



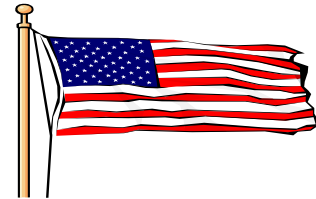
# Kanabec County Board of Commissioners

## Regular Meeting Agenda The Meeting of February 1, 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) may be limited and social distancing/safety protocol may be in effect.

### **To be held via WebEx telephone call or video meeting:**

Telephone call-in number for public access: 1-408-418-9388  
Access Code: 2493 602 7986



### **Video Meeting link:**

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m8032cc488d669abb8d4923bd305bea6c>

Meeting number: 2493 602 7986

Password: FurZfnFr463

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

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

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

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

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

9:35am Chuck Hurd, Family Services Director – DHS Managed Care Procurement County Evaluator

9:40am Update on South Country Health Alliance

9:55am Kevin Belkholm- Information on MN Rule 8420.200 and Wetland Conservation Appeals Process

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*

10:10am Tina Von Eschen, Assessor – Jurisdiction Fees for Townships and Cities

10:20am Barbara McFadden, County Attorney –  
a. Update on Knife Lake Rest Area  
b. Update on Tax Forfeit Property

**10:30am Public Comment**

Telephone call-in number for public access: 1-408-418-9388  
Access Code: 2493 602 7986

10:45am Ryan Carda, Environmental Services/GIS Technician –  
a. Request for Approval of the Updated Comprehensive Plan  
b. Request for Plat Approval of “Strom Acres”

11:20am Chad Gramentz, Public Works

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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 Permit, Pheasants Forever
  - c. Gambling Permit, National Wild Turkey Federation
5. Resolution to Appoint County Recorder
6. American Rescue Plan Funding Request #4
7. 2022 Revised Budget Summary
8. MOU with Local 107
9. CLOSED SESSION: Union Negotiation Strategy–(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
10. Future Agenda Items
11. Discuss any other matters that may come before the County Board

ADJOURN

**Kanabec County Community Health Board**  
**AGENDA**  
**Tuesday, February, 2022**  
**9:05 a.m.**

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-3
  - Staffing – HHA, Grant-funded Nurse
  - Coronavirus Update/Response Activities
  - At-Home Test Kits
  - KN95 Masks
  - Funding for Children's Dental Services
  - Community Health Assessment and Planning
4. MDH Public Health Infrastructure grant funding
  - Action requested
  - See attached resolution page 4
5. 4<sup>th</sup> Quarter 2021 Community Health Report
  - See attached report page 5-22
6. Financial Reports
  - see attached
  - Trial Balance page 23-25
  - Dec 2021 Financial Report page 26-27
7. Abstract Approval
  - Action Requested
  - See attached Abstract and Vendor List page 28- 34
8. Other Business
9. Adjourn

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

## Community Health Report

### Staffing:

**HHA** – still trying to fill a position that was vacated due to a retirement and have just received another HHA resignation.

- I do have two full-time, benefit eligible staff in my 2022 budget. We currently only have one full-time staff person receiving benefits. The main cost is for health insurance which is a cost of \$11,258 for single coverage or \$17,101 for family coverage. I budgeted the higher amount. An additional cost of full-time staff is the fact that they accrue PTO and Holiday hours at a higher rate.
  - If I move another staff person to full-time, I would probably gain an additional 10-15 hours per week.
- There are 7 part-time staff that work anywhere from 9-29 hours per week.
  - If I can find people willing to work part-time they can work up to 29 hours per week (but often work less as they are in school or have other jobs).

I believe offering a current staff person the ability to move to full-time could provide some stability but we would also need to continue to look for part-time staff as our caseload continues to grow.

**Grant Funded Nurse position** – interviewed the week of January 24, 2022.

- Part of what we would have had this position do would include support of testing at the Mora School District. The agreement with Mora Schools was that we would continue to provide testing support three days a week through the month of January and revisit the arrangement. I corresponded with Superintendent of Mora Schools, asking him if he felt the Cue testing was still necessary with the access that staff and students have to take home tests. I stated that if he felt it was still important that we would look at offering two days a week for the month of February. The Superintendent stated that he felt the school could transition exclusively to the take home and saliva testing options and that we would discontinue the Cue testing.
- The number of people wanting vaccinations has gone down and the community (Welia, Coborn's, KCCH) seems to be handling the demand without offering additional clinics.

While I would like to keep the ability to hire a person if the landscape changes again, at this time, I do not think we will fill that position.

### Coronavirus information and response activities:

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

### At-Home Test Kits:

Kanabec County receive 450 at-home COVID Test kits to distribute to the community. We were asked to target people with a financial need or functional access needs and disabilities. We provided tests to the food shelves in Mora and Ogilvie, apartment buildings with tenants that met that the priority groups, public health brought them out to homebound clients and provided to other clients as appropriate, family services also provided to clientele, Timber Trails provided to clientele, child care for appropriate families, senior dining/meals on wheels etc.

### KN95 Masks

We will be receiving some KN95 masks to also distribute throughout the community and are working on a plan for that with a similar focus as with the tests.

### Funding for Children's Dental Services:



Over the past few months we have applied to several places for funding to continue to provide services through Children's Dental Services. We have been fortunate to receive funding from:

East Central Electric – Operation Round Up \$3,000

First Citizens Bank Foundation - \$5,500

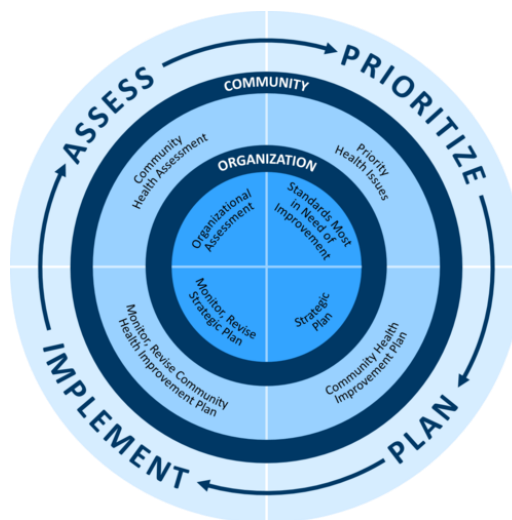
Pokegama Lake Association - \$3, 000

This will allow us to contract for about 18 months.

### **Community Health Assessment and Planning:**

Every five years, all Minnesota community health boards are required to participate in Assessment and Planning to determine local public health priorities and focus local resources on the greatest community and organizational needs.

The phases and deliverables below were developed through a state-local partnership process, and are based on recommendations from the State Community Health Services Advisory Committee (SCHSAC). The assessment and planning process allows community health boards to meet state statutory requirements, and aligns with Public Health Accreditation Board (PHAB) national public health standards.



Local Public Health  
Assessment and Planning Cycle

**Resolution # KCCH – 2/1/2022**  
MDH Public Health Infrastructure grant Resolution

**WHEREAS**, the Minnesota legislature, during its 2021 session provided a \$6 million annual appropriation for community health boards and tribal governments to build public health capacity, and

**WHEREAS**, the Minnesota Department of Health (MDH), State Community Health Services Advisory (SCHSAC) executive committee and public health leaders determined the best use of the funds and developed three guiding principles for their distribution: 1) focus on foundational capabilities in communications; data and epidemiology; community partnerships; and /or health equity 2) Improve, pilot, or strengthen approaches that will advance these capabilities in deep rural, rural, suburban and/or metro settings 3) Advance health equity while building these capabilities, and

**WHEREAS**, the Community Health Director would like to apply for this grant to hire a community health planner to plan, develop, implement, administer, and evaluate environmental health, clinical and health promotion programs; and coordinating programs with county and community resources. As well as build community support of the Public Health Agency and its strategies for improving health through engagement and outreach activities.

**THEREFORE BE IT RESOLVED** the Community Health Board approves the Kanabec County Community Health Director to apply for and accept grant funds if approved, and to sign a contract with the Minnesota Department of Health. The Board also approves the Community Health Director to work with the HR Director to hire a full-time Community Health Planner if the grant is approved.

Kanabec County Community Health  
Report to County Board  
October - December 2021

**Major Highlights:**

The PHEP Coordinator returned from leave in mid-November. It has been a relief to have her back as it takes a number of things off of the Director's plate.

The Omicron variant became the dominant COVID strain at the end of this quarter. The strain appears to be more contagious but may cause less severe illness. That being said, there is still a great concern for those who are immunocompromised and unvaccinated or not boosted.

**Audits/site visits**

- None this quarter

**Grants submitted/notification:**

- Central MN Council on Agency notified us of Title III funding to continue our Public Health Nurse Clinic for 2022. Amount awarded: \$38,433. This is up from \$36,193 awarded in 2021.
- In support of Children's Dental Services, funding was received from East Central Electric of \$3,000 and an application to First Citizens Bank was submitted.

**Strategic Plan / Community Health Assessment / Community Health Improvement Plan:**

The community Health Improvement Plan was submitted to MDH on December 27, 2021.

**Meetings attended (not an all-inclusive list):**

- See PHEP section for listing of COVID related meetings
- County APRA Funding meeting
- SCHA Directors
- Mental health cohort
- Family Health Community Advisory Group
- Health and Human Services Advisory Committee
- Neonatal Abstinence Syndrome – grant check in calls monthly
- Central Directors meetings
- Local Public Health Association Meetings
- Statewide Community Health Services Advisory Committee (SCHSAC)
- Family Home Visiting check in calls with the state – quarterly
- Anoka-Ramsey Nursing Advisory Committee
- MHealth Community Assessment Advisory Committee
- PHEP Oversight Committee

**Trends:**

- The new Omicron variant will challenge health systems. While it seems to be generally less severe, at risk people will continue to suffer more severe illness but there will be more of them infected.
- Hospitals continue to be stressed often at capacity and have had some difficulty transferring patients who need a higher level of care because they cannot find an open bed in other facilities.
- The demand for home care services has increased with the need for hospital beds and lack of nursing home /rehab beds due to COVID continues.

### Thinking Ahead:

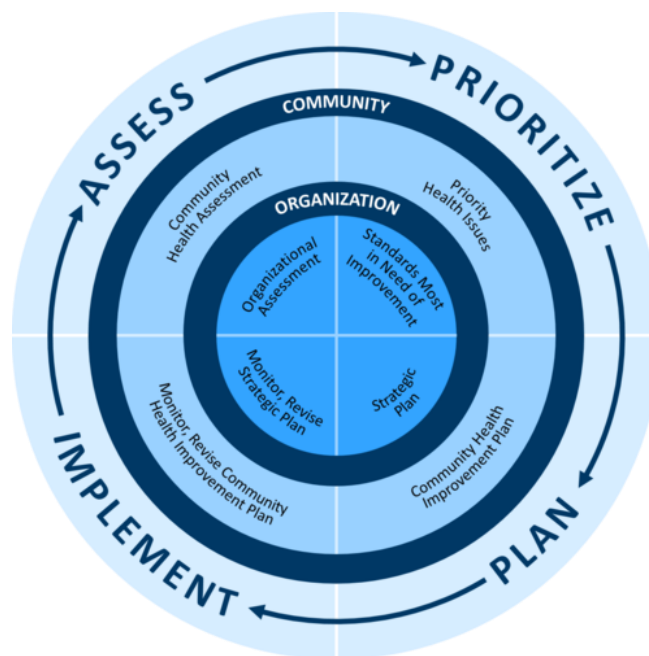
- There will be Requests for Proposals coming out for two of our largest grant programs in the spring. These requests are for the Evidence-Based Home Visiting Programs and for the Statewide Health Improvement Partnership programs.
- Planning for Electronic Visit Verification requirement for some waiver services and home care services (see Adult Health section for more information)
- Planning for another Community Needs Assessment as we begin a new Planning and Assessment Cycle. See below for description of requirement:

### About the local public health assessment and planning cycle:

All Minnesota community health boards are required to participate in Assessment and Planning, to determine local public health priorities and focus local resources on the greatest community and organizational needs.

The phases and deliverables below were developed through a state-local partnership process, and are based on recommendations from the State Community Health Services Advisory Committee (SCHSAC). The assessment and planning process allows community health boards to meet state statutory requirements, and aligns with Public Health Accreditation Board (PHAB) national public health standards.

MDH has designed all assessment and planning guidance to help community health boards meet national public health standards developed by the Public Health Accreditation Board (PHAB).



Local Public Health  
Assessment and Planning Cycle

### Concerns and Challenges:

- Maintaining other programming while dealing with the ever changing needs of the COVID response.
- Being able to spend an appropriate amount of time with the planning and assessment process.

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

## ***Family Health***

**Reporter:** *Ashley Berg, Family Health Supervisor*

Acronym definitions:

WIC = Women, Infant and Children supplemental nutrition program

TANF = Temporary Assistance for Needy Families Home Visiting Program

MCH – Maternal Child Health Programs

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

C&TC = Child & Teen Check-up

CQI – Continuous Quality Improvement

NFP = Nurse-Family Partnership (Evidence-Based)

HFA – Health Families America (Evidence-Based)

UBV – Universal Baby Visit

## **Major Highlights**

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

- WIC participation had a 9% increase over the 3<sup>rd</sup> quarter of 2021. WIC served an average of 470 participants/month during 4<sup>th</sup> quarter.
- WIC appointments continue to be completed by phone, telehealth, and/or occasional in-person during 4<sup>th</sup> quarter. We opened the doors to allow high-risk families and those that the WIC nurses would need and/or benefit from in-person visits per discretion of the WIC nurse. COVID-19 screening occurs prior to each visit by the WIC staff.
- The state WIC program just extended their flexible requirements for delivering WIC services until mid-July. After this date, US Health and Human Services will provide further guidance on in-person vs telehealth.
- Efforts to increase participation rates and numbers continue: WIC staff are educating participants on the Minnesota My WIC App and assisting them to install this on their phones to receive appointment reminder messages. Reminder phone calls are also made to scheduled WIC appointment the day before. WIC staff continues to follow up on all missed appointments to reschedule them. In addition, the state is now sending text messages to all WIC eligible families to encourage them to join WIC.
- Support for breastfeeding mothers continues to be offered; the WIC coordinator continues to support and participate in the East Central Breastfeeding Coalition, last meeting held was virtually on November 18<sup>th</sup>, 2021. November's meeting consisted of sharing current birth rates in our local areas, continuing education on breastfeeding opportunities for staff and upcoming agendas for 2022. The next meeting will be January 20<sup>th</sup>, 2022.

### **Family Home Visiting Programs:**

- The Family Home Visiting Community Advisory Group (CAG) met on October 12<sup>th</sup>, 2021 at 9am. At this meeting there was sharing of current practices at each facility, outreach, and COVID-19 updates. Those in attendance were able to discuss any questions or concerns they had.
- Kirsten Lejonvarn was fully trained in MECOSH in November 2021 and is able to independently take on new families at this time.
- 5 new families enrolled in MECOSH, no graduation celebrations for MECOSH at this time. Up 1 from last quarter.
- 7 new TANF families enrolled for short term services and no families graduated from TANF. 5 families have continued from last quarter.
- Family health team is involved in a CQI learning collaborative with MDH. The CQI learning collaborative was restarted in April. It was during this meeting that MDH identified a CQI

project that they would like KCCH to complete, improving upon Depression Screen completion within specified time frame. They have given KCCH until December 2021 to elicit a 10% increase. At the end of December, we ended the CQI project with a 50 % increase.

- Infants and children continue to be seen for medical concerns such as asthma, genetic disorders, developmental delays, eating issues, etc. Even though these cases can be time intensive, we continue to make this population a priority due to access issues to appropriate services and complexity of healthcare coordination.

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

- We continue to be the safety net for children & adult vaccinations. Immunization appointments are available to the public.
- Child-find and outreach efforts continue with families to provide education and direct services for lead screens. Nurses continue to complete referral and follow-up for children indicated as having a high lead level per MDH algorithm.
- C&TC outreach efforts are a focus, locating and encouraging preventive care for children on MHCPs.
- 0 C&TC screens completed 4<sup>th</sup> quarter.

#### **SCHA Community Connector (Kanabec):**

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

#### **Other Family Health Activities and Highlights:**

- Kanabec County Family Health continues to have a presence on Facebook and Instagram in effort to outreach and raise awareness of services. In addition, we have updated our Family Health brochures and distributed them throughout the county to referring agencies.
- Kanabec County Family Health Staff remain key players in the collaboration with Welia for COVID vaccinations and case investigation.
- Minnesota Amish Health Program Group continues to offer health education to the Amish Community monthly. During 4<sup>th</sup> quarter this was completed primarily through newsletter mailings and phone calls with the community. There have been a few visits to the community to assist with UBV's and/or medical questions/requests. Autumn continues to work with Mary Lagaard and Anoka Ramsey Community College nursing students.

#### **Thinking Ahead**

- Our family home visiting staff are utilizing the child and teen checkup outreach board located in the lobby to present information to the public. Topics include mental wellness, immunizations, focusing on moms one month and dads another month, budget, safety etc. Staff are always looking for creative ways to assist with educating the community on different topics.
- Complete training for all family home visitors for the MECSH (pronounced MESH) evidence based family home visiting program. This should be completed by the end of the first week of November.
- Continue to actively enroll more MECSH families in the EBHV, our goal is to increase our MECSH families enrolled by 10 to increase our MECSH census to approximately 40.

- Continue outreach efforts with health care systems and other referral sources to identify and increase the ability/desire of families to access Family Home Visiting services. We are hoping to attend Welia's clinical provider monthly meetings once they return to in-person meetings.
- Family Health team continues to develop ideas for how to connect with referral sources during this ongoing pandemic and physical distancing.
- Continue dialogue on how we ensure families are receiving appropriate services from providers and partners within the community; make effective and efficient use of all our community resources.
- Continue conversations with Recovering Hope in effort to best collaborate to serve this at risk population; they have returned to in-person visits.
- Continue to promote Public Health Services through an ongoing presence on social media and updating outreach material as needed.

### **Concerns and Challenges**

- Small team delivering multiple programs; each staff working in several programs and juggling a variety of job duties.
- Complex family needs/dynamics; increase of families in crisis needing basic resources/support; housing instability. COVID-19 continues to elicit challenges within the family health program. Our family home visitors have had a decrease in acceptance of services and visits due to the increase in Covid over the last few months. Families are having to balance appointments, the fear of someone new bringing the virus into their home, and intermittent quarantines among family members of the house.

### **Trainings**

Major trainings/meetings/events by the Family Health Team:

- Many staff development opportunities were completed this quarter through Webinar/WebEx, reducing time and travel costs.
  - Other webinar training topics included: Breastfeeding, COVID-19, car seats, infectious disease, mental health, multiple Convene Trainings and various other continuing education trainings.
- Other selected meetings that may have been attended by Family Health staff to support program areas and/or to connect with other agencies serving the same aggregate populations to improve services and focus on eliminating duplication of services. Many, if not all, have been completed through Zoom, Webex, and/or other online platforms.
  - East Central Breastfeeding Coalition meeting
  - Regional Family Home Visiting meeting
  - C&TC Outreach meeting
  - Community Connector/SCHA Supervisor meetings
  - ECSE (Early Childhood Special Education) local meeting
  - Follow Along Program meeting
  - IEIC (early intervention) meeting
  - Immunization/disease monthly telephone calls/video conference
  - MCH (Maternal Child Health)/FH Supervisor regional meetings
  - Family Support meetings
  - WIC meetings
  - Amish work group meeting
  - MECSH CoP and MECSH supervisor quarterly meetings

### **Numbers Served**



- Total families seen in Family Home Visiting programs during this quarter=56 distinct families with a total of 182 nursing assessments completed.
  - MECSH= 27 families visited with 84 nursing assessments (2 were telehealth)
  - TANF=13 families visited with 21 nursing assessments completed
  - MCH infants and children= 0 family visited with 0 assessment completed
  - MCH prenatal AND postnatal=17 prenatal assessments 2 postnatal assessments
  - MCH Special Needs=0 visits completed with 0 families
- 9 families provided with car seat education
- 0 lead screens completed
- 10 Universal Baby Visits completed (up 1 from last quarter)
- Average of 470 families served with a 98% usage rate for WIC. This means that of our 470 families that we serve in WIC, approx. 98% are utilizing the benefits. This is up from the 443 families with 93% usage on average from quarter 3.
- 0 Dental varnish completed
- 2 pregnancy tests administered and education provided

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

Program acronyms/definitions:

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

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

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

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

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

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

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

**Care coordination (CC):** A service for people enrolled in Minnesota Senior Health Options (MSHO) and/or Minnesota Senior Care Plus (MSC+). It provides assessment and coordination of the delivery of all health and



long-term care services among different health and social service professionals and across settings of care. Care coordination also includes the waiver case management.

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

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

**QAPI** – Quality Assurance and Performance Improvement

## **Highlights**

### **Home Care**

- 603 Home care visits were completed (Up 51 from last quarter)
  - 513 were visits made with a pay source of AC, MA, VA, EW, etc. (Up 4 from last quarter)
  - 90 were Medicare visits (Up 47 from last quarter)
  - 1 SCHA med recs (Up 1 from last quarter)
- Throughout the quarter we served approximately 73-83 clients in their homes. This average is slightly higher than last quarter.
- There were a total of 30 referrals (up 3 from last quarter). Of the 30 referrals, we had 1 refusal, and 26 were open to home care (up 2 from last quarter). We are currently at an 86.6% start of care rate. This is down 5.4% from last quarter, however, still remains above our target goal of 85%.
- There were 947 HHA visits. This is down 78 visits from last quarter.
- 375 hours were completed for homemaking. This is down 41 hours from last quarter.

### **Public Health Nurse Clinic**

153 foot care visits, 34 cancellations (down 16 cancellations from last quarter) or no shows from the clients. Foot clinic visits were down by 8 this quarter.

There were 48 medication set up visits and 0 cancellations. The total amount of medication set up visits is up by 5.

### **Case Management**

- Care coordination visits: 32.5 (Down 0.75 from last quarter)
- Nursing Home Care Coordination Hours: 16 hours (Down 6.75 hours from last quarter)
- Care Connector: 214.25 hours (Down 8.25 hours from last quarter)
- Case Aide: 204.25 hours spent on client specific billable hours (Down 12 hours from last quarter)
- MnChoices Assessments: 24.25 hours (Down 7.75 from last quarter)
- MnChoices Re-assessments: 15.75 hours (Down 4 from last quarter)
- MnChoices documentation, after assessment/re-assessment documentation and follow up time: 87.25 hours (Down 0.75 from last quarter)
- MnChoices service coordination, time invested prior to assessment: 36 (Down 4.5 hours)
- Care Coordination Indirect, coordination time in the office-billable: 608.75 hours (Up 18 hours from last quarter)
- Care Transition, visits and time required in office for coordination: 7 (Up 1.75 hours from last quarter)
- PAS completed: 10 (Down 4 from last quarter)
- Service Coordination, client specific and general: 112.25 hours (Up 22.25 hours from last quarter)

## **Charts/Numbers Served**

### **Home Care:**

We are currently serving an average of 73-83 home care clients per month. The payers of the home care clients include: self-pay, medical assistance, Medicare, VA, Medicare Advantage Plans, and some private insurance companies. We currently have contracts with the following companies: Blue Cross Blue Shield, Health Partners, Humana, Medica, VA, Preferred One, SCHAs, and Ucare.

### **Public Health Nurse Clinic:**

We are currently serving a total of 183 clients. This includes clients that we serve through medication set up and foot clinic.

### **Case Management:**

Our case managers currently serve approximately 240 clients, up 3 from last quarter.

- Ability Care: 21
- Single care: 64
- Nursing Home Clients: 24
- AC: 9
- CADI: 33
- PCA only: 11
- EW SCHAs: 64
- EW Non SCHAs: 14

## **Challenges and Concerns**

### **Home care:**

Our challenge in home care has been staffing issues. We had a nurse leave our agency towards the end of the quarter. This created a nurse shortage and we were not able to take as many referrals as we would have liked to over the holidays. This also created a challenge with the home visits. However, our nurses helped out and were willing to accept the challenge. We posted the nurse position immediately and will be offer it to a nurse who has previously worked for our agency.

We also have had staffing shortages with our home health aides. There has not been a time during this quarter that we have been fully staffed. Our other home health aides have picked up when they can and we have managed to get everyone covered. We also posted a home health position with no qualifying applicants.

COVID has really impacted our agency this quarter. We have seen the impact on staffing, our clients, and our referrals. In general, the whole county has been significantly impacted by COVID. We continue to do our best and serve our home care population as best as we can.

We also have been impacted by the CMS vaccination mandate. This did temporarily get put on hold but has recently been upheld by the courts and our Agency will be working through the process of meeting the requirement.

### **Case Management:**

Case management has seen minimal challenges this quarter. Our home care nurse that left did have a small case management component to her position. We did have to do some minor restructuring to our program to fit that in. It has gone well and the case managers adapted quickly.

## **Public Health Nurse Clinic**

We have seen no challenges in our nurse clinic this quarter.

## **Trends**

### **Home Care:**

Overall, we have seen an increase in the need for home care due to the rising COVID cases in our county. Our hospital has been extremely overwhelmed with COVID patients who leave the hospital needing home care for rehabilitation and management of their illnesses.

### **Case Management:**

Case management has not seen an uptick in referrals. However, we have had some complex clients over this quarter that has created many challenges for our case managers. Some of the challenges include housing, availability of homemaking services, PCAs and home health aides. This is primarily due to statewide staffing shortages. It has been challenging finding staff for all agencies that we work with. Through teamwork and collaboration, the case managers have been very successful in providing for our members.

## **Public Health Nurse Clinic:**

We began to offer flu vaccinations to our nurse clinic clients during their visits. This has been helpful for them to get vaccinated and not have to worry about waiting for an appointment through their clinic.

## **Thinking Ahead**

### **Home Care:**

We plan to hire a home health aide. We are hoping for more applicants that qualify to apply.

We continue to offer vaccinations in our clients who are homebound homes. We are also working on a COVID testing option for our clients who are homebound and have no other way of testing.

Administration has been working on the potential impact from the possible CMS vaccination mandate.

Electronic Visitation Verification - The federal government will soon require some providers to use electronic visit verification systems to document that people are receiving the services that are billed to the state. Providers of personal care, including personal care assistance (PCA) and some waiver services (beginning in 2020) and home health care providers (beginning in 2023) will use electronic visit verification to be eligible for full federal Medicaid matching dollars. Kanabec County will need to meet this new requirement when it does become mandatory. There have been delays in implementation. We plan to utilize the free software system that is being offered through DHS but there may be some costs for equipment needed.

### **Case Management:**

DHS delayed the MNCHOICES 2.0 update. DHS reported that they will give us an update in March of 2022.

There are also some minor changes coming in regards to our Omnibus Budget Reconciliation Act (OBRA) screenings. However, it will not require any process changes.

## **Public Health Nurse Clinic:**

We will continue to serve our nurse clinic population and provide any flu or COVID vaccination requests.

## **Updates**

### **Home Care:**

We are hoping to hire a new home care nurse and a home health aide.

CMS vaccination mandate should be determined next quarter.

**Case Management:**

No new updates for case management.

**Public Health Nurse Clinic:**

No new updates for nurse clinic.

**Training/TA Conducted/Provided****Home Care:**

Home Health Aides receive monthly education to ensure they are meeting the requirements for their license and their job description. Yearly education was provided every month this quarter.

Convene webinars are always available and sent out to staff on a regular basis.

**Case Management:**

Continued MNCHOICES 2.0 training.

Convene webinars are always available and sent out to staff on a regular basis.

**Public Health Nurse Clinic:**

No new training has been conducted for nurse clinic.

***Partners in Healthy Living (PiHL) /Statewide Health Improvement Partnership***

***Lori Swanson, Health Promotion Coordinator***

**Numbers Served**

Currently, PiHL is working with **46** partners in the four county region; Kanabec, Pine, Mille Lacs, and Isanti. **10** of these partners are working in more than one setting (workplace, school, healthcare, community).

**Training/TA conducted and attended**

SHIP staff participated in and conducted the following:

**October:**

- The Public Health Workforce: Morale, Mental Health, and Moving Forward
- Midwest Health Promotion Conference
- Looking Towards the Future: A New Decade in Public Health Education
- Cultural Healing Summit 2021
- MDH Farmers Market Call- Presented information on Mille Lacs County PICK bucks program
- MHealth Fairview Impact Summit (community partner)
- Central Region Data Group Meeting
- MDH Mental Health & Well-being Training

**November:**

- Stress Management and Resiliency Training (SMART) Session 1
- Exploring Pandemic Employee Health
- Health@Work Worksite Wellness in Action
- MDH Suicide Prevention Webinar Series: Veterans
- Biophilia: The Physical and Mental Health Benefits of Spending Time in Nature
- SHIPS Ahoy Fall Meeting

- Coming to the table for racial healing & equity webinar

#### December:

- Coming to the Table for Racial Healing and Equity
- Building Mindful Workplaces
- MDH Suicide Prevention Webinar Series: Mental Health and Well-being
- MN Point of Sale highlights- Counter tools
- Student anxiety: returning to school post covid-19 webinar

### Major Highlights

- MDH approved our work plan and budget for the November 1, 2021-October 31, 2022 budget year.
- The 2021 tobacco audits among all four of our counties showed a reduction in e-cigarette availability from the previous year overall with the largest reduction in Isanti County. Availability in all four counties are also lower than the State average. However, there was an increase in nicotine only products such as On, Zyn, and Velo.
- Added **5** new workplace partners this grant year
- Finalization of the Mora Comprehensive Plan that includes plans for an increase in opportunities for active living and healthy eating
- Ability to incorporate Wellbeing strategies among our partners

### Thinking Ahead

- We will have carry forward funds from last year's budget due to SHIP staff being assigned to COVID response. We plan to use those funds for mini-grants to partners for PSE changes and administering the 2022 East Central Community Health Survey
- Focus efforts on Wellbeing with partners

### Challenges

- Partners have limited time to work on SHIP strategies due to the continuing demands of COVID and shortage of staff time to be spent on SHIP.

### *Regional ATOD Prevention Coordinator - Brian Miner*

#### **Quarterly Report October - December 2021**

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

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

#### **Highlights:**

During this reporting period, Brian has worked with the state-wide RPC and DHS team to continue providing training and technical support to Positive Community Norms (PCN) Grantees. In Region 4, the Big Lake School District has been awarded the PCN Grant, and has begun work on their objectives at the start of the fiscal year. Brian and the RPC Team

developed and facilitated a two-day orientation training for the new PCN Coordinators in October and they have begun developing additional orientation materials and trainings to be delivered in the spring of 2022. Brian also worked with the Montana Institute to develop specific PCN trainings facilitated in October. Brian presented at the annual Prevention Program Sharing Conference on connecting with Regional Prevention Coordinators and establishing youth Alcohol, Tobacco and Other Drug (ATOD) prevention effort in communities. Brian continues participating with the Central Minnesota Overdose Fatality Review Committee, which analyzes case studies from the region, in which a fatality related to overdose has occurred, in order to provide recommendations on future course of prevention action, and utilizes that platform to promote implementation of youth ATOD prevention efforts in the region. Also in October, Brian funded and facilitated Resiliency and Burnout Prevention sessions with Dr. Amit Sood, creator of the Resilient Option Program, offered statewide, and sessions with the Leniker Group offered to the PCN Grantees. Brian continued to pursue developing relationships with other existing youth ATOD prevention coalitions in the region and identifying areas of the region in need of services.

During this review period, the Region 7 Metro RPC accepted a new position. Along with his obligations to prevention efforts in Region 4, Brian and RPCs from other regions across the state, provided technical assistance to coalitions and entities from the Metro Region in the interim. A new Metro RPC has now been hired, and Brian will work to assist the new hire with orientation and begin to transition his work with Metro area entities to the new RPC.

#### **Trends:**

Coalitions in the region continue to have conversations around vaping and marijuana education and steps for reducing youth use.

#### **Thinking Ahead:**

It is anticipated that at some point, coalitions will be able to return to in-person meetings and activities. Several prevention entities have noticed an increase in participation in their regularly scheduled meetings due to reduced time commitment of their membership related to travel with the ability to participate online. It may be advantageous for entities to have the capability to hold meetings in a hybrid format, in which participants can choose to attend in person or online. Brian will work with coordinators to explore opportunities and technologies that will aid in hybrid capabilities.

#### **Concerns/Challenges:**

Due to surges in COVID-19, many coalitions have had to abandon their plans to meet and conduct prevention activities in person. As a result many are again struggling to connect with youth and get relationships and momentum established with their prevention objectives.

#### **Trainings attended:**

- Prevention Program Sharing – October 21<sup>st</sup> & 22<sup>nd</sup>
- PCN Media Training with The Montana Institute – November 10<sup>th</sup> & 23<sup>rd</sup>

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

- October Monthly Report 2021
- November Monthly Report 2021

***Patti Miller, Health Promotions Coordinator***

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

#### **Overview:**

The Better Together Coalition of Kanabec County (formerly SACK) continues to meet monthly via WebEx and in person at the jail training room. The coalition partners continue to be engaged in established work.

Northern Minnesota Suicide Prevention and Crisis Text Line Grant continues work throughout the PICKM Counties to provide trainings, community outreach, and awareness.

The COVID-19 KCCH Department Committee (DOC) has two Public Information Officers, Lori Swanson and myself. We work collaboratively to help with public education and messaging both internally and externally.

### **Highlights:**

#### **October 2021**

#### **Better Together Activity:**

**Coalition Rebranding:** Throughout October, Sandy Juettner, assisted the Coalition Coordinator with updating the website, and social media platforms to reflect the coalition rebranding to the Better Together Coalition.

While there is still work to be done, this process was a big leap forward. The coalition will focus on three areas of concerns: substance use, mental health/wellness, and recovery.

**Mental Health and Suicide Prevention Cohort** through MDH continues with the following participants from Kanabec County and Better Together Coalition:

- Brian Smith, KCSO
- Jen Peterson, Social Worker, Welia Health
- Sara Rossow, School Counselor, Mora
- Sarah Ellstrom, School Counselor, Mora
- Sadie Broekemeier, President, Recovering Hope Treatment Center
- Lori Swanson, SHIP, Kanabec County Community Health
- Alissa McDermott, Kanabec County Family Services

This cohort is part of a larger Minnesota Department of Health (MDH) cohort for the next 12 months – through September of 2022. The Suicide Prevention Unit with MDH will provide monthly trainings to all cohort members with follow up information and work that our smaller cohort will discuss and determine how it can relate to our community. The goal of the cohort is to provide the coalition with a strategic plan and actionable items to move the coalition agenda forward.

Coordinator attended **Responsible Beverage Server Training Class**. The MN Department of Public Safety/Alcohol and Gambling Enforcement Division has recently reinstated a position that provides training and some oversight for those providing Responsible Beverage Server training in communities. The class was a great refresher and having a resource with DPS/AGE is a great benefit.

**National Drug Take Back Day** was held on Saturday, October 23<sup>rd</sup>, 10am – 2pm at the Kanabec County Jail parking lot. This was a drive thru event. A total of 300lbs of drugs were collected from take back day and from the drug drop box. Drugs are taken to Alexandria for incineration by a deputy.

The Better Together Coalition partnered with Recovering Hope to offer “**Trick ‘r Truck**” a family focused event that creates positive connections with community partners. This year we estimated over 500 adults and children were in attendance. Community partners from Welia, KCSO, KCCH, Mora Library, Mora Fire Department, MN State Patrol, and many other businesses were there to engage with community members.

#### **Crisis Text Line Activity:**

Operation Community Connect took place in several locations in the coordinator’s region:

- Askov (Pine County)
- Hinckley (Pine County)
- Mora (Kanabec County)



This provided an opportunity to share information with community members about the Crisis Text Line. Monthly Regional Coordinator Meeting to discuss carry over funding, upstream prevention versus intervention in our work.

COVID-19 is still playing a role in how effectively we can engage with students in many school districts.

Youth Mental Health First Aid Trainer Training was completed in October by the coalition coordinator. This training was held virtually. The coalition coordinator is now able to teach Youth Mental Health First Aid, which is designed to be taught to those who work specifically with youth. Having the ability to teach this course works in conjunction with our ability to teach teen Mental Health First Aid in school districts. School districts that wish to train their 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students in teen Mental Health First Aid must also commit to training 10% of their staff in Youth Mental Health First Aid. Giving our coordinator the ability to teach both courses helps to reduce barriers we have faced with finding another person to provide the second training.

#### **Social Media & COVID PIO Activity:**

Assist with weekly vaccination clinics, online scheduling, social media posts, and bi-weekly department calls.

#### **November 2021**

##### **Better Together Coalition Activity:**

Coalition officially changed name and promoted rebranding. Meeting date and time were changed to the first Friday of each month from 9:00 am – 10:00 am at the Jail Training Room.

Coalition members were encouraged to invite others to the meetings and work on additional community engagement.

Kanabec County TIMES ran a front-page story on the coalition and the work that has been done over the last decade.

##### **Crisis Text Line Activity:**

Veterans Suicide Coalition – Kanabec, Pine, Isanti, Chisago, Mille Lacs – has been formed with the help of KCVSO Erica Bliss. The Crisis Text Line and the Regional Coordinator continued to be a resource for the PICK’M counties.

Coordinator has been meeting with Mora Schools Mental Health Group, officially named “Support Squad”. Counselor, Sarah Ellstrom and coalition coordinator worked together to write a proposal to the Kanabec County Commissioners to seek funding for a guest speaker for grades 4-6, 7-9, 10-12. Schools are seeing an increase in harmful behavior, disconnection from each other, and lack of positive support systems. The guest speaker, Joe Beckman, is highly regarded and speaks to students all over the country about connectedness, empathy, resiliency confidence, self-worth and more. Tentative date was set for March of 2022.

#### **Social Media & COVID PIO Activity:**

Assist with weekly vaccination clinics, online scheduling, social media spots, and bi-weekly department calls.

#### **December 2021**

##### **Better Together Coalition Activity**

Sarah Ellstrom for Mora Schools discussed the Social and Emotional Learning curriculum that has been implemented in grades 7 -12 in Mora. Discussed the new “Support Squad” at the MHS that has ideas planned for reducing stigma and creating additional awareness about mental health and how peers can help each other.



Coalition is working on an elevator speech that is simple and effective when asked “What is the Better Together Coalition?”

### **Crisis Text Line Activity:**

Crisis Text Line Regional Coordinators held our bi-annual in-person meeting with all regional coordinators present. There were several guests that presented information virtually.

- MDE’s Social and Emotional Learning Resources
- Dan Reidenberg from SAVE on safe messaging and tool kits available to media outlets and community members
- Review of student leadership training activities and ideas to help make sure the student leadership training takes place in 2022.
- 988 updates –988 has been designated as the new three-digit code that will route callers to the National Suicide Prevention Lifeline. This is expected to be available starting mid-July 2022.
- Tribal Work Update

Continued work to gather additional contact information from schools in the PICKM counties and work to develop additional relationships.

### **Social Media & PIO:**

Assist with weekly vaccination clinics, online scheduling, social media posts, and bi-weekly department calls.

### **Social Media Profiles:**

#### **Kanabec County Community Health:**

- Increase in Page Likes/Follows by 60. Currently 903 Likes. 1,100 Following.
- COVID messaging (clinic, vaccinations, testing); who is eligible for a booster dose; risk of hospitalization)

#### **Kanabec County Family Health:**

- Increase in Page Likes/Follows by 10. Currently 393. 615 Following.
- Subjects: Childhood vaccinations, WIC, Family Partnerships, Car Seat Safety, COVID vaccination for kids, booster doses, blood donations, Food Pantry, Universal Baby Visits, WIC.

### **Better Together Coalition:**

- Increase in Page Likes/Follows by 12. Currently 575 Likes. 632 Following.
- Subjects: Responsible/Designated Driver, Mora Rocks the Park events, Drug Overdose Deaths, VCET Taskforce Drug Press Releases, Mental Health Resources, Suicide Prevention Month, Breaking the Stigma of Mental Health/Suicide Prevention,

### **Thinking Ahead:**

Mental Health and Suicide Prevention Cohort will continue to meet and discuss how the coalition can implement work and information provided by MDH/DHS.

Teen Mental Health First Aid will be taught again in all 10<sup>th</sup> Grade classes in Mora Schools. Dates will be determined by February 1<sup>st</sup>. Coordinator has had initial discussions with the Superintendent in Ogilvie and is hoping to be able to offer it there as well. It might not be this year but hopefully next year.

Continued messaging on social media about current health and prevention practices.

Crisis Text Line and Mental Health/Wellness presentations will continue throughout the school years with the hopes of getting additional school districts interested in peer training and youth leadership groups.

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

Kate has been on leave and the Director and other staff have taken on these duties.

**Major Highlights**

- Pfizer primary doses authorized for 5-11 year olds
- Boosters made available for 65+, high risk exposure jobs, and eventually all 12+.
- Mixing and matching boosters is approved
- 1 year anniversary of providing vaccines locally!
- CDC media announcement of changes in isolation (without official guidance being available until a week later)

**Activities**

- COVID-19: Activation of the Incident Command System and subsequently the Kanabec County Emergency Operations Center – Community Health Facilitates meetings
  - Monthly: 03.04.21 – Present
- Continue Departmental Operations Center Meetings 2 meetings a week
- Continue Case Investigation and Contact Tracing (CICT) locally
- October:
  - Assist with testing onsite for symptomatic and exposed students and school staff.
  - General Public mass vaccination clinics offered to alleviate some pressure off of the local healthcare system.
- November:
  - Vaccination clinics offered onsite at both school districts specifically for youth, second dose clinics in December.
  - General Public mass vaccination clinics offered to alleviate some pressure off of the local healthcare system.
- December:
  - General Public mass vaccination clinics offered to alleviate some pressure off of the local healthcare system.
  - Coordinate with MDH to acquire OTC test kits for those with Access and/or Functional Needs (AFN) or financially disadvantaged.

**Thinking Ahead**

- Continue CICT responsibilities locally with focus on any cases that are under the age of 18 and have the potential to effect the schools.
- Continue to encourage 10 day isolation in schools and if not possible utilize a universal masking policy – reduces number of exposures and those identified as close contacts resulting in quarantine.
- Hold smaller clinic every Friday at the Public Health Building

**Concerns/Challenges**

- Omicron variant, and all other variants, and the impact on the population who are not vaccinated.

- **With the increased utilization and availability of over the counter test options, those are not reported to MDH or LPH. This means that data coming in to the state is not as complete as it once was when all/majority of testing was done in a healthcare setting or state run testing site.**
  - Without official lab confirmed tests the degree of prevalence will be anecdotal and state data will not reflect actuality – CICT efforts will drop with the decrease in case information reported to the state.
  - May have a surge but only learn of it when hospitalizations or deaths increase – too late to try and re-implement community strategies.
  - Specimens collected at home will not be submitted to the lab for genetic sequencing – variants will be harder to detect, determine location and approximate date of origin, and prevalence.

