in number for public access: 1-408-418-9388
 Access Code: 2480 857 6690

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. Consent Agenda
 - a. Gambling Request – Knife Lake Sportsmen’s Club
 - b. SCORE Claims
5. MCIT Special One-Time Distribution from WCRA
6. Courthouse Parking for 4th Tuesday of the Month (Veteran’s Coffee Talk)
7. Application Tracking System Purchase
8. Future Agenda Items
9. CLOSED SESSION: Union Negotiation Strategy–(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
10. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday, August 2, 2022
9:05 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Presentation – Kirsten Lejonvarn, RN, PHN – Immunizations
-See attached Disease Prevention & Control/Immunization Prgm page 2
4. Director's Report page 3
 - Staffing – Home Care RN, Case Management RN, Case Aide, HHA
 - Coronavirus Information and Response Activities
5. Interim THC Ordinance
 - Action requested
 - See attached Draft Interim Ordinance page 4-5
6. 2nd Quarter Report page 6-22
 - See attached report
7. Financial Reports
 - see attached
 - Trial Balance page 23-25
 - June 2022 Financial Report page 26
8. Abstract Approval page 27-35
 - Action Requested
 - See attached Abstract and Vendor List
9. Other Business
10. Adjourn

Disease Prevention and Control/Immunization Program

Immunizations/vaccinations are one of the best weapons we have against a number of serious diseases. Certain programs provided by public health work to make all vaccines accessible and affordable for individuals and families within their medical homes. If an individual/family does not have a medical home, public health can bridge that gap.

- **Minnesota Vaccines for Children**

- This program allows administration of routine childhood vaccinations, including the influenza vaccines, to children under the age of 18. Qualifying characteristics include:
 - Uninsured
 - MHCP, PMAP, or MA insurance coverage
 - American Indian or Alaska Native race
 - Insurance does not cover vaccines or does not cover all vaccines
 - Insurance cap has been met for vaccination

- **Uninsured and Underinsured Adult Vaccine Program**

- This program allows adults ages 19 and older to be vaccinated with routine adult vaccines, including the Influenza vaccines. Qualifying characteristics include:
 - Uninsured
 - Underinsured
 - Private insurance that does not cover vaccines
 - Medicare insurance that does not cover vaccines

- **Influenza vaccinations**

- We currently offer both private and public flu to the community for those age 6 months and older. For our homebound clients and community members, we also offer vaccination within the home.
 - Private pay flu is available to all those with insurance or desiring to pay out of pocket costs.
 - Public flu is available to those on MA, MNCARE, and PMAP insurances, those without insurance, those of the American Indian / Alaska Native race, and if insurance does not cover the cost of the vaccine. We are able to charge a \$21 fee for administration.

- **Covid Vaccinations**

- We continue to offer Covid vaccines to those ages 5 and older. Currently, appointments are scheduled as needed. We also travel to the homes of those who are homebound and cannot travel to our facility. Our partnership with Welia has made this process very effective.

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

Staffing: Home Care RN, Case Management RN, Case Aide, Home Health Aide

Part-time Case Management Nurse – hired, starting August 2

Home Care Nurse – hired, starting August 1

Case Aide – a full time position was vacated, hired part-time person – starting August 1

Home Health Aide – still accepting applications but currently holding our own

Coronavirus information and response activities:

The US Department of Health and Human Services extended the COVID-19 Public Health Emergency through October 15, 2022.

As of July 21, Kanabec County is in the Medium category for community level and remains in the High category for transmission.

The BA.5 Omicron subvariant now makes up almost 82% of sequenced samples. The number of children infected across the US has increased for two straight weeks as of the writing of this report. Kanabec county vaccination rates remain basically unchanged from what was reported in June.

**COUNTY OF KANABEC
ORDINANCE NO. 2022**

**AN INTERIM ORDINANCE PLACING A MORATORIUM ON THE SALE OF
HEMP DERIVED TETRAHYDROCANNABINOL (THC) FOOD AND
BEVERAGES WITHIN THE COUNTY OF KANABEC**

The County of Kanabec HEREBY ORDAINS:

SECTION 1: Purpose and Intent

- A. The County of Kanabec (the “County”) recognizes significant public interest in new State laws that took effect July 1, 2022, that now make it legal to sell certain edibles and beverages infused with tetrahydrocannabinol (THC), the cannabis ingredient extracted from hemp.
- B. The purpose of the moratorium is to allow the County of Kanabec time to complete an in-depth study to effectuate changes to the Zoning Ordinance and County Code that would regulate the sales, testing, manufacturing, and distribution of cannabis and cannabidiol (CBD) for medical, recreational, and other purposes, in addition to the sale of hemp derived tetrahydrocannabinol (THC) food and beverages.
- C. Minnesota Statutes Section 462.355 allows the County to adopt a temporary interim ordinance for a period of up to twelve (12) months from the date it is effective to allow for such study and adoption in order to protect public health, safety and general welfare of its citizens.

SECTION 2: Prohibition

- A. Pursuant to Minnesota Statutes 462.355, the County hereby adopts and approves this interim ordinance establishing a moratorium temporarily prohibiting within the County of Kanabec the sales of hemp derived tetrahydrocannabinol (THC) food and beverages.
- B. During the effective period of this interim ordinance, the County of Kanabec will prohibit the sales of hemp derived tetrahydrocannabinol (THC) food and beverages pending completion of the above referenced study and the adoption of appropriate official controls.
- C. In addition, no application related to the license, use, development, variances, conditional use permits, or any other planning or licensing application that involved the sales, testing, manufacturing, or distribution of cannabis, medical or recreational, in any way, and cannabidiol products shall be accepted or considered for twelve (12) months from the effective date of this ordinance or until ordinances regulating such uses become effective, whichever occurs first.
- D. Pre-existing business before July 1st will be allowed to continue to operate as they were before the law went into effect July 1, 2022.

SECTION 3: Effective Date and Duration

- A. This interim ordinance shall exist for a period of twelve (12) months from and after its adoption.
- B. This interim ordinance is hereby adopted by the County Board of Kanabec County this 2nd day of August, 2022 and shall be effective upon publication.

COUNTY OF KANABEC

By: _____
Board Chairperson

ATTEST

By: _____
County Coordinator

This interim ordinance was published in the Kanabec County Times on

_____, 2022.

Kanabec County Community Health (KCCH)
Report to County Board
April - June 2022

Major Highlight(s):

- Continuing to return to “normal” services. Ability to attend in-person meetings/trainings.

Audits/site visits completed:

- Medicare Cost Audit completed April 19, 2022.
- SCHA completed their audit of the waiver programs. We did have a few areas that fell below the desired outcomes and we will need to put an improvement plan in place. The areas that need improvement involve documentation. There were no concerns in the provision of services. An improvement plan will be submitted for any remaining areas that fall below the desired outcome.
- CMCOA conducted a site visit on June 30th. No issues were found.

Audits/site visits upcoming:

- WIC Management Evaluation – July 26-27 on-site, August 9 exit interview
- Home and Community Based Waiver Review (DHS) – September 26-29

Grants submitted/notification:

- Evidence-Based Home Visiting Grant was submitted prior to the June 13 deadline.
- Application was submitted for a Public Health AmeriCorps worker. Application was approved and a person will hopefully be placed with our Agency in August. This person will work full-time for 11 months at no cost to the Agency. This person will focus their time on assisting with the Community Needs Assessment as well as with gathering data and facilitating meetings for the Opioid Settlement Funds.

Upcoming grants:

- Statewide Health Improvement Partnership (SHIP) – competitive grant to sustain the work to expand community-driven solutions to expand opportunities for active living, healthy eating and commercial tobacco-free living, helping all people in Minnesota prevent chronic diseases including cancer, heart disease, stroke and type 2 diabetes. Ninety percent of the nation’s health care costs are for people with chronic conditions, and the majority of those costs are preventable.
 - Grant RFP to be released 6/1/2022 and will be due 8/31/2022.
 - Grant contract would be for the period of 11/1/2023 – 10/31/2026.
- The Central MN Council on Aging Grant – to continue our Public Health Nurse Clinic Services – provides health assessments, foot care/nail trimming and medication set up.
 - Grant RFP is due August 2nd.
 - Grant is for period of 1/1/2023 – 12/31/2023.

Community Health Assessment / Community Health Improvement Plan:

Survey has been out for about a month. A second mailing has been sent out encouraging those who received it to complete it. So far there has not been a very good rate of return. Anticipate closing survey first week in August.

Opioid Settlement Grant:

The Director has not had much time to spend on this process. Hopefully 3rd quarter will be more manageable and the Public Health AmeriCorps worker can assist.

Meetings/Trainings attended (not an all-inclusive list):

- Department Administrative meetings
- AMC Legislative Updates
- Neonatal Abstinence Syndrome – grant check in calls monthly
- MCIT – Managing The Human Resource 2-day training
- School COVID calls
- Statewide Community Health Services Advisory Committee (SCHSAC)
- Community Opioid Task Force meeting (Welia)
- Weekly check-in calls with Helen (Timber Trails)
- Local Public Health Association Meeting
- Mental Health Strategic Planning Cohort
- SCHA Directors
- Family Health Community Advisory Group
- Health and Human Services Advisory Committee
- Central Directors meetings
- Local Public Health Association Meetings
- MN Amish Health Program meetings
- Monthly check-in with MDH Public Health System Consultant
- Family Home Visiting check in calls with the state – quarterly
- Anoka-Ramsey Nursing Advisory Committee
- SCHA Rural Stakeholders Meeting
- PHEP Oversight Committee
- ACE's & Resiliency Resource Commons for Communities Network
- Local Public Health calls with MN Department of Health (COVID Response and Recovery)
- Miscellaneous trainings regarding risk communication, COVID Recovery, Mental Health etc.

Other work:

- Wrote and published an RFP for purchase of Peer Recovery Support Services. Received one respondent. Working with that entity to revise budget and then will look to negotiate contract. This is made possible via County ARPA funding.
- Day to day management of workforce, grant compliance, reporting, monitoring
- Interviewing for new staff
- Complete Performance Review
- Weekly fiscal duties - deposits

Trends:

- COVID is continuing to mutate. The Omicron sub-variant BA.5 is now the prevalent strain. Appears to be more contagious. Numbers this summer much higher than this time last year.

Concerns and Challenges:

- Being able to spend an appropriate amount of time with the planning and assessment process. Also the Opioid Settlement Fund Process.
- The unknowns around COVID – future variants, recovery needs.

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

Family Health

Reporter: Ashley Berg, Family Health Supervisor

Acronym definitions:

WIC = Women, Infant and Children supplemental nutrition program

TANF = Temporary Assistance for Needy Families Home Visiting Program

MCH – Maternal Child Health Programs

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

C&TC = Child & Teen Check-up

CQI – Continuous Quality Improvement

NFP = Nurse-Family Partnership (Evidence-Based)

HFA – Health Families America (Evidence-Based)

UBV – Universal Baby Visit

Major Highlights

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

- WIC participation decreased in quarter two with the average number of participants at 449 with a participant rate of 96%. This is a slight decrease from last quarter where the average was 467.
- WIC has extended the increased cash value benefit for fruits and vegetables through December 2023. This benefit has been in effect since October 2021. Families receive \$24 per child, \$43 for a pregnant woman, and \$41 for a postpartum woman each month.
- The state WIC program will allow for flexibility for delivering WIC services until October. This was scheduled to end mid-July but was extended again due to COVID-19 still being a concern. After this date, US Health and Human Services will provide further guidance on in-person vs telehealth.
- WIC staff are preparing for National Breastfeeding month in August. Staff will be providing outreach material celebrating breastfeeding to all current and past breastfeeding moms in August.

Family Home Visiting Programs:

- 8 new families enrolled in MECSEH. Currently we are at 35 families enrolled, which is 85% of our target case load of 40 clients and meets expectations of the Minnesota Department Health.
- 9 new TANF families enrolled for short term services and 2 families graduated from TANF and/or no longer receive services. Over the course of the quarter, 12 families received services through the TANF program.
- This quarter, 8 universal baby visits were conducted with families (up 3 from last quarter).
- Infants and children continue to be seen for medical concerns such as asthma, genetic disorders, developmental delays, eating issues, etc. Even though these cases can be time intensive, we continue to make this population a priority due to access issues to appropriate services and complexity of healthcare coordination.

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

- We continue to be the safety net for children & adult vaccinations. Immunization appointments are available to the public who are on MA or uninsured.
- Child-find and outreach efforts continue with families to provide education and direct services for lead screens. Nurses continue to complete referral and follow-up for children indicated as having a high lead level per MDH algorithm.
- C&TC outreach efforts are a focus, locating and encouraging preventive care for children on MN Health Care Programs. The goal is to encourage parents to get connected to a medical home/primary care provider so that regular childhood examinations and vaccinations occur. This helps to identify health or developmental issues early.

- Our C&TC outreach display board provided information on mental health, dental, reading importance, and nutritional eating. This board provides a variety of information and resources for families of Kanabec County.
- 0 C&TC well child screens were completed 2nd quarter.

SCHA Community Connector (Kanabec):

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

Other Family Health Activities and Highlights:

- Kanabec County Family Health continues to have a presence on Facebook and Instagram in effort to outreach and raise awareness of services. In addition, we have updated our Family Health brochures and distributed them throughout the county to referring agencies.
- Kanabec County Family Health Staff remain key players in the collaboration with Welia for COVID vaccinations, Kirsten is our lead vaccinator for COVID vaccinations and works with local partners to ensure all community members have access to COVID vaccinations if they would like.
- As of 6/30/22, Kanabec County no longer provides individual COVID-19 contact tracing to members of the community but are available during business hours to assist with any questions related to quarantine, isolation, or other COVID-19 related questions.
- Minnesota Amish Health Program Group continues to offer health education to the Amish Community monthly; these have now returned to in-person learning. One Home Visitor has established a great relationship with the Amish. There is a group working on assisting to establish a health care home for the Amish population and public health participates in meetings to help support. They have established a 501c and are working diligently to develop a clinic for this population in order to better serve the community.
- In addition, KCCH home visitor Autumn will complete UBV's and/or medical questions/requests to the Amish population as she does with the rest of the county's population.

Thinking Ahead

- Our family home visiting staff are utilizing the child and teen checkup outreach board to provide information/resources to the public. Topics that will be presented in Quarter 3 will include sun safety, national breastfeeding in August, and childhood immunizations.
- Continue to actively enroll more families in the Evidence Based Home Visiting Program (MESCH). The target is to enroll a total of at least 40 families.
- Continue outreach efforts with health care systems and other referral sources to identify and increase the ability/desire of families to access Family Home Visiting services. We are hoping to attend Welia's clinical provider monthly meetings once they return to in-person. In July we will be part of a "Meet and Greet" with Recovering Hope Staff to discuss the different programs we offer and how we can collaborate better to serve the families.
- In August we will provide outreach to local community partners to review the different services we have to offer and discuss any challenges that have occurred over the last year.
- Continue dialogue on how we ensure families are receiving appropriate services from providers and partners within the community; make effective and efficient use of all our community

resources. Staff continue to assist both Ogilvie and Mora Public Schools in early childhood screenings that occur throughout the year.

- Continue conversations with Recovering Hope in effort to best collaborate to serve this at risk population; they have returned to in-person visits.
- Our computer upgrades are complete in preparation for a new WIC web based operating system, WINNIE, which will be launched next summer.

Concerns and Challenges

- On February 17th, Abbott initiated a proactive, voluntary recall of infant powder formulas, including Similac, Alimentum and EleCare, manufactured in Sturgis, Michigan. Our state and local WIC departments continue to see a formula shortage thru June 2022 and are working diligently to assist families in finding stores which have formula stocked on their shelves. This has presented a challenge to many of our WIC families and the local grocery store. MDH has provided a list of substitutions for formula that are WIC eligible. Families receiving Similac Sensitive have had an even greater difficulty finding formula to meet their needs. Our local grocery store has had its own difficulty with receiving formula and providing to the local community.
- WIC has seen a slight decrease in families enrolled in WIC, currently we are down 20 families. This decrease is seen generally every year and is thought to be brought on by Income Tax returns and families finding that they are able to afford groceries at this time. In September and October, we will see an increase in WIC participation again as families will no longer have savings and will be preparing for the school year and holidays. An increase is anticipated due to inflation and families having more difficulty stretching their grocery budgets.
- Both WIC staff and family home visitors have had challenges in providing services and visits. One of the challenges is when completing a telehealth visit over phone or web, it can be difficult to keep the caregiver actively engaged the entire visit. This can be due to distractions making it difficult to focus, conversations don't flow as naturally when not in person. In addition, when visits need to be canceled and/or rescheduled per caregiver request due to illness, our home visitors find that caregivers don't respond as quickly to rescheduling and a visit may be missed. This can cause difficulty for the home visitor to maintain rapport and a strong relationship with that family.

Success Stories

- Similar to last quarter's success story, this quarter we celebrate another family/parent who has overcome addiction and continues to thrive with guidance from our family home visitor. This parent started in the home visiting program in March of 2021 and was one of the first MECSH clients to start prenatally. This individual had struggled with a history of meth use and mental health until her recent pregnancy. In May 2021, she delivered baby 6 weeks early and baby was in the NICU for a few weeks. Despite a few complications in the hospital, the home visitor was able to support mom and the child eventually was brought home. Over the next few months, the home visitor worked diligently with the parent to focus on her mental health. In addition, the home visitor was able to provide resources for tongue ties and weight checks due to the child suffering from failure to thrive. By September, the child was reaching milestones appropriate for his adjusted age and mom was maintaining her mental health. Over the next six months, the home visitor was able to support and educate this parent through milestones for child, obtaining adequate mental health resources for mom, and developing goals for mom in order to better the lives of both the mom and child. At this time, both are on track for goals and milestones and the client has been grateful for all the support she has had so far. She continues to remain sober for almost a year and a half.

Numbers Served

- Total families seen in Family Home Visiting programs during this quarter
 - MECSH (Current quarter)= 35 families visited with 135 nursing assessments (3 were telehealth)
 - MECSH Quarter 1 of 2022: 31 families and 108 assessments
 - TANF (Current quarter) =12 families visited with 41 nursing assessments completed
 - TANF Quarter 1 of 2022: 7 families with 19 assessments
 - MCH infants and children (Current quarter)= 0 family visited with 0 assessment completed
 - MCH prenatal AND postnatal (Current quarter) =14 prenatal assessments 2 postnatal assessment, 2 postpartum assessments
 - MCH Prenatal 2022 Quarter 1: 20 assessments
 - MCH Postnatal 2022 Quarter 1: 0 assessments
 - MCH Postpartum 2022 Quarter 1: 0
 - MCH Special Needs (Current quarter)= 14 visits completed with 1 family
 - MCH Special Needs 2022 Quarter 1: 5 visits with 3 families
- 9 families provided with car seat education and car seat (up 2 from last quarter)
- 0 lead screens completed
- 8 UBV completed (up 3 from last quarter)
- 0 Dental varnish completed (same as Quarter 1)
- 0 pregnancy tests administered and education provided (same as Quarter 1)
- 27 CTC outreach activities occurred (Immunization education, outreach letters, and community events were provided during these activities)

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

Program acronyms/definitions:

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

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

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

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

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

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

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

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

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

Omnibus Budget Reconciliation Act (OBRA) – part of the preadmission screening (PAS) process used to determine if a person has a diagnosis or suspected diagnosis of developmental disabilities/related conditions or mental illness. It must happen before a person is admitted to a Medical Assistance (MA)-certified nursing facility (NF).

QAPI – Quality Assurance and Performance Improvement

Highlights:

Home Care

- 510 Home care visits were completed (Down 66 from last quarter)
 - 441 were visits made with a pay source of Medicaid, Veterans Affairs, Waivered Services, etc.
 - 63 were Medicare visits
 - 0 South Country Health Alliance Medication Reconciliation
 - 5 Private pay
- Throughout the quarter we served approximately 72-80 clients in their homes. This average is slightly less than last quarter.
- There were a total of 20 referrals (down 11 from last quarter). Of the 20 referrals, we had 3 that did not open to home care for various reasons. We had 17 that opened to home care (down 11 from last quarter). We are currently at an 85% start of care rate. This is the same as last quarter and our goal of 85% was achieved.
- There were 964 Home Health Aide hours. This is up 57 hours from last quarter.
- 347 hours were completed for homemaking. This is up 82 hours from last quarter.

Public Health Nurse Clinic

- 148 foot care visits, 36 cancellations or no shows from the clients (Up 2 cancellations from last quarter). Foot clinic visits were up by 6 this quarter.
- 50 medication set up visits, 2 cancellations. The total amount of medication set up visits increased by 1 during the quarter

Case Management

- Care coordination visits: 79.5 (Up 34.5 from last quarter)
- Nursing Home Care Coordination Hours: 24.5 hours (Up 1 hour from last quarter)
- Care Connector: 176 hours (Up 33 hours from last quarter)
- Case Aide: 105.5 hours spent on client specific billable hours (Down 71.25 hours from last quarter)
- MnChoices Assessments: 8.5 hours (Down 10 from last quarter)
- MnChoices Re-assessments: 19.75 hours (Up 0.75 from last quarter)
- MnChoices documentation, after assessment/re-assessment documentation and follow up time: 77 hours (Down 12 from last quarter)
- MnChoices service coordination, time invested prior to assessment: 37.75 (Up 8.5 hours from last quarter)
- Coordination Indirect, coordination time in the office-billable: 576 hours (Down 151 hours from last quarter)
- Care Transition, visits and time required in office for coordination: 3.75 (Down 0.75 hours from last quarter)
- PAS completed: 7.25 (Down 9.25 from last quarter)
- Service Coordination, client specific and general: 179.75 hours (Up 28.5 hours from last quarter)

Charts/Numbers Served

Home Care

We are currently serving an average of 72-80 home care clients per month. This is slightly less than last quarter. The payers of the home care clients include: self-pay, medical assistance, Medicare, VA, Medicare Advantage Plans, and some private insurance companies. We currently have contracts with the following companies: Blue Cross Blue Shield, Health Partners, Humana, Medica, VA, Preferred One, SCHAs, and UCare.

We did have a significant decrease in referrals. This is due to being down one nurse and preparations for having three of our four nurses out for our next quarter. We generally see a decrease in referrals in the summer due to the ability to leave their homes more easily, which could also be a reason we are down.

Public Health Nurse Clinic

We are currently serving a total of 208 clients. This includes clients that we serve through medication set up and foot clinic. We have seen an increase in nurse clinic clients since last quarter.

Case Management

Our case managers currently serve 262 clients, up 3 from previous quarter.

- Ability Care: 22 – Up 3 from previous quarter
- Single care: 66 – Up 4 from previous quarter
- Nursing Home Clients: 30 – Down 4 from last quarter
- AC: 8 – Down 1 from previous quarter
- CADI: 33 – Down 4 from previous quarter
- PCA only: 19 – Up 5 from last quarter
- EW SCHAs: 68 – Up 3 from previous quarter
- EW Non SCHAs: 16 – Down 3 from previous quarter

Trends

Home care

Our trend in home care has been continued staffing issues. Our staffing issues have changed in nature from a shortage of Home Health Aides to a shortage of Registered Nurses. We had one nurse leave and hired a

replacement. We have one nurse who is preparing for maternity leave in July, one nurse who is preparing to be out on FMLA in July, and another nurse who is preparing for retirement at the end of July. This is the major reason for the decrease in the amount of referrals. We will only have one nurse and the nurse supervisor who will be caring for our 72-80 clients in quarter three until everyone returns and we are fully staffed. The nurse supervisor has reached out to two other nurses in the building to assist in covering our existing clients. We will resume taking referrals as staff capacity returns.

