



Kanabec County Board of Commissioners

Regular Meeting Agenda The Meeting of December 6, 2022

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

To be held via WebEx telephone call or video meeting:

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

Access Code: 2494 364 0184

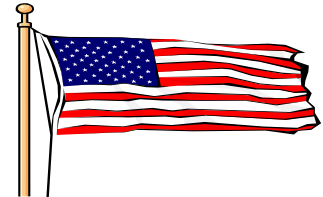
Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=mo99be70ea8ea7fa2cf14d618b77ed4bd>

Meeting number: 2494 364 0184

Password: BSmXAcmq388 (27692267 from video systems)

To be held at: Kanabec County Courthouse
Boardroom #164
317 Maple Avenue East
Mora, MN 55051



Please use the Maple Ave entrance and parking lot.

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

- 9:00am
- a. 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

9:30am Kelly Schmitt, P.S.A.P. Administrator/Emergency Management
Director- Resolution to Accept EMPG Grant

9:35am Kim Christenson, HR Specialist-

- a. Job Description Re-Evaluation- Dispatch Sergeant Wages (temporary position)
- b. 2023 Christmas Holidays

9:45am Recess county board to a time immediately following the Drainage Authority Board
Drainage Authority 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*

10:05am Deanna Pomije, Kanabec Soil & Water Conservation District Manager- Snake River 1W1P Comprehensive Watershed Management Governing Entity Options

10:30am Public Comment

Telephone call-in number for public access: 1-408-418-9388
Access Code: 2494 364 0184

10:45am Tina Von Eschen, Assessor – Spire Tax Court Petition

11:00am 2023 Budget & Levy Discussion

- Environmental Services (Teresa Wickeham & Deanna Pomije)
- Information Systems (Lisa Blowers)
- Auditor Treasurer’s Office (Denise Snyder)
- County Attorney’s Office (Barbara McFadden)
- Commissioners (Kris McNally)
- Unallocated (Tina Von Eschen & Kris McNally)

11:35am Chad Gramentz, Public Works

- a. Request to Hire a CADD Tech, Civil above a Step A
- b. Request to Hire an HEOII in lieu of a Mechanic’s Assistant

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. Consent Agenda
 - a. SCORE Claims
 - b. Gambling Request – Minnesota Darkhouse & Angling Association
5. Resolution to Adopt Collective Bargaining Unit Agreement for 2023-2025 with Law Enforcement Labor Services, Inc., Local 106 and the related Memorandum of Understanding
6. Resolution to Fund the 2023 Appropriation to the Veterans Memorial out of the MCIT/WCRA Distribution
7. American Rescue Plan Act- Update and Funding Request #7
8. Consider Scheduling a Work Session to Discuss Upcoming Committee Appointments
9. Commissioner Reports
10. Future Agenda Items
11. Closed Session: Union Negotiation Strategy (This portion of the meeting may be closed pursuant to MN Statute 13D.03)
12. Discuss any other matters that may come before the County Board

RECESS TO THE TRUTH IN TAXATION MEETING ON
DECEMBER 8, 2022 AT 6:00 P.M.

Kanabec County Community Health Board
AGENDA
Tuesday, December 6, 2022
9:05 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
 - Staffing – Case Manager, Home Health Aide, RPC position
 - Coronavirus/Influenza & Respiratory Activity
4. Annual Contracts Consent Agenda page 3-18
 - Action requested
 - See attached contracts/consent agenda resolutions)
5. Walmart Local Community grant page 19
 - Action requested
 - See attached resolution
6. Financial Reports page 20-22
 - see attached
 - Trial Balance page 23
 - Oct 2022 Financial Report
7. Abstract Approval page 24-32
 - Action Requested
 - See attached Abstract and Vendor List
8. Other Business
9. Adjourn

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

Staffing:

Case Manager R.N. – New Nurse starting on December 19, 2022.

Home Health Aide – have received another resignation, still trying to hire but receive no applications. We have emailed job opportunity to Anoka-Ramsey and Pine Tech in addition to or normal ways to advertise/recruit.

Regional Prevention Coordinator –

- Action requested
- See attached resolution

Coronavirus/Influenza & Respiratory Activity -

Seasonal influenza activity is elevated across the country. The majority of influenza viruses tested are in the same genetic subclade as and antigenically similar to the influenza viruses included in this season's influenza vaccine.

Schools are required to report an outbreak of influenza-like illness (ILI) when the number of students absent with ILI reaches 5% of total enrollment or three or more students with ILI are absent from the same elementary classroom. In the week ending November 19, 240 MN schools reached this level and reported an outbreak. This was up from 195 the previous week and 97 the week before.

Respiratory syncytial virus (RSV) is also active in MN right now. Typically, the virus is seen in children ages 2 and under but it is being seen in older children and even adults and the "season" began much earlier than normal.

COVID is still affecting everyday life. Reported infections are up from October as are hospitalizations in Kanabec County. It appears that the new bivalent booster is offering protection from serious illness even from the newest variants.

Overall with the three viruses circulating, hospital systems are stressed.

2023 KCCH Consent Agenda Annual Contracts List

1. Kanabec County Community Health and Isanti County Public Health for provision of SHIP strategies
2. Kanabec County Community Health and Mille Lacs County Community and Veteran's Services for provision of SHIP strategies
3. Kanabec County Community Health and Pine County Public Health for provision of SHIP strategies
4. Kanabec County Community Health and Lighthouse Children's and Family Services for reflective consultation for the Family Home Visiting Program
5. Kanabec County Community Health and Dr Randall Bostrom for Medical Director services.

MEMORANDUM OF AGREEMENT TO PROVIDE SERVICES FOR THE STATEWIDE HEALTH IMPROVEMENT PROGRAM (SHIP) BETWEEN ISANTI COUNTY COMMUNITY HEALTH BOARD AND KANABEC COUNTY dba KANABEC COUNTY COMMUNITY HEALTH AS FISCAL AGENT

This AGREEMENT made and entered into by and between Kanabec County Community Health (hereinafter KCCH), Mora, MN, 55051 and the Isanti County Public Health Board (hereinafter Isanti County), Cambridge, MN 55008. The period of this agreement will be for the period of November 1, 2022 through October 31, 2023.

WITNESSETH

WHEREAS, KCCH has allocated and encumbered funds for the purpose of providing chosen strategies as part of the Statewide Health Improvement Program (SHIP) to communities /residents within the four county region.

WHEREAS, Isanti County agrees to provide the following services:

1. Provide, at a minimum, staffing equivalent to .8 FTE to fulfill the approved SHIP work plan that is to be implemented throughout the four counties: Pine, Kanabec, Isanti and Mille Lacs.
2. Assist with the evaluation of the SHIP strategies.
3. Report data to KCCH as requested to document strategy progress and to evaluate the strategy and outcomes and incorporate findings in order to refine and improve program effectiveness.
4. Provide Community Leadership Team (CLT) with requested information in order that the CLT can evaluate activities and progress of strategies.
5. Provide a detailed invoice to KCCH monthly.

WHEREAS, KCCH agrees to provide the following services:

1. Fiscal oversight for the overall SHIP budget.
2. To reimburse Isanti County based on actual expenses within 45 days of receipt of invoice, not to exceed \$62,250.00 in the twelve (12) month period.
3. Administration of SHIP Grant.

NOW, THEREFORE, it is agreed by and between the parties hereto that:

1. This Agreement may be cancelled by either party at any time, with or without cause, upon thirty (30) days' notice to the other party. In the event of such a cancellation Isanti County shall be entitled payment, determined on a pro rata basis, based on the work accomplished.
2. Any amendments to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement, or their successors in office.

3. Isanti County agrees to supervise staff working with the chosen strategies.
4. Isanti County agrees to submit a 12 month budget to KCCH for approval. Budget not to exceed \$62,250.00.
5. KCCH will reimburse Isanti County based on their approved budget and actual expenses related to implementation of strategies not to exceed \$62,250.00.
6. Isanti County will provide a match of at least 10% of expenditures.
7. Isanti County agrees to coordinate activities with the Grant Manager at KCCH and the rest of the SHIP Team.

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

It is also understood that the SHIP project is a grant funded project. If the grant funding is reduced or eliminated, this contract may need to be amended or cancelled.

IN WITNESS WHEREOF, KCCH and Isanti County have executed this Agreement as of the day and year first above written.

KCCH: Mora, Minnesota

Isanti County Public Health: Cambridge, Minnesota

Date
Administrator, Kanabec County Comm. Health

Date
Representative, Isanti County

Date
Board Representative

ATTESTED BY:

Date
Board Clerk

Date
County Attorney

MEMORANDUM OF AGREEMENT TO PROVIDE SERVICES FOR THE STATEWIDE HEALTH IMPROVEMENT PROGRAM (SHIP) BETWEEN MILLE LACS COUNTY COMMUNITY HEALTH BOARD AND KANABEC COUNTY dba KANABEC COUNTY COMMUNITY HEALTH AS FISCAL AGENT

This AGREEMENT made and entered into by and between Kanabec County Community Health (hereinafter KCCH), Mora, MN, 55051 and the Mille Lacs County Community Health Board (hereinafter MLC CHB), Milaca, MN 56353. The period of this agreement will be for the period of November 1, 2022 through October 31, 2023.

WITNESSETH

WHEREAS, KCCH has allocated and encumbered funds for the purpose of providing chosen strategies as part of the Statewide Health Improvement Program (SHIP) to communities /residents within the four county region.

WHEREAS, MLC CHB agrees to provide the following services:

1. Provide, at a minimum, staffing equivalent to .8 FTE to fulfill the approved SHIP work plan that is to be implemented throughout the four counties: Pine, Kanabec, Isanti and Mille Lacs.
2. Assist with the evaluation of the SHIP strategies.
3. Report data to KCCH as requested to document strategy progress and to evaluate the strategy and outcomes and incorporate findings in order to refine and improve program effectiveness.
4. Provide Community Leadership Team (CLT) with requested information in order that the CLT can evaluate activities and progress of strategies.
5. Provide a detailed invoice to KCCH monthly.

WHEREAS, KCCH agrees to provide the following services:

1. Fiscal oversight for the overall SHIP budget.
2. To reimburse MLC CHB based on actual expenses within 45 days of receipt of invoice, not to exceed \$62,250.00 in the twelve (12) month period.
3. Administration of SHIP Grant.

NOW, THEREFORE, it is agreed by and between the parties hereto that:

1. This Agreement may be cancelled by either party at any time, with or without cause, upon thirty (30) days' notice to the other party. In the event of such a cancellation MLC CHB shall be entitled payment, determined on a pro rata basis, based on the work accomplished.
2. Any amendments to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement, or their successors in office.

3. MLC CHB agrees to supervise staff working with the chosen strategies.
4. MLC CHB agrees to submit a 12 month budget to KCCH for approval. Budget not to exceed \$62,250.00.
5. KCCH will reimburse MLC CHB based on their approved budget and actual expenses related to implementation of strategies not to exceed \$62,250.00.
6. MLC CHB will provide a match of at least 10% of expenditures.
7. MLC CHB agrees to coordinate activities with the Grant Manager at KCCH and the rest of the SHIP Team.

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

It is also understood that the SHIP project is a grant funded project. If the grant funding is reduced or eliminated, this contract may need to be amended or cancelled.

IN WITNESS WHEREOF, KCCH and MLC CHB have executed this Agreement as of the day and year first above written.

KCCH: Mora, Minnesota

MLC CHB: Milaca, Minnesota

Date
Administrator, Kanabec County Comm. Health

Date
Representative, Mille Lacs County

Date
Board Representative

ATTESTED BY:

Date
Board Clerk

Date
County Attorney

MEMORANDUM OF AGREEMENT TO PROVIDE SERVICES FOR THE STATEWIDE HEALTH
IMPROVEMENT PROGRAM (SHIP) BETWEEN PINE COUNTY PUBLIC HEALTH BOARD AND
KANABEC COUNTY dba KANABEC COUNTY COMMUNITY HEALTH AS
FISCAL AGENT

This AGREEMENT made and entered into by and between Kanabec County Community Health (hereinafter KCCH), Mora, MN, 55051 and the Pine County Public Health Board (hereinafter Pine County), Pine City, MN 55063. The period of this agreement will be for the period of November 1, 2022 through October 31, 2023.

WITNESSETH

WHEREAS, KCCH has allocated and encumbered funds for the purpose of providing chosen strategies as part of the Statewide Health Improvement Program (SHIP) to communities /residents within the four county region.

WHEREAS, PINE COUNTY agrees to provide the following services:

1. Provide, at a minimum, staffing equivalent to .8 FTE to fulfill the approved SHIP work plan that is to be implemented throughout the four counties: Pine, Kanabec, Isanti and Mille Lacs.
2. Assist with the evaluation of the SHIP strategies.
3. Report data to KCCH as requested to document strategy progress and to evaluate the strategy and outcomes and incorporate findings in order to refine and improve program effectiveness.
4. Provide Community Leadership Team (CLT) with requested information in order that the CLT can evaluate activities and progress of strategies.
5. Provide a detailed invoice to KCCH monthly.

WHEREAS, KCCH agrees to provide the following services:

1. Fiscal oversight for the overall SHIP budget.
2. To reimburse Pine County based on actual expenses within 45 days of receipt of invoice, not to exceed \$62,250.00 in the twelve (12) month period.
3. Administration of SHIP Grant.

NOW, THEREFORE, it is agreed by and between the parties hereto that:

1. This Agreement may be cancelled by either party at any time, with or without cause, upon thirty (30) days' notice to the other party. In the event of such a cancellation Pine County shall be entitled payment, determined on a pro rata basis, based on the work accomplished.
2. Any amendments to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement, or their successors in office.
3. Pine County agrees to supervise staff working with the chosen strategies.

4. Pine County agrees to submit a 12 month budget to KCCH for approval. Budget not to exceed \$62,250.00.
5. KCCH will reimburse Pine County based on their approved budget and actual expenses related to implementation of strategies not to exceed \$62,250.00.
6. Pine County will provide a match of at least 10% of expenditures.
7. Pine County agrees to coordinate activities with the Grant Manager at KCCH and the rest of the SHIP Team.

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

It is also understood that the SHIP project is a grant funded project. If the grant funding is reduced or eliminated, this contract may need to be amended or cancelled.

IN WITNESS WHEREOF, KCCH and PINE COUNTY have executed this Agreement as of the day and year first above written.