### **Documents and Reports Submitted**

- PHEP
  - Mid-Year Report not required (grant duty eliminated for this budget period)
- REP
  - None

### **Plans and Documents Reviewed and Updated**

- Updating: Respiratory Protection Plan

### **Training/TA/Services Provided**

- Schools – 14-day active case counts; TA for case investigation and contact tracing with regards to quarantine and isolation questions

### **Reoccurring Meetings**

- Monday – DOC, Welia Community Vaccination Clinic Connect
- Tuesday – MDH and LPH, PHEP Regional with MDH
- Wednesday – MDH and School Nurse, Central Region Healthcare Coalition, MDH and Long Term Care Facilities
- Thursday – DOC, EOC, Minnesota Hospital Association and MDH, Local Public Health and Local Schools Consultation

### **Training Attended**

- Pfizer 5-11 Year Old COVID Vaccine Information
- MDH Rural MN and the Battle Against COVID-19
- CDC Johnson and Johnson Updated Guidance

### **Exercises Conducted**

- None this quarter

### **Exercises Attended**

- None this quarter

### **Incidents**

- Kanabec County COVID-19

### **Health Alert Notifications (HAN) received from MDH and sent to local healthcare partners**

- Non-COVID related:
  - 10.25.21 – Meliodiosis Source Implicated

- 11.30.21 – Increasing Influenza Activity in College and University Settings
- COVID related:
  - 12.02.21 – First COVID-19 Omicron Variant Case in Minnesota

### Year in Review

Large Community Clinics 2021 – held at the Wellness Center, Welia Conf Room, Welia drive thru or Grand Event Center

Yr	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2021	3	5	5	8	4	1			0	2	3	5

Smaller clinics onsite for Assisted Living Facilities, Skilled Nursing Facility, Fresenius, Recovering Hope, Serenity, School Staff, jail, L&P

Cases in 2020 vs 2021: 943/1932

Yr	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2020	0	0	0	2	10	2	14	42	75	118	470	210
2021	84	52	139	218	37	9	20	98	182	255	519	319

2022: Cannot reliably report numbers moving forward with the increased availability of at home test kits.

Deaths in 2020 vs 2021: 23/27 (2021 may still increase)

### Nuisance

Reporter: Elsa Ring, RN, PHN

**Nuisance call:** 1

**Location:** Ogilvie apartment owner (Lindberg)

**Action:** Provided owner with process for eviction and support with law enforcement making a check on one apartment with particular concern for condition related to possible abandoned animals. Followed up with owner who confirmed he has started the process and should have full access back to this apartment by end of January.

**Further Action:** KC to follow up with owner by 1/31/22.

**Follow up on prior nuisance call** (Soderlund property) to Township who issued a letter requiring cleanup of property. MPCA was also notified but no further correspondence has been received. KC will follow-up with township and MPCA as concerned neighbors are reporting no change to condition. Will provide an update next quarter.

Respectfully Submitted

Kathy Burski, Director/CHS Administrator

Sheila  
1/25/22 8:01AM

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



Page 1

As of Date: 12/2021

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

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



Sheila  
1/25/22 8:01AM

TRIAL BALANCE REPORT  
As of 12/2021

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	540,918.70	96,095.01 -	144,083.89 -	396,834.81
1003 Audit Adjustments To Cash	5,251.83	0.00	5,251.83 -	0.00
1110 Taxes Receivable - Prior & Delinquent	10,616.61	0.00	10,616.61 -	0.00
1201 Accounts Receivable (Acc)	71,096.44	0.00	71,096.44 -	0.00
1261 Due From Other Funds (Acc)	20,629.47	0.00	20,629.47 -	0.00
1281 Due From Other Governments (Acc)	222,169.55	0.00	222,169.55 -	0.00
Total Assets	870,682.60	96,095.01 -	473,847.79 -	396,834.81
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021 Accounts Payable (Acc)	34,257.16 -	0.00	34,257.16	0.00
2030 Salaries Payable	81,027.18 -	0.00	81,027.18	0.00
2091 Due To Other Funds (Acc)	1,144.59 -	0.00	1,144.59	0.00
2100 Due To Other Governments	5,282.24 -	0.00	5,282.24	0.00
2101 Due To Other Governments (Acc)	25,671.24 -	0.00	25,671.24	0.00
2230 Deferred Inflows	10,616.61 -	0.00	10,616.61	0.00
2231 Deferred Inflows (Acc)	70,248.00 -	0.00	70,248.00	0.00
Total Liabilities	228,770.19 -	0.00	228,247.02	523.17 -
Fund Balance				
2881 Assigned Fund Balance	641,912.41 -	0.00	0.00	641,912.41 -
2910 Revenue Control	0.00	195,654.40 -	2,523,253.94 -	2,523,253.94 -
2925 Expenditure Control	0.00	291,749.41	2,768,854.71	2,768,854.71
Total Fund Balance	641,912.41 -	96,095.01	245,600.77	396,311.64 -
Total Liabilities and Balance	870,682.60 -	96,095.01	473,847.79	396,834.81 -
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  
1/25/22 8:01AM  
15 Community Health Fund

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

TRIAL BALANCE REPORT  
As of 12/2021

Report Basis: Modified Accrual



Page 3

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

Through December 2021

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
Pilt-Housing Authority												
Rev	0		87.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		-16,854.00	0.00	0.00	0.00	-8,109.00	0.00	-8,745.00	0.00	0.00	0.00
Cares Act COVID-19 Grant												
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		162.35	162.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Public Health Infrastructure												
Rev	458,691.00	101.41%	465,153.97	9,463.33	38.95	27,790.92	120.80	22,209.08	195,041.49	19,705.85	3,859.84	16,999.00
Exp	376,178.00	92.04%	346,249.03	54,699.23	42,977.75	22,418.66	22,798.20	33,289.92	23,832.18	29,577.86	21,953.82	22,278.97
Prevent Infectious Disease												
Rev	21,050.00	149.10%	31,385.73	236.41	4,097.74	2,922.66	13,254.68	2,168.00	991.75	909.17	67.31	75.62
Exp	30,058.00	134.19%	40,334.12	5,356.16	3,092.93	2,559.26	2,884.18	4,122.97	1,593.79	1,417.08	2,607.99	5,841.07
Environmental Health												
Rev	25.00	152.00%	38.00	12.00	11.00	6.00	6.00	0.00	0.00	0.00	0.00	0.00
Exp	5,202.00	5.12%	266.45	0.00	0.00	15.90	37.36	0.00	31.80	141.29	24.20	15.90
Healthy Communities-Adult Health												
Rev	250,123.00	102.40%	256,116.32	12,642.85	9,964.08	54,566.81	9,864.35	1,666.57	29,270.15	9,971.95	72,157.51	13,281.17
Exp	252,252.00	84.11%	212,175.67	15,269.67	14,421.17	16,979.68	17,817.22	15,259.93	17,862.90	16,769.90	23,479.65	16,880.40
Healthy Communities-Health Improvement												
Rev	524,408.00	86.93%	455,858.23	16,568.86	33,211.24	55,972.75	10,144.26	53,074.32	18,233.53	69,877.32	49,853.65	29,686.07
Exp	498,327.00	90.41%	450,530.67	30,808.36	25,192.40	27,516.77	29,567.33	30,551.62	65,814.23	34,539.09	39,829.73	42,191.42
Healthy Communities-Family Health												
Rev	928,933.00	58.00%	538,742.71	42,630.43	82,964.98	35,146.08	25,016.06	25,735.02	55,503.62	59,301.95	82,590.12	14,587.54
Exp	771,717.00	59.55%	459,551.09	31,090.59	23,800.13	27,790.85	29,146.53	30,956.38	40,566.36	70,012.67	37,007.22	46,434.81
Emergency Preparedness												
Rev	45,924.00	392.72%	180,352.10	0.00	0.00	0.00	407.40	45,033.78	0.00	14,855.03	28,816.56	39,567.30
Exp	43,559.00	602.57%	262,472.15	12,127.62	32,393.86	27,303.84	26,694.62	32,141.43	20,671.35	15,040.05	9,983.78	12,515.03
Assure Access-Case Management												
Rev	377,900.00	99.86%	377,364.19	24,513.16	41,412.51	27,032.54	30,120.08	31,839.86	23,193.85	29,142.30	43,743.99	24,453.78
Exp	370,972.00	101.75%	377,470.21	26,098.66	25,070.62	28,150.60	32,861.89	34,438.45	35,239.69	41,696.91	24,251.44	28,760.15
Assure Access-Home Care												
Rev	544,000.00	85.16%	463,270.66	43,528.80	37,301.95	29,304.90	43,387.26	52,519.10	28,209.37	39,026.72	39,194.26	36,074.84
Exp	802,789.00	97.17%	780,096.03	73,075.00	61,198.05	69,670.69	56,722.68	50,709.91	58,186.12	86,392.46	65,254.00	65,384.81
Agency Totals												
Rev	3,151,054.00	87.86%	2,768,369.88	149,595.84	209,002.45	232,742.66	132,320.89	234,245.73	350,443.76	242,790.29	320,283.24	174,725.32
Exp	3,151,054.00	92.43%	2,912,453.77	248,687.64	228,146.91	222,406.25	210,421.01	231,470.61	255,053.42	295,587.31	224,391.83	240,302.56

amount has changed



83.33%	91.67%	100.00%
October	November	December

**outstanding payments/payments not yet posted**

			Workforce De	238.50	
87.97	0.00	0.00	VSO		
0.00	0.00	0.00	CTC		
			DFC		
0.00	0.00	0.00	FAP	917.54	
0.00	0.00	0.00	LCTS	15,000.00	
			LPHG		
3,089.91	127,442.28	39,392.52	MCH		
20,142.27	19,452.83	32,827.34	MIECHV	72,713.59	
			PHEP	28,761.00	
3,514.02	1,028.01	2,120.36	RPC	9,076.61	
5,927.15	1,995.66	2,935.88	SHIP	34,290.53	
			TANF		
0.00	0.00	3.00	WIC	21,694.00	
0.00	0.00	0.00	Covid State		
			CMCOA		
10,904.23	21,664.87	10,161.78	MN Choice		
16,775.80	15,956.05	24,703.30	Admin asst		
			mental hlth		
38,435.32	46,229.38	34,571.53	Suicide Prev	8,546.81	
35,145.30	51,838.71	37,535.71	Covid Federa	61,355.01	
			Home care	40,965.85	estimate only see note below
82,459.56	18,320.76	14,486.59			
38,687.53	35,218.41	48,839.61		293,559.44	
			SCHA Connector - We get reimbursed twice a year. Not		
22,953.08	0.00	28,718.95	included above.		
16,564.19	25,892.42	31,143.96			
29,101.19	46,619.32	26,191.61	Home Care-This is the billed amount and we are paid a		
30,925.73	29,958.29	40,017.78	percentage of that and that percentage varies by		
			paysource. Also, VA may pay up to two years after the		
			date of service.		
35,062.90	39,652.50	40,008.06			
58,519.06	61,237.42	73,745.83			
225,608.18	300,957.12	195,654.40			
222,687.03	241,549.79	291,749.41			

## Board Meeting 02/01/22

### Abstract Totals for Commissioner Vouchers

<b>Board Meeting 02/01/22</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	53,928.70	26	78
Abstract #2			
<b>Totals</b>	<b>53,928.70</b>	<b>26</b>	<b>78</b>

### Abstract Totals for Auditor Vouchers

<b>Board Meeting 02/01/22</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>			

Sheila  
1/27/22 11:01AM

\*\*\*\* 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  
1/27/22 11:01AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	434 Ability Network Inc						
33	15-484-487-8453-6211		221.57	Jan billing svc/eligibility	22M-0006958	Services & Charges	N
32	15-484-493-8452-6211		188.00	Jan billing svc/eligibility	22M-0006958	Services & Charges	N
31	15-484-496-8447-6211		261.85	Jan billing svc/eligibility	22M-0006958	Services & Charges	N
	434 Ability Network Inc		671.42	3 Transactions			
	1293 Bayerle/Anna						
35	15-484-496-8448-6331	P	19.04	December HM mileage		Mileage & Meals	N
37	15-484-496-8448-6331		113.49	January HM mileage		Mileage & Meals	N
34	15-484-496-8449-6331	P	64.40	December HHA mileage		Mileage & Meals	N
36	15-484-496-8449-6331		7.02	January HHA mileage		Mileage & Meals	N
	1293 Bayerle/Anna		203.95	4 Transactions			
	185 Bergstadt/Jennifer						
38	15-484-496-8449-6331	P	56.56	December HHA mileage		Mileage & Meals	N
39	15-484-496-8449-6331		167.31	January HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		223.87	2 Transactions			
	1396 Biever/Laurie						
40	15-484-496-8449-6331	P	93.52	December HHA mileage		Mileage & Meals	N
41	15-484-496-8449-6331		169.65	January HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		263.17	2 Transactions			
	1275 Bromwich/Amanda						
42	15-484-496-8449-6331	P	33.04	December HHA mileage		Mileage & Meals	N
43	15-484-496-8449-6331		49.73	January HHA mileage		Mileage & Meals	N
	1275 Bromwich/Amanda		82.77	2 Transactions			
	1312 Campbell/Mindy						
46	15-484-496-8448-6331		23.40	January HM mileage		Mileage & Meals	N
44	15-484-496-8449-6331	P	21.28	December HHA mileage		Mileage & Meals	N
45	15-484-496-8449-6331		157.37	January HHA mileage		Mileage & Meals	N
	1312 Campbell/Mindy		202.05	3 Transactions			
	981 Champ Software						
1	15-484-450-0000-6341		22,265.00	14 software licenses	5675	Rental & Service Contracts Copier	N
	981 Champ Software		22,265.00	1 Transactions			
	3646 Felland/Becky						
62	15-484-496-8447-6331		204.75	January home care mileage		Mileage & Meals	N

Sheila  
1/27/22 11:01AM  
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	
70	15-484-496-8447-6331	P	46.48	December home care mileage		Mileage & Meals	N
3646	Felland/Becky		251.23	2 Transactions			
3501	Fratzke/Michelle						
47	15-484-496-8447-6331	P	174.72	December home care mileage		Mileage & Meals	N
48	15-484-496-8447-6331	P	74.48	December home care mileage		Mileage & Meals	N
49	15-484-496-8447-6331		163.80	January home care mileage		Mileage & Meals	N
3501	Fratzke/Michelle		413.00	3 Transactions			
4184	Health Dimension Rehabilitation Inc						
3	15-484-496-8447-6211	P	11,681.36	December 2021 PT services		Services & Charges	N
4184	Health Dimension Rehabilitation Inc		11,681.36	1 Transactions			
324	Healthcare First						
2	15-484-496-8447-6211		104.74	January 2022 HHCAHPS fee	5257272	Services & Charges	N
324	Healthcare First		104.74	1 Transactions			
3095	Isanti County Public Health						
4	15-484-485-8468-6880	P	1,034.49	Dec hlthy eat/active living		Grant Admin- Pass thru	N
5	15-484-485-8468-6880	P	203.36	Dec 2021 tobacco strategy		Grant Admin- Pass thru	N
6	15-484-485-8468-6880	P	459.77	Dec 2021 well being strategy		Grant Admin- Pass thru	N
3095	Isanti County Public Health		1,697.62	3 Transactions			
322	Kanabec County						
7	15-484-450-0000-6205	P	80.18	4th qtr admin postage	PH036	Postage	N
13	15-484-469-8440-6205	P	2.65	4th qtr DP&C postage	PH036	Postage	N
10	15-484-481-8481-6205	P	89.65	4th qtr PHNC postage	PH036	Postage	N
14	15-484-481-8482-6205	P	12.06	4th qtr Care Nav postage	PH036	Postage	N
19	15-484-485-8444-6205	P	0.53	4th qtr suicide prev postage	PH036	Postage	N
11	15-484-487-8451-6205	P	58.30	4th qtr HP postage	PH036	Postage	N
16	15-484-487-8453-6205	P	6.89	4th qtr MIECHV postage	PH036	Postage	N
8	15-484-487-8456-6205	P	103.63	4th qtr WIC postage	PH036	Postage	N
9	15-484-487-8457-6205	P	107.68	4th qtr MCH postage	PH036	Postage	N
17	15-484-487-8457-6205	P	102.74	4th qtr FAP postage	PH036	Postage	N
12	15-484-487-8461-6205	P	395.40	4th qtr CTC postage	PH036	Postage	N
15	15-484-493-8452-6205	P	157.78	4th qtr CM postage	PH036	Postage	N
18	15-484-496-8447-6205	P	1.06	4th qtr home care postage	PH036	Postage	N
322	Kanabec County		1,118.55	13 Transactions			
1308	Lejonvarn/Kirsten						

Sheila  
1/27/22 11:01AM  
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	
53	15-484-469-8440-6331	P	1.12	December DP&C mileage		Mileage & Meals	N
50	15-484-487-8450-6331	P	6.72	December TANF mileage		Mileage & Meals	N
66	15-484-487-8450-6331		5.26	January TANF mileage		Mileage & Meals	N
51	15-484-487-8453-6331	P	36.96	December MIECHV mileage		Mileage & Meals	N
63	15-484-487-8453-6331	P	2.24	December MIECHV mileage		Mileage & Meals	N
67	15-484-487-8453-6331		20.48	January MIECHV mileage		Mileage & Meals	N
52	15-484-487-8457-6331	P	4.48	December MCH mileage		Mileage & Meals	N
64	15-484-487-8457-6331	P	6.72	December MCH mileage		Mileage & Meals	N
68	15-484-487-8457-6331		1.17	January MCH mileage		Mileage & Meals	N
54	15-484-490-8489-6331	P	66.64	December COVID mileage		Mileage & Meals	N
65	15-484-490-8489-6331	P	8.40	December COVID mileage		Mileage & Meals	N
69	15-484-490-8489-6331		21.06	January COVID mileage		Mileage & Meals	N
1308	Lejonvarn/Kirsten		181.25	12 Transactions			
667	Lighthouse Child & Family Services LLC						
20	15-484-487-8453-6211	P	33.60	sessions 12/8/21 mileage	7109	Services & Charges	Y
21	15-484-487-8453-6211	P	300.00	MIECHV sessions 12/8/21	7109	Services & Charges	Y
667	Lighthouse Child & Family Services LLC		333.60	2 Transactions			
377	Marco Inc						
75	15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt	30913892	Rental & Service Contracts Copier	N
377	Marco Inc		787.11	1 Transactions			
1143	McKesson Medical-Surgical Govt Solution						
23	15-484-490-8489-6411		50.16	COVID supplies	18959400	Progam Supplies	N
22	15-484-481-8481-6432		149.00	PHNC supplies	18959400 18959	Medical Supplies	N
1143	McKesson Medical-Surgical Govt Solution		199.16	2 Transactions			
198	Mille Lacs Co. Community & Veterans Ser						
24	15-484-485-8468-6880	P	1,179.89	Dec hlthy eat/active living		Grant Admin- Pass thru	N
25	15-484-485-8468-6880	P	2,419.26	Dec well being strategy		Grant Admin- Pass thru	N
198	Mille Lacs Co. Community & Veterans Ser		3,599.15	2 Transactions			
52	Olson/Autumn						
55	15-484-487-8450-6331	P	24.08	December TANF mileage		Mileage & Meals	N
72	15-484-487-8450-6331		8.78	January TANF mileage		Mileage & Meals	N
56	15-484-487-8451-6331	P	76.72	December HP mileage		Mileage & Meals	N
73	15-484-487-8451-6331		67.86	January HP mileage		Mileage & Meals	N
57	15-484-487-8453-6331	P	35.84	December MIECHV mileage		Mileage & Meals	N
74	15-484-487-8453-6331		18.13	January MIECHV mileage		Mileage & Meals	N

Sheila  
1/27/22 11:01AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
52	Olson/Autumn		231.41	6 Transactions			
632	Pine County Health & Human Services						
26	15-484-485-8468-6880	P	2,970.60	Dec hlthy eat/active living		Grant Admin- Pass thru	N
27	15-484-485-8468-6880	P	2,326.47	Dec tobacco strategy		Grant Admin- Pass thru	N
28	15-484-485-8468-6880	P	3,013.54	Dec well being strategy		Grant Admin- Pass thru	N
632	Pine County Health & Human Services		8,310.61	3 Transactions			
330	Prevent Child Abuse America						
29	15-484-487-8453-6285	P	459.50	2021 2nd half affiliation fee	10645	Contracted Work	N
330	Prevent Child Abuse America		459.50	1 Transactions			
1313	Quill Corporation						
30	15-484-450-0000-6412		46.98	admin office supplies	157065685	Office Supplies	N
1313	Quill Corporation		46.98	1 Transactions			
3174	Rosburg/Diane						
71	15-484-496-8447-6331		219.96	January home care mileage		Mileage & Meals	N
3174	Rosburg/Diane		219.96	1 Transactions			
16326	Sarkisyan/Amber						
58	15-484-496-8449-6331	P	65.52	December HHA mileage		Mileage & Meals	N
59	15-484-496-8449-6331		93.60	January HHA mileage		Mileage & Meals	N
16326	Sarkisyan/Amber		159.12	2 Transactions			
1315	Sundsvold/Miranda						
77	15-484-487-8453-6289		37.58	BLS instruct essentials		Staff Development	N
76	15-484-493-8452-6331	P	5.04	November CM mileage		Mileage & Meals	N
78	15-484-493-8452-6331	P	25.76	December CM mileage		Mileage & Meals	N
1315	Sundsvold/Miranda		68.38	3 Transactions			
1268	Tomczak/Kristi						
60	15-484-496-8449-6331	P	81.20	December HHA mileage		Mileage & Meals	N
61	15-484-496-8449-6331		72.54	January HHA mileage		Mileage & Meals	N
1268	Tomczak/Kristi		153.74	2 Transactions			
15 Fund Total:			53,928.70	Community Health Fund	26 Vendors	78 Transactions	
Final Total:			53,928.70	26 Vendors	78 Transactions		

Sheila  
1/27/22

11:01AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 6

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	53,928.70	Community Health Fund	
	All Funds	53,928.70	Total	Approved by, .....
				.....
				.....



# 9:35am Appointment

February 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> DHS Managed Care Procurement County Evaluator	<b>b. Origination:</b> Family Services Department
<b>c. Estimated time:</b> 5-10 minutes	<b>d. Presenter(s):</b> Chuck Hurd, Family Services Director

**e. Board action requested:**

Staff will present information on the DHS Managed Care Procurement County Evaluator process and plan.

---

**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 9:40am Appointment

February 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> South Country Health Alliance (SCHA) Update	<b>b. Origination:</b> Board of Commissioners
<b>c. Estimated time:</b> 10-15 minutes	<b>d. Presenter(s):</b> Les Nielsen, Board Chair

**e. Board action requested:**

Discuss recent updates related to South Country Health Alliance.

---

**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 9:55am Appointment

February 1, 2022


## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Presentation of MN Rule 8420.200 and Wetland Conservation Appeals Process	<b>b. Origination:</b> Kevin Belkholm
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kevin Belkholm

**e. Board action requested:**

Listen to and consider information related to MN Rule 8420.200 and the Wetland Conservation Appeals Process

**f. Background:**



Office of the Revisor of Statutes

Retrieve by number Rules GO Statutes Laws Rules Court Rules

[Rules](#) > [Water and Soil Resources Board](#) > Chapter 8420

**Minnesota Administrative Rules**

CHAPTER 8420, WETLAND CONSERVATION

[BOARD OF WATER AND SOIL RESOURCES](#)

Supporting Documents: None Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

## Office of the Revisor of Statutes

### Minnesota Administrative Rules

Authenticate 

#### 8420.0200 DETERMINING LOCAL GOVERNMENT UNIT; DUTIES.

Subpart 1. **Determining local government unit.** The local government unit responsible for making decisions must be determined according to items A to J.

\* A. Outside the seven-county metropolitan area, the local government unit is the county or city in which the activity is located, or its delegate.

B. In the seven-county metropolitan area, the local government unit is the city, town, or water management organization regulating surface-water-related matters in the area in which the activity is located, or its delegate. The watershed management plan adopted under Minnesota Statutes, section 103B.231, and related board rules will normally indicate the appropriate local government unit. Lacking an indication, the local government unit must be the city, town, or its delegate.

C. For activities on state land, the local government unit is the state agency, or the agency's designee, with administrative responsibility for that land. However, state agencies must coordinate with local government units that would otherwise have jurisdiction, according to items A and B, when conducting or making decisions on activities in wetlands.

D. Notwithstanding items A to G, the Department of Natural Resources is the approving authority for activities associated with projects requiring permits to mine under Minnesota Statutes, section 93.481, and for projects affecting calcareous fens.

E. Implementation of this chapter and the act may be delegated from a county, city, or town, as applicable according to item A or B, to a soil and water conservation district or other governmental entity by the passage of resolutions by both parties. The delegation becomes effective when resolutions have been passed by both parties, or on the date specified in the resolutions, whichever is later. Both parties must provide notice to the board, the commissioner, and the soil and water conservation district within 15 business days of adoption of the resolution. The notice must include a copy of the resolution and a description of the applicable geographic area.

F. If the activity is located in two jurisdictions, the local government unit is the one exercising zoning authority over the project or, if both have zoning authority, the one in which most of the wetland impacts will occur. If no zoning permits are required, the local government unit is the one in which most of the wetland impacts will occur. If an activity will affect wetlands in more than one local government unit, the board may coordinate the project review to ensure consistency and consensus among the local government units involved. Local government units may maintain separate jurisdiction if mutually agreed upon.

G. For a replacement site located in more than one jurisdiction, the local government unit is the one in which most of the replacement wetland area occurs.

H. For replacement plans where the project-specific replacement will occur in a different local government unit than the impact, approval of all local government units involved or as specified in items A to G constitutes final approval of the replacement plan and is required before the project may proceed. The local government unit with jurisdiction for the impact site must approve all components of the replacement plan, following the procedures required by this chapter. The local government unit with jurisdiction for the replacement site must limit the review to evaluation of the replacement site and make a decision accordingly. As part of the approval of the replacement plan, the local government unit with jurisdiction for the replacement site assumes responsibility for ensuring compliance with monitoring provisions according to parts 8420.0800 to 8420.0820. The local government unit with jurisdiction for the replacement site may enter into joint powers agreements with a local government unit with jurisdiction for the impact site, assess fees, or develop other procedures considered necessary to facilitate the process.

I. For instances where the activity or replacement occurs in multiple jurisdictions, the local government unit with decision-making authority must coordinate with the other local government units.

J. The board shall resolve all questions as to which government entity is the responsible authority, applying the guidelines in items A to I.

#### Subp. 2. Local government unit duties.

A. Local government units are responsible for making decisions on applications made under this chapter. Each local government unit of the state, except tribal lands and state agencies, must send a written acknowledgment, including a copy of the adopting resolution, to the board that it is assuming its responsibilities under this chapter and the act.

B. A local government unit must provide knowledgeable and trained staff with expertise in water resource management to manage the program or secure a qualified delegate. Otherwise, the board may declare a moratorium as prescribed in subpart 3 or take other appropriate legal action to ensure proper implementation and compliance with this chapter. The board may establish standards and requirements for training, experience, and certification.

\* C. The local government unit may, through resolution, rule, or ordinance, place decision-making authority with staff according to procedures it establishes. For final decisions made by staff, the local government unit must establish a local appeal process that includes an evidentiary public hearing before appointed or elected officials.

D. As provided for in part 8420.0246, technical questions concerning the public value, location, size, and type of wetland must be submitted to the technical evaluation panel. The local government unit may use a technical evaluation panel to predetermine public value, location, size, or type of wetlands under its jurisdiction and use this determination in administering this chapter and the act.

E. An application must not be approved unless entitlement thereto is established by a fair preponderance of the evidence. For each finding of fact and recommendation included in a written technical evaluation panel report that is not adopted by the local government unit, the local government unit must provide detailed reasons for rejecting the finding of fact or recommendation in its record of decision; otherwise, the local government unit has not sufficiently considered the technical evaluation panel report.

F. In the absence of an application, the local government unit may evaluate information related to a potential activity upon the request of a landowner. The evaluation provided does not constitute a decision for the purposes of parts 8420.0100 to 8420.0935.

\* G. The local government unit must retain a record of all decisions for a minimum of ten years after all applicable requirements and conditions pertaining to the project are fulfilled.

H. The local government unit and soil and water conservation district may charge processing fees in amounts not greater than are necessary to cover the reasonable costs of implementing this chapter and for technical and administrative assistance to landowners in processing other applications for projects affecting wetlands.

I. The local government unit must annually report information to the board regarding implementation of this chapter in a format and time period prescribed by the board. Failure to comply with the board's reporting requirements may subject the local government to a penalty under subpart 3.

#### **Subp. 3. Failure to apply law.**

A. If a local government unit fails to acknowledge in writing its responsibilities under this chapter and the act, as required in subpart 2, the board must impose, in the local government unit's jurisdiction, a 60-day moratorium on making decisions and implementing this chapter and the act. The board must notify the local government unit in writing of the start and end dates of the moratorium. The board must end the moratorium within the 60 days upon written agreement by the local government unit that it will assume, and is currently capable of implementing, its duties under this chapter and the act. If at the end of the initial 60-day moratorium a written agreement has not been made for the local government unit to apply the law, the board may extend the moratorium until the local government unit agrees to apply the law.

B. If the board has information that a local government unit is not following this chapter or the act in making decisions; if the local government unit does not have knowledgeable and trained staff with experience in water resource management; or if the local government unit fails to comply with the board's reporting requirements, the board must notify the local government unit in writing of its concerns. The local government unit must respond in writing within 60 days of being notified by the board. If not satisfied with the local government unit's written response, or none is received, the board must ask the local government unit to appear at a hearing before the board to discuss the matter. The board may invite comments from other local governments or state and federal agencies. If the board determines at the hearing that corrective action is necessary, the board must write the local government unit directing specific corrective action to occur within 60 days of receiving the board's decision. The notice must explain the reason for the action. If, after the 60-day period, the local government unit has not corrected the problem to the satisfaction of the board, the board must declare a moratorium as prescribed in item A or take other appropriate legal action to ensure compliance.

C. When a moratorium is declared as prescribed in item A or B, a decision cannot be made on an application because a local government unit authorized to implement this chapter does not exist while the moratorium is in effect. An application pending a local government unit decision when a moratorium is declared must be returned by the local government unit to the applicant within 15 business days of the moratorium being placed in effect. An application submitted while a moratorium is in effect must be returned by the local government unit to the applicant with an explanation and within 15 business days of the local government unit's receipt of the application.

**Statutory Authority:** *MS s 14.06; 14.386; 103B.101; 103B.3355; 103G.2242*

**History:** *18 SR 274; 22 SR 1877; 25 SR 152; 27 SR 135; 32 SR 281; 34 SR 145*

**Published Electronically:** *August 26, 2009*

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### Minnesota Administrative Rules

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#### 8420.0240 TECHNICAL EVALUATION PANEL PROCEDURES.

\* A. For each local government unit, there is a technical evaluation panel. Panel membership consists of: a technical professional employee of the board, a technical professional employee of the soil and water conservation district of the county in which the activity is occurring, and a technical professional with expertise in water resource management appointed by the local government unit. For projects affecting public waters, public waters wetlands, or wetlands within the shoreland protection zone, the panel also includes a technical professional employee of the Department of Natural Resources. The local government unit must coordinate the panel.

B. Two members of the technical evaluation panel must be knowledgeable and trained in applying methodologies of the United States Army Corps of Engineers Wetland Delineation Manual (January 1987), Wetland Plants and Plant Communities of Minnesota & Wisconsin (S. Eggers and D. Reed 1997), Wetlands of the United States (United States Fish and Wildlife Service Circular 39, 1971 edition), and Classification of Wetlands and Deepwater Habitats of the United States (Cowardin, et al., 1979 edition), including updates and supplements, and any modifications or guidance provided by the board. The panel must also be knowledgeable and trained in evaluation of wetland functions and the resulting public value. The panel may seek advice and assistance from others with additional expertise to help the panel in its work.

C. The technical evaluation panel, if requested to do so by the local government unit, the landowner, or a member of the panel, must make technical findings and recommendations regarding applications, the scope of this chapter and the act, the applicability of exemption and no-loss standards, wetland functions and the resulting public value, direct and indirect impacts, possible violations of this chapter and the act, enforcement matters under part ~~8420.0900~~, comprehensive wetland protection and management plans and implementing rules and ordinances, and other technical issues related to implementation of this chapter. The panel must review applications for replacement of public road projects submitted according to part ~~8420.0544~~, banking projects according to parts ~~8420.0700~~ to ~~8420.0755~~, and replacement wetland monitoring as provided in parts ~~8420.0800~~ to ~~8420.0820~~. The panel must provide its findings to the local government unit for consideration. For violations of this chapter that may result in the issuance of an enforcement order, the panel must consult with the enforcement authority.

\* D. The panel's recommendation to the local government unit may recommend approval, approval with changes or conditions, or denial of an application. When a technical evaluation panel assembles findings or makes a recommendation, the local government unit must consider the findings or recommendation of the panel in its approval or denial of an application. The panel shall make no findings or recommendations without at least one member having made an on-site inspection. Panel findings and recommendations must be documented and endorsed by a majority of the members. If the local government unit does not agree with the panel's findings and recommendation, the detailed reasons for the disagreement must be part of the local government unit's record of decision.

\* E. Applicants must cooperate in providing local government unit staff and members of the technical evaluation panel and their designated experts with access to proposed project sites for investigation. Investigations must be preceded by notice to the landowner or designated agent, unless prior approval has been granted. If an applicant refuses to allow access, the local government unit may deny an application.

**Statutory Authority:** *MS s 14.06; 103B.101; 103B.3355; 103G.2242*

**History:** *18 SR 274; 22 SR 1877; 25 SR 152; 27 SR 135; 34 SR 145*

**Published Electronically:** *August 26, 2009*

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### Minnesota Administrative Rules

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#### 8420.0255 LOCAL GOVERNMENT UNIT APPLICATION AND DECISION PROCEDURES.

Subpart 1. **General.** Notices and local government unit decisions made under this chapter must be in compliance with Minnesota Statutes, section 15.99.

Subp. 2. **Determination of complete application.** The local government unit must determine that an application is complete based on parts 8420.0305 to 8420.0330. For incomplete applications, the local government unit must notify the applicant within 15 business days of receipt of the application and list in writing what items or information is missing.

Subp. 3. **Notice of application.**

A. Within 15 business days of receipt of a complete application, the local government unit must send a copy of the application and a notice of application on a form provided by the board to members of the technical evaluation panel; the watershed district or water management organization, if there is one; the commissioner; and individual members of the public who request a copy. The notice must identify the type of application, the date the comment period ends, and where to submit comments. Individual members of the public who request a copy must be sent a summary of the application that includes information to identify the applicant and the location and scope of the project. The comment period must be at least 15 business days from the date the notice of application is sent. Revisions of an approved and valid replacement plan must be noticed according to this subpart by sending a summary of the proposed revisions if:

- (1) the wetland area to be impacted under the revised replacement plan is:
  - (a) increased by more than ten percent;
  - (b) a different type;
  - (c) part of a different wetland; or
  - (d) more than 500 feet from the location of the previously approved wetland impact; or
- (2) the replacement is:
  - (a) a different type;
  - (b) more than 500 feet from the location of the previously approved replacement; or
  - (c) a different action eligible for credit.

B. This subpart does not apply to exemption or no-loss applications. However, a local government unit may issue a notice for an exemption or no-loss application following the requirements in this part when the local government unit believes that input from those required to receive notice will be useful in determining whether an exemption or no-loss applies.

Subp. 4. **Decision.** The local government unit's decision must be based on the standards and procedures required by this chapter and on the technical evaluation panel's findings and recommendation, when provided. The local government unit must consider and include in its record of decision the technical evaluation panel's recommendation, when provided, to approve, modify, or deny the application. The local government unit must also consider any comments received from those required to receive notice. The local government unit's decision must be made in compliance with the time period prescribed by Minnesota Statutes, section 15.99, which, on the effective date of this part, generally requires a decision in 60 days. The local government unit may make on-site exemption and no-loss decisions if the decisions are noticed according to subpart 5 and project details are provided sufficient to document eligibility. The local government unit's decision is valid for three years or as otherwise specified in the local government unit's decision when the technical evaluation panel advises that a longer period is justified in accordance with the standards in parts 8420.0100 to 8420.0935.

Subp. 5. **Notice of decision.** The local government unit's decision must be mailed to the landowner within ten business days of the decision. A summary of the local government unit's decision, in a format prescribed by the board, must be sent within ten business days of the decision to those required to receive notice of the application. The notice of decision must include information on the process and time period to appeal the decision of the local government unit.

Subp. 6. **Decisions and notice for replacement via banking.** For replacement plan applications proposing the use of banking credits, the local government unit must verify, before approving the application, that the credits to be withdrawn are available and the applicant has a purchase agreement with the seller. For an approval of a replacement plan using banking credits as replacement, the local government unit must notify the board's banking administrator of the approval. The notification must be sent concurrent with the notice of decision and must include the bank account, the user of credits, and the amount of credit approved for withdrawal.

**Statutory Authority:** *MS s 103G.2242*

**History:** *34 SR 145*

**Published Electronically:** *August 26, 2009*



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### Minnesota Administrative Rules

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#### **8420.0420 EXEMPTION STANDARDS.**

##### **Subpart 1. Scope.**

A. An impact is exempt from replacement if it qualifies for any one of the listed exemptions. An impact is not disqualified when it is indicated as not exempt under a different exemption. Persons proposing to conduct an exempt activity may contact the local government unit to verify eligibility for an exemption and to evaluate alternatives to avoid or minimize wetland impacts. When the total amount of impact exceeds the amount allowed under the applicable exemption, the impact is not exempt and the entire amount of impact must be replaced.

##### **B. No exemptions apply to:**

- (1) calcareous fens as identified by the commissioner;
- (2) wetlands that have been deposited in the state wetland bank;
- (3) wetlands that have previously received replacement credit as a result of an approved replacement or banking plan;

or

(4) wetlands that were partially impacted, so that the remainder would be eligible for an exemption, when the exemption would not have been applicable before the impact. Impacts to any such wetlands are subject to the replacement requirements of this chapter or, for calcareous fens, part 8420.0935.

##### **C. Exemptions may not be combined on a project.**

D. Present and future owners of wetlands impacted without replacement under an exemption for agricultural activities in subpart 2 or drainage in subpart 3 must make no use of the wetland area after it is impacted, other than as agricultural land or other use specified in subpart 2, for at least ten years after the impact unless it is first replaced according to Minnesota Statutes, section 103G.222. Except for land in public ownership, at the time of impact, the local government unit may require the landowner to record a notice of these restrictions in the office of the county recorder for the county in which the project is located if the local government unit determines the wetland area impacted is at risk of conversion to a nonagricultural use or use other than that specified in subpart 2 within ten years, based on the zoning classification, proximity to a municipality or full-service road, or other criteria as determined by the local government unit. In making a decision under this item, the local government unit must review the applicable comprehensive plan, if one exists, when evaluating the risk of conversion to a nonagricultural use and monitor and enforce the prohibition on using the area impacted for a nonagricultural purpose for at least ten years. At a minimum, the recorded document must contain the name or names of the landowners, a legal description of the property to which the restrictions apply, a statement of the restrictions, the date on which the restrictions expire, the name of the local government that approved the exemption, if an exemption occurred, the signatures of all owners, and an acknowledgment.

##### **Subp. 2. Agricultural activities. A replacement plan is not required for:**

A. impacts resulting from agricultural activities in a wetland that was planted with annually seeded crops or was in a crop rotation seeding of pasture grass or legumes in six of the last ten years prior to January 1, 1991. Documentation, such as aerial photographs, United States Department of Agriculture records, or other applicable documentation may be used as evidence for this exemption. Impacts eligible for this exemption must be to type 1 or 2 wetlands;

B. impacts resulting from agricultural activities in a type 1 wetland on agricultural pasture land that remains in the same use, except for bottomland hardwood type 1 wetlands, and impacts resulting from agricultural activities in a type 2 or 6 wetland that is less than two acres in size and located on agricultural pasture land that remains in the same use;

C. impacts resulting from soil and water conservation projects that are certified by soil and water conservation district technical staff after review by the technical evaluation panel, if the project minimizes adverse effects on the hydrologic and biologic characteristics of the wetland. For purposes of this item, examples of soil and water conservation projects include those identified in the State Cost Share Program Manual, available from the board or soil and water conservation districts, and federally funded demonstration, research, and cost share programs and projects;

D. filling a wetland to accommodate wheeled booms on irrigation devices if the fill does not impede normal drainage;

E. impacts resulting from aquaculture activities, including pond excavation and construction and maintenance of associated access roads and dikes, authorized under and conducted in accordance with a permit issued by the United States Army Corps of Engineers under section 404 of the federal Clean Water Act, United States Code, title 33, section 1344, but not including construction or expansion of buildings;

F. impacts resulting from wild rice production activities, including necessary diking and other activities authorized under a permit issued by the United States Army Corps of Engineers under section 404 of the federal Clean Water Act, United States Code, title 33, section 1344; or



G. impacts resulting from agricultural activities that are subject to federal farm program restrictions that meet minimum state standards under this chapter and Minnesota Statutes, sections 103A.202 and 103B.3355, and that have been approved by the board, the commissioners of natural resources and agriculture, and the Pollution Control Agency. An exemption under this item is not valid until such approval is obtained. If approved, the conditions and standards shall be noticed by the board to local government units and published in the State Register. The conditions and standards take effect 30 days after publication and remain in effect unless superseded by subsequent statute, rule, or notice in the State Register. Upon taking effect, this exemption only applies to impacts on agricultural land annually enrolled in the federal Farm Program that are not beyond what is:

(1) allowed under the other exemptions in this part;

\* (2) necessary to replace, maintain, or repair existing private drainage infrastructure with a capacity not to exceed that which was originally constructed; or

(3) replaced at a ratio of 1:1 or greater under United States Department of Agriculture provisions as supported by documentation from the United States Department of Agriculture, which must be included as evidence to support this exemption.

If the impact would result in loss of eligibility, the landowner cannot qualify for the exemption.

### Subp. 3. Drainage.

A. For the purposes of this subpart, "public drainage system" means a drainage system as defined in Minnesota Statutes, section 103E.005, subdivision 12, and any ditch or tile lawfully connected to the drainage system.

B. A replacement plan is not required for:

(1) impacts resulting from maintenance or repair of existing public drainage systems conducted or authorized by a public drainage authority under Minnesota Statutes, chapter 103E, when the maintenance or repair does not drain type 3, 4, or 5 wetlands that have existed for more than 25 years before the proposed impact; or

\* (2) impacts resulting from maintenance or repair of existing drainage systems other than public drainage systems, when the maintenance or repair does not drain wetlands that have existed for more than 25 years before the proposed impact.

For projects proposed under this item, the landowner must provide documentation that the wetlands to be partially or completely impacted by the maintenance or repair have not existed for more than 25 years. Documentation may include, but is not limited to: aerial photographs, climatological records, soil borings, vegetative analysis, elevation surveys, or drainage system maintenance records.