The Home Health Aide staffing issue has not gone away. We still have a vacant position.

Case Management

Case management has not had any significant trends to report. We did have a Case Manager put in her resignation. She was offered a position, in the same line of work, which has a work from home option. This position also came with a pretty significant increase in her salary. The position was posted at the end of the quarter and we plan to hire as soon as possible.

Public Health Nurse Clinic

No significant trends this quarter.

Major Activities

Home Care: None

Case Management: None

Public Health Nurse Clinic: None

Success Stories

Home Care

We previously had a client who was a veteran. They went from having our home care services to hospice. The client actually graduated from hospice. Upon graduation from hospice, the client liked our home care so much that they requested to come back on to our services. We opened the client back to us and they are doing quite well.

Case Management

We are currently serving a client who was recently diagnosed with stage four cancer. He went from living on his own to having to move in with his son. He had a significant increase in his needs. So far, the case manager has been able to coordinate his rides to chemotherapy, rides to pick up medications, rides to doctor appointments, home delivered meals and so much more. The client is thriving at home considering all they are going through at this time. This client is also a client of our home care agency. The continuity of care and the collaboration has been a great benefit for the client.

Public Health Nurse Clinic

We had a nurse clinic client who was in for a routine foot care visit. While the client was here they reported they have not been feeling well and passed out. An ambulance was called and the client was brought to the Emergency Room. They were treated for pneumonia and dehydration and sent home.

Partners in Healthy Living (PIHL)/Statewide Health Improvement Partnership (SHIP)

Lori Swanson, Health Promotion Coordinator

PiHL is working with **50** partners in the four county region; Kanabec, Pine, Mille Lacs, and Isanti to make the healthy choice the easy choice. **Ten** of these partners are working in more than one setting (workplace, school, healthcare, community). The Community Leadership Team met in April with **3** members and **2** SHIP Coordinators in attendance. The workplace wellness committee met in March with **6** partners in attendance.

Training/TA provided and number of participants

- On 5/24/22 SHIP staff provided a SNAP/EBT vendor training to **10** Cambridge Farmers Market vendors to learn the rules around SNAP.
- Every other week, SHIP staff gave insight to **10** MDH staff and other participants on the development of a farmer's market toolkit for those working on EBT/SNAP/Market Bucks acceptance across the state.
- SHIP staff provided information to MDH about the Food Rx/Veggie Rx program implemented at Fairview Princeton.
- SHIP staff presented on the East Central Baby Café as a Policy, System, and Environmental change on a virtual training on June 29 to approximately **150** people.
- SHIP staff presented virtually as a panelist on Occupational Health, one of the eight dimensions of Public Health, on May 3 to approximately **125** people.
- SHIP staff continued to participate and give insight at the City of Pine City's community action planning committee meetings every other week. Each of the six committees have been preparing a slide presentation of their proposals for a community open house in July.

Major Activities

- We have had **8** partners apply for mini-grant funding this quarter for implementing a policy, system or environmental change this quarter.
- The Isanti County Community Health Survey had a 20% return rate. The East Central Community Health Survey will wrap up in July.

Success Story

- For the first time, the Cambridge Farmers Market is accepting EBT/SNAP this year. When a participant uses EBT/SNAP at the Farmers Market, they also qualify for Market Bucks that match their SNAP-EBT spending dollar-for-dollar (up to \$10). In addition, the market has implemented Power of Produce (POP) where youth 4-12 are given a \$2 token to purchase fresh fruit or vegetable at the farmers market.

Regional ATOD Prevention Coordinator - Brian Miner

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

Brian works with and provides technical assistance to community coalitions in Milaca, Pine County, Isanti County, Kanabec County, Minnesota Prevention Alliance based in Little Falls, Morrison County, Big Lake, Onamia, Wright County, Sherburne County, Central MN Opioid Fatality Review Committee and the Statewide Health Improvement Partnership (SHIP) and Project ECHO (Extension for Community Healthcare Outcomes) grantees in the region.

Highlights:

During this reporting period, Brian has worked with the state-wide RPC and DHS team to develop and provide training and technical support to Positive Community Norms (PCN) Grantees in the Strategic Planning Process, utilizing the Science of the Positive Framework (SOTP). In this work, grantees begin to identify strengths and

areas of concern in their communities. By utilizing quantitative survey data from students and community members as well as qualitative data from community member interviews and environmental scans. The grantees develop messaging designed to grow and reinforce the positive attributes in the communities and correct misperceptions of substance use as a means to address the concerns identified by youth and adults in these communities. In Region 4, the Big Lake School District has been awarded the PCN Grant, and has begun work on their objectives at the start of the fiscal year. During this reporting period, Brian has continued to work directly with the Big Lake PCN Grant Coordinator and Coalition to complete specific grant deliverables including technical assistance with the required one-to-one community interviews, PCN messaging and promotion, presence at community events, the Youth Group PhotoVoice Project, educating coalition and community members on the Science of the Positive Prevention Framework and Strategic Planning. Brian and the RPC Team worked with the Montana Institute to develop and facilitate a three-day training on the Science of the Positive Prevention Framework for PCN Coordinators in April. Brian worked with a committee of RPC and PCN Grant Coordinators to develop and facilitate a training presentation for the PhotoVoice Project - grant deliverable, which was presented to the PCN Cohort in April. In June, Brian attended the Montana Summer Institute Conference in Big Sky, Montana with a group of coalition members from the Big Lake Substance Prevention PCN Coalition (BLSPC), to further his knowledge of and ability to articulate concepts of Science of the Positive and PCN to grantees, as well as other prevention professionals in the region. This was also an opportunity for Brian to provide support and assistance to the members of the BLSPC, as they continue to grow in their knowledge and implementation of SOTP and PCN.

During this review period, Brian continued to work with the Drug Free Communities Grantees in Region 4, as well as other unfunded coalitions, working on youth Alcohol Tobacco and Other Drug (ATOD) prevention efforts. Brian used grant funds to purchase an Owl Meeting Camera, which will enhance his ability to facilitate in-person/online hybrid meetings. Brian will be able to use this technology when holding regional meetings, as well as with coalitions, lacking the funds to purchase this technology on their own. Holding hybrid meetings with quality equipment and technology will increase access to these meetings and the ability to network and share information on ATOD prevention efforts throughout the region.

Trends:

Coalitions in the region continue to have conversations around vaping and nicotine education and steps for reducing youth use. Minnesota has recently legalized THC edibles. Once communities in the region begin getting their 2022 Minnesota Student Survey Data, it will be interesting to look at past 30 day use rates, as well as attitudes related to the perception of harm associated with regular marijuana use among youth, which has been trending towards youth perceiving regular use as less harmful on recent surveys as compared to previous.

Thinking Ahead:

It is anticipated that the legalization of edible forms of THC may impact the perception of risk associated with use of these products. It has been suggested that legalizing a substance, such as THC, will contribute to lowering the perception of harm associated with that substance. There has been a correlation shown that when rates of youth perceiving little to no risk associated with a substance rise, use rates of that substance will also rise. As schools reconvene this fall, staff and administrators could be dealing with increased issues related to THC edibles being present in the schools or being discussed among students. It will be important to have information related to edible forms of THC available to school personnel prior to the start of the school year.

Concerns/Challenges:

Brian's challenge will continue to be accessing and prioritizing community and regional needs in relation to coalitions scheduling in-person meetings and activities for upcoming months and into the fall. During COVID-19 precautions, most prevention entities opted for virtual meeting and activities. This increased Brian's capacity to participate in multiple meetings and activities in a day. Brian's capacity to attend the quantity of meetings and activities across the region will likely continue to decrease when accounting for expected travel time.

Trainings attended:

- 4/12-4/14 TMI Fall PCN Training
- 05/05/2022 TMI PCN Q-4 Webinar: MSS
- 05/12/22 East Central MN TZD Conference
- 6/21-6/24 The Montana Summer Institute

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

- April, May Monthly 2022 Reports
- Year-End 2021-2022 Report

Patti Miller, Health Promotions Coordinator

Better Together Coalition of Kanabec County (formerly SACK) and Northern MN Suicide Prevention/CTL COVID-19 Department Committee/PIO

Major Activities:**Minnesota Department of Health Mental Health Suicide Prevention Cohort**

- Meets monthly, 3-hour trainings
- Active partners: Mora Schools, Kanabec County Family Services, Kanabec County Veterans Services, Kanabec County Community Health, Recovering Hope Treatment Center, Welia Health

Overview:

This series will come to a conclusion in August. The goal was to come away with a strategic plan or questions that can help us form a strategic plan for the coalition. Participation has been limited, however, the information shared and have collected has been extremely valuable.

Northern Minnesota Suicide Prevention and Crisis Text Line Outreach & Planning

- Outreach to school/districts in the 7E area has increased with additional in-person school presentations to student's grade 5 – 12.
- Attended spring training and conference June 1 – 3.
- Budgeting plans for year five of the grant i.e. trainings, marketing materials, changes to 988 messaging and additional work plan recommendations by Minnesota Department of Health.
- Continued involvement in development, sustainability and technical support to the PICK'M-UP Suicide Prevention Coalition. This coalition meets monthly and is working on generating additional partners.

Overview:

During this quarter the regional coordinators and grant manager have discussed year 5 grant management, developed and shared mini-grant applications, updated promotional material to incorporate 988, collaborated to improve/update the student presentation and engaged in conversations with Minnesota Department of Health and Department of Human Services about transitions to 988 and continued funding for the Northern MN Suicide Prevention Grant.

Assisted PICK'M-Up Suicide Prevention Coalition and Recovering Hope Treatment Center apply for Mini-Grants for their special projects related to suicide prevention and mental health.

Better Together Outreach & Planning:

- An environmental scan of Kid's Kingdom was completed by students from Above the Influence at Mora High School. These students walked thru the park and gave feedback about what could be improved, things they thought were positive and reasons why or why not kids and community members would come to Kid's Kingdom to play. They felt having additional activities for kids at the park would be beneficial.

Overview:

Planning and community coordination for Mora Rocks the Park was completed. A variety of community partners have been included in the 2022 Mora Rocks the Park events. Events will be held at both Library Park and Kid's Kingdom.

Responsible Beverage Server Training was also completed with the assistance of County Attorney, Barb McFadden. There were two in-person group sessions and the coalition coordinator met with several establishments and servers who were unable to attend the in-person sessions.

Collaborated with Recovering Hope Treatment Center and Welia Health to host the "Step on Stigma Event" at the Welia Center on Saturday, May 14th, 10a – 12p. FREE Community event.

Success Stories:

- Our community partners have been gracious in their help with Mora Rocks the Park events. With a limited budget we have been able to provide some great activities for children and families.
 - City of Mora, Kanabec County Sheriff's Office, Welia Health, Mora Area Fire Department, Boy Scout Troop 191.
- Responsible Beverage Server Training was attended by all establishments in Kanabec County, City of Mora and City of Ogilvie.
- Annual "Step on Stigma" event was held on Saturday, May 14th at the Welia Center. Attendance was down from prior years, however, our partner collaboration increased. This was funded in part by a grant from the Northern MN Suicide Prevention and Crisis Text Line.

Training:

- **Trainings provided:**
 - QPR (Question. Persuade. Refer.) Suicide Prevention Training provided in conjunction Recovering Hope Treatment Center's Learning Over Lunch in April of 2022. There were 25 participants.
 - Crisis Text Line/Suicide Prevention and Mental Health presentations were provided to school districts in Region 7E.
 - Teen Mental Health First Aid taught to all 10th grade students in the Mora School District. This is the 3rd year this training has been provided. (120 students)

Technical Assistance:

People/groups that technical assistance has been provided to:

- The Pine, Isanti, Chisago, Kanabec and Mille Lacs (PICK'M) Suicide Prevention Coalition has reached out for resources, information and training opportunities.
- Mora Schools Support Squad – Mental Health group.
- COVID-19 Public Information Co-Officer. Working with the department committee to determine appropriate messages and create graphics for our social media, mailings, and in-person handouts.
- Kanabec County Veterans Office has requested technical assistance for fliers, graphics and other misc. items.
- Technical assistance with marketing material for PICK'M-Up Coalition.
- Kanabec County Wellness at Work newsletter development and design (monthly).

Programs: Public Health Emergency Preparedness (PHEP) and Radiation Emergency Preparedness (REP)
Coordinator: Kate Mestnik

Major Activities:

- Resumption of mostly “normal duties” – grant end of year reporting, review of upcoming budget period duties, regional collaboration for how to streamline work, and develop a plan/timeline to review emergency preparedness program documents over the next 18 months.
- Participation in monthly Reflective Practice.
- Attend weekly training for Psychological Recovery program.
- Health Care Coalition face-to-face meeting; first in over two years.
- Conference – Under One Roof; first in over two years.
- Training and Exercise – Camp Ripley “Operation Lights Out”.
- Continue to have COVID-19 at home test kits available to partners and residents.
 - MDH supplied test kits free to Local Public Health
 - Help address outbreaks within the community

Trends:

- COVID cases are significantly higher than last spring and early summer. This is of concern for two reasons –
 - Last year, most tests performed were done so at a healthcare facility or state testing site, and all were required to be submitted to MDH.
 - This year, more at home tests are available to the public and are not reported to MDH.
 - It is unknown how many at home tests are being taken in lieu of other tests that results would be submitted but it cannot be denied that even when examining the information for only the lab confirmed information, there is significantly higher transmission and prevalence.

Timeframe	May 25-June 7	June 1-June14	June 8-June 21	June 15-June28	June 22-July 5
2020	1	1	1	1	3
2021	11	7	1	1	3
2022	56	41	43	43	43

Keep in mind that in 2020, testing was limited and Kanabec County only had the first official lab diagnosed case in April.

- Per MDH, Omicron BA.5 is the dominant variant with BA.4 having a significant portion of the sequenced samples also

Success story:

- Demobilization of standing Departmental Operations Center (DOC) Meeting
 - 05.09.2022 was the last scheduled DOC meeting for KCCH staff to coordinate response efforts between members of the Incident Command Team.
- Demobilization of School Calls from first and third Thursdays, to only the first Thursday, to complete
 - 04.07.2022 was the last scheduled School Call for situation updates, partner sharing, and TA.
 - Situation report emails continue to be sent on a weekly basis.
- Demobilization of Case Investigation and Contact Tracing (CICT) on a local level to individual cases.
 - 06.30.2022 was the last day of phone calls being made by KCCH to county residents who test positive for COVID-19 at healthcare or state run testing sites.
 - MDH had discontinued individual outreach calls in spring of 2022 but KCCH continued to provide this valuable service to county residents.

- As more at-home tests are available, fewer cases are known to the local health department to provide this service universally and equally to all, causing a re-evaluation in need for continuing active outreach.
- Residents who have questions about being COVID positive and what to do if under isolation or quarantining after an exposure may continue to call 320.679.6330 for guidance.
- MDH and KCCH will continue to monitor for outbreaks in the community.
- Demobilization of Dashboard
 - 06.30.2022 was the last scheduled data update to the local Kanabec County Dashboard. https://www.kanabecounty.org/departments/kanabec_county_covid-19_data.php
 - MDH has suspended county level COVID data on their website and has transitioned to a more high level type of report. <https://www.health.state.mn.us/diseases/coronavirus/stats/case.html>
 - KCCH may revamp the current dashboard to continue providing limited local information, but will be evaluated for need in the coming weeks and months.
- Demobilization of Vaccination Coordination Calls with Welia Health
 - Calls have moved to an as needed system that is bidirectional for either agency.
 - Current plans: Requests for children to get the COVID vaccine will be directed to Welia Health and seen in clinic. If demand exceeds capacity, KCCH will assist in providing staffing resources for a short duration to accommodate the surge in requests. At this time, no requests for assistance have been made by Welia Health to KCCH.

○

Looking Forward

- Short term:
 - Resume daily duties of grant deliverable completion that were almost entirely eliminated in BP3 in lieu of the COVID response
 - Evaluate impact of the COVID response on staff mental health and employee retention
- Long term:
 - Next 12 Months: Writing an After Action Report, Demobilization Plan, and identify Improvement Plan items
 - Next 18 Months: Review emergency preparedness plans activated during the pandemic; mass dispensing, respiratory protection program, continuity of operation plan (COOP), and all hazards

Other items of interest:

- May – 1 million US deaths as a result of COVID-19
- May – Pfizer booster dose for children 5-11 years approved
- June – Rescind requirement of negative COVID test before boarding a flight to the US
- June – Infants and Children 6 months to 5 years eligible for vaccine

Nuisance

Reporter: Farah Gajewski, RN,

Nuisance calls: total of 4 calls during the quarter

Case 1:

Issue: A member of the community called whose land was connected to a sewage dumping field. This area has hills that valley right on the property line which is very close to his home. The sewer company had recently emptied a load that pooled on the property line. There is also children who live at this home.

Action taken: Nuisance coordinator went out to the community member's home and witnessed the dirty water that had pooled. A phone call was made to the sewer company and was questioned about the area. They reported that they follow MPCA guidelines as to where they can dump and follow a strict grid. Nuisance coordinator contacted MPCA who reported that they would be performing an investigation. Multiple calls were made to MPCA, the sewage company, and the community member.

Status: Nuisance coordinator is waiting on the investigation from the MPCA to be completed. In the meantime, it was agreed upon that the sewage company would not dump close to the property line any longer.

Case 2:

Issue: Water quality concern with children: Community member called with concerns regarding the water quality of her rented trailer home.

Action taken: Water test was ordered by the nuisance coordinator and paid for by the landlord. The water quality came back good to drink. When nuisance coordinator called the community member to let them know the water quality was good, they reported that they are now having a mice issue in the home and the landlord was not doing anything about it. Nuisance coordinator then asked to do a home visit. The community member allowed nuisance coordinator to come to their home. At that time, no evidence of mice was found in the home except in the vent. The mouse feces appeared to be old at that time. Nuisance Coordinator asked the landlord to bring over a vacuum for the community member to clean out the feces. They agreed to bring out a Shop-Vac and did while staff was still there. The community member was advised to clean it out and call nuisance coordinator back if the feces returned. The community member stated they were moving out in two weeks.

Status: No additional follow-up by the community member and the case was closed.

Case 3:

Issue: Unsafe living conditions of a vulnerable adult's home: Phone call was made to the nuisance coordinator by the vulnerable adult (VA). The VA reported that the home was unfit for them to live there due to the broken windows and doors, electricity issues, and no running water. The VA then reported that she was currently living at a treatment facility and that her friend was removing all of her belongings from the home. The VA stated that it was okay for the nuisance coordinator to contact her friend.

Action taken: The friend stated that he was moving her belongings out and that the plan was for her to move in with him after treatment.

Status: The case was closed due to the vulnerable adult moving out of the home.

Case 4:

Issue: No water and sewer at a sobriety home where vulnerable adults live: Phone call came in from a vulnerable adult who lived in a sobriety home. They reported that they have no drinking water and that the water was completely shut off.

Action taken: The nuisance coordinator then contacted the housing manager who stated that the septic company was scheduled to go to the home that afternoon to fix the issue. He also reported that the members living in the sobriety home have been flushing plastic bags which is what is causing this issue. The housing manager was asked to bring over some bottles of drinking water until the problem could be fixed that afternoon. He agreed to bring over water. Phone call was returned to the vulnerable adult who originally made the

complaint. During this discussion, the nuisance coordinator advised that the housing manager would bring over drinking water and to call with any further concerns.

Status: They agreed and also stated that they plan to move out the next day. Case was closed and no further issues have been reported.

Blue-Green Algae information was posted at public access sites throughout the county, on social media, and in the newspaper in June with the first stretch of hot weather.

Respectfully Submitted

Kathy Burski, Director/CHS Administrator

Sheila
7/25/22 9:28AM

**** Kanabec County ****



Page 1

As of Date: 06/2022

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
7/25/22 9:28AM

TRIAL BALANCE REPORT
As of 06/2022

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	395,429.81	13,469.17	86,671.18	482,100.99
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
1201 Accounts Receivable (Acc)	111,169.67	0.00	111,169.67-	0.00
1261 Due From Other Funds (Acc)	21,811.05	0.00	21,811.05-	0.00
1281 Due From Other Governments (Acc)	337,375.35	0.00	337,375.35-	0.00
Total Assets	882,873.62	13,469.17	400,772.63-	482,100.99
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021 Accounts Payable (Acc)	45,143.48 -	0.00	45,143.48	0.00
2030 Salaries Payable	73,951.74 -	0.00	73,951.74	0.00
2091 Due To Other Funds (Acc)	1,735.08 -	0.00	1,735.08	0.00
2100 Due To Other Governments	5,120.57 -	0.00	5,120.57	0.00
2101 Due To Other Governments (Acc)	24,204.77 -	0.00	24,204.77	0.00
2230 Deferred Inflows	11,059.89 -	0.00	11,059.89	0.00
Total Liabilities	161,738.70 -	0.00	161,215.53	523.17 -
Fund Balance				
2881 Assigned Fund Balance	721,134.92 -	0.00	0.00	721,134.92 -
2910 Revenue Control	0.00	270,551.59 -	1,040,885.36 -	1,040,885.36 -
2925 Expenditure Control	0.00	257,082.42	1,280,442.46	1,280,442.46
Total Fund Balance	721,134.92 -	13,469.17 -	239,557.10	481,577.82 -
Total Liabilities and Balance	882,873.62 -	13,469.17 -	400,772.63	482,100.99 -
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
15 Community Health Fund	0.00	0.00	0.00	0.00

Sheila
7/25/22 9:28AM
15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 06/2022