KCCH: Mora, Minnesota

PINE COUNTY: Pine City, Minnesota

Date
Administrator, Kanabec County Comm. Health

Date
Representative, Pine County

Date
Board Representative

ATTESTED BY:

Date
Board Clerk

Date
County Attorney

AGREEMENT WITH MENTAL HEALTH CONSULTANT

THIS AGREEMENT shall be in effect from January 1, 2023 through December 31, 2023 by and between Kanabec County dba Kanabec County Community Health and Julie Hanenburg of Lighthouse Child and Family Services (hereinafter “Mental Health Consultant”).

WITNESSETH:

WHEREAS, Kanabec County Community health is responsible for ensuring that the terms of the Evidence-based Family Home Visiting Grant contract (hereinafter “EBFHV”) are met.

WHEREAS, the Mental Health Consultant desires to function in the role of Infant Mental Health Consultant to Kanabec County Community Health for the Healthy Families America (HFA) Evidence-Based Family Home Visiting Program.

NOW, THEREFORE, Kanabec County Community Health and the Mental Health Consultant, in consideration of the mutual promises contained herein, agree as follows:

A. The Mental Health Consultant agrees:

1. To provide monthly reflective consultation with the Family Home Visiting (FHV) Coordinator,
2. To co-facilitate reflective practice case conferences with the FHV Coordinator and HFA team,
3. To participate in MDH trainings and reflective practice mentoring,
4. To provide phone infant mental health consultation to HFA team and FHV Coordinator,
5. To provide in-home consultation to home visitors and supervisors requesting this consultation.

B. Kanabec County Community Health agrees:

1. To compensate for professional services and associated costs not to exceed \$6,480.00 from the EBFHV grant from January 1, 2023 through December 31, 2023.

- C. Kanabec County Community Health or the Mental Health Consultant may terminate this Agreement without cause and for any reason whatsoever upon giving at least (30) thirty days written notice thereof to the other party. In such event, the Mental Health Consultant shall be entitled to receive compensation for the services provided in a satisfactory manner up to and including the effective date of termination.
- D. Kanabec County Community Health reserves the right to terminate this Agreement if the Mental Health Consultant fails to perform any of the provisions of this Agreement. Such termination shall occur thirty (30) days after receipt by the Mental Health Consultant of written notice specifying the grounds thereof unless, prior to that date, the Mental Health Consultant has cured the alleged non-performance of the provisions of this Agreement. The Mental Health Consultant shall be deemed to have “received” any notice required under this section three days after such notice is mailed via first class, or certified mail to the Mental Health Consultant. Kanabec County Community Health is wholly responsible for determining whether the Mental Health Consultant has cured an alleged non-performance.
- E. It is agreed, and understood by the parties, that if EBFHV funds are no longer available from the Minnesota Department of Health, or such funds are not continued at a level sufficient to allow for the purchase of services from the Mental Health Consultant, the obligations of each party shall thereupon be terminated unless agreed to, or otherwise arranged, by mutual agreement of the parties. Any such agreement extending this contract beyond a lapse or elimination of funding will not be valid unless reduced to writing.
- F. **Assignment:** The Mental Health Consultant shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of Kanabec County Community Health.
- G. **Indemnification:** In the performance of this Agreement by the Mental Health Consultant, the Mental Health Consultant must indemnify, save and hold harmless Kanabec County Community Health, its agents and employees, from any claims or causes of action including attorney’s fees incurred by Kanabec County Community Health to the extent caused by the Mental Health Consultant’s intentional, willful, or negligent acts or omissions; or, actions that give rise to strict liability; or breach of contract or warranty.
- H. **State Audits:** Parties to this Agreement agree to keep books, records, documents and accounting procedures and practices relevant to this Agreement and make them available for audit and review as required by law.
- I. **Government Data Practices:** The Mental Health Consultant must comply with the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, to the extent it

applies to any data provided, created, collected, received, stored, used, maintained or disseminated by the Mental Health Consultant under this Agreement. The civil remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by the Mental Health Consultant.

J. Amendments: Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

K. Merger: All prior Agreements shall be null and void.

L. The Term of this Agreement shall be from January 1, 2023 through December 31, 2023.

IN WITNESS WHEREOF, parties hereto have executed this Agreement by the signatures below:

Kanabec County Community Health Administrator

Date

Mental Health Consultant

Date

Lighthouse Child and Family Services Director

Date

CONTRACT FOR SERVICE

KANABEC COMMUNITY HEALTH MEDICAL CONSULTANT

THIS Contract shall be entered into and executed this 1st day of January, 2023, between the **KANABEC COUNTY COMMUNITY HEALTH BOARD**, by and through its Board of County Commissioners, hereinafter referred to as Board, and Dr. Randall Bostrom, M.D. (hereinafter Medical Consultant), witnesseth that:

WHEREAS, The Board has responsibility to and shall ensure responsible medical consultation and direction by employing or contracting with a practicing licensed physician pursuant to Minnesota Statute 145A.04, subdivision 3, and ,

WHEREAS, The Medical Consultant, represents that he/she is a practicing licensed physician and is duly qualified and willing to perform the services and duties set forth herein.

NOW, THEREFORE, IT IS AGREED:

- I. MEDICAL CONSULTANT'S DUTIES:
 - A. The Medical Consultant shall provide responsible medical consultation and direction to the Board.
 - B. The Medical Consultant shall promote Community Health Services Development.
 - C. The Medical Consultant shall consult with and assist the Board and its Advisory Committee in the identification and development of the medical aspects of Community Health services and programs.
 - D. The Medical Consultant shall assist in the development and maintenance of standards in the medical aspects of Community Health services and programs.
 - E. The Medical Consultant shall maintain a liaison with area physicians.
 - F. The Medical Consultant shall provide consultation relating to immunization services and other screening activities.

II. TERMS

This Agreement shall be effective on the 1st day of January, 2022, and shall remain in effect until the 31st day of December, 2022.

III. SAFEGUARD OF CLIENT INFORMATION:

The Medical Consultant in providing all services hereunder, agrees to abide by the provisions of the Minnesota Government Data Practices Act, as amended.

IV. INDEMNITY:

A. The Board agrees to hold harmless, indemnify, and defend the Medical Consultant against any and all claims, losses, damages or lawsuits for damages arising from, or allegedly arising from, or related to, actions of the Board, its officers, agents, employees and volunteer workers except those actions taken at the medical advice or direction of the Medical Consultant.

B. The Medical Consultant agrees to hold harmless, indemnify and defend the health board, its officers, agents, employees, and volunteer workers against any and all claims, losses, damages, or lawsuits for damages arising from, allegedly arising from, or related to, the provision of services hereunder by the Medical Consultant.

V. INSURANCE:

A. The Medical Consultant does further agree that in order to protect himself under the indemnity agreement provision herein above set forth, he will at all times during the term of this contract, have and keep in full force, a professional liability insurance policy.

VI. AUDIT AND RECORD DISCLOSURES:

A. The Medical Consultant covenants and agrees that it shall:

1. Allow personnel of the Kanabec County Community Board of Health, the Minnesota Department of Education and Welfare access to the

Medical Consultant's records of CHS activities at reasonable hours in order to exercise their responsibility for audit purposes.

VII. AGREEMENT :

A. It is understood and agreed that the entire agreement of the parties is contained herein, and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently relating to the subject matter hereof.

VIII. REQUIREMENT OF A WRITING :

A. Any alteration, amendments, deletions, waivers of the provisions of this agreement shall be valid only when reduced to writing and duly signed by the parties.

IX. INDEPENDENT CONTRACTOR :

A. The parties hereto agree that nothing contained or expressed herein is intended, or shall be construed, so as to create or establish the relationship of agent, representative, or employee of the Community Health Services for any purpose whatsoever. The Medical Consultant is, and shall remain, for all purposes and services hereunder during the term of this agreement an independent contractor.

X. TERMS AND CONDITIONS OF PAYMENT :

A. Terms of Payment:

1. The County agrees to pay the Medical Consultant the sum of \$50 per hour plus expenses for services by Medical Consultant on matters assigned by the Community Health Services Administrator.
2. The Medical Consultant will bill the Board monthly for hours and costs incurred.
3. The Board will pay such bill monthly.

B. Conditions of Payment:

1. All services and duties performed by the Medical Consultant pursuant to this Agreement shall be performed to the satisfaction of the Board and in accord with all applicable federal, state and local laws, ordinances and rules.

XI. CANCELLATION:

This Agreement may be cancelled by the Board or Medical Consultant at any time with or without just cause, upon sixty (60) days written notice to the other party.

XII. ASSIGNMENTS:

The Medical Consultant shall neither assign nor transfer any rights under this Agreement without prior written consent of the Board.

Medical Consultant

KANABEC COUNTY COMMUNITY
BOARD OF HEALTH CHAIRMAN

Date_____

Date_____

Kanabec County Community Health # 12/6/2022
Consent Agenda Resolutions

Statewide Health Improvement Program (SHIP) contracts Resolution

WHEREAS, Kanabec County Community Health has allocated and encumbered funds for the purpose of reducing obesity and tobacco use and exposure through increasing healthy eating, increased activity, and managing chronic disease through the Statewide Health Improvement Program (SHIP) grant, and

WHEREAS, as the fiscal agent for the grant, Kanabec County Community Health requests contracts for the purpose of providing staffing to implement the chosen strategies and carrying out the work plans, assisting with evaluation of the strategies, data reporting, and other duties as needed, and

WHEREAS, Isanti, Mille Lacs and Pine counties have qualified staff and are willing and able to provide these services.

THEREFORE, the Kanabec County Community Health Administrator requests contracts with Isanti, Mille Lacs and Pine counties to fulfill the duties of the SHIP grant.

NOW THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves contracting with the Isanti County Community Health Board, Mille Lacs County Community Health Board and Pine County Public Health Board to provide staffing to carry out the chosen strategies of the Statewide Health Improvement Program grant effective November 1, 2022 through October 31, 2023.

Lighthouse Children's and Family Services
Infant Mental Health Consultant Agreement Resolution

WHEREAS, Kanabec County Community Health is responsible for ensuring that the terms of the Family Home Visiting Grant contract (hereinafter "EBHV") are met, and

WHEREAS, the Mental Health Consultant desires to function in the role of Infant Mental Health Consultant to Kanabec County Community Health for the Evidence-Based Family Home Visiting Program.

THEREFORE BE IT RESOLVED to approve an agreement between Kanabec County Community Health and Julie Hanenburg of Lighthouse Child and Family Services for Infant Mental Health Consulting for the year January 1, 2023 through December 31, 2023 and for the Community Health Administrator to sign said agreement.

Kanabec County Community Health # 12/6/2022
Consent Agenda Resolutions

Medical Consultant Resolution

WHEREAS, The Kanabec County Community Health Board has the responsibility to and shall ensure responsible medical consultation and direction by employing or contracting with a practicing licensed physician pursuant to Minnesota Statute 145A.04, subdivision 3, and ,

WHEREAS, Randall Bostrom, M.D. represents that he is a practicing licensed physician and is duly qualified and willing to perform the services and duties set forth herein.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves a contract with Randall Bostrom, M.D. for Medical Consultant services for the period January 1, 2023 through December 31, 2023.

Resolution # KCCH - 12/6/2022

Request to Apply for Walmart Local Community Grant Resolution

WHEREAS, Kanabec County Community Health has an opportunity to apply for a Walmart Local Community grant, and

WHEREAS, Community Health has been looking for grant opportunities that will fund complete dental services for local residents as Kanabec County has been designated a Health Professional Shortage Area for low-income dental services, and

WHEREAS, the Walmart Local Community grants are for non-profits, primary or secondary schools, faith-based organizations or government entities with proposed projects that benefit the community at-large, and

WHEREAS, the grant offers a range from \$250 - \$5,000 in awards to eligible organizations.

THEREFORE, the Kanabec County Community Health Director is requesting permission to apply for said grant to provide complete dental services to local individuals ages 0-100+ who are uninsured/underinsured or on medical assistance, with services being provided by Children's Dental Services out of Minneapolis.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Kanabec County Community Health Director to apply for the Walmart Local Community grant for dental services and if the grant is approved to accept the funds and sign a contract upon approval by the County Attorney.

Sheila
11/29/22 8:58AM

**** Kanabec County ****



Page 1

As of Date: 10/2022

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
11/29/22 8:58AM

TRIAL BALANCE REPORT
As of 10/2022

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	8,675.56 -	37,165.49	432,595.30
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	8,675.56 -	450,278.32 -	432,595.30
---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	190,249.76 -	1,927,368.01 -	1,927,368.01 -
2925 Expenditure Control	0.00	198,925.32	2,216,430.80	2,216,430.80
Total Fund Balance	721,134.92 -	8,675.56	289,062.79	432,072.13 -
Total Liabilities and Balance	882,873.62 -	8,675.56	450,278.32	432,595.30 -
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
11/29/22 8:58AM
15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 10/2022

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>
----------------	------------------------------	------------------------------	--------------------------------	----------------------------