C. A replacement plan is not required for:

(1) draining a wetland on agricultural land when the wetland was:

(a) planted with annually seeded crops before July 5, except for crops that are normally planted after this date, in eight out of the ten most recent years before the impact;

(b) in a crop rotation seeding of pasture grass, cover crop, or legumes or was fallow for a crop production purpose in eight out of the ten most recent years before the impact; or

(c) enrolled in a state or federal land conservation program and met the requirements of unit (a) or (b) before enrollment;

(2) draining type 1 wetlands, or up to five acres of type 2 or 6 wetlands, in an unincorporated area on land that has been assessed drainage benefits for a public drainage system, provided that:

(a) during the 20-year period that ended January 1, 1992:

i. there was an expenditure made from the drainage system account for the public drainage system;

ii. the public drainage system was repaired or maintained as approved by the drainage authority; or

iii. no repair or maintenance of the public drainage system was required under Minnesota Statutes, section 103E.705, subdivision 1, as determined by the public drainage authority; and

(b) the wetlands are not drained for conversion to:

i. platted lots;

ii. planned unit, commercial, or industrial developments; or

iii. any development with more than one residential unit per 40 acres, except for parcels subject to local zoning standards that allow family members to establish an additional residence on the same 40 acres.

If wetlands drained under this subitem are converted to prohibited uses during the ten-year period following drainage, the wetlands must be replaced under Minnesota Statutes, section 103G.222.

Documentation such as aerial photographs, United States Department of Agriculture records, or other applicable documentation may be used as evidence for the exemption under this item.

\* D. For projects completed under this subpart, spoil must be placed and stabilized in a manner that minimizes wetland impacts without jeopardizing the stability of the ditch or contributing to the degradation of downstream water quality.

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### Minnesota Administrative Rules

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#### 8420.0544 REPLACEMENT FOR PUBLIC TRANSPORTATION PROJECTS.

A. Impacts resulting from public transportation projects must be replaced according to the requirements of this chapter except as provided in this part.

B. Wetlands impacted by public transportation projects:

(1) outside the seven-county metropolitan area may be replaced statewide, except that impacts in less than 50 percent areas must be replaced in less than 50 percent areas; and

(2) in the seven-county metropolitan area must be replaced in the seven-county metropolitan area or in one of the major watersheds that are wholly or partially within the seven-county metropolitan area, but at least one-to-one must be replaced within the seven-county metropolitan area.

This item does not apply to replacement completed using wetland banking credits established by an applicant who submitted a complete wetland banking application to a local government unit by April 1, 1996.

C. A replacement plan is required for public transportation projects that involve new roads or roads expanded solely for additional traffic capacity lanes.

D. A replacement plan is not required for individual public road projects that impact wetlands for the repair, rehabilitation, reconstruction, or replacement of a currently serviceable existing state, city, county, or town public road necessary, as determined by the public road authority, to meet state or federal design or safety standards or requirements. This item only applies to authorities for public road projects that:

(1) minimize impacts associated with the project and consider replacing important site-specific wetland functions on site; and

(2) provide project-specific plans and information, including project locations, wetland boundaries, amount and type of wetlands impacted, demonstration of impact minimization, and any changes or addenda, to the board's bank administrator, the technical evaluation panel, the commissioner, and members of the public requesting a copy:

(a) at least 30 days before construction;

(b) at an annual meeting of the parties required to receive notice, convened to review projects to be commenced during the upcoming year; or

(c) within 30 days of commencing minor and emergency maintenance work impacting less than 10,000 square feet.

Public road authorities that do not follow the process required in this item for a project must submit a complete replacement plan application to the local government unit and provide for replacement of impacts associated with the project according to this chapter.

E. For impacts associated with a new public road project, or a public road project expanded solely for additional traffic capacity, the public transportation authority may purchase credits from the board at the cost to the board to establish credits. Purchase of credits under this item is allowed only when the board has determined that sufficient credits are available for sale.

F. The technical evaluation panel must review minimization and delineation decisions made by the public road authority and provide recommendations regarding on-site replacement if requested to do so by the local government unit, a contiguous landowner, or a member of the technical evaluation panel.

G. Those required to receive notice of public road projects may appeal minimization, delineation, and on-site replacement decisions made by the public road authority to the board according to part 8420.0905.

H. Changes to impacts proposed by local road authorities in item D must be reported to the board within six months from the date of the change being finalized.

\* I. Except for state public transportation projects, for which the state Department of Transportation is responsible, and public road authority projects that do not meet the requirements of item D, the board must replace public road project impacts, including impacts to public waters if authorized by the commissioner or a delegated authority, that result from local government projects on existing roads.

\* J. Public road authorities, at their discretion, may deviate from federal and state design standards on existing road projects when practical and reasonable to avoid impacts, provided that public safety is not unreasonably compromised. The local road authority and its officers and employees are exempt from liability for any tort claim for injury to persons or property arising from travel on the highway and related to the deviation from the design standards for construction or reconstruction under this item. This item does not preclude an action for damages arising from negligence in construction or maintenance on a highway.



## Office of the Revisor of Statutes

### Minnesota Administrative Rules

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#### 8420.0905 APPEALS.

Subpart 1. **Appeal of replacement and restoration orders to the board.** A landowner or responsible party may appeal the terms and conditions of a restoration or replacement order issued according to part 8420.0900 to the board's executive director within 30 days of receipt of the order by filing a written request for review and paying a nonrefundable filing fee to the board. The time frame for appeal may be extended beyond 30 days upon mutual agreement, in writing, between the landowner or responsible party, the local government unit, and the enforcement authority. The filing fee is an amount determined by the board not to exceed \$1,000. If the written request is not submitted within 30 days, the restoration or replacement order is final. The executive director must review the request and supporting evidence and render a decision within 30 days of the request for review. The executive director may stay the restoration or replacement order until the appeal is resolved.

#### Subp. 2. **Appeal of local government unit staff decisions.**

\* A. A decision made by local government unit staff is final if not appealed to the local government unit within 30 days after the date on which the decision is sent to those required to receive notice of the decision. Notwithstanding the time frames of Minnesota Statutes, section 15.99, or any other law to the contrary, the local government unit must make a ruling within 30 days from the date of the filing of the appeal, unless the appellant and local government unit mutually agree, in writing, to an extension of time beyond the 30 days.

B. Appeal of a final decision made by staff may be made by the landowner, by any of those required to receive notice of the decision, or by 100 residents of the county in which a majority of the wetland is located.

C. An appeal is effective upon mailing the petition and payment of any applicable fees to the local government unit. A filing fee is not required for appeals petitioned by state agencies or members of the technical evaluation panel.

#### Subp. 3. **Appeal of local government unit decisions to the board.**

A. The decision of a local government unit to approve, approve with conditions, or deny an application is final if not appealed to the board within 30 days after the date on which the decision is sent to those required to receive notice of the decision unless the applicant and local government unit mutually agree, in writing, to an extension of time beyond the 30 days. Appeals of decisions made by local government staff must be made to the local government unit as provided for in subpart 2. This subpart also applies to decisions made under comprehensive wetland protection and management plans.

B. Appeal may be made by the landowner, by any of those required to receive notice of the decision, or by 100 residents of the county in which a majority of the wetland is located.

C. An appeal is effective upon mailing the petition and payment of a nonrefundable filing fee in an amount determined by the board, not to exceed \$1,000, to the board with evidence that a copy of the petition has been mailed to the local government unit. The petition should include information to establish sufficient grounds for the appeal. The filing fee is not required for appeals petitioned by state agencies or members of the technical evaluation panel. Another filing fee is not required for appeals that have been remanded if the filing fee was paid and the same party appeals the new decision made under remand. After receipt of a petition, the local government unit must send a copy of the petition to all those to whom it was required to send a notice of the decision.

#### Subp. 4. **Board appeal procedures.**

A. Within 30 days after receiving the petition, the board, its dispute resolution committee, or its executive director must decide whether to grant the petition and hear the appeal. After considering the size of the proposed impacts and the quality of the affected wetland, any patterns of similar acts by the petitioner or responsible party or by the local government unit in administration of this chapter and the act, and the consequences of the delay resulting from the appeal, the board, its dispute resolution committee, or its executive director shall grant the petition unless the appeal is deemed to be without sufficient merit, trivial, or brought solely for the purposes of delay; the petitioner has not exhausted all local administrative remedies; or the petitioner has not submitted the required filing fee.

B. The board, its dispute resolution committee, or its executive director may stay the local government unit decision until the appeal is resolved.

C. The board, its dispute resolution committee, or its executive director may remand the appealed decision back to the local government unit if the petitioner has not exhausted all local administrative remedies, such as a local government unit evidentiary public hearing, if expanded technical review is needed, or if the local government unit's record is not adequate. If an appeal is remanded, a new application is not required and additional information may be submitted before a decision is made by the local government unit. The local government unit must make a decision on an appeal that has been remanded within 60 days unless the remand order, or a subsequent order, specifies a longer period.

D. After the petition is granted, the appeal must be heard by the dispute resolution committee and decided by the board within 60 days after filing of the local government unit's written record, submittal of written briefs for the appeal, and a hearing by the

Kevin:

Thanks for reaching out to us today, it's always good to hear from past clients of the firm. If I happen to see John Kolb or Gary Leistico in the office today, I'll let them know you have reached out to us again.

As we discussed on the phone, because the LGU did not deny your application within 60 days, your request was approved under 8420.0255 and 15.99. This statutory approval has the same effect as the verbal approval you received. The LGU's position now, as I understand that position, is contrary to controlling law. While the LGU may not have a local appeals process in place, at the very least, the LGU should be willing to allow you to submit evidence of your compliance with the statutory and verbal approval of your application. If the LGU is not willing to do so, don't hesitate to call us back, and we will be happy to assist. Should the need arise, please let the LGU know that they can call us directly to discuss this matter.

Thanks,

Zach

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# 10:10am Appointment

February 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Jurisdiction Fees	<b>b. Origination:</b> Assessor's Office
<b>c. Estimated time:</b> 5-10 mins	<b>d. Presenter(s):</b> Tina Von Eschen, County Assessor

**e. Board action requested:**

Informational only

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### **f. Background:**

I was requested to come to the board and discuss fees that are charged to the county jurisdictions for assessment services.

I have submitted a copy of the annual letter we send to all jurisdictions with the billing statement. This letter includes items regarding billing, what the fees pay for, the upcoming assessment, permit requests, BAE training, etc.

I have submitted a copy of the contract we have jurisdictions sign bi-annually.

I have submitted MS272.073

The following excerpts were found in board minutes prior to 1975 regarding assessing services:

The motion was made, seconded and unanimously carried to approve an agreement between the Township of Comfort and the County of Kanabec, pursuant to Sec. 273.072 MS to provide for the assessment of the property in the Township of Comfort by the County Assessor for a period of January 2, 1970 through December 31, 1971 in accordance with the terms as set forth in such agreement. The Chairman and County Auditor were authorized to sign such agreement in behalf of the County of Kanabec.

The motion was made, seconded and unanimously carried to approve an agreement between the Village of Quamba and the County of Kanabec, pursuant to Sec. 273.072 MS to provide for the assessment of the property in the Village of Quamba by the County Assessor for a period of January 2, 1970 through December 31, 1971 in accordance with the terms as set forth in such agreement. The Chairman and County Auditor were authorized to sign such agreement in behalf of the County of Kanabec.

The motion was made, seconded and unanimously carried to approve an agreement between the Township of Kroschel and the County of Kanabec, pursuant to Sec. 273.072 MS to provide for the assessment of the property in the Township of Kroschel by the County Assessor for a period of January 2, 1970 through December 31, 1971 in accordance with the terms as set forth in such agreement. The Chairman and County Auditor were authorized to sign such agreement in behalf of the County of Kanabec.

The motion was made, seconded and unanimously carried to approve an agreement between the Village of Mora and the County of Kanabec, pursuant to Sec. 273.072 MS to provide for the assessment of the property in the Village of Mora by the County Assessor for a period of January 1, 1971 through December 31, 1972 in accordance with the terms as set forth in such agreement. The Chairman and County Auditor were authorized to sign such agreement in behalf of the County of Kanabec.

The County Auditor was authorized and directed to bill the following for 1973 Assessment services:  
Ann Lake Township \$350.00 and the Village of Mora, \$1750.00.

In my time with Kanabec County I have continued the procedures that had already been in place. I've come to the board for approval of the assessment fees (this was done in August of 2021 for the 2022/2023 fees), we notify the jurisdictions of the fees for their budgeting purposes. We mail the billings annually. We mail contracts bi-annually.

For the 2021 budget, assessment fees totaled \$91,855. This is of the \$95,044 revenues our office took in.

I spoke with our Property Tax Compliance Officer (PTCO) from the DOR. He explained assessment fees came to be as county assessor offices began taking over the assessment services from Local Assessor's. Jurisdictions used to be assessed by Local Assessor's prior to county offices hiring staff to do the service.

While doing my research to propose updated assessment fees I have found counties handle this in a variety of ways. Some charge back the entire assessor's budget to jurisdictions. Some counties are considered a 'true county' where they do 100% of the assessment and do not charge fees back to the jurisdictions. Some counties, like ours, currently do 100% of the assessment and charge part back to the jurisdictions. Some counties have jurisdictions where they are 100% assessed by Local Assessor's. Some counties have a combination where some jurisdictions are assessed by county staff and some have Local Assessor's. There is a wide variety of options. I am unsure at what point in time Kanabec County made the decision to do the partial charge to the jurisdictions.

Supporting Documents: None Attached: ☒

Date Received in County Coordinator's Office:

1/28/22

Coordinators Comments:



**273.072 AGREEMENTS FOR JOINT ASSESSMENT.**

**Subdivision 1. Joint assessment agreements.** Any county and any city or town lying wholly or partially within the county and constituting a separate assessment district may, by agreement entered into under section 471.59, provide for the assessment of property in the municipality or town by the county assessor. Any two or more cities or towns constituting separate assessment districts may enter into an agreement under section 471.59 for the assessment of property in the contracting units by the assessor of one of the units or by an assessor who is jointly employed.

**Subd. 2. Abolishment of office of local assessor.** The agreement may provide for the abolition of the office of local assessor in any contracting unit when the assessment of property within it is to be made under the agreement by another assessor. In such case, the office of assessor in that unit shall cease to exist upon the date fixed in the agreement but not before the end of the term of the incumbent, if serving for a fixed term, or when an earlier vacancy occurs.

**Subd. 3. Agreement terms.** When the agreement provides for joint employment of an assessor, the assessor shall be appointed and removed in a manner and shall hold office for such term as is provided in the agreement, notwithstanding charter or other statutory provisions for election or appointment of an assessor for a prescribed term.

**Subd. 4. Termination of agreement.** If the agreement is for an indefinite term, it may be terminated on six months notice by either party. Upon the termination of the agreement, whether for a fixed or indefinite term, any office of assessor abolished as a result of the agreement shall be automatically reestablished and shall be filled as provided by applicable law or charter.

**Subd. 5. Payment; county general fund.** Any amount paid to the county for personal services of the county assessor under such an agreement shall be paid into the general revenue fund of the county.

**Subd. 6. Powers of local boards of review not affected.** Agreements made under this section have no effect upon the powers and duties of local boards of review and equalization.

**History:** 1959 c 382 s 1; Ex1967 c 32 art 8 s 5,6; 1973 c 123 art 5 s 7; 1973 c 582 s 3; 1986 c 444; 1Sp1986 c 1 art 4 s 11; 1Sp2001 c 5 art 7 s 16



OFFICE OF THE  
KANABEC COUNTY ASSESSOR

18 North Vine Street  
Mora, MN 55051  
Telephone: (320) 679-6420  
Fax: (320) 679-6421

---

August 26, 2021

Name  
Address  
City, State Zip

Hello!

I know this annual update can get lengthy so I want to thank you in advance for taking the time to read through everything. If at any time you or your residents have questions for us regarding anything assessment related I encourage you/them to please reach out to us; that open line of communication is crucial for our assessment partnership. Additionally, if you ever wish to have us at one of your meetings we can arrange that; just contact us with your request, concern if applicable, the date and we'll get it on the schedule.

2021 Billings

The billings for the 2021 assessment year with counts and charges are enclosed. Please remit payment with a copy of the invoice by **November 1, 2021**. Checks should be made out and sent to:

Kanabec County Auditor/Treasurer  
18 North Vine St., Suite 261A  
Mora, MN 55051

2022 & 2023 Assessment Contracts

The contract rates per parcel for the 2022 and 2023 assessment years were recently approved by the County Board to increase from \$7.50/parcel to \$8.00/parcel. You will find a spreadsheet enclosed reflecting what this rate increase will mean for your jurisdiction to give you an approximation for budgeting purposes. A copy of the 2022 & 2023 assessment contract for board approval is enclosed. Please return the contract by **December 1, 2021**. As a reminder, these fees include items such as:

- Annual uniform and equalized assessment, under the laws of the state, as of January 2<sup>nd</sup>, of all real and personal property
- Ensure appraisers are licensed as required by the State Board of Assessor's
- Ensure all statutory requirements are fulfilled annually
- Maintain a quintile inspection schedule/plan
- Vehicle expenses – gas, maintenance, insurance, etc.
- Mail the Notice of Valuation and Classification every spring
- Oversee LBAE, Open Book, and CBAE meetings which includes setting the dates, ensure all requirements are met, notifying the taxpayers, and all reporting to the DOR
- Submit annual PRISM reports (abstracts) to the DOR
- Inform taxpayers, discuss, and process several programs and applications:
  - 1c/4c(3) Resort applications
  - Green Acres, Rural Preserve, 2c Managed Forest, Ag Entity Tier Linkage



- Homestead applications – verify statutory requirements are met – process regular homestead applications, Veteran's Exclusions, 1b Disabled/Blind applications, trusts, special agricultural
- Tax Court petitions
- Review for SFIA or other conservation easements
- Address annual legislative changes
- Keep informed of regional valuations and challenges, equalize border valuations, and equalize valuations of certain property types
- Process all conveyances recorded with the County Recorder
- Process all eCRV's (sales) and perform sales verifications
- Conduct an annual sales ratio study to determine valuation increases or decreases
- Properly classify all property – residential, agricultural, seasonal residential recreational, rural vacant land, commercial, industrial, apartments, exempt

#### Parcel Maintenance Fees

The County Board also approved a \$3/parcel maintenance fee which will be charged for jurisdictions that decide to employ their own local assessor to do their assessment work. Ultimately the County Assessor is responsible for the annual assessment even if a jurisdiction employs a local assessor. This includes performing the work of a number of items from the list above in addition to both oversight and review of the local assessors work. This fee will offset some of those costs. Please contact me to verify whether your jurisdiction is eligible if this is something you are contemplating.

#### 2022 Assessment

The 2022 assessment is currently underway. You can expect to see our appraisers in each jurisdiction to complete your quintile (1/5<sup>th</sup>) review through Nov/Dec, and for new construction through early February. As a reminder, appraisers will be driving a vehicle with a Kanabec County emblem on the door, wearing a safety vest (no logo), carrying an iPad or clipboard, camera and measuring device(s), and wearing a picture ID badge.

#### Permits, CUP, etc.

Over the past few years we have been experiencing difficulty in acquiring permits, such as:

- Jurisdictions without permitting not notifying us of any known construction
- Not receiving permits or difficulty in acquiring them in a timely manner
- Permits with illegible information (a parcel ID is ideal but an address where the actual construction is occurring is needed at minimum)
- CUP's (Conditional Use Permits) not being provided
- Not receiving notice of new construction of sheds or agricultural buildings your jurisdiction may choose not to permit

Another trend we've seen recently is the amount of 'agricultural' structures some jurisdictions do not require permits for. Whether you require a permit or not, these structures are required to be assessed for property tax purposes. Structures not added to the tax rolls not only creates an inequity in the assessment, it unfairly lowers the tax liability to those adding the new construction.

Our office contacts your clerks and/or zoning officials typically in October looking for permits, conditional use permits, and a list of any new construction you may not permit that had construction begun prior to December 31. The appraisers need to have ALL of their assessment work completed by mid-February, annually, in all of their jurisdictions. Without permits and/or a list of new structures this is difficult.

Please feel free to provide permits or new construction lists at any time throughout the year; it doesn't have to be only at the end of the year. This assessment partnership helps ensure all your residents are being valued equitably and, therefore, taxed fairly.

#### Trained Member for LBAE

The Local Board of Appeal and Equalization training is once again available online. We have included a list of trained members with expiration dates with this letter for your reference. Having a trained member at your

LBAE ultimately is the jurisdictions responsibility. We do not monitor this list until after the training closes on February 1, prior to setting the LBAE dates. It is highly recommended that all voting board members take the training so everyone is aware of what is, and is not, permitted in addition to what your role as a supervisor is at your Local Board of Appeal and Equalization meetings. If you do not take the training you can also access the training handbook through the following link. This handbook should be reviewed by all supervisors prior to your LBAE.

This training will close February 1, 2022, and can be accessed through the site below. If anyone needs computer/internet access please contact our office to set-up a time and we can get you started on a laptop.

**New this year, you can easily access the training right from the webpage. No need to register and await a password before being permitted to into the training.**

**Training:**

**<https://www.revenue.state.mn.us/board-appeal-and-equalization-training>**

**LBAE**

Township and cities that continue to host their own Local Board of Appeal & Equalization do have an alternative "open book" meeting option. As a reminder, once the LBAE meeting adjourns taxpayers have NO avenue of appeal other than filing in tax court, which is a very costly process. This remains the number one complaint we receive yearly by taxpayers who miss their Local Board of Appeal & Equalization, as they are NOT allowed to appeal to the County Board of Appeal & Equalization. We typically publicize the open book meetings for a two to three week period in April. During this time all of our staff are available for the taxpayers, providing a one on one environment for them to ask questions, discuss their property, discuss sales, and have all the technology and information readily available.

If your board wishes to take advantage of the "open book" opportunity I will need notification by December 1, 2021. A copy of your meeting minutes with resolution to convert to an "open book" is sufficient. If you have further questions regarding this opportunity please feel free to reach out to me with any questions at 320-679-6470.

Stay Well –



Tina Von Eschen

### **Assessing Contract**

Under the provisions of Minnesota Statutes, Section 273.072, a resolution has been made and it is agreed that the assessment district of: **Ann Lake** shall have its real and taxable personal property assessed by the Kanabec County Assessor's Office for the assessment years 2022 and 2023.

Assessment District By:

Chair \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor \_\_\_\_\_

County Assessor By:

\_\_\_\_\_

We have enclosed an estimated billing figure based on parcel counts as of February 1, 2021 for your budgeting purposes. This amount may vary slightly due to splits and combines. The exact dollar amount will be based on the number of valuation notices sent each spring.

Please sign this contract and return by December 1, 2021.

# 10:20am Appointment

February 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> a. Update on Knife Lake Rest Area b. Update on Tax Forfeit Property	<b>b. Origination:</b> Attorney's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Barbara McFadden

**e. Board action requested:**

Information only.

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**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 10:45am Appointment

## Item a.

February 1, 2022

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> County Comp. Plan	<b>b. Origination:</b> Environmental Services & HKGI
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenter(s):</b> Ryan Carda & Lance Bernard

**e. Board action requested:**

**RESOLUTION # \_\_\_\_-2/1/22**

#### RESOLUTION ADOPTING THE KANABEC COUNTY COMPREHENSIVE PLAN

**WHEREAS**, the proposed Kanabec County Comprehensive Plan is a tool that provides a process for establishing a common set of goals and policies for addressing the land use and development issues for the County and is intended to guide the future growth and development of Kanabec County in a manner that conforms with existing plans and complies with other applicable planning statutes; and

**WHEREAS**, the proposed Kanabec County Comprehensive Plan reflects a community planning process conducted in 2021-2022 involving elected officials, appointed officials, community organizations, the public at large, and other stakeholders; and

**WHEREAS**, on December 20, 2021 and January 24, 2022 the Kanabec County Planning Commission conducted public hearings on the proposed Comprehensive Plan; and

**WHEREAS**, the Kanabec County Planning Commission considered the proposed Comprehensive Plan and all public comments, and thereafter submitted its recommendation to the Kanabec County Board of Commissioners; and

**WHEREAS** the Kanabec County Planning Commission has recommended a revised Comprehensive Plan for adoption, and

**BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby ordains that the following Kanabec County Comprehensive Plan be adopted immediately and is effective as of the date of this resolution.

**BE IT FURTHER RESOLVED** that the Kanabec County Comprehensive Plan supersedes the 2002 Comprehensive Plan.

**f. Background:**

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

**Date received in County Coordinators Office:**

1/28/22

**Coordinators Comments:**



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

---

January 28, 2022

Kanabec County  
Board of Commissioners

RE: Kanabec County Comprehensive Plan Draft

Dear Board of Commissioners:

The Environmental Services Office along with HKGI are presenting the proposed draft of the Kanabec County Comprehensive Plan to be approved.

The process of developing the plan began in July of 2021. An advisory committee was formed consisting of County Commissioner Dennis McNally, various County staff, and public citizens representing various groups. Throughout the entire planning process, feedback was gathered through public outreach, online discussion boards, Township listening sessions, and advisory committee meetings.

The plan was created to address the most common comments that were received during the planning process. The plan can provide guidance on the future direction of the County. Planning Commission meetings were held in December and January to review drafts of the proposed plan. Edits were recommended from the Planning Commission, and those changes are summarized in the attached document.

At the January 24<sup>th</sup> Planning Commission meeting, the Planning Commission recommended approval of the draft plan with their recommended changes.

Thank you,

A handwritten signature in black ink, appearing to read "Ryan Carda".

Ryan Carda  
Kanabec County Environmental Services

Attachment: Summary of Changes

## Summary of Changes

### Kanabec County Comprehensive Land Use Plan

#### **Revisions from December 20, 2021 Planning Commission Meeting**

**(number indicates page number):**

- 03 - Periods leading to page number should be aligned
- 08 - No page number listed
- 05 - Emerging trends (remove "data and" to match consistency throughout)
- 13 - Groundhouse misspelled
- 14 - Include mining in figure description. Revise business names listed as some are no longer in business. Change heading of farming section.
- 22 - Ann Lake does not regulate mining with CUP.
- 24 - Reiterate what adopted ordinances are
- 27 - Goals for access control from Chad subdivision ordinance and access policy and ROW ordinance. Improve subdivision ordinance to address
- 32 - Multiple school districts within county, "overlapped by x school districts" THERE ARE 8 SCHOOL DISTRICTS THAT OVERLAP THE COUNTY
- 33 - Weird text font ("new ideas")
- 34 - Recreational opportunities: address large state land areas and WMA's etc. ADUs: should to "could"
- 36 - Timber Trails does not provide transportation to Mille Lacs. General assets and not county-owned assets
- 46 - Include mining, southern part of county covered with pine. Original vegetation map can provide insight on past vegetation
- 49 - Aggregate - remove last sentence. Open space corridors - Arthur Township is included by shoreland ordinance for county
- 50 - Revise sections to remove county parks; multiple "one watershed, one plan"s
- 54 - Peace adopted nuisance ordinance in JUNE, so disregard the comment on changing to July
- 55 - Mention all of the state highways, remove "there is still some appetite to explore county-wide zoning" and revise along the lines "re-evaluate zoning relationship between townships and county"
- 56 - Number of active farms (type and size), remove number of acres dedicated to parks, number of acres mined and reclaimed sites added to natural resources

**Revisions from January 24, 2022 Planning Commission Meeting**

**(number indicates page number):**

- 34 - For ADU section, change “could encourage” to “may use”
- 54 - Remove the entire second bullet point under Near-Term Action Steps. The section talks about implementing a public nuisance ordinance
- 55 - Add “and public nuisances” to the end of the sentence of the second bullet point of Long-Term Action Steps





KANABEC COUNTY PLANNING COMMISSION  
Environmental Services Department  
903 Forest Ave E  
Mora, MN 55051  
Phone: (320) 679-6456  
Fax: (320) 679-6433

---

## Kanabec County Planning Commission Meeting Minutes of December 20, 2021

**MEMBERS PRESENT:** Ron Hallin, Dennis McNally, Pat O'Brien, Rhonda Olson, Earl Bracewell, Doug Sabinash, Wayne Zaudtke, Chad Gramentz

**MEMBERS ABSENT:** none

**STAFF:** Ryan Carda – Environmental Services Tech.

**APPLICANT REPRESENTATIVE(S):** Lance Bernard – HKGI

**PUBLIC ATTENDING:** Dave Patenaude, Gene Carda, Betty Caza, Andrew Smith, Paul Hoppe, Bruce Berg, Marvin Rostberg, Bill Erickson, Randy Schroeder, Edgar Rittenour, Tom Roeschlein, Dan Kent, Deanna Pomije

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

### Pledge of Allegiance

### Approval of Agenda/Additions to Agenda:

A motion was made by Pat O'Brien, seconded by Ron Hallin to approve the agenda with the revision included that "VIII: Planning Commission Decision" be included following "VII: Public Comment".

All in favor, motion carried.

### Approval of Minutes:

A motion was made by Pat O'Brien, seconded by Doug Sabinash to approve the minutes from September 27, 2021.

All in favor, motion carried.

### Old Business:

None.

### New Business:

Public Hearing – Review Proposed Draft Kanabec County Comprehensive Land Use Plan:

#### Staff presentation:

- N/A

#### Applicant presentation:

- Lance Bernard
  - Gave a presentation on the Comp. Plan process and how the draft came about

#### Public hearing comments:

- Bill Erickson
  - Not going to county-wide zoning shouldn't even be mentioned in the plan at all
  - Many of the residents of Kroschel Township do not approve of county-wide zoning
- Paul Hoppe
  - Population decline but focusing on manage growth to specific areas seems to contradict itself
- Andrew Smith

- Growth should be handled by each Township via CUP
- Each Township knows what is good for the area
- Township doesn't want to lose zoning control
- Dave Patenaude
  - Efficiency of each Township is beneficial vs. county-wide zoning
  - Township zoning is also more cost effective
  - County zoning wouldn't benefit the people as much

*Conclusion of public hearing:*

- Changes to proposed draft shown as:
  - 03 - Periods leading to page number should be aligned
  - 08 - No page number listed
  - 05 - Emerging trends (remove "data and" to match consistency throughout)
  - 13 - Groundhouse misspelled
  - 14 - Include mining in figure description. Revise business names listed as some are no longer in business. Change heading of farming section.
  - 22 - Ann Lake does not regulate mining with CUP.
  - 24 - Reiterate what adopted ordinances are
  - 27 - Goals for access control from Chad subdivision ordinance and access policy and ROW ordinance. Improve subdivision ordinance to address
  - 32 - Multiple school districts within county, "overlapped by x school districts" THERE ARE 8 SCHOOL DISTRICTS THAT OVERLAP THE COUNTY
  - 33 - Weird text font ("new ideas")
  - 34 - Recreational opportunities: address large state land areas and WMA's etc. ADUs: should to "could"
  - 36 - Timber Trails does not provide transportation to Mille Lacs. General assets and not county-owned assets
  - 46 - Include mining, southern part of county covered with pine. Original vegetation map can provide insight on past vegetation
  - 49 - Aggregate - remove last sentence. Open space corridors - Arthur Township is included by shoreland ordinance for county
  - 50 - Revise sections to remove county parks; multiple "one watershed, one plan"s
  - 54 - Peace adopted nuisance ordinance in JUNE, so disregard the comment on changing to July
  - 55 - Mention all of the state highways, remove "there is still some appetite to explore county-wide zoning" and revise along the lines re-evaluate zoning relationship between townships and county
  - 56 - Number of active farms (type and size), remove number of acres dedicated to parks, number of acres mined and reclaimed sites added to natural resources

*Board action:*

- A motion was made by Doug Sabinash, seconded by Earl Bracewell, to revise the draft comprehensive land use plan with the noted changes and be presented again to the Planning Commission at the next meeting.  
All in favor, motion carried.

**Public Hearing Comment:**

- Paul Hoppe
  - Ann Lake Township entertained a regional development condition survey for townships, there was no comprehensive plan so they couldn't conduct it
  - Farming in the county is difficult
  - Farming will continue to change
  - Development will continue to change
- Ryan Carda
  - Thanked all the Township officials that had participated in the meetings and for providing relevant and helpful input to developing the plan

**Adjourn:**

Meeting adjourned at 8:55pm.

Respectfully submitted,  
Ryan Carda  
Recording Secretary



KANABEC COUNTY PLANNING COMMISSION  
Environmental Services Department  
903 Forest Ave E  
Mora, MN 55051  
Phone: (320) 679-6456  
Fax: (320) 679-6433

---

**Kanabec County Planning Commission Meeting Minutes of January 24, 2022**  
**MINUTES ARE CURRENTLY UNAPPROVED**

**MEMBERS PRESENT:** Dennis McNally, Pat O'Brien, Rhonda Olson, Earl Bracewell, Doug Sabinash, Wayne Zaudtke, Chad Gramentz

**MEMBERS ABSENT:** none

**STAFF:** Ryan Carda – Environmental Services Tech.

**APPLICANT REPRESENTATIVE(S):** Samuel Strom

**PUBLIC ATTENDING:** Dave Patenaude, Jerry Werner, Vern Bossen, Dan Nowling, Rick Anderson, Mistea Roeschlein, Bruce Anderson, Patty Kruse, Greg Nygaard, Gene Carda, Bruce Berg, Marvin Rostberg, Bill Erickson, Clyde Schoumaker, Edgar Rittenour, Tom Roeschlein, Dan Kent, Mike Fetzek, Zaven & Sharon Tufenk

**Call to Order:** Kanabec County Planning Commission was called to order at 7:00pm by Staff Ryan Carda.

**Pledge of Allegiance**

**Approval of Agenda/Additions to Agenda:**

A motion was made by Dennis McNally, seconded by Earl Bracewell to approve the agenda with the revision that the order of the action items be revised so that a decision is made following each of the new business items. All in favor, motion carried.

*Organizational Meeting:*

- A motion was made by Earl Bracewell, seconded by Pat O'Brien to select Dennis McNally as the Chairperson. All in favor, motion carried.
- A declaration was made by Dennis McNally to appoint Pat O'Brien unopposed as the Vice Chairperson. All in favor, motion carried.
- A motion was made by Earl Bracewell, seconded by Rhonda Olson to select an available Public Works staff member as the recording secretary. All in favor, motion carried.

**Approval of Minutes:**

A motion was made by Doug Sabinash, seconded by Pat O'Brien to approve the minutes from December 20, 2021. All in favor, motion carried.

**Old Business:**

None.

**New Business:**

Public Hearing – Review Preliminary Plat, "Strom Acres", Samuel Strom:

*Staff presentation:*

- Ryan Carda presented the findings of the Environmental Services Office
  - The lot arrangement, size, and frontage meet the lot size requirements of 40,000 sq. ft. of area and 150 ft. of frontage that is required by the Shoreland Ordinance #5

- Soil borings have been provided for each of the three lots designating a primary and alternate site for a standard septic system
- Craig Wills from the DNR said there was no comment needed from them regarding the plat
- The current plat shown will be revised and a new copy will be presented at the meeting
  - Peace Township approved the preliminary plat with the condition that a larger road right-of-way be provided for the road (North Lake Drive) and cul-du-sac that the lots have frontage along
  - A Township Approval Letter is included for your reference
- A legal review was conducted by Ahlgren Law Office
- The Kanabec County Attorney's Office reviewed the proposed plat and comments are included for your reference
- Any septic and future building permits for these lots may be granted by the Environmental Services Office and be required to meet all Shoreland Ordinance #5 requirements for setbacks and other standards
- Chad Gramentz presented the findings for the County Engineer's review
  - Findings are attached to the minutes

*Applicant presentation:*

- Samuel Strom
  - Described why he decided to split his land and the process he went through to do it

*Public hearing comments:*

- Greg Nygaard
  - Asked about the 4 lots from the first draft of the plat
  - Asked about the septic systems that would be placed on the lots
  - Asked about the lot size requirements
- Rick Anderson
  - Asked whether the lots could have a cabin or primary structure built on them

*Conclusion of public hearing:*

- Ryan Carda stated that in the past when plats have been along existing roads and don't require a new road to be built, the preliminary plat has been used as the final plat and sent directly to the County Board
- Earl Bracewell asked about improvement of the existing road
- Chad Gramentz stated that the plat has established right-of-way for a potential future expansion of the existing road, but won't be required to be done by the developer

*Board action:*

- A motion was made by Wayne Zaudtke, seconded by Pat O'Brien, to recommend approval of "Strom Acres" to the County Board and that the Preliminary Plat be used as the Final Plat.  
All in favor, motion carried.

Public Hearing – Review Proposed Draft Kanabec County Comprehensive Land Use Plan:

*Staff presentation:*

- Ryan Carda provided an update on what was done following the December Planning Commission meeting and what will be done going forward

*Applicant presentation:*

- N/A

*Public hearing comments:*

- Dave Patenaude
  - Compared Township service to County service
  - Townships are easier to contact than township
  - Efficiency of each Township is beneficial vs. county-wide zoning
  - Township zoning is also more cost effective
  - County zoning wouldn't benefit the people as much
- Bill Erickson
  - A move to county zoning would require more staff and lead to more cost to taxpayers
  - Wanted to know which Townships were requesting county zoning
- Jerry Werner
  - Ford Township has its own zoning, Planning Commission, and lawyer to handle everything
  - Wanted to know which Townships were requesting county zoning
  - Not supportive of county-wide zoning
- Dan Kent
  - His Township is experiencing urban growth from the south
  - Because the County has its own attorney it could alleviate the pressure on the Townships
  - The differences between all of the Townships may not make a county-wide zoning approach feasible
- Vern Bossen
  - Partially supports county-wide zoning
  - There are problems everywhere and it may eventually get to a point where the County will need to consider handling zoning
- Dan Nowling
  - Does not support county-wide zoning
  - Feels there isn't any support for the Townships by the County
- Dave Patenaude
  - Wanted to know what the minutes reflect from last month's meeting
- Chad Gramentz
  - Pointed out the section of the plan that states the County won't be moving forward with county-wide zoning
- Dennis McNally
  - Even in a county-wide zoning approach, Townships have the ability to maintain density requirements
- Ryan Carda
  - Discussed the process of who the plan came about and how feedback was gathered
  - Stated that the plan is simply a document to offer guidance and isn't regulatory
- Pat O'Brien
  - Doesn't support county-wide zoning
  - Felt the nuisance ordinance section of the plan should be removed
- Dennis McNally
  - Discussed mining operations within the County
- Earl Bracewell
  - Mining needs to be addressed with sustainability
  - The plan isn't forcing anyone to do anything
  - The goal of the plan is for coordinating
- Chad Gramentz
  - Main reclamation efforts of gravel pits focuses on safety and establishing vegetation
  - The County receives numerous calls regarding nuisances, but isn't able to do anything because nuisance ordinances don't exist
- Ryan Carda
  - The goal of county-wide ordinances would be to alleviate the pressure felt by Townships on zoning related issues

- Pat O'Brien
  - Townships take responsibility for zoning and should determine what ordinances are in place

*Conclusion of public hearing:*

- Changes to proposed draft shown as:
  - 34 - For ADU section, change "could encourage" to "may use"
  - 54 - Remove the entire second bullet point under Near-Term Action Steps. The section talks about implementing a public nuisance ordinance
  - 55 - Add "and public nuisances" to the end of the sentence of the second bullet point of Long-Term Action Steps

*Board action:*

- A motion was made by Pat O'Brien, seconded by Rhonda Olson, to recommend approval of the draft comprehensive land use plan to the County Board with the noted changes.  
All in favor, motion carried.

**Public Hearing Comment:**

- Pat O'Brien
  - The Townships and Planning Commission and Board of Adjustments all need to start getting younger members to join so that they can start to be trained in and become proficient in understand all of the ordinances

**Adjourn:**

Meeting adjourned at 8:50pm.

Respectfully submitted,  
Ryan Carda  
Recording Secretary





# Kanabec County

## Comprehensive Plan

2050  
Navigating  
Our Future



KANABEC  
COUNTY  
*Minnesota*

February 2022



# County Resolution

Adoption of Final Plan by resolution of the Kanabec County Board of Commissioners on XX, 2021 -  
Place Holder for Resolution



# TABLE OF CONTENTS

## 1 COUNTY RESOLUTION

## 2 CHAPTER 1 INTRODUCTION

<i>Purpose of the Plan</i> .....	06
<i>The Planning Process</i> .....	08
<i>Past Planning Efforts</i> .....	10
<i>History &amp; Local Context</i> .....	12

## 3 CHAPTER 2 EXISTING CONDITIONS & TRENDS

<i>Statewide Trends</i> .....	16
<i>Kanabec County Trends</i> .....	16
<i>General Trends</i> .....	18

## 4 CHAPTER 3 FOCUS AREAS

<i>Zoning &amp; Enforcement</i> .....	21
<i>Growth Management</i> .....	25
<i>Economic Development</i> .....	29
<i>County Assets</i> .....	36
<i>Natural Resources</i> .....	45

## 5 CHAPTER 4 IMPLEMENTATION

<i>Action Steps</i> .....	54
---------------------------	----



Prepared by HKGi

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# Chapter 1

## Introduction

The Kanabec County Comprehensive Plan has been developed to guide current actions and policy to influence the future of Kanabec County. This Plan is the second formally adopted County Comprehensive Plan. The first Plan was adopted in 2002. This update acknowledges the past, current and anticipated growth and development trends confronting Kanabec County; and has been developed in an effort to proactively manage these changes. The Kanabec County Comprehensive Plan consists of four chapters:

- Chapter 1: Introduction
- Chapter 2: Existing Conditions & Trends
- Chapter 3: Focus Areas
- Chapter 4: Implementation

The Comprehensive Plan should be viewed as a growth management and economic development tool, which provides the necessary guidance to address current and future trends in the County. It should be used by the County and its local partners (townships and cities) when making informed decisions about land uses, economic

### Legislative Authority

Minnesota counties are given authority to plan for and manage development within their jurisdictions under Minnesota Statutes 394.21 to 394.37. The County Planning Enabling Act states that county boards in Minnesota “shall have the power and authority to prepare and adopt by ordinance, a comprehensive plan.” The purpose of the plan being to provide a means for “promoting the health, safety, morals, and welfare of the community.” This Plan provides a process for establishing a common set of goals and policies for addressing the land use and development issues for the County.

The Comprehensive Plan, when adopted by the County Board, becomes the basis for official controls adopted under the provisions of Minnesota Statutes Sections 394.21 to 394.37. Official controls here refer to township zoning ordinances, subdivision regulations and other environmental management ordinances.



### **2002 Kanabec County Comprehensive Plan**

*The first Comprehensive Plan was adopted in May of 2002 as a policy guide for managing growth and development in Kanabec County. Components of this plan were used or modified to create the 2021 Comprehensive Plan that now looks out to the year 2050.*

development initiatives, infrastructure needs, and natural resource protection. The Plan should be revised and updated periodically (every 5 to 10 years) to revisit trends, policy direction, and the Plan's implementation.