Report Basis: Modified Accrual



Page 3

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

Through June 2022

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	<u>outstanding payments/pay ments not yet posted</u>	
Pilt-Housing Authority										Workforce Dev	20,489.27
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	CTC	
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	DFC	
Cares Act COVID-19 Grant										FAP	
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	LCTS	10,000.00
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	LPHG	25,038.59
Local Public Health Infrastructure										MCH	
Rev	486,597.00	32.65%	158,871.05	9,036.31	119.00	42,193.96	0.00	0.00	107,521.78	MIECHV	62,457.72
Exp	378,817.00	49.53%	187,627.89	46,574.53	43,376.18	20,468.59	23,142.49	30,843.70	23,222.40	PHEP	
Prevent Infectious Disease										RPC	28,705.52
Rev	28,087.00	32.53%	9,137.11	115.00	1,229.24	69.85	42.81	6,624.81	1,055.40	SHIP	
Exp	28,088.00	31.14%	8,747.02	1,815.11	1,698.51	1,366.78	1,120.90	946.06	1,799.66	TANF	881.05
Environmental Health										WIC	9,879.00
Rev	25.00	35100.48%	8,775.12	9.00	33.00	0.00	0.00	8,730.12	3.00	Covid State	
Exp	5,883.00	18.24%	1,072.94	0.00	0.00	0.00	648.66	131.93	292.35	CMCOA	
Healthy Communities-Adult Health										MN Choice	
Rev	271,960.00	50.63%	137,689.97	12,237.80	57,328.99	10,702.83	26,005.23	10,771.41	20,643.71	Admin asst	
Exp	275,208.00	36.70%	101,003.87	16,932.81	16,416.14	16,867.57	16,711.60	16,291.43	17,784.32	mental hlth	
Healthy Communities-Health Improvement										Suicide Prev	
Rev	548,531.00	55.29%	303,277.56	104,307.34	34,621.23	41,582.70	32,655.62	36,573.33	53,537.34	Covid Federal	16,038.54
Exp	528,486.00	47.30%	249,949.88	29,424.26	33,759.78	31,746.75	35,890.91	52,424.99	66,703.19	Home care	<u>*37472.52</u>
Healthy Communities-Family Health											173,489.69
Rev	714,440.00	43.24%	308,903.63	29,428.62	106,229.38	17,889.64	104,430.36	29,204.01	21,721.62		
Exp	596,634.00	37.98%	226,585.63	35,253.12	36,664.38	37,729.13	42,564.74	37,542.95	36,831.31		
Emergency Preparedness										SCHA Connector - We get	
Rev	131,761.00	96.79%	127,535.58	18,313.04	61,593.51	0.00	47,629.03	0.00	0.00	reimbursed twice a year. Not	
Exp	118,620.00	66.69%	79,109.83	16,629.66	14,637.00	10,291.71	10,225.69	10,957.98	16,367.79	included above.	
Assure Access-Case Management											
Rev	357,900.00	54.21%	194,019.19	25,379.86	47,946.64	28,422.30	30,807.29	36,229.93	25,233.17	* Home Care-This is the billed	
Exp	351,493.00	50.79%	178,524.42	27,679.69	30,469.31	29,996.06	29,322.52	30,396.99	30,659.85	amount and we are paid a	
Assure Access-Home Care										percentage of that and that	
Rev	528,000.00	50.25%	265,298.78	35,303.31	46,764.65	45,203.80	53,097.52	44,093.93	40,835.57	percentage varies by paysource.	
Exp	784,072.00	49.32%	386,742.33	82,971.35	61,555.70	50,432.64	66,552.44	61,808.65	63,421.55	Also, VA may pay up to two years	
Agency Totals										after the date of service.	
Rev	3,067,301.00	49.34%	1,513,507.99	234,130.28	355,865.64	186,065.08	294,667.86	172,227.54	270,551.59		
Exp	3,067,301.00	46.27%	1,419,363.81	257,280.53	238,577.00	198,899.23	226,179.95	241,344.68	257,082.42	* estimate only see note above	

amount has changed

Board Meeting 08/02/22

Abstract Totals for Commissioner Vouchers

Board Meeting 08/02/22	Amount	Vendors	Transactions
Abstract #1	35,881.08	35	93
Abstract #2			
Totals	35,881.08	35	93

Abstract Totals for Auditor Vouchers

Board Meeting 08/02/22	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
7/28/22 2:53PM

**** 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
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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		224.82	July billing svc/eligibility	22M-0106524	Services & Charges	N
2	15-484-493-8452-6211		190.75	July billing svc/eligibility	22M-0106524	Services & Charges	N
1	15-484-496-8447-6211		265.70	July billing svc/eligibility	22M-0106524	Services & Charges	N
	434 Ability Network Inc		681.27	3 Transactions			
	1403 Amy Dee Inc.						
37	15-484-485-8476-6289		1,500.00	second half of payment		Staff Development	N
36	15-484-490-8486-6289		750.00	equity and implicit bias trng		Staff Development	N
	1403 Amy Dee Inc.		2,250.00	2 Transactions			
	1324 Andrea Hallstrom Art						
5	15-484-487-8456-6411		182.14	World breastfeeding stickers	071522	Supplies	N
	1324 Andrea Hallstrom Art		182.14	1 Transactions			
	185 Bergstadt/Jennifer						
68	15-484-496-8449-6331		54.99	June HHA mileage		Mileage & Meals	N
78	15-484-496-8449-6331		124.38	July HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		179.37	2 Transactions			
	1396 Biever/Laurie						
69	15-484-496-8449-6331		103.55	June HHA mileage		Mileage & Meals	N
79	15-484-496-8449-6331		241.88	July HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		345.43	2 Transactions			
	877 BlueStar Graphics						
4	15-484-490-8489-6411		60.00	banner for county fair booth	2185	Progam Supplies	Y
89	15-484-485-8474-6411		20.00	2 18x24 one sided signs	2198	Supplies	Y
90	15-484-485-8474-6411		36.00	3 22x28 posters	2199	Supplies	Y
	877 BlueStar Graphics		116.00	3 Transactions			
	1275 Bromwich/Amanda						
70	15-484-496-8449-6331		100.04	June HHA mileage		Mileage & Meals	N
80	15-484-496-8449-6331		83.13	July HHA mileage		Mileage & Meals	N
	1275 Bromwich/Amanda		183.17	2 Transactions			
	3094 Burski/Kathy						
44	15-484-450-0000-6331		161.25	July admin mileage		Mileage & Meals	N
45	15-484-469-8440-6205		9.65	May DP&C postage		Postage	N

Sheila
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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	
3094	Burski/Kathy		170.90	2 Transactions			
72	1312 Campbell/Mindy						
	15-484-496-8448-6331		0.59	June HM mileage		Mileage & Meals	N
82	15-484-496-8448-6331		7.50	July HM mileage		Mileage & Meals	N
71	15-484-496-8449-6331		62.59	June HHA mileage		Mileage & Meals	N
81	15-484-496-8449-6331		68.13	July HHA mileage		Mileage & Meals	N
1312	Campbell/Mindy		138.81	4 Transactions			
46	3646 Felland/Becky						
	15-484-496-8447-6331		53.24	June home care mileage		Mileage & Meals	N
47	15-484-496-8447-6331		246.25	July home care mileage		Mileage & Meals	N
3646	Felland/Becky		299.49	2 Transactions			
7	4184 Health Dimension Rehabilitation Inc						
	15-484-496-8447-6211		4,988.29	June PT services		Services & Charges	N
8	15-484-496-8447-6211		26.65-	June attempted visit credit		Services & Charges	N
4184	Health Dimension Rehabilitation Inc		4,961.64	2 Transactions			
6	324 Healthcare First						
	15-484-496-8447-6211		104.74	July HHCAHPS fee	5298824	Services & Charges	N
324	Healthcare First		104.74	1 Transactions			
92	1306 Henry Schein						
	15-484-490-8489-6411		650.00	1 bx 10/Cue Health Covid test	30934501 SE	Progam Supplies	N
93	15-484-490-8489-6411		31.55	shipping	30934501 SE	Progam Supplies	N
1306	Henry Schein		681.55	2 Transactions			
48	234 Holland/Jeff						
	15-484-496-8447-6331		328.77	May/June home care mileage		Mileage & Meals	N
234	Holland/Jeff		328.77	1 Transactions			
41	3095 Isanti County Public Health						
	15-484-485-8468-6880		3,002.74	June hlthy eat/active living		Grant Admin- Pass thru	N
42	15-484-485-8468-6880		298.96	June tobacco strategy		Grant Admin- Pass thru	N
43	15-484-485-8468-6880		1,019.98	June well-being strategy		Grant Admin- Pass thru	N
3095	Isanti County Public Health		4,321.68	3 Transactions			
88	386 ITsavvy LLC						
	15-484-450-0000-6405		889.87	HP Pro Decsk 400 G7 computer	01333040	Computers & Hardware	N

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
386	ITSavvy LLC		889.87	1 Transactions			
49	1323 Johnstone/Kristi		36.27	June home care mileage		Mileage & Meals	N
	1323 Johnstone/Kristi		36.27	1 Transactions			
9	322 Kanabec County		72.96	2nd qtr admin postage	PH038	Postage	N
15	15-484-450-0000-6205		1.59	2nd qtr DP&C postage	PH038	Postage	N
12	15-484-469-8440-6205		96.33	2nd qtr PHNC postage	PH038	Postage	N
16	15-484-481-8481-6205		4.64	2nd qtr PHNC postage	PH038	Postage	N
19	15-484-481-8482-6205		5.10	2nd qtr Care Nav postage	PH038	Postage	N
13	15-484-485-8444-6205		64.66	2nd qtr suicide prev postage	PH038	Postage	N
18	15-484-487-8451-6205		6.97	2nd qtr HP postage	PH038	Postage	N
10	15-484-487-8453-6205		96.88	2nd qtr MIECHV postage	PH038	Postage	N
11	15-484-487-8456-6205		232.66	2nd qtr WIC postage	PH038	Postage	N
14	15-484-487-8457-6205		264.67	2nd qtr MCH postage	PH038	Postage	N
17	15-484-487-8461-6205		187.02	2nd qtr CTC postage	PH038	Postage	N
	15-484-493-8452-6205		1,033.48	2nd qtr CM postage	PH038	Postage	N
	322 Kanabec County			11 Transactions			
91	1325 Kanabec County Parade Coordinator		50.00	KCCH parade registration fee		Supplies	N
	15-484-485-8474-6411		50.00	1 Transactions			
	1325 Kanabec County Parade Coordinator						
50	1308 Lejonvarn/Kirsten		4.10	June TANF mileage		Mileage & Meals	N
53	15-484-487-8450-6331		10.00	July TANF mileage		Mileage & Meals	N
51	15-484-487-8453-6331		4.68	June MIECHV mileage		Mileage & Meals	N
54	15-484-487-8453-6331		55.62	July MIECHV mileage		Mileage & Meals	N
55	15-484-487-8457-6331		3.75	July MCH mileage		Mileage & Meals	N
52	15-484-490-8489-6331		4.09	June covid-19 mileage		Mileage & Meals	N
57	15-484-490-8489-6331		4.38	July covid-19 mileage		Mileage & Meals	N
56	15-484-496-8447-6331		31.25	July home care mileage		Mileage & Meals	N
	1308 Lejonvarn/Kirsten		117.87	8 Transactions			
23	667 Lighthouse Child & Family Services LLC		150.00	6/22/22 MIECHV session	7154	Services & Charges	Y
24	15-484-487-8453-6211		43.87	6/22/22 MIECHV session mileage	7154	Services & Charges	Y
20	15-484-490-8489-6211		33.60	6/6/22 reflective prac mileage	7155	Services & Charges	Y
21	15-484-490-8489-6211		600.00	6/6/22 reflective sessions	7155	Services & Charges	Y

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
22	15-484-490-8489-6211		150.00	6/8/22 reflective sessions	7155	Services & Charges	Y
	667 Lighthouse Child & Family Services LLC		977.47	5 Transactions			
	377 Marco Inc						
25	15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt		Rental & Service Contracts Copier	N
	377 Marco Inc		787.11	1 Transactions			
	1143 McKesson Medical-Surgical Govt Solution						
40	15-484-496-8447-6432		59.70-	home care credit		Medical Supplies	Y
39	15-484-490-8489-6432		100.00	covid-19 supplies	19497357	Medical Supplies	N
38	15-484-496-8447-6432		244.23	Home care supplies	19618886 19497	Medical Supplies	N
	1143 McKesson Medical-Surgical Govt Solution		284.53	3 Transactions			
	198 Mille Lacs Co. Community & Veterans Ser						
26	15-484-485-8468-6880		1,865.26	June hlthy eat/active living		Grant Admin- Pass thru	N
27	15-484-485-8468-6880		1,554.38	June tobacco strategy		Grant Admin- Pass thru	N
28	15-484-485-8468-6880		2,362.65	June well-being strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		5,782.29	3 Transactions			
	52 Olson/Autumn						
58	15-484-487-8450-6331		24.57	June TANF mileage		Mileage & Meals	N
61	15-484-487-8450-6331		16.88	July TANF mileage		Mileage & Meals	N
59	15-484-487-8451-6331		60.26	June HP mileage		Mileage & Meals	N
62	15-484-487-8451-6331		25.00	July HP mileage		Mileage & Meals	N
60	15-484-487-8453-6331		152.68	June MIECHV mileage		Mileage & Meals	N
63	15-484-487-8453-6331		104.37	July MIECHV mileage		Mileage & Meals	N
	52 Olson/Autumn		383.76	6 Transactions			
	632 Pine County Health & Human Services						
29	15-484-485-8468-6880		3,377.83	June hlthy eat/active living		Grant Admin- Pass thru	N
30	15-484-485-8468-6880		1,572.15	June tobacco strategy		Grant Admin- Pass thru	N
31	15-484-485-8468-6880		2,827.32	June well-being strategy		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		7,777.30	3 Transactions			
	1227 Pivec/Michelle						
32	15-484-485-8468-6331		17.14	SHIP annual dinner 7/18/22		Mileage & Meals	N
33	15-484-485-8468-6331		16.07	SHIP anual dinner 7/19/22		Mileage & Meals	N
	1227 Pivec/Michelle		33.21	2 Transactions			
	1030 Ringler/Jennie						

Sheila
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**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
73	15-484-496-8449-6331		43.88	June HHA mileage		Mileage & Meals N
83	15-484-496-8449-6331		108.75	July HHA mileage		Mileage & Meals N
1030	Ringler/Jennie		152.63	2 Transactions		
1322	Ringler/Jezzalyn					
74	15-484-496-8449-6331		47.39	June HHA mileage		Mileage & Meals N
84	15-484-496-8449-6331		190.63	July HHA mileage		Mileage & Meals N
1322	Ringler/Jezzalyn		238.02	2 Transactions		
3174	Rosburg/Diane					
64	15-484-496-8447-6331		358.61	May/June home care mileage		Mileage & Meals N
3174	Rosburg/Diane		358.61	1 Transactions		
16326	Sarkisyan/Amber					
75	15-484-496-8449-6331		42.71	June HHA mileage		Mileage & Meals N
85	15-484-496-8449-6331		114.38	July HHA mileage		Mileage & Meals N
16326	Sarkisyan/Amber		157.09	2 Transactions		
494	SHI International Corp					
34	15-484-485-8480-6411		1,123.23	Owl Pro video conf camera	B15336879	Program Supplies N
35	15-484-485-8480-6411		115.00	mtg Owl heavy duty waterproof	B15336879	Program Supplies N
494	SHI International Corp		1,238.23	2 Transactions		
1083	Swanson/Lori					
67	15-484-485-8468-6331		170.63	July mileage & meals-all strat		Mileage & Meals N
1083	Swanson/Lori		170.63	1 Transactions		
1268	Tomczak/Kristi					
77	15-484-496-8448-6331		14.00	June HM mileage		Mileage & Meals N
87	15-484-496-8448-6331		26.26	July HM mileage		Mileage & Meals N
76	15-484-496-8449-6331		101.25	June HHA mileage		Mileage & Meals N
86	15-484-496-8449-6331		248.74	July HHA mileage		Mileage & Meals N
1268	Tomczak/Kristi		390.25	4 Transactions		
452	Zaiser/Kelly					
65	15-484-487-8453-6331		75.00	July MIECHV mileage		Mileage & Meals N
66	15-484-493-8452-6331		2.50	July CM mileage		Mileage & Meals N
452	Zaiser/Kelly		77.50	2 Transactions		

15 Fund Total: 35,881.08 Community Health Fund 35 Vendors 93 Transactions

Sheila
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**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
Final Total:		35,881.08	35 Vendors	93 Transactions	

Sheila
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**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	35,881.08	Community Health Fund	
	All Funds	35,881.08	Total	Approved by,
			
			

9:40am Appointment

August 2, 2022

REQUEST FOR BOARD ACTION

a. Subject: Request for Approval of an Interim Use Permit for a Vacation Rental at 2595 300 th Ave, Brook Park owned by Jaramie Wood	b. Origination: Environmental Services
c. Estimated time: 20 minutes	d. Presenter(s): Ryan Carda, Environmental Services/GIS Technician

e. Board action requested: See attached.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office: 7/29/22

Coordinators Comments: Applicants will be calling into the meeting for comment.



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

July 29, 2022

Kanabec County
Board of Commissioners

RE: IUP Application – Vacation Rental, 2595 300th Ave, Brook Park – Jaramie Wood

Board of Commissioners:

During the July 25, 2022 Planning Commission meeting, the Interim Use Permit application submitted by Jaramie Wood for a vacation rental at 2595 300th Ave, Brook Park was approved with the following conditions:

- The property owners must check to verify with the State Building Code that the egress windows in each bedroom meet requirements, and for windows not qualifying as an egress will have to be upgraded to meet the code within 6 months
- The cabin handbook will be updated to reflect changes needed in emergency contact numbers

The handbook has been updated and is included for reference. Regarding the egress windows, the bedroom in the cabin is in compliance with the State Building Code, and the window located in the loft will be redone to increase the net clear opening to meet code requirements. The Planning Commission recommended to allow the applicants 6 months to fix the window, and if the issue isn't addressed within that time, then the IUP would be considered null and void.

Thank you,
Kanabec County Environmental Services



KANABEC COUNTY PLANNING COMMISSION
Environmental Services Department
903 Forest Ave E
Mora, MN 55051
Phone: (320) 679-6456
Email: env@co.kanabec.mn.us

Kanabec County Planning Commission Meeting Minutes of July 25, 2022

MINUTES ARE CURRENTLY UNAPPROVED

MEMBERS PRESENT: Dennis McNally, Pat O'Brien, Rhonda Olson, Earl Bracewell, Wayne Zaudtke

EX-OFFICIAL PRESENT: none

MEMBERS ABSENT: Doug Sabinash

EX-OFFICIAL ABSENT: Chad Gramentz

STAFF: Ryan Carda – Environmental Services Tech.

APPLICANT REPRESENTATIVE(S): Jaramie Wood, Dalton Detwiler

PUBLIC ATTENDING: none

Call to Order: Kanabec County Planning Commission was called to order at 7:00pm by Dennis McNally.

Pledge of Allegiance

Approval of Agenda/Additions to Agenda:

A motion was made by Pat O'Brien, seconded by Earl Bracewell to approve the agenda as presented.

All in favor, motion carried.

Approval of Minutes:

A motion was made by Pat O'Brien, seconded by Earl Bracewell to approve the minutes from March 28, 2022 with the revision of having Chad Gramentz's designation noted as "ex-official".

All in favor, motion carried.

Old Business:

None.

New Business:

Public Hearing – Review IUP Application: Vacation Rental – 2595 300th Ave, Brook Park, MN 55007, Jaramie Wood & Dalton Detwiler:

Staff presentation:

- Ryan Carda presented the findings of the Environmental Services Office
 - The requirements for operating as a vacation rental in the Shoreland Ordinance #5 have been met and were verified via a site visit at the above property
 - The property's guest handbook was included which outlines rules and information
 - The criteria for granting an interim use permit was met
 - Craig Wills from DNR didn't have any comments

Applicant presentation:

- Jaramie Wood & Dalton Detwiler
 - Said they have worked diligently to make sure all the requirements from the County and State have

been met

- Dennis McNally
 - Brought up questions about the Ordinance #5 requirements and whether they were satisfied
 - Questioned the egress window sizing and whether it met the requirements of the State Building Code
 - Mentioned that the emergency contact information would need to be changed to have Kanabec County Sheriff listed as the police contact
- Rhonda Olson
 - Offered input on a 24/7 vet contact as the one that was listed didn't have 24/7 calls
- Earl Bracewell
 - Asked about the driveway entrance and parking at the property
- Various items were discussed amongst the Planning Commission members, staff, and the applicants including potential impact on neighboring properties, use of the property by renters, characteristics of the property and the cabin, and the floorplan/layout of the property

Public hearing comments:

- None

Conclusion of public hearing:

- Further discussion was had regarding the loft area and the egress windows
- Potential scenarios were discussed regarding possible issues with the windows and how they may need to be fixed

Board action:

- Planning Commission members went through the criteria for granting an interim use permit:
 - Given the nature of the land, is the requested use compatible with general welfare, public health and safety - YES
 - The requested use will not create an unreasonably excessive burden on the existing roads or other utilities - YES
 - The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties - YES
 - The structure and the use shall have an appearance that will not have an unreasonably adverse effect on nearby properties - YES
 - The requested use is consistent with the County Shoreland Ordinance - YES, WITH CONDITION
 - The requested use is not in conflict with the County Comprehensive Plan - YES
 - The requested use will not create an unreasonably adverse effect because of noise, odor, glare, or general unsightliness, for nearby property owners - YES
 - The requested use is reasonably related to the existing land use and environment - YES
 - There are no apparent unreasonable health risks posed to neighbors or the public in general - YES
 - The requested use will/will not have an adverse effect upon public health, safety and welfare due to the following other factors - NONE
- A motion was made by Pat O'Brien, seconded by Rhonda Olson, to recommend approval of the Interim Use Permit to the County Board with the condition that the property owners must check to verify with the State Building Code that the egress windows in each bedroom meet requirements, and for windows not qualifying as an egress will have to be upgraded to meet the code within 6 months, and with the condition that the cabin handbook be updated to reflect changes in emergency contact numbers.
All in favor, motion carried.

Review Timeline of Boulder Estates Preliminary Plat

Discussion items:

- Staff and Planning Commission members discussed the preliminary plat of Boulder Estates regarding a requested extension for submittal of the final plat. Due to issues with construction of the turn lane with MNDOT, the required improvements for the final plat haven't been made. Because Ordinance #4 requires that the final plat be submitted with one year of approval of the preliminary plat unless an extension is granted, a timeline extension of 6 months was requested.

Discussion items:

- A motion was made by Dennis McNally, seconded by Pat O'Brien, to grant the requested extension of 6 months for submittal of the final plat of Boulder Estates.
All in favor, motion carried.

Public Hearing Comment:

- None

Adjourn:

A motion was made by Pat O'Brien, seconded by Earl Bracewell to adjourn the meeting at 8:12pm.
All in favor, motion carried.

Respectfully submitted,
Ryan Carda
Recording Secretary



Kanabec County Environmental Services
903 Forest Ave East
Mora, MN 55051
Phone: (320) 679-6456
Email: env@co.kanabec.mn.us

Interim Use Permit Application

Application Fee: \$670

As set forth in Section 3.7 of Ordinance #5 Ordinance of Shoreland Areas of Kanabec County, Minnesota.

Property Owner: Jaramie Wood
Phone & Email: 763-807-2437, jaramieanddalton@gmail.com
Mailing Address: 4841 Island View Dr. Mound, MN 55364
Property Address: 2595 200th Ave. Brook Park, MN 55007
Parcel ID Number: 13.01895.00
Sec/Twp/Range: 19-41-22

Zoning District: Shoreland

- ☒ Vacation Rental Home Section 6.2 of Ordinance #5
☐ Home Occupation Section 8.4 of Ordinance #5

It is the burden of the applicant to demonstrate satisfaction of the criteria for granting a Interim use permit stated in Section 3.7 of Ordinance #5 (attached). Provide a detailed description and reason for the request that addresses the following:

1. Describe the existing use of the property.
Currently, personal cabin. Planned to be short term vacation rental + personal use
2. Does the proposal involve any new buildings or additions?
NO
3. Does the Interim use conform with the County Comprehensive Plan and the zoning regulation requirements within the proposed district? Yes and
4. Explain any land alteration including vegetation removal/grading & filling
None, none
5. Number of daily occupants on the premises (employees/customers)
Max of 4
6. Describe water and septic usage and locations of facilities.
Bathroom + Kitchen usage. small interior bathroom (sink, toilet, shower) + Kitchen
7. The Interim use will provide adequate access to a public road to not cause traffic hazards or congestion on the adjacent public roads and that there are sufficient off-street parking and loading space to serve the proposed use.
Yes Residential strength waste

RECEIVED

Buildings and Setbacks (As shown on site plan) Note: In order to fully evaluate the proposed use, please supply a site plan map that shows all applicable distances, setbacks, buildings, roads, wetlands, etc.

Structure type: Cabin
Dimensions of structure: 20' x 32' Height: 17'
Distance of proposed dwelling to primary dwelling: n/a
Lot size (approx. acres): approx. 5.9 acres
Setback: 630-700 ft Shoreland OHW Setback: 100 ft required
Road Type: Township County State Highway
Front Setback: 50' ROW Setback: 50' Centerline Setback: 110'
Rear Setback: > 10' Side Setback: 25' Side Setback: > 10'

I hereby swear and affirm that the information supplied to the Kanabec County Environmental Services Department is accurate and true. I acknowledge that this application is rendered invalid and void should the County determine that information supplied by me, the applicant, in applying for this conditional use permit, is inaccurate or untrue.