Kanabec County Community Health - Board Financial Report
15-484

Through October 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	58.33% July	66.67% August	75.00% September	83.33% October	
Pilt-Housing Authority														<u>outstanding payments/payments not yet posted</u>
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Workforce Dev.
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	CTC
Cares Act COVID-19 Grant														DFC
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	FAP
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LCTS
Local Public Health Infrastructure														LPHG
Rev	486,597.00	42.23%	205,502.69	9,036.31	119.00	42,193.96	0.00	0.00	107,521.78	11,535.47	25,070.65	8,377.34	1,648.18	MCH
Exp	378,817.00	77.34%	292,965.84	46,574.53	43,376.18	20,468.59	23,142.49	30,843.70	23,991.40	32,500.28	22,414.46	27,242.61	22,411.60	MIECHV
Prevent Infectious Disease														PHEP
Rev	28,087.00	45.91%	12,894.92	115.00	1,229.24	69.85	42.81	6,624.81	1,055.40	0.00	0.00	3,757.81	0.00	RPC
Exp	28,088.00	65.45%	18,383.76	1,815.11	1,698.51	1,366.78	1,120.90	946.06	1,799.66	1,032.06	881.35	5,904.93	1,818.40	SHIP 27,027.69
Environmental Health														TANF
Rev	25.00	35124.48%	8,781.12	9.00	33.00	0.00	0.00	8,730.12	3.00	0.00	3.00	3.00	0.00	WIC 20,410.00
Exp	5,883.00	21.74%	1,279.09	0.00	0.00	0.00	648.66	131.93	292.35	206.15	0.00	0.00	0.00	CMCOA
Healthy Communities-Adult Health														MN Choice
Rev	271,960.00	87.29%	237,380.53	12,237.80	57,328.99	10,702.83	26,005.23	10,771.41	20,643.71	53,983.12	23,932.01	11,630.70	10,144.73	Admin asst
Exp	275,208.00	63.43%	174,557.35	16,932.81	16,416.14	16,867.57	16,711.60	16,291.43	17,784.32	24,908.81	17,718.08	15,898.52	15,028.07	mental hlth 9,308.20
Healthy Communities-Health Improvement														Suicide Prev
Rev	548,531.00	97.00%	532,055.50	104,307.34	34,621.23	41,582.70	32,655.62	36,573.33	53,537.34	56,768.65	76,288.84	55,849.22	39,871.23	Covid Federal
Exp	528,486.00	81.85%	432,587.45	29,424.26	33,759.78	31,746.75	35,890.91	52,424.99	66,703.19	56,378.88	41,810.93	37,852.18	46,595.58	Home care <u>28,873.55</u> estimate only see note below
Healthy Communities-Family Health														85,619.44
Rev	714,440.00	72.20%	515,839.37	29,428.62	106,229.38	17,889.64	104,430.36	29,204.01	21,721.62	86,784.53	29,495.54	17,159.71	73,495.96	
Exp	596,634.00	63.05%	376,154.37	35,253.12	36,664.38	37,729.13	42,564.74	37,542.95	36,831.31	50,764.83	33,456.35	32,485.62	32,861.94	
Emergency Preparedness														SCHA Connector - We get reimbursed twice a year. Not included above.
Rev	131,761.00	130.59%	172,067.29	18,313.04	61,593.51	0.00	47,629.03	0.00	0.00	3,000.00	36,527.81	0.00	5,003.90	
Exp	118,620.00	102.09%	121,095.10	16,629.66	14,637.00	10,291.71	10,225.69	10,957.98	16,367.79	15,474.17	10,216.14	7,370.84	8,924.12	
Assure Access-Case Management														Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by paysource. Also, VA may pay up to two years after the date of service.
Rev	357,900.00	82.30%	294,567.12	25,379.86	47,946.64	28,422.30	30,807.29	36,229.93	25,233.17	25,196.39	36,783.86	19,250.02	19,317.66	
Exp	351,493.00	85.21%	299,504.28	27,679.69	30,469.31	29,996.06	29,322.52	30,396.99	30,659.85	44,470.64	27,989.12	25,880.08	22,640.02	
Assure Access-Home Care														
Rev	528,000.00	79.71%	420,861.07	35,303.31	46,764.65	45,203.80	53,097.52	44,093.93	40,835.57	35,297.32	36,436.91	43,059.96	40,768.10	
Exp	784,072.00	81.60%	639,778.91	82,971.35	61,555.70	50,432.64	66,552.44	61,808.65	63,421.55	79,367.87	67,384.19	57,638.93	48,645.59	
Agency Totals														
Rev	3,067,301.00	78.24%	2,399,949.61	234,130.28	355,865.64	186,065.08	294,667.86	172,227.54	270,551.59	272,565.48	264,538.62	159,087.76	190,249.76	
Exp	3,067,301.00	76.82%	2,356,306.15	257,280.53	238,577.00	198,899.23	226,179.95	241,344.68	257,851.42	305,103.69	221,870.62	210,273.71	198,925.32	

amount has changed

Board Meeting 12/06/22

Abstract Totals for Commissioner Vouchers

Board Meeting 12/06/22	Amount	Vendors	Transactions
Abstract #1	35,398.05	34	67
Abstract #2			
Totals	35,398.05	34	67

Abstract Totals for Auditor Vouchers

Board Meeting 12/06/22	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
12/2/22 8:41AM

**** 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
12/2/22 8:41AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
51	434 Ability Network Inc					
	15-484-487-8453-6211		224.82	Nov billing svc/eligibility	22M-0171605	Services & Charges N
50	15-484-493-8452-6211		190.75	Nov billing svc/eligibility	22M-0171605	Services & Charges N
49	15-484-496-8447-6211		265.70	Nov billing svc/eligibility	22M-0171605	Services & Charges N
	434 Ability Network Inc		681.27	3 Transactions		
3	104 Ace Hardware					
	15-484-450-0000-6411		19.99	AAA batteries	314432	Supplies N
	104 Ace Hardware		19.99	1 Transactions		
31	185 Bergstadt/Jennifer					
	15-484-496-8449-6331		193.75	Oct/Nov HHA mileage		Mileage & Meals N
	185 Bergstadt/Jennifer		193.75	1 Transactions		
32	1396 Biever/Laurie					
	15-484-496-8449-6331		258.13	Oct/Nov HHA mileage		Mileage & Meals N
	1396 Biever/Laurie		258.13	1 Transactions		
33	1275 Bromwich/Amanda					
	15-484-496-8449-6331		79.38	Oct/Nov HHA mileage		Mileage & Meals N
	1275 Bromwich/Amanda		79.38	1 Transactions		
4	3094 Burski/Kathy					
	15-484-450-0000-6331		145.00	November admin mileage		Mileage & Meals N
5	15-484-469-8440-6205		10.60	postage to mail data logger		Postage N
	3094 Burski/Kathy		155.60	2 Transactions		
54	298 Childrens Dental Services					
	15-484-485-8475-6285		557.76	transport equip/staff 8/23/22		Contracted Work Y
55	15-484-485-8475-6285		557.76	transport equip/staff 093022		Contracted Work Y
	298 Childrens Dental Services		1,115.52	2 Transactions		
34	1326 Hansen/Erika					
	15-484-496-8447-6331		336.25	Oct/Nov home care mileage		Mileage & Meals N
	1326 Hansen/Erika		336.25	1 Transactions		
8	4184 Health Dimension Rehabilitation Inc					
	15-484-496-8447-6211		8,115.00	October PT services		Services & Charges N
	4184 Health Dimension Rehabilitation Inc		8,115.00	1 Transactions		

Sheila
12/2/22 8:41AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
7	324 Healthcare First						
	15-484-496-8447-6211		104.74	November HHCAHPS	5325718	Services & Charges	N
	324 Healthcare First		104.74	1 Transactions			
27	1951 Hemo Cue, Inc						
	15-484-487-8456-6432		168.00	cuvettes	1497078	Medical Supplies	N
28	15-484-487-8456-6432		30.00	shipping and handling	1497078	Medical Supplies	N
	1951 Hemo Cue, Inc		198.00	2 Transactions			
21	4142 Isanti County Family Services						
	15-484-485-8468-6211		276.00	minigrant integ collab website		Services & Charges	N
	4142 Isanti County Family Services		276.00	1 Transactions			
1	4132 Juettner Marketing						
	15-484-485-8468-6211		960.00	complete revision of website		Services & Charges	Y
2	15-484-485-8468-6211		168.00	adobe stock photos		Services & Charges	Y
	4132 Juettner Marketing		1,128.00	2 Transactions			
13	2162 Kanabec County Information Systems						
	15-484-450-0000-6203		625.53	3rd qtr phone svc	6268	Telephone	N
14	15-484-450-0000-6380		3,750.00	4th qtr IS svc	6270	Interdepartmental Charges	N
	2162 Kanabec County Information Systems		4,375.53	2 Transactions			
29	132 Kanabec Publications						
	15-484-485-8474-6240		185.20	10/23/22 drug take back ad	102252965	Advertising	N
30	15-484-485-8474-6240		89.58	10/27/22 drug take back ad	102252965	Advertising	N
	132 Kanabec Publications		274.78	2 Transactions			
38	1308 Lejonvarn/Kirsten						
	15-484-469-8440-6331		8.75	November DPC mileage		Mileage & Meals	N
35	15-484-487-8453-6331		68.13	Oct/Nov MIECHV mileage		Mileage & Meals	N
36	15-484-487-8457-6331		7.50	Oct/Nov MCH mileage		Mileage & Meals	N
37	15-484-490-8489-6331		30.62	Oct/Nov covid mileage		Mileage & Meals	N
	1308 Lejonvarn/Kirsten		115.00	4 Transactions			
52	667 Lighthouse Child & Family Services LLC						
	15-484-487-8453-6211		300.00	9/20/22 MIECHV time	7180	Services & Charges	Y
53	15-484-487-8453-6211		225.00	10/18/22 MIECHV time	7180	Services & Charges	Y
	667 Lighthouse Child & Family Services LLC		525.00	2 Transactions			

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
59	377	Marco Inc						
		15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt	32917577	Rental & Service Contracts Copier	N
	377	Marco Inc		787.11	1 Transactions			
	14361	Marco Technologies LLC.						
9		15-484-493-8452-6411		64.40	B&W copies overage	10524766	Supplies	N
10		15-484-496-8447-6411		64.40	color copies overage	10524766	Supplies	N
11		15-484-493-8452-6411		114.12	annual maint/copy contract	10529491	Supplies	N
12		15-484-496-8447-6411		114.12	annual maint/copy contract	10529491	Supplies	N
	14361	Marco Technologies LLC.		357.04	4 Transactions			
	1143	McKesson Medical-Surgical Govt Solution						
26		15-484-487-8453-6411		38.21 -	MIECHV supplies		Supplies	N
25		15-484-496-8447-6432		224.96	home care supplies	20052898	Medical Supplies	N
	1143	McKesson Medical-Surgical Govt Solution		186.75	2 Transactions			
	198	Mille Lacs Co. Community & Veterans Ser						
15		15-484-485-8468-6880		1,644.67	Oct hlthy eat/active living		Grant Admin- Pass thru	N
16		15-484-485-8468-6880		634.61	Oct tobacco strategy		Grant Admin- Pass thru	N
17		15-484-485-8468-6880		3,061.46	Oct well-being strategy		Grant Admin- Pass thru	N
	198	Mille Lacs Co. Community & Veterans Ser		5,340.74	3 Transactions			
	1036	Minnesota Department Of Health						
58		15-484-496-8447-6820		2,391.00	2023 home care license fee		State Fees	N
	1036	Minnesota Department Of Health		2,391.00	1 Transactions			
	52	Olson/Autumn						
39		15-484-487-8450-6331		23.75	November TANF mileage		Mileage & Meals	N
40		15-484-487-8451-6331		22.50	Oct/Nov HP mileage		Mileage & Meals	N
41		15-484-487-8453-6331		114.38	Oct/Mov MIECHV mileage		Mileage & Meals	N
42		15-484-487-8457-6331		7.50	November MCH mileage		Mileage & Meals	N
	52	Olson/Autumn		168.13	4 Transactions			
	1030	Ringler/Jennie						
43		15-484-496-8449-6331		144.38	Oct/Nov HHA mileage		Mileage & Meals	N
	1030	Ringler/Jennie		144.38	1 Transactions			
	1322	Ringler/Jezzalyn						
44		15-484-496-8449-6331		201.88	Oct/Nov HHA mileage		Mileage & Meals	N

Sheila
12/2/22 8:41AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	1322 Ringler/Jezzalyn		201.88	1 Transactions		
56	3174 Rosburg/Diane 15-484-496-8447-6331		272.50	Oct/Nov home care mileage		Mileage & Meals N
	3174 Rosburg/Diane		272.50	1 Transactions		
57	1452 Sandberg/Debbie 15-484-493-8452-6331		83.75	Oct/Nov CM mileage		Mileage & Meals N
	1452 Sandberg/Debbie		83.75	1 Transactions		
18	2841 Sanofi Pasteur, Inc 15-484-469-8440-6411		1,171.78	2 plublok QIV 22-23 180mcg/.5m		Program Supplies N
19	15-484-469-8440-6411		15.00	excise tax surcharge		Program Supplies N
20	15-484-469-8440-6411		23.44-	prompt pay discount		Program Supplies N
	2841 Sanofi Pasteur, Inc		1,163.34	3 Transactions		
45	16326 Sarkisyan/Amber 15-484-496-8449-6331		260.00	Oct/Nov HHA mileage		Mileage & Meals N
	16326 Sarkisyan/Amber		260.00	1 Transactions		
46	1315 Sundsvold/Miranda 15-484-493-8452-6331		65.52	May CM mileage		Mileage & Meals N
	1315 Sundsvold/Miranda		65.52	1 Transactions		
22	1083 Swanson/Lori 15-484-485-8468-6331		6.25	WW hlth eat/activ liv mileage		Mileage & Meals N
23	15-484-485-8468-6331		3.75	MN Eats mileage		Mileage & Meals N
24	15-484-490-8489-6331		12.50	vax clinic mileage		Mileage & Meals N
	1083 Swanson/Lori		22.50	3 Transactions		
6	1893 Tamarac Medical,Inc 15-484-487-8451-6432		12.92	shipping blood lead test kits	1154556	Medical Supplies N
	1893 Tamarac Medical,Inc		12.92	1 Transactions		
48	1268 Tomczak/Kristi 15-484-496-8448-6331		73.12	Oct/Nov HM mileage		Mileage & Meals N
47	15-484-496-8449-6331		285.63	Oct/Nov HHA mileage		Mileage & Meals N
	1268 Tomczak/Kristi		358.75	2 Transactions		
	1328 True Directions, Inc.					

Sheila
12/2/22 8:41AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 6

Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
60	15-484-485-8490-6285		5 weeks on call		Contracted Work Peer Recovery Sup	N
61	15-484-485-8490-6285		cell phone/equipment and svc		Contracted Work Peer Recovery Sup	N
62	15-484-485-8490-6285		admin costs 433 per month		Contracted Work Peer Recovery Sup	N
63	15-484-485-8490-6285		cell research, purchase,set up		Contracted Work Peer Recovery Sup	N
64	15-484-485-8490-6285		112 miles PRSS travel		Contracted Work Peer Recovery Sup	N
65	15-484-485-8490-6285		PRSS treatment svcs 5 hrs		Contracted Work Peer Recovery Sup	N
66	15-484-485-8490-6285		data management consult fee		Contracted Work Peer Recovery Sup	N
67	15-484-485-8490-6285		marketing/billboard 6 months		Contracted Work Peer Recovery Sup	N
1328	True Directions, Inc.		8 Transactions			
15 Fund Total:			Community Health Fund	34 Vendors	67 Transactions	
Final Total:			34 Vendors	67 Transactions		

Sheila
12/2/22 8:41AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	35,398.05	Community Health Fund	
	All Funds	35,398.05	Total	Approved by,
			
			

9:30am Appointment

December 6, 2022

REQUEST FOR BOARD ACTION

a. Subject: Emergency Management Performance Grant Agreement - Renewal	b. Origination: MN Department of Public Safety
c. Estimated time: 5 minutes	d. Presenter(s): PSAP Administrator/Emergency Management Director

e. Board action requested:

WHEREAS, Kanabec County was awarded an Emergency Management Performance Grant in 2021; and

WHEREAS, said grant requires annual renewal and budget updates;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the updated Emergency Management Performance Grant Agreement for 2022 and authorizes the Board Chair and County Coordinator to sign on behalf thereof.