## **Purpose of the Plan**

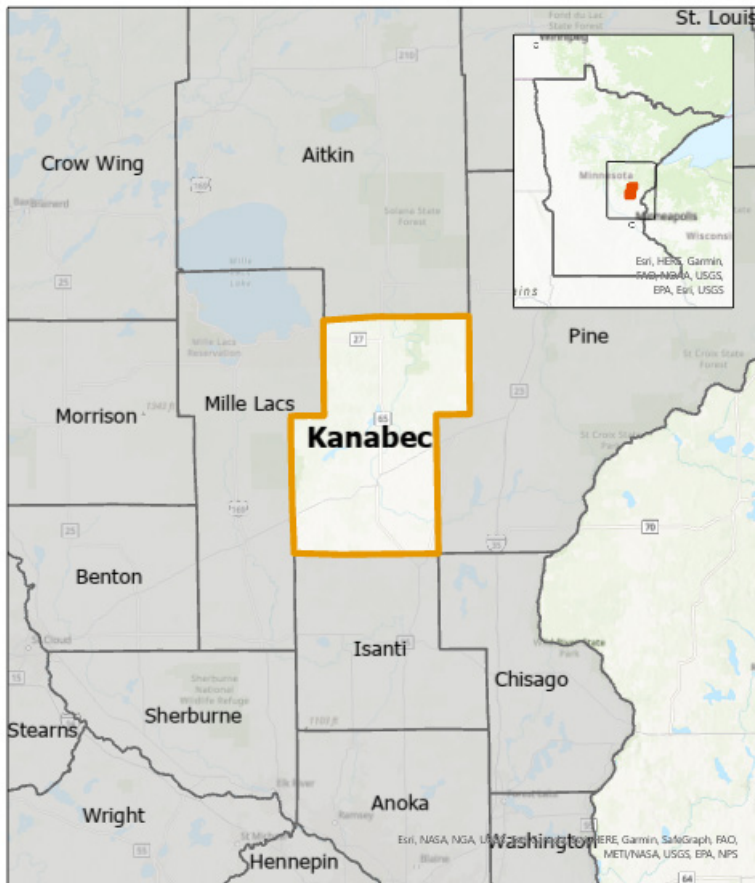
The primary role played by the Comprehensive Plan is to serve as a statement reflecting the desired direction and vision for future development occurring in Kanabec County, and a strategic pathway for how that vision can be reached. It should reflect the unique character of the County, established and emerging trends, infrastructure needs, environmental and natural resource protection, and build upon County strengths.

While intended to guide change, this Plan should remain flexible to respond to the changing needs, conditions and trends of the County. This is a critical step in the planning process. Thus, future decisions should be evaluated against the vision, goals and policies laid out in the Comprehensive Plan. Some decisions will align well, while others may not. This could quite possibly lead to changes to the vision or the plan. These proposals will trigger the community planning process, which should engage community members and stakeholders on updates to the plan.

The Comprehensive Plan can help:

- Conserve important natural resources and community character
- Create the opportunity for residents to participate in guiding the community's future
- Identify issues, stay ahead of trends, and accommodate change
- Guide and manage economic development
- Ensure more efficient and cost-effective infrastructure and public services
- Provide an opportunity to consider the future implications of today's decisions
- Protect property rights and values





## Location

Kanabec County is located in east central Minnesota. Mora, the County seat, is located in the south-central part of the County, and is approximately 60 miles north of the Minneapolis/St. Paul metropolitan area. Other incorporated cities include, Grasston, Ogilvie, and Quamba. The County has a total area of approximately 522 square miles.





## Comprehensive Plan Advisory Committee Members

- Dennis McNally, County Board
- Teresa Wickeham, Environmental Services
- Ryan Carda, Environmental Services
- Chad Gramentz, County Engineer
- Kris McNally, County Coordinator
- Heidi Steinmetz, EDA Director
- Garret D'Aigle, Chamber of Commerce
- Kim Johnson, SWCD Board
- Doug Sabinash, Planning Commission
- Allen Schnack, District 1 Township Rep.
- Bruce Berg, District 3 Township Rep.
- Ken Mattson, District 4 Township Rep.
- Dan Nowling, District 5 Township Rep.
- Kyle Shepard, City Rep. (Mora)
- Roger Johnson, Lake Association Rep. (Lewis Lake)
- Bill Olen, Agriculture Community
- Chad Barnick, Agriculture Community

## The Planning Process

The planning process took place over the course of six months starting in July of 2021 and was led by a Project Team (Environmental Services Department staff and the consultant team). Many of the engagement activities focused on updates to the Plan's goals and policies, while finding opportunities to better understand the County's strengths, weaknesses, opportunities, and threats (SWOT) (see Figure 1). A summary of the Plan's engagement activities are listed below.



### Pop-Up Events

- County staff collected feedback and shared project information to visitors at the County Fair (July 2021).
- An information kiosk and SWOT questionnaire was set up at the Kanabec Government Center during the duration of the project.



### Newsletters & Mailings

- Regular mailings were sent to the Cities and Townships informing them on how to provide feedback (e.g., online and scheduled listing sessions).
- A newsletter add was published in the Kanabec County Times to promote the project and its website (September 2021).



### Online Engagement

A project website was created to solicit feedback and promote the project. The project website included an "ideas wall" that allowed people to post their ideas and suggestions about the County's future. Nearly 200 unique users visited the project website between July and October of 2021.



### Township Listening Sessions

- The County held two Township Listening Sessions to engage Town Board members from all 15 townships. The purpose of these meetings were to discuss emerging trends and draft materials. It was also an opportunity to truly listen to Town Board members on what they see as the primary issues and concerns of their communities.



### Comprehensive Plan Advisory Committee (CPAC)

- The CPAC included representation from various communities (agricultural and lake associations) and commissions to help guide the planning process. The CPAC helped established the Plan's goals, policies, and Focus Areas.



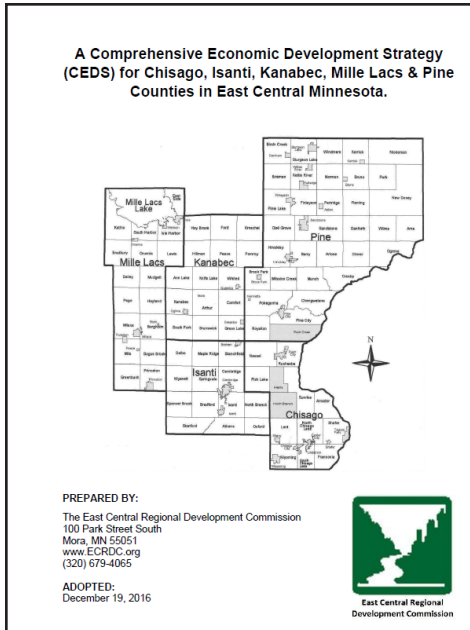
Kanabec County Fair 2021 Photo Credit: Kanabec County Times

*Figure 1. Common Themes from the Public Engagement Process*

County Strengths	County Weaknesses
<ul style="list-style-type: none"> <li>• Local government (Townships)</li> <li>• Natural Resources</li> <li>• Schools</li> <li>• Health Care options</li> <li>• Community Events</li> <li>• Its People</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of regional parks/ recreational opportunities</li> <li>• Limited broadband</li> <li>• County image pertaining to taxes and junk yards</li> <li>• Lack of affordable/workforce housing &amp; higher paying jobs</li> <li>• Consistent zoning regulations</li> </ul>
County Opportunities	County Threats
<ul style="list-style-type: none"> <li>• Support and expand the Economic Development Authority (EDA)</li> <li>• Create a regional park and trail system</li> <li>• Welcome new residents and support work-from-home lifestyles</li> </ul>	<ul style="list-style-type: none"> <li>• Declining population</li> <li>• Aging population</li> <li>• Loss in farming (land and number of farmers)</li> <li>• County/township relationship</li> </ul>

# Past Planning Efforts

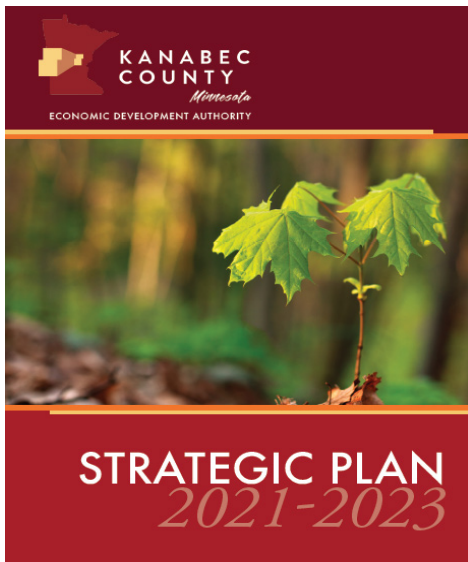
The Comprehensive Plan is part of a network of plans that review current conditions and guide future decision making for Kanabec County and the wider region. These plans were leveraged to help inform this Plan's exiting conditions, focus areas, goals, and policies. These plans should be viewed as complimentary and supplementary to the 2021 Kanabec County Comprehensive Plan.



## Comprehensive Economic Development Strategy (CEDS) for Chisago, Isanti, Kanabec, Mille Lacs & Pine Counties in East Central Minnesota

This strategic plan was written by The East Central Regional Development Commission for the five county 7E economic development region (Chisago, Isanti, Kanabec, Mille Lacs, and Pine County). This document takes a "10,000 foot view" of the five-county region from an economic development perspective. The document details current economic conditions, catalogs the strengths, weaknesses, opportunities and threats, and suggests opportunities to capitalize on the strengths and opportunities and mitigate the region's weaknesses and threats.

The document takes into account and integrates, where appropriate, other planning efforts effecting the region including, but not limited to the DevelopMN document that was developed by the Minnesota Association of Development Organizations (MADO).



## Kanabec County Economic Development Authority Strategic Plan 2021-2023

This document provides an overview of Kanabec County EDA's strategic plan and work for the next three years. This strategic plan is the culmination of a planning process that began in March 2021. The planning confirmed the EDA's mission and objectives, provided new strategic directions, and established action steps and outcomes to advance the strategic directions.

The Plan's strategic direction is focused on the following:

1. Promoting & Building Our Business Community
2. Developing and Expanding Broadband Availability
3. Connecting Businesses to Training Resources
4. Supporting Child Care Growth Opportunities
5. Coordinating & Advocating for Housing

### The Kanabec County Water Plan (2016)

The purpose of Kanabec County's Comprehensive Local Water Plan is to identify exiting and potential challenges or opportunities for the protection, management, and development of water resources in the area; and to develop and implement an action plan that will serve to protect the County's water resources. This plan hopes to integrate local initiatives with existing state and federal water related programs and funding sources to develop the most effective management solutions.

### 5 Year Highway Construction Improvement Program Plan

Each year the Kanabec County Public Works Director presents a plan to the Kanabec County Board of Commissioners that includes highway construction projects for the next five years. A project's scope and/or timeline may be adjusted due to factors like funding, environmental permitting, etc. This Plan does not include general maintenance activities, such as graveling roads and crack sealing.

### Kanabec County Strategic Child Care Supply Plan

Kanabec County was selected by First Children's Finance to receive community consultation around the supply of child care. Generous funding for this work was provided by the Minnesota Department of Human Services. As a recipient, Kanabec County participated in a process that included:

- A community planning meeting,
- Identification of SMART goals to increase high quality child care slots,
- Planning support, facilitation, technical assistance, and financial modeling assistance from First Children's Finance, and
- A Strategic Child Care Supply Plan that guides the Kanabec County Team in efforts to increase its supply of high quality child care.

This Plan is intended to address the child care shortage in Kanabec County and to develop strategies to increase the number of high quality child care slots available.

### Robust Broadband Network Feasibility Study (2012)

Commissioned by the Kanabec Broadband Initiative (KBI) to determine options for increasing broadband connectivity within the County with the understanding that improved broadband communications is an important component to remain competitive in a global environment.

The feasibility study was being updated during the Comprehensive Plan update. Please reference the County's most recent Broadband Feasibility Study for more information.

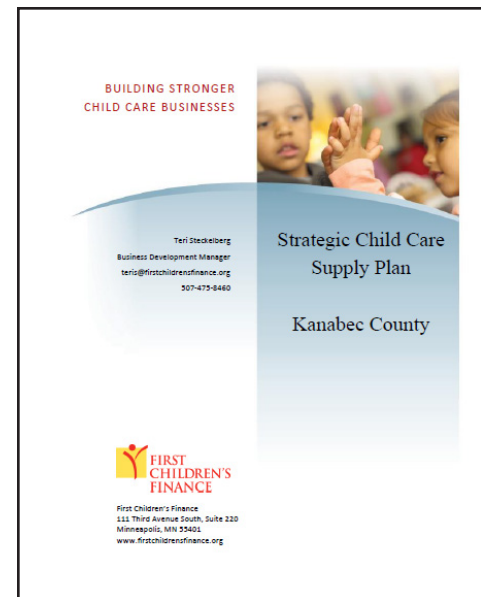
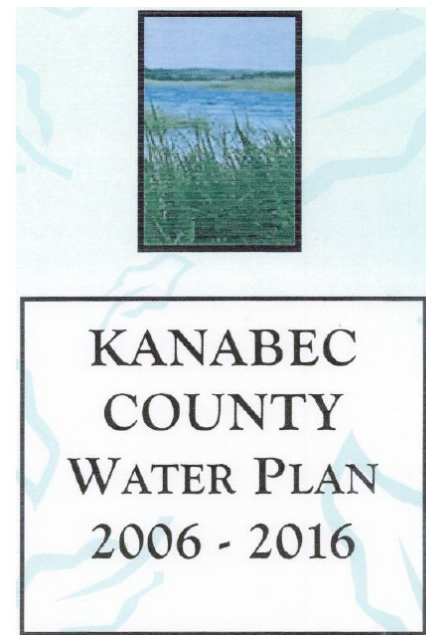






Photo Credit: Kanabec County Historical Society

## History & Local Context

In order to make conscientious recommendations and decisions about the current trajectory of the County it is important to look back and recognize the of the history of the area and the impact that history has on the present situation.

### The Beginning

Kanabec County had its start during the last ice age some 7,000 years ago when the last great ice sheet receded from this area, leaving the land covered with glacial drift up to a hundred feet thick in spots. This drift eventually transformed itself into the soil structure of the county. This newly re-emerged landscape eventually developed into the lush old-growth forests America's indigenous peoples found here. Thousands of years later according to the earliest identified recorded accounts, it is thought that two French fur traders, Radisson and Groseillier, together with a large band of Huron and Ottawa Indians, spent the winter of 1659-1660 on Knife Lake, north of present-day Mora.

### Our Name

The County bears a name given by William H.C. Folsom of Taylor's Falls, who proposed its formation in a legislative bill to the State Senate in 1858. Kanabec (Ka-Nay'-Bec) is the Ojibwe word for snake. The name evidently was chosen because it was also the Ojibwe word for the winding river, which traverses the county from north to south. This bill, set the stage for the organization of the county in 1859; the year after Minnesota became a state. Prior to 1849, Kanabec was part of St. Croix County, Wisconsin. Then until 1852 it was part of Ramsey County, then until 1854 it was part of Chisago County, and then until its organization in 1859 it was part of Pine County.

### County Seat

Brunswick served as the first county seat of Kanabec County. The village was then located about two miles northeast of its present site, situated at the Millet Rapids on the Snake River. A two- room log building was built to house the county records.

Brunswick remained as county seat until 1882, when a vote was taken and the county seat was transferred to the newly platted Village of Mora, and a new courthouse and jail were built there. Up to 1882, Kanabec County had remained attached to Pine County for judicial purposes. In 1882, the first term of court was held at Brunswick, and in 1884, the second term of court was held in Mora with F.M. Crosby, Judge; S.E. Tallman, Clerk; and C.E. Williams, Sheriff.

## Early Settlements

Mora was platted by Myron R. Kent in 1882. It was named at the suggestion of Isreal Israelson, a settler then living near Lewis Lake, who mentioned to Mr. Kent that it would be nice if he named the new village after his hometown in Mora, in Dalarna, Sweden. Accounts of the early days of Mora suggest that it enjoyed "boon" times almost immediately, being situated on the new railroad, and in a great position to serve as supplier to all the logging camps still existing at the time.

## Industry

Logging was Kanabec County's first industry; starting back in 1837. In that year, vast tracts of land, including what was to become Kanabec County, were obtained in a treaty with the Ojibwe Indians, being purchased from them for about 1/3 cents per acre. The treaty called for the government to make payments to the Ojibwe for the next twenty years. When the treaty was ratified by Congress logging began in earnest.

From the 1850's throughout the next half-century, the logging industry flourished in Central and Northern Minnesota. In Kanabec County, the logging companies built dams on rivers and streams, including the Snake, Knife, Ann, Groundhouse and others to build up a large enough head of water to float cut logs through these waterways. In the latter stages of the timber harvest, the O'Neal Brothers overcame the lack of negotiable streams in that area by building a logging railroad from Knife Lake northwestward almost to Isle, enabling them to bring logs down to Knife Lake, where they would travel down the aforementioned waterways.

Once the timber was harvested, the logging companies had no further interest in the territory, and moved on. Land companies followed in their wake, relying on cheap prices and extravagant claims to entice settlers, such as calling Kanabec County "the land of the big red clover." Settlers did come, and gradually the land was cleared and built up the agricultural base that still exists in the county today. Potatoes became the county's first cash crop. Warehouses sprang up to buy, store and ship the vegetable to markets. In Grasston a starch factory was built to handle surplus produce, much of the processed starch going to the garment industry in the East.



Photo Credit: Kanabec County Historical Society



Photo Credit: Kanabec County Historical Society





Kanabec County's natural resources are among the defining features of the County.

**Forests, lakes, wetlands, mining, and brushlands make up over 50% of the land use in Kanabec County.**

*A majority of the elements of the Plan relate directly or indirectly to land use, that is, all factors mentioned in this plan have impacts on either the existing land use or future land use of the County. As such it is important to have an understanding of current land use patterns.*

## Today's Landscape

Forestlands account for 42.5% of the total county area, and dominates the northern and western portion of the County. Scattered woodlots are found throughout the County and can be generally associated with home sites making up the majority of the rural residential development.

Pasture and open land account for 19.9% of the county's area, this category includes open and pasture lands not specifically cultivated. A lesser amount of rural residential development also currently occurs on these lands. Cultivated lands make up 20% of land use and are defined as lands which have been recently tilled or shows evidence of a recent harvest. The remainder of the County's land is divided among wetland, open water, and other rural residential development.





# Chapter 2 Existing Conditions & Trends

This chapter of the Plan highlights some of the demographic, social and economic trends that will likely shape Kanabec County's future in the coming years. These trends may have an enormous impact on land use patterns, local economy, and character of the county. In that respect, these trends should be monitored over time by the County to determine their short- and long-term impacts to the area. More importantly, they should be reflected upon when making future decisions about the County to ensure we are meeting the needs of present generations, while adapting to changes in populations (demographics) and the economy. Recognizing these trends as part of the decision making process will help make the County a stronger place to live, work, and play.



The following section provides a snapshot of trends that may influence the County's future.

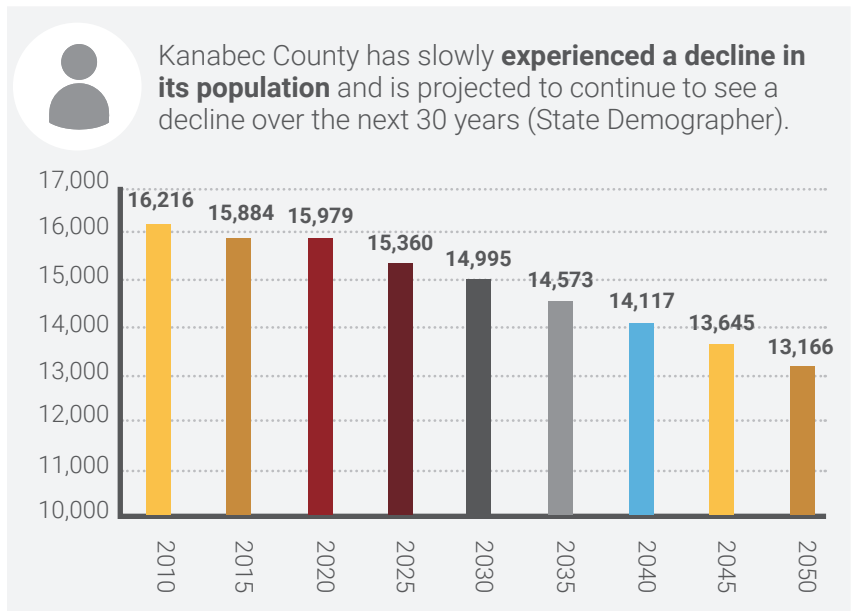
## Statewide Trends

The following statistics are credited and provided by the State Demographer.

- **Population:** Minnesota is anticipated to gain 1.1 million new residents between 2018 and 2070; however, increasing urbanization will lead to a declining population in more than two-thirds of Minnesota's counties.
- **Diversity:** Communities of Color are driving our state's population growth and, as such, addressing racial and ethnic disparities will become imperative for the prosperity and quality of life for all Minnesotans.
- **Aging:** The share of Minnesota's population aged 85 and above is expected to more than double in the next 35 years – from 120,000 to over 270,000.
  - » Infrastructure for transportation, care giving, health care, and social support will be vital to maintaining quality of life for the increasing number of aging adults
  - » In the next decade, children aged 0 to 14 will be outnumbered by retirees aged 65 and above for the first time in Minnesota's history. In total, Minnesotans of retirement age and above numbered 889,511 in 2018 - an increase of 136,492 in the short half-decade since 2013. This number is expected to exceed 1.26 million in the next 20 years.
- **Employment:** Workforce shortages and job vacancies in Greater Minnesota are a mounting trend. Since 2005, the number of job vacancies has doubled in every region in Minnesota. This trend is related in part to the COVID-19 pandemic, but also due to longer term systemic trends such as stagnate economic growth, an aging workforce heading toward retirement, and fewer young people to replace them

## Kanabec County Trends

- **Population:** The share of older residents is increasing and the population over all is on the decline. In Kanabec County 78% of the population is over the age of 18 and 20% is over the age of 65. The number of people over the age of 65 will continue to grow over the next decade as the "baby boom" population ages in place.



- **Households:** There are approximately 6,439 households in Kanabec County and 4,358 families with an average household size of 2.89. Household sizes have stayed relatively the same since 2010.
- **Farming:** The number of farms and the share of land use devoted to farming in the County is decreasing. The 2017 Census of Agriculture reported 624 farms in Kanabec County and in 2007 the Census reported 701 farms. During this time period, the amount of land in farms dropped by 23,108 acres.
- **Employment:** The work available tends to be lower paying jobs that encourage people to pursue employment outside of the county. Within Kanabec County there are 4,910 jobs. Most of these jobs are in the retail (18%), manufacturing (16%) or health care and social assistance sector (8%). 52% of the County's residents work outside of the County and have on average a 30-minute commute (2019 Census est.). The median household income in Kanabec County is \$57,163. The median household income in 2010 was \$51,836 (2019 Census est.). The statewide median household income is \$70,306.
- **Broadband:** Work from home and hybrid working alternatives were already on the rise but the trend was expedited by the onset of the COVID-19 pandemic. The rise in work from home also served to intensify the connection between broadband access and economic growth. In Kanabec County only 76% of households have a broadband internet subscription. These households are primarily located in cities (Mora, Ogilvie, and Grasston). A large area of Kanabec County (90%), including townships and rural areas, are undeserved or unserved by broadband Internet (2019 Census est. and MN DEED).

**78% --- 20%**



**78%** of Kanabec County's population is over the age of 18 and **20%** is over the age of 65. The number of people over the age of 65 will continue to grow over the next decade as the "baby boom" population ages in place.



**-77 Farms**

The **2017 Census** of Agriculture reported **624 farms** in Kanabec County and in **2007** the Census reported **701 farms**. During this time period, **the amount of land in farms dropped by 23,108 acres.**



**Kanabec County is home to 4,910 jobs.** Most of these jobs are in the **retail (18%), manufacturing (16%) or health care and social assistance sector (8%).** 52% of the County's residents work outside of the County and have on **average a 30 minute commute** (2019 Census est.).



**76% of households** in Kanabec County **have a broadband internet subscription.** These households are primarily located in cities (Mora, Ogilvie, and Grasston). However, **a large area of Kanabec County (90%), including townships and rural areas, are undeserved or unserved** by broadband Internet (2019 Census est. and MN DEED).

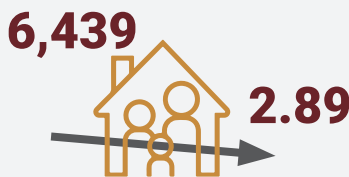
# General Trends

There are also other wider trends being seen throughout the county and across the nation that are likely to have an effect on land use in Kanabec County which should be kept in consideration.

- **Industrial Trends:** Warehousing is becoming even more of a thriving industry with the shift to e-commerce, as well as a related boom in manufacturing.. Thus, there is a growing demand for land to accommodate industrial and manufacturing uses, in addition to workers. National labor shortages have impacted the pace in which businesses can expand.
- **Work from Home:** As more workers work from home, the demand for office space square footage is decreasing, and 1 in 4 Americans (26%) are assumed to be working from home and for the foreseeable future.
- **Housing:** The nation is experiencing a housing shortage. Apartment demand is on the rise and more modular housing options are becoming increasingly common to control construction costs. People are also looking for ways to accommodate life changes or make additional income through the increased construction of and interest in accessory dwelling units.



The **median household income** in Kanabec County is **\$57,163**. The **median household income** in 2010 was **\$51,836** (2019 Census est.).



There are approximately **6,439 households** in Kanabec County and **4,358 families**. The **average household size is 2.89**. The number of households and family size has stayed relatively the same since 2010; however, **the number of families (2010: 4,507) has decreased over the last 10 years** (2019 Census est.).



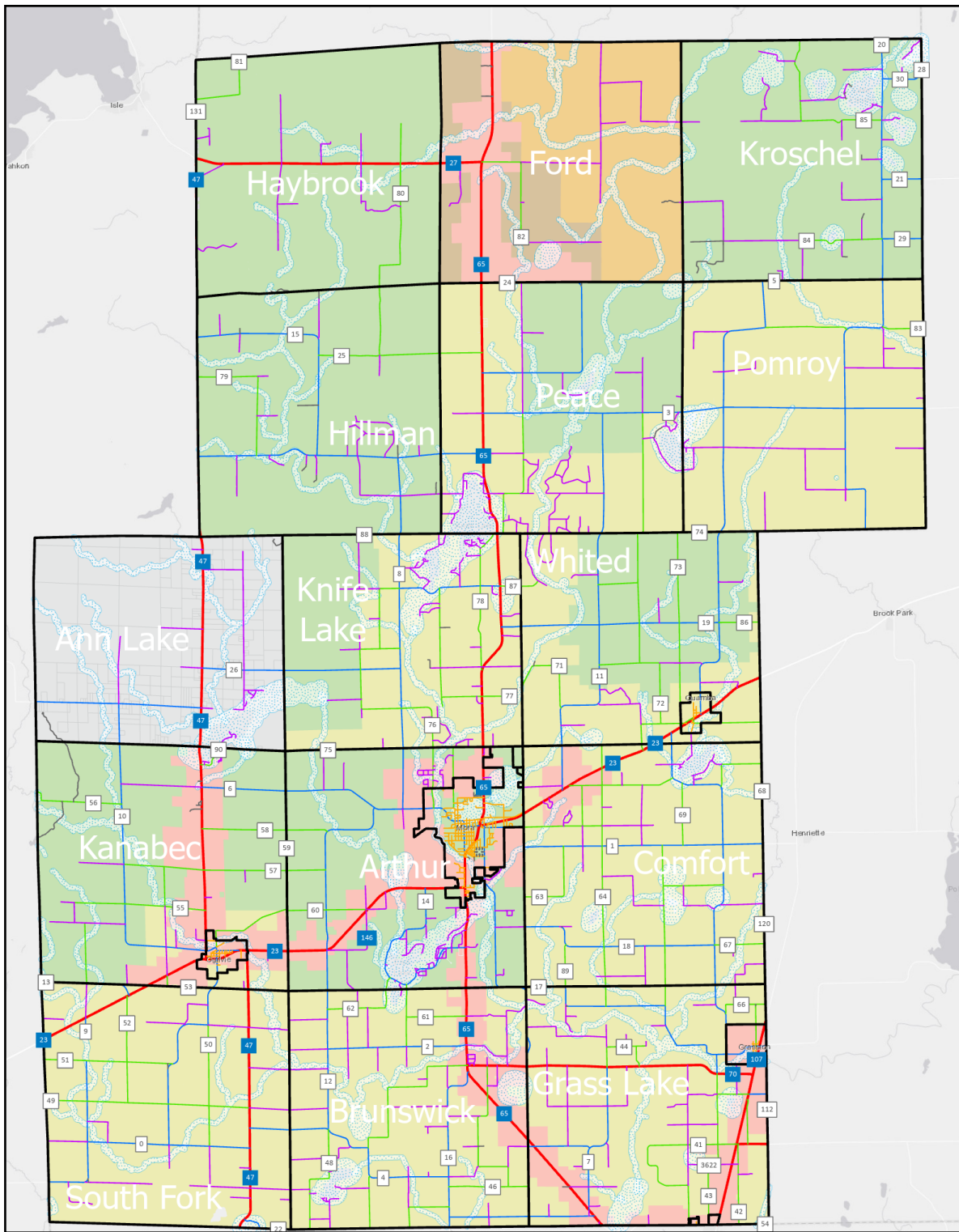


# Chapter 3

## Focus Areas

The Comprehensive Plan's Focus Areas are intended to capture community supported initiatives for the County to work towards over the next 25 years. Each Focus Area includes a vision statement and a set of goals and policies. The vision represents the overall direction of the Focus Area. The goals are generalized statements, while the policies are more specific in helping achieve the vision and goals.





- Generalized Zoning Districts by Township**
- Zoning**
- Parcels (No Zoning Currently)
  - Agricultural/Open Space
  - Agricultural & Rural Residential
  - Rural Residential (R-1)
  - Rural Residential (R-2)
  - Highway Commercial/Business/Industrial
- Roads**
- State Highway
  - County State Aid Highway (CSAH)
  - County Road
  - Township Road
  - Municipal Road
  - Other Roads
- County Shoreland Zone**

Figure 2. Generalized Zoning Districts by Township



Kanabec County 2050  
Comprehensive Plan  
Navigating Our Future



The map was produced by using available GIS data sets provided by the County and State.

# Zoning & Enforcement

The overarching vision for this focus area is to achieve greater consistency in the use of zoning regulations across all jurisdictions (county, city and township) to positively enhance the experience and image of our community.



## Existing Conditions

The County's official controls include ordinances (e.g., shoreland and floodplain), fiscal devices and public programs that are established to carry out the Comprehensive Plan's goals and policies. The townships who have zoning authority play a large role in implementing the Comprehensive Plan's goals and policies that pertain to land uses. Of the fifteen townships within the County, fourteen have adopted township zoning (see Figure 2). At this time, Ann Lake Township has no land use regulations other than those implemented by the County.

In comparing the fourteen township ordinances, there is much similarity in the type of land uses allowed and activities regulated

*Table 1. Summary of Township Ordinances*

Township	Districts			Residential Densities (Units/Acre)			Minimum Lot Size (Acres)				
	Agriculture/ Open Space	Agriculture/ Residential	Commercial	1/40	2/40	3/40	1	2	5	10	20
Ann Lake	No Zoning in Place										
Arthur	*	*	*				*	*			
Brunswick		*	*			*		*			
Comfort		*			*						*
Ford		*	*		*				*		
Grass Lake		*	*		*				*		
Haybrook		*									*
Hillman		*			*			*			
Kanabec	*	*	*	*	*		*	*			
Knife Lake	*	*						*			
Kroschel	*			*	*						*
Peace	*	*							*	*	
Pomroy		*			*			*			
Southfork		*			*		*				
Whited	*	*							*		



across the townships. The greatest difference between the townships' ordinances relates to the density of residential development (see Table 1). Residential uses are primarily controlled through density requirements, access requirements, and minimum lot sizes. Eight townships limit the number of residences allowed per one-quarter of one-quarter section of land. These maximum densities range from one to three residences per quarter/quarter section. Six townships have provisions that limit density by requiring lot frontage on existing roads, guiding development to areas where roads exist. Three townships rely on establishing minimum lot sizes from two to ten acres as the primary residential development provision. Arthur Township, which is located around the City of Mora, is most urban in nature, allowing residential development on one and two acre lots.

Commercial and industrial uses are managed in the unincorporated areas (e.g., townships) either as permitted uses in specific districts or by Conditional Use Permits (CUPs). Arthur, Brunswick, Comfort, Ford, Grass Lake and Kanabec Townships provide commercial and industrial districts adjacent to major transportation corridors. The remainder of the townships allow for commercial and industrial uses through a CUP, except for Ann Lake, Haybrook and Southfork Township, which have not adopted specific regulations to manage these uses.

Many of the townships' ordinances contain general provisions for the protection of water resources, requirements for public road frontage, and regulating nuisances. Nearly all of the townships' ordinances regulate the storage or disposal of materials in order to mitigate pollution or a CUP is required if there is some potential for pollution. Land reclamation (grading and filling) is regulated in all of the townships with the exception of Ann Lake, through a CUP or other regulations to prevent erosion. Those townships also require a CUP for mining activities, allowing them to control operation, drainage, and reclamation for each site.

### **Subdivision Regulations**

Subdivision regulations have been adopted by the County and Ford and Arthur Township, while others may have some form of lot requirements. The County's subdivision ordinance has been in effect since 1985 and regulates the subdivision of land, establishes standards for streets, utility easements, and other issues related to land development. The County's Subdivision Ordinance generally applies to the division of a tract of land into two or more lots or parcels of less than five acres, or any division of a parcel where a new road is required. The County's ordinance applies to the unincorporated area of the county.

## Issues and Opportunities

Kanabec County is in a unique position to balance new ways of managing and enforcing zoning regulations (see sidebar) at a county-wide level. However, this can be a point of contention between the County and Townships. This contention is recognized by the Minnesota Association of Townships and noted in their 2020 Manual on Town Government:

*Under current law, a town can choose to enact zoning ordinances that only address certain aspects of land use and rely on the county zoning ordinance to address other issues. Some counties disagree with this approach and believe zoning should be an all-or-nothing proposition for towns. However, a town is authorized to adopt general zoning regulations regardless of whether a county gives its support and there is no statute or court decision in support of the all-or-nothing approach.*

The County does not have a zoning ordinance and has explored a county-wide approach to zoning, similar to 80+ counties across the State of Minnesota. This approach should be viewed as an opportunity to create greater continuity in land use decisions and provides some benefits (see sidebar) to the townships. Implementing this initiative will require a separate planning process and stronger coordination with the townships to reach a consensus and approach to county-wide zoning. Achieving this goal may take several years to coordinate and will not be pursued by the County in the immediate future, but may be re-evaluated in the long-term (5 to 10 years). Short-term initiatives should focus on county-wide ordinances that help improve the County's image, especially those that address public nuisances.

Most of the public nuisances discussed throughout the planning process focused on those that negatively impact the County's image. Public nuisance complaints in the county are typically related to outdoor storage. For example, a large number of vehicles or personal items being stored outside can have a negative impact on the community's image and pose public health/safety risks. Some townships are struggling to enforce the abatement of a public nuisance once it is discovered or do not have ordinances in place to support enforcement. Peace Township recently adopted a public nuisance ordinance in July of 2021 and should be viewed as a model for others to follow. In the meantime, there is support in working towards county-wide ordinances that address public nuisances.

### Zoning Regulations Definition

Zoning regulations are usually developed in the form of a zoning ordinance, which is the text specifying land use of specific blocks and even individual lots. Zoning regulations include specifications regarding lot size and density. The zoning ordinance is the formal categorization of land-use policies applicable to land within a community and sets the legal framework for land use decisions. Zoning regulations also define setbacks and are used to set limitations on building in flood plains and wetlands. The zoning ordinance often contains a subdivision ordinance that prescribes the process for subdividing a property.

### Countywide Zoning Ordinance Benefits

The benefits in building a county-wide approach to zoning include:

- Helps eliminate township administration and legal enforcement costs. Cost savings can be passed on to other township priorities, such as roadway maintenance and weed management.
- Provides residents full-time county resources and services that offer the same level of land use regulations across multiple areas of the county.
- Offers a consistent administration process for implementing zoning regulations that adhere to common goals in retaining our rural character.
- Creates continuity in land use decisions and expectations for developments.

## Goals

1. Coordinate and collaborate with the townships in an effort to bring consistent zoning regulations and enforcement across the County.
2. Achieve voluntary compliance with reported code and ordinance violations.
3. Ensure properties are well-kept to enhance the overall image of our County as a whole.

## Policies

1. The County will provide for the administrative enforcement of ordinances (e.g., Shoreland Ordinance #5 and Floodplain Ordinance #9) and regulations adopted by Kanabec County.
2. The County will establish ordinances and regulations that benefit the County as a whole.
3. The County will investigate and act on all reported and verified County ordinance violations.
4. The County will prioritize the most serious violations before the less serious violations are addressed –regardless of the order in which complaints are received.
5. The County supports local land use controls that buffer (e.g., setbacks) residential neighborhoods from incompatible land uses.
6. The County will improve its subdivision ordinance to consider access management guidelines.

# Growth Management

The overarching vision for this focus area is to preserve the County's rural character and agrarian economic lifestyles, while strengthening opportunities for residential and business growth.



## Existing Conditions

After several years of slow growth, the population of the County is in decline and this pattern is expected to continue. The State Demographer has projected the County to experience a decline in population from 15,979 in 2020 to 13,166 by 2060. The Economic Development Region (EDR 7E), which is comprised of Chisago, Isanti, Kanabec, Mille Lacs and Pine County will also experience the highest levels of population decline compared to other parts of the State (166,590 to 159,547). The population change for the County is projected to be between -20% to -10%. As the County's population declines, the population will also grow older. The County's oldest residents (85 years and above) are expected to double as a proportion of the total population from 2% to 4% in the next 40 years.

The population trend noted above have notable effects on many segments of the community. One of the hardest hit areas has been the farming community. The County has experienced a 12% decrease in the total number of farms and 19% decrease in acres farmed between 2007 and 2017 (Census of Agriculture). Additionally, the average size of farms has decreased by 6% from 202 to 190 acres. These trends are being experienced by many communities as younger generations are choosing not to take over the family farm. It has also become more difficult to find farmhand help with a declining population.

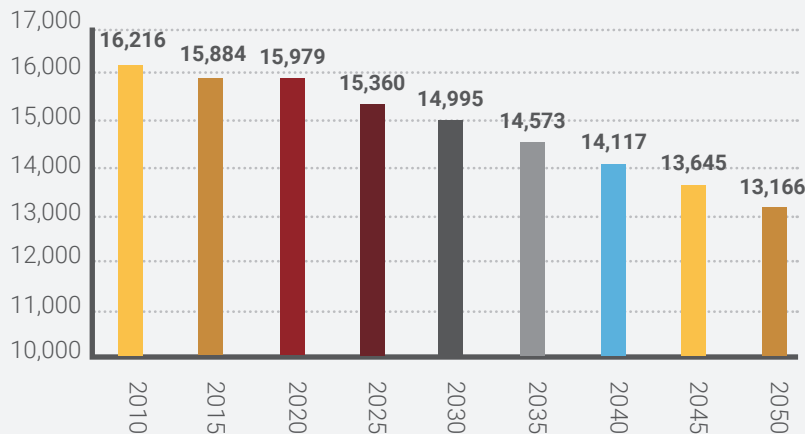
Work opportunities have also shifted significantly and in ways that impact where people choose to live and do business. A global shift towards remote or flexible work options has accelerated due to the onset of the COVID-19 Pandemic. As a result, more people are working from home and have the flexibility to choose where they live and not be tied to locations where work is available. A small portion of the County's population (5%) worked from home between 2015 and 2019. It is assumed this number has grown based on today's circumstances and that a percent of those who live in the County and work outside of the County (52%) are now working remotely.

There has also been speculation that more people are moving to the County to be closer to nature due to this new found flexibility in work location. The number of new residents moving to the County as a result of this flexibility is unknown at this time.





Kanabec County has slowly **experienced a decline in its population** and is projected to continue to see a decline over the next 40 years (State Demographer).



## Issues and Opportunities

Population projections suggest a decline (e.g., smaller household sizes and an aging population), but should not hamper the importance of land use planning. Growth should be viewed as an opportunity and be planned accordingly. Growth will depend on a number of market conditions (e.g., available land for sale and demand for second/vacation homes) and a shift in demographic trends. Growth may also occur given the County's proximity to the Twin Cities.

A challenge of land use planning is balancing what a community desires with what the market place will bear

(Wants vs. Needs). Public involvement helped understand a desired identity or a set of values that affirmed the County's identity as it relates to land use planning. That identity is a County that embraces a "rural character" through a rich history of family farms and agrarian economic lifestyles, but supports growth from an economic development perspective (e.g., tourism, more high paying jobs and services).

Preserving an agrarian economic lifestyle through farming is much harder to do in today's market. Current trends have shown a steady decline in the number of people living and farming in the County. These trends are being experienced by others throughout the region. Other market trends suggest homeowners are also seeking housing in rural communities where land is more affordable, while still having the convenience of being in proximity to the Twin Cities. These trends can result in an increase in property values. From a farming standpoint, these land use changes begin to affect the industry. Farmland becomes more fragmented and services (e.g., movement of goods) are impacted. In turn farms opt to sell and capitalize on the market and develop their land. With an increase in property values, selling tends to be the most viable option and a source of retirement income for farmers.

These trends pose land use questions for the rural-urban fringe communities. If farmers are opting to sell, land becomes harder to purchase with the increase in property value. This emphasizes the importance of having the appropriate amount of land guided for specific uses. In this case, the townships have an obligation to plan accordingly and determine how much land should be guided for larger developments (residential and commercial) if and when the market picks up. Supplying the appropriate amount of land for a specific use (commercial or higher density residential), will ensure there is enough land to accommodate the market. The zoning districts that have been established by the townships (see Figure 2) collectively provide ample opportunities for commercial and industrial development. The cities (Mora, Ogilvie and Grasston) also provide ample opportunity for infill development.

However the townships choose to develop, it should reflect the County's rural character and economic development initiatives to attract new residents and businesses. To achieve this objective, the County encourages the Townships to embrace smart growth strategies and sustainable land use practices (see sidebar). According to the United States Environmental Protection Agency (EPA), "communities of all sizes across the country are using creative strategies to develop in ways that preserve natural lands and critical environmental areas, protect water and air quality, and reuse already-developed land." Examples of these types of communities that embrace smart growth strategies:

- Conserve resources by reinvesting in existing infrastructure and rehabilitating historic buildings.
- Design neighborhoods that have homes near shops, offices, schools, houses of worship, parks, and other amenities, communities give residents and visitors the option of walking, bicycling, taking public transportation, or driving as they go about their business.
- Provide a range of different housing types that make it possible for senior citizens to stay in their neighborhoods as they age, young people to afford their first home, and families at all stages in between to find a safe, attractive home they can afford.
- Enhance neighborhoods and involve residents in development decisions.
- Create business opportunities and strengthen the local tax base to be economically competitive.