[Signature]

Environmental Services Office Use only

Zoning District: Shoreland Lake/River/Stream: Kennedy Lake
Proposed Use: VR Sec. of Ord.: 6-2
Meeting Date: _____ Reviewed for Accuracy by: Ryan Carola
(Date shall not be scheduled until staff confirms receipt of all materials)
Application approved ☒ yes ☐ no
Date/time and place of hearing: _____
Application approved by: _____ Planning Commission Chairman
Interim Use Permit issued in accordance with and in compliance with conditional requirements and special regulations and MN DNR notified this _____ day of _____ 20____

RECEIVED
7/5/2022

SITE PLAN (drawn to scale)

Please be as complete as possible. Include all of the following items listed where applicable. Scale: 1 inch = 150 feet

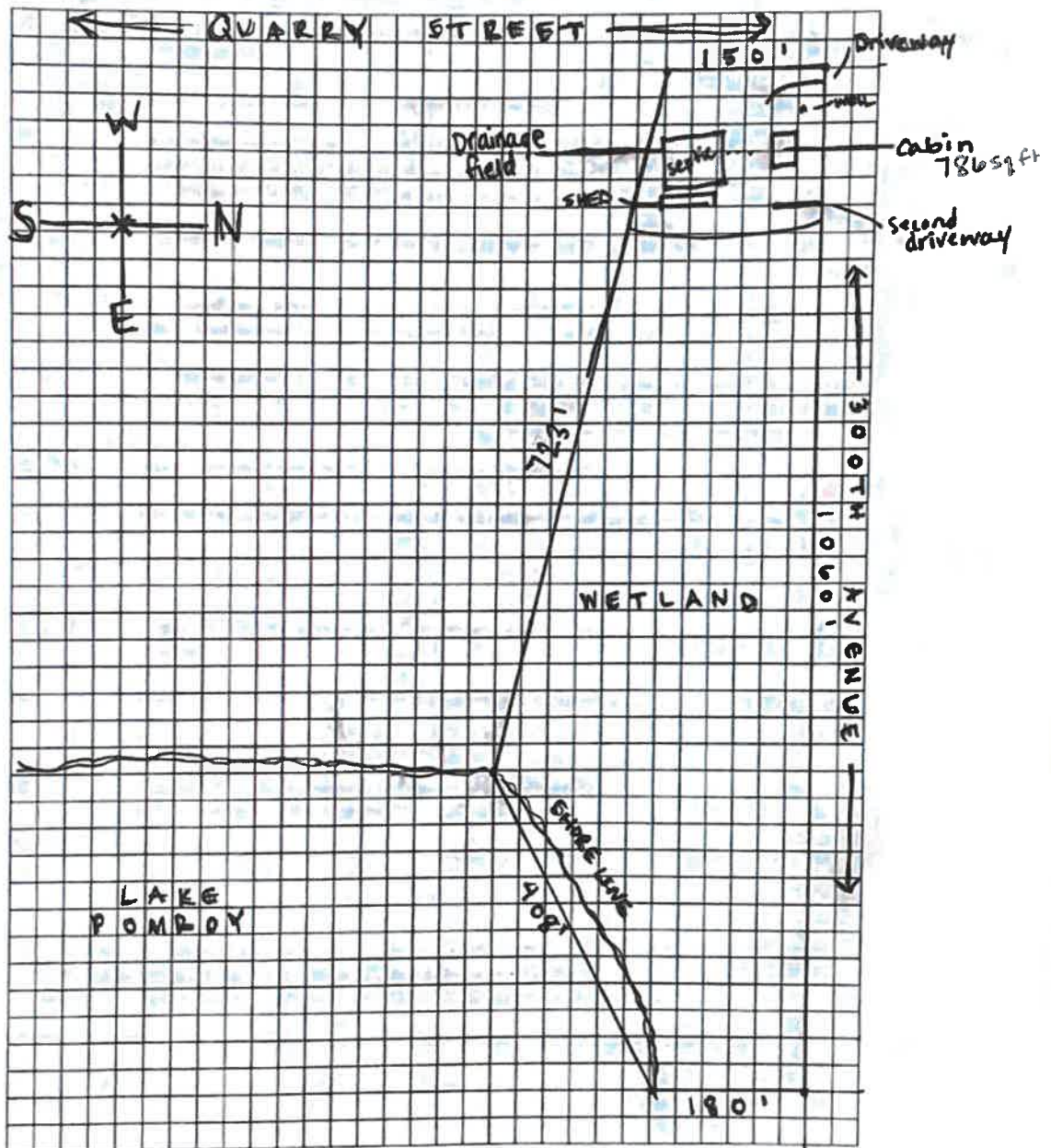
General Checklist

North arrow ☒ lot dimensions ☒ structure location(s) ☒ setback measurements ☒ septic system location
☒ existing local drainage ☒ feedlots within 1500 feet ☒ wetland areas ☒ fill & grading/vegetation alteration limits

Date of drawing 6/30/2022

Water Resource Checklist

☐ location of floodway &/or flood fringe ☐ location & setback distance from ordinary high water level (OHWL) ☐ location of present & highest known water line



INTERIM USE CHECK LIST

- 1) X A site visit with Environmental Services staff is required.
- 2) X Provide applicant with a copy of Section 3.7 of Ordinance #5 Ordinance for the Management of Shoreland Areas "Criteria for granting Interim Use Permits"
- 3) X Application packet is completed and signed
- 4) X Applicant must provide evidence of ownership. (A valid purchase agreement is acceptable.)
- 5) n/a Copy of the complete legal is needed for recording.
- 6) X A detailed sketch, to scale, with a north arrow, of property is attached (show buildings, distance to property lines, septic, well, roads (name & number), driveway, wetlands, physical features and any other ordinance requirements.
- 7) n/a Clearly identify proposed structure(s), driveways, septic, fences, etc.
- 8) X A Compliance Inspection report must be provided for any existing sewage treatment system on the affected property at the time of application for a IUP.
- 9) n/a If the application is for a new building that will generate waste water/have plumbing, it must be able to support TWO "STANDARD" sewage treatment systems (proved by two soil borings: one for the primary site and one for the secondary site).
- 10) n/a Access approval from road authority if new access is proposed.
- 11) X Completed description of the request and statement of justification is attached.
- 12) X Application Fee of \$570.
Fees are non-refundable
- 13) X Applicant (or their representative) must be present at the Planning Commission public hearing.
- 14) X If the IUP is denied, by the Planning Commission, it cannot be resubmitted for six months.
- 15) X Conditions may be included on granted IUP's.
- 16) X Granted Interim Use Permits become void if applicant does not proceed substantially within one year of the date the IUP is granted.
- 17) X The IP deals only with the use of the property. A Land Use Permit is required prior to construction of any structures.

NOTE: A Public Hearing will be scheduled for the next available Planning Commission meeting only if the applicant provides all the required information prior to the application deadline. State of Minnesota Law requires public notification for at least 10 days prior to the hearing.

* Applicant is responsible for utilizing accurate property boundaries in submitted documents.

Applicant C. Parame

Date 10/30/2022

WETLAND ADVISORY

Minnesota Law prohibits the draining or filling of any wetlands, unless specifically approved by the appropriate authorities.

"Wetlands" means lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this definition, wetlands must have the following three attributes:

- 1) A predominance of hydric soils;
- 2) Are inundated or saturated by surface or ground water at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions; and,
- 3) Under normal circumstances, support prevalence of such vegetation.

If you fill or drain a wetland in violation of Minnesota Law, you are subject to criminal penalties. In addition, you could be ordered to restore any altered wetlands to their original condition at your own cost.

The placement of fill or dredged material in any wetland, lake, stream, river, pond, or prairie pothole may constitute a violation of Federal laws that are enforced by the U.S. Army Corps of Engineers. You are advised to contact that agency before commencing any such work.

Wetland Types:

Type 1 - Seasonally flooded basins or flats. Soil is covered with water or waterlogged during seasonal periods but is usually well drained during the growing season.

Type 2 - Wet meadows. Soil is usually without standing water most of the growing season but is waterlogged within a few inches of the surface.

Type 3 - Soils which are usually waterlogged during the growing season and often covered with up to 6 inches of water. Many Type 3 wetlands have cattails and bulrushes and small open water areas.

Type 4 - Soils which are usually covered with 6 inches to 3 feet of water during the growing season. Many Type 4 wetlands have cattails and bulrushes and much open water.

Type 5 - Shallow water ponds and reservoirs water 3 feet to 10 feet deep.

Type 6 - Shrub swamps. Soil is usually waterlogged during the growing season and are often covered with as much as 6 inches of water.

Type 7 - Wooded swamps. Soil is waterlogged at least to within a few inches of the surface during the growing season with as much as one foot of water. Occur mostly along sluggish streams or flood plains.

Type 8 - Bogs. Soil is usually waterlogged and supports a spongy covering of mosses.

As the applicant for this land use permit, you are responsible for determining whether any wetlands will be affected by this proposed project. By signing this document, the applicant affirms that no wetlands will be drained or filled during the course of the project.


Signature of Applicant

6/30/2022
Date

Statement of Justification and Description of Request

I, Jaramie Wood, purchased 2595 300th Ave in November 2021, with the intention of turning it into a short-term vacation rental, and renting it out on sites like AirBnB as well as VRBO. It is a 2 bedroom 1 bath structure, making it capable of sleeping 4 guests. When not being rented out to guests, I plan to use it as my own personal cabin. I have met all the compliance regulations and provided details for Kanabec County and MDH. The septic and drainage field installed meet the requirements of the property, Kanabec County, and Minnesota Department of Health (MDH). With all requirements completed, I believe I am ready for approval.

My request for application is for approval of this property to be used as a short term vacation rental, and get certification by the county.

Jaramie Wood
763.807.2437
jaramieanddalton@gmail.com

Property Address:
2595 300th Ave.
Brook Park, MN 55007

Mailing Address:
4848 Island View Dr.
Mound, MN 55364

2595 300th Ave. Brook Park, MN 55007 Ordinance Criteria Justification

1. Given the nature of the land, is the requested use compatible with general welfare, public health and safety **[MEETS REQUIREMENTS]**
 - a. Land has been inspected by the Minnesota Department of Health and Kanabec County. Both parties approved the property and use compatible for public health and safety
2. The requested use will not create an unreasonably excessive burden on the existing roads or other utilities **[MEETS REQUIREMENTS]**
 - a. We meet this requirement as the maximum allowable guests are 4, and driveways can fit more than 4 cars. In addition, our handbook for guests outlines property rules as such.
3. The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties **[MEETS REQUIREMENTS]**
 - a. The use will not impact the surrounding area. Property line signs have been posted, along with rules for guests to maintain the property.
4. The structure and the use shall have an appearance that will not have an unreasonably adverse effect on nearby properties **[MEETS REQUIREMENTS]**
 - a. The property has an overall pleasant appearance and will continue to improve over time. No negative impacts to the property's appearance will be made.
5. The requested use is consistent with the County Shoreland Ordinance **[MEETS REQUIREMENTS]**
 - a. Kanabec County initial inspection and Minnesota Dept. Health have approved the land and shoreland ordinance
6. The requested use is not in conflict with the County Comprehensive Plan **[MEETS REQUIREMENTS]**
 - a. This request does not impact the Comprehensive Plan and has been approved by Kanabec County's initial inspection
7. The requested use will not create an unreasonably adverse effect because of noise, odor, glare, or general unsightliness, for nearby property owners **[MEETS REQUIREMENTS]**
 - a. Property rules for quiet hours, cleanliness, etc. are clearly outlined for guests in the handbook, along with being shared contractually through Airbnb and VRBO
8. The requested use is reasonably related to the existing land use and environment **[MEETS REQUIREMENTS]**
 - a. The land is a residential cabin which aligns with a short term vacation cabin rental
9. There are no apparent unreasonable health risks posed to neighbors or the public in general **[MEETS REQUIREMENTS]**
 - a. The property/land has passed inspection by Minnesota Dept. Health, Septic Certificate through Kanabec County, a passed water test by a licensed lab, and a passed Pressure Test for sewer/well from a licensed plumber. In addition, the property will be used as a residential cabin, no different than it stands today.

Closing Disclosure

This form is a statement of final loan terms and closing costs. Compare this document with your Loan Estimate.

Closing Information

Date Issued 11/18/2021
Closing Date 11/19/2021
Disbursement Date 11/19/2021
Settlement Agent At Title
File # 21-3391-1
Property 2595 300TH Ave
Brook Park, MN 55007
Sale Price \$160,000

Transaction Information

Borrower Jaramie Wood
4848 Island View Dr
Mound, MN 55364
Seller Marilyn Lambright
1676 Plum Street
Graeston, MN 55030
Lender Riverwood Bank

Loan Information

Loan Term 30 years
Purpose Purchase
Product Fixed
Loan Type ☒ Conventional ☐ FHA
☐ VA ☐
Loan ID # 1521185874
MMC #

Loan Terms		Can this amount increase after closing?
Loan Amount	\$141,570	NO
Interest Rate	2.999%	NO
Monthly Principal & Interest <small>See Projected Payments below for your Estimated Total Monthly Payment</small>	\$596.79	NO
Prepayment Penalty	Does the loan have these features? NO	
Balloon Payment	NO	

Projected Payments		
Payment Calculation	Years 1 - 6	Years 7 - 30
Principal & Interest	\$596.79	\$596.79
Mortgage Insurance	+ 40.11	+ —
Estimated Escrow <small>Amount can increase over time</small>	+ 95.89	+ 95.89
Estimated Total Monthly Payment	\$732.79	\$692.68
Estimated Taxes, Insurance & Assessments <small>Amount can increase over time See page 4 for details</small>	\$95.89 a month	This estimate includes <input checked="" type="checkbox"/> Property Taxes <input checked="" type="checkbox"/> Homeowner's Insurance <input type="checkbox"/> Other: <small>See Escrow Account on page 4 for details. You must pay for other property costs separately.</small>
		In escrow? YES YES

Costs at Closing	
Closing Costs	\$7,027.64 Includes \$4,918.10 in Loan Costs + \$2,109.54 in Other Costs -\$0 in Lender Credits. See page 2 for details.
Cash to Close	\$19,166.12 Includes Closing Costs See Calculating Cash to Close on page 3 for details.



Welcome to the Cabin

NORTH WOOD STAYS



North Wood Stays Handbook



Welcome to the cabin, we hope you enjoy your stay!

2595 300th Avenue, Brook Park, MN 55007

This handbook will give you all you need to know about the property, along with recommendations on the surrounding area.

Your hosts,
Dalton and Jare

Emergency Contacts

Emergencies:
911

This Cabin's Address:
2595 300th Avenue
Brook Park, MN 55007

Cabin Host Contact
Dalton & Jare Detwiler,
651.272.0485

Kanabec County Sheriff:
18 N Vine St. Mora, MN
Emergencies: 911
Non-Emergencies: 320.679.8400

Hinckley Fire Department:
Emergencies: 911
Non-Emergencies: 320.384.7491

Emergency with Septic:
American Septic
320.384.7300

Emergency with Propane
(Heater):
763.389.2582

Emergency Vet
Animal Emergency, St. Paul MN
1542 7th St. W
651.293.1800

Nearest Hospital:
Welia Health
301 MN-65 Mora, MN 55051
320.679.1212

House Rules

Kanabec County and the Minnesota Department of Health require certain rules in order to allow vacation rentals in this area. Please read through the house rules so we can continue providing North Wood Stays :)

Heating Systems:

The cabin runs off baseboard heat in the bedroom and bathroom, and a propane fireplace in the living room. Please do not place any items in front of either heating sources and do not touch either heating sources while they are running as they are HOT. If living room heater disconnects from the thermostat, find the center button in the middle of the backside and click it.

Entertainment:

Both the living room and bedroom TVs are smart TVs connected to our wifi. Feel free to login to your Hulu, Disney Plus, Prime, etc. during your stay - but don't forget to log out! We do have a logged in Netflix account for your enjoyment.

Quiet Hours:

Quiet Hours are 10PM-6AM every night of the week.

No Access

Guests are not allowed in the outdoor garage/shed or under the kitchen sink. There are available amenities in the front closet

Occupancy Limit:

The state of Minnesota requires us to limit the occupancy of this cabin to 4 overnight persons. Guests are allowed to visit, but at no point can more than 4 people spend the night.

No Parties:

Parties and large celebrations are not allowed at this property. Absolutely no confetti or confetti balloons are allowed on the property.

Garbage Disposal:

Please put all trash in the outdoor garbage container during your stay and upon leaving. Extra garbage bags are in each garbage bin.

Upon Leaving:

Please turn off all TVs and lights. Place all remote on the living room table. Ensure all windows and doors are locked and closed. Ensure all water is turned off (including the outdoor hose if used). Ensure the firepit is watered down (if used), the grill is turned off, and the string lights are turned off with the remote in the window sill. Ensure the baseboard heat is turned off if you turned it on, or set back to 'Comfort Zone' from Oct - May. Clean all used dishes and put back.

House Rules

Pet Policy:

- We allow a maximum of one dog to come along with you. Additional dogs need to be preapproved. They must be on the reservation and there is a \$50 pet fee, per dog.
- Dogs are NOT allowed on the beds or furniture (we do have a dog bed available)
- Dogs MUST be well behaved
- You will be additionally charged for ANY pet damages including but not limited to: chewing, scratching the doors, glass, bathroom accidents in the house, etc.
- Your pet MUST be crated if left alone in the cabin. Please bring a suitable crate.
- Pet towels are available and are required to be used to wipe your dog's paws after being outside. Any stains on the furniture or bed will be charged. Feel free to bring additional towels.
- Please pick up all dog waste on the property. Dispose in the garbage outside. Dog bags are available.
- We appreciate your understanding and willingness to only bring your dog if you can abide by the pet rules. We love our dogs too, and hope we can continue allowing pets at North Wood Stays!

Cabin Features

Grill:

There is a gas grill available for your use. Please keep the grill clean after your use. Additional propane is available next to the grill.

Canoe:

There is a canoe available at the lake. Maximum capacity is 2 and all passengers must wear a life jacket. Please pull the canoe out of the water after your use.

String Lights:

Feel free to plug in the outdoor string lights on the deck. Please turn off when you're done. Place remote in the kitchen window sill.

Firepit:

A firepit is available for your use, along with firewood near the garage. Do not move the firepit. Do not put more than 3 logs in the firepit at a time. Do not leave the firepit unattended at any point. Use the hose on the side of the house to put out the fire when you're done.

Tenting/Camping:

You may bring a camper or tent to the property to use, but this WILL NOT increase the maximum occupancy above 4 people. At no time can more than 4 people spend the night on this property, per the State of Minnesota.

Boating and Water Sports:

You may bring your boat or other watercrafts to North Wood Stays. We are on Pomroy Lake with a public access nearby, along with several other lakes! Unfortunately, we do not have a boat access on our property or a dock that can accommodate watercrafts so please make arrangements

Water

This cabin is hooked up to well water. It has been tested and passed safety standards set by the Minnesota Department of Health. The water has an orange tint, which is normal for well water. We have provided a water jug for your coffee/tea and drinking water if you'd like

Recommendations

Restaurants:

Northwoods Steakhouse: 8 min

Other than the great name ;) Northwoods has great burgers, whiskey and smoked ice cubes (Blantons and Eagle Rare!), pull tabs, and awesome staff/owner.

Crystals Bar and Grill: 15 min

This is a great little joint located in Mora that offers breakfast, lunch and dinner. Great for catching a game on tv, or just hanging out. Great bloody marys.

Tobies: 15 min

Tobies is a bakery that offers world famous caramel rolls and baked goods. Check them out and you won't be disappointed.

Grocery:

Daggetts Hinckley - 16 min

Coborns Mora - 18 min

Dollar General (Mora) - 10 min

Liquor Stores:

Firehouse Liquor Hinckley - 18 min

North Country Bottle Shop - 15 min

Activities/Entertainment:

Grand Casino, Hinkley - 17 min

Fishing / Boating:

There are several lakes for water sports and fishing. We are 18 min south of Isle on Mille Lacs Lake, but there are also several lakes nearby worth checking out including Knife Lake.

Gobbler Grove, LLC

Turkey, Deer, Grouse/Pheasant, and Bear Hunting grounds. Check out their website for packages/pricing and more info

Bowling -15 min

Victory Lanes Mora offers bowling and full bar service

Grand Casino Events:

Check your calendar for events from Grand Casino Hinckley. They also offer multiple restaurants, a craft brew bar, adult arcade, and various concerts and shows throughout the year.

Recommendations

Continued:

Sapsucker Farms Yellow Belly Cidery

Local cidery with several awesome beers to choose from. Kombucha and other non-alcoholic items available. Food trucks and events often.

2752 215th Ave, Mora, MN 55051
(320) 679-9195

Ann River Winery:

Local vineyard serving several types of wine. Enjoy a glass outside overlooking the vines. Serves small plates of food as well.

1999 180th Ave, Mora, MN 55051
(320) 674-0957

Wifi & TV

WIFI NETWORK: NorthWoodStays

WIFI PASSWORD: Cabinlife

TV's:

Both TV's are smart allowing you to log in and enjoy all your streaming services. Please remember to log out if you have logged into any accounts.

Living Room: The living room TV uses the black remote and needs to be turned on. Once turned on, the TV will show static. Give it 5 minutes once turned on to connect to the WI-FI and connect to the SmartHub app. From there, select your desired app. Netflix is signed in complimentary. Please do not log out of the Netflix account.

Bedroom: The bedroom TV uses the small black remote on the night stand. Please keep this remote in the bedroom. The TV is turned on/off on the base of the TV, NOT by the remote. Once turned on, you can select your desired app. Netflix is signed in complimentary, please do not log out of the Netflix account.