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:	12/1/22
---	---------

Coordinators Comments:

Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190	Grant Program: 2021 Emergency Management Performance Grant Grant Contract Agreement No.: A-EMPG-2021-KANABECO-034
Grantee: Kanabec County 18 North Vine Street Mora, MN 55051	Grant Contract Agreement Term: Effective Date: 01/01/2021 Expiration Date: 12/31/2022
Grantee’s Authorized Representative: Kanabec County Sheriff’s Office / Emergency Management ATTN: Sheriff Brian Smith 18 North Vine Street Mora, MN 55051 Phone: 320-679-8400 E-mail: brian.smith@co.kanabec.mn.us	Grant Contract Agreement Amount: Original Agreement \$ 17,054.00 Matching Requirement \$ 17,054.00
State’s Authorized Representative: Homeland Security and Emergency Management ATTN: Ms. Kyle Temme 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA/ALN: 97.042 FAIN: EMC-2021-EP-00011 State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2021 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 223. St. Paul, MN 55101-2190. The Grantee shall also comply with all requirements referenced in the 2021 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-EMPG-2021-KANABECO-034 / P.O. No. 3000077475

Project No.: N/A

2. GRANTEE

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

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

2021 (EMPG) Emergency Management Performance Grant

Budget Summary (Report)

Organization:
Kanabec County

EXHIBIT A
A-EMPG-2021-KANABECO-034

Budget		
Budget Category	Award	Match
Planning		
EM Department Operating Expenses	\$0.00	\$2,265.00
Total	\$0.00	\$2,265.00
Training		
AMEM Conference	\$0.00	\$225.00
Total	\$0.00	\$225.00
Organization		
EM Department Salary and Fringe Benefits	\$17,054.00	\$14,564.00
Total	\$17,054.00	\$14,564.00
Total	\$17,054.00	\$17,054.00
Allocation	\$17,054.00	\$17,054.00
Balance	\$0.00	\$0.00

9:35am Appointment

Item a

December 6, 2022

REQUEST FOR BOARD ACTION

a. Subject: Job Description Re-evaluation	b. Origination: Coordinator's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kim Christenson, HR Specialist

e. Board action requested:

Approve the following resolutions:

Resolution #__ – 09/06/22

Dispatch Sergeant Evaluation

WHEREAS the board did by Resolution #11 – 11/15/22 approve the hire of a temporary Dispatch Sergeant, and

WHEREAS the job description for the Dispatch Sergeant has not been evaluation by the pay consultant since 2008, and

WHEREAS the County Sheriff and the P.S.A.P Administrator did review the job description and decided no changes need to be made at this time, and

WHEREAS the job description was sent to the pay consultant for review and did send back the results;

BE IT RESOLVED to accept the following ranking for the “Dispatch Sergeant” position, which results in Pay Range 12:

Category	Rank	Points
Qualifications	q34	69
Decisions	d31	63
Problem Solving	p15	74
Relationships	r19	79
Effort A	ea5	4
Effort B	eb8	12
Hazards	h13	10
Environment	n13	13
TOTAL POINTS		324

f. Background:

The board approved to promote a temporary Dispatch Sergeant while the P.S.A.P

Administrator is out on leave. The Dispatch Sergeant job description has not been re-evaluated since 2008. We had the Sheriff and the PSAP Admin review the job description and they felt no major changes needed to be made.

The job description was then sent to our pay consultant for review. The new pay grade is a Grade 12, it was previously ranked at a Grade 10. Memo from pay consultant attached.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Mon 11/28/2022 1:47 PM

Katie Laven <katie.laven@mrnet.org>

RE: Job description review

To Kim Christenson

Hi Kim-

Thanks for connecting today. Below is the revised rating we discussed for the Dispatch Sergeant with changes to the Decision and Problem-Solving Factors. Please let me know if you have any other questions. Thanks!

Dept	Title	Qualifications		Decisions		Problem Solving		Relationships		Effort A		Effort B		Hazards		Environment		Total Points	Grade
Sher	Dispatch Sergeant	q34	69	d31	63	p15	74	r19	79	ea5	4	eb8	12	h13	10	n13	13	324	12

Katie Laven

Compensation Business Partner

Main: 763-253-9100 | Direct: 763-253-9163

MRA | 5980 Golden Hills Drive | Golden Valley | MN | 55416

katie.laven@mrnet.org | www.mrnet.org



9:35am Appointment

Item b

December 6, 2022

REQUEST FOR BOARD ACTION

a. Subject: 2023 Holiday Schedule	b. Origination: Coordinator
c. Estimated time: 5 mins	d. Presenter(s): Kim Christenson

e. Board action requested:

Discuss Christmas Eve and Christmas Day holidays for 2023 as it relates to county holiday policy.

f. Background:

In 2023 Christmas Eve is on a Sunday and Christmas Day is on a Monday.

In the past when this has happened county policy stated that the Christmas Eve holiday would become a floating holiday and the employee would only have Christmas Day off.

In 2014 we changed to Paid Time Off (PTO) and floating holidays were combined with PTO hours. The paid holiday section in the employee handbook states the following:

When any holiday falls on a Saturday, the holiday will generally be observed on the preceding Friday. When any holiday falls on Sunday, the holiday will generally be observed on the Monday following. The county may change this to accommodate business needs.

In a year when Christmas Eve and Christmas Day fall on scheduled days off (i.e. Saturday or Sunday) the County Board of Commissioners will designate alternate days off to accommodate the Christmas Eve and Christmas Day holidays.

We would like to recommend taking Monday, December 25 and Tuesday, December 26 for the Christmas holiday.

Supporting Documents: None **Attached:**

Date Received in County Coordinator's Office:

N/A

Coordinators Comments:



KANABEC COUNTY PUBLIC WORKS DEPARTMENT

Chad T. Gramentz, PE, Public Works Director

903 Forest Avenue East, Mora, MN 55051

320-679-6300

Kanabec County Drainage Authority Board

To Be Held At:

Kanabec County Courthouse

Board Room #164

317 Maple Ave E, Mora, MN 55051

Date and Time:

December 6, 2022, 9:45 AM

AGENDA:

1. Call Meeting to Order
2. Approval of Agenda
3. CD 10 Repair Costs
4. Public Comment
5. Adjourn

10:05am Appointment

December 6, 2022

REQUEST FOR BOARD ACTION

a. Subject: Consideration of Snake River Comprehensive Watershed Management Plan Governing Entity Structure Options	b. Origination: Snake River 1W1P Policy Committee
c. Estimated time: 15-20 minutes	d. Presenter(s): Deanna Pomije, SWCD District Manager

e. Board action requested:

Consider options for the structure of the governing entity of the Snake River Comprehensive Watershed Management Plan.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Background:

- The Snake River Watershed Management Board (SRWMB) is an entity that was established with a Joint Powers Agreement (JPA) in 1993 to implement their common county water plans or to improve the water quality in the Snake River Watershed. It consists of 4 voting members, one county commissioner from the 4 counties within the watershed (Aitkin, Kanabec, Mille Lacs, and Pine).
- In 2019 the watershed received a planning grant from the Board of Water and Soil Resources (BWSR) to write a watershed wide water plan. The goal of this plan is to approach conservation of our natural resources in a more wholistic manner beyond county boundaries.
- In July-August 2022 the Snake River Watershed 1W1P Steering Committee staff drafted proposed changes to the existing SRWMB Joint Powers Agreement (JPA). Those changes were finalized and prepared for attorney review. One fundamental change to the JPA draft is that SWCDs in the watershed would have representatives on the new board. The new entity board would oversee the watershed-based implementation funds (WBIF) (estimated \$318 k/yr.) and possibly the locally generated funds from each of the four counties (estimated \$48 k/yr.).
- At the 08/22/2022 Snake River Policy Committee meeting some on the board expressed interest in keeping the existing JPA members intact, as a county commissioner let board without the SWCD supervisors added to the board. In part, the expressed reason for this preference was to retain the powers that the county commissioners have such as levy and ordinance authorities for the whole watershed.
- To receive our plan's implementation funds, BWSR requires any partners that are not part of the organizational entity to sign implementation agreements with the organizational entity for the plan's implementation.

Options for Snake Watershed Organization:

Entity Structure	Considerations
1. New entity including mix of counties and SWCDs	<ul style="list-style-type: none"> Elected officials from counties and SWCDs meet and implement the new watershed plan jointly with WBIF Continuity of existing policy committee members into new entity Up to 8 voting members (possible 9 with the SRWMB) Entity would not be able to tax, invoke eminent domain, and enact ordinances <ul style="list-style-type: none"> Ordinance language removed and later reinstated into the plan per policy committee motion For capital improvement projects, entity would have to request counties to levy funds if no other partnering funds are available SRWMB may potentially join entity
2. Policy Committee merges with the SRWMB	<ul style="list-style-type: none"> Need to have SRWMB approve merger Elected officials from counties and SWCDs meet and implement the new watershed plan jointly with WBIF and locally allocated funds Continuity of existing policy committee members into new entity 8 voting members New entity would not have ability to tax, eminent domain, enact ordinances <ul style="list-style-type: none"> Ordinance language removed and later reinstated into the plan per policy committee motion
3. SRWMB continues without SWCDs to administer WBIF	<ul style="list-style-type: none"> New Entity retains powers to tax, invoke eminent domain, and enact ordinances BWSR likely to require subcontracts with SWCDs for implementation of WBIF funds. SWCD partners unable to vote on the implementation of the plan, though SWCDs are expected to play a large part in the plan's implementation activities May jeopardize funding
4. SWCDs form new entity to administer WBIF	<ul style="list-style-type: none"> New Entity does not have the powers to tax, invoke eminent domain, and enact ordinances County partners unable to vote on implementation of the plan New Entity would have to request counties or other agencies for additional funding on capital improvement projects May jeopardize funding

10:45am Appointment

December 6, 2022

REQUEST FOR BOARD ACTION

a. Subject: Spire Tax Court Petition	b. Origination: Assessor's Office
c. Estimated time: 5-6 minutes	d. Presenter(s): Tina Von Eschen

e. Board action requested:

Approve lowering the following Spire properties for the 2021AY/pay 2022 tax year as follows:

22.02925.00 was \$1,690,000 to \$1,127,200

22.02915.00 was \$14,100 to \$7,100

22.00130.00 was \$3,600 to \$3,600

22.06640.00 was \$26,100 to \$12,100

Totals: was \$1,733,800 to \$1,150,000

Tax was: \$76,906 Est \$50,270 Approximate \$26,600 refund with minimal interest

f. Background:

Spire filed a tax court petition on their property located at 112 Lake St for the payable 2022 tax year. Following the filing they immediately provided us with an appraisal with an effective date of 10/21/2021 with a value of \$1,115,000. In reviewing the appraisal it appears to be reflective of market value. An inspection of the property was done on October 27th. Through this inspection it was discovered the GBA of the property was approximately 2,900sf smaller. Reviewing the land valuation it was determined an adjustment was warranted as all four parcels support the business and should be valued as a unit. It was also found when we valued the bank using the Marshall & Swift valuation software in our CAMA that we did not put an adjustment on the property like we have on others to reflect our market sales area runs lower than the St.Cloud metro market it is based on. In light of these items and review of the appraisal we feel the valuation of \$1,150,000 is well supported.

Part of our negotiation included a valuation of \$1,100,000 for the 2022AY/pay 2023 tax year upon a petition being filed by them. They have also asked the 2023AY to be valued at \$1,100,000 which we've also agreed to.

I have attached the valuation page of the appraisal in addition to the Comparable Sales Grid. If anyone would like a full copy of the appraisal please reach out to me.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Sales Comparison Approach – continued

Listed below is the adjustment grid for the comparables listed on the previous pages. Comparable items of significant difference are adjusted for.