## Goals

1. Ensure the efficient provision of infrastructure, protection of the environment, and land use compatibility with adjacent development.
2. Guide the form and location of future growth to strengthen existing land use patterns.
3. Encourage adherence to the growth management policies of surrounding municipalities.
4. Encourage new development to locate within, or within reasonable proximity to, public facilities and services.

## Putting Smart Growth to Work in Rural Communities (by the EPA)

This publication is designed to provide rural decision-makers with a resource for balancing competing goals while creating more vibrant, communities. It is intended to show how smart growth approaches can be adapted and applied in the rural context, particularly in times of change.

The three goals are:

1. Support the rural landscape by creating an economic climate that enhances the viability of working lands and conserves natural lands.
2. Help existing places thrive by taking care of assets and investments such as downtowns, Main Streets, existing infrastructure, and places that the community values.
3. Create great new places by building vibrant, enduring neighborhoods and communities that people, especially young people, don't want to leave.

Strategies and policy tools supporting each of these three goals according to the EPA, "will provide some practical direction for rural communities that want to ensure that economic opportunity and growth meet the needs of new and current residents and businesses without fundamentally altering the community character."

## Sustainable Land Use Patterns

No matter what type of subdivision occurs, it is important to consider where homes should be located, as this will inform the pattern of the newly created parcels. Homes should be sited to reduce the impacts on agriculture, natural resources, and to preserve the rural character of the County. This also improves the marketability of homes for people who are looking to move to a rural area. Examples of good site design take into account the following:

- **Working Lands:** Homes should be sited to preserve high quality farmland and habitat. This can be achieved by take into account soil conditions.
- **Agricultural Buffers:** Agriculture is an important part of the County's economy and rural character, but it is highly vulnerable to conflicts with residential uses. To help mitigate these conflicts, homes should be sited accordingly to minimize their exposure to potential noises, smells, and sounds from agricultural activities.
- **Natural Resource Buffers:** Homes should be set back from water (rivers, lakes, streams, wetlands) and bluffs and erodible soils. Homes should also be located outside of floodplains and drainage ways. This can be achieved by doing a thorough review of the site's natural features and flood zone maps.
- **View Sheds:** Homes should be located in areas that minimize their visibility from roads, particularly highly traveled roads. Similarly, homes should not dominate the views from public waters such as lakes and rivers. Protecting view sheds help retain the rural character, while not obstructing other peoples views of the natural environment.

## Policies

1. The County supports land uses patterns (see sidebar) that preserve critical lands, maintain neighborhood character, prevent sprawl, and provide efficient delivery of services.
2. The County supports developments that foster a quality-built environment worth living in, working in, and visiting.
3. The County supports developments that adhere to access management guidelines and best practices that elevates roadway safety as a priority.
4. The County supports the preservation of agricultural areas and activities, including prime farmlands and soils.
5. The County will implement capital improvement plans that provide for long-term, cost-effective provision of public services and facilities that support areas where development should be encouraged.
6. The County will implement the following to manage development that has a potential impact on the environment:
  - a) Shoreland management regulations as an overlay district to provisions found in existing township ordinances which manage development in rural portions of the County.
  - b) Flood plain regulations as an overlay district to provisions found in existing township ordinances which manage development in the rural portions of the County.
  - c) On-site sewage treatment regulations for existing and future development in the County, consistent with the standards and recommendations of the Minnesota Pollution Control Agency.
  - d) Wetland Conservation Act regulations consistent with state statutes.
  - e) The Kanabec County Solid Waste Management Plan consistent with state statutes.
  - f) The Kanabec County Water Plan as this process and program recommendations impact land use development activities.
  - g) The Minnesota Environmental Policy Act consistent with state statutes.
  - h) The Kanabec County Subdivision/Platting Ordinance.

# Economic Development

The overarching vision for this focus area is to create jobs and enhance our community's tax base by helping existing and new businesses thrive.



## Existing Conditions

Kanabec County made a conscious decision to bolster its economic development activity by creating the Kanabec County Economic Development Authority (EDA) in 2015. The EDA's primary goal is to help existing and new businesses thrive in Kanabec County. The EDA's Strategic Plan (2021 – 2023) provides more information regarding its efforts in the following areas:

1. Promoting & Building Our Business Community
2. Developing & Expanding Broadband Availability
3. Connecting Businesses to Training Resources
4. Supporting Child Care Growth Opportunities
5. Coordinating & Advocating for Housing

The EDA and its partners are facing challenges in today's economy to attract and retain residents and businesses. Many rural communities are facing similar challenges that stem from labor shortages, declining populations, affordable housing shortages, and the inability to provide amenities (e.g., quality parks and reliable internet) at the level needed to attract new residents and businesses.

Development that has occurred recently in the County has included city owned industrial park sites in Mora and Braham, as well as new housing development which has tended to prioritize vacation homes (Kanabec County EDA Strategic Plan). Recent housing studies prepared for Mora have also determined there is a lack of available adequate and affordable workforce housing options, which places limitations on population growth opportunities.

Table 3 provides more information about some of the County's economic characteristics compared to the region and state. General findings include:

- Kanabec County's unemployment rate (3.6%) is comparable to the State and region.
- Kanabec County's largest concentration of jobs are located in Mora and primarily linked to the health care & social assistance industry (26.1%). The second largest industry in the County is manufacturing (13.5%), followed by construction (10.9%) and retail trade (9.9%) (see Table 2).
- Kanabec County is experiencing a higher level of persons in poverty compared to the State and region.
- Kanabec County's has a similar percent of people with a high school graduation rate (90%) compared to the State and region, but a lower number of people with a bachelor's degree or higher.
- Kanabec County's broadband services primarily serve those located in Mora, where the majority of the population resides. A larger number of people do not have reliable internet service.
- Kanabec County will experience one of the highest rates of population decline in the State by 2050.
- Kanabec County has experienced a significant lost in the number of farms and acreage being farmed between 2007 and 2017.

*Table 2. Number of Jobs in Kanabec County (2019)*

Industry	Number of Employees	Percent of Total
Agriculture, forestry, fishing and hunting, and mining:	268	3.4%
Construction	852	10.9%
Manufacturing	1,057	13.5%
Wholesale trade	115	1.5%
Retail trade	772	9.9%
Transportation and warehousing, and utilities:	399	5.1%
Information	76	1.0%
Finance and insurance, and real estate and rental and leasing:	334	4.3%
Professional, scientific, and management, and administrative and waste management services	373	4.8%
Educational services, and health care and social assistance:	2,041	26.1%
Arts, entertainment, and recreation, and accommodation and food services:	680	8.7%
Other services, except public administration	460	5.9%
Public administration	409	5.2%

*Table 3. Regional Statistics and Characteristics*

County	Existing Population (2020)	Projected Population 2040	Projected Population % Change over 20 years	Unemployment Rate (2020)	Median income (2020)	Persons in Poverty Percent (2020)
Kanabec	16,032	14,995	-6%	3.6%	\$57,163	10.1%
Benton	41,379	44,603	8%	3.9%	\$57,715	8.6%
Chisago	56,621	58,603	4%	3.1%	\$83,464	6.2%
Isanti	41,135	43,117	5%	3.4%	\$74,616	6.9%
Mille Lacs	26,459	24,680	-7%	4.0%	\$56,135	11.4%
Pine	28,876	26,680	-8%	3.7%	\$53,422	11.6%
<b>Minnesota</b>	<b>5,706,494</b>	<b>6,288,522</b>	<b>10%</b>	<b>3.4%</b>	<b>\$71,306</b>	<b>9.0%</b>

County	High School Graduation Rate (2020)	Bachelor's Degree or Higher Rate (2020)	Households with Broadband Subscription (2020)	% Change in Acres of Farmland (2007 – 2017)	Agriculture- % Change in # of Farms (2007 – 2017)
Kanabec	90.2%	14.7%	76.1%	-16%	-11%
Benton	91.7%	23.6%	83.1%	0%	-5%
Chisago	94.6%	21.5%	86.0%	5%	-12%
Isanti	92.5%	18.5%	82.7%	1%	-7%
Mille Lacs	89.8%	14.7%	77.5%	-23%	-13%
Pine	90.4%	14.9%	74.2%	5%	-11%
<b>Minnesota</b>	<b>93.1%</b>	<b>36.1%</b>	<b>84.8%</b>	<b>-5%</b>	<b>-15%</b>



## Issues and Opportunities

Kanabec County, as part of the 7E region (Benton, Chisago, Isanti, Mille Lacs, and Pine County), plays a role in providing great locations and places for businesses to succeed. Retaining, attracting, and growing businesses within Kanabec County enables the region to be competitive and prosperous in the global economy.

Kanabec County's economy has been closely tied to agrarian economic lifestyle and many businesses have thrived in this environment. Over time, larger retail and commercial uses have located in other parts of the region including North Branch, Cambridge, and to a larger extent the suburban communities located in the Twin Cities. These retail and commercial uses (e.g., big box stores) tend to draw a larger customer base from greater distances, leaving smaller towns struggling to find their retail and commercial niche. Retail and commercial uses that tend to thrive in smaller towns focus on services and goods that meet every day needs of the community (e.g., convenience stores, grocery stores, and implement stores).

While the County has a vested interest in attracting additional business to the area, it also recognizes that not all business opportunities will affect the area equally and the importance of courting businesses that will serve the people of the County best. Currently, many of the opportunities for work within the County provide insufficient compensation or other non-monetary incentives for residents to stay in the County for work or to attract outsiders to the area for work. The County needs businesses that are able to pay a living wage and whose presence adds value to the community in multiple ways.

There are opportunities to draw light manufacturing and industrial uses to the area as this industry continues to grow. Many businesses are seeking locations that can provide large lots (5 to 20 acres, and upwards of 50+ acres), tax incentives, access to municipal services, and convenient access to transportation systems (e.g., rail and highways). They are also looking for amenities that contribute to a higher-quality of life for their employees (e.g., affordable housing, parks and schools). Examples of County amenities that should be promoted to prospective businesses include:

- **Human Capital:** Human capital is one of the County's greatest assets. People from the County come from a wide array of backgrounds, experiences and education and are bright, skilled, and resilient.
- **Schools:** The County is located in 6 school districts (Mora #332, Ogilvie #333, Braham #314, Isle #473, Hinkley-Finlayson #2165, and East Central #2580) and has two public school systems, Mora Public Schools and Ogilvie Public Schools. It also has the Welia Center which is a collaboration between

Welia Health and Mora Public Schools to serve the needs of students with physical education, after-school sports practices and tournaments.

- **Health Services:** Welia Health is located in Mora and recognized as a leading provider of healthcare services in East-Central Minnesota.
- **Attractions & Events:** Kanabec County is home to a number of well-known events, including the largest cross-country ski race in Minnesota (Vasaloppet USA). Other well known attractions and events include the Nordic Center, Ogilvie Raceway, Ogilvie Museum, Ann River Winery, Beer Club Brewing, Sapsucker Farms, Mora Music in the Park, Paradise Theater, and the Kanabec History Center. Other attractions include natural areas such as the Wildlife Management Areas (WMAs), Snake River, Knife Lake, Ann Lake, and Fish Lake. These amenities should be viewed as opportunities to promote tourism within the County.



Vasaloppet 2021 Photo Credit: Kanabec County Times

Strengthening the County's economic prosperity also requires a commitment to new ideas, while addressing community needs to allow individuals to thrive in the County. Many of these needs, if addressed, will improve the quality of life for residents and serve as incentives for businesses to locate in the County.

- **Child Care Services:** While not directly a function of the County, child care is an essential service that the County has a vested interest in. High quality child care services keep children safe and healthy, while their guardians are at work. Many businesses recognize the importance of having an adequate supply of child care services to meet the needs of their employers. A childcare supply Demand Gap Analysis for Kanabec County (2019) shows a shortage range of 208 to 441 slots for children birth to 5 with all available parents in the workforce. Of those slots roughly 19% are needed for infants and toddlers.
- **Home Businesses:** Most of the townships support home business through a Conditional Use Permit (CUP). Typical home businesses in the County include "cottage" type industries or services, ranging from woodworking, cabinetry, contractor yards, and small repair shops. As these businesses prosper, they may outgrow the home business and seek to expand their services by relocating. CUPs who choose to expand



### Accessory Dwelling Units (ADUs)

ADUs are being explored across the country as a means to addressing family needs as well as housing affordability and availability challenges. ADUs can address lifecycle housing needs as people can age in place and families are able to provide independent housing that is less expensive than what could be obtained in a senior living facility. Generally, ADUs have been preferred in existing residential neighborhoods as they expand housing options without significantly altering the character of the existing neighborhood. Where rentals are allowed, homeowners are also able to earn income that can pay other household expenses.

should be encouraged to locate in areas that create identifiable commercial nodes. Clustering businesses at key nodes can help generate stronger economic prosperity for rural parts of the County, while providing a centralized location for commerce.

- **Workforce Housing:** Developing housing that fits the needs of existing community members should be prioritized in order to improve quality of life and increase stability. If more middle level housing is built to fill in the “missing middle (e.g., town homes, duplexes, and apartments)” it could attract more business and provide current residents and new comers more appealing and realistic options.
- **Accessory Dwelling Units (ADU):** Townships and cities may use ADUs as an option to help expand housing options for extended families. An ADU is a self-contained residential unit with its own living room, kitchen, and bathroom. ADUs are permanent installations that are legally part of a larger property that includes a standard single-family house. This housing is designed to be flexible to meet family needs, and can generate rental income for the homeowners.
- **Recreational Opportunities:** Parks are often cited as people’s favorite places. They are the places people go to have fun, relax, and play. Whether it’s a place to fish, take a quiet walk through the woods, or ski, a high-quality park and trail system has something for all ages and abilities. Local parks, trails, public lands, and natural wildlife areas should be viewed as an important asset that plays a role in attracting and retaining residents and businesses (see Focus Area: Natural Resources for more information).
- **Reliable Internet:** Reliable internet (broadband) plays a critical role from an economic development perspective. Without reliable internet, businesses cannot operate efficiently on a day-to-day basis. It is important these needs are met to support businesses and residents (see Focus Area: County Assets more information).

## Goals

1. Encourage and promote economic development initiatives and capital investments that help retain, expand, and attract new businesses that will be an asset to the community.
2. Assist and encourage economic growth and job creation across all sectors of the County, by expanding and diversifying job opportunities and income growth.
3. Encourage and promote the development of a range of housing types in order to achieve a stable and diversified population and community.

## Policies

1. The County will support the Kanabec County Economic Development Authority's (EDA) Strategic Plan on behalf of the County's interest in continued job development and increased tax base.
2. The County will coordinate strategic investments with land developments that create jobs and diversify the County's housing stock.
3. The County will support rural businesses that are compatible with agricultural environments and rural residential neighborhoods.
4. The County supports accessory uses that do not create a nuisance or alter the primary use of the property, building, or zoning district.



# County Assets

The overarching vision for this focus area is to maintain and enhance the County's assets in a fiscally responsible manner to help support economic development activities and improve quality of life for residents.

## Existing Conditions

County assets are defined in the Comprehensive Plan as transportation systems, County services, and broadband internet (public or privately owned). Each of these assets were identified as important elements that help make a county a great place to live, work, and play.

### Natural Resource Assets

Kanabec County is home to so much natural beauty. Its natural features and landscapes are some of the County's greatest assets and are cherished by all.

These assets are discussed in more detail starting on page 45.

## Transportation Systems

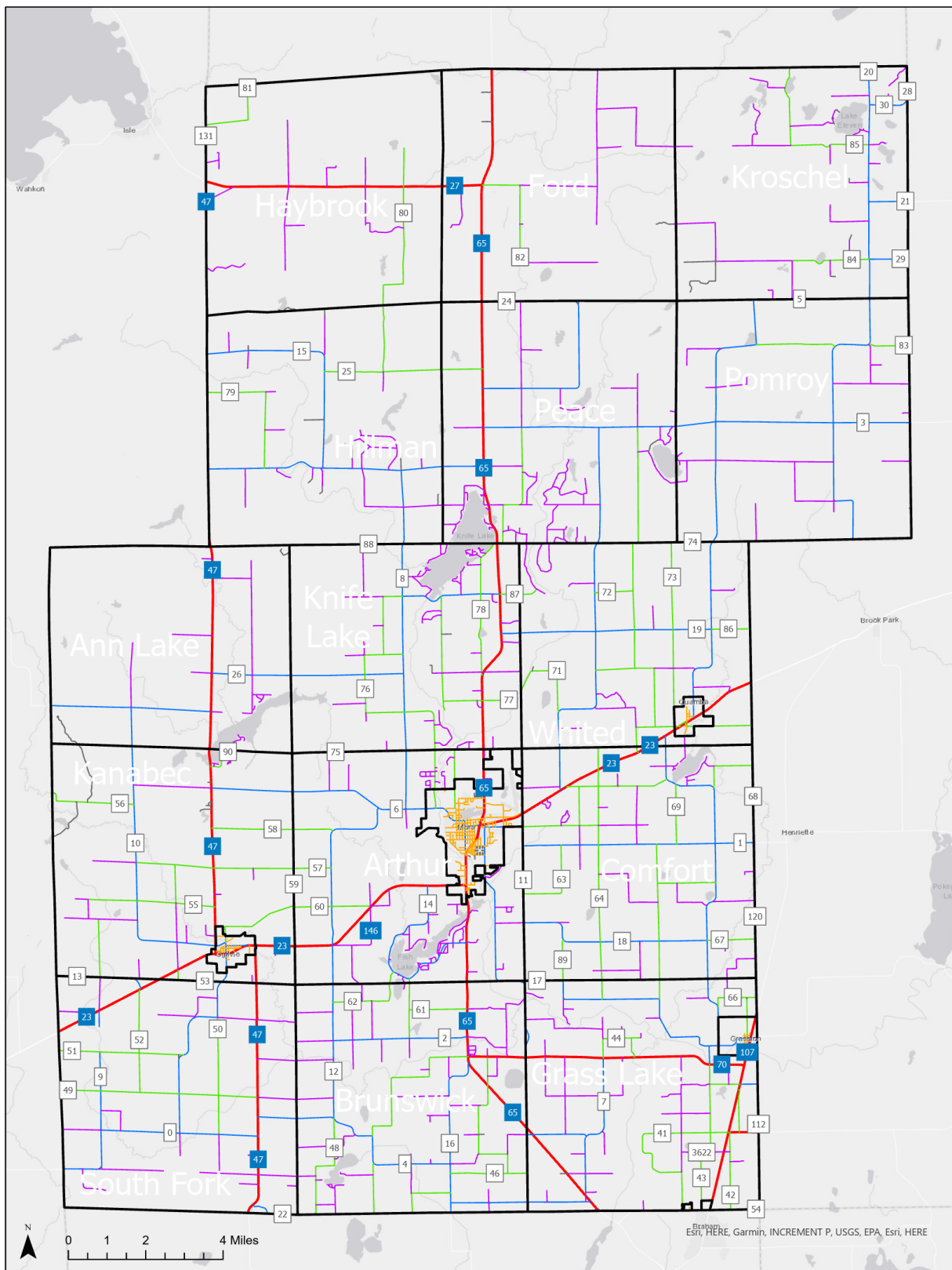
The County contains many infrastructural features (e.g., roadways, an airport, rail lines, and bridges) that greatly benefit residents and businesses of the area and those passing through (see Figure 3). The transportation system is managed and maintained by various agencies (see Table 4). This system serves a number of functions (see sidebar on next page) and is largely supported by the State Highway system, which connects the County to nearby metropolitan areas, including the Twin Cities, St. Cloud, and Duluth.

The transportation system is also comprised of other modes of transportation that support a variety of people's needs and the County's economy.

- **Mora Municipal Airport:** The airport is owned and operated by the City of Mora and is open to the public. The airport averages 41 aircraft operations per day (in 2017).
- **Railroads:** The Burlington Northern Railroad runs parallel with Highway 107 and passes through the County. The St. Croix Valley Railroad previously served the Mora Industrial Park and is now abandoned.
  - **Public Transit Bus Service:** This is bus service in Kanabec and Mille Lacs Counties. Mora/Ogilvie, Milaca and Princeton areas have daily service. The northern part of the service area has access to a weekly shopping route.
  - **Common Carrier Program (Non-Emergency Medical Transportation):** This program utilizes volunteers using their personal vehicles to drive residents of Kanabec County who have no way to get to medical and other necessary appointments.

*Table 4. Miles of Road in Kanabec County*

Roadway Agency	Miles	Percent
Cities	64	4%
Kanabec County	853	49%
Private (other than Railroad)	13	1%
MnDOT	186	11%
State Park, Forest, or Reservation Agency	5	0%
Township	605	35%
Total	1,726	100%



#### Roads

- State Highway
- County State Aid Highway (CSAH)
- County Road
- Township Road
- Municipal Road
- Other Roads

The map was produced by using available GIS data sets provided by the County and State.

Figure 3. Transportation System



**Kanabec County 2050  
Comprehensive Plan**  
Navigating Our Future





## Functional Classification

The U.S. Department of Transportation identifies a functional classification system for all highways, roads, and streets according to the character of service that they provide. The classification of streets and roads in each County is periodically updated by the State to maintain consistency with city boundary changes and functional changes in streets. The classification system serves as a basis for determining future priorities, funding distributions, and jurisdiction over certain roadways.

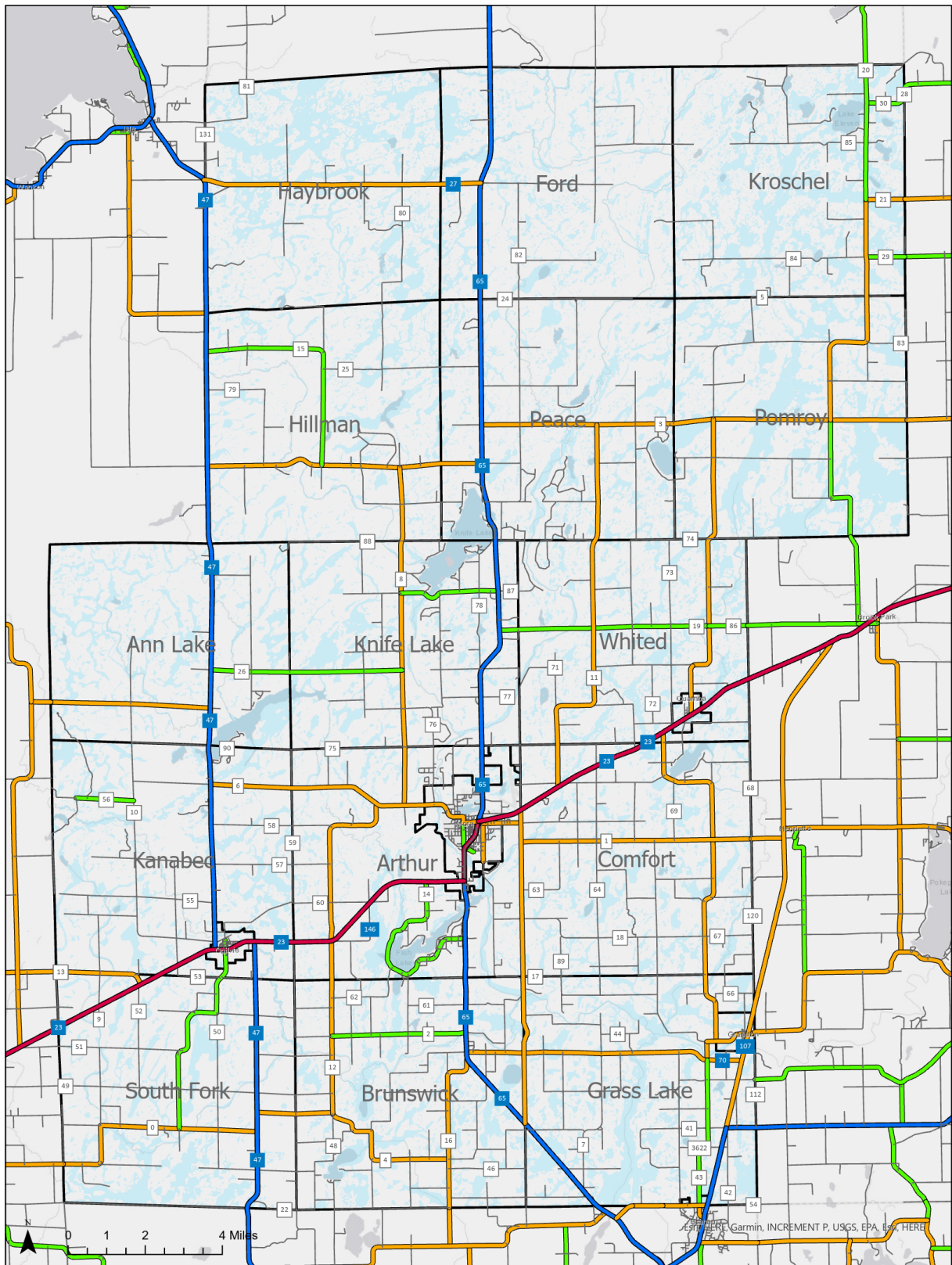
### Kanabec County's Functional Classification System is depicted in Figure 4 and summarized below.

- **Principal Arterial:** The principal arterial system contains facilities that place an emphasis on land access and provide a high degree of traffic mobility.
- **Minor Arterial:** The minor arterial system includes facilities that place more emphasis on land access and offering lower levels of traffic mobility than a principal arterial roadway.
- **Collector:** The municipal collector system includes those streets that collect traffic from the municipal service system and connect to other systems.
- **Local Street System:** The local street system serves primarily to provide direct access to abutting land and access to higher order systems. These streets offer the lowest level of mobility and through traffic movements are possible, but often deliberately discouraged.

## County Services

Kanabec County is home to several facilities enjoyed and used by the public, including the Kanabec County Government Center. It is also home to numerous local institutions, recreational and municipal facilities and services. Each of these facilities does its part in providing the necessary services to support residents in the County and beyond. Some of the County's functions and services are highlighted below:

- **County Assessor:** The Assessor's Office is responsible for estimating the market value and determining the classification of all real and personal property located in Kanabec County for ad valorem tax purposes.
- **County Sheriff:** The mission of the Kanabec County Sheriff's Office is to protect and serve the people of Kanabec County with professionalism and integrity.
- **Environmental Services:** The Environmental Services Department oversees policies and ordinance pertaining to floodplain management, platting and subdivisions, septic regulations and permitting, shoreland zoning, solid waste management, and water resources.
- **Family Services:** Kanabec County Family Services assists with services for persons with chemical dependency, developmental disabilities, mental health, child support, child and adult protection, financial assistance and more.
- **Public Works/Highway:** The Highway Department manages and delivers County transportation infrastructure and services. Their overall objective is to provide safe and well-maintained roads.
- **Public Health:** The Public Health Department's mission is to promote a healthy and safe community for those who live, work, learn and play in Kanabec County. This is achieved through various public health programs and initiatives.
- **Veteran Services:** Kanabec County Veteran Services provides professional, caring and quality assistance to veterans and their dependents. They assist in obtaining benefits through local, County, State and Federal programs. They work as advocates with the US Department of Veterans Affairs, MN Department of Veterans Affairs and nationally chartered service organizations to ensure that veterans and dependents receive the benefits they are entitled to.



**Federal Functional Class**

- Principal Arterial
- Minor Arterial
- Minor Collector
- Major Collector
- Local
- <all other values>

Figure 4. Functional Classification

The map was produced by using available GIS data sets provided by the County and State.



**Kanabec County 2050  
Comprehensive Plan**  
Navigating Our Future



## Broadband Internet

Kanabec County has a digital divide between the residents of Mora and Ogilvie and the remainder of the rural residents of the County. In 2012, a broadband feasibility study was commissioned by the Kanabec Broadband Initiative (KBI) to better understand these gaps and discover solutions and partnerships to help reduce these gaps. At the time of this study, only 23% of the County's residents had access to competitive broadband services. The Minnesota Department of Employment and Economic Development (MnDEED) has continued to track under served areas in Kanabec County. These gaps are depicted in Figure 5 and summarized in Table 5.

## Issues and Opportunities

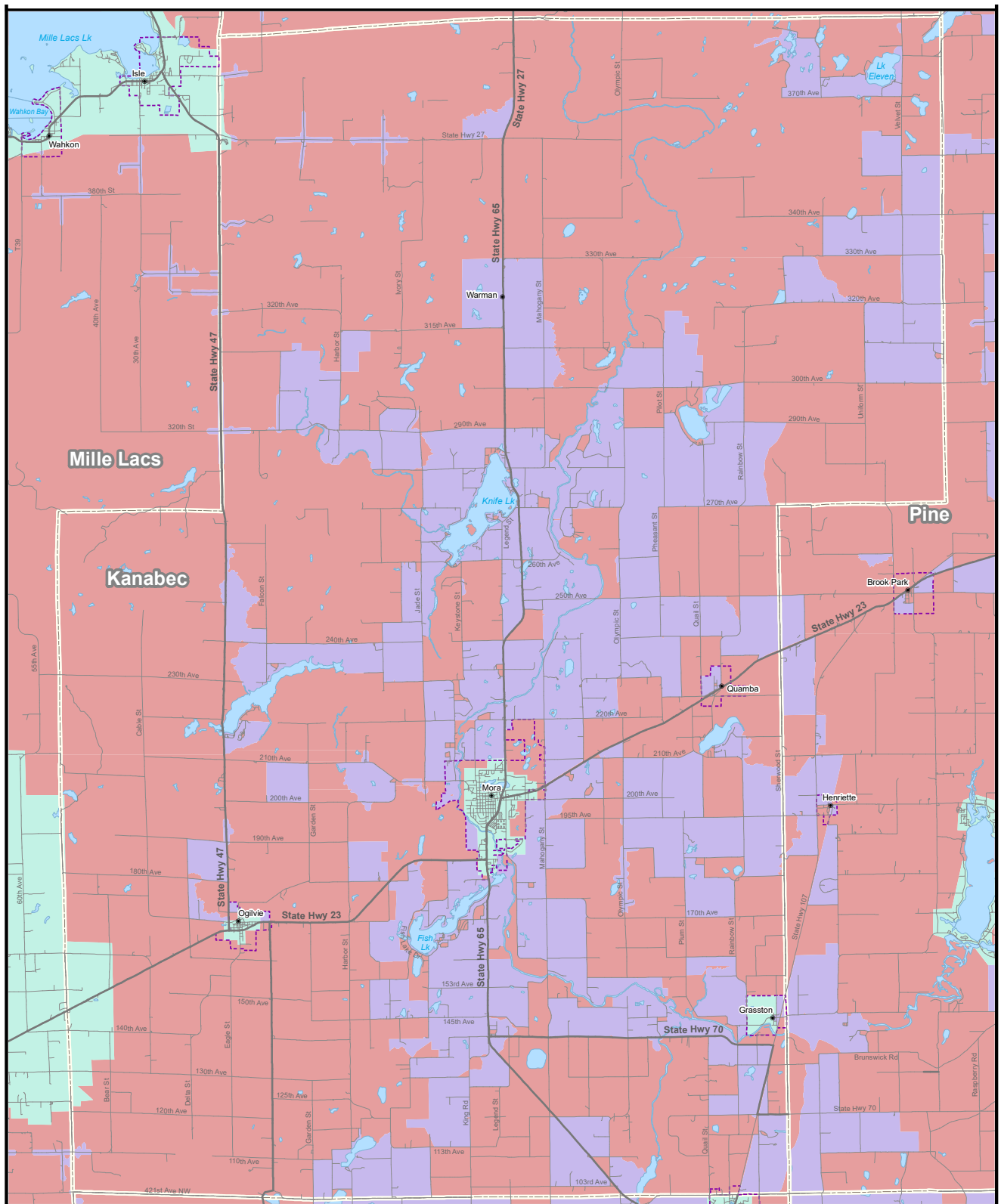
County assets and services are an investment in the future for individuals, families and businesses, as well as an investment in the continued attractiveness and viability of the County. However, many agencies today are faced with difficult decisions in prioritizing needs with limited resources.

## Transportation Systems

County assets such as roadways, bridges, culverts, and ditches are expensive and difficult to maintain with consistent issues of aging infrastructure, rising costs of materials, and declining revenue streams. Many local agencies are reconsidering the costs and benefits of continuing to maintain assets throughout their entire system, and if other approaches (e.g., reverting pavement surfaces to gravel, extending maintenance schedules, and exploring new maintenance techniques to extend the life of the asset) should be explored to better balance needs with available resources. These challenges are also being faced at the township level, as they work to maintain 35% of the roads in the County.

*Table 5. 2021 Broadband Internet Service in Kanabec County*

	Unserved	Underserved	Served
Acres	244,198.8	91,640.6	5,713.6
Percentage of Acres	71%	27%	2%



- Interstate
- US Road
- Local Road
- Municipal Boundary
- County Boundary
- ~ Water
- Wireline Broadband of at Least 100M/20M
- Underserved Area  
(Wireline Broadband of at Least 25M/3M but less than 100M/20M)
- Underserved Area  
(No Wireline Broadband of at Least 25M/3M)

Figure 5. Broadband Service Inventory  
(Source: MNDEED)

### System Preservation Strategies

- **Crack Filling:** Crack filling is a common practice applied to asphalt when cracks are wider than 3/8 inches. Crack sealing is a flexible latex product that is pumped into large cracks to help prevent water intrusion and damage to the subgrade. Crack filling should be viewed as a short-term preventive maintenance technique.
- **Thin Overlay:** An overlay consists of a thin layer of asphalt that is applied to the top of the surface. Thin overlays can be a costly technique, but are used to extend the service life by 5 to 10 years of the pavement and improve ride quality.
- **Mill & Overlay:** A mill and overlay is also a common technique for major rehabilitation/reconstruction projects. This technique helps build structural capacity by milling the existing pavement and adding a new layer of asphalt. A mill and overlay can help extend the life of the road by 10 to 15 years or restart its surface life, depending on the road's structural base and the depth of the mill and overlay.
- **Slurry Seal:** A slurry seal is a preventative maintenance procedure that provides a protective surface to the existing asphalt. More advanced applications are known as micro surfacing. This treatment includes a blend of oil and small aggregate that is applied to the road (1/8 inch). This treatment can last approximately 3 to 5 years, while a micro surfacing treatment can last more than 7 years.

Maintaining the existing transportation system should be viewed as a priority before pursuing larger investments that look at expanding the network. For example, the County has a vested interest in expanding Highway 65 north of Cambridge from two lanes to four lanes to improve safety conditions and create economic development opportunities along the corridor. The Minnesota Department of Transportation (MnDOT) is planning for investments to Highway 65 in Kanabec County over the next 10 years. These investments will likely include safety improvements and the reconstruction of portions of the road, but do not include plans to expand the road to four lanes. Demonstrating the need for a four-lane road will require a larger level of effort and coordination by the County and its local partners. This typically requires a study that demonstrates the transportation need and economic benefit. Elevating the project as a priority will also require political support (e.g., letters of support and resolutions) and a financial commitment.

Other long-term transportation initiatives include the Northern Lights Express (NLX). NLX is a proposed high speed passenger rail project that would provide rail service between Minneapolis and Duluth, passing through Kanabec County. If constructed, NLX will operate on approximately 152 miles of existing BNSF rail corridor. The project has not been funded and should continue to be monitored and viewed as long-term priority project for the County.

Exploring new revenue sources will allow the County to address its short-term (e.g., system preservation needs) and long-term transportation goals (e.g., Highway 65 expansion). Increasing the wheelage tax or implementing a local transportation sales tax under State Statute (Minnesota State Statute 297A.993) are some of the available options. In July of 2013 the Kanabec County Board of Commissioners imposed a \$10 wheelage tax on certain motor vehicles in accordance with State Statute 163.051.

Additionally, there are new maintenance techniques (see sidebar) that can extend the life-cycle of an asset. For example, new maintenance techniques for roadway surfaces can provide longer service life and higher traffic volume thresholds, resulting in more stable road maintenance costs.



## County Services

The planning for County services typically falls outside of the comprehensive planning process. However, the Comprehensive Plans' Focus Areas can be a source of guidance and direction when developing department plans. Areas that do fall within the purview of this Plan include:

- **Economic Development Authority:** Many of the goals expressed throughout this Plan are directly tied to economic development initiatives. Expanding the EDA (resources and staffing) to help achieve these goals and implement the EDA's Strategic Plan should be viewed as a priority.
- **Family Services:** On the issue of the lack of childcare services, the County has the opportunity to facilitate the creation of environments that support healthy brain development for young children to enhance early learning. This can be done in a number of direct and indirect ways. The County should support the development of new facilities by identifying and promoting subsidies and funding sources, or the creation of other financial incentives. The County can also identify policies that support alternative variety of childcare models including child care pods between families, and facilities with dual license. Increasing support for existing providers through grants, trainings, mentorships/support network, workforce development for childcare will also be pivotal. As the County's population gets older, the future retirement of current providers will create an additional burden on this system. In general, there should be an increase in County wide advocacy for child care services to attract and retain families.
- **Solid Waste Management:** Many people are concerned with the rising cost of waste management, the potential environmental impacts of land disposal, long term waste abatement solutions, changes in waste management policies in neighboring states, and our need for success in achieving waste reduction and recycling goals set by the State of Minnesota. There are opportunities to address these concerns though increased focus on waste management and reduction.



## Broadband Internet

Reliable and affordable internet (wireless or broadband) plays a fundamental role in economic activity. More importantly, access to high-speed internet is vital for attracting and retaining businesses. It also helps support a larger population of workers choosing to telecommute from home and serves as a catalyst in fostering entrepreneurship and small business growth in rural parts of the County.

Internet connectivity acts as a catalyst for rural prosperity by enabling efficient, modern communications between rural households, County services, schools, and health care facilities. The benefits are far reaching, which have been recognized not only at a national level, but also at the state. It is a state goal that no later than 2022, all Minnesota businesses and homes have access to high-speed broadband that provides minimum download speeds of at least 25 megabits per second and minimum upload speeds of at least three megabits per second; and no later than 2026, all Minnesota businesses and homes have access to at least one provider of broadband with download speeds of at least 100 megabits per second and upload speeds of at least 20 megabits per second.

During this planning process, the County was updating its Broadband Feasibility Study. The study should be used as a resource in guiding future decisions regarding broadband. Providing reliable internet to all in the County should be viewed as a high priority.

## Goals

1. Preserve and enhance existing County assets and services to maximize their impact and accessibility.
2. Maintain and strengthen the transportation system to ensure that it promotes the safety, mobility, and access of all users.
3. Deploy fast and reliable internet technologies across the whole County that are equitable, affordable, and take advantage of existing infrastructure assets.

## Policies

1. The County will strive to maintain existing County assets in good condition and provide high-quality services to its residents and businesses.
2. The County will embrace best practices and access management guidelines.
3. The County will actively pursue opportunities to increase broadband access for all households in the area.

# Natural Resources

The overarching vision for this focus area is to preserve and protect our natural resources for current residents and future generations.



## Existing Conditions

Kanabec County is home to so much natural beauty. Its natural features and landscapes are some of the County's greatest assets and are cherished by all. These features are summarized below and depicted in Figure 6.

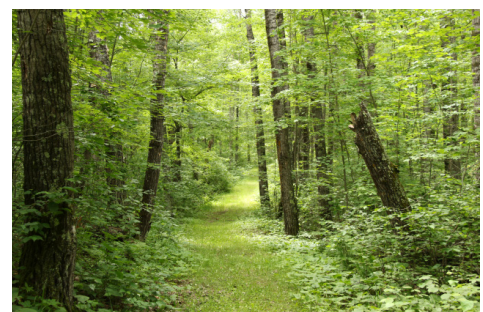
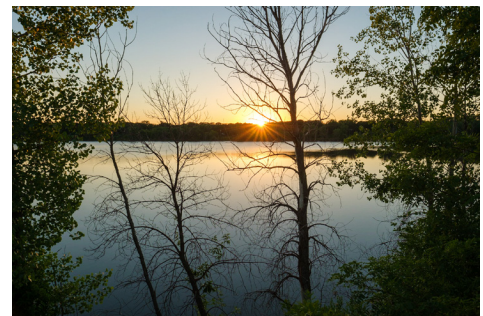
## Water Features

The County's landscape is comprised of 105 protected water features, totaling approximately 6,200 acres. One of the most iconic water features includes the Snake River. The Snake River begins in Aitkin County and stretches South East to the St. Croix River. Its formation has created some of the most sought after rapids for kayakers. From Silver Star Road to County Road 3, the upper Snake is dotted with rapids and falls ranging from Class I-IV, depending on water levels. From Mora to Pine City, the river is gentler with very few rapids. Below Cross Lake, the pace picks up again and the river shoots through a series of Class I-III rapids and pools, dropping 136 feet in its last 12 miles (source MnDNR).

The County is also known for its lakes, wetlands, and streams. Land around many of these features have developed over time, attracting year-round and seasonal residents. Protecting and improving these pristine features are a fundamental goal for many agencies and organizations throughout the County. Some of their roles and responsibilities are summarized below.

- **Kanabec County Environmental Services:** The Environmental Services Department administers Ordinance #5, Management of Shoreland. Shoreland is defined as land located within 1,000 feet from the ordinary high water level of a lake, pond, or flowage, and 300 feet from a river or stream. The County requires building site permits within the regulated shorelands of the County. Building permits are approved based on compliance with the ordinance.

The Wetland Conservation Act is also administered by Environmental Services with oversight provided by the Board of Water and Soil Resources (BWSR). Enforcement of the act is provided by the Minnesota Department of Natural Resources (MnDNR) conservation officers and other peace officers. In general, the Wetland Conservation Act regulates development activities (e.g., grading, filling and draining) that may impact wetlands.