EMERGENCY CONTACTS

This House's Address:

2595 300th Ave.
Brook Park, MN 55007
Kanabec County

Owners: Dalton and Jare Detwiler

D: 651-272-0485
J: 763.807.2437

Kanabec County Sheriff:

18 N Vine St. Mora, MN
Emergencies: 911
Non Emergencies: 320.679.8400

Hinckley Fire Department:

Emergencies: 911
Non Emergencies: 320.384.7491

Nearest Hospital:

Welia Health
301 MN-65 Mora, MN 55051
320.679.1212

Emergency Septic:

American Septic
320.384.7300

24/7 Veterinarian

Animal Emergency
1542 7th St. W St Paul, MN
651.293.1800

Emergencies:

911

2595 300th Ave Brook Park, MN 55007

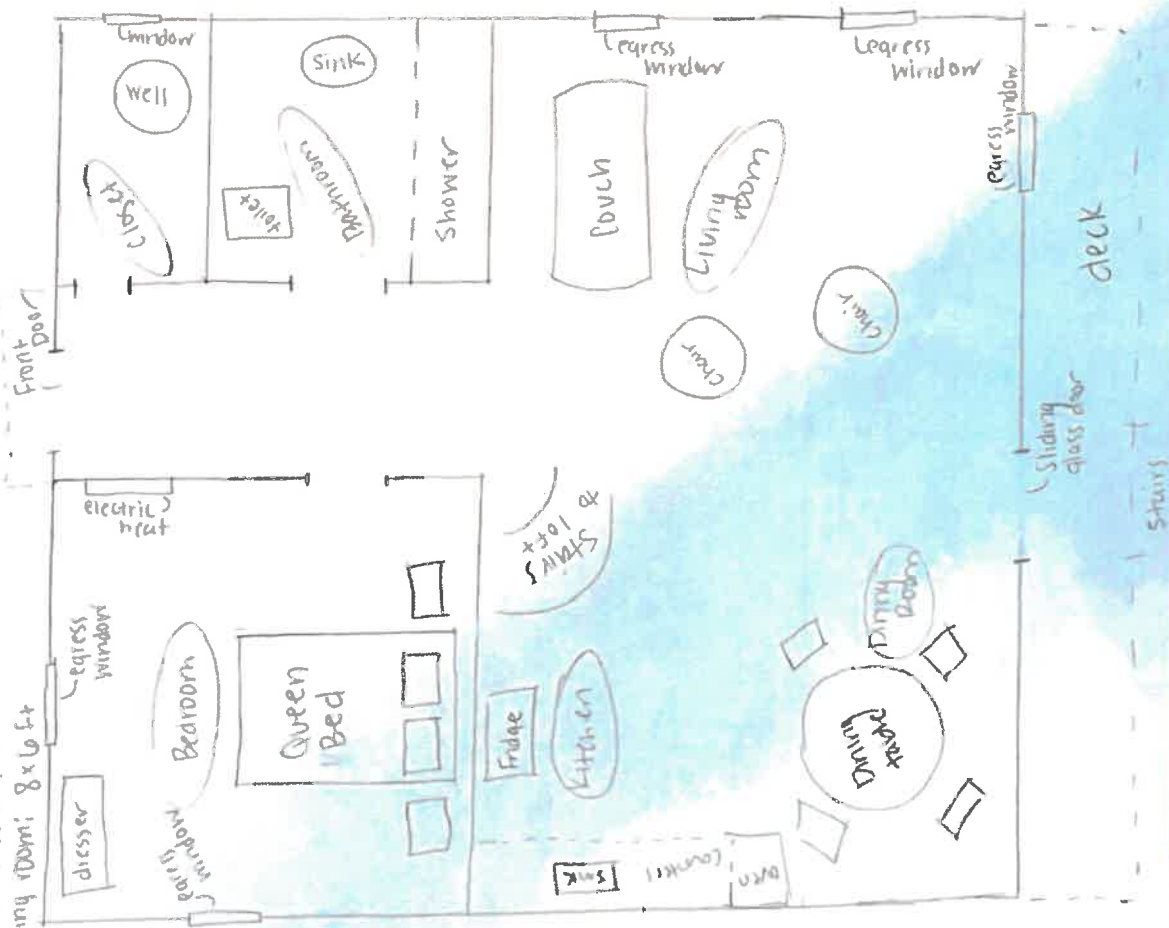
Number of bedrooms = 2
 [Sleeping Rooms include the bedroom and loft]

Floor Plan

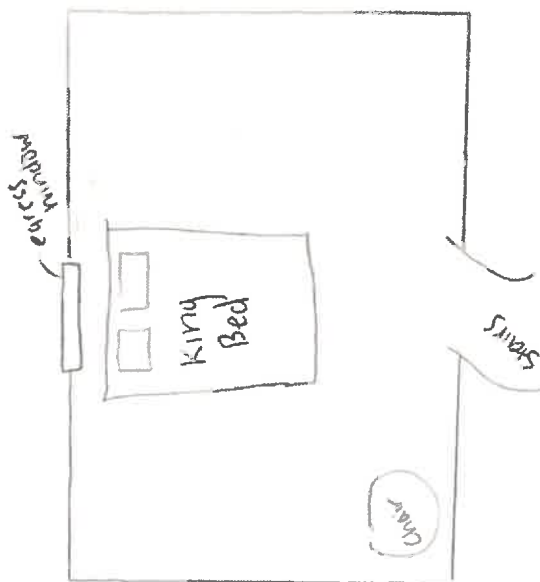
Main Level

optimal level: 550 square feet

- Living Room: 15 x 12 ft
- Bedroom: 11 x 11.5 ft
- Kitchen: 10 x 7 ft
- Dining Room: 8 x 6 ft



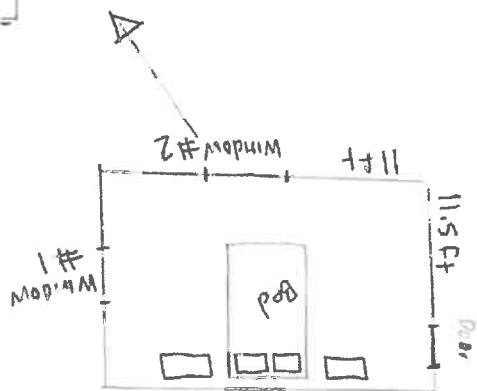
Loft



Loft: 17 x 13.5 ft

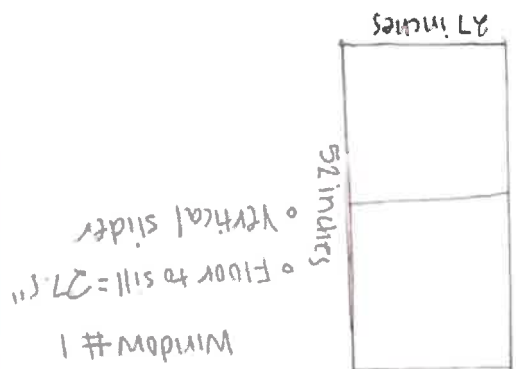
Excess Windows

Main level bedroom



Window #1

Window measurements
Scale (inches)

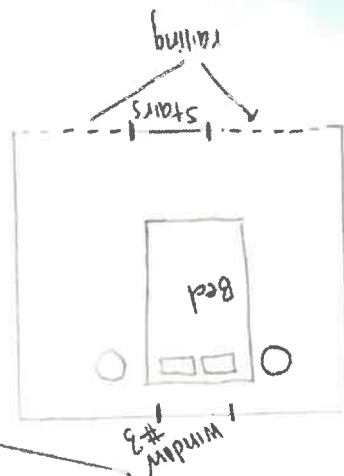


Window #2

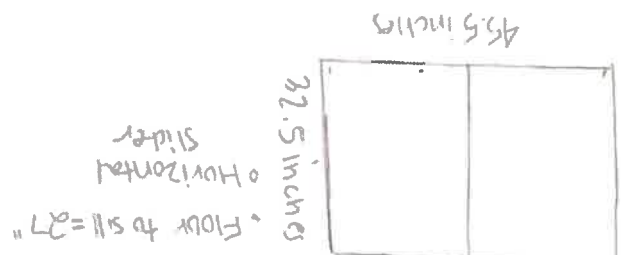
• Floor to sill = 30.5"
• Vertical slider



Loft



Window #3



Cabin - Main household



Lake

Driveway

Garage

26

2595 300th Avenue
Brook Park, MN 55007

Total Acreage: 6.00 acres

2595 300th Ave. Brook Park, MN 55007

This document provides the garbage disposal plan, pet policy, and 24 hour contact person for the property for 2595 300th Ave. Brook Park, MN 55007.

Garbage Disposal Plan

Within the handbook for the property, guests will be asked to place all garbage in the outdoor garbage bin upon leaving for their stay. The designated cleaning contact will take all garbage off the property to dispose of through their company's garbage disposal process or at Jaramie Wood's current primary residence before the next guest arrives.

Jaramie Wood Contact: 763.807.2437, jaramieanddalton@gmail.com

Pet Policy

Within the handbook for the property and prior to arrival, guests will be informed of the pet policy. Pet Policy Includes:

- We do allow a maximum of two dogs to come along with you. They must be on the reservation and there is a \$50 pet fee, per dog.
- Dogs are NOT allowed on the beds or furniture (we do have a dog bed that will be available) and MUST be well behaved.
- You will also be charged for ANY pet damages including but not limited to: chewing, scratching the doors, glass, bathroom accidents in the house, etc.
- Your pet MUST be crated if left alone in the cabin. Please bring a suitable crate.
- Pet towels are available and are required to be used to wipe your dog's paws after being outside. Any stains on the furniture or bed will be charged . Feel free to bring additional towels.
- We appreciate your understanding and willingness to only bring your dog if you can abide by the pet rules. We love our dogs too, and hope we can continue allowing pets at North Wood Stays!

24 Hour Contact

On call contact for the property is below. This person is available to respond within 60 minutes of contact, and will either handle any issues themselves or delegate to other support staff.

Dalton Detwiler, 651.272.0485. jaramieanddalton@gmail.com

POST
CONSPICUOUSLY

MINNESOTA DEPARTMENT of HEALTH
625 Robert Street North, P.O. Box 64975
Environmental Health Division
St. Paul, Minnesota 55164-0975
(651) 201-4500

NOT TRANSFERABLE
AS TO PERSON
OR PLACE

Fee Paid: \$216.00
25

LICENSE NO. FBL-40433-58291 FOR THE OPERATION OF:

License Categories: Base Fee - FBL, Hospitality Fee, 1-Hotel/Motel

LICENSE PERIOD: August 1, 2022 THRU December 31, 2022

ISSUED TO:

Jaramie G Wood
4848 Island View Dr
Mound, Minnesota 55364

ESTABLISHMENT NAME:

North Woods Stays
2595 330 Ave
Brook Park, Minnesota 55007

License Type(s): Hotel/Motel-VH
County: Kanabec



DEPARTMENT
OF HEALTH

Food, Beverage and Lodging Establishments

LICENSE APPLICATION

Notice to all applicants: Minnesota Statutes, section 270C.72, subd. 4, requires you to supply your Minnesota business tax identification number and your social security number. Minnesota Statutes, section 176.182 also requires information regarding workers' compensation insurance. All data submitted in this application are public data except the individual's social security number, which is private. **NO CASH, CREDIT or DEBIT CARDS** You must submit this application and pay all fees before you begin operation. (MN Statutes, section 157.16)

Print clearly and return all pages.

License type

(New establishments must also submit a plan review application)

☒ New establishment - Opening Date 40433

☐ Renewal - license # _____

☐ Ownership change-Previous owner & license # _____ Opening date 8/1/2022

☐ Adding _____ to License # _____

Establishment information

Establishment name ~~Northwoods Stays~~ North Wood Stays

Establishment address 2595 300 avenue Brook Park MN 55007

Street/PO box City State Zip

County Kanabec Business telephone 763 / 807-2437

If not operating year round: Opening date _____ Closing date _____

Applicant information (Corporation or Operator)

Corporation name _____ Primary officer _____

Contact phone # _____ / _____ E-mail _____ or

Individual operator: First name Jaramie Middle initial A Last name Wood

Contact phone # 763 / 807-2437 E-mail jaramieanddalton@gmail.com

Individual operator's social security # _____

N/A MN business tax identification # (This must be provided for licensure if applicable) _____

N/A Federal tax number _____

Corporation or Operator mailing address (This is where the license will be mailed)

4848 Island View Dr. Mound MN 55364

Street/PO box City State Zip

Emergency contact name Dalton Detwiler Emergency telephone # 651 / 272-0485

Emergency Email daltondetwiler@gmail.com

Where should renewals and notices be sent?

☒ Mailing address ☐ Corporation email ☒ Operator email

For office use only

San. name Nate Topp

Lic # 40433

☐ Pending ☒ Approved H M L

☒ Year Round ☐ Seasonal

Workers' compensation information

(This must be provided for licensure)

Insurance company name _____

Mailing address _____

Policy # _____ Street/PO box _____ City _____ State _____ Zip _____
Dates of coverage _____ through _____ or _____

I certify that I am not required to carry workers' compensation liability coverage because:

- ☒ I am a sole proprietor or partner and I have no employees.
- ☒ I have no employees who are covered by the workers' compensation law. Note: Only employees exempt by statute (spouse, parent and children) are not covered by the workers' compensation law.
- ☐ I represent a nonprofit association which does not pay more than \$1000 in salary or wages in a year.

Food, beverage and lodging establishment definitions

Category 1 establishment provides one or more of the following:

Pre-packaged food that is served in the package; continental breakfast such as rolls, coffee, juice, milk and cold cereal; serves beverages; cleans eating, drinking or cooking utensils or is a child care facility licensed under MN Statutes, 245A.03; a food establishment where the method of food preparation is low-risk as defined by MN Statutes, 157.20 subd. 2(c).

Category 2 establishment is not a category 1 establishment and is either a food establishment where the method of food preparation is medium risk as defined by MN Statutes, 157.20 subd. 2 (b); an elementary school or secondary school as defined in MN Statutes, 120A.05.

Category 3 establishment is not a category 1 or 2 establishment and is either a food establishment where the method of food preparation is high risk as defined by MN Statutes, 157.20 subd. 2 (a); an establishment where 500 or more meals are prepared each day and served at one or more locations.

Additional food service - a location at a food establishment, other than the primary food preparation and service area, used to prepare or serve beverages from a bar or food to the public.

HACCP verification - an annual fee category for a business that performs one or more specialized process that requires an HACCP plan as required in chapter 31 and MN Rules, chapter 4626.

Individual water - a private water supply other than a community public water supply.

Individual sewer - a private sewage treatment system, which uses subsurface treatment and disposal.

Lodging per unit - the number of guest rooms, cottages, or other rental units of a hotel, motel, lodging establishment, or resort, or the number of beds in a dormitory.

Public swimming pool - any swimming pool other than a private residential swimming pool.

Spa pool - a public hot water pool intended for seated recreational use.

Late penalty - additional charge added to the license fee when a person operates a business without first having made application and fee payment for the current year's license.

Boarding and lodging establishments

Are you registered for MN Statutes, section 157.17, Special Services? ☐ Yes ☐ No

Manufactured home parks/Recreational camping areas

If there is a manufactured home park or recreational camping area at this establishment, what is the license number? _____

Fee schedule

Check the appropriate box(es)

☒ Base Fee (all establishments) \$165 \$165

Note: If an FBL is combined with an RCA and/or and MHP pay only one base fee (highest applicable).

Food: Check only one highest applicable category

☐ Category 1 establishment \$110 \$_____
☐ Category 2 establishment \$245 \$_____
☐ Category 3 establishment \$385 \$_____
☐ Additional food service - no. ____ x \$175 \$_____
☐ Additional food service (bar) - no. ____ x \$175 \$_____
☐ HACCP verification \$175 \$_____

Other: Check all applicable categories

☒ Lodging* - no. of units 1 x \$ 11 \$11
(Maximum lodging fee of \$1,100)
☐ Public swimming pools \$355 \$_____
☐ Additional pools - no. ____ x \$200 \$_____
☐ Spa pool \$200 \$_____
☐ Additional spas - no. ____ x \$110 \$_____
☐ Individual water ☐ Sewer \$ 60 \$_____

(*Please check appropriate box)

☒ Hotel/Motel ☐ Lodging establishment
☐ Resort

(Check both individual water and sewer, if applicable)

Total establishment fee calculation \$ _____

☒ Hospitality fee (all establishments) \$ 40 \$ 40

Total fee due \$ 216 ☒ Submit this total with application

If late penalty applies

(Check the appropriate box(es))

☐ Late penalty - (1 to 30 days) \$120 \$_____
☐ Late penalty - (after 30 days) \$360 \$_____

Total fee due including late penalty \$ _____ ☐ Submit this total with application if late penalty applies

Make checks payable to Minnesota Department of Health - NO CASH, CREDIT or DEBIT CARDS ACCEPTED

Notice: The issuance of a dishonored check to this department will require a service charge of \$30 per check pursuant to Minnesota Statutes, Section 604.113, subd. 2.(a). Additional civil penalties may be imposed for nonpayment.

By my signature below I understand that my establishment must comply with all Minnesota Statutes, Rules and other regulations that apply to my establishment and any licenses issued from this application.

I certify that the information provided on this application is accurate and complete.

Signature [Signature] Date 7/11/2022

By the signature above, I certify that all licensed public pools operated by this establishment are compliant with MN Statutes chapter 144.1222 subd. 1c and 1d.

Submit license application/fee to

Minnesota Department of Health
Food, Pools, and Lodging Services Section
PO Box 64495
St. Paul, Minnesota 55164-0495

Food, Pools, and Lodging Services Section
(<http://www.health.state.mn.us/fplslicense>)
651-201-4500
04/06/2022

To obtain this information in a different format, call
651-201-4500/Printed on recycled paper

Vacation/Private Home Rental Checklist (prior to application):

- ☒ Home owner must inhabit the home for no less than 30 days per year.
- ☒ Rental has a Minnesota Department of Health Lodging License.
- ☒ Floor plan drawing including number of bedrooms with dimensions and other sleeping accommodations.
- ☒ A to-scale site plan showing location and dimensions of property lines, primary structure, accessory structures, parking areas, shore recreational facilities, and septic system.
- ☒ Emergency contact information (police, fire, hospital, septic pumper, etc.) is posted in the home
- ☒ Current compliance inspection on the septic system.
- ☒ Current water test from an accredited laboratory with results for nitrate nitrogen and coliform bacteria.
- ☒ Garbage disposal plan.
- ☒ Pet policy for the guests.
- ☒ Dimensions and style of egress windows submitted in a drawing for each bedroom and room that will be used for sleeping. Rooms used for sleeping shall be provided with egress windows that comply with the Minnesota State Building Code.
- ☒ Overnight occupancy limited to no more than:
 - Two (2) persons per bedroom plus two (2) additional persons per building
 - OR
 - No more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle

Whichever is less. The maximum number of occupants, including both overnight and non-overnight occupants shall not exceed twice the approved overnight occupancy.

 - Property is approved for 4 overnight guests (from Environmental Services Department).
- ☒ Vacation/private home rental is connected to an approved SSTS. The use of holding tanks for vacation/private home rental units shall be prohibited. The SSTS shall include a flow measuring device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and provided to the Environmental Services Department.
- ☒ On-site parking is sufficient to accommodate the maximum number of occupants. Parking is located on an improved surface (gravel, asphalt, concrete, etc.) and is located at least five (5) feet from any property lines. Septic systems and public streets cannot be used for parking areas.
 - Property parking can support 2 total vehicles.
- ☒ Additional occupancy through use of recreational vehicles, tents, accessory structures or fish houses may not be used.
- ☒ Carbon monoxide detectors shall comply with MN Statute Section 299F.51. Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof.
- ☒ On-premise advertising is not displayed.

- ☒ Visual demarcation of property lines are clearly displayed for guests.
- ☒ A report will be kept detailing use of the home by guests by recording the full name, address, phone number and vehicle license number of guests using the property. A copy of the report shall be provided to the Environmental Services Department upon request.
- ☒ There are no more than two (2) vacation/private home rentals located on the parcel.
- ☒ Agree to follow any stipulations made by the Board or Adjustments or Planning Commission (fencing, vegetation screening, noise standards, duration or permit, watercraft docking restrictions, etc.).
- ☒ Websites and all other advertising of the rental property must be in compliance with the occupancy allowance and all other conditions per approved application.
- ☒ The applicant shall keep on file with the County Environmental Services Department the name and telephone number of a contact person who is responsible for responding to questions or concerns regarding the operation of the vacation/private home rental. This information must be kept current. This information shall also be posted in a conspicuous location within the dwelling unit.
- ☒ The contact person for the property must be available to accept phone calls on a 24 hour basis at all times that the vacation/private home rental is rented or occupied. The contact person must have a key to the vacation/private home rental and be able to respond to the vacation/private home rental within 60 minutes to address issues or must have arranged for another person to address issues within the same time frame.
- ☒ Each vacation rental must have a property information handbook available for renters that include the name and contact information for the owner and/or caretaker; quiet hours as per approved ; maximum number of overnight occupants; property rules related to the use of outdoor features such as decks, patios, fire pit, sauna and other recreational facilities; list of conditions that were placed on the approved IUP; and a notice that all ordinance and IUP conditions will be enforced by the Kanabec County Sheriff's Office and the Kanabec County Environmental Services Department.

I have read and completed the applicant checklist to verify compliance with Kanabec County Shoreland Ordinance #5 Section 6.2 Vacation Rental Homes.

Applicant _____

For County Use

- ☒ This property meets license requirements, statutes, rules, regulations, and ordinances for the County.




Environmental Services Department



Kanabec County

Environmental Services

CERTIFICATE OF COMPLIANCE FOR SSTs INSTALLATION

Property Information	
Property Owners Name	Jaramie Wood
Property Address	2595 300 th Avenue, Brook Park, MN 55007
Mailing Address	4848 Island View Drive, Mound, MN 55364
Legal Description or Lot & Block	Sec 19 Twp 041 Rng 022
Property I.D.#	R 13.01895.00
Licensed Septic Professional Information	
Designer/Lic #	Soderstrom Septic LLC #2039
Contact info	Mora, MN
Installer/Lic #	Ramberg Excavating #4110
Contact info	Pine City, MN
Replacement/New	New
Tank-Type/Size/Material	Existing (Cemstone 1600C)
System Type	Type III Mound
System Sizing	2bdr/300GPD
Monitoring/Pumping/Maintenance	on file
Soils verified	as stated on design
3' of vertical separation verified	as stated on design
Certification	
<p>I hereby certify as a State of Minnesota Licensed Inspector, Designer 1 or Qualified Employee, that my observations recorded on this form are accurate as of the date below for the site listed. No determination of future hydraulic performance can be made due to unknown conditions during system construction, future water usage over the life of the system, abuse of the system and/or inadequate maintenance all of which will adversely affect the life of the system.</p>	
Inspector Information	
Name	Ryan Carda
Phone	320-679-6456
Registration	C1841
Signature	
Date	06/27/2022
<p>New installation certificate of compliance are valid for 5 years per MN Rules 7080.0700 subp.3 G</p>	

May 05, 2022
Laboratory Report

Dalton Detwiler
2595 300th Ave
Brook Park, MN 55007

RE: General Public - BL
Work Order :B005136

Enclosed are the results of analyses for samples received by the laboratory on 05/02/2022 09:10. If you have any questions concerning this report, please feel free to reach out to customer service at 888-200-5770 or the contacts listed below:

MeLisa Woods	Project Manager	MeLisa.Woods@rmbel.info	(218) 849-8747
Kristin Hanson	Project Manager	Kristin.Hanson@rmbel.info	(218) 440-2043
Windsor Molnar	Quality Control Manager	Windsor.Molnar@rmbel.info	(952) 456-8470
Kathleen Mitchell	Quality Assurance Director	Kathleen.Mitchell@rmbel.info	(785) 493-1633
Robert Borash	President CEO	Robert.Borash@rmbel.info	(218) 849-6420

Report approved by:



MeLisa Woods
Project Manager

Laboratory Results

May 05, 2022

Report To: Dalton Detwiler
2595 300th Ave
Brook Park, MN 55007

Bill To: Dalton Detwiler
2595 300th Ave
Brook Park, MN 55007

Lab Code: B005136-01
Matrix: Water
Date/Time Sampled: 05/01/2022 14:45
Date/Time Received: 05/02/2022 09:10
Sample Receipt Temperature °C: 20.5

Sample Description: 2595 300th Ave, Brook Park, MN 55007
Samplers: Dalton Detwiler
Sampling Point:
Well ID:
Sample Receipt Information:

Analyte	Result	Units	Analyte Qualifiers	RL	DF	Allowable Limit	Analysis Method	Preparation Method	Analyzed	Facility
Microbiological										
Total Coliform Bacteria	Absent	N/A		1	1	Absent	SM9223B-16	Colisure	05/02/22 13:22	BL
Laboratory Interpretation: The Total Coliform result MEETS the primary drinking water standards set by the US Environmental Protection Agency.										
E. Coli Bacteria	Absent	N/A		1	1	Absent	SM9223B-16	Colisure	05/02/22 13:22	BL
Laboratory Interpretation: The E. Coli result MEETS the primary drinking water standards set by the US Environmental Protection Agency.										
Classical Chemistry Parameters										
Nitrate as N	< 0.0300	mg/L		0.0300	1	10	Systea Easy (1-Reagent)		05/02/22 16:45	BL
Laboratory Interpretation: The Nitrate as N result MEETS the primary drinking water standards set by the US Environmental Protection Agency.										
Nitrate/Nitrite as N (N+N)	< 0.03	mg/L		0.03	1	10	Systea Easy (1-Reagent)		05/02/22 15:17	BL
Nitrite as N	< 0.03	mg/L		0.03	1	1	Systea Easy (1-Reagent)		05/02/22 16:45	BL
Laboratory Interpretation: The Nitrite as N result MEETS the primary drinking water standards set by the US Environmental Protection Agency.										
Metals by GFAA										
Arsenic	8.47	ug/L		2.00	1	10	EPA 200.9	EPA 200.9	05/04/22 10:34	DL
Laboratory Interpretation: The Arsenic result MEETS the primary drinking water standards set by the US Environmental Protection Agency.										