SALES COMPARISON ADJUSTMENT GRID									
Address	Subject	Sale 1	Sale 2	Sale 3	Sale 4	Sale 5	Sale 6	Sale 7	Sale 8
	112 Lake St S, Mora, MN	729 Main St, Elk River, MN	201 Central Ave N, New Prague, MN	304 W 3rd St, Grand Island, NE	411 N Bridge St, Chippewa Falls, WI	402 Lincoln Way, Ames, IA	1180 W 4th St, Rush City, MN	1425 Tower Ave, Superior, WI	119 Lake St S, Mora, MN
Proximity +/-	Subject	50 miles S	80 miles S	430 miles SW	120 miles SE	250 miles S	20 miles SE	80 miles NE	Across Street
Property Rights	Fee Simple	Fee Simple	Fee Simple	Fee Simple	Leased Fee	Fee Simple	Leased Fee	Leased Fee	Fee Simple
Financing	Market	Conventional	Market	Market	Market	Market	Cash	Conventional	Conventional
Conditions	Typical	Tenant	Typical	Typical	Typical	Typical	Tenant	Typical	Typical
Sale Date	Current	Feb-20	Jul-21	Nov-18	May-19	Dec-19	Nov-20	Jan-21	May-21
Location	Average	Average	Average	Average	Avg/Good	Avg/Good	Avg/Good	Avg/Good	Average
Site SF	57,476	55,757	23,087	8,712	34,290	33,106	57,499	30,928	10,454
Land/Bldg Ratio	3.1	2.9	3.1	0.5	3.4	3.3	5.5	1.9	2.7
Age	1980,92/E10	NA/E25	1973/E24	1960/E30	2003/E9	1996/E12	2000/E10	1972/E24	1963/E29
Property Use	Bank	Church	Bank	Bank	Bank	Bank	Bank/Retail	Bank	Office/Med
Quality/Appeal	Avg/Good	Avg/Good	Avg/Good	Average	Avg/Good	Avg/Good	Avg/Good	Good	Fair/Avg
Condition	Average	Average	Average	Average	Average	Average	Average	Average	Average
Design	2-Sty + Bsmt	1-Sty + Bsmt	1-Sty + Bsmt	1-Sty + Bsmt	1-Sty + Bsmt	1-Sty+Bsm	1-Story	2-Sty + Bsmt	1-Story
Parking/Site	Average	Average	Average	Average	Average	Average	Average	Average	Average
Sale Price*	N/A	\$1,499,400	\$350,000	\$675,000	\$1,300,000	\$1,250,000	\$1,000,000	\$1,650,000	\$149,000
GBA SF	18,573	19,379	7,432	16,448	10,106	10,100	10,496	16,141	3,944
\$ Per SF GBA	--	\$77.37	\$47.09	\$41.04	\$128.64	\$123.76	\$95.27	\$102.22	\$37.78
Adjustments									
Property Rights	Fee Simple				-15%		-15%	-15%	
Financing	Market								
Conditions	Typical								
Net Adjust	--	0%	0%	0%	-15%	0%	-15%	-15%	0%
Part Adj. \$/SF		\$77.37	\$47.09	\$41.04	\$109.34	\$123.76	\$80.98	\$86.89	\$37.78
Sale Date	Current	-18%	-3%	-30%	-24%	-19%	-10%	-8%	-3%
Equalized \$/SF	--	\$63.45	\$45.68	\$28.73	\$83.10	\$100.25	\$72.88	\$79.94	\$36.65
Location	Average				-10%	-10%	-10%	-10%	
Land/Bldg Ratio	3.1			1%			-1%	1%	
Age	1980,92/E10	8%	7%	10%	-1%	1%		7%	10%
Property Use	Bank								
Quality/Appeal	Avg/Good			10%				-10%	20%
Condition	Average								
Design	2-Sty + Bsmt	5%	5%	5%	5%	5%	-10%		-10%
Parking/Site	Average								
GBA SF	18,573		-10%		-10%	-10%	-10%		-15%
Net Adjust	--	13%	2%	26%	-16%	-14%	-31%	-12%	5%
Adjusted Price	--	\$71.69	\$46.59	\$36.20	\$69.80	\$86.21	\$50.29	\$70.35	\$38.48

Nagell Appraisal, Inc.

12805 Highway 55, #300

Plymouth, MN 55441

Established in 1968**Minneapolis:** 952.544.8966**Central Fax:** 952.544.8969**Spire Credit Union**

2025 Larpenteur Avenue W.

Falcon Heights, MN 55113

October 21, 2021

Attn: Patrick McCann

In accordance with your request, an **appraisal report** has been made on the following described property:

Subject Property: Branch Bank**112 Lake St S, Mora, MN**

The property is legally described herein. The appraisal assumes that the property meets all current environmental standards. The appraisal analysis and conclusions are subject to certain limiting conditions and assumptions described herein.

Final Value Opinion	10/18/2021	\$1,115,000
	Market Value	
	As-Is	

Property Components Appraised	Real Estate Only
Extraordinary Assumptions & Hypothetical Conditions	None
Exposure / Marketing Time	1 Year / 6-18 Months

Our company has sufficient knowledge, education, experience, resources and/or contacts to competently complete this assignment. The accompanying report contains data secured from my personal investigation and from sources considered to be reliable; however, correctness is not guaranteed. To the best of my knowledge and belief, the statements contained in this report are true and correct. Neither my employment to make this appraisal, nor the compensation, is contingent upon the value reported. This report has been prepared in conformity with the code of professional ethics and standards of professional appraisal practice of the Appraisal Institute and appraisal standards set forth by Uniform Standards of Professional Appraisal Practice and Title XI of the Federal Institution Reform, Recovery and Enforcement Act.

Sincerely,



Andrew J. Lewis

Certified General MN 20327024

Certified General Temp. Permit SD 1952-T-2020



Molly J. Lewis

Certified General MN 20391975

11:00am Appointment

December 6, 2022

REQUEST FOR BOARD ACTION

a. Subject: Discuss Proposed 2023 Budget and Levy	b. Origination: Coordinator's Office
c. Estimated time: 20-30 minutes	d. Presenter(s): Various

e. Board action requested:

Discuss potential changes to the proposed 2023 budget in preparation for the Truth in Taxation Meeting and budget finalization:

- Environmental Services (Teresa Wickeham & Deanna Pomije)
- Information Systems (Lisa Blowers)
- Auditor Treasurer's Office (Denise Snyder)
- County Attorney's Office (Barbara McFadden)
- Commissioners (Kris McNally)

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

11:35am Appointment

Item a.

December 6, 2022

REQUEST FOR BOARD ACTION

a. Subject: Request to fill a CADD Tech, Civil Vacancy above a Step A	b. Origination: Public Works
c. Estimated time: 10 minutes	d. Presenter(s): Chad Gramentz, Director

e. Board action requested:

RESOLUTION #___-12/6/22

WHEREAS, Kanabec County has a full-time CADD Technician, Civil position vacant; and

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

WHEREAS, said candidate has 6.5 years of direct experience in addition to a 2 year degree; and

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

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

WHEREAS, the Public Works Director is recommending hiring this candidate at Grade 12, Step F (\$29.94/hour);

THEREFORE BE IT RESOLVED, the Kanabec County Board of Commissioners hereby authorizes the Public Works Director and Coordinator's Office to hire said candidate at Grade 12, Step F.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

11:35am Appointment

Item b.

December 6, 2022

REQUEST FOR BOARD ACTION

a. Subject: Request to Hire an HEOII in lieu of the Approved Mechanic's Assistant	b. Origination: Public Works
c. Estimated time: 10 minutes	d. Presenter(s): Chad Gramentz, Public Works Director

e. Board action requested:

Requesting authorization to hire an HEOII instead of a Mechanic's Assistant.

Approximately a \$5,000-6,000 increase in budgeted wages and benefits, but potentially less turnover in the department and greater flexibility in assigning duties.

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

November 15, 2022

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, November 15, 2022 pursuant to adjournment with the following Board Members present: Rick Mattson and Alison Holland. Absent: Les Nielsen, Dennis McNally and Craig Smith. Staff present: 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.

9:08am – Commissioner Dennis McNally arrived.

Commissioner Rick Mattson called the meeting to order at 9:08am and led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Alison Holland, seconded by Dennis McNally and carried unanimously to approve the agenda with the following changes: Add Agenda Item #10, Gambling Request from Kanabec County Pheasants Forever.

Action #2 – It was moved by Alison Holland, seconded by Dennis McNally and carried unanimously to recess the meeting at 9:09am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:09am on Tuesday, November 15, 2022 pursuant to adjournment with the following Board Members Present: Rick Mattson, Dennis McNally and Alison Holland. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS3 – It was moved by Dennis McNally, seconded by Alison Holland and carried unanimously to approve the Family Services Board Agenda as presented.

CSO/Financial Assistant Supervisor Tim Dahlberg met with the County Board to give a presentation regarding Child Support. Information only, no action was taken.

Social Services Supervisor Katie Heacock met with the County Board to give a presentation regarding Adult Protection. Information only, no action was taken.

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

9:21am – Chairperson Les Nielsen arrived.

9:21am – Commissioner Rick Mattson handed the gavel over to Chairperson Les Nielsen.

9:22am – Commissioner Dennis McNally left the meeting.

The Board held a discussion regarding a request to authorize Family Services Director Chuck Hurd to purchase budgeted computer equipment, over and above the \$2,500 policy threshold without Board approval, in order to make purchases during times of intermittent sales/discounts. The Board expressed consensus to defer the discussion to a later date.

Action #FS4 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve the following resolution pending review of the contract by County Attorney Barbara McFadden:

Resolution #FS4 – 11/15/22

Health Plans Care Coordination Agreement Resolution

WHEREAS, the Minnesota Department of Human Services has determined that it is in the best interest of counties and their residents to have a choice in the health plans available to them for public programs, and

WHEREAS, Kanabec County was notified that Blue Cross Blue Shield, Medica and U Care will be added along with South Country Health Alliance as the health plans providing service in the County, and

WHEREAS, the Family Services Director has met with the three new health plans and their request is that Kanabec County would provide the care coordination services/case management for Kanabec County residents to foster communication and coordinate care and services among members, providers, staff and other organizations, and

WHEREAS, Kanabec County desires to provide the delegated services in accordance with the health plans' policies and procedures and in compliance with applicable federal and state laws and regulations and the National Committee for Quality Assurance accreditation standards, and

WHEREAS, the Kanabec County Attorney has reviewed and approved the aforementioned contracts with liability language changes to be made by UCare.

THEREFORE BE IT RESOLVED the Kanabec County Human Service Board approves the Family Services Director signing contracts with Blue Cross Blue Shield, Medica and U Care to provide public programs care coordination /case management for County residents for the contracted period and per the health plans' rate schedules.

Action #FS5 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #FS5a – 11/15/22

Psychiatric Services Contract – Dr. Paul Richardson

WHEREAS, the Family Services Agency does contract for psychiatric services, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for the year 2023;

THEREFORE BE IT RESOLVED to approve an agreement for psychiatric services for the year 2023 with Dr. Paul Richardson for 4 hours per week at \$250 per hour for the time period January 1, 2023 through December 31, 2023.

Resolution #FS5b – 11/15/22

Psychological Services Contract –Karissa Ignaszewski

WHEREAS, the Family Services Agency does contract for psychiatric evaluations and counseling services for the Region 7E Mental Health Project, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for a period beginning January 1, 2023 and ending December 31, 2023, and

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

THEREFORE BE IT RESOLVED to approve an agreement for psychiatric services for the period beginning January 1, 2023 and ending December 31, 2023 with Karissa Ignaszewski at the rate of \$92.65 not to exceed 416 hours quarterly.

Resolution #FS5c – 11/15/22

Mille Lacs County Psychiatric Services Resolution

WHEREAS, Minn. Stat. §§235.461 through 235.486 and Minn. Stat. §§235.487 through 235.488 establishes the Minnesota Comprehensive Adult Mental Health Act and the Minnesota Comprehensive Children's Mental Health Act, respectively; and

WHEREAS, Mille Lacs County Community and Veterans Services wishes to secure the provision of Psychiatric Services from Kanabec County Family Services, and

WHEREAS, Kanabec County Family Services is suitably qualified and desires to provide Psychiatric services for Mille Lacs County.

NOW, THEREFORE BE IT RESOLVED that the Kanabec County Human Services Board approves Kanabec County Family Services entering into an agreement for Psychiatric Services to commence January 1, 2023 through December 31, 2023 with Mille Lacs County.

Resolution #FS5d – 11/15/22

Psychiatric Services Contract Jessica Stokes– resolution

WHEREAS, the Family Services Agency does contract for psychiatric evaluations and counseling services for the Region 7E Mental Health Project, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for a period beginning January 1, 2023 and ending December 31, 2023, and

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

THEREFORE BE IT RESOLVED to approve an agreement for psychiatric services for the period beginning January 1, 2023 and ending December 31, 2023 with Jessica Stokes at a rate of \$87.50 per hour not to exceed 390 hours per quarter.

Resolution #FS5e – 11/15/22

Pine County Psychiatric Services Resolution

WHEREAS, Minn. Stat. §§235.461 through 235.486 and Minn. Stat. §§235.487 through 235.488 establishes the Minnesota Comprehensive Adult Mental Health Act and the Minnesota Comprehensive Children's Mental Health Act, respectively; and

WHEREAS, Pine County health and Human Services wishes to secure the provision of Psychiatric Services from Kanabec County Family Services, and

WHEREAS, Kanabec County Family Services is suitably qualified and desires to provide Psychiatric services for Pine County.

NOW, THEREFORE BE IT RESOLVED that the Kanabec County Human Services Board approves Kanabec County Family Services entering into an agreement for Psychiatric Services to commence January 1, 2023 through December 31, 2023 with Pine County.

Resolution #FS5f – 11/15/22

Regional AMHI Medication Management Resolution

WHEREAS, the Region 7E Adult Mental Health Initiative has funds available to provide regional adult mental health outpatient medication management and client outreach services through management of the Region 7E mental health website, and

WHEREAS, Isanti County, as fiscal agent for the Regional Adult Mental Health Initiative (AMHI) is also the contracting entity and wishes to contract with Kanabec County, through its Family Services Agency to provide said medication management services and client outreach services through management of the Region 7E mental health website, and

WHEREAS, Kanabec County Family Services is willing and able to provide said medication management services and client outreach services through management of the Region 7E mental health website.

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board approves entering into an agreement with Isanti County, on behalf of the Region 7E Adult

Mental Health Initiative for regional adult mental health outpatient medication management and client outreach services through management of the Region 7E mental health website for the period January 1, 2023 through December 31, 2023.

Resolution #FS5g – 11/15/22

Detoxification Services – Central MN Mental Health Center

WHEREAS, Kanabec County Family Services contracts for detoxification services, and

WHEREAS, Central Minnesota Mental Health Center agrees to accept appropriate referrals from Kanabec County for the purpose of providing detoxification services, and

WHEREAS, such an agreement has been presented to the Kanabec County Board of Commissioners, for the year 2023;

THEREFORE BE IT RESOLVED to approve an agreement for detoxification services for the year 2023 at a daily rate of \$600.00 per client, with Central Minnesota Mental Health Center for the time period January 1, 2023 through December 31, 2023 and for the Health & Human Services Director to sign such Agreement.

Resolution #FS5h – 11/15/22

Sue's Bus Service Agreement Resolution

WHEREAS, Kanabec County Family Services is in need of transportation daily for clients between home and school, and

WHEREAS, Sue's Bus Service is transporting said clients to school at this time and are willing and able to continue to transport them daily between home and school.

THEREFORE BE IT RESOLVED the Kanabec County Human Services Board approves the Agreement with Sue's Bus Service for transporting clients' to and from school daily until further notice and billed at the current DHS Non-emergency Medical Transportation rate.

Resolution #FS5i – 11/15/22

Central MN Jobs and Training
Agreement and Budget Resolution

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

WHEREAS, Central Minnesota Jobs and Training has submitted an annual budget and Agreement for 2023; and

WHEREAS, the Kanabec County Human Services Director is recommending approving contracting with Central Minnesota Jobs and Training in 2023 for employment and training services and approving the budget and Agreement they have submitted;

THEREFORE BE IT RESOLVED the Kanabec County Human Services Board approves contracting with Central Minnesota Jobs and Training for employment and training services and approves the 2023 budget and Agreement submitted.