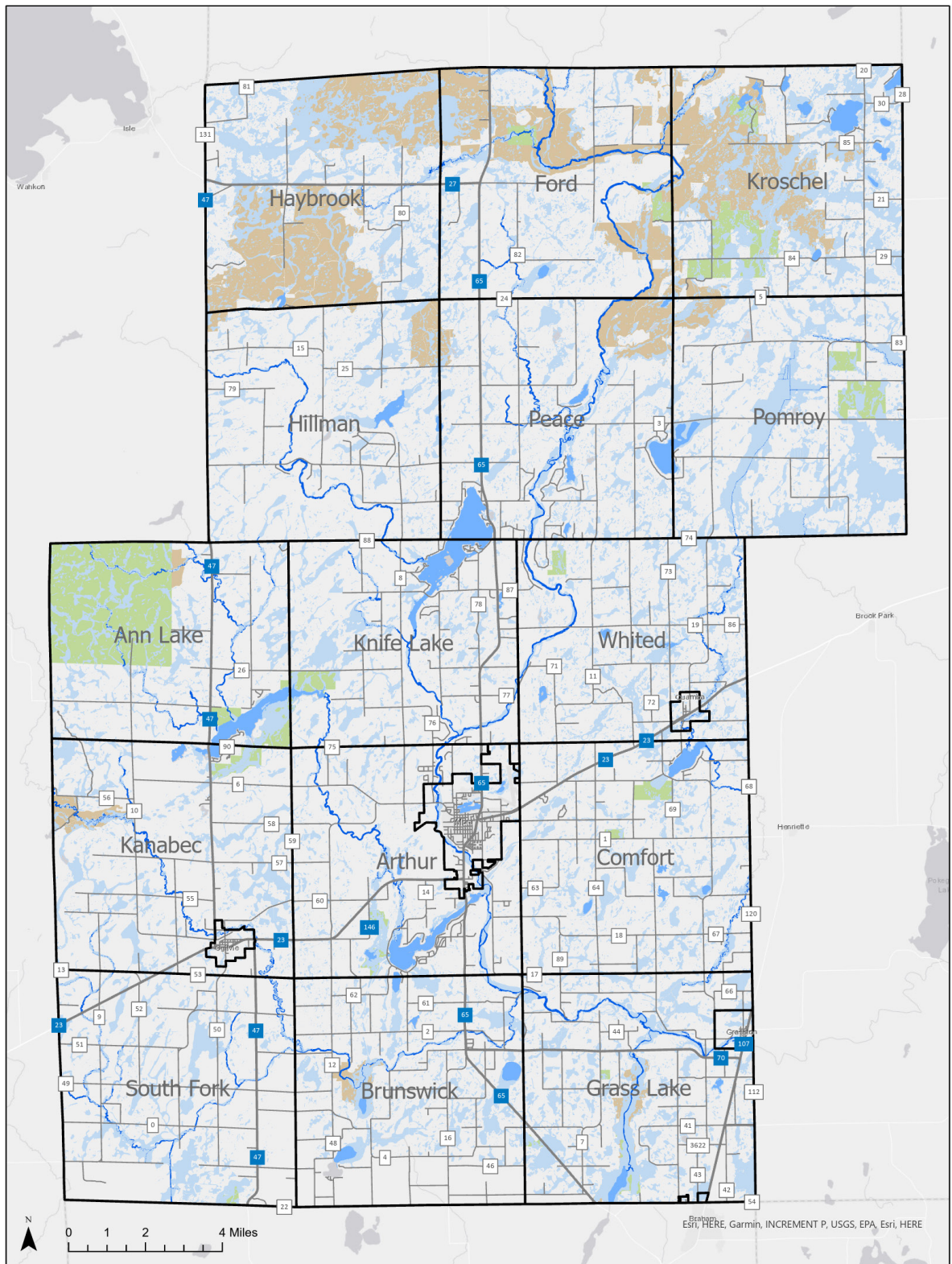


Figure 6. Natural Resources

The map was produced by using available GIS data sets provided by the County and State.



Kanabec County 2050  
Comprehensive Plan  
Navigating Our Future





- **Kanabec Soil & Water Conservation District (SWCD):** The SWCD is a local government organization serving the residents and landowners of Kanabec County. They are governed by an elected 5-member Board of Supervisors. The SWCD is dedicated to promoting the wise and use of our land and water related resources; to work with and empower landowners and groups on conservation options; work in partnership with other agencies; educate the public, provide technical assistance, administer state programs and serve as a county wide soil and water conservation and natural resource information and referral center.
- **Board of Water & Soil Resources (BWSR):** The BWSR's mission is to improve and protect Minnesota's water and soil resources by working in partnership with local organizations and private landowners. Core functions include implementing the state's soil and water conservation policy, comprehensive local water management, and the Wetland Conservation Act as it relates to the 41.7 million acres of private land in Minnesota.
- **Lake Associations:** Lake Associations are typically a volunteer organization comprised of members who own land on or near a lake. The associations work to maintain, protect, and improve the quality of a lake, its fisheries, and its watershed. Several of the Lake Associations in the County are working towards the control of Aquatic Invasive Species (AIS).
- **Minnesota Department of Natural Resources (MnDNR):** The MnDNR is dedicated to protecting and managing land, water, fish, and wildlife. As it pertains to water, the MnDNR administers permits and programs associated with the construction of wells, groundwater management, and invasive water species.
- **Minnesota Pollution Control Agency (MPCA):** The MPCA is a state agency committed to ensuring that every Minnesotan has healthy air, lands, clean water, and a better climate. Through the authority of state and federal statutes and guidelines, the Agency focuses on preventing and reducing the pollution of air, land, and water, and leads Minnesota's efforts to protect against the devastating effects of climate change.
- **Snake River Watershed Management Board:** The Board is comprised of Aitkin, Kanabec, Mille Lacs and Pine Counties as a non-regulatory joint powers organization. Its goal is to cooperatively implement the County water plans (soon to be watershed plans) to protect and enhance the water and land resources within the Snake River Watershed.

## Forests

In the early 1900s approximately 80% of Kanabec County was forested. Presently, the amount of forested land is about 45%, nearly half of what it was 100 years ago. Much of the southern part of the County was covered formerly with White Pine forests. Many of those forested areas are gone due to logging and are now used for agricultural purposes. The northern half of the County however is still heavily forested. Much of the regrowth has been mainly Aspen.

## Groundwater

The County has two primary aquifers, a surficial sand-plain aquifer which is of greater importance due to its large quantity of water, potential for development, and susceptibility to contamination and a bedrock sandstone aquifer (Mount Simon-Hinckley). Ground water from these aquifers drains to the Ann, Groundhouse, Knife, and Snake Rivers.

The County has three major watersheds within its boundaries. They are the Rum River, Snake River, and Kettle River watersheds. Due to the majority of the County lying in the Snake River Watershed, it is the highest priority for management. The Rum River watershed would be second due to the heavy agricultural use.

## Wildlife Management Areas (WMA)

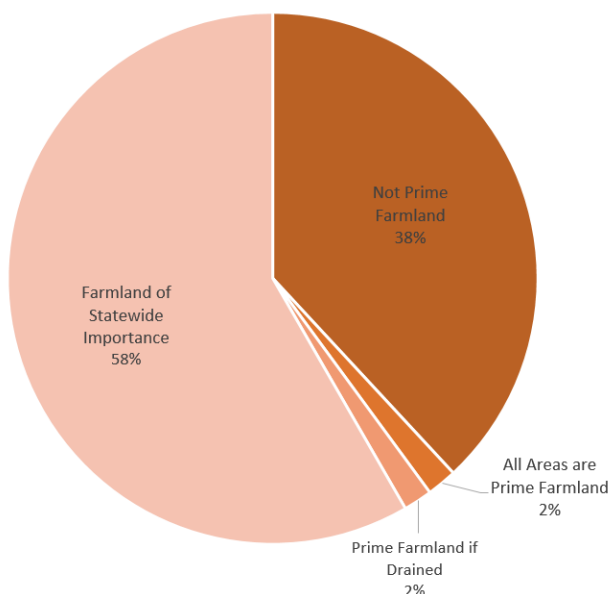
There are 15 WMA that fall fully or partially within the County. Wildlife management areas (WMAs) are part of Minnesota's outdoor recreation system and are established to protect those lands and waters that have a high potential for wildlife production, public hunting, trapping, fishing, and other compatible recreational uses. They are the backbone to DNR's wildlife management efforts in Minnesota and are key to:

- Protecting wildlife habitat for future generations.
- Providing citizens with opportunities for hunting, fishing and wildlife watching.
- Promoting important wildlife-based tourism in the state.

## Soils

Prime farmland soils are defined by the U.S. Department of Agriculture as "soils that are best suited for producing food, feed, forage, fiber, and oilseed crops. These are soils that produce the highest yields with minimal inputs of energy and economic resources, and farming these soils results in the least damage to the environment. Table 6 highlights Kanabec County's farmland soils within the County.

*Table 6. Kanabec County Farmland Classification*



## Aggregate

Large portions of aggregate resources can be found throughout the County. High quality aggregate areas may consist of sand and gravel and crushed stone. Most of the highest quality aggregate in these areas are used for construction purposes, such as the manufacturing of concrete or asphalt. Aggregates of lower quality are used for fill, base-course for roads, and for a variety of other purposes.

## Issues and Opportunities

There is a vast range of challenges in protecting and preserving our natural resources for future generations. This next section highlights some of those challenges and the opportunities that can be embraced to ensure our natural resources come first in our land use decisions.

### Aggregate Resources & Mining

Aggregate resources in the region, particularly in the Twins Cities are rapidly diminishing. The County recognizes these trends and the growing demand for mining operations in the area. There is a desire to preserve these resources, while reclaiming extracted sites to higher end uses.

### Climate Change & Adaptation

As communities adjust to increasingly extreme weather events, stress on public facilities, and higher costs of services, there is growing need to not only plan for these events, but also to reduce the impacts through conscious climate adaptation and mitigation. The County and its local partners should embrace strategies and best practices towards becoming a more and resilient County. Many of these strategies and best practices are promoted through Minnesota Green Step Cities. Minnesota GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. The City of Braham is recognized as a GreenStep City for its commitment to reducing greenhouse gas emissions and being more energy efficient.

### Conservation Design

Development can impact our natural resources and agricultural lands negatively, if it isn't done in a manner. Encouraging developments to embrace conservation design techniques help enhance land development and resource conservation opportunities. This approach encourages residential development to conserve the agricultural and environmental resources. This is achieved by locating dwelling units on low value agricultural sites, while preserving portions of the development site that have conservation value.





## Open Space Corridors

Parks and trails are an essential amenity that positively impact the health of the community. The benefits of being outside are broad-ranging and important to one's quality of life. Most of the area's recreational opportunities reside in the WMAs or at the local level where playgrounds and play fields exist (e.g., schools and city parks). The County does not own any parks or trails.

The County should promote its outdoor recreational amenities via open space corridors. This can be achieved as part of the development review process (at the county and township level). Open space corridors should use native vegetation and best management practices to improve good water quality and ecosystem health, while allowing plants and animals to thrive in a functioning ecosystem. Figure 6 starts to depict where some of these open space corridors may reside. Open space corridors may also provide local opportunities to incorporate trails (by land or water) that lead to destinations (local parks, regional parks, local trails, downtowns, and schools).

Promoting existing outdoor recreational amenities and open space corridors can bring a wealth of opportunities in bolstering the local and regional economy. The Snake River and Vasaloppet (largest cross-country ski race in Minnesota) should be viewed as starting point in helping formalize open space corridors for canoing and cross country skiing.

## Water Quality

Water knows no jurisdictional boundaries and as such, it is necessary for all communities to take a watershed approach to managing stormwater systems. Kanabec County's is working with the Minnesota Board of Water and Soils Resources (BWSR) to develop "One Watershed, One Plan" for multiple parts of the County. The purpose of the One Watershed, One Plan program is to develop a comprehensive watershed management plans that:

- Align local water planning purposes and procedures under State Statute on watershed boundaries to create a systematic, watershed-wide, science-based approach to watershed management.
- Acknowledge and build off existing local government structure, water plan services, and local capacity.
- Incorporate and make use of data and information, including watershed restoration and protection strategies.
- Solicit input and engage experts from agencies, citizens, and stakeholder groups; focus on implementation of prioritized and targeted actions capable of achieving measurable progress.
- Serve as a substitute for a comprehensive plan, local water management plan, or watershed management plan.

Communities in Kanabec County should also be concerned about periodic flooding and prohibiting the building of structures that would likely be damaged by those periodic flooding events. The County has adopted ordinances regarding flood plain and shoreland zoning (see sidebar).

The County's should first focus on maintaining the quality of water resources and then, as time goes on, to work to improve the water quality through various measures. Improved water quality will be the result of the State, County, Townships, and Cities working together to implement a number of best management practices for its residents, lake users, and those who seek to develop or redevelop properties.

## Goals

1. Strive to maintain and improve the quality of the County's natural resources, while finding opportunities to develop additional public open spaces.
2. Enhance relationships and work in collaboration with partner agencies charged with managing systems related to water quality and natural resources.
3. Retain dedication to water management regulations administered by the State of Minnesota.
4. Sustain and enhance resource productivity, while improving the environmental qualities and aesthetics of Kanabec County.
5. Assure the availability of sand and gravel aggregate deposits for both public and private use into the future without detracting from recreational and amenity values and protecting water quality.

### **Kanabec County Floodplain Ordinance #9**

The legislature of the State of Minnesota has, in Minnesota Statutes Chapter 104, delegated the responsibility to local government units to adopt regulations designed to minimize flood losses. The flood hazard areas of Kanabec County, Minnesota, are subject to periodic inundation which results in potential loss of life, loss of property, health and safety hazards, disruption of commerce and governmental protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

It is the purpose of this Ordinance to promote the public health, safety, and general welfare and to minimize those losses described in Section 1.21 by provisions contained herein.

### **Kanabec County Shoreland Ordinance #5**

Kanabec County's Shoreland Management Ordinance requires building site permits within the regulated shorelands of the county and applies to all unincorporated shorelands. Generally, the township zoning ordinances recognize that shoreland management regulations are implemented by Kanabec County. Several townships have specific zoning provisions that apply to shoreland areas within their township.

## Policies

1. The County will collaborate with partner agencies to deliver practical education and research to residents and business on ways to conserve our natural resources.
2. The County will collaborate with partners, farmers, residents and business owners to reduce point source and nonpoint source pollutants to improve and protect water quality throughout the County and beyond.
3. The County discourages structural development from occurring on soils that exhibit any of the following limitations:
  - a) Slope in excess of twelve percent
  - b) Wetlands, peat or muck areas
  - c) Areas where bedrock is within six feet of soil surface
  - d) High water tables
  - e) Soils subject to severe wind or water erosion
  - f) Soils of low permeability
4. The County will actively pursue opportunities to improve the quality of water sources and continue to follow best practices as indicated by the State of Minnesota including:
  - a) Maintaining Shoreland Management Regulations consistent with State of Minnesota statutes.
  - b) Continue to implement flood plain management programs consistent with the State of Minnesota statutes.
  - c) Continue to implement on-site sewage treatment system design standards consistent with State of Minnesota rules and statutes.
  - d) Continue to collaborate with the Kanabec SWCD in efforts to restore and protect good water quality throughout the County.
5. The County will continue to collaborate with partners in the coordination of planning and implementation activities from the Kanabec County Water Plan and consider the Plan's recommendations when making land use decisions.



# Chapter 4

# Implementation

The intent of this chapter is to advance the Focus Areas' goals and policies. To be most effective, the Plan must serve both long term and near-term needs of the county. Implementing the Comprehensive Plan will also require a collective effort between Kanabec County staff and the various boards and commissions that advise the County and are impacted by its actions.

It is also important to recognize the Plan as a living document, providing the flexibility to adapt to unforeseen changes. Changes may include shifts in the local or economy, demographic shifts, technological advances, and political decisions that prompt the need to adjust and redirect stated goals and policies. On a smaller scale, individual property owner decisions (or needs) also force change. Small incremental changes must be carefully evaluated relative to the County's overall vision for the Focus Areas.



## Action Steps

This section presents a number of near term and longer-term action steps that together have the potential to positively shape growth and change in the County. Since resources are limited, it is unrealistic to assume that the County can undertake all of them simultaneously. It will be necessary to focus on those that have the greatest potential to accomplish the Plan's goals or those that most directly address the stated needs of the community at a particular time.

The following action steps are in no particular order.

### Near-Term Action Steps (0 to 5 Years)

- Conduct regular reviews of the Comprehensive Plan every 2 to 5 years to ensure that it remains relevant and in line with County priorities; and that County decision making remains in line with the Comprehensive Plan's goals and policies. This can be achieved by using a set of indicators (see page 56)
- Invest time and resources into improving the relationship between the County and the townships. This can be done principally by setting up quarterly land use planning meetings to establish clear lines of communication and build trust.
- The Comprehensive Plan has recognized some of the challenges the County is facing as it pertains to a declining population and other socioeconomic trends. These trends will have a significant impact on the local economy and how people thrive within the county. In that respect, the County should continue to support the Kanabec County Economic Development Authority (EDA) by expanding its resources (e.g., staffing) to help implement its Strategic Plan, while working to build a stronger economy through business retention and attraction.
- Advancing broadband infrastructure should be viewed as an immediate need, but may take several years to realize from a programming and investment standpoint. As noted throughout this Plan, the County is in the process of updating its Broadband Feasibility study. Once this Plan is adopted, its recommendations should be considered and prioritized for immediate action.





- Building stronger County and Township relationships needs to be prioritized in an effort to help advance the County's Comprehensive Plan. This can be achieved by continuing the Township Listening Sessions that were embraced as part of the planning process. Collectively, the group can help track and monitor a list of indicators (see page 56) to measure the successes of the county. A stronger County/Township relationship will be pivotal to making progress when implementing this Plan's goals and policies.

### **Long-Term Action Steps (5 to 10+ Years)**

- The State Highways (Hwy. 23, 47, 65 and 107) that traverse through the County are the main arteries that move people, goods and services throughout the County. As part of this Plan's update, Highway 65 was a focus of discussion. Expanding Highway 65 is viewed by some as a catalyst to jump start economic development initiatives and improve the corridor's safety and mobility. Demonstrating this benefit will require a corridor study. The County should rekindle the Highway 65 Corridor Coalition in an effort to help advance a corridor study that looks at the benefits of expanding the two-lane highway to a four-lane freeway north of Cambridge.
- Re-evaluate zoning relations between the County and Townships and public nuisances.
- Every ten years the Comprehensive Plan should be updated. The County should actively plan for these updates and begin the public engagement process well in advance.

## Indicators

The Comprehensive Plan recognizes a number of trends that may influence the County's future. Some of these trends may impact the County more strongly than others, while some may never transpire. Either way, these trends need to be considered and reflected upon when making future decisions about the County.

In an effort to help monitor these trends, a list of indicators have been developed. These indicators will help the County to monitor different situations to better understand and predict trends and their impact on the County. Over time, they will serve as data points to help develop strategic plans and capital improvement programs for the County regarding land use decision, economic development initiatives, infrastructure needs, and natural resource protection.

- **Land Use Efficiency**

- » Density of new residential developments and loss of agricultural acres to development
- » Location and zoning classification of new development

- **Zoning and Enforcement**

- » Number of requests for ordinance enforcement from townships
- » Number of complaints received related to nuisance

- **Economic Development (Employment)**

- » Number of active farms by type and size
- » Number of new businesses developed in the community
- » Number of new jobs created and the average salary of those jobs
- » Vacancy rates of commercial and industrial space
- » Unemployment rates
- » Valuation trends of commercial and industrial businesses
- » Size of local/regional labor force
- » Ratio of jobs in the County to the number of housing units
- » Number of active mines by size and reclaimed sites

- **Broadband**

- » Number of residents and demographics of residents with access to broadband
- » Number of inquiries/comments about broadband service received
- » Available telecommunication providers and options for establishing Internet connections county wide
- » Potential service costs to residents

- **Transportation**

- » Number of crashes and severity rate
- » Number of roadway reconstruction/expansion miles
- » Number of trail miles constructed
- » Average Daily Traffic (ADT) volumes
- » Number of county ditches (miles) and culverts repaired

- **Housing**

- » Number of new housing units built
- » Number of real estate transactions of owner-occupied housing
- » Vacancy rates
- » Number of Accessory Dwelling Units (ADUs)

- **Natural Resources**

- » Water quality of key lakes and the Snake River
- » Volume of waste generated per capita
- » Percent of waste stream recycled per capita
- » Per capita usage of water by land use
- » Changes to natural land cover (e.g., cutting of forested areas)
- » Number of land acres dedicated to parks or open space/natural resource protection

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KANABEC  
COUNTY

*Minnesota*

# 10:45am Appointment

## Item b.

**February 1, 2022**

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Plat "Strom Acres"	<b>b. Origination:</b> Environmental Services & Sam Strom
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Ryan Carda & Sam Strom

**e. Board action requested:**

Approve the proposed final plat of "Strom Acres".

---

**f. Background:**

Supporting Documents: None    Attached: ☒

<b>Date received in County Coordinators Office:</b>	1/28/22
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**Coordinators Comments:**





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

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January 28, 2022

Kanabec County  
Board of Commissioners

RE: Final Plat – “Strom Acres”

Dear Board of Commissioners:

The Environmental Services Office along with Sam Strom are presenting the final plat of the “Strom Acres” Subdivision.

The Planning Commission met on January 24<sup>th</sup> to review the preliminary plat. Finding that the proposed plat met all the requirements of the County’s Ordinances and that no improvements needed to be made, the Planning Commission recommended approval of the plat to the County Board and that the preliminary plat be used as the final plat.

Thank you,

A handwritten signature in black ink, appearing to read "Ryan Carda".

Ryan Carda  
Kanabec County Environmental Services



## KANABEC COUNTY PUBLIC WORKS DEPARTMENT

Chad T. Gramentz, PE, Public Works Director  
903 Forest Avenue East, Mora, MN 55051  
320-679-6300

January 24, 2022

Ms. Teresa Wickeham  
Kanabec County Environmental Services  
903 Forest Avenue East  
Mora, MN 55051

**RE: Strom Acres Preliminary Plat**

Dear Mrs. Wickeham,

I have completed the County Engineer's review of the Strom Acres preliminary plat application submittal for a residential development in the Knife Lake shoreland district as it relates to portions of Ordinance #4 and Ordinance #5 relevant to engineering. My review and findings are as follows:

### ORDINANCE NO. 4

#### *SEC. 4.14 ROAD SYSTEM:*

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

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

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

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

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

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

**Finding: Proposal meets these requirements. No new roadways proposed.**

#### *SEC. 4.15 - CUL-DE-SAC ROADS*

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

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

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

**Finding:** The plat is along an existing town road with a cul-de-sac at approximately 990 lf. The proposed plat does not propose lengthening the roadway.

#### 4.16 ROAD DESIGN

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

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

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

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

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

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

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

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

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

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

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

**Finding:** Roadway shown as local road with 66 ft right of way for the portion of roadway along the plat. The plat is providing the right-of-way adequate for future improvement of the road, but the application



is not proposing to bring the road up to standards. Peace Township did not request any road improvements as a condition of this plat.

#### ORDINANCE NO. 5

*8.1.1 Roads, driveways, and parking areas must meet structure setbacks and must not be placed within bluff and shore impact zones, when other reasonable and feasible placement alternatives exist. If no alternatives exist, they may be placed within these areas, and must be designed to minimize adverse impacts;*

**Finding: Proposal meets this requirement**

*8.1.2 Watercraft access ramps, approach roads, and access-related parking areas may be placed within shore impact zones provided the vegetative screening and erosion control conditions of this subpart are met;*

**Finding: No access or roads are proposed in impact zones.**

*8.1.4 For public roads, driveways and parking areas, documentation must be provided by a qualified individual that they are designed and constructed to minimize and control erosion to public waters consistent with the field office technical guides of the local soil and water conservation district, or other applicable technical materials.*

**Finding: No road or parking areas proposed. The plat is along an existing roadway.**

*9.3.3.1. All land disturbance activities that require coverage of the State Construction Stormwater General Permit shall adhere to the provisions set forth in said permit and shall submit a copy of the stormwater pollution prevention plan to the Environmental Services Department.*

**Finding: The common plan of development is estimated to result in under 1 acre land disturbance. No state permit would be necessary if disturbance is less than 1 acre.**

*9.3.3.2. All construction activity disturbing one half acre or more shall, at a minimum, develop a storm water pollution prevention plan that addresses erosion prevention and sediment control, with best management practices outlined in the latest version of the Minnesota Stormwater Manual published by Minnesota Pollution Control Agency.*

**Finding: Home sites for the three lots will result in greater than ½ acre of disturbance. Building site permits should require erosion control.**

*9.3.3.3. Any development that results in one half to one acre of new impervious surface shall provide permanent stormwater treatment for increased runoff volume created by the new impervious surfaces with a rain garden, infiltration basin or other best management practice as outlined in the Minnesota Stormwater Manual.*

**Finding: it is estimated that less than ½ acre of new impervious will be created by this project.**

*9.4.1.1. When possible, existing natural drainage ways, and vegetated soil surfaces must be used to convey, store, filter, and retain stormwater runoff before discharge to public waters.*

**Finding: No site grading proposed.**

*9.4.1.2. Development must be planned and conducted in a manner that will minimize the extent of disturbed areas, runoff velocities, erosion potential, and reduce and delay runoff volumes. Disturbed areas must be stabilized as soon as possible and appropriate facilities or methods used to retain sediment on the site.*

**Finding: No site grading proposed. Erosion plans for building site should be included in building site permits.**

*9.4.1.3. When development density, topography, soils, and vegetation are not sufficient to adequately handle stormwater runoff, constructed facilities such as settling basins, skimming devices, dikes, waterways, ponds and infiltration may be used. Preference must be given to surface drainage, vegetation, and infiltration rather than buried pipes and man-made materials and facilities.*

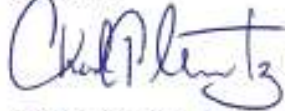
**Finding: Not Applicable.**

*9.4.2.2. When constructed facilities are used for stormwater management, documentation must be provided by a qualified individual that they are designed and installed consistent with the field office technical guide of the local soil and water conservation district or the Minnesota Stormwater Manual, as applicable.*

**Finding: Not Applicable.**

**Please contact me if additional review or clarifications are needed.**

Sincerely,

A handwritten signature in blue ink, appearing to read "Chad T. Gramentz".

Chad T. Gramentz, PE  
Kanabec County Engineer





KANABEC COUNTY PLANNING COMMISSION  
Environmental Services Department  
903 Forest Ave E  
Mora, MN 55051  
Phone: (320) 679-6456  
Fax: (320) 679-6433

---

## **Kanabec County Planning Commission Meeting Minutes of January 24, 2022**

### **MINUTES ARE CURRENTLY UNAPPROVED**

**MEMBERS PRESENT:** Dennis McNally, Pat O'Brien, Rhonda Olson, Earl Bracewell, Doug Sabinash, Wayne Zaudtke, Chad Gramentz

**MEMBERS ABSENT:** none

**STAFF:** Ryan Carda – Environmental Services Tech.

**APPLICANT REPRESENTATIVE(S):** Samuel Strom

**PUBLIC ATTENDING:** Dave Patenaude, Jerry Werner, Vern Bossen, Dan Nowling, Rick Anderson, Mistea Roeschlein, Bruce Anderson, Patty Kruse, Greg Nygaard, Gene Carda, Bruce Berg, Marvin Rostberg, Bill Erickson, Clyde Schoumaker, Edgar Rittenour, Tom Roeschlein, Dan Kent, Mike Fetzek, Zaven & Sharon Tufenk

**Call to Order:** Kanabec County Planning Commission was called to order at 7:00pm by Staff Ryan Carda.

### **Pledge of Allegiance**

### **Approval of Agenda/Additions to Agenda:**

A motion was made by Dennis McNally, seconded by Earl Bracewell to approve the agenda with the revision that the order of the action items be revised so that a decision is made following each of the new business items. All in favor, motion carried.

### *Organizational Meeting:*

- A motion was made by Earl Bracewell, seconded by Pat O'Brien to select Dennis McNally as the Chairperson. All in favor, motion carried.
- A declaration was made by Dennis McNally to appoint Pat O'Brien unopposed as the Vice Chairperson. All in favor, motion carried.
- A motion was made by Earl Bracewell, seconded by Rhonda Olson to select an available Public Works staff member as the recording secretary. All in favor, motion carried.

### **Approval of Minutes:**

A motion was made by Doug Sabinash, seconded by Pat O'Brien to approve the minutes from December 20, 2021. All in favor, motion carried.

### **Old Business:**

None.

### **New Business:**

Public Hearing – Review Preliminary Plat, "Strom Acres", Samuel Strom:

### *Staff presentation:*

- Ryan Carda presented the findings of the Environmental Services Office
  - The lot arrangement, size, and frontage meet the lot size requirements of 40,000 sq. ft. of area and 150 ft. of frontage that is required by the Shoreland Ordinance #5

- Soil borings have been provided for each of the three lots designating a primary and alternate site for a standard septic system
- Craig Wills from the DNR said there was no comment needed from them regarding the plat
- The current plat shown will be revised and a new copy will be presented at the meeting
  - Peace Township approved the preliminary plat with the condition that a larger road right-of-way be provided for the road (North Lake Drive) and cul-du-sac that the lots have frontage along
  - A Township Approval Letter is included for your reference
- A legal review was conducted by Ahlgren Law Office
- The Kanabec County Attorney's Office reviewed the proposed plat and comments are included for your reference
- Any septic and future building permits for these lots may be granted by the Environmental Services Office and be required to meet all Shoreland Ordinance #5 requirements for setbacks and other standards
- Chad Gramentz presented the findings for the County Engineer's review
  - Findings are attached to the minutes

*Applicant presentation:*

- Samuel Strom
  - Described why he decided to split his land and the process he went through to do it

*Public hearing comments:*

- Greg Nygaard
  - Asked about the 4 lots from the first draft of the plat
  - Asked about the septic systems that would be placed on the lots
  - Asked about the lot size requirements
- Rick Anderson
  - Asked whether the lots could have a cabin or primary structure built on them

*Conclusion of public hearing:*

- Ryan Carda stated that in the past when plats have been along existing roads and don't require a new road to be built, the preliminary plat has been used as the final plat and sent directly to the County Board
- Earl Bracewell asked about improvement of the existing road
- Chad Gramentz stated that the plat has established right-of-way for a potential future expansion of the existing road, but won't be required to be done by the developer

*Board action:*

- A motion was made by Wayne Zaudtke, seconded by Pat O'Brien, to recommend approval of "Strom Acres" to the County Board and that the Preliminary Plat be used as the Final Plat. All in favor, motion carried.

Public Hearing – Review Proposed Draft Kanabec County Comprehensive Land Use Plan:

*Staff presentation:*

- Ryan Carda provided an update on what was done following the December Planning Commission meeting and what will be done going forward

*Applicant presentation:*

- N/A

*Public hearing comments:*

- Dave Patenaude
  - Compared Township service to County service
  - Townships are easier to contact than township
  - Efficiency of each Township is beneficial vs. county-wide zoning
  - Township zoning is also more cost effective
  - County zoning wouldn't benefit the people as much
- Bill Erickson
  - A move to county zoning would require more staff and lead to more cost to taxpayers
  - Wanted to know which Townships were requesting county zoning
- Jerry Werner
  - Ford Township has its own zoning, Planning Commission, and lawyer to handle everything
  - Wanted to know which Townships were requesting county zoning
  - Not supportive of county-wide zoning
- Dan Kent
  - His Township is experiencing urban growth from the south
  - Because the County has its own attorney it could alleviate the pressure on the Townships
  - The differences between all of the Townships may not make a county-wide zoning approach feasible
- Vern Bossen
  - Partially supports county-wide zoning
  - There are problems everywhere and it may eventually get to a point where the County will need to consider handling zoning
- Dan Nowling
  - Does not support county-wide zoning
  - Feels there isn't any support for the Townships by the County
- Dave Patenaude
  - Wanted to know what the minutes reflect from last month's meeting
- Chad Gramentz
  - Pointed out the section of the plan that states the County won't be moving forward with county-wide zoning
- Dennis McNally
  - Even in a county-wide zoning approach, Townships have the ability to maintain density requirements
- Ryan Carda
  - Discussed the process of who the plan came about and how feedback was gathered
  - Stated that the plan is simply a document to offer guidance and isn't regulatory
- Pat O'Brien
  - Doesn't support county-wide zoning
  - Felt the nuisance ordinance section of the plan should be removed
- Dennis McNally
  - Discussed mining operations within the County
- Earl Bracewell
  - Mining needs to be addressed with sustainability
  - The plan isn't forcing anyone to do anything
  - The goal of the plan is for coordinating
- Chad Gramentz
  - Main reclamation efforts of gravel pits focuses on safety and establishing vegetation
  - The County receives numerous calls regarding nuisances, but isn't able to do anything because nuisance ordinances don't exist
- Ryan Carda
  - The goal of county-wide ordinances would be to alleviate the pressure felt by Townships on zoning related issues

- Pat O'Brien
  - Townships take responsibility for zoning and should determine what ordinances are in place

*Conclusion of public hearing:*

- Changes to proposed draft shown as:
  - 34 - For ADU section, change "could encourage" to "may use"
  - 54 - Remove the entire second bullet point under Near-Term Action Steps. The section talks about implementing a public nuisance ordinance
  - 55 - Add "and public nuisances" to the end of the sentence of the second bullet point of Long-Term Action Steps

*Board action:*

- A motion was made by Pat O'Brien, seconded by Rhonda Olson, to recommend approval of the draft comprehensive land use plan to the County Board with the noted changes.  
All in favor, motion carried.

**Public Hearing Comment:**

- Pat O'Brien
  - The Townships and Planning Commission and Board of Adjustments all need to start getting younger members to join so that they can start to be trained in and become proficient in understand all of the ordinances

**Adjourn:**

Meeting adjourned at 8:50pm.

Respectfully submitted,  
Ryan Carda  
Recording Secretary

# STROM ACRES

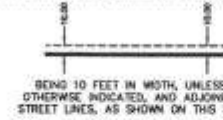
PART OF SECTION 31, TOWNSHIP 41, RANGE 23, KANABEC COUNTY, MINNESOTA

PEACE TOWNSHIP  
KANABEC COUNTY, MN

## LEGEND

- DENOTES RECORDED KANABEC COUNTY MONUMENT
- DENOTES 1/2" IRON PIPE FOUND, MARKED RUDE B195, UNLESS NOTED
- DENOTES 1/2" REBAR SET, MARKED KROSCHER 44490
- DENOTES APPROXIMATE EDGE OF WET LANDS
- - - DENOTES DRAINAGE DITCH
- DENOTES MEASURED DISTANCE
- DENOTES DEED DISTANCE

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THIS:



KNOW ALL MEN BY THESE PRESENTS: That Sam W. Strom, a single person, fee owner of the following described property situated in the County of Kanabec, State of Minnesota, to wit:

That part of Government Lot 2, Section 31, Township 41, Range 23, Kanabec County, Minnesota, which lies easterly of the following described Line "B" and westerly of the following described Line "C":

### Description of Line "B"

Commencing at the northwest corner of Government Lot 2, Section 31, Township 41, Range 23, thence on an assumed bearing of South 89 degrees 17 minutes 53 seconds East along the north line of said Government Lot 2 a distance of 847.00 feet to the point of beginning of Line "B" to be described; thence South 0 degrees 42 minutes 07 seconds West 256.98 feet; thence South 24 degrees 54 minutes 59 seconds West 400.83 feet; thence South 85 degrees 05 minutes 01 seconds East 80.00 feet; thence South 18 degrees 34 minutes 10 seconds West 414.94 feet; thence South 0 degrees 44 minutes 05 seconds West 280.00 feet to the south line of said Government Lot 2 and said Line "B" there terminating.

### Description of Line "C"

Beginning at the North Quarter corner of Section 31, Township 41, Range 23 (the north line of said Government Lot 2 having an assumed bearing of North 59 degrees 17 minutes 53 seconds West); thence South 1 degree 21 minutes 20 seconds West a distance of 33.00 feet; thence South 11 degrees 01 minute 22 seconds West a distance of 553.56 feet; thence southwesterly along a tangential curve, concave to the northwest, having a radius of 147 feet, a central angle of 45 degrees 29 minutes 37 seconds, a distance of 111.59 feet, more or less, to the intersection with Line "A" described below; thence southerly along said Line "A" to the south line of said Government Lot 2 and said Line "C" there terminating.

### Description of Line "A"

Commencing at the North quarter corner of Section 31, Township 41, Range 23, thence West, along the Section line, for a distance of 0.5 feet, thence in a Southwesterly direction at an angle of 52 degrees 56 minutes 16 seconds off the North line of Section 31 for a distance of 850.50 feet to the point of beginning of Line "A" to be described; thence southwesterly deflecting 83 degrees 39 minutes, to the right, a distance of 270.70 feet; thence West, parallel with the North line of said Government Lot 2 a distance of 240 feet, more or less, to the westerly right-of-way line of a certain right-of-way; thence running northeasterly along the westerly right-of-way line of said road to a point where said westerly right-of-way line of said road intersects the south right-of-way line of the township road; thence running westerly along the south right-of-way line of said township road to the point of beginning.

### AND ALSO EXCEPT

That part of Government Lot 2, Section 31, Township 41, Range 23, Kanabec County, Minnesota, described as follows:

Commencing at a point on the north line of said Government Lot 2, distant 697 feet easterly of the northwest corner of said Government Lot 2; thence running south at right angles a distance of 33 feet to the point of beginning of the tract to be described; thence continuing south on last described course a distance of 330 feet; thence running east and parallel to the north line of said Government Lot 2 a distance of 240 feet, more or less, to the westerly right-of-way line of a certain right-of-way; thence running northeasterly along the westerly right-of-way line of said road to a point where said westerly right-of-way line of said road intersects the south right-of-way line of the township road; thence running westerly along the south right-of-way line of said township road to the point of beginning.

has caused the same to be surveyed and platted as STROM ACRES and do hereby dedicate to the public for public use forever NORTH LAKE DRIVE and 280TH AVENUE as shown on this plat. Also dedicating to the public for public use forever the easements as shown on this plat for drainage & utility purposes only.

In witness whereof said Sam W. Strom, a single person, has hereunto set his hand this \_\_\_\_ day of \_\_\_\_ 20\_\_

Sam W. Strom

STATE OF MINNESOTA }  
COUNTY OF \_\_\_\_\_

The foregoing instrument by Sam W. Strom, a single person, was acknowledged before me this \_\_\_\_ day of \_\_\_\_ 20\_\_

Notary Public, \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_

I hereby certify: that I have surveyed and platted the land described on this plat as STROM ACRES and that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments of the plat have been correctly set; that as of the date of this certificate, all water boundaries and wet lands, as defined in Minnesota Statutes 505.01, Subd. 3, are shown and labeled on the plat; and that all public ways are shown and labeled on the plat.

Tyler J. Kroschel, Land Surveyor  
Minnesota License No. 44490

STATE OF MINNESOTA }  
COUNTY OF \_\_\_\_\_

The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_\_ day of \_\_\_\_ 20\_\_ by  
Tyler J. Kroschel, Land Surveyor, Minnesota License No. 44490.

Notary Public, \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_

Approved by the Town of Peace, Kanabec County, Minnesota, this \_\_\_\_ day of \_\_\_\_ 20\_\_

Board Chairman \_\_\_\_\_ Clerk \_\_\_\_\_

Approved by the Board of County Commissioners, Kanabec County, Minnesota this \_\_\_\_ day of \_\_\_\_ 20\_\_ and in compliance with the provisions of Section 609.03, Subdivision 2, Minnesota Statutes.

Board Chairman \_\_\_\_\_ Clerk \_\_\_\_\_

This plat was approved as to form and execution this \_\_\_\_ day of \_\_\_\_ 20\_\_

County Attorney \_\_\_\_\_

No delinquent taxes and transfer entered this \_\_\_\_ day of \_\_\_\_ 20\_\_

County Auditor \_\_\_\_\_

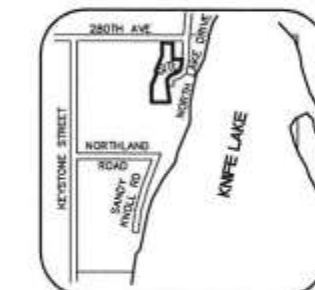
I hereby certify that the taxes for the year 20\_\_ on the property described herein are paid this \_\_\_\_ day of \_\_\_\_ 20\_\_

County Treasurer \_\_\_\_\_

Document No. \_\_\_\_\_  
I hereby certify that this instrument was filed for record in the Office of the County Recorder for record on this \_\_\_\_ day of \_\_\_\_ 20\_\_ at \_\_\_\_ o'clock \_\_\_\_ M. and was duly recorded in Kanabec County Records.

County Recorder \_\_\_\_\_

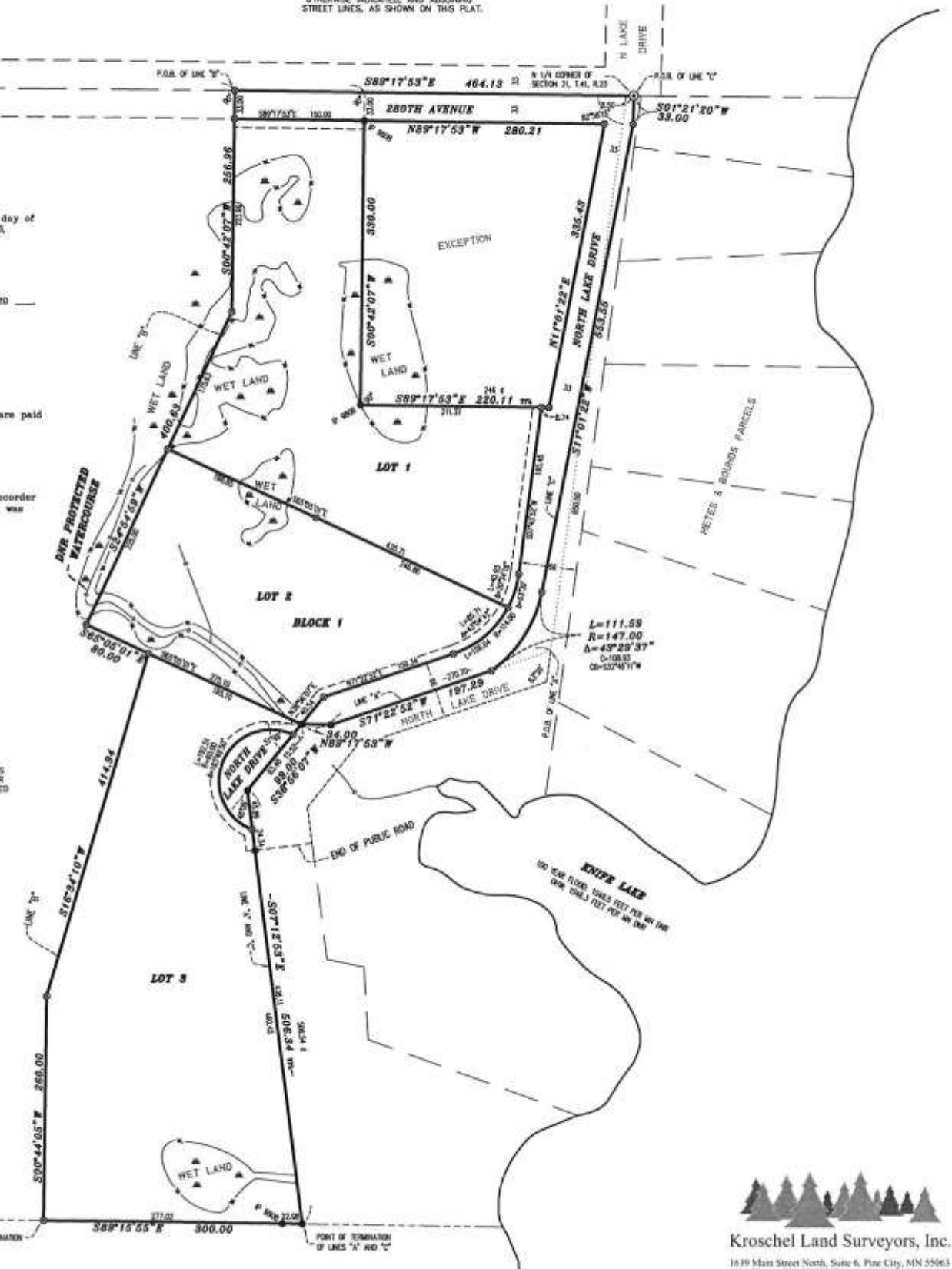
## GRAPHIC SCALE



SECTION 31, T.41N., R.23E.  
VICINITY MAP  
NO SCALE



THE BASIS OF BEARINGS FOR THIS DRAWING IS THE NORTH LINE OF THE NORTHWEST QUARTER OF SECTION 31, T.41, R.24, HAVING AN ASSUMED BEARING OF N89°17'53"W





**February 1, 2022**  
**11:20 a.m. Appointment Agenda of**  
**Chad T. Gramentz, PE**  
**Public Works Director**

- |                        |                            |
|------------------------|----------------------------|
| 1. Vasaloppet Request  |                            |
| 2. Final Payment       | Resolution #1 (02-01-22)   |
| 3. Advertise For Bids  | Resolution #2 (02-01-22)   |
| 4. Equipment Purchases | Resolution #3-5 (02-01-22) |
| 5. Surplus Equipment   | Resolution #6 (02-01-22)   |
| 6. 5-Year Plan         |                            |

---

**Resolution #1 (2-1-22)**  
**Final Payment**  
**KCP 20-09 Aggregate Surfacing**

WHEREAS the aggregate surfacing project, KCP 20-09 has in all things been completed and in accordance with the contract and the County Board being fully advised in the premises, and

THEREFORE BE IT RESOLVED that we do hereby accept said project for and on behalf of the County of Kanabec and authorize final payment to Bjorklund Companies, LLC, in the amount of \$8,405.70.