Qualifiers and Definitions

Item	Definition
RL	Reporting Limit (Corrected for dilution factor when applicable due to sample preparation variation.)
DF	Dilution Factor
BL	Indicates test performed by RMB Environmental Laboratories - Bloomington.
DL	Indicates test performed by RMB Environmental Laboratories - Detroit Lakes.



RMB Environmental Laboratories, Inc.

Detroit Lakes, MN • Bloomington, MN • Hibbing, MN
www.rmbel.info • 888-200-5770

B005136

Please read the directions on the back of this sheet before collecting your water sample. Correct sampling is critical to the accuracy of each test. If you have questions, please call (218) 846-1465 or email customerservice@rmbel.info.

Property Sampled:

☒ New Well

Results Reported To:

☒ Same as Property Owner

Name: Don Dalton Detweiler
Address: 2595 300th Ave
Brook Park MN 55007
Phone: 651-272-0485

Name: _____
Attn: _____
Address: _____
Phone: _____ Fax: _____

***Reports will be emailed.**

If you would like report mailed, select box below and include \$2.00.

*Email: Don Dalton Detweiler@gmail.com

Payment for services listed below MUST be received by RMBEL, Inc. with the samples.

Sample Collection:

Date/Time Sample Collected: 5/1/22 at 2:45 (am/pm) Collected by: Dalton

Sampling Point: (well, kitchen...) _____ Depth of well: 50' +

Well Type: (circle one) ☐ Sandpoint ☐ Drilled ☐ Unknown ☒ New Unique Well ID: _____

Water Type: (circle one) ☐ Conditioned ☒ Raw ☐ Unknown Other: _____

Which analysis would you like completed?

Bacteria Testing (Select Only One)

- ☒ Bacteria Series (Pres./Abs.) (Total Coliform & E. coli Bacteria) \$25.00
☐ Bacteria Series (Count) (Total Coliform & E. coli Bacteria) \$30.00

- ☒ Arsenic \$25.00 ☐ Lead* \$25.00
☐ Iron* \$25.00 ☐ Hardness* \$35.00
☐ Magnesium* \$25.00 ☐ Manganese* \$25.00
☐ Copper* \$25.00 ☐ Calcium* \$25.00
☐ Fluoride* \$25.00 ☐ Other _____
☐ Kit mailed to client \$7.00 ☐ Mail Report \$2.00

Nitrate Testing (Select Only One)

- ☐ Nitrate Nitrogen \$25.00
☒ Nitrogen Series (Nitrate, Nitrite, Nitrate + Nitrite Nitrogen reported) \$30.00

***Requires additional sample container. Sample collection instructions on reverse side of this worksheet.**

Standard turnaround times for the Nitrogen and Bacteria analyses are 2-3 business days. Standard turnaround times for additional analyses are 3-5 business days.

Rush Services Available: The rates for all selected analysis will DOUBLE for rush service.

We now have 3 ways to submit samples for testing:

RMB Courier Delivery to Lab

RMB has partnered with local agencies throughout Minnesota to create a statewide network of services.

Samples must be brought to a local Distribution Partner location the same day they are collected, prior to courier arrival.

Find a Distribution Partner near you.
www.rmbel.info • (888) 200-5770

Mailing / Shipping

Place the sample bottles in a mailing carton with enough packing to avoid sample container damage.

Send samples to the lab location nearest you. Delivery times vary between the lab locations.

Check with carriers to ensure delivery to lab within 24 hours of sample collection.

Bring to Lab Within 24 Hours of Collection

Detroit Lakes, MN 56501
22796 County Highway 6
(218) 846-1465
M-Th 8:00 - 5:00, F 8:00 - 3:00

Bloomington, MN 55431
2200 West 94th Street
(952) 456-8470
M-Th 8:00 - 5:00, F 8:00 - 3:00

Hibbing, MN 55746
1111 7th Avenue East
(218) 440-2043
M-Th 8:00 - 5:00, F 8:00 - 3:00

Lab Use Only

☐ Rcvd same day as collected ☒ Rcvd in good condition ☐ Rcvd on Ice Temp 20.5 °C Therm. ID: LTG-20.5 Chlorine Check: Absent Present
Sample Received on: 050222 at 0908 Rcvd by: LEV Check \$ _____ # _____ Cash \$ _____ CC Type Visa \$ 80.00

Notes

Nitric Acid Preservation

Date: ____/____/____ Time: ____
Staff: ____ Lab: DL / HB / BL

10:00am Appointment

August 2, 2022

REQUEST FOR BOARD ACTION

a. Subject: MDVA Operational Enhancement Grant	b. Origination: Veteran Service Office
c. Estimated time: 10 minutes	d. Presenter(s): Erica Bliss, VSO

e. Board action requested:

Approve attached resolutions:

a. Resolution Granting Authorization to Apply for the MDVA Operational Enhancement Grant

b. Resolution to Accept the MDVA Operational Enhancement Grant and Enter Into a Grant Contract with the MN Department of Veterans Affairs

f. Background:

CVSO has applied for and received this grant each year since being appointed to this position in 2017.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



STATE OF MINNESOTA
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS
COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM
GRANT AGREEMENT

This grant agreement is between the State of Minnesota, acting through its Commissioner of the **MINNESOTA DEPARTMENT OF VETERANS AFFAIRS** ("State" or "MDVA") and «**County**», «Address», «City», «State» «ZIP_Postal_Code», ("Grantee").

Recitals

1. Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2, the State is empowered to enter into this grant.
2. The State is in need of enhancing the operation of the County Veterans Service Offices (CVSO). This grant must be used to enhance the operations of the Grantee's CVSO under Minnesota Statutes §197.608, Subdivision 4(a), and should not be used to supplant or replace other funding.
3. The Minnesota Legislature has funded grants to the counties through MDVA for many years. The established practice has been to provide advanced payments of the full grant amount to the Grantee. This has been done to ensure that the counties have sufficient funds available to conduct programming and complete the tasks required by the grant. The counties often have limited cash reserves and do not have the financial capabilities to make grant expenditures first and wait for reimbursements from the State. Therefore, based on their past performance, MDVA is confident that the Grantee will be able to account for the grant funds and abide by the terms of the grant agreement.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1. Term of Grant Agreement

- 1.1 **Effective date: July 1, 2021**, Per [Minn. Stat. §16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn. Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.
- 1.2 **Expiration date: June 30, 2022**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2. Grantee's Duties

The Grantee, who is not a state employee, will:

- 2.1 Comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4 (a) (1).

- 2.2 Conduct this grant only as authorized under Minnesota Statute 197.608, Subd.4. This grant must not be used to supplant any existing funding, or to duplicate any programs or services available to Veterans from other agencies or organizations.
- 2.3 Conduct the CVSO Operational Enhancement Grant Program (“Program”) by purchasing one, or more, of the allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, which is attached and incorporated into this grant agreement. If the Grantee wishes to purchase a good or service not listed on the approved items list of the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, they must submit an email request to the State Authorized Representative listing the item, the estimated cost, and how the item will benefit county veterans. The item may only be purchased with grant funds upon receipt of written approval from State Authorized Representative.
- 2.4 Comply with the requirements as specified in the MDVA Grants Manual (Rev. 7), Attachment B, which is incorporated into this grant agreement by reference and available on the MDVA Website – Grants Page: <http://mn.gov/mdva/resources/federalresources/grants/>. In the event that any provision of the MDVA Grants Manual (Rev. 7), Attachment B, is not consistent with any language of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.5 Upon executing the grant agreement, the Grantee must submit to the State for approval:
 - 2.5.1 A proposed budget for approved expenditures listed in the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, using the Work Plan and Budget Expenditure Report, Attachment E, in excel format, a sample of which is attached and incorporated into this grant agreement.
 - 2.5.2 A Conflict of Interest Disclosure Form (page 1 only) for Grantee staff members with fiscal and/or programmatic responsibilities for administering the grant as required in the MDVA Grants Manual (Rev. 7), Attachment B;
 - 2.5.3 The current annual County Budget for the CVSO Program, a sample of which is attached and incorporated into this grant agreement as Attachment C; and
 - 2.5.4 A County Board Resolution, a sample of which is attached and incorporated into this grant agreement as Attachment D. Grantee may request to use an alternative form to Attachment D if approved in writing by the State Authorized Representative.
- 2.6 If at any time during administering the grant, a personal or professional conflict of interest situation becomes apparent, the Grantee shall disclose that conflict immediately to the State Authorized Representative in writing as provided for in the MDVA Grants Manual (Rev. 7), Attachment B, to determine if corrective action is necessary.
- 2.7 Upon the conclusion of this Project, the Grantee must close out the grant as specified in the MDVA Grants Manual (Rev. 7), Attachment B to the satisfaction of the State, in order to account for all grant funds expended. Grantees must document expenditures using the Final Report and Budget Expenditure Spreadsheet, Attachment F, in Excel format, a sample of which is attached and incorporated into this grant agreement. Grant expense supporting documentation (e.g. invoices and receipts) must be retained on-file and must be made available to the State Authorized Representative upon request.
- 2.8 In the event that any provision of the Grantee’s charter or mission, incorporated into this grant agreement by reference, is not consistent with any portion of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.9 Allow the State, at any time, to conduct periodic site visits and inspections to ensure work progress as specified in the MDVA Grant Manual (Rev. 7), Attachment B, including a final inspection upon grant completion.

3. Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

4. Consideration and Payment

4.1 **Consideration.** Consideration for all services performed by Grantee pursuant to this grant agreement shall be paid by the State as follows:

- 4.1.1 **Compensation.** The Grantee will be paid an Advanced Payment lump sum of **\$«Dollars»** and must utilize funds for allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A.
- 4.1.2 **Travel Expenses.** Travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement is an allowable expense. The total travel budget may comprise all or a portion of the Total Obligation. The Grantee will report all travel-related expense on the Travel Log (as provided in the MDVA Grant Manual (Rev. 7), Attachment B) in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Travel and subsistence expenses incurred outside Minnesota is allowed, when necessary for the accomplishment of routine tasks (e.g. transporting Veterans to medical appointments, attending conferences etc.) related to the CVSO work.
- 4.1.3 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed **\$«Dollars», («Column1».)**

4.2 Payment

- 4.2.1 **Invoices.** The State will promptly pay the Grantee an Advance Payment lump sum payment upon execution of this grant agreement.
- 4.2.2 **Eligible Costs.** In order to be eligible for grant funds, costs must be reasonable, necessary, and allocated to the grant, permitted by appropriate State cost principles, approved by the State and determined to be eligible pursuant Minnesota Statutes §197.608, as amended by Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2 and this grant agreement.
- 4.2.3 **Unexpended Funds.** If the work specified in the Grantee's Duties is not completed, or is completed without expending the budgeted total of MDVA grant funds, the Grantee shall apply MDVA grant funds towards the total cost properly expended on the Tasks specified in the Grantee's duties, and shall promptly return to the MDVA any funds greater than \$25.00 not so expended. All advance payments on the grant must be reconciled within 12 months of issuance or within 20 business days of the end of the grant period, whichever comes first.

5. Contracting and Bidding Requirements

5.1 Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- 5.1.1 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

5.1.2 The grantee must not contract with vendors who are suspended or debarred in MN:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>

5.2 The Grantee is not required to record contract and bidding quotes within this Agreement and the referenced Contract and Bidding Log Sheet.

6. Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment, or will return payment already received, for work found by the State to be **unsatisfactory** or performed in violation of federal, state, or local law. The Grantee will be bound by the MDVA Grant Manual, (Rev. 7), Attachment B, as provided by the State.

7. Authorized Representative

The State's Authorized Representative is **Liz Kelly**, Grants Specialist, Minnesota Department of Veterans Affairs, Veterans Service Building, 20 West 12th Street, St. Paul, Minnesota 55155, 651-201-8225, liz.kelly@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement.

The Grantee's Authorized Representative is «**First_Name**» «**Last_Name**», CVSO, «**County**», «**Address**», «**City**», «**State**» «**ZIP_Postal_Code**», «**Business_Phone**», «**Email_Address**», or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

8. Assignment, Amendments, Waiver, and Grant Agreement Complete

8.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State and a fully executed assignment agreement executed by the same parties who executed and approved this grant agreement, or their successors in office.

8.1 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

8.1 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.

8.1 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

9. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

10. State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

11. Government Data Practices and Intellectual Property

11.1 Government Data Practices. The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11.2 Intellectual Property Rights

11.2.1 Intellectual Property Rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents *created and paid for under this grant agreement*. The Grantee assigns all right, title, and interest it may have in the works and the documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the works and documents.

11.2.2 Obligations

11.2.2.1 Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

11.2.2.2 Representation. The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities.

11.2.2.3 Indemnification. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands,

obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11.2.2.4 Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant agreement.

12. Copyright.

The Grantee shall save and hold harmless the State of Minnesota, its officers, agents, servants and employees, from liability of any kind or nature, arising from the use of any copyrighted or noncopyrighted compositions, secret process, patented or nonpatented invention, article or appliance furnished or used in the performance of the Grant Agreement.

13. Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

14. Publicity and Endorsement

14.1 Publicity. Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the Minnesota Department of Veterans Affairs, and list MDVA as a Sponsor on the Grantee's website when practicable.

14.1 Endorsement. The Grantee must not claim that the State endorses its products or services.

15. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16. Termination

- 16.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee may be required to return to the MDVA any funds provided to Grantee in advance, determined on a pro rata basis from the date of termination.
- 16.1 **Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If the Grantee does not commence the grant project within six (6) months of the effective date of this grant agreement, as evidenced by the incurrence of documented expenses for eligible grant costs, then this grant agreement shall be reviewed by MDVA, and may be terminated and the funds returned to MDVA to be reallocated.
- 16.1 **Termination for Insufficient Funding.** The State may immediately terminate this grant agreement if:
- 16.5.1 It does not obtain funding from the Minnesota Legislature;
 - 16.5.2 Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

17. Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15.

Signed: _____

Date: _____

SWIFT Contract/PO No(s). _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE - «County»

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Attachment A

CVSO Grant – Items Approved/Disapproved – FY2022


ATTACHMENT A CVSO Grant - Items Approved/Disapproved – FY2022

Minnesota Statute § 197.608, as amended, provides that this grant may be utilized for the following general purposes.

- To provide outreach to the county's veterans.
- To assist in the reintegration of combat veterans into society.
- To collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.
- To reduce homelessness among veterans.
- To enhance the operations of the county veterans service office.

Only the items approved on this form are authorized for purchase using grant funds. The MDVA will seek recovery from your county for any items not on this list that have been purchased with grant funds.

<i>Expenses must be incurred (e.g. invoice date/service period) <u>before</u> the end of the grant period (June 30, 2021)</i>	
EQUIPMENT & SUPPLIES	
Monitors	Teleconferencing equipment
Laptops/Tablet PC's/I-Pad <i>(including accessories)</i>	Paper shredders or shredding contracts
Personal computers - Desktop	TV /DVD combinations
Printers/Scanners	Mobile broadband data access device/Hotspot
Phone & Internet Service/Cellular Phones/Smart Phones/Headsets – (extended year calling plans or maintenance not allowed)	Fax machines and installation of initial phone line
Photo copiers <i>(or 12 month lease) (including user maintenance agreements.)</i>	Cell Phone Repeater (and installation)
Digital Video Recorders, Cameras, Projectors – LCD/DLP	Office Supplies related to administering the CVSO grant (e.g. copy paper, toner cartridges, ink cartridges, label printers and supplies etc.).
<p>Office Furniture that <u>is necessary</u> and is directly related to computerization and organization efforts (required furniture for newly purchased equipment such as computer desk, printer stand, scanner table, etc. or other items to increase organization like filing cabinets, etc.).</p> <p>Office Furniture that <u>is necessary</u> and is directly related to providing office furniture for new CVSO Office staff (desk, chair, cubicles, etc.). Does <u>not</u> apply to replacing staff who have retired, quit etc.</p> <p>Note: Locking filing cabinets, sit/stand desk accessories and new furniture to accommodate Veterans' visits in VSO office OK anytime.</p>	
COMPUTER SOFTWARE, TRAINING & REFERENCE MATERIALS	
Extended Warranties/extended maintenance contracts – on equipment and related software <u>purchased during current grant cycle only.</u> (1 year max)	Veterans Information/Case Management Systems and Software <i>(including user maintenance agreements.)</i>
	Reference Materials (Medical dictionaries, VA rules and regulations manuals, etc.).
<p>CVSO Trainings/Webinars</p> <ul style="list-style-type: none"> • * NACVSO Accreditation/CEU/CVA Training (Transportation, Lodging and Registration only) • Training at local colleges – Includes all staff in CVSO Office and must relate to the position of CVSO/ACVSO. <i>(Must be pre-approved)</i> • Admin Staff Training MACVSO Assistant and Secretaries Conference <p>* Allowed for CVSOs and ACVSOs who are qualified under MS 197.601.</p>	

MARKETING	
 <p>LinkVet Logo is required for all marketing and promo items. The smaller, modified logo may <u>only</u> be used for small promo items (e.g. pen). Radio ads must include the phone number.</p> <p>mnvetlinkvet.org 1-888-LinkVet (546-5838) mnvetlinkvet.org 1-888-LinkVet (546-5838)</p>	
Marketing Expenses Display Boards, Radio Airtime, TV Airtime, Newspaper Ads, Billboards, CVSO Staff & Volunteer Clothing (e.g. Drivers shirts & jackets). Note: Sponsorships (e.g. golf tournaments) max \$500 per year.	Publicity Items (<i>Magnets, Brochures, holiday cards, Challenge Coins</i> – must include reference to LinkVet) up to a maximum of 15% of the annual CVSO grant amount. (e.g. Total Grant Amount \$7,500 = \$1,125 publicity items.)
MISCELLANEOUS	
Salary Expenses for new, <u>increased</u> CVSO staff (e.g. County adds an ACVSO position) that provide direct services to Veterans. Note - Salaries for new, increased staff may also be applied to CVSO grant in subsequent years. Also allowed is the first month salary of a <u>new</u> CVSO when it overlaps with a <u>departing</u> CVSO to facilitate new CVSO training.	
VETERANS SERVICES	
Payments made to a third party on behalf of a Veteran , their survivors or their dependents, such as mortgage, rent, auto loans, insurance, credit cards, etc. <u>with</u> prior State approval only.	
Veteran Homelessness <ul style="list-style-type: none"> Expenses related to the goal of reducing Veteran homelessness (<i>Must be MDVA pre-approved and must be logged on the "Direct Veteran Assistance/Gift Certificate" Log Sheet.</i>) Supplies for Homeless Vets (e.g. backpacks) 	Transportation expenses related to the transport of Veterans needing to access their benefits (Including van/vehicle purchases/lease for this primary purpose, maintenance, fuel, etc.)
Medical Expenses <ul style="list-style-type: none"> To pay for 2nd opinions on previously denied VA disability claims. Must report as "2nd opinion" on the Budget Expenditure Spreadsheet at grant close out. Assisted listening devices 	"Outreach" Expenses such as benefits fairs, town halls and seminars <u>are</u> allowed for events when CVSO staff are physically present to handout Veteran information and answer Veteran's questions. <i>(Refreshments & food over \$500.00 must be pre-approved)</i>
Returning Service Member Reintegration <ul style="list-style-type: none"> Including travel expenses to official reintegration events Veteran Trainings/Webinars 	Veteran Medallions <ul style="list-style-type: none"> Veteran Medallion Samples (VA Marker) (three sizes) to display in the office Veteran Cemetery Markers/Flag Holders (Replacement of damaged/stolen MDVA supplied) Veteran Cemetery Markers/Flag Holders (New for Veterans not eligible for MDVA supplied)
Gift Cards (gas, food, bus, hotel etc.) <u>All</u> Gift Cards purchases applied to a grant in a given year must be logged on the "Direct Veteran Assistance/Gift Certificate Log Sheet" and <u>be distributed to Veterans within the same grant period.</u>	CVSO Staff Meals related to official CVSO travel is allowable as specified in Chapter 15 – Expense Reimbursement per the State' "Commissioner's Plan" located at MMB Website. https://mn.gov/mmb-stat/000/az/labor-relations/commissioners-plan/contract/commissioners-plan-accessible.pdf
Expenses related to the collaboration with other social service agencies , educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.	

*NOTE: The maximum purchase price for certain items does NOT include tax or shipping charges.

Items Not Approved:

FY2022 CVSO Grant Agreement - Attachment A


July 1, 2021

Attachment B

MDVA Grant Manual Rev. 7 (available on the MDVA Website - Grants Page:
<https://mn.gov/mdva/resources/federresources/grants/>)

Attachment C

County Budget EXAMPLE - County Veteran Service Office Program

12/13/18 10:27AM		***	COUNTY	***	
01	FUND	GENERAL REVENUE FUND	USER- SELECTED BUDGET REPORT	Report Basis: Cash	Page 2
<u>Account Number</u>	<u>Account Description</u>	<u>2019 BUDGET</u>	<u>Spent Year To Date Mo. 01 - 12</u>		
121 DEPT Veterans Service Officer					
01-121-000-0000-6103	Salaries- Full Time	68,126	0		
01-121-000-0000-6150	Life Insurance	48	0		
01-121-000-0000-6153	Health Insurance	10,200	0		
01-121-000-0000-6163	Pera - Employer	5,100	0		
01-121-000-0000-6175	Fica- Employer	5,100	0		
01-121-000-0000-6201	Telephone	800	0		
01-121-000-0000-6202	Postage	318	0		
01-121-000-0000-6225	Veterans Rides	22,500	0		
01-121-000-0000-6240	Advertising/Notices/Subscriptions	1,250	0		
01-121-000-0000-6241	Conf.Exp/Regs/Trng/Dues	665	0		
01-121-000-0000-6262	Data Proc. Serv. & Support	1,000	0		
01-121-000-0000-6330	Travel Expenses - Mileage	2,355	0		
01-121-000-0000-6331	Lodging & Parking	1,500	0		
01-121-000-0000-6335	Meals - Taxable	200	0		
01-121-000-0000-6340	Rentals & Service Agreements	52	0		
01-121-000-0000-6401	Office Supplies	250	0		
01-121-558-0000-5302	OUTREACH & OPERATIONS GRANT	7,500 -	0		
01-121-558-0000-6240	Advert/Legal Notices/Subsc.	3,000	0		
01-121-558-0000-6260	Prof.&Tech.Services	4,500	0		
DEPT 121 Veterans Service Officer	Revenue	7,500 -	0		
	Expend.	126,964	0		
	Net	119,464	0		
FUND 01 GENERAL REVENUE FUND	Revenue	7,500 -	0		
	Expend.	126,964	0		
	Net	119,464	0		
Final Totals	Revenue	7,500 -	0		
	Expend.	126,964	0		
	Net	119,464	0		

Copyright 2010- 2017 Integrated Financial Systems

Attachment D

County Board Resolution EXAMPLE

RESOLUTION OF ABC County

BE IT RESOLVED by ABC County that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county Veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the ABC County that John Smith the County Veteran Service Officer be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at a monthly meeting of the County Board Chair this second day of August, 2021.