Action #FS6 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to adjourn Family Services Board at 9:35am and to meet again on December 20, 2022 at 9:05am.

The Board of Commissioners reconvened.

Administrative Assistant Renee Petersen met with the County Board to request approval for Community Health Director Kathy Burski to sign agreements with DHS designated health plans to provide care coordination and case management for county residents and non-emergency medical transportation by Timber Trails Public Transit.

Action #7 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve the following resolution, pending review of the contract by County Attorney Barbara McFadden:

Resolution #7 – 11/15/22

Health Plans Care Coordination Agreement Resolution

WHEREAS, the Minnesota Department of Human Services has determined that it is in the best interest of counties and their residents to have a choice in the health plans available to them for public programs, and

WHEREAS, Kanabec County was notified that Blue Cross Blue Shield, Medica and U Care will be added along with South Country Health Alliance as the health plans providing service in the County, and

WHEREAS, the Community Health Director has met with the three new health plans and their request is that Kanabec County Community Health would provide the care coordination services/case management for Kanabec County residents to foster communication and coordinate care and services among members, providers, staff and other organizations, and

WHEREAS Kanabec County desires to provide the delegated services in accordance with the health plans' policies and procedures and in compliance with applicable federal and state laws and regulations and the National Committee for Quality Assurance accreditation standards.

WHEREAS, the Kanabec County Attorney has reviewed and approved the aforementioned contracts with liability language changes to be made by UCare

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director signing contracts with Blue Cross Blue Shield, Medica and U Care to provide public programs care coordination /case management for County residents for the contracted period and per the health plans' rate schedules.

Action #8 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to approve the following resolution, pending review of the contract by County Attorney Barbara McFadden:

Resolution #8 – 11/15/22

TTPT - Health Plans Transportation Agreement Resolution

WHEREAS, the Minnesota Department of Human Services has determined that it is in the best interest of counties and their residents to have a choice in the health plans available to them for public programs, and

WHEREAS, Kanabec County was notified that Blue Cross Blue Shield, Medica and U Care will be added to South Country Health Alliance as the health plans providing service in the County, and

WHEREAS, Timber Trails Public Transit is the main transportation provider within Kanabec County and as such would like to contract with the health plans to provide medical rides for county residents, and

WHEREAS the Transit Director is recommending to contract with the health plans to provide medical transportation services to county residents.

WHEREAS, the Kanabec County Attorney has reviewed and approved the aforementioned contracts with liability language changes to be made by UCare

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Transit Director to sign contracts with Blue Cross Blue Shield, Medica and U Care to provide medical transportation for County residents for the contracted period with negotiated rate schedules.

Regional Director Northeast Region Susanne Hinrichs, Program Leader for the Northeast Region for the Center for Youth Development Jan Derdowski, and Chair of the Kanabec County Extension Committee Jean Mattson met with the County Board to give a presentation regarding University of Minnesota of Extension. Information only, no action was taken.

County Sheriff Brian Smith met with the County Board to discuss matters concerning his department.

Action #9 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #9 – 11/15/22

Medical Examiner Contract

WHEREAS the terms of the contract with River Valley Forensic Services, P.A. expire December 31, 2022, and

WHEREAS River Valley Forensic Services, P.A. has agreed to contract for services in 2023; and

WHEREAS the County Sheriff is satisfied with the services provided by River Valley Forensic Services, P.A.; and

BE IT RESOLVED to approve the Medical Examiner Contract Agreement with River Valley Forensic Services, P.A. for services provided by or under Dr. Kelly Mills as Kanabec County Medical Examiner effective January 1, 2023 for a term ending December 31, 2023.

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

Resolution #10 – 11/15/22

Animal Control Agreement

WHEREAS the terms of the contract with Gratitude Farms in East Bethel for animal control services expire December 31, 2022, and

WHEREAS the Board requested the Sheriff's Office and Coordinator to seek a local vendor for this service; and

WHEREAS, Fox Run Kennels in Brook Park agreed to contract for services on a trial basis through June 30, 2023;

THEREFORE BE IT RESOLVED to approve the Animal Control Agreement with Fox Run Kennels for animal control services effective January 1, 2023 for a term ending June 30, 2023;

BE IT FURTHER RESOLVED that if both the Sheriff and vendor are satisfied with the service and terms of the agreement as of June 30, 2023, the duration of the agreement may be extended until December 31, 2023;

BE IT FURTHER RESOLVED that the Sheriff and Coordinator are authorized to sign the agreement and any extension thereof.

Action #11 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #11 - 11/15/22

WHEREAS, the Sheriff's Office Dispatch Center is managed by the P.S.A.P. Administrator/Emergency Management Director; and

WHEREAS, the current P.S.A.P. Administrator/Emergency Management Director will

be taking a medical leave of absence; and

WHEREAS, to ensure the highest level of continuity of operations the Sheriff is requesting temporary reinstatement of the Dispatch Sergeant position and authorization to promote an employee to said position in the near future through the duration of the P.S.A.P. Administrator/Emergency Management Director's leave of absence time; and

WHEREAS, the Dispatch Sergeant position job description has been reviewed and updated;

THEREFORE BE IT RESOLVED, the Board of Commissioners hereby approves the temporary reinstatement of the Dispatch Sergeant position and promotion of an employee for a period of time ending at the conclusion of the leave of absence of the current P.S.A.P. Administrator/Emergency Management Director.

BE IT FURTHER RESOLVED, the employee will return to hers/his previous position and wage at the end of the temporary promotion.

10:21am – Commissioner Dennis McNally arrived.

The Board reviewed the Sheriff's Quarterly Report. Information only, no action was taken.

Public Works Director Chad Gramentz met with the County Board to give an update regarding the Safety Plan. The Board expressed consensus to wait for updated data before moving forward with updates of the Safety Plan.

Action #12 – It was moved by Alison Holland, seconded by Dennis McNally and carried unanimously to approve the minutes as presented.

Action #13 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Ann Lake Twp	30,564.71
Arthur Twp	109,146.00
Besser, Blaine	500
Braham Public Schools	51,347.95
Brunswick Twp	54,704.49

Chamberlain Oil	4,118.40
City of Braham	16,868.85
City of Grasston	7,699.35
City of Isle	500
City of Mora	599,818.57
City of Ogilvie	49,209.08
City of Quamba	25,767.84
Comfort Twp	53,301.31
Comm of Finance-Treas Div	178.81
East Cent. Reg Dev Commission	9,891.57
East Central Energy	317.92
East Central Energy	186.34
East Central School District	17,986.34
Ford Twp	30,002.09
Gallagher, Stephanie	500
Grass Lake Twp	36,946.10
Haybrook Twp	27,199.05
Hillman Twp	23,678.84
Hinckley-Finalyson Schools	16,791.18
Isle Public Schools	16,181.78
Kanabec County	110,981.88
Kanabec County Auditor HRA	424
Kanabec Twp	35,990.19
Knife Lake Improvement District	18,154.98
Knife Lake Twp	51,912.01
Kroschel Twp	16,738.36
Kwik Trip Inc	13,984.43
Long, Devon	600
Midcontinent Communications	465.34
Milaca Public Schools	4,215.29
Mora Municipal Utilities	14,740.92
Mora Municipal Utilities	834.83
Mora Public Schools	1,138,755.29
Ogilvie Public Schools	159,713.15
Peace Township	56,164.99

Pine City Public Schools ISD 578	176.41
Pomroy Twp	37,334.34
Price Custom Homes	500
Quadient Finance USA, Inc.	421.8
Quadient Finance USA, Inc.	2,500.00
Southfork Twp	16,318.13
Spire Credit Union	4,727.16
St Paul Port Authority	1,917.39
VC3, Inc.	3,224.40
Verizon Wireless Aircards	1,370.41
Verizon Wireless Cell Phones	2,903.44
Wellnitz, Rosella	500
Whited Township	31,411.65

46 Claims Totaling: \$2,910,387.36

Action #14 – It was moved by Alison Holland, 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
Ace Hardware	27.70
Ace Hardware	115.67
Ace Hardware	5.04
Ace K9	168.00
Adam's Pest Control, Inc.	250.00
Advanced Correctional Healthcare	18,464.14
American DataBank	113.35
Aspen Mills	255.17
Aspen Mills	243.27
Aspen Mills	52.95
Association of MN Counties	35.00
Auto Value	27.37
Auto Value	220.42
Bracewell, Earl	88.13

Certified Crime Fighter	1,656.00
Clifton Larson Allen LLP	2,625.00
Cook, Brandon	69.38
Curtis, Michael	536.88
Daniels Health	284.33
DataWorks Plus LLC	2,388.23
DS Solutions	928.20
East Central Regional Juvenile Center	4,335.00
Electric Motor Service, Inc	213.51
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
G & N Enterprises	185.76
Galls	54.34
Glen's Tire	955.02
Glen's Tire	901.27
Granite City Jobbing Co	1,197.03
Granite City Jobbing Co	287.16
Granite Electronics	225.00
Hartshorn, Jim	62.50
Henry Schein	523.33
Hoefert, Robert	1,204.38
IAEMD	110.00
Ideal Service, Inc.	407.00
Industrial Health Services Network Inc	45.90
Innovative Office Solutions, LLC	29.73
IT SAVVY	1,502.21
J.F. Ahern Co	180.14
J.F. Ahern Co	837.02
J.F. Ahern Co	434.06
JCF Properties LLC	2,100.00
Kanabec County Highway Dept	597.46
Kanabec Publications	562.00
Kanabec Publications	345.41
Kanabec Publications	502.30
Koenings, Katie	20.80
LexisNexis (RELX Inc.)	225.00

LexisNexis (RELX Inc.)	189.08
Marco	3,267.40
Marco Technologies, LLC.	100.00
Marco, Inc.	159.00
MCAA	325.00
McNally, Dennis	85.00
McNally, Kris	75.00
Michael Keller, Ph.D., L.P.	650.00
Mid-American Research Chemical	800.00
Mille Lacs County Jail	1,045.00
Minnesota County Attorney's Association	175.00
Minnesota Pollution Control Agency	37,898.64
MNCCC Lockbox	1,240.00
Motorola Solutions	2,115.00
Novus Glass	60.00
O'Brien, Pat	108.75
O'Brien, Pat	92.50
ODP Business Solutions LLC	50.80
Olson, Rhonda	85.00
O'Reilly Auto Parts	29.22
Peterson, Ronald	139.38
Quality Disposal	222.65
Quality Disposal	235.62
Quality Disposal	33.97
Quality Disposal	238.22
Reliance Telephone, Inc	2,100.00
River Valley Forensic Services	750.00
RS EDEN	716.95
RT Vision	3,583.12
RT Vision	3,583.13
Sabinash, Douglas	86.25
Sawatzky, Fred	106.25
Schumacher, Sarah	69.38
Sea Change Print Innovations	3,358.65
Stellar Services	147.08
Stellar Services	114.63
Summit Food Service Management	4,196.80

Summit Food Service Management	4,150.82
SwipeClock LLC	362.00
Tinker & Larson Inc	61.90
Van Alst, Lillian	1,412.50
Welia Health	47.00
Zaudtke, Wayne	78.75

95 Claims Totaling: \$ 129,537.00

Road & Bridge

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning Services	1,100.00
Ace	636.00
Aramark	405.36
Auto Value	1,693.10
Beaudry Oil & Propane	30,700.55
Blum Sand and Gravel	2,120.00
Central McGowan	307.63
Central Pension Fund	350.40
City of Mora	16,235.20
Crawford's Equipment	328.80
Diamond Mowers	245.66
East Central Energy	354.00
Glens Tire	1,061.90
Gopher State One-Call	27.00
H&L Mesabi	44,861.50
Houtsma, Wes	350.00
Jamar Technologies	229.37
Johnson Hardware and Rental	1,422.74
Kanabec County Highway Dept	117.04
Kanabec Publications	189.30
Kanabec County Times	83.00
Knife River Corporation	1,124,353.86
Little Falls Machine	1,137.44
Locators & Supplies	2,026.86

Marco	330.89
Mora Chev	264.35
Morton Salt	20,788.08
Newman Traffic Signs	76.02
North Central International	6,984.08
Northpost	531.60
Nuss Truck Equipment	13,379.83
ODP	58.03
Owens Auto Parts	137.80
Pomp's Tire Service	3,343.04
Power Plan	1,436.35
Premier Outdoor Services	7,117.50
RTVision	3,000.00
Trueman Welters	6,069.33
Usic Locating	100.00
Vault Health	237.52
Wiacom	675.30

41 Claims Totaling: \$1,294,866.43

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

Barbara McFadden	Comments regarding how Extension closely aligns with education and provides long term benefits to the community.
Mary Ringler	Comments regarding support of Extension in Kanabec County.

10:35am – The Chairperson closed public comment.

10:35am – The Board took a five minute recess.

10:44am – The Board reconvened.

Action #15 – It was moved by Dennis McNally, seconded by Alison Holland and carried unanimously to adjourn the meeting at 10:44am to a time immediately following the Drainage Authority Board.

Public Works Director Chad Gramentz and Engineer Chris Otterness from Houston Engineering met with the County Board to present and discuss bid recommendation for the Kanabec County Ditch 2 Repair Project.

Action #16 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve the agenda of the Drainage Authority Board as presented.

The County Board reviewed the bid recommendation for the Kanabec County Ditch 2 Repair Project as presented by Houston Engineering.

Action #17 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to accept the Base Bid of \$439,312.54 by JACON LLC for the Kanabec County Ditch 2 Repair Project.

Action #18 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to authorize County Ditch Inspector/Public Works Director Chad Gramentz as the staff representative to execute change orders for the Kanabec County Ditch 2 Repair Project.

Action #19 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to adjourn The Drainage Authority Board at 11:10am.

The Board of Commissioners reconvened.

County Coordinator Kris McNally gave an update regarding the Snake River One Watershed, One Plan Comprehensive Watershed Management Plan. Information only, no action was taken.

County Coordinator Kris McNally led a discussion regarding the existing Travel Reimbursement Policy. The Board expressed consensus for her to begin revising the policy to be brought back to the County Board for review at a later date.