---

**Resolution #2 (2-1-22)**  
**Advertise for Bids**  
**2022 Construction Projects**

WHEREAS the Kanabec County Board of Commissioners wish to proceed with the following projects:

<u>Road</u>	<u>Type</u>	<u>Length</u>	<u>From</u>	<u>To</u>
20	Reclamation	2.0 mi.	N. County Line	2 Mi. South
30	Reclamation	1.0 mi.	CSAH 20	E. Co Line
17	Reclamation/Resurfacing	3.5 mi.	S. Co. Line	TH 65
28	Grade, Base, Bit	0.4 mi.	TH 107	E. Co Line
48	Resurfacing	5.9 mi.	CSAH 4	CSAH 4
	Gravel Surfacing	33 mi.	Southwest Kanabec Co.	
	Equipment Rental			

BE IT RESOLVED to authorize the County Engineer, upon final plans, specifications, and proposal, to advertise for bids for said projects.

---

**Resolution #3 (2-1-22)**  
**Purchase Motor Grader**

WHEREAS the following quotes were provided by RDO Equipment Co. for a motor grader:

2021 John Deere 672G	\$370,909.82
----------------------	--------------

WHEREAS said quote are based on State Contract program pricing and were presented before the Board, and

WHEREAS existing rent paid for said machine is applied to purchase price, and

THEREFORE BE IT RESOLVED to accept the quote of \$370,909.82 by RDO Equipment Co. for a 2021 John Deere 672G and approve the purchase thereof.

---

**Resolution #4 (2-1-22)**  
**Overhaul Motor Grader**

WHEREAS the following quote was provided by RDO Equipment Co. for an overhaul of motor grader:

Unit No. 7 John Deere 770 D	\$83,802.70
-----------------------------	-------------

WHEREAS said quote was presented before the board and is based on items listed, and

THEREFORE BE IT RESOLVED to accept the quote of \$83,802.70 by RDO Equipment Co. for overhaul of unit No. 7, John Deere 770 D.

---

**Resolution #5 (2-1-22)**  
**Purchase Plow Truck**

WHEREAS Nuss Truck & Equipment has provided the following quote for a plow truck chassis:

2022 Mack Granite 64FR	\$127,530.00
Trade In – Volvo Motor Grader	-\$37,000.00
Trade In – Unit No. 14 plow truck	-\$10,000.00
Total:	\$83,530

WHEREAS the quote is based on State Contract pricing, and

WHEREAS said quotes were presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$83,530 by Nuss Truck & Equipment and approve the purchase thereof.

---

**Resolution #6 (2-1-22)**  
**Surplus Equipment**

WHEREAS the following equipment is no longer needed for Public Works Operations:

Unit #	Equipment	Equipment Discription	Serial #
266	Stoneplate Compactor		2041227
272	Compressor for Sign Truck	GU250050-89BPK	W770-355-768
289	Chevy Pickup	2X4 1 Ton Crewcab	1GC33R9TF005314
346	Backhoe Trailer	Tandem	1R9F252T4J1109258
417	New Holland Tractor	TN 65	1245246
421	Belly Dump Trailer	Load King 2060	5LKD8339X2022625
422	Belly Dump Trailer	Load King 2066	5LKD4033011023898
450	Bus	84 Chevy	1GBL6PIFEV136381

THEREFORE BE IT RESOLVED to authorize the Public Works Director to dispose of said equipment by electronic auction service and/or salvage quotations.

**Resolution #5 (2-16-21)**  
**2022 Plow Truck Body**

*WHEREAS Towmaster has provided a quote of \$113,725.00 for a plow truck body for 2022, and*

*WHEREAS a plow truck is planned for budget year 2022, and*

*THEREFORE BE IT RESOLVED to accept the quote of \$113,725.00 by Towmaster for a plow truck body and authorize the County Engineer to sign the agreement to reserve the 2022 truck body build.*

---



RDO Equipment Co.  
6700 Highway 10 Northwest  
Sauk Rapids MN, 56379  
Phone: (320) 259-6222 - Fax: (320) 259-6014

Investment Proposal Date:	1/14/2022
Pricing Valid Until:	1/28/2022
Deal Number:	1520401
Customer Account#:	6300069
Sales Professional:	Bryce Johnson
Phone:	(320) 259-6222
Fax:	
Email:	BTJohnson@rdoequipment.com

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2021 JOHN DEERE 672G	\$335,884.00
			1030 MULTIFUNC JOYSTICK CONTROLS	
			1140 9.0L ENG,EPA FINAL TIER IV	
			1240 ALTERNATOR 200 AMP	
			1320 NO QUICK SERVICE	
			1410 STANDARD FUEL LINES	
			1610 HYDRAULIC PUMP DISCONNECT	
			170C JDLINK ULT 5 YEAR SERVICE	
			1840 CHROME EXHAUST STACK IT4 ENG	
			1920 NO BLADE IMPACT ABSORPTION	
			2080 14'X27"X1" MB (8" CE X3/4")	
			2575 NOT TOPCON READY	
			2605 ENGLISH LABELS & DECALS	
			2775 NO TOPCON RADIO INSTALLATION	
			2820 SNGL INPUT W/ SLIP CLUTCH	
			4636 17.5R25 G2/L2 1*SNO MICH 3PC	
			5060 EH LOW CAB W/ WINDOWS	
			5510 AUTOSHIFT TRANSMISSION	
			5710 TRANS VALVE SOLENOID GUARD	
			5835 COLDWEATHER PKG W/ HYDRAU XR	
			6030 NO CAB PRECLEANER	
			6140 PREM POST/CONT FAB EH CNTRLs	
			6595 EH FRT W 3AUX/MID W 3AUX	
			6650 EH PLACE HOLDER	
			6740 BALDERSON LIFT GROUP	
			6830 REAR HITCH AND PIN	
			7180 DLX LIGHTING PKG W/LED +8XTR	
			7810 STANDARD FT FENDERS	
			8120 CONVERTER, 25 AMP 24V TO 12V	
			8220 MIRRORS, EXTERNAL HEATED	
			8310 LOWER FRONT INT WIPER/WASHER	
			8415 RADIO AM/FM/WB BLUETOOTH	
			8510 A/C - CHARGE	
			8730 NO SOUND ABSORPTION PKG	
			8830 REAR CAMERA (R4)	
			9005 REAR FENDERS NARROW	
			9130 REAR RETRACTABLE SUNSHADE	
			9215 SG AUTOMATION SUITE	
			9220 FIRE EXTINGUISHER	
			9270 SNOWPLOW LIGHTS	
			9280 SMV SIGN WITH BRACKET	
			9298 BEACON STROBE RIGHT	
			9299 BEACON STROBE LEFT	
			9360 HEATER ENG COOLANT	
			9370 ETHER AID - LESS CANISTER	
			9380 AIR CLEARNER 9L 14IN	
			9395 AJUSTING ROTARY EJECTOR PRCL	
			9460 MOLDBOARD EXTENSION, 2FT LH	
			MKT DEV FUND	
			Freight in FROM FALLS	\$500.00
			Freight Out TO FALLS	\$500.00
			Freight Out TO CUSTOMER	\$800.00
			Outside Parts and Labor INSTALL HANDY HITCH	\$2,000.00

			Other RP Interest Charge (8%) on declining balance	\$9,522.00
			Warranty -John Deere Comprehensive-84 Months, 7000 Hours,Deductible: 250, Exp Date: 1/31/2029	\$30,072.00
			Customer Discount Est Rent Applied to Purchase	(\$39,168.00)
1	TBD TBD	0	New 2022 LITTLE FALLS MACHINE G2012A	\$17,850.00
			G2012A FALLS TALL POST SNOW WING	
1	TBD TBD	0	Attachment - New 2022 LITTLE FALLS MACHINE GWHRS	\$1,430.00
			GWHRS HYD REAR POST	
1	TBD TBD	0	New 2022 HANDY HITCH MANUFACTURING INC. 570-PP01G	\$27,069.82
			570-PP01G HAND HITCH PROFILE PACKER ASSY	
1	TBD TBD	0	Attachment - New 2022 HANDY HITCH MANUFACTURING INC. 570-PP06G	\$3,460.00
			570-PP06G JD ATTACHMENT PL W/OFFSET ASSY	
1	TBD TBD	0	Attachment - New 2022 HANDY HITCH MANUFACTURING INC. 370-HH06T4	\$1,078.00
			370-HH06T4 JD LINK ARMS	
Equipment Subtotal:				\$390,997.82

#### Trade Information

Serial Number	Year / Make / Model	Payoff Information	Trade In Hours	Trade In Value
VCEG940BV0S575092	2011 VOLVO G940B	\$0.00	7683	(\$35,000.00)
Total Trade in Value:				(\$35,000.00)
Trade Balance Owed:				\$0.00
Net Difference:				(\$35,000.00)

#### Purchase Order Totals

Balance:	\$355,997.82
Total Taxable Amount:	\$0.00
MN STATE TAX:	\$0.00
MN SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$355,997.82
Cash with Order:	\$0.00
Balance Due:	\$355,997.82





RDO Equipment Co.  
6700 Highway 10 Northwest  
Sauk Rapids MN, 56379  
Phone: (320) 259-6222 - Fax: (320) 259-6014

<b>Investment Proposal Date:</b>	1/27/2022
<b>Pricing Valid Until:</b>	1/28/2022
<b>Deal Number:</b>	1520401
<b>Customer Account#:</b>	6300069
<b>Sales Professional:</b>	Bryce Johnson
<b>Phone:</b>	(320) 259-6222
<b>Fax:</b>	
<b>Email:</b>	BTJohnson@rdoequipment.com

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model  Additional Items	Cash Price
1	TBD TBD	0	New 2021 JOHN DEERE 672G   1030 MULTIFUNC JOYSTICK CONTROLS 1140 9.0L ENG,EPA FINAL TIER IV 1240 ALTERNATOR 200 AMP 1320 NO QUICK SERVICE 1410 STANDARD FUEL LINES 1610 HYDRAULIC PUMP DISCONNECT 170C JDLINK ULT 5 YEAR SERVICE 1840 CHROME EXHAUST STACK IT4 ENG 1920 NO BLADE IMPACT ABSORPTION 2080 14\"X27\"X1\" MB (8\" CE X3/4\") 2575 NOT TOPCON READY 2605 ENGLISH LABELS & DECALS 2775 NO TOPCON RADIO INSTALLATION 2820 SNGL INPUT W/ SLIP CLUTCH 4636 17.5R25 G2/L2 1*SNO MICH 3PC 5060 EH LOW CAB W/ WINDOWS 5510 AUTOSHIFT TRANSMISSION 5710 TRANS VALVE SOLENOID GUARD 5835 COLDWEATHER PKG W/ HYDRAU XR 6030 NO CAB PRECLEANER 6140 PREM POST/CONT FAB EH CNTRLs 6595 EH FRT W 3AUX/MID W 3AUX 6650 EH PLACE HOLDER 6740 BALDERSON LIFT GROUP 6830 REAR HITCH AND PIN 7180 DLX LIGHTING PKG W/LED +8XTR 7810 STANDARD FT FENDERS 8120 CONVERTER, 25 AMP 24V TO 12V 8220 MIRRORS, EXTERNAL HEATED 8310 LOWER FRONT INT WIPER/WASHER 8415 RADIO AM/FM/WB BLUETOOTH 8510 A/C - CHARGE 8730 NO SOUND ABSORPTION PKG 8830 REAR CAMERA (R4) 9005 REAR FENDERS NARROW 9130 REAR RETRACTABLE SUNSHADE 9215 SG AUTOMATION SUITE 9220 FIRE EXTINGUISHER 9270 SNOWPLOW LIGHTS 9280 SMV SIGN WITH BRACKET 9298 BEACON STROBE RIGHT 9299 BEACON STROBE LEFT 9360 HEATER ENG COOLANT 9370 ETHER AID - LESS CANISTER 9380 AIR CLEARNER 9L 14IN 9395 AJUSTING ROTARY EJECTOR PRCL 9460 MOLDBOARD EXTENSION, 2FT LH MKT DEV FUND	\$335,884.00
			Freight In FROM FALLS	\$500.00
			Freight Out TO FALLS	\$500.00
			Freight Out TO CUSTOMER	\$800.00
			Outside Parts and Labor INSTALL HANDY HITCH	\$2,000.00

			Other RP Interest Charge (8%) on declining balance	\$9,522.00
			Other SWAP 17.5R25 G2/L2 1*SNO MICH 3PC FOR 14R24 G2 1*SNO MICH 1PC RIM	\$0.00
			Warranty -John Deere Comprehensive-48 Months, 4000 Hours,Deductible: 250, Exp Date: 1/27/2026	\$9,984.00
			Customer Discount Est Rent Applied to Purchase	(\$39,168.00)
1	TBD TBD	0	New 2022 LITTLE FALLS MACHINE G2012A	\$17,850.00
			G2012A FALLS TALL POST SNOW WING	
1	TBD TBD	0	Attachment - New 2022 LITTLE FALLS MACHINE GWHRS	\$1,430.00
			GWHRs HYD REAR POST	
1	TBD TBD	0	New 2022 HANDY HITCH MANUFACTURING INC. 570-PP01G	\$27,069.82
			570-PP01G HAND HITCH PROFILE PACKER ASSY	
1	TBD TBD	0	Attachment - New 2022 HANDY HITCH MANUFACTURING INC. 570- PP06G	\$3,460.00
			570-PP06G JD ATTACHMENT PL W/OFFSET ASSY	
1	TBD TBD	0	Attachment - New 2022 HANDY HITCH MANUFACTURING INC. 370- HH06T4	\$1,078.00
			370-HH06T4 JD LINK ARMS	
Equipment Subtotal:				\$370,909.82

#### Trade Information

Serial Number	Year / Make / Model	Payoff Information	Trade In Hours	Trade In Value
VCEG940BV0S575092	2011 VOLVO G940B	\$0.00	7683	(\$35,000.00)
Total Trade in Value:				(\$35,000.00)
Trade Balance Owed:				\$0.00
Net Difference:				(\$35,000.00)

#### Purchase Order Totals

Balance:	\$335,909.82
Total Taxable Amount:	\$0.00
MN STATE TAX:	\$0.00
MN SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$335,909.82
Cash with Order:	\$0.00
Balance Due:	\$335,909.82



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General Manager: SR.GenMgr@rdoequipment.com  
www.rdoequipment.com

Ship to: N/A

Invoice to: KANABEC COUNTY PUBLIC WORKS  
903 FOREST AVE E  
MORA MN 55051-1617

**Branch**

03 - SAUK RAPIDS, MN

<b>Date</b>	<b>Time</b>	<b>Page</b>
01/12/2022	11:30:46 (O)	1
<b>Account No.</b>	<b>Phone No.</b>	<b>Estimate No.</b>
6300069	3206796300	012912

**Ship Via**

**Purchase Order**

**Tax Exemption Number**  
GOVT

**Federal ID Number**

**Salesperson**  
CRD / BLL

ESTIMATE EXPIRY DATE: 02/10/2022

**SERVICE ESTIMATE - NOT AN INVOICE**

\*\*\*\*\* Segment 01 \*\*\*\*\*

Stock #: X017604 MOTOR GRADERS MS #: DW770DX616177  
Make: JD Model: 770D G  
Is to have the following work done

ENGINE, REMOVE & INSTALL

Authorization: _____	Labor:	3689.00
	Subtotal:	3689.00

\*\*\*\*\* Segment 02 \*\*\*\*\*

LONG BLOCK (CBA) - ADD ENGINE R&I

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
SE501042	Complete Block	1	11701.44	11701.44
CRSE501042	Complete Block		2500.00	2500.00
SE501936	INJECTION NOZZL	6	389.57	2337.42
CRSE501936	Injection Nozzl		75.00	450.00
SE501921	Fuel Injection	1	2443.34	2443.34
CRSE501921	Fuel Injection		400.00	400.00
AR43705	CLAMP	2	40.69	81.38
AR48675	THERMOSTAT	1	12.39	12.39
AT107738	ISOLATOR	4	114.47	457.88
AT170854	ISOLATOR	2	108.60	217.20
DZ101884	Filter Kit	1	32.73	32.73
RE51629	FILTER ELE	1	59.67	59.67
RE51630	FILTER ELE	1	39.68	39.68
RE522688	FUEL FILTE	1	41.12	41.12
SE501596	WATER PUMP	1	414.33	414.33
CRSE501596	WATER PUMP REMA		50.00	50.00
TY26576	COOL-GARDII TM	6	40.29	241.74
TY26661	ENGINE BREAK-IN	6	24.81	148.86

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SIGNATURE

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**Branch**

03 - SAUK RAPIDS, MN

Date 01/12/2022 Time 11:30:46 (O) Page 2

Account No. 6300069 Phone No. 3206796300 Estimate No. 03 012912

Ship Via

Purchase Order

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Federal ID Number

Salesperson  
CRD / BLL

ESTIMATE EXPIRY DATE: 02/10/2022

**SERVICE ESTIMATE - NOT AN INVOICE**

Part#	Description	Qty	Price	Amount
T185030	HOSE	1	82.44	82.44
T202634	HOSE	1	151.08	151.08
T202768	RADIATOR H	1	177.76	177.76
T206005	RADIATOR H	1	92.85	92.85
T230728	V-BELT	1	84.08	84.08
AT306967	AFTERCOOLER	1	3194.70	3194.70
AT311872	RADIATOR	1	2965.69	2965.69

Parts: 28377.78  
Labor: 5580.00  
Subtotal: 33957.78

Authorization: \_\_\_\_\_

\*\*\*\*\* Segment 03 \*\*\*\*\*

TRANSMISSION GEAR SELECT MODULE, REPLACE

Part#	Description	Qty	Price	Amount
AT360391	SHIFTER	1	6882.18	6882.18

Parts: 6882.18  
Labor: 465.00  
Subtotal: 7347.18

Authorization: \_\_\_\_\_

\*\*\*\*\* Segment 04 \*\*\*\*\*

LIFT ARM BUSHINGS, REPLACE-ALL-BOTH SIDES

Part#	Description	Qty	Price	Amount
T186350	BUSHING	1	108.38	108.38
T42589	BUSHING	2	38.27	76.54

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Date 01/12/2022 Time 11:30:46 (O) Page 3

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Salesperson  
CRD / BLL

ESTIMATE EXPIRY DATE: 02/10/2022

**SERVICE ESTIMATE - NOT AN INVOICE**

Part#	Description	Qty	Price	Amount
AT317485	YOKE	2	4037.36	8074.72
JD7759	LUBRICATIO	2	.93	1.86
T42574	BUSHING	4	59.24	236.96
T42582	Pin Fastener	1	320.09	320.09
T42583	BALL	1	1164.47	1164.47

Parts: 9983.02  
Labor: 2108.00  
Subtotal: 12091.02

Authorization: \_\_\_\_\_

\*\*\*\*\* Segment 05 \*\*\*\*\*

DRAFT FRAME BALL RETAINER, REPLACE-BOTH

Part#	Description	Qty	Price	Amount
T290403	Ball	3	576.57	1729.71

Parts: 1729.71  
Labor: 620.00  
Subtotal: 2349.71

Authorization: \_\_\_\_\_

\*\*\*\*\* Segment 06 \*\*\*\*\*

MULTIPLE

CONDITION:

Replace cab doors

ADDITIONAL DESCRIPTION:

	HRS
1. CAB DOOR, REPLACE-R.H. SIDE (01810A019)	3.40
2. CAB DOOR, REPLACE-L.H. SIDE (01810A022)	3.40
	=====

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03 - SAUK RAPIDS, MN

**Date**

01/12/2022

**Time**

11:30:46 (O)

**Page**

4

**Account No.**

6300069

**Phone No.**

3206796300

**Estimate No.**

012912

**Ship Via**

**Purchase Order**

**Tax Exemption Number**

GOVT

**Federal ID Number**

**Salesperson**

CRD / BLL

ESTIMATE EXPIRY DATE: 02/10/2022

**SERVICE ESTIMATE - NOT AN INVOICE**

Quantity

x1

=====

6.80

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
AT409696	Door	1	4885.05	4885.05
AT409686	Door	1	4776.28	4776.28

Parts: 9661.33  
Labor: 1054.00  
Subtotal: 10715.33

Authorization: \_\_\_\_\_

\*\*\*\*\* Segment 07 \*\*\*\*\*

SEAT ARMREST (BOTH), REPLACE-SUSPENSION

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
AT195441	ARMREST KI	1	290.03	290.03
AT195442	ARMREST KI	1	290.03	290.03

Parts: 580.06  
Labor: 124.00  
Subtotal: 704.06

Authorization: \_\_\_\_\_

\*\*\*\*\* Segment 08 \*\*\*\*\*

FRAME PIVOT BUSHINGS, REPLACE-BOTH

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
19M7489	CAP SCREW	1	4.43	4.43
T239719	SLEEVE	1	15.68	15.68

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03 - SAUK RAPIDS, MN

<b>Date</b>	<b>Time</b>	<b>Page</b>
01/12/2022	11:30:46 (O)	5
<b>Account No.</b>	<b>Phone No.</b>	<b>Estimate No.</b>
6300069	3206796300	012912

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**Purchase Order**

**Tax Exemption Number**  
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**SERVICE ESTIMATE - NOT AN INVOICE**

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
AT320496	PIN	1	453.68	453.68
T158102	BUSHING	2	65.83	131.66
T157829	BUSHING	1	217.98	217.98
T157828	BUSHING	1	124.72	124.72
14H991	NUT	1	51.01	51.01
11H251	COTTER PIN	1	1.36	1.36
T157827	WASHER	2	40.07	80.14

Parts:	1080.66
Labor:	2635.00
Subtotal:	3715.66

Authorization: \_\_\_\_\_

\*\*\*\*\* Segment 09 \*\*\*\*\*

DIFFERENTIAL ASSEMBLY AND/OR DIF LOCK, R&I & RECONDITION

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
R34858	CLUTCH PLA	5	53.42	267.10
YZ121809	Clutch Disk	5	41.84	209.20
R34857	CLUTCH PLA	1	48.55	48.55
R93623	THRUST WAS	2	33.95	67.90
YZ122227	Bearing Cone	1	85.20	85.20
YZ122371	Bearing Cone	1	117.06	117.06
YZ122370	Bearing Cup	1	68.65	68.65
YZ122231	Bearing Cup	1	35.88	35.88
R46323	SHIM	2	7.31	14.62
R46324	SHIM	4	8.34	33.36
R46325	SHIM	4	8.86	35.44

MISCELLANEOUS CHARGES:	<u>Description</u>	<u>Price</u>	<u>Amount</u>
	SRV ACCESSORIES		

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SIGNATURE \_\_\_\_\_

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**Branch**

03 - SAUK RAPIDS, MN

Date	Time	Page
01/12/2022	11:30:46 (O)	6
Account No.	Phone No.	Estimate No.
6300069	3206796300	012912

**Ship Via**

**Purchase Order**

**Tax Exemption Number**  
GOVT

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**Salesperson**  
CRD / BLL

ESTIMATE EXPIRY DATE: 02/10/2022

**SERVICE ESTIMATE - NOT AN INVOICE**

Authorization: \_\_\_\_\_

Parts:	982.96
Labor:	7750.00
Miscellaneous:	500.00
Subtotal:	9232.96

Parts:	59277.70
Labor:	24025.00
Miscellaneous:	500.00
TOTAL:	83802.70

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SIGNATURE

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# NUSS TRUCK & EQUIPMENT

# Quotation

2195 WEST COUNTY ROAD C2  
ROSEVILLE, MN 55113  
Phone: 651-633-4810 Fax: 651-635-0928

**DATE** 1/21/2021  
**Quotation #** 2021026  
**Customer ID** Kanabec County  
**State Contract #** T647

Name  
Kanabec County  
903 Forest Ave E  
Mora MN 55051  
Phone 320-679-6306 email:nate.westling@co.kanabec.mn.us

*Prepared by:* Brian Selvy

**Purchase Order#**

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	2022 Mack Granite 64FR (T) SA Stock (nowthen truck)	\$ 127,530.00	\$ 127,530.00
1	Trade IN Volvo road grader	\$ (37,000.00)	\$ (37,000.00)
1	Trade in 2000 #14 Sterling Snow Plow	\$ 10,000.00	\$ (10,000.00)
			\$ -
			\$ -
			\$ -
			\$ -
	Price Quoted is with not sales tax or license fees		\$ -
	Price quoted is with the following customer changes included paint cab to omaha orange		\$ -
	add inside/outside air, change front tires to 385		\$ -
			\$ -
			\$ -
			\$ -
	Sales Tax	6.5%	
	Reg Fees	\$100	
			\$ -

Accepted by: \_\_\_\_\_ DATE \_\_\_\_\_  
Body Builder \_\_\_\_\_ Build Date \_\_\_\_\_

SUBTOTAL	\$ 80,530.00
TOTAL	\$ 80,530.00

THANK YOU FOR YOUR OPPORTUNITY!



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355  
 PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517  
 TOWMASTERTRUCK.COM

Reference No.

QT 60841

**\*\* QUOTATION \*\***

<b>Ship To:</b>	<b>Cust:</b>	<b>2896</b>	<b>Phone:</b>	<b>Bill To:</b>	<b>Phone:</b>
KANABEC COUNTY HIGHWAY DEPARTMENT				KANABEC COUNTY HIGHWAY DEPARTMENT	
903 EAST FOREST AVENUE				903 EAST FOREST AVENUE	
MORA		MN 55051	USA	MORA	
				MN 55051	USA

ATTN: NATE WESTLING

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	1/08/21	1/08/21	0/00/00

Serial No.

Order Comments: STATE OF MN CONTRACT  
 #167105

Build Instructions VALID THRU 03/31/21

Other Instructions F.O.B. LITCHFIELD, MN -OR- CUSTOMERS W/FUEL CHARGES ONLY

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9900068	- Body 14'6" EDGE-RC/CS-56-46-46 - - 56" 3/16" Hardox 450	\$10,496.00	\$10,496.00
		Front w/CS hoist doghouse, 46" 3/16" Hardox 450 radius sides (no pockets), 46" 3/16" Hardox 450 Tailgate, 1/4" Hardox-450 Floor, 8" I-Beam Longs ills, Air-trip ready linkage, unpainted.		
1	9901704	- Painting of Dump Body; includes media blasting of entire exterior & understructure, Urethane Primed, & Urethane Top Coat s applied. CAB MATCH (HWY ORANGE) Understructure is seam sealed, and painted Gloss Black.	\$2,950.00	\$2,950.00
1	9901701	- Installation of Dump Body to hoist	\$1,358.00	\$1,358.00
1	9900145	- Body acc'y TMTE Air trip kit, w/solenoid valve,	\$311.00	\$311.00
1	9901702	- Installation of air operated tailgate latch kit, with solenoid valve in hydraulic valve enclosure.	\$279.00	\$279.00
1	9900147	- Body acc Box Vibrator - Cougar model DC3200	\$641.00	\$641.00
1	9901703	- Installation of Box Vibrator, with solenoid located in hydraulic valve enclosure.	\$326.00	\$326.00
1	9900155	- Cabshield, 1/2 type Stationary Free-Standing style, w/painted CARBON STEEL canopy, Hot-Dipped Galvanized tubing tion support stand, (2) shovel holders, & reservior mounts, Installed.	\$1,897.00	\$1,897.00
1	9900185	- Walkrail removable both sides of 14' RC & RS body, Installed	\$1,120.00	\$1,120.00

\*--- Continued ---\*

Price:

Total Discounts:

Net Cost:

Freight

Total:

Accepted by

Date



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355  
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517  
TOWMASTERTRUCK.COM

Reference No.

QT 60841

**\*\* QUOTATION \*\***

<b>Ship To:</b>	<b>Cust:</b>	<b>2896</b>	<b>Phone:</b>	<b>Bill To:</b>	<b>Phone:</b>
KANABEC COUNTY HIGHWAY DEPARTMENT				KANABEC COUNTY HIGHWAY DEPARTMENT	
903 EAST FOREST AVENUE				903 EAST FOREST AVENUE	
MORA		MN 55051	USA	MORA	MN 55051 USA

ATTN: NATE WESTLING

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	1/08/21	1/08/21	0/00/00

Serial No.		
1 9900206	- Ladder Flip-A-Way Access ladder Pkg (Carbon Steel), Including Grab Handle above, and Interior Step, ea, Installed LOCATED LH FRONT	\$334.00 \$334.00
1 9900211	- Body acc'y Dual "split" sander manifolds in rear corner posts	\$370.00 \$370.00
1 9904246	- Light Warning TMTE1SS-3 PKG: (2) STAINLESS STEEL 23H 3-light LED Micro-Edge, (2) 5M-400 Super-LED, (2) Side TIR3 LED, (2) 400 Max B-T-T LED, & (2) 400 LED BU Lights, in Stainless M Housings, (1) TIR3 LED Wing light, and (2) 4" LED work lights Installed	\$4,033.00 \$4,033.00
1 9905778	- Light Mirror Mounted ABL 3800 LED HEAD LAMP PLOW LIGHTS W/ICE MELTING TECHNOLOGY Installed	\$1,076.00 \$1,076.00
1 9900267	- Fender set Minimizer M400, for Tandem Axle, black Poly, Installed	\$1,209.00 \$1,209.00
1 9900283	- Spillshield 12" bolt-on, bolt-together, 1/4", painted Carbon Steel & fitted to body via sander brkts, shipped loose	\$518.00 \$518.00
1 9904691	- INSTALLATION of (Initial) Single camera system **NOTE: MOUNTED ON RH STROBE TUBE, FOR WING VIEWING USAGE, WIRED AS DEFAULT	\$288.00 \$288.00
1 9904692	- Camera System option, NORTECH 9100-2HC 120 degree night vision CCD weather-proof HEATED camera, only GEN 5 6100	\$163.00 \$163.00
1 9904693	- Camera System option, NORTECH 9100-4 Harness, 65' Waterproof GEN 5 6100	\$41.00 \$41.00

\*--- Continued ---\*

Price:

Total Discounts:

Net Cost:

Freight

Total:

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Date





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MORA		MN 55051	USA	MORA	
				MN 55051	USA

ATTN: NATE WESTLING

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	1/08/21	1/08/21	0/00/00

Serial No.		
1 9900317	- Hoist Towmaster/MAILHOT CS130-5.5-3 DOUBLE ACTING	\$3,599.00 \$3,599.00
1 9901711	- Installation of Telescopic DOUBLE acting hoist	\$835.00 \$835.00
1 9900311	- Hoist TMTE 48" Stabilizer	\$1,584.00 \$1,584.00
1 9902503	- Installation of TMTE Stabilizer & Safety Props	\$419.00 \$419.00
1 9902920	- Scraper FALLS IB-11A 1" MB, w/single lift cylinder, LESS CUTTING EDGES	\$6,185.00 \$6,185.00
1 9901705	- Installation of underbody fixed angle scraper w/single lift cylinder	\$2,562.00 \$2,562.00
1 9904232	- Scraper FORCE Electric pressure transmitter to read on LCD screen, installed	\$428.00 \$428.00
1 9900351	- Scraper FORCE reverse/Auto-Lift system, ADD-A-FOLD valve, installed	\$467.00 \$467.00
1 9902948	- Wing Falls RHSDL10A-HYDPB Primed LESS CUTTING EDGES	\$10,217.00 \$10,217.00
1 9900388	- Installation Falls SDL Series Wing - w/Bulkhead Couplers	\$4,117.00 \$4,117.00
1 9901431	- Wing Falls RL (REAR LIFT) up charge SDL WING	\$433.00 \$433.00
1 9904688	- Wing Falls POST-LESS Toe Lift in lieu of Std Front post/slide system	
1 9900477	- Wing Falls Hwy Orange - Paint Moldboard	\$309.00 \$309.00
1 9900555	- Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH	\$3,013.00 \$3,013.00
*--- Continued ---*		

Price:

Total Discounts:

Net Cost:

Freight

Total:

Accepted by

Date



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					MN 55051 USA

ATTN: NATE WESTLING

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	1/08/21	1/08/21	0/00/00

Serial No.	
------------	--

1 9900589 - Installation Falls Plow Hitch - 40 Series 3Line/STDBLKHD	\$1,745.00	\$1,745.00
1 9900625 - Plow Push Unit Falls 24/44 Series Std	\$882.00	\$882.00
1 9900637 - Plow Falls High Visibility Marker Set	\$97.00	\$97.00
1 9900639 - Plow Falls Rubber Belt Deflector Kit - Installed	\$336.00	\$336.00
1 9900641 - Plow Falls Parking Stand - Screw Adj Style	\$304.00	\$304.00
1 9903091 - Plow Falls RH312R/SPR-TRP/NOSHU/PRI-E1/7GA LESS CUTTING EDGES	\$7,031.00	\$7,031.00
1 9900679 - Plow Falls Hwy Orange Paint, Rev Plow, w/installation	\$410.00	\$410.00
1 9900757 - Hitch TMTE Heavy Duty plate assembly,	\$487.00	\$487.00
1 9901716 - Hitch Installation of Pup Hitch (weld in style) & Mn Dot Predrilled	\$744.00	\$744.00
**NOTE: HITCH PLATE FACE TO BE LOCATED: 23" TO BOTTOM OF SADDLE IN REFERENCE TO REAR TIRE FACE.		
1 9900764 - Hitch PREMIER 2300 Air Cushion Pintle, installed	\$786.00	\$786.00
**NOTE: " Ground to saddle of hook.		
1 9900769 - Hitch TMTE Pup hyd line w/std Coupler & pup trip switch pkg, installed	\$500.00	\$500.00
1 9900773 - Hitch Furnish and install gladhands on truck	\$172.00	\$172.00
1 9900800 - Sander Falls 1ASD9SS-6P-1D-1S, Std 9" x 6" Auger, Stainless Steel Unit, LH (or RH) Discharge, Berm Chute, Single Poly Sp	\$4,616.00	\$4,616.00

\*--- Continued ---\*

Price:

Total Discounts:

Net Cost:

Freight

Total:

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Date



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					MN 55051 USA

ATTN: NATE WESTLING

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	1/08/21	1/08/21	0/00/00

Serial No.	
------------	--

inner Ass'y, Complete

1 9901718 - Sander Install & dual manifold RH & LH rear	\$852.00	\$852.00
1 1917108 - Sander Towmaster Stainless Steel (optional) salt shield	\$35.00	\$35.00
1 9900823 - Sander TMTE Exterior (removable) sander/tailgate spill plates, Stainless Steel	\$423.00	\$423.00
1 9900851 - Valve System, Force Add-A-Fold MCV-ISO Valve 9 Functions , INSTALLED	\$10,620.00	\$10,620.00
HOIST, PUP, PLOW LIFT, PLOW STEER, WING TOE, WING HEEL, WING PUSHBAR, SCRAPER, AUGER, SPINNER		
1 9900998 - Valve Force PUP HOIST Section ADD-A-FOLD, Includes extra section & harness provision	\$1,061.00	\$1,061.00
1 9902501 - Control System Force ULTRA-5-6100 Commander control, Installed	\$12,614.00	\$12,614.00
1 9900874 - Filter Force IN-TANK mounted filter installed	\$459.00	\$459.00
1 9900882 - Reservoir TMTE Cabshield mt (stainless steel) w/intank filter provision, installed	\$2,377.00	\$2,377.00
1 9900888 - Pump Force FASD45L LS (6 ci) installed	\$4,286.00	\$4,286.00
1 9900893 - Valve Force Cable pull-off (for use w/telescopic hoist) installed	\$497.00	\$497.00
1 9900871 - Switch TMTE BODY UP Installed (electric controls only)	\$175.00	\$175.00
1 9900884 - Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab, installed	\$235.00	\$235.00

\*--- Continued ---\*

Price:

Total Discounts:

Net Cost:

Freight

Total:

Accepted by

Date



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355  
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517  
TOWMASTERTRUCK.COM

Reference No.