Board Chair Signature

Authorized Signature and Title

August 2, 2021

Date

STATE OF MINNESOTA

ABC County

I, Clerk Name, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the County Board of said ABC County, that I have compared the above resolution with the original passed and adopted by the County Board of said ABC County at a monthly meeting thereof held on the first Thursday of August, 2021 at 7:30 pm that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this first Thursday of August, 2021, and have hereunto affixed the seal of the County.

Clerk Signature *Authorized Signature and Title*

Attachment E

Work Plan & Budget Expenditure Report

	A	B	C	D
1	CVSO Workplan & <u>proposed</u> Budget Expenditures Report			
2	County Name: _____			
3	CVSO Authorized Representative Name: _____			
4	Project Name:	County Veterans Service Office Operational Enhancement Grant Program		
5	Legal Citation:	Minnesota Laws 2021, Chapter __, Article __, Section __, Subdivision __		
6	Period Covered by Request:	FY2022 (July 1, 2021 - June 30, 2022)		
7	SECTION ONE - Workplan			
8	In the space provided below, please write a brief, narrative description providing context and background for your budget as specified in the FY2021 CVSO Grant Agreement (Section 2 - Grantee Duties.) Do not relist the budget items.			
9	<i>The FY2022 CVSO grant will be used primarily for advertising county-wide. In the past 3 years, the number of Veteran inquiries has increased by 50%. In my estimation, this is primarily due to my dedication of CVSO funds towards advertising. Additionally...</i>			
10	SECTION TWO - <u>proposed</u> Budget Expenditures Report			
11	Table I - Budget			
12	<i>The proposed Budget Expenditure Spreadsheet is pre-programmed to calculate totals.</i>			
13	BUDGET CLASS	Budget Category (e.g. Publicity, Travel, Equipment etc.)	Dollar Amount (estimated)	FY2022 (Subtotal by Budget Category)
14	ADMINISTRATION	VetraSpec	\$ 750.00	\$ 750.00
15				
16	OPERATIONS	Advertising	\$ 5,000.00	\$ 8,250.00
17		Equipment/Software etc.	\$ 1,250.00	
18		Travel (Ref. Travel Log)	\$ 2,000.00	
19				
20	SUPPORT SERVICES	Volunteer Driver Per Diem	\$ 1,000.00	\$ 1,000.00
21				
22				
23				
24	Budget Total		\$ 10,000.00	\$ 10,000.00

Attachment F – Section Three Example

Final Report & Budget Expenditure Spreadsheet

	A	B	C	D	E	F	G	H	I
1	Budget Expenditure Spreadsheet (Section III Example)								
2	Date grant was executed (last signature on Grant Agreement) on:						9/17/2021		
3	Date grant was "live" (60-day rule - Legislative Grants Only) on:						7/20/2021		
	<i>I certify that all invoice(s) dates/service & payroll period(s) are ON or AFTER the grant "live" date.</i>								
4	Yes ___ No ___ (If questions, contact Grant Administrator)								
5	<i>Enter each individual invoice/receipt expenditure separately. Add rows as needed and adjust the Excel formulas.</i>							Total Expenditures (e.g. Receipts)	TOTAL EXPENDITURES by Budget Category (to Date)
6	BUDGET CLASS	Budget Category (e.g. Publicity, Travel, Equipment etc.)	Budget Item (e.g. newspaper ad, Apple iPhone, Printer)	Vendor/ Business Name (e.g. Star Tribune, Apple Store, Office Max.)	Invoice / Service Dates (must show date range for advertising and contracts (e.g. Star Tribune 12-1-2021 to 6-30-2022))	Was LinkVet printed/ referenced?	Invoice Number (if applicable)		
7									
8	ADMINISTRATION	Office	Information Management	Vetra Spec (pro-rated)	7/19/2020 - 6/30/2021		# 6588231	\$ 620.19	\$ 620.19
9									
10	OPERATIONS	Advertising	Newspaper Advertising	Star Tribune	12/1/21 - 6/30/22	Y	# 3405	\$ 4,050.00	\$ 9,702.89
11		Advertising	Newspaper Advertising	Pioneer Press	11/17/2021 (1-day ad)	Y	# 41994	\$ 1,080.00	
12		Equipment	Apple iPhone and MacBook	Office Max	3/22/2022		# 7723489	\$ 1,294.00	
13		Travel	(See Travel Log for individual expenditures)					\$ 2,578.90	
14		Office Furniture (New employee)	Desk & chair	Best Buy	9/4/2021		# 21336008	\$ 699.99	
15	SUPPORT SERVICES	Veteran Services & Events	Veteran Transportation to Medical Appointment	Rainbow Rider, Inc	7/20/21 - 6/30/22 (invoice pro-rated)		# 402	\$ 897.21	\$ 1,486.21
16			Homeless Veteran Lodging (2 nights)	Super 8 Hotel	12/1 - 12/2/2021		# 76990	\$ 386.68	
17			Veteran Booth	_____ County Fair	3/15 - 3/30/2022		# 25	\$ 202.32	
18	SUB-TOTAL							\$ 11,809.29	\$ 11,809.29
19	If Invoices total exceed grant amount... deduct difference paid by the county							\$ (1,809.29)	\$ (1,809.29)
20	Column Total		Column Total					\$ 10,000.00	\$ 10,000.00

10:10am Appointment

August 2, 2022

REQUEST FOR BOARD ACTION

a. Subject: Tax Forfeit Property Clean-Up	b. Origination: Auditor Treasurer's Office
c. Estimated time: 20 minutes	d. Presenter(s): Tim Jacobs, Deputy Auditor Property & Tax

e. Board action requested:

Determine a plan of action for tax forfeit parcel 12.02185.00 located at 3232 Hwy 65.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

July 19, 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, July 19, 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.

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

The Chairperson called the meeting to order and led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the July 5, 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>
Consolidated Communications	1,141.63
East Central Energy	257.32
Kanabec County AT ACH_VISA	467.19
Kwik Trip Inc	18,720.99
Marco Inc	3,216.80
Midcontinent Communications	246.41

Midcontinent Communications	226.26
Minnesota Department of Finance	5,261.50
Minnesota Department of Finance	934.50
Minnesota Department of Health	1,402.50
Minnesota Unemployment Insurance	455.87
Quality Disposal	663.75
Spire Credit Union	9,084.78
Verizon Wireless Cell Phones	2,622.90
	<u><u>\$44,702.40</u></u>

Action #4 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to recess the meeting at 9:03am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:03am on Tuesday, July 19, 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 Craig Smith, seconded by Rick Mattson and carried unanimously to approve the Family Services Board Agenda as presented.

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

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

Resolution #FS6 - 7/19/22

Family Based Services Provider position to Social Worker

WHEREAS, the Family Based Services Provider position will become vacant on July 28, 2022, and

WHEREAS, the Family Services Director is recommending to change this vacant position to a Social Worker position to better align the needs of the agency and the clients we serve, and

WHEREAS, the board desires to change this vacant position to a Social Worker position.

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board authorizes the Family Services Director and the County Personnel Director to hire a Full-time Social Worker to fill the changed position at Step A, Range 13 of the pay plan which is \$26.97 per hour or the rate set by internal promotion, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

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

Resolution #FS7 – 7/19/22

Psychiatric Services Contract – resolution

WHEREAS, the Family Services Agency has received notice from Jenny Bliss, CNS who provides psychiatric evaluations and counseling services for the Region 7E Mental Health Project that she will be ending her contract in July, 2022, and

WHEREAS, a new provider has been interviewed and accepted the position, and

WHEREAS, a contract has been presented to the Kanabec County Board of Commissioners for a period beginning July 25, 2022 and ending December 31, 2022, and

WHEREAS, this position is fully funded by the Region Adult Mental Health Initiative Funds;

THEREFORE BE IT RESOLVED to approve an agreement for psychiatric services for the period beginning July 25, 2022 and ending December 31, 2022 with Jessica Stokes.

Action #FS8 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the payment of 64 claims totaling \$211,655.12 on Welfare Funds.

Action #FS9 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to adjourn Family Services Board at 9:14am and to meet again on August 16, 2022 at 9:05am.

The Board of Commissioners reconvened.

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

Revenue Fund

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	550.00
Accurate Controls Inc.	193.49
Ace Hardware	35.15
Ace Hardware	236.26
Ace Hardware	12.50
Adam's Pest Control, Inc.	250.00
Advanced Correctional Healthcare	18,464.14
ASLIS	7.00
Aspen Mills	165.75
BCA/Business Shared Services	150.00
BlueStar Graphics	495.00
Bob Barker	363.37
Bowalnd, Jacob	20.00
Bowland, Jacob	94.44
Bureau of Criminal Apprehension	120.00
Coborns	1,000.00
Curtis, Michael	431.37
CW Technology	727.40
CW Technology	2,515.00
East Central Regional Juvenile Center	4,335.00
EATI	3,178.32
Fairview Health Services	45.00
FBG Service Corporation	7,372.00
FBG Service Corporation	672.00
Glen's Tire	1,138.63
Granite City Jobbing Co	749.69
Granite City Jobbing Co	209.38
Granite City Jobbing Co	846.80
Hoefert, Robert	647.84
Horizon Towing	456.34
Horizon Towing	187.91
Industrial Health Services Network Inc	45.90
IT Savvy LLC	1,995.76
IT Savvy LLC	783.40
IT Savvy LLC	179.38

Johnson's Hardware & Rental	35.61
Kanabec County Highway Department	136.49
Kanabec County Highway Department	564.24
Kanabec County Highway Department	171.76
Kanabec County Highway Department	237.85
Kanabec Publications	551.00
Kanabec Publications	546.66
Kanabec Publications	40.44
Kwik Trip	1,000.00
Lakeland Printers Inc	96.00
Lindberg, Jodi	40.00
Marco	134.68
Marco	159.00
McFadden, Barbara	73.71
MCIS	10,934.00
McKinnis & Doom PA	56.50
Methven Funeral and Cremation Services	400.00
Methven Funeral and Cremation Services	600.00
Mille Lacs County Sheriff's Office	56.24
MNCCC Lockbox	180.00
MNCCC Lockbox	2,480.00
MNCCC Lockbox	13,277.50
Mora Area Chamber c/o Fired Up at the Tower	250.00
Mora Bakery	32.06
Nelson, Jerry	392.54
Noble Medical Inc	341.46
Oak Gallery	22.41
Premium Waters, Inc.	30.53
Quality Disposal Systems	233.36
Reliance Telephone, Inc	300.00
RELX Inc. DBA Lexis Nexis	189.08
Rinke Noonan, Attorneys at Law	2,028.50
River Valley Forensic Services, P.A.	250.00
River Valley Forensic Services, P.A.	500.00
Ruud, Sandy	20.00
Ruud, Sandy	128.70
Smith, Trenton	90.00
State of Minnesota - BCA	270.00

Stellar Services	83.26
Stellar Services	58.26
StopStick, Ltd.	5,496.00
Streicher's	358.20
Summit Companies	341.00
Summit Food Service Management	4,005.46
Summit Food Service Management	4,050.40
Tactical Solutions	444.00
Tinker & Larson Inc.	1,206.90
Van Alst, Lillian	729.10
Veterans Council of Pine City	20.00
84 Claims Totaling:	<u>\$ 102,317.12</u>

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
A&E Cleaning	1,100.00
Ace Hardware	207.35
Andy's Towing	593.82
Aramark	338.48
Avenu Insights & Analytics	1,000.00
Campbell, Gary	350.00
Central Pension Fund	384.10
Dultmeier Sales	231.49
Glens Tire	435.00
Gopher State One-Call	54.00
Johnson Hardware and Rental	477.29
Kanabec County Highway Dept	146.04
Kanabec County Coordinator	10.52
Knife River	7,880.16
Kwik Trip	510.13
Marco	330.89
Midway Iron & Metal	371.84
MADI	50.00
MN Dept of Transportation	389.25
Newman Traffic Signs	18,416.14
North Central International	4,858.89

Olson Power & Equipment	479.40
Owens Auto Parts	2,148.02
Pomp's Tire Service	7,236.46
Post Master	600.00
Power Plan	2,269.25
Swanston Equipment Corporation	1,316.12
Tomlinson, Timothy	57.95
Wiacom	675.30
Ziegler	602.22

30 Claims Totaling: \$53,520.11

9:20am – County Attorney Barbara McFadden arrived.

Action #11 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #11a – 7/19/22

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 bingo event to be held at Northwoods Steakhouse at 2732 MN-65, Mora, MN 55051, and a raffle event to be held on Knife Lake on February 4, 2023.

Resolution #11b – 7/19/22

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	\$4,270.60
Arthur Township	-
Total	\$4,270.60

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

Resolution #12 – 7/19/22

AUTHORIZING LEGAL REPRESENTATION

WHEREAS, the Kanabec County Board of Commissioners objects to the Department's decision to disregard the County's decision to provide healthcare services under Minn. Stat. § 256B.69 and Minn. Stat. § 256B.692 to eligible recipients of Minnesota Senior Health Options (MSHO) and Minnesota Senior Care Plus (MSC+), Special Needs Basic Care (SNBC) and Minnesota's Families and Children's Program (F&C) within the County;

WHEREAS, the Kanabec County Board of Commissioners previously authorized the County to request mediation under Minn. Stat. § 256B.69, subd. 3a to challenge the Department's procurement decision;

WHEREAS, the County Board of Commissioners has authorized [SCHA] as a single entity representing a group of counties, including Kanabec County, to seek mediation with the Department;

WHEREAS, the South Country Health Alliance Joint Powers Board has retained the law firm of Lockridge Grindal Nauen PLLP to represent South Country Health Alliance in mediation with the Department pursuant to Minn. Stat. §256B.69, subd. 3a(d), both on behalf of the County individually and through [SCHA] as the single entity representing a group of county boards.in challenging the Department's procurement determinations in mediation or, as necessary, in other legal action.

NOW, THEREFORE BE IT RESOLVED, that the Kanabec County Board of Commissioners, hereby authorizes Lockridge Grindal Nauen PLLP to represent the County in mediation with the Department pursuant to Minn. Stat. §256B.69, subd. 3a(d), both on behalf of

the County individually and through [SCHA] as the single entity representing a group of county boards.

Commissioner McNally led a discussion regarding expectations for County Staff involvement with the Ann River Erosion Control Project. Jon Sanford spoke on behalf of Kanabec County Soil and Water to request that County Engineer Chad Gramentz design the project. Information only, no action was taken but will be discussed later in the meeting when the County Engineer is present.

Dr. Larry Brettingen met with the County Board to present the Kanabec History Center's 2022 ballot question request.

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

Resolution #13 – 7/19/22

RESOLUTION RELATING TO APPROVING A SPECIAL TAX LEVY FOR THE BENEFIT OF THE KANABEC COUNTY HISTORICAL SOCIETY, AND CALLING AN ELECTION THEREON

BE IT RESOLVED by the Board of County Commissioners of Kanabec County, State of Minnesota, as follows:

1. (a) The Board of County Commissioners hereby determines and declares, consistent with its Resolution No. 28 dated December 21, 202, that it shall call a special election for the County to establish and levy a special tax levy, to be levied against all taxable property in the County in the aggregate sum of \$45,000 per year, for ten years beginning with taxes payable in 2023, unless otherwise revoked or reduced as provided by law, the proceeds of which shall be appropriated to the Kanabec County Historical Society for the promotion and maintenance of the Kanabec County Historical Society, the preservation and publication of historical material at the Kanabec County Historical Society, disseminating historical information of the County, and defraying the expense of carrying on the historical work of the Kanabec County Historical Society. The Kanabec County Historical Society is affiliated with and approved by the Minnesota Historical Society. The levy is authorized by Section 138.052 of the Minnesota Statutes. The question on the approval of this special tax levy shall be County Question 1 on the county ballot at the special election held to approve said special tax levy.

2. The ballot question specified above and herein shall be submitted to the qualified voters of the county at a special election, which is hereby called and directed to be held in conjunction with the state general election on Tuesday, November 8, 2022.

3. Pursuant to Minnesota Statutes, the precincts and the polling places for this special election are those polling places and precincts or parts of precincts located within the boundaries of the County which have been established by the cities or towns located in whole or in part within the County. The voting hours at those polling places shall be the same as those for the state general election.

4. The Clerk of the Board of County Commissioners is hereby authorized and directed to cause written notice of said special election to be provided to the Kanabec County Auditor/Treasurer at least seventy-four (74) days before the date of said election. The notice shall specify the date of said special election and the title and language for the ballot question to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The County Auditor/Treasurer is hereby authorized and directed to cause notice of said special election to be posted at the County's administrative offices at least ten (10) days before the date of said special election.

The County Auditor/Treasurer is hereby authorized and directed to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

The County Auditor/Treasurer is hereby authorized and directed to post sample ballots for each precinct in the County Auditor/Treasurer's office for public inspection and transmit an electronic copy of these sample ballots to the Secretary of State at least 46 days before the state general election.

The County Auditor/Treasurer is further authorized and directed to, no earlier than 15 days and no later than two days before the state general election, publish a sample state general election ballot in at least one newspaper of general circulation in the County.

The notice of election so posted and published shall state the question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The Clerk of the Board of County Commissioners and the County Auditor/Treasurer are authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with state, city, township and county election authorities conducting the state general and other elections on that date. The Clerk of the Board of County Commissioners,


the County Auditor/Treasurer, and members of the County administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

5. The County Auditor/Treasurer is further authorized and directed to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

[Form of Ballot on next page.]
Special Election Ballot
Kanabec County

November 8, 2022

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

**To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.**

County Question 1
Approval of Special Tax Levy for
Kanabec County Historical Society



Yes



No

Shall the Board of County Commissioners of Kanabec County, for the benefit of the Kanabec County Historical Society and the Kanabec History Center, be authorized to establish and levy a special tax levy to be levied on all taxable property in Kanabec County, in the aggregate amount of \$45,000 per year, for ten years beginning with taxes payable in 2023, unless otherwise revoked or reduced as provided by law, the proceeds of which shall be appropriated to the Kanabec County Historical Society to support its historical work and purposes, including collection, preservation, publication, and dissemination of historical documents and information?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

Optical scan ballots must be printed in black ink on white colored material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. The individuals designated as judges for the state general election shall act as election judges for this special election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit the results to the Board of County Commissioners for canvass in the manner provided for other county elections. The election must be canvassed by the Board of County Commissioners between the third and the tenth day following the election.

7. The County Auditor/Treasurer shall make all Campaign Financial Reports required to be filed with the County under Minnesota Statutes, Section 211A.02 available on the County's website. The County Auditor/Treasurer must post the report on the County's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The County must make a report available on the County's website for four years from the date the report was posted to the website. The County Auditor/Treasurer must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

8. Unless otherwise agreed-to in writing by the County and the Kanabec County Historical Society, the total election costs for the instant special election shall be allocated according to each jurisdiction's share of eligible voters and its share of the total ballot (measured as a percent of the total "column inches" of ballot), consistent with procedures recommended by the Minnesota Secretary of State.

Deputy Auditor Property & Tax Tim Jacobs met with the County Board to discuss splitting and selling tax forfeited PID #12.02140.00 (360 acres).

The Board expressed consensus to propose two options for splitting the 360 acre parcel; three 120 acre parcels or two 40 acre, two 80 acre and one 120 acre parcels to ensure adequate road frontage for each parcel, and submit said options to Peace Township for approval.

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

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

Resolution #14 – 7/19/22
Transfer Parcel No. 22.00830.00

WHEREAS in 1962 Kanabec County acquired a parcel of real property described as: “The South Twenty Five feet (S. 25’) of Lot Thirty Four (34) of Auditor’s Subdivision 2 of Kanabec County”, and

WHEREAS it is in the mutual interest of Kanabec County and the City of Mora for Kanabec County to transfer said parcel to the City of Mora and retain permanent highway easement over said parcel, and

WHEREAS said highway easement relieves Kanabec County of assessment obligations and allows for placement of future infrastructure by the City of Mora, and

THEREFORE BE IT RESOLVED, upon agreement by the Mora City Council, to transfer Parcel No.22.00830.00 to the City of Mora for a sum of One Dollar, and secure permanent highway easement over parcel 22.00830.00 for a fee of One Dollar, and

BE IT FURTHER RESOLVED to authorize the Kanabec County Board Chair and County Coordinator to sign the necessary documents.

Public Works Director Chad Gramentz presented a Request for Proposal from the State of Minnesota – Department of Public Safety for the Towards Zero Death (TZD) Safe Roads Coalition Grant. Approval to apply for the grant failed for lack of a motion.

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

Resolution #15 – 7/19/22

WHEREAS there is a vacancy in the position of a CADD Technician, and

WHEREAS the board desires to refill this vacant position with CADD Technician or a Senior Engineering Technician;

BE IT RESOLVED that the County Board authorizes the Public Works Director Chad

Gramentz and the County Personnel Director to hire a either a Full Time CADD Technician to fill the position at Step A, Range 12 of the pay plan which is \$25.21 per hour or the rate set by internal promotion; or a Full Time Senior Engineering Technician to fill the position at Step A, Range 14 of the pay plan which is \$28.87 per hour or the rate set by internal promotion, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

Public Works Director Chad Gramentz gave verbal updates regarding his department. Information only, no action was taken.

The Chairperson led a follow up discussion regarding the earlier request from Kanabec Soil & Water for County Engineer Chad Gramentz to do the design work for the proposed Ann River Erosion Project. County Engineer Gramentz requested time to determine permit requirements and estimate the time required to engineer the project. He will bring the results to back to the County Board for further consideration.

County Coordinator Kris McNally led a discussion regarding notification from the DNR about two parcels totaling approximately 81 acres in Haybrook Township (PID 07.00030.00) that may be available for the County to acquire for conservation purposes. The land was formally owned by Potlatch Timberlands LLC., and is currently owned by The Conservation Fund. The land is under a Sustainable Forest Incentive Act (SFIA) 50-year covenant and has no road access or recorded easement in Kanabec County.

Action #16 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously not to acquire the parcel located at NE1/4 of the NW1/4 in Section 01, Township 42N, Range 24W, nor the parcel located at NW1/4 of the NW1/4 in Section 01, Township 42N, Range 24W (PID 07.00030.00) from The Conservation Fund.

10:33am – The Chairperson called for public comment for those in attendance at the Courthouse and those attending virtually three times. None responded.

10:34am – The Chairperson closed public comment.

The Commissioners gave reports regarding the boards and committees in which they participate. Information only, no action was taken.

Future agenda items: Discuss permit requirements and possible County Staff involvement for the proposed Ann River Erosion Project.