County Coordinator Kris McNally led a discussion regarding the 2023 Final Budget & Levy. The Board will further discuss potential adjustments to the 2023 Final Budget at the next Regular County Board Meeting.

Future Agenda Items: None.

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

Resolution #20 – 11/15/22

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for Kanabec County Pheasants Forever for a raffle event to be held at Pheasants Ridge Shooting Preserve, 1547 Imperial St, Ogilvie, MN 55358 on December 27, 2022.

Action #21 – It was moved by Dennis McNally, seconded by Alison Holland and carried unanimously to adjourn the meeting at 11:21am. The Board will meet again in Regular Session on Tuesday, December 6, 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>
Card Services (Coborn's)	72.63	Supplies	Transit
Consolidated Communications	1,127.39	Monthly Service, Phones	Various
Kanabec County Auditor - Treas	8,180.71	Vehicle Leases	Various
Minnesota Department of Finance	6,474.00	State Fees & Surcharges	Recorder
Minnesota Energy Resources Corp	9,631.39	Gas Utilities	Various
Office of MN.IT Services	1,338.65	WAN	IS
East Central Energy	1,217.09	Intersection Lighting	Highway
Quality Disposal	189.31	Garbage Pickup	Highway
Card Services (Coborn's)	6.79	Benadryl	Community Health
Card Services (Coborn's)	136.93	Wellness Supplies	Employee Wellness
Kanabec County AT ACH_VISA	1,622.75	See Below	
MNPEIP	11,036.82	12.22 Health Reserves	HR
East Central Energy	233.19	Intersection Lighting	Highway
Dearborn National Life Insurance Co	794.69	12.22 Short Term Disability Premiums	Employee Benefits
Health Partners	6,559.42	12.22 Dental Insurance Premiums	Employee Benefits
Life Insurance Company of North America	655.15	Accident, Group Hosp, Critical Illness Premiums	Employee Benefits
MNPEIP	145,316.80	12.22 Health Ins Premiums	Employee Benefits
The Hartford Priority Accounts	6,075.36	12.22 Life Ins & Long Term Disability Premiums	Employee Benefits
VSP Insurance Co	504.02	12.22 Vision Insurance Premiums	Employee Benefits
Ann Lake Twp	2,854.27	Nov 2022 Settlement	Taxes & Penalties
Arthur Twp	11,142.04	Nov 2022 Settlement	Taxes & Penalties
Braham Public Schools	17,752.02	Nov 2022 Settlement	Taxes & Penalties
Brunswick Twp	10,790.43	Nov 2022 Settlement	Taxes & Penalties
City of Grasston	695.40	Nov 2022 Settlement	Taxes & Penalties
City of Mora	9,283.77	Nov 2022 Settlement	Taxes & Penalties
City of Ogilvie	4,800.74	Nov 2022 Settlement	Taxes & Penalties

City of Quamba	2,727.71	Nov 2022 Settlement	Taxes & Penalties
Comfort Twp	11,511.47	Nov 2022 Settlement	Taxes & Penalties
East Cent. Reg Dev Commission	1,270.79	Nov 2022 Settlement	Taxes & Penalties
East Central School District	3,469.89	Nov 2022 Settlement	Taxes & Penalties
Ford Twp	4,685.73	Nov 2022 Settlement	Taxes & Penalties
Grass Lake Twp	9,590.08	Nov 2022 Settlement	Taxes & Penalties
Haybrook Twp	2,015.98	Nov 2022 Settlement	Taxes & Penalties
Hillman Twp	4,954.24	Nov 2022 Settlement	Taxes & Penalties
Hinckley-Finlayson Schools	8,772.06	Nov 2022 Settlement	Taxes & Penalties
Isle Public Schools	3,690.03	Nov 2022 Settlement	Taxes & Penalties
Kanabec County	5,804.66	Nov 2022 Settlement	Taxes & Penalties
Kanabec Twp	7,636.17	Nov 2022 Settlement	Taxes & Penalties
Knife Lake Improvement District	577.50	Nov 2022 Settlement	Taxes & Penalties
Knife Lake Twp	4,403.37	Nov 2022 Settlement	Taxes & Penalties
Kroschel Twp	2,129.99	Nov 2022 Settlement	Taxes & Penalties
Milaca Public Schools	1,547.37	Nov 2022 Settlement	Taxes & Penalties
Mora Public Schools	186,842.95	Nov 2022 Settlement	Taxes & Penalties
Ogilvie Public Schools	53,497.42	Nov 2022 Settlement	Taxes & Penalties
Peace Twp	4,221.01	Nov 2022 Settlement	Taxes & Penalties
Pine City Public Schools	23.41	Nov 2022 Settlement	Taxes & Penalties
Pomroy Twp	11,158.75	Nov 2022 Settlement	Taxes & Penalties
Southfork Twp	5,929.56	Nov 2022 Settlement	Taxes & Penalties
Whited Twp	4,328.92	Nov 2022 Settlement	Taxes & Penalties
Kanabec County Auditor HRA	100.07	HRA Retirement Payment - CG	HR
Mora Municipal Utilities	14,017.87	Electric & Water Utilities	Various
Quadient Finance	2,500.00	Postage - Courthouse	Unallocated
Mclalwain, Brian	500.00	Driveway Permit Refund	Highway
East Central Energy	180.11	Intersection Lighting	Highway
Kanabec County Auditor HRA	106.00	12.22 HRA Contribution - JH	EDA
55 Claims Totaling: \$ 616,684.87			
Kanabec County AT ACH_VISA	38.74	Webstaurant Store - LED Lights - Courthouse	Building Maintenance
	205.39	Amazon - Smoking Mgmt Station - Courthouse	Building Maintenance
	21.98	Amazon - Picture Frames - Courthouse	Building Maintenance

324.77	Webstaurant Store - LED Lights - PSB	Building Maintenance
144.25	Amazon - Furnace Switch - PSB	Building Maintenance
57.99	Amazon - 12v Battery Terminal - PSB	Building Maintenance
(49.99)	Amazon Return - Bolt On Unloader - Jail	Building Maintenance
474.62	OSI Batteries - 12v Battery - Jail	Building Maintenance
43.98	Amazon - 12v Battery - Jail	Building Maintenance
61.02	Amazon - Battery for Fire Panel	Highway
300.00	MN DNR - CD2 Permit Fee	Highway
11 Claims Totaling:	\$ 1,622.75	

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 12/6/22

Department Name	Vendor	Amount	Purpose
ASSESSOR	Kanabec Publications	245.70	Homestead Publication - Times
ASSESSOR	Kanabec Publications	91.00	Homestead Publication - Advertiser
ASSESSOR	Mike's Auto Body	3,053.30	Repair 2019 Jeep Cherokee Rear Fender
ASSESSOR	Sunshine Printing	305.00	80 Pads - Door Tags
		3,695.00	
AUDITOR	Kanabec County A/T	4,335.50	PR Fees Paycom 10/7, 10/21, 11/4, 11/18, 12/2
AUDITOR	Kanabec Publications	2,291.53	2021 Financial Statement
AUDITOR	MACO	720.00	2023 MACO Dues A/T Office
		7,347.03	
BUILDINGS MAINTENANCE	Ace Hardware	51.03	25' Tape, Box/Elec, Cover, Joint Compound, Bee Spray, Spray Paint - Courthouse
BUILDINGS MAINTENANCE	Adam's Pest Control	125.00	Prevention Plus - PSB
BUILDINGS MAINTENANCE	Auto Value	224.58	Belts (11), Motors (4), Prime Guard Hi-Temp (10) - Courthouse
BUILDINGS MAINTENANCE	Auto Value	42.46	Belts (3), Motor - Jail
BUILDINGS MAINTENANCE	Grainger	258.92	Interior Door Holder (2) - Courthouse
BUILDINGS MAINTENANCE	MN Dept of Labor & Industry, Financial Svcs Office	220.00	Pressure Vessel, Boiler & Elevator Annual Oper - Courthouse
BUILDINGS MAINTENANCE	Office Depot	22.39	Roller Skins (1), Concrete Sealant (3) - Courthouse
BUILDINGS MAINTENANCE	Rocky's H2O Softeners	5,590.39	Rebuild 2 - 3900 Softener - Jail
BUILDINGS MAINTENANCE	Summit Companies	507.00	Fire Alarm Inspection - PSB
BUILDINGS MAINTENANCE	Summit Companies	781.00	Fire Alarm Inspection - Courthouse

BUILDINGS MAINTENANCE	Summit Companies	<u>1,627.00</u>	Fire Alarm & Extinguisher Inspections - Jail
		9,449.77	
COUNTY ATTORNEY	Isanti County Sheriff's Office Civil Process	70.00	ICSO Service of Summons and Complaint Forfeiture
COUNTY ATTORNEY	Krista Spreeman, Isanti County Court Reporter	<u>511.75</u>	Transcript for Evidentiary Hearing Held 10/19/22
		581.75	
COUNTY COORDINATOR	Marco	477.00	Printer Lease
COUNTY COORDINATOR	National PELRA	100.00	2023 MN PELRA Winter Conference
COUNTY COORDINATOR	Office Depot	<u>34.05</u>	Post-it Notes, Staples, Coffee
		611.05	
COUNTY CORONER	Hamilton Funeral Homes	430.00	Removal, Transport, Body Bag
COUNTY CORONER	Ramsey County	<u>1,615.00</u>	Post Mortem Exam/Toxicology
		2,045.00	
COUNTY EXTENSION	Ernest, Jennifer	75.00	Extension Committee Per Diem 11/15/22
COUNTY EXTENSION	Mattson, Jean	95.00	Extension Committee Per Diem & Mileage 11/15/22
COUNTY EXTENSION	Regents of the University of MN	300.00	2023 FairEntry Software Subscription
COUNTY EXTENSION	Salmela, Terry	87.50	Extension Committee Per Diem & Mileage 11/15/22
COUNTY EXTENSION	Schiferli, Kelsey	<u>75.00</u>	Extension Committee Per Diem 11/15/22
		632.50	
COUNTY RECORDER	MACO	<u>360.00</u>	2023 MACO Dues Records Office
		360.00	
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	110.50	Court Appt Attorney Fees
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	<u>790.50</u>	Court Appt Attorney Fees
		901.00	

ECONOMIC DEVELOPMENT	Hartshorn, Jim	111.24	Mileage to Various Meetings - Ogilvie City Council, Braham City Admin, Blue Waters Co, Ogilvie Planning Commission
ECONOMIC DEVELOPMENT	Office Depot	<u>19.99</u>	2023 Planner
		131.23	
ELECTIONS	McClellan, Karen	41.25	G2022 PER Judge & Mileage
ELECTIONS	Oak Gallery	<u>42.62</u>	G2022 Abstract to SOS Overnight
		83.87	
ENVIRONMENTAL SERVICES	Carda, Eugene	105.00	BOA Hearing, Site Visit, Mileage
ENVIRONMENTAL SERVICES	Glens Tire	553.91	Tires for S-10 Pickup
ENVIRONMENTAL SERVICES	Kanabec County Highway Dept	189.92	October 2022 Fuel & Postage
ENVIRONMENTAL SERVICES	Kanabec Publications	44.25	Board of Adjustments - Variance Hearings
ENVIRONMENTAL SERVICES	O'Brien, Pat	92.50	BOA Hearing, Site Visit, Mileage
ENVIRONMENTAL SERVICES	Peterson, Ronald	90.00	BOA Hearing, Site Visit, Mileage
ENVIRONMENTAL SERVICES	Quill	24.99	Quill - Silver Enrollment
ENVIRONMENTAL SERVICES	Rupp, Anderson, Squires & Waldspurgen, PA	1,250.00	Environmental Service/Land Use Quarterly Retainer
ENVIRONMENTAL SERVICES	Sawatzky, Fred	78.75	BOA Hearing, Site Visit, Mileage
ENVIRONMENTAL SERVICES	Sunshine Printing	<u>54.65</u>	Inspection Notices
		2,483.97	
FORFEIT TAX SALE	Kanabec Publications	<u>469.40</u>	TF Land Sale Notice
		469.40	
HUMAN RESOURCES	Kanabec County A/T	4,335.50	PR Fees Paycom 10/7, 10/21, 11/4, 11/18, 12/2
HUMAN RESOURCES	MRA	185.00	Compensation Services - Sign Tech Position
HUMAN RESOURCES	SwipeClock LLC	362.00	Monthly Subscription
HUMAN RESOURCES	WEX	<u>686.25</u>	Administrative Fees for October
		5,568.75	
INFORMATION SYSTEMS	Marco	3,267.40	Phone Lease

		3,267.40	
PROBATION & JUVENILE PLACEMENT	Athey, Lucas	90.00	Mileage to attend PICK Director's Meetings (2)
PROBATION & JUVENILE PLACEMENT	East Central Regional Juvenile Center	4,335.00	November 2022 Contracted Beds at East Central Juv.
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	64.00	REAM Grant - October 2022
PROBATION & JUVENILE PLACEMENT	Office Depot	52.36	Office Supplies
		4,541.36	
PUBLIC TRANSPORTATION	Ace Hardware	14.95	Office Supplies - Command Strips & Velcro
PUBLIC TRANSPORTATION	Auto Value	66.43	Bus Parts
PUBLIC TRANSPORTATION	Curtis, Michael	1,799.63	Volunteer Mileage, Meals, Parking
PUBLIC TRANSPORTATION	Hoefert, Robert	1,653.13	Volunteer Mileage
PUBLIC TRANSPORTATION	Marco	176.00	Printer Contracts
PUBLIC TRANSPORTATION	Milaca Chiropractic Center	85.00	DOT Physical - KM
PUBLIC TRANSPORTATION	Postmaster	60.00	Stamps
PUBLIC TRANSPORTATION	Premium Waters, Inc	35.10	Bottled Water Supplies
PUBLIC TRANSPORTATION	Van Alst, Lillian	2,110.63	Volunteer Mileage
		6,000.87	
SANITATION	East Central Solid Waste Commission	47.34	Kanabec County Hwy Dept - Mixed Solid Waste
		47.34	
SHERIFF	Aspen Mills	127.39	Under Vest Shirt - Deputy
SHERIFF	AT&T Mobility	887.43	Monthly Service
SHERIFF	BlueStar Graphics	495.00	Squad 222 Lettering Package & Install
SHERIFF	BlueStar Graphics	680.00	Squad 181 Lettering Package, Remove Adhesive, Logo
SHERIFF	Coborn's Inc.	35.86	Halloween Candy for Deputy to Disburse
SHERIFF	EATI	360.35	Siren Speaker, Lighthouse Mount
SHERIFF	EATI	484.00	Siren Controller w/ Light Control, Mic, Faceplate
SHERIFF	Gratitude Farms	500.00	Animal Control Services
SHERIFF	Hohn's Auto Body & Glass	3,862.05	Squad 181 - Accident Repair
SHERIFF	Horizon Towing	268.44	Towing Services (1)

SHERIFF	Kanabec Publications	205.00	Sheriff's Office Envelopes
SHERIFF	LeadsOnline	2,537.00	Investigation System Service Package
SHERIFF	MHSRC/Range	490.00	Low It EVOC/PIT Refresher Class - AG
SHERIFF	Oslin Lumber	64.00	16' 2x4 (6)
		10,996.52	
SHERIFF - BOAT & WATER	Auto Value	31.98	Sta-bill Fuel Stabilizer & Mechanix Fast Fit Bl
		31.98	
SHERIFF - CITY OF MORA	AT&T Mobility	44.63	Monthly Service
		44.63	
SHERIFF - JAIL/DISPATCH	Granite Electronics	1,509.40	MHZ Radio
SHERIFF - JAIL/DISPATCH	Office Depot	103.43	Staples, Packaging Tape, Erasable Calendar, 22x17 Deskpad
SHERIFF - JAIL/DISPATCH	Stellar Services	81.70	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	37.16	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	61.32	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,097.46	Inmate Meals 11/12/22 - 11/18/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,097.44	Inmate Meals 11/5/22 - 11/11/22
		9,987.91	
SNAKE RIVER WATER MGMT BOARD	Pine SWCD	5,312.25	Helm Project
		5,312.25	
UNALLOCATED	Clifton Larson Allen LLP	2,310.00	FY2022 Audit Services
UNALLOCATED	Granite City Jobbing Co Inc	992.24	Copy Paper, 19 Cases
UNALLOCATED	Snake River Watershed Management Board	24,072.00	2022 SRWMB Appropriation
		27,374.24	
94 Claims Totaling:		\$ 101,964.82	

Agenda Item #3b
Regular Bills - Road & Bridge
Bills to be approved: 12/6/22

Vendor	Amount	Purpose
Ace	98.85	Shop Supplies
Auto Value	2,880.86	Shop Supplies
Central McGowan	132.07	Welding Supplies
Corrpro	1,700.00	Fuel Tank Survey
Crawford's Equipment	71.46	Repair Parts
Diamond Mowers	202.43	Repair Parts
Dooley, Mark	350.00	Uniform Allowance
Force America Distributing	1,337.23	Repair Parts
Frontier Precision	886.50	Engineering Supplies
Houston Engineering	5,369.75	CD 2 Inspection
Johnson Hardware and Rental	655.79	Shop Supplies
Kanabec County Highway Dept	120.35	Petty Cash, Postage
Little Falls Machine	1,628.29	Repair Parts
MCEA	210.00	Registration for Engineering Conference
MN Dept of Labor and Industry	110.00	Elevator Inspection
MN Dept of Transp	2,623.04	Pavement Testing
Morton Salt	1,976.85	Salt
Northern States Supply	961.55	Shop Supplies
Northpost	78.50	Repair Parts
Nuss Truck Equipment	50.00	Services Repair
ODP Business Solutions	276.55	Office Supplies
Oslin Lumber	43.27	Maintenance Supplies
Roeschlein, Tom	3,392.00	Straw Bales
Schiferli, Kevin	94.63	Uniform Allowance
Stafford Trucking	940.00	Rip Rap
Stenstrom Collision & Detail	3,154.62	Repair Parts
Summit Companies	607.00	Fire Alarm Inspection
Tomlinson, Timothy	292.05	Uniform Allowance
Towmaster	238.44	Repair Parts
Trueman Welters	788.60	Repair Parts
USIC Locating	40.00	Locates
31 Claims Totaling:	\$ 31,310.68	

Agenda Item #4a

December 6, 2022

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 12/6/22

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	\$5,594.20
Arthur Township	\$500.00
Total	\$6,094.20

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (September/October)	\$5,094.20	\$5,094.20
WASTE MANAGEMENT (October)	-	-
Sub-Total	\$5,094.20	\$5,094.20
Recycling Center Incentive Payments:		
Quality Disposal (October)	\$500.00	\$500.00
Arthur Township (October)	\$500.00	\$500.00
TOTAL PAYMENTS =		\$6,094.20

Date received in County Coordinators Office: Various dates in November

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

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

Expenditure: 01-391-392-0000-6211 = \$51,728.57

Current SCORE Funds balance is = \$68,621.74

Agenda Item #4b

December 6, 2022

REQUEST FOR BOARD ACTION

a. Subject: Gambling Request	b. Originating Department/Organization/Person: Minnesota Darkhouse and Angling Association
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolutions:

Resolution #__ – 12/6/22

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 the Minnesota Darkhouse and Angling Association East Central Chapter for a raffle event to be held at Braham Moose Lodge, 2353 103rd Ave, Braham, MN 55006 on February 11, 2023.

f. Background:

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

Date received in County Coordinators Office:	12/2/22
Coordinators Comments:	

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: MOAA East Contra Chapter Previous Gambling Permit Number: X-
 Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any:
 Mailing Address: PO Box 106
 City: Cambridge State: MN Zip: 55008 County: Isanti
 Name of Chief Executive Officer (CEO): Michael Johnson
 CEO Daytime Phone: 763-744-8718 CEO Email: OLIVER.881948@Hotmail.com
 (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): Braham Moose Lodge

Physical Address (do not use P.O. box): 2353 103rd Ave

Check one:

☐ City: Braham Zip: 55006 County: Kanabec

☐ Township: Grass Lake Zip: 55006 County: Kanabec

Date(s) of activity (for raffles, indicate the date of the drawing): 2-11-23

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)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><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).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____ Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____ Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>_____ Title: _____ Date: _____</p>
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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: 12/01/22

(Signature must be CEO's signature; designee may not sign)

Print Name: Michael S. Johnson

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

Business Record Details »

Minnesota Business Name

Minnesota Darkhouse & Angling Association

Business Type

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

1H-883

Home Jurisdiction

Minnesota

Filing Date

08/06/1992

Status

Active / In Good Standing

Renewal Due Date

12/31/2022

Registered Office Address

5879 220th Street N
Forest Lake, MN 55025
USA

Registered Agent(s)

(Optional) Currently No Agent

President

Gregg Weller
850 3rd AVENUE NW
MILACA, MN 56353
United States

Comments

See history for mailing address

Filing History

Filing History

Select the item(s) you would like to order:

Order Selected Copies

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	08/06/1992	Original Filing - Nonprofit Corporation (Domestic)	
	08/06/1992	Nonprofit Corporation (Domestic) Business Name (Business Name: Minnesota Dark House Association)	

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	04/14/1993	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	11/28/1994	Nonprofit Corporation (Domestic) Business Name (Business Name: Minnesota Darkhouse & Angling Association)	
	11/28/1994	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	04/17/2002	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	02/06/2006	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	02/06/2006	Nonprofit Corporation (Domestic) Other	
<input type="checkbox"/>	02/14/2007	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
	02/14/2007	Nonprofit Corporation (Domestic) Mailing Address	
<input type="checkbox"/>	2/27/2013	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	5/3/2013	Annual Reinstatement - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	5/8/2013	Registered Office - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	5/16/2018	Registered Office - Nonprofit Corporation (Domestic)	

Agenda Item #5

December 6, 2022

REQUEST FOR BOARD ACTION

a. Subject: Resolution to Approve Collective Bargaining Agreement and Memorandum of Understanding with Local 106	b. Origination: Negotiation Committees
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following resolution:

Resolution #___ - 12/6/22

WHEREAS the negotiating committee has presented the Board with a proposed 2023-2025 bargaining unit agreement and memorandum of understanding between Kanabec County and the Law Enforcement Labor Services, Inc., Local 106, and

WHEREAS the Union has indicated acceptance by signature of the Union Business Agent and Stewards;

BE IT RESOLVED to approve a 2023-2025 bargaining unit agreement and a related memorandum of understanding between Kanabec County and the Law Enforcement Labor Services, Inc., Local 106;

BE IT FURTHER RESOLVED the Board Chair and Coordinator are authorized to sign the 2023-2025 bargaining unit agreement and memorandum of understanding.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #6

December 6, 2022

REQUEST FOR BOARD ACTION

a. Subject: 2022 MCIT/Workers' Compensation Reinsurance Association Disbursement	b. Origination: MCIT/WCRA
c. Estimated time: 10 Minutes	d. Presenter(s): Kris McNally, Coordinator

Board action requested:

Resolution #___ – 12/6/22 2022 MCIT/MWCRA Disbursement

WHEREAS, Kanabec County received a one-time distribution from MCIT in the amount of \$107,414 as a result of a special distribution from the Minnesota Workers' Compensation Reinsurance Association (WCRA); and

WHEREAS, the Board of Commissioners voted to appropriate \$50,000 of this special distribution to the Kanabec County Veterans Memorial in 2023 via Action #17 on 9/20/22;

NOW THEREFORE BE IT HEREBY RESOLVED, that the County Auditor/Treasurer is authorized to proceed with the one-time appropriation of \$50,000 to Kanabec County Veterans Memorial out of the MCIT/WCRA disbursement funds after 1/1/23.

Background:

The Board held a discussion regarding the consideration of a one-time appropriation to the Kanabec County Veterans Memorial.

Action #17 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to budget a one-time appropriation of \$50,000 to the Kanabec County Veterans Memorial in 2023 from the 2022 MCIT dividend funds (planned use of fund balance).

Supporting Documents: None X **Attached:**

Date Received in County Coordinator's Office:	
--	--

Coordinators Comments: This one time appropriation is included in the Culture and Rec Budget.

Agenda Item #7

December 6, 2022

REQUEST FOR BOARD ACTION

a. Subject: ARPA Update and Funding Request #7	b. Origination: ARPA Committee
c. Estimated time: 10-15 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested: Approve the following resolution:

Resolution #__ - 12/6/22 **ARPA Update and Funding Request #7**

WHEREAS, Kanabec County received \$3,173,271 in American Rescue Plan- Coronavirus Local Fiscal Recovery Funds; and

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

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

WHEREAS, the following items are eligible expenditures under the provisions of general government services under the American Rescue Plan- Coronavirus Local Fiscal Recovery Fund:

- Up to \$325,000 for a replacement motor grader or plow truck/blade; and
- Up to \$300,000 for HVAC control system for the Courthouse and heat system improvement for the Public Service Building
- Up to \$250,000 to replace the boilers in the Courthouse; and
- Up to \$100,000 for 800Hz Signal Boosters at Ogilvie and Mora Schools (with reasonable match from each school); and
- Up to \$40,000 for the Family Services Collaborative Board to provide programming; and
- Up to \$40,000 for a P.A. System for all the county buildings; and
- Up to \$30,000 for the migration to Microsoft Office 365; and
- Up to \$2,000 for a portable breath testing device for the Probation Office.

BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the

expenditures as stated using American Rescue Plan-Coronavirus Local Fiscal Recovery Funds.

f. Background:

Kanabec County received \$3,173,271 in American Rescue Plan Act funds. To date, \$2,085,840 have been committed for projects including substantial technology infrastructure upgrades/replacements, implementation of the K-9 Unit, broadband grant matching funds, peer recovery services, updated election equipment, etc.

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Reserving funds to potentially purchase the Mora School's parking lot (east of the Courthouse) or construct a parking lot where the old jail stood was also considered.

Agenda Item #8

December 6, 2022

REQUEST FOR BOARD ACTION

a. Subject: Discuss a Work Session to Discuss Committee Assignments and a Transition Plan	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Discuss holding a work session to discuss committee assignments and a plan for a smooth transfer of important committee-level information.

f. Background:

Supporting Documents: None

Attached: ☒ Committee Assignment List

Date received in County Coordinators Office:

Coordinators Comments:

County Commissioner Appointments as of ____/23					
Appointment	Peter Ripka	Alison Holland	Wendy Caswell	Rick Mattson	Tom Roeschlein
American Rescue Plan Act (ARPA) (Internal)					
Association of Minnesota Counties	X	X	X	X	X
Aquatic Invasive Species Committee					
Central Minnesota Council on Aging		X			
<i>Central Minnesota Council on Aging Alternate</i>				X	
Central Minnesota Jobs & Training					
Drainage Authority Board	X	X	X	X	X
E-911 Committee					
<i>E-911 Alternate</i>					
East Central Regional Development		X			
East Central Regional Library				X	
East Central Solid Waste Commission					
<i>ECSWC Alternate</i>					
Economic Development Authority		X			
Emergency Medical Service Board					
<i>Emergency Medical Alternate</i>					
Extension Committee				X	
Health & Human Services Advisory Committee					
Highway 23 Coalition					
<i>Highway 23 Coalition Alternate</i>					
Hospital Board					
Housing and Redevelopment Authority	X	X	X	X	X
Insurance Committee					
<i>Insurance Comm. Alternate</i>				X	
Juvenile Detention Center Advisory Board					
Lakes & Pines Board		X			
Law Library		X			
North Highway 65 Corridor Coalition		X			
<i>North Highway 65 Corridor Coalition Alternate</i>					
Opioid Settlement Committee (Internal)					
Personnel Committee					
Planning Commission					
Public Works Committee		X			
Railroad Authority Board	X	X	X	X	X
Railroad Authority Advisory Committee					
Regional Radio Board					
Snake River One Watershed, One Plan					
<i>Snake River One Watershed, One Plan Alternate</i>				X	
Snake River Watershed Management Board					
State Community Health Services Advisory Cmte (SCHSAC)				X	
Southern MN County Based Purchasing					
<i>Southern MN County Based Purchasing Alternate</i>					
Substance Abuse Coalition/Better Together Coalition					
Timber Trails Advisory Board					
<i>Timber Trails Alternate</i>				X	
Negotiating Team: Local 107 (Jail/Dispatcher)		X			
Negotiating Team: Local 320 (Courthouse)					
Negotiating Team: Local 106 (Deputies)		X		X	
Negotiating Team: Local 49 (Highway)					
Negotiating Team: Local 363 (Welfare)				X	
Water Plan		X			
TOTAL APPOINTMENTS		15		19	