Action #17 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to adjourn the meeting at 10:50am and to meet again in regular session on Tuesday, August 2, 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>
Ann Lake Twp	3,121.62	2022 PILT - Wildlife Mgmt Land & Natural Resource Land	Unallocated
Arthur Twp	497.83	2022 PILT - Wildlife Mgmt Land & Natural Resource Land	Unallocated
Braham Public Schools	1,161.79	2022 PILT - Wildlife Mgmt Land	Unallocated
Brunswick Twp	71.59	2022 PILT - Natural Resource Land	Unallocated
Comfort Twp	434.72	2022 PILT - Wildlife Mgmt Land & Natural Resource Land	Unallocated
Dearborn National Life Insurance Co	773.97	8.22 Short Term Disability Premiums	Employee Benefits
East Cent. Reg Dev Commission	86.61	2022 PILT - Wildlife Mgmt Land	Unallocated
East Central Energy	216.37	Intersection Lighting	Highway
East Central Energy	1,180.61	Intersection Lighting	Highway
East Central School District	105.17	2022 PILT - Wildlife Mgmt Land	Unallocated
Ford Twp	2,331.18	2022 PILT - Wildlife Mgmt Land & Natural Resource Land	Unallocated
Further	581.40	7.22 Admin Fees	HR
Grass Lake Twp	789.06	2022 PILT - Wildlife Mgmt Land & Natural Resource Land	Unallocated
Haybrook Twp	574.16	2022 PILT - Natural Resource Land	Unallocated
Health Partners	6,360.28	8.22 Dental Premiums	Employee Benefits
Hillman Twp	350.49	2022 PILT - Natural Resource Land	Unallocated
Hinckley-Finlayson Schools	3,855.38	2022 PILT - Wildlife Mgmt Land	Unallocated
Kanabec County Auditor HRA	7,200.00	VEBA Deposit 1/4 KM	HR
Kanabec County Auditor-Treas	8,259.96	Vehicle Leases & Maintenance Service	Various
Kanabec Twp	940.22	2022 PILT - Wildlife Mgmt Land & Natural Resource Land	Unallocated
Knife Lake Twp	374.12	2022 PILT - Wildlife Mgmt Land & Natural Resource Land	Unallocated
Kroschel Twp	2,709.17	2022 PILT - Wildlife Mgmt Land & Natural Resource Land	Unallocated
Lambright, Christian	500.00	Driveway Permit Refund	Highway
Life Insurance Company of North America	684.63	8.22 Accident, Group Hospital, Critical Illness Ins Premiums	Employee Benefits
Miller, Jason	500.00	Driveway Permit Refund	Highway

Minnesota Energy Resources Corp	9,161.68	Gas Utilities	Various
Minnesota Energy Resources Corp	51.40	Natural Gas for Garage	Highway
MNPEIP	10,950.76	7.22 Health Reserves	HR
MNPEIP	146,271.16	8.22 Health Insurance Premiums	Employee Benefits
Mora Municipal Utilities	19,852.49	Electric & Water Utilities	Various
Mora Public Schools	4,923.16	2022 PILT - Wildlife Mgmt Land	Unallocated
Office of MN.IT Services	1,338.65	WAN	IS
Ogilvie Public Schools	3,035.72	2022 PILT - Wildlife Mgmt Land	Unallocated
Peace Twp	354.37	2022 PILT - Natural Resource Land	Unallocated
Pomroy Twp	2,237.62	2022 PILT - Wildlife Mgmt Land & Natural Resource Land	Unallocated
Southfork Twp	64.79	2022 PILT - Wildlife Mgmt Land & Natural Resource Land	Unallocated
The Hartford Priority Accounts	5,846.13	8.22 Life Insurance & Long Term Disability Premiums	Employee Benefits
Verizon Wireless Aircards	1,010.28	Aircards	Various
Verizon Wireless Aircards	360.11	Aircards	Highway
VSP Insurance Co	528.42	8.22 Vision Ins Premiums	Employee Benefits
Whited Twp	101.52	2022 PILT - Wildlife Mgmt Land & Natural Resource Land	Unallocated
41 Claims Totaling:		<u>\$ 249,748.59</u>	

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 8/2/22

Department Name	Vendor	Amount	Purpose
ASSESSOR	Bowland, Tim	102.32	Mileage & Meals for Training in St. Cloud
		102.32	
AUDITOR	Kanabec County A/T	2,545.56	7.1.22, 7.15.22, 7.29.22 PR Fee Paycom
AUDITOR	Lakeland Printers Inc	30.00	Scratch Pads
AUDITOR	Office Depot	47.88	Office Supplies
		2,623.44	
COMMUNITY HEALTH SERVICES	SHI	159.00	Yearly WebEx Subscription
		159.00	
COUNTY ATTORNEY	MCAA	50.00	2022 (MCAA) MFSRC Fall Conference - BM
COUNTY ATTORNEY	ODP Business Solutions, LLC	53.76	Post-It Note Tabs, Tape, Mouse
COUNTY ATTORNEY	ODP Business Solutions, LLC	53.08	Kleenex, Glue Sticks, Envelopes, Viewable Labels
		156.84	
COUNTY COORDINATOR	SHI	159.00	Yearly WebEx Subscription
		159.00	
COUNTY CORONER	Hamilton Funeral Homes	430.00	Removal & Transport
COUNTY CORONER	Ramsey County	1,445.00	Post Mortem Exam/Toxicology
COUNTY CORONER	Ramsey County	1,445.00	Post Mortem Exam/Toxicology
		3,320.00	
COUNTY RECORDER	MACO-MOMS	750.00	2022 Minnesota Marriage System Maintenance Fee
		750.00	

ECONOMIC DEVELOPMENT	SHI	<u>159.00</u>	Yearly WebEx Subscription
		159.00	
ELECTIONS	Kanabec Publications	623.57	P2022 Primary Notice & Sample Ballot
ELECTIONS	Lakeland Printers Inc	10.00	Drilling EJ Guides
ELECTIONS	Office Depot	56.67	Election Supplies
ELECTIONS	Sea Change Print Innovations	29.00	AB Supplies
ELECTIONS	SWIFT	<u>87.24</u>	PVC Mailing
		806.48	
ENVIRONMENTAL SERVICES	Bracewell, Earl	88.75	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Kanabec County Soil & Water	15,176.00	SWCD County Allocation 2nd Half 2022
ENVIRONMENTAL SERVICES	McNally, Dennis	85.00	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	O'Brien, Pat	92.50	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Olson, Rhonda	85.00	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	SHI	159.00	Yearly WebEx Subscription
ENVIRONMENTAL SERVICES	Wickeham, Teresa	388.50	MN County Ag Annual Conference - Mileage & Lodging
ENVIRONMENTAL SERVICES	Zaudtke, Wayne	<u>76.88</u>	Planning Commission Per Diem & Mileage
		16,151.63	
FORFEIT TAX SALE	Scotts Lawn & Landscapes	<u>107.38</u>	22.06270.00 Mowing Cleanup
		107.38	
HUMAN RESOURCES	Kanabec County A/T	2,545.56	7.1.22, 7.15.22, 7.29.22 PR Fee Paycom
HUMAN RESOURCES	League of MN Cities	94.00	Online Job Advertising - EDA Director
HUMAN RESOURCES	MRA	<u>231.25</u>	Compensation Services, EDA Director
		2,870.81	
INFORMATION SYSTEMS	Marco	3,216.80	Phone Lease
INFORMATION SYSTEMS	Office of MNIT Services	<u>604.00</u>	Monthly Services
		3,820.80	
LAW LIBRARY	RELX Inc. DBA LexisNexis	<u>225.00</u>	Law Library Invoice
		225.00	

PUBLIC TRANSPORTATION	C & D Auto	576.60	Bus Repairs
PUBLIC TRANSPORTATION	Curtis, Michael	724.63	Volunteer Driver Mileage & Meals
PUBLIC TRANSPORTATION	Hoefert, Robert	1,003.13	Volunteer Driver Mileage & Meals
PUBLIC TRANSPORTATION	Milaca Chiropractic Center	85.00	D.O.T. Physical
PUBLIC TRANSPORTATION	Mora Municipal Utilities	266.12	Utilities for 300 Industrial Park Rd, Mora
PUBLIC TRANSPORTATION	Novus Glass	345.00	Bus Windshield Repair, New Windshield, Wiper Blades
PUBLIC TRANSPORTATION	Stenstrom Collision & Detail	26.00	Car Wash Cleaner
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,354.38	Volunteer Driver Mileage & Meals
		4,380.86	
SHERIFF	Applied Concepts, Inc.	894.00	Radar Repair Supplies
SHERIFF	Applied Concepts, Inc.	5,990.00	Radar Units/Supplies Install (2)
SHERIFF	Aspen Mills	2,155.65	Initial Issue Uniform - Deputy, Initial Issue Jacket - Deputy
SHERIFF	Auto Value	24.98	Wiper Blades
SHERIFF	Children's Hospitals and Clinics of MN	1,000.00	S.A. Exam (2)
SHERIFF	CLIA Laboratory Program	180.00	Certificate Fee
SHERIFF	Gratitude Farms	500.00	Animal Control Services
SHERIFF	Horizon Towing	1,127.44	Towing Services (5)
SHERIFF	IT SAVVY	515.82	Squad Thermal Printer
SHERIFF	IT SAVVY	24.98	Squad Thermal Printer Cable
SHERIFF	Michael Keller, Ph.D., L.P.	650.00	Psych Eval - New Employee
SHERIFF	North Central Fabricators, LLC	3,221.25	20' Shipping Container
SHERIFF	Oak Gallery	15.39	Mailed Radar Repair
SHERIFF	ODP Business Solutions, LLC	71.71	Steno Pad (12), File Folder (24), 300 Pk Business Cards
SHERIFF	O'Reilly Auto Parts	58.08	Wiper Blades, Capsule, Remote Batteries
SHERIFF	State of Minnesota - BCA	680.00	Permit to Carry
		17,109.30	
SHERIFF - 911 EMERGENCY	AREMA Arrowhead Region Emergency Mgmt	100.00	AREMA 2022 Membership Dues
SHERIFF - 911 EMERGENCY	Motorola Solutions	14,920.46	Service Agreement
SHERIFF - 911 EMERGENCY	Priority Dispatch Corporation	365.00	EMD Course Training/Certification
SHERIFF - 911 EMERGENCY	Schmitt, Kelly	106.00	Mileage Reimbursement for Conference in Carlton
		15,491.46	

SHERIFF - CITY OF MORA	Braham Motor Service	739.26	City Squad OE Mirror Replacement
SHERIFF - CITY OF MORA	North Metro Animal Care & Control	<u>1,225.00</u>	City Contract Rate Boarding 70 Days
		1,964.26	
SHERIFF - JAIL/DISPATCH	Adam's Pest Control, Inc.	250.00	Prevention Plus
SHERIFF - JAIL/DISPATCH	Aspen Mills	201.00	Cargo Pant (2), Basketweave Belt - Dispatch
SHERIFF - JAIL/DISPATCH	Aspen Mills	2,573.62	Initial Issue Uniform (2) - Corrections
SHERIFF - JAIL/DISPATCH	Bob Barker	11.78	Orange Step-in Shoes, Size 6 (2)
SHERIFF - JAIL/DISPATCH	Bob Barker	1,124.11	Toiletries & XL Gloves
SHERIFF - JAIL/DISPATCH	Granite Electronics	199.99	Radio Repair
SHERIFF - JAIL/DISPATCH	Marco	131.30	Past Due Charges
SHERIFF - JAIL/DISPATCH	Priority Dispatch Corporation	5,317.80	System License Renewal Service
SHERIFF - JAIL/DISPATCH	SHI	159.00	Yearly WebEx Subscription
SHERIFF - JAIL/DISPATCH	Stellar Services	153.90	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	106.31	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	64.62	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,035.42	Inmate Meals 7/2/22-7/8/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,103.86	Inmate Meals 7/16/22-7/22/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>4,051.47</u>	Inmate Meals 7/9/22-7/15/22
		22,484.18	
STATE FISCAL RECOVERY ARP	Brownells, Inc	2,696.94	Ammunition
STATE FISCAL RECOVERY ARP	Henry Schein	523.33	Quick Vue At-Home OTC SARS 25 tests/box x 2
STATE FISCAL RECOVERY ARP	Motorola Solutions	188,780.60	ARMER Radios and Programming
STATE FISCAL RECOVERY ARP	Motorola Solutions	<u>8,573.73</u>	ARMER Radio Accessories
		200,574.60	
TAX & PENALTY	Larkin Hoffman Daly & Lindgren Ltd	<u>7,758.00</u>	2020 & 2021 Tax Court Refund 22.01205.00
		7,758.00	
UNALLOCATED	Larkin Hoffman Daly & Lindgren Ltd	<u>421.24</u>	2020 & 2021 Tax Court Interest Refund 22.01205.00
		421.24	

VETERAN SERVICES	Blue Star Graphics	36.00	Burn Permit Presumptive Signs/Table for Fair & Outreach
VETERAN SERVICES	Recovering Hope Treatment Center	1,579.00	Dr Mic Hunter Presentation, Grant Received from Pokegama Lake
VETERAN SERVICES	SHI	159.00	Yearly WebEx Subscription
VETERAN SERVICES	Uline	507.24	2 Tables, 4 Chairs, Air in a Can- For Outreach/Events - Grant
VICTIM SERVICES	MN Alliance on Crime	150.00	Annual MN Alliance on Crime Membership
		2,431.24	
WELFARE	SHI	954.00	Yearly WebEx Subscriptions (6)
		954.00	
WETLAND	Kanabec County Soil & Water	5,000.00	SWCD Wetland - Natural Resource Block Grant 2023
		5,000.00	
92 Claims Totaling:		\$ 309,980.84	

Agenda Item #3b

Regular Bills - Road & Bridge

Bills to be approved: 8/2/22

Vendor	Amount	Purpose
Beaudry Oil & Propane	33,541.33	Diesel fuel
Bjorklund Companies	1,958.98	Class 5 gravel
Black's Excavating	300.00	Black dirt
Campbell, Gary	600.00	Beaver removal
Central McGowan	256.17	Welding supplies
EGT Testing	1,500.00	Gravel testing
Federated Co-ops	120.50	Repair parts
Granite Ledge Electrical	1,695.00	Street light repair
Houston Engineering	7,436.18	CD 2 Inspection
IT Savvy LLC	783.40	Computer
Johnson Hardware	114.95	Shop supplies
Kanabec County Highway Dept	122.90	Petty Cash, Postage
Knife River Corp	678.38	Class 5 gravel
McGriff, Anders	312.00	Uniform Allowance
Mora Municipal Utilities	962.42	Water and Electrical
Mustang Signs & Graphics	190.00	Decals
North Central International	764.59	Repair parts
Northern States Supply	97.53	Shop supplies
Nuss Truck	85,864.45	Mack plow truck
Sanitary Systems	160.00	Restroom rental
Trueman Welters	671.43	Repair parts
USIC Locating	30.00	Locates
Wallace, Bruce	58.98	Uniform Allowance
Widseth Smith Nolting	2,620.50	Engineering
Willmert, Reid and Ross	6,395.00	Right-of-Way
Wm. D. Scepaniak, Inc.	473,348.54	KCP 22-06 Graveling project

26 Claims Totaling: \$ 620,583.23

Agenda Item #4a

August 2, 2022

REQUEST FOR BOARD ACTION

a. Subject: Gambling Request	b. Originating Department/Organization/Person: Knife Lake Sportsmen's Club
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolutions:

Resolution #__ – 8/2/22

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 Knife Lake Sportsmen's Club for a bingo event to be held at Northwoods Steakhouse, 2732 Hwy 65, Mora, MN 55051 on October 20, 2022.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office: 7/25/22

Coordinators Comments:

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

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

Date: 7/22/22

RE: Application of Exempt Permit

Good day Kanabec County Board of Commissioners!

The Knife Lake Sportsman's Club is looking forward to our upcoming Fall Bingo. This year we will be holding it at the Northwoods Steakhouse on October 20, 2022.

Proceeds for this event will again be used for the care and maintenance of Knife Lake and the Knife Lake Sportsman's Clubhouse, as well as the financing of future Knife Lake sportsman's Club events.

Please see the enclosed Exempt Permit Application. 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 any questions arise, feel free to contact me at 952-250-0642.

Thank you in advance for your consideration.

Ed Hamlin, President of the Knife Lake Sportsman'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: X- <u>02117-22-035</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): Northwoods Steakhouse

Physical Address (do not use P.O. box): 2732 Hwy 65

Check one:
☒ City: Mora Zip: 55051 County: Kanabec
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 10/20/2022

Check each type of gambling activity that your organization will conduct:
☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☐ Raffle

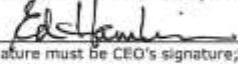
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized 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: _____ Signature of City Personnel: _____ Title: _____ Date: _____	Print County Name: _____ Signature of County Personnel: _____ 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> Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 7-22-2022
(Signature must be CEO's signature; designee may not sign)

Print Name: Ed Hamlin

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>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.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <ul style="list-style-type: none"> _____ 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. <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>

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

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

An equal opportunity employer

Agenda Item #4b

August 2, 2022

REQUEST FOR BOARD ACTION

a. Subject: SCORE Claims – May/June	b. Originating Department: County Coordinator
c. Estimated time: 2 minutes	d. Presenter(s): None

f. Board action requested:

Resolution #__ – 8/2/22

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	\$1,023.41
Quality Disposal	\$3,954.40
Arthur Township	\$1,000.00
Total	\$5,977.81

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (June)	\$3,454.40	\$3,454.40
WASTE MANAGEMENT (June)	\$1,023.41	\$1,023.41
Sub-Total	\$4,477.81	\$4,477.81
Recycling Center Incentive Payments:		
Quality Disposal (June)	\$500.00	\$500.00
Arthur Township (May & June)	\$1,000.00	\$1,000.00
TOTAL PAYMENTS =		\$5,977.81

Date received in County Coordinators Office: Various dates in July

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

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

Expenditure: 01-391-392-0000-6211 = \$27,478.17

Current SCORE Funds balance is = \$92,872.14

Agenda Item #5

August 2, 2022

REQUEST FOR BOARD ACTION

a. Subject: MCIT Special Distribution	b. Origination: Minnesota Counties Intergovernmental Trust (MCIT)
c. Estimated time: 10-15 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #__ - 8/2/22 MCIT Special Distribution

WHEREAS, the Minnesota Workers' Compensation Reinsurance Association has issued Minnesota Counties Intergovernmental Trust (MCIT) a special distribution due to better than expected investment returns and favorable claims experience; and

WHEREAS, MCIT will be issuing member counties a portion of this special distribution; and

WHEREAS, Kanabec County is a member of MCIT and will be receiving \$107,414 in August;

THEREFORE BE IT RESOLVED, it is the intention of the Kanabec County Board of Commissioners to utilize this special distribution for the following purposes:

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments: This is not a reoccurring event. This is a special, one-time distribution.

**MCIT**

Minnesota Counties Intergovernmental Trust

100 Empire Drive, Suite 100, St. Paul, MN 55103-1885 • 651.209.6400 • 1.866.547.6516 • MCIT.org

RECEIVED JUL 25 2022

**BOARD OF
DIRECTORS****Felix Schmiesing**
Chair
Sherburne County
Commissioner**Ron Antony**
Vice-chair
Yellow Medicine
County
Commissioner**Randy Schreifels**
Secretary/Treasurer
Stearns County
Auditor-Treasurer**Don Wachal**
Jackson County
Commissioner**Marcia Ward**
Winona County
Commissioner**Kirk Peysar**
Aitkin County
Auditor**Jack Swanson**
Roseau County
Commissioner**Kevin Corbid**
Washington County
Administrator**Ben Grimsley**
Becker County
Commissioner

July 22, 2022

Dear Kanabec County:

On behalf of the MCIT Board of Directors I am pleased to inform you about a special distribution of funds the Minnesota Counties Intergovernmental Trust (MCIT) is making to its members participating in the workers' compensation division.

Earlier in March 2022, the Minnesota Workers' Compensation Reinsurance Association (WCRA), a nonprofit association which provides all Minnesota-based organizations with reinsurance services for workers' compensation, notified MCIT that we would be receiving approximately \$11.3 million on behalf of our members. This special distribution from the WCRA comes as a result of better than expected investment returns and favorable claims experience, among other factors.

MCIT has received this distribution due, in large part, to the active way our members have managed their workers' compensation programs. Our positive experience is due to your success. As a result, the MCIT Board of Directors has decided to refund the majority of these funds - \$9.6 million - to our members. The difference is being set aside to invest in improvements to the MCIT building in St. Paul, also a benefit to members, along with a portion set aside as a hedge against future potential assessments from the WCRA.

In early August your organization will be receiving a check in the amount of \$107,414.

Separately, each year since 1991, MCIT has been proud to issue dividend payments to our members, and our Board aims to do this again in 2022. However, this special distribution from the WCRA is a single event, and I want to emphasize the unique nature of this particular distribution.

Thank you for your dedication to the mission of MCIT, and your steadfast work in keeping our public employees healthy and engaged in our shared, critical public service mission.

Sincerely,

Felix Schmiesing, Sherburne County Commissioner
MCIT Board Chair

Agenda Item #6

August 2, 2022

REQUEST FOR BOARD ACTION

a. Subject: Courthouse Parking on the Fourth Tuesday of the Month	b. Origination: Commissioner McNally
c. Estimated time: 10-15 minutes	d. Presenter(s): Dennis McNally, Commissioner

e. Board action requested:

Discuss parking at the Courthouse during Veteran's Coffee Talk on the 4th Tuesday of the month.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #7

August 2, 2022

REQUEST FOR BOARD ACTION

a. Subject: Application Tracking System Purchase	b. Origination: Coordinator's Office
c. Estimated time: 10-15 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following resolution:

Resolution #__ - 8/2/22

WHEREAS the current application tracking system is expiring December 31, 2022, and

WHEREAS the County Coordinator and HR Specialist have viewed various application tracking systems and would like to sign an agreement with ApplicantStack by SwipeClock;

BE IT RESOLVED to approve an agreement with SwipeClock for the county's application tracking system.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Sales Order Agreement (SOA) Schedule A

Quote Number

Expiration Date

Company **Premium Service Powered by SwipeClock**
 Address 10644 Jordan Gateway, Suite 400
 South Jordan, UT 84095

Client **Kanabec County**

Prepared by Ian Gratz
 Email igratz@swipeclock.com

Client Contact Kim Christenson
 Client Phone 320-679-6449
 Client Email kim.christenson@co.kanabec.mn.us

Monthly Recurring Charges

Product Name	Price	Quantity	Total
ApplicantStack Recruit + Onboard - 1 Admin/Recruiter Logins - 5 Manager Logins - Unlimited Candidates - Unlimited Jobs - Unlimited Hires - Text Messaging	\$178.50	1	\$178.50
Additional Admin/Recruiter License - Bundle	\$68.50	1	\$68.50
Additional Hiring Manager License - Bundle	\$15.00	10	\$150.00

Total Minimum Monthly Fee

\$397.00

One-Time Fees and Charges

Product Name	Price	Quantity	Total
ApplicantStack Implementation	\$99.00	1	\$99.00

Total One-Time Charges

\$99.00

The proposed products and services in this Sales Order Agreement (SOA) Schedule A represent the ongoing minimum monthly recurring charge to be processed and billed in the next billing cycle upon completion of implementation, or after thirty (30) days have passed from the signature and execution date of the SOA. The proposed monthly recurring charges will be considered the amount of the services to be billed each month unless the actual services are greater than the proposed products and services on the SOA. Thirty (30) day notification required for reduction in TimeWorksPlus billable employees.

Authorization

I agree that I am personally authorized to approve transactions on the account designated above. I authorize charges to be billed each month pursuant to this SOA. I accept the Premium Service Powered by Swipeclock Terms & Conditions <https://clock.payrollservers.us/boss/eula.pdf>

If I am purchasing or using a product that includes text messaging, then I acknowledge that I have read and agree to the Twilio Messaging Policy located at <https://www.twilio.com/legal/messaging-policy> and I grant Swipeclock permission to register with the text messaging provider on my behalf.

NAME: Kim Christenson

TITLE: _____

SIGNATURE: _____

Date _____

POWERED BY | [swipeclock](#)