QT 60841

**\*\* QUOTATION \*\***

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KANABEC COUNTY HIGHWAY DEPARTMENT				KANABEC COUNTY HIGHWAY DEPARTMENT	
903 EAST FOREST AVENUE				903 EAST FOREST AVENUE	
MORA		MN 55051	USA	MORA	
				MN 55051	USA

ATTN: NATE WESTLING

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	1/08/21	1/08/21	0/00/00

Serial No.	
------------	--

1 9905014 - Hydraulic Valve Hose Guard installed	\$403.00	\$403.00
--	----------	----------

Price: \$113,725.00

Total Discounts:

Net Cost: \$113,725.00

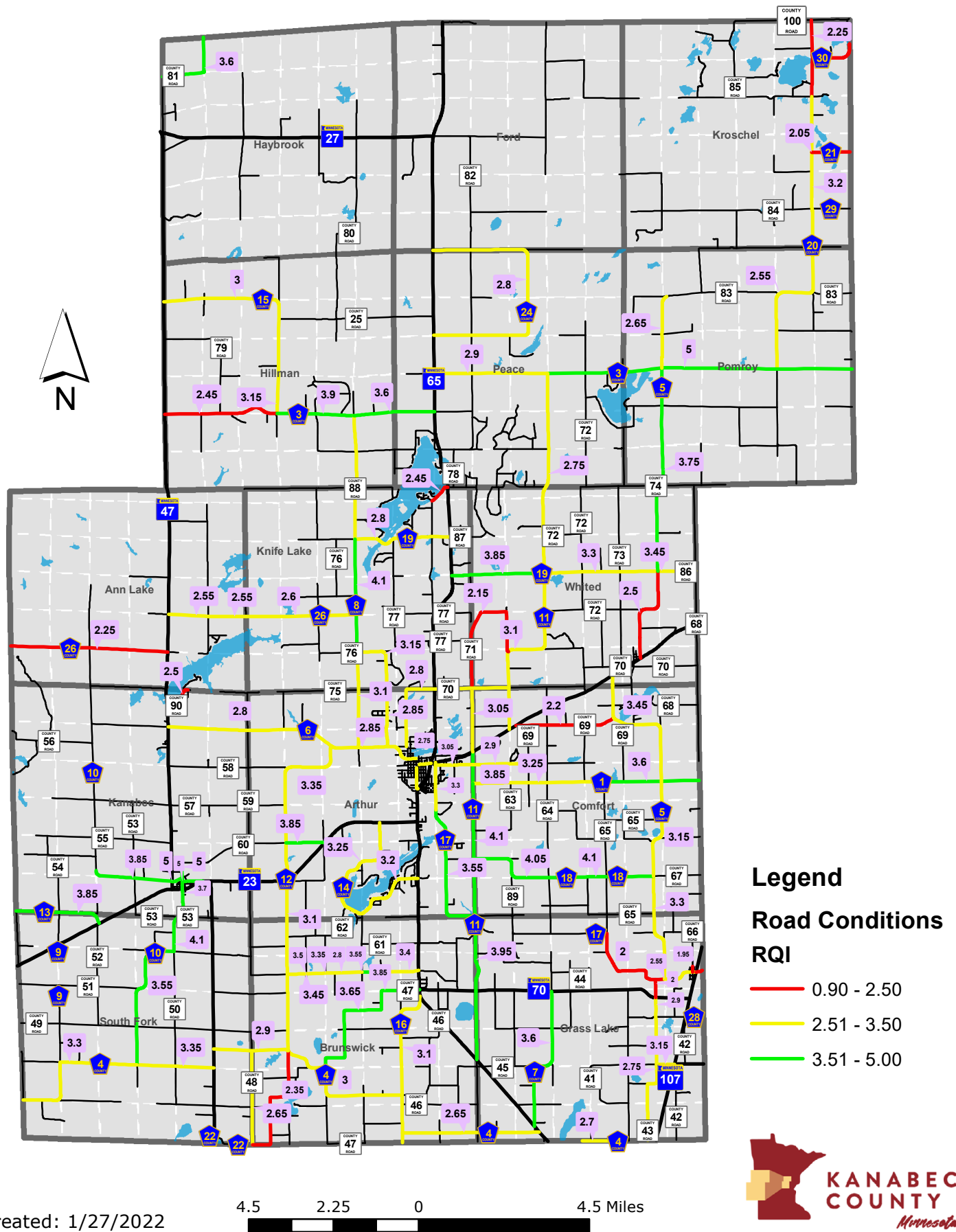
Freight

Total: \$113,725.00

Accepted by

Date

# Kanabec County Ride Quality Index (Measured in 2021)



<div>Kanabec County Public Works</div> <div>5-Year Plan 2022-2026</div> <div>All costs are shown x 10<sup>3</sup></div>							Reg. State Aid	Mun. State Aid	State Aid Maintenance	Turnback	Local Road Imp.	Bridge Bonding	Federal Aid	HSIP	Fund Balance	Transportation Sales Tax	Wheelage Tax Revenue	Gravel Tax Revenue	County Levy
Year	Route	From	To	Description	Miles	Total Cost	Funding Source												
2022	17	Plum St.	TH 107	Reconstruct/Overlay	3.4	\$1,000	1,000												
	28	TH 107	E. Co. Line	Reconstruct	0.8	\$400	400												
	48	CSAH 22	CSAH 12	Mill/Overlay	3.4	\$1,065										600	165	55	245
	Gravel			SW County		\$400													400
	20	CR 85	N. Co. Line	Reclamation	2.0		520												
	30	CSAH 20	E. Co. Line	Reclamation	1.0		260												
				Totals		\$2,865	\$2,180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$165	\$55	\$645
2023	6	TH 47	Grove St.	Reclamation	6.7	\$1,800	400						1,400						
	6	Grove St.	Union St.	Reconstruct	0.2	\$500	200	300											
	43	S. Co. Line	TH 70	Reconstruct/Overlay	4.0	\$1,465										600	165	55	645
	26	W. Co. Line	TH 47	Overlay	4.0	\$720	720												
	8	CSAH 6	CR 76	Reclamation	2.5	\$650	650												
				Totals		\$4,485	\$1,970	\$300	\$0	\$0	\$0	\$0	\$1,400	\$0	\$0	\$600	\$165	\$55	\$645
2024	5	TH 23	CSAH 19	Reconstruct	2.7	\$1,800	1,800												
	86	CSAH 5	E. Co. Line	Reclamation	1.0	\$260										260			
	Gravel			SE County		\$500													500
	71	CR 70	CSAH 11	Mill/Overlay	3.8											340	165	55	145
				Totals		\$2,560	\$1,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$165	\$55	\$645
2025	4	TH 47	CSAH 16	Reclamation	6.3	\$1,800	400						1,400						
	4	CSAH 16	TH 65	Reclamation	3.0	\$1,000	1,000												
	2	CSAH 12	TH 65	Overlay	3.5	\$525	525												
	69	CSAH 4	TH 65	Mill/Overlay	4.5	\$650										600	50		
	70	W. Co. Line	N. Co. Line	Mill/Overlay	2.0	\$815											115	55	645
				Totals		\$4,790	\$1,925	\$0	\$0	\$0	\$0	\$0	\$1,400	\$0	\$0	\$600	\$165	\$55	\$645
2026	3	TH 47	CSAH 15	Reclamation	3.0	\$840	840												
	19	CSAH 11	CSAH 5	Reclamation	3.0	\$840	840												
	21	CSAH 20	E. Co. line	Reclamation	1.0	\$280	280												
	61	CSAH 2	CSAH 14	Base & Bituminous	1.5	\$578										578			
	Gravel			SE County		\$860											160	55	645
				Totals		\$3,398	\$1,960	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$578	\$160	\$55	\$645

Other Priority Projects

25	CSAH 15 to TH 65	Grading, Base & Bituminous	4	\$1,600
10	CSAH 26 to 5.8 Miles South	Grading, Base & Bituminous	5.8	\$3,500
65	CSAH 17 to CSAH 1	Base & Bituminous	4	\$1,200
62	CSAH 12 to CSAH 14	Base & Bituminous	2.5	\$750
17	CSAH 11 to CR 65	Grading, Base & Bituminous	4	\$2,500
60	Ogilvie to CSAH 12	Grading, Base & Bituminous	2.5	\$1,000

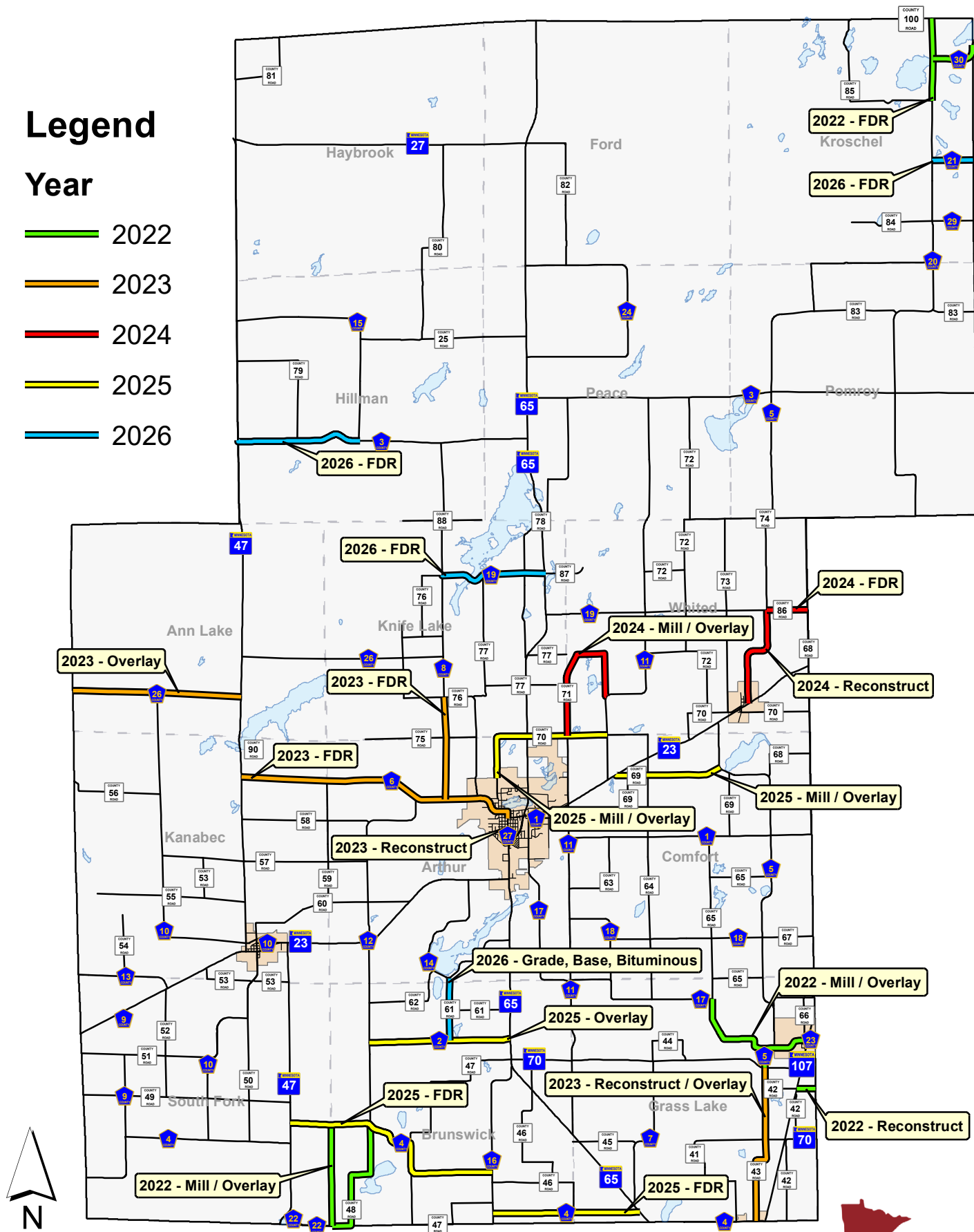


# Kanabec County 5-Year Plan 2022 - 2026

## Legend

### Year

- 2022
- 2023
- 2024
- 2025
- 2026



## Agenda Item #1

### PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**January 18, 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, January 18, 2022 pursuant to adjournment with the following Board Members present on-site: Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kim Christenson.

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

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the December 3, 2021 Emergency Meeting Minutes and the January 4, 2022 Organizational & Regular Meeting Minutes as presented.

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

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Ann Lake Twp	427.38
Arthur Twp	2,210.61
Braham Public Schools	6,443.40
Brunswick Twp	2,421.49
City of Grasston	123.10
City of Mora	52,403.72

City of Ogilvie - Clerk	1,806.63
City of Quamba	10,664.41
Comfort Twp	4,255.99
East Cent. Reg Dev Commission	484.80
East Central School District	3,567.08
Ford Twp	1,807.43
Grass Lake Twp	2,407.97
Haybrook Twp	1,228.92
Hillman Twp	1,200.43
Hinckley - Finlayson Schools	3,244.00
Isle Public Schools	2,104.00
Kanabec County	2,837.73
Knife Lake Improvement District	362.55
Knife Lake Township	2,318.01
Kroschel Twp	1,104.69
Milaca Public Schools	181.38
Mora Public Schools	105,148.82
Ogilvie Public Schiils	20,183.48
Peace Township	3,423.15
Pine City Public Schools	4.65
Pomroy Twp	2,634.68
Southfork Twp	1,410.59
Whited Twp	946.28
Coborns	500.00
Kwik Trip	10,279.52
Minnesota Department of Finance	7,526.50
Minnesota Department of Finance	1,658.00
Office of MN.IT Services	1,338.65
VISA	1,188.47
Chamberlain Oil	187.85
East Central Energy	192.60
Minnesota Department of Finance	17,918.90
Minnesota Department of Health	1,657.50
Card Services (Coborns)	101.05
The Hartford Priority Accounts	4,067.25
CW Technology	1,576.40
E C Riders	15,607.93
Kanabec County Auditor HRA	6,000.00

Mora Municipal Utilities	11,541.39
Spire Credit Union	7,897.27
Verizon Wireless	3,615.31
East Central Energy	1,460.11
Quality Disposal	164.25
Kanabec County Auditor-Treas	634.61

**50 Claims Totaling: \$332,470.93**

Action #4 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following claims on the funds indicated:

**Revenue Fund**

<b>Vendor</b>	<b>Amount</b>
A and E Cleaning Services	500.00
Access	438.00
Ace Hardware	151.45
Advanced Correctional Healthcare	18,970.14
American DataBank	138.55
Association of MN Counties	4,900.00
AT&T Mobility	929.40
AT&T Mobility	44.67
Auto Value Mora	518.05
Auto Value Mora	23.98
Axon Enterprise Inc.	1,746.00
Bracewell, Earl	86.20
Braham Motor Service Inc	186.19
Bureau of Criminal Apprehension	120.00
Children's Hospitals and Clinics of MN	895.00
Coborn's Inc	1,123.80
Coborn's Pharmacy	96.18
CORE Professional Services P.A.	800.00
Cundy, Steve	260.00
Curtis, Michael	521.92
Curtis, Michael	179.60
CW Technology	165.08
CW Technology	660.32
CW Technology	495.24

CW Technology	3,879.38
CW Technology	9,847.75
E911 IES	129.24
East Central Exterminating	125.00
East Central Solid Waste Commission	131.06
ECM Publishers	330.00
Fairview Health Services	90.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Frisch, Justin	195.00
Galls	10.02
Glen's Tire	28.00
Glen's Tire	994.30
Grainger	51.21
Granite City Jobbing Co	772.15
Granite City Jobbing Co	275.74
Granite Electronics	2,750.00
Hallin, Ronald	88.44
Heitke, Bart	13,639.50
Hoefert, Robert	187.27
Hoisington Koegler Group Inc.	3,202.80
Industrial Health Services Network Inc	45.90
Ingebrand Funeral Home	430.00
Innovative Office Solutions, LLC	46.95
Isanti County Sheriff's Office	70.00
J.F. Ahern Co	845.00
Johnson Hardware & Rental	29.45
Kanabec County Community Health	3,008.46
Kanabec County Environmental Services	25,000.00
Kanabec County Highway Department	463.10
Kanabec County Highway Department	63.69
Kanabec Publications	441.80
Kanabec Publications	857.12
Kanabec Publications	597.00
Kanabec Publications	81.69
Kanabec Publications	15.93
Kanabec Publications	25.46
Kanabec Publications	29.23

Kastenbauer, Paul	387.35
KnowBe4 Inc.	2,018.25
Larson, Roger	602.00
League of Minnesota Cities	1,980.00
MACAI	100.00
MacTek Systems Inc.	7,706.00
Manthie, Wendy	238.00
Manthie, Wendy	555.75
Marco	134.68
Marco	2,646.10
Marco	1,396.40
Marco	523.46
Marco	159.00
Marco	3,216.80
Marco	581.14
Marco Technologies LLC	76.73
Marco Technologies LLC	337.28
Marco Technologies LLC	1,596.50
MCIS	10,934.00
Methven Funeral and Cremation Services	400.00
Mid-American Research Chemical	412.41
Midcontinent Communications	246.68
Minnesota Counties Intergovernmental Trust	1,284.00
Minnesota Monitoring, Inc.	488.00
Minnesota Sheriffs' Association	5,747.99
MN Counties Insurance Trust	146,793.00
MN Counties Insurance Trust	69,739.00
MN Counties Insurance Trust	11,008.00
MN Counties Insurance Trust	4,257.00
MN Counties Insurance Trust	6,223.00
MN Counties Insurance Trust	7,465.00
Morrison County Sheriff's Office	50.00
Noble Medical Inc	114.14
Northland Securities Inc	1,250.00
O'Brien, Pat	90.68
Office Depot	60.41
Olson, Rhonda	83.96
O'Reilly Auto Parts	9.92



O'Reilly Auto Parts	19.45
Peterson Company LTD	2,000.00
Quality Disposal Systems	199.35
Quality Disposal Systems	26.34
Quality Disposal Systems	394.21
Ramsey County	1,615.00
RELX Inc, BCA LexisNexis	189.08
RELX Inc. DBA LexisNexis	225.00
Sabinash, Douglas	83.96
Schneider Geospatial, LLC	7,800.00
Schneider Geospatial, LLC	11,400.00
SHI	64.00
State of Minnesota - BCA	530.00
State of Minnesota - BCA	270.00
Stellar Services	445.28
Stellar Services	123.76
Stewart, William	320.00
Streicher's	419.08
Streicher's	1,874.25
Summit Food Service Management	3,742.75
SWAA/AMC	200.00
Tinker & Larson Inc	289.75
Van Alst, Lillian	181.94
Van Alst, Lillian	235.20
Veolia Environmetnal Services	9,113.68
Zaudtke, Debra	471.28
Zaudtke, Wayne	78.36

**127 Claims Totaling: \$ 442,946.80**

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

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
A1 Rescue Towing	750.00
A & E Cleaning	1,000.00
Ace Hardware	42.83
Aramark	333.13
Auto Value	3,519.33
Central McGowan	177.84

Central Pension Fund	221.60
City of Mora	930.80
EATI	252.88
FS Solutions	56.38
Glens Tire	100.00
Gopher State One-Call	4.05
Kanabec County Highway Dept	46.20
Kroschel Land Surveyors	600.00
Kwik Trip	23.85
Lake Superior College	250.00
Marco	312.38
MN Dept. of Transportation	200.00
Mora Chevrolet	301.42
Morton Salt	14,180.25
Northern Lines Contracting	20,282.50
Northern Safety Co	265.32
Northpost	2,640.24
Nuss Truck	1,683.16
Office Depot	52.12
Owens Auto Parts	212.58
Power Plan (RDO)	10,677.30
Premier Outdoor Services	10,570.00
Scientific Sales	94.00
Summit Companies	578.00
Towmaster	1,064.34
Tri-State Bobcat	145.50
Trueman Welters	3,981.76
USIC Locating	30.00
Wiacom	675.30
Widseth Smith Nolting	8,211.25

**36 Claims Totaling: \$84,466.31**

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

The Kanabec County Family Services Board met at 9:10am on Tuesday, January 18, 2022 pursuant to adjournment with the following Board Members Present: Rick Mattson, Dennis McNally, Craig Smith and Les Nielsen. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

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

Chassidy Lobdell and Danielle Snedeker gave the board a short presentation about homelessness in Kanabec County and how the emergency services program through Lakes and Pines helps them. Information only, no action was taken.

Acting Health and Human Services Advisory Committee Chairperson Jack Doughty spoke to the board expressing his support to elect Charlie Strickland Jr as Chairperson of the Health and Human Services Advisory Committee for 2022.

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

**Resolution #FS7 – 1/18/22**  
HHSAC Chair Recommendation resolution

**WHEREAS**, pursuant to Minnesota Statutes, 402.02, Human Services Advisory Committee, “the chair shall be appointed by the human services board and may not be a member of a county board” and

**WHEREAS**, the Kanabec County Health and Human Services Advisory committee requested submissions for the position of committee chair on November 15, via email, and received only one nomination and that was for Charlie Strickland, Jr.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services board approves the nomination of Charlie Strickland, Jr. as Chairperson for the Kanabec County Health and Human Services Advisory committee for the year 2022.

Action #FS8 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

**Resolution #FS8 - 1/18/22**  
Children’s Mental Health Grant Agreement resolution

**WHEREAS**, the STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) is empowered to enter into contracts for the following services: mental health screenings, assessments, and referrals for diagnostic assessment and/or treatment for children within the child welfare and juvenile justice populations (prioritizing funds for uninsured and underinsured children) and,

**WHEREAS**, such a contract has been presented to Kanabec County Family Services for the term January 1, 2022 through December 31, 2022, and

**WHEREAS**, Kanabec County Family Services represents that it is duly qualified and willing to perform these services.

**THEREFORE BE IT RESOLVED** to approve an Agreement with the Minnesota Department of Human Services and Kanabec County, doing business as Kanabec County Family Services to provide Children's Mental Health services commencing January 1, 2022 through December 31, 2022.

Action #FS9 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the payment of 103 claims totaling \$210,560.21 on Welfare Funds.

Action #FS10 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to adjourn Family Services Board at 9:31am and to meet again on Tuesday, February 15, 2022 at 9:05am.

The Board of Commissioners reconvened.

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

### **Resolution #11 - 1/18/22**

**BE IT RESOLVED** to re-appoint Craig Smith to the Snake River Watershed Management Board for a one year term commencing immediately and expiring January 3, 2023.

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

### **Resolution #12 - 1/18/22**

**BE IT RESOLVED** to appoint Kevin Schiferli as an alternate to the Insurance

Committee to represent the Local 49 for a three year term commencing immediately and expiring January 7, 2025.

EDA Director Heidi Steinmetz met with the Board to discuss EDA Appointments, EDA Bylaw Amendments, and the Minnesota Rural Broadband Coalition 2022 Membership.

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

## **Resolution #13- 1/18/22**

**BE IT RESOLVED** to re-appoint Lisa Holcomb to the Economic Development Authority for a six year term commencing immediately and expiring January 4, 2028.

**BE IT FURTHER RESOLVED** to re-appoint Ivan Black to the Economic Development Authority for a six year term commencing immediately and expiring January 4, 2028.

Heidi Steinmetz gave an update regarding the EDA's latest discussions regarding bylaw amendments. Information only, no action was taken.

Minnesota Rural Broadband Coalition Lobbyist Nathan Zacharias met with the Board via WebEx to give a short presentation regarding how the coalition works with State legislators to obtain broadband funds for rural Minnesota.

Action #14 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve continuing the membership with the Minnesota Rural Broadband Coalition and to pay the membership fees using ARPA dollars.

**10:00am** – A Public Hearing was held to obtain public comment on the County's intention to appoint the office of County Recorder.

A notice of public hearing was posted in the courthouse lobby, on the county website, and in the Kanabec County times on January 7, 2022 and January 14, 2022. County Coordinator Kris McNally read the following public notice aloud:

### **NOTICE OF PUBLIC HEARING AND INTENT TO APPOINT THE OFFICE OF RECORDER**

Notice is hereby given that the Kanabec County Board of Commissioners will hold a Public Hearing at 10:00 a.m. on Tuesday, January 18, 2022, in Meeting Rooms 3 & 4 of the Kanabec County Courthouse, 18 North Vine Street, Mora, MN 55051, to obtain public comment on the County's intention to appoint the office of County Recorder, Pursuant to Minnesota Statute

§375A.1205.

Questions regarding this matter may be referred to Kris McNally, County Coordinator, at 320-679-6440 or coordinator@co.kanabec.mn.us. Written testimony may also be sent to the County Coordinator's Office, 18 North Vine Street, Suite 181, Mora, MN 55051, and must be received no later than 11:30 a.m. on Friday, January 14, 2022.

By order of the Kanabec County Board of Commissioners this 7<sup>th</sup> day of December, 2021.

The Chairperson opened the floor for public comment. Those who spoke included Lisa Holcomb. There was also a letter submitted by Lisa Holcomb that Kris McNally read aloud.

The Chairperson closed public comment.

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

### **Resolution #15 - 1/18/22**

**WHEREAS** the negotiating committee has presented the Board with a proposed 2022 collective bargaining unit agreement 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;

**BE IT RESOLVED** to approve a 2022 collective bargaining unit agreement between Kanabec County and the Law Enforcement Labor Services, Inc., Local 106.

Action #16 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the 2022 Board Operating Guidelines as amended with the following change to Section IV, subsection A, second paragraph 2, add “or assigned location” to meeting location.

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

**10:19am** – The Board took a break.

**10:27am** – The Board reconvened.

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



Rhonda Olson	Comments regarding transit employees
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**10:33am** – The Chairperson closed public comment.

Kanabec Soil & Water Supervisor Deanna Pomije met with the Board to give an update regarding the One Watershed One Plan and the work they are doing with Snake River Watershed. Potential board appointment was discussed. Deanna will consult with her board and get back to the commissioners.

Environmental Services Supervisor Teresa Wickeham met with the board to discuss matters concerning her department.

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

### **Resolution #17 – 1/18/22**

Memorandum of Agreement with Hoisington Koegler Group Inc.

**WHEREAS**, the Kanabec County Comprehensive Plan Update was scheduled for completion by January 6, 2022, and

**WHEREAS**, the Comprehensive Plan Update process is extensive and requires Planning Commission approval, and

**WHEREAS**, Kanabec County Planning Commission approval was not achieved by the deadline; and

**WHEREAS**, a contract extension until February 28, 2022 has been requested by the Hoisington Koegler Group, Inc., and

**WHEREAS**, said contract extension will allow the Hoisington Koegler Group, Inc. to finalize any remaining edits to the draft and participate in the adoption process;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves the extension of the contract with Hoisington Koegler Group, Inc. until February 28, 2022.

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

## **Resolution #18 - 1/18/22**

**WHEREAS**, Minnesota Statutes require counties to manage MSW according to an established hierarchy; and

**WHEREAS**, Minnesota's counties have made investments in waste prevention and recycling systems; and

**WHEREAS**, counties with innovative ideas should be provided the requisite opportunity and flexibility to successfully implement those ideas so as to best serve their communities; and

**WHEREAS**, the revenues the State is collecting via the solid waste management taxes have continued to grow while amounts sent to the counties have not increased proportionally; and

**WHEREAS**, Minnesota counties face significant market trends that will require innovative approaches to manage materials separated from solid wastes in order to adequately meet the growing and changing needs of citizens and businesses; and

**WHEREAS**, Minnesota has an opportunity to improve its waste reduction and recycling system through funding the counties' investment infrastructure and expanded operations; now, therefore

**BE IT RESOLVED**, Kanabec County supports the state funding by increasing SCORE (Select Committee on Recycling and the Environment) grants, in amounts which fully utilize the solid waste management tax revenues for solid waste reduction, management activities, and improving our environment.

Teresa Wickeham led a discussion regarding the Technical Evaluation Panel (TEP). Information only, no action was taken.

Action #19 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to recess the meeting at 11:15am to a time immediately following the Drainage Authority Board.

The Kanabec County Drainage Authority Board met at 11:15am on Tuesday, January 18, 2022 pursuant to adjournment with the following Board Members present on-site: Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen.

County Ditch Inspector Chad Gramentz met with the Board via WebEx and presented the Drainage Authority Board Agenda.

Action #21 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the Drainage Authority Board Agenda as presented.

Action #22 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the September 21, 2021 Drainage Authority Board Minutes as presented.

Action #23 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

### **Resolution #23 – 1/18/22**

#### **County Ditch No. 2 Repair Report**

**WHEREAS** the Kanabec County Drainage Authority ordered a repair report for County Ditch No. 2 on September 21, 2021, and

**WHEREAS** said report has been completed and submitted to the Board and Kanabec County Auditor, and

**WHEREAS** said report is included herein by reference, and

**THEREFORE BE IT RESOLVED** to set a hearing on the repair report on February 8, 2022 at 6:30pm in the Kanabec County Jail Training Room.

Action #24 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

### **Resolution #24 – 1/18/22**

#### **County Ditch No. 5 Repair by Property Owner**

**WHEREAS** a petition for repair by property owner in accordance with the 2010 Kanabec County Drainage System Management Policy has been received for a portion of County Ditch No. 5, and

**WHEREAS** said petition is included herein, and

**WHEREAS** the petitioners have met the submittal requirements and deposit, and

**THEREFORE BE IT RESOLVED** to order Engineer's Report to be completed by the County Engineer.

The Chairperson opened the floor for public comment. Those that responded included:

Kevin Belkholm	Requested a copy of the repair report.
Loren Barnik	Continue with project, requested copy of the repair report.

The Chairperson closed public comment.

Action #25 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to adjourn the Drainage Authority Board at 11:33am.

Deputy Auditor Property & Tax Roberta Anderson met with the board to present a request to purchase tax forfeited parcel #23.00730.10.

Roberta Anderson introduced Tim Jacobs to the commissioners. Tim has been hired to fill the position of Deputy Auditor Property & Tax upon Roberta's upcoming retirement.

Action #26 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the sale of tax forfeit parcel 23.00730.10 to the adjoining property owner for \$1,500.00.

Future agenda items: Knife Lake Park, Highway capital equipment purchases, township tax-forfeited land sale question

Action #27 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to close the meeting at 11:53am pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to labor negotiations strategy. Those present during the closed portion of the meeting include Commissioners Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen; as well as County Coordinator & Personnel Director Kris McNally.

Action #28 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to return to open session at 12:23pm.

Action #29 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn the meeting at 12:23pm and to meet again in regular session on Tuesday, February 1, 2022 at 9:00am.

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

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

DRAFT

## Agenda Item #2

### Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Consolidated Communications	1,115.46	Monthly Service	Various
Kanabec County Auditor HRA	6,000.00	VEBA/ T. Eustice PTO Conversion	HR
Kanabec County Auditor-Treas	8,117.13	Leased Vehicles	Various
Marco Business Products	7,157.61	Printer Contracts/Fees	Various
Marco Inc	159.00	Copier Fees	Assessor
Minnesota Energy Resources Corp	18,381.40	Gas Utilities	Various
East Central Energy	1,201.00	Intersection Lighting	Highway
Minnesota Energy Resources Corp	2,227.79	Natural Gas for Garage	Highway
CW Technology	1,514.00	Monthly Mail Filter Services	IS
Kanabec County Auditor HRA	212.00	HRA Contribution/ B Thomsen	Sheriff
Midcontinent Communications	218.16	Monthly Service	Various
Sukhram, Ramkumarie	425.00	Driveway Permit Refund	Highway
<b>12 Claims Totaling:</b>	<b><u><u>\$46,728.55</u></u></b>		



**28 Claims Totaling:** \$0.00

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 2/1/22

Department Name	Vendor	Amount	Purpose
ASSESSOR	Hanson, Nancy	25.00	22.00140/02870 Combine Fee Refund R#71140
		<b>25.00</b>	
AUDITOR	Creative Forms & Concepts Inc.	97.42	2021 Tax Forms
AUDITOR	Hanson, Nancy	25.00	22.00140/02870 Combine Fee Refund R#71140
		<b>122.42</b>	
BUILDINGS MAINTENANCE	J.F. Ahern Co	4,261.00	5 Year Sprinkler System Inspection
BUILDINGS MAINTENANCE	MEI Total Elevator Solutions	1,115.44	Dec-Feb Quarterly Service
		<b>5,376.44</b>	
COUNTY COORDINATOR	McNally, Kris	72.54	Mileage to/from Aitkin for MACA Regional Admin Mtg
		<b>72.54</b>	
COUNTY CORONER	Akkerman Ingebrand Funeral Home	430.00	Removal and Transport
COUNTY CORONER	Hamilton Funeral Homes	830.00	Removal and Transport
COUNTY CORONER	Ramsey County	1,445.00	Post Mortem Exam/Toxicology
COUNTY CORONER	Ramsey County	500.00	Post Mortem Exam/Toxicology
		<b>3,205.00</b>	
COUNTY RECORDER	Government Forms and Supplies	483.23	Birth Certificate Holders
COUNTY RECORDER	IT Savvy	1,869.48	Computers
COUNTY RECORDER	Northstar Computer Forms, Inc.	153.62	Vital Records Paper
		<b>2,506.33</b>	

COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	<u>892.50</u> <b>892.50</b>	Court Appt Attorney Fees
EAST CENTRAL REGIONAL LIBRARY	East Central Regional Library	<u>86,351.62</u> <b>86,351.62</b>	1st Half 2022 Appropriation & Annual Contracted Branch Staff Hours
ELECTIONS	SWIFT	<u>76.94</u> <b>76.94</b>	PVC Mailing 220
ENVIRONMENTAL SERVICES	Bracewell, Earl	86.70	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	McNally, Dennis	84.36	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	O'Brien, Pat	91.38	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Olson, Rhonda	84.36	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Quill	69.96	Address Labeling
ENVIRONMENTAL SERVICES	Sabinash, Douglas	84.36	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Zaudtke, Wayne	<u>78.51</u> <b>579.63</b>	Planning Commission Per Diem & Mileage
FORFEIT TAX SALE	MN Commissioner of Revenue	<u>1,225.00</u> <b>1,225.00</b>	2021 State Deed Fees
HUMAN RESOURCES	Further	612.80	Administrative Fees for January
HUMAN RESOURCES	McNally, Kris	427.50	Commissioner/Dept Head Pro Photos, Britany Brooks Photography
HUMAN RESOURCES	MRA	<u>135.00</u> <b>1,175.30</b>	Compensation Services
INFORMATION SYSTEMS	Association of MN Counties	<u>1,497.00</u> <b>1,497.00</b>	2022 Yearly Dues for MN Counties IT Leadership Association
PROBATION & JUVENILE PLACEMENT	Anoka County Corrections	560.00	East Central RJC - Juvenile Detention
PROBATION & JUVENILE PLACEMENT	BCA/Business Shared Services	150.00	BCA Terminal

PROBATION & JUVENILE PLACEMENT	Marco Technologies, LLC	239.40	Contract Usage Charge
PROBATION & JUVENILE PLACEMENT	RS Eden	20.40	Drug Testing December
		<b>969.80</b>	
PUBLIC TRANSPORTATION	Curtis, Michael	647.48	Volunteer Driver
PUBLIC TRANSPORTATION	DVS Renewal	173.25	Bus & Van License Renewals
PUBLIC TRANSPORTATION	Hoefert, Robert	282.04	Volunteer Driver
PUBLIC TRANSPORTATION	Manthie, Wendy	1,020.83	Volunteer Driver
PUBLIC TRANSPORTATION	MN Public Transit Association	726.00	2022 Operator Membership Dues
PUBLIC TRANSPORTATION	Premium Waters, Inc.	34.44	Bottled Water Supplies
PUBLIC TRANSPORTATION	Stenstrom Collision & Detail	200.00	Car Wash Tokens
PUBLIC TRANSPORTATION	Van Alst, Lillian	137.48	Volunteer Driver
		<b>3,221.52</b>	
SHERIFF	Aspen Mills	440.99	Uniforms
SHERIFF	Aspen Mills	2,969.46	Uniforms
SHERIFF	CW Technology	2,807.99	Computer Hardware
SHERIFF	K-WAY Express Inc.	800.00	Transportation of Squad 911 (peacekeeper) to Fort Riley
SHERIFF	LeadsOnline	2,463.00	Invest. System Service Package
SHERIFF	SHI	783.00	Computer Software
SHERIFF	SIRCHIE	74.08	100 Applicant Print Cards w/ Imprint
		<b>10,338.52</b>	
SHERIFF - DISPATCH	CW Technology	2,807.98	Computer Hardware
SHERIFF - DISPATCH	SHI	783.00	Computer Software
		<b>3,590.98</b>	
SHERIFF - JAIL/DISPATCH	CW Technology	2,807.98	Computer Hardware
SHERIFF - JAIL/DISPATCH	East Central Exterminating	250.00	February Services
SHERIFF - JAIL/DISPATCH	Granite Electronics	383.35	5 x Batteries for Jail Radios
SHERIFF - JAIL/DISPATCH	J.F. Ahern Co	1,325.00	5 Year Sprinkler Inspection
SHERIFF - JAIL/DISPATCH	M&H Appliance	53.70	DVD Player for Jail Orientation

SHERIFF - JAIL/DISPATCH	Marco	91.00	Standard Payment
SHERIFF - JAIL/DISPATCH	SHI	783.00	Computer Software
SHERIFF - JAIL/DISPATCH	Stellar Services	179.79	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	255.64	CANTEEN
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	7,561.66	Inmate Meals 1/8/22-1/21/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,699.06	Inmate Meals 1/1/22-1/7/22
		<b>17,390.18</b>	
STATE FISCAL RECOVERY ARP	Accurate Controls, Inc.	4,684.48	VMS System Upgrade, Part of new camera system in the jail
STATE FISCAL RECOVERY ARP	Gertken, Adam	129.44	Reimbursement - K9 Dog Door
STATE FISCAL RECOVERY ARP	Performance Kennels, Inc.	16,795.00	Patrol Dog Training Course and Basic Equipment Set
STATE FISCAL RECOVERY ARP	Spire Credit Union	399.59	SPIRE Credit Card for K-9 Unit Purchase
STATE FISCAL RECOVERY ARP	Spire Credit Union	1,099.00	SPIRE Credit Card for K-9 Unit Purchase
STATE FISCAL RECOVERY ARP	Spire Credit Union	92.97	SPIRE Credit Card for K-9 Unit Purchase
		<b>23,200.48</b>	
UNALLOCATED	Clifton Larson Allen LLP	7,455.00	FY2021 Audit Services
UNALLOCATED	North TH 65 Corridor Coalition	500.00	2022 Membership Dues
UNALLOCATED	Rupp, Anderson, Squires & Waldspurger, F	39.00	Legal Services
		<b>7,994.00</b>	
VEHICLE POOL	DVS Renewal	38.50	Tabs for '02 Caravan & '09 Impala
		<b>38.50</b>	
VETERAN SERVICES	IT Savvy	1,869.48	Computers
VETERAN SERVICES	Marco Technologies, LLC	754.00	2 Phones
VETERAN SERVICES	Mora Bakery	51.20	Donuts - Coffee Talk
VETERAN SERVICES	NACVSO	50.00	NACVSO Membership 2022
		<b>2,724.68</b>	
<b>74 Claims Totaling:</b>		<b><u>\$ 172,574.38</u></b>	

**Agenda Item #3b**  
**Regular Bills - Road & Bridge**  
**Bills to be approved: 2/1/22**

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
Boyer Trucks	84.22	Repair parts
Central McGowan	80.50	Welding supplies
Cornelius, Jake	139.99	Uniform Allowance
Gopher State One-Call	50.00	Locate
Kanabec County Highway Dept	60.90	Petty Cash, Postage
Mille Lacs County Public Works	1,209.45	Snow plowing 2021 cr 81
MN Department of Transportation	280.56	Payroll inspection
Mora Motor Vehicle	673.75	Vehicle registration
Northern States Supply	130.75	Shop supplies
Northpost	1,897.61	Shop supplies
<b>10 Claims Totaling:</b>	<b><u>\$ 4,607.73</u></b>	



# Agenda Item #4a

February 1, 2022

## REQUEST FOR BOARD ACTION

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

**f. Board action requested:**

### Resolution #\_\_ – 2/1/22

#### SCORE CLAIMS

**WHEREAS** the board has been presented with claims for recycling efforts to be paid from SCORE Funds, and

**WHEREAS** these claims have been reviewed, tabulated and approved by the Kanabec County Solid Waste Officer, and

**WHEREAS** SCORE Funds appear adequate for the purpose;

**BE IT RESOLVED** to approve payment of the following claims on SCORE Funds:

Waste Management	-
Quality Disposal	\$3,640.60
Arthur Township	\$500.00
Total	\$4,140.60

**g. Background:**

Provider	Billed	Paid Amount
QUALITY DISPOSAL (November)	\$3,140.60	\$3,140.60
WASTE MANAGEMENT (November)	-	-
Sub-Total	\$3,140.60	\$3,140.60
<b>Recycling Center Incentive Payments:</b>		
Quality Disposal (November)	\$500.00	\$500.00
Arthur Township (November)	\$500.00	\$500.00
<b>TOTAL PAYMENTS =</b>		<b>\$4,140.60</b>

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

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

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

*Expenditure: 01-391-392-0000-6211 = \$59,095.05*

*Current SCORE Funds balance is = \$54,104.84*

# Agenda Item #4b

February 1, 2022

## REQUEST FOR BOARD ACTION

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

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

### Resolution #\_\_ – 2/1/22

**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 Pheasants Forever for a raffle event to be held at Pheasant Ridge, 1547 Imperial St., Ogilvie, MN 56358 on March 26, 2022.

**f. Background:**

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

<b>Date received in County Coordinators Office:</b>	1/20/22
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**Coordinators Comments:**

## MINNESOTA LAWFUL GAMBLING

## LG220 Application for Exempt Permit

5/15

Page 1 of 2

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: Pheasants Forever

Previous Gambling Permit Number: X-04107-21-030

Minnesota Tax ID Number, if any: 4874648

Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: PO Box 28

City: Cambridge State: MN Zip: 55008 County: Isanti

Name of Chief Executive Officer (CEO): Alex Gerhardsen

Daytime Phone: 218-731-7786 Email: Lillian4@hotmail.com

**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](http://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): Pheasant Ridge

Address (do not use P.O. box): 1547 Imperial St

City or Township: Ogilvie Zip: 56358 County: Kanabec

Date(s) of activity (for raffles, indicate the date of the drawing): Saturday March 26, 2022

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

☐ Bingo\* ☐ Paddlewheels\* ☐ Pull-Tabs\* ☐ Tipboards\*

☒ Raffle (total value of raffle prizes awarded for the calendar year: \$ \_\_\_\_\_)

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

**LG220 Application for Exempt Permit****LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL  
for a gambling premises  
located within city limits**

- \_\_\_\_ The application is acknowledged with no waiting period.
- \_\_\_\_ 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).
- \_\_\_\_ The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

- \_\_\_\_ The application is acknowledged with no waiting period.
- \_\_\_\_ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- \_\_\_\_ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**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.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature: \_\_\_\_\_

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

Date: 1-19-22

Print Name: Alex Gerhardtson

**REQUIREMENTS****Complete a separate application for:**

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

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

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

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

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

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

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

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

**MAIL APPLICATION AND ATTACHMENTS****Mail application with:**

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

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

**Questions?**

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

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



## MINNESOTA • REVENUE

October 17, 2016

MN ID: 4874648  
Letter ID: L1940009280#8WBBMRR  
#0000 0194 0009 2805#  
PHEASANTS FOREVER INC  
1783 BUERKLE CIR  
SAINT PAUL MN 55110-5254**Assigned Minnesota Tax Identification Number 4874648**

PHEASANTS FOREVER INC:

The Minnesota Department of Revenue is updating our system to better serve organizations that are exempt from paying sales tax. As part of the update, we assigned you Minnesota Tax Identification Number 4874648 for use when making exempt purchases.

**Why am I assigned a Minnesota Tax Identification Number?**

We no longer issue five-digit Exempt Status Numbers. This seven-digit Minnesota Identification Number replaces your five-digit Exempt Status Number.

**What do I need to do?**

- Begin using your seven-digit Minnesota Identification Number immediately.
- Give sellers a completed Form ST3, Certificate of Exemption, when you purchase, lease, or rent tangible personal property or services for use in your nonprofit business or for resale. Use your seven-digit Minnesota Tax Identification Number on the form.
- Stop using the five-digit Exempt Status Number.
- Keep a copy of this letter as proof of your nonprofit exempt status.

**What purchases are not included in this exemption?**

- Prepared food, soft drinks, candy, alcoholic beverages, and catered food
- Lodging
- Waste collection and disposal services
- Purchases, leases, and rentals of most motor vehicles
- Gambling equipment and supplies
- 9.2 percent car rental tax and 5 percent car rental fee

**Note:** A contractor may not use your exempt status authorization to purchase materials exempt for use in a lump-sum contract.

**What if I make taxable sales?**

If you make taxable retail sales, you must register to collect and remit sales tax unless the state's fundraising exemption applies or the sales are exempt for other reasons.

600 N. Robert St., St. Paul, MN 55101  
[www.revenue.state.mn.us](http://www.revenue.state.mn.us)An equal opportunity employer  
This material is available in alternate formats.

## Business Record Details »

Minnesota Business Name

**PHEASANTS FOREVER, INC.**

**Business Type**

Nonprofit Corporation (Domestic)

**MN Statute**

317A

**File Number**

V-156

**Home Jurisdiction**

Minnesota

**Filing Date**

08/05/1982

**Status**

Active / In Good Standing

**Renewal Due Date**

12/31/2022

**Registered Office Address**

2345 Rice Street  
Suite 230  
Roseville, MN 55113  
USA

**Number of Shares**

NONE

**Registered Agent(s)**

CORPORATION SERVICE COMPANY

**President**

Howard K Vincent  
1783 BUERKLE CIRCLE  
ST PAUL, MN 55110  
USA

### Filing History

## Filing History

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

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	08/05/1982	Original Filing - Nonprofit Corporation (Domestic)	
	08/05/1982	Nonprofit Corporation (Domestic) Business Name (Business Name: PHEASANTS FOREVER, INC.)	



<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	08/14/1985	Nonprofit Corporation (Domestic) Restated Articles	
<input type="checkbox"/>	01/09/1986	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	03/28/1990	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	09/22/1994	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	04/04/1996	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
	04/04/1996	Nonprofit Corporation (Domestic) Restated Articles	
<input type="checkbox"/>	01/16/2007	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	01/19/2007	Annual Reinstatement - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	6/26/2015	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	

# Agenda Item #4c

February 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Gambling Request	<b>b. Originating Department/Organization/Person:</b> National Wild Turkey Federation
<b>c. Estimated time:</b> 2 Minutes	<b>d. Presenter(s):</b> None

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

### Resolution #\_\_ – 2/1/22

**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 National Wild Turkey Federation for a raffle event to be held at Braham Moose Lodge, 2353 103<sup>rd</sup> Ave, Braham, MN 55006 on May 7, 2022.

**f. Background:**

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

<b>Date received in County Coordinators Office:</b>	1/21/22
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**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: Natural Wild Turkey Federation Previous Gambling Permit Number: X-36142  
 Minnesota Tax ID Number, if any: 06-1714573 Federal Employer ID Number (FEIN), if any: \_\_\_\_\_  
 Mailing Address: 2339 Quail St  
 City: Beaumont State: MN Zip: 55007 County: Kanabec  
 Name of Chief Executive Officer (CEO): Jeremiah Sims  
 CEO Daytime Phone: 612-720-6454 CEO Email: sims.jeremiah@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](http://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): Beaumont Moose Lodge

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

Check one:  
☒ City: Beaumont Zip: 55006 County: Kanabec  
☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

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

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

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

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

# LG220 Application for Exempt Permit

11/17  
Page 2 of 2

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

<p><b>CITY APPROVAL</b> 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>_____</p> <p>Title: _____ Date: _____</p>	<p><b>COUNTY APPROVAL</b> 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>_____</p> <p>Title: _____ Date: _____</p>
---	---

**The city or county must sign before submitting application to the Gambling Control Board.**

**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.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: \_\_\_\_\_ Date: 1-21-22  
(Signature must be CEO's signature; designee may not sign)

Print Name: JOSEPH SIMS

## REQUIREMENTS

### Complete a separate application for:

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

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

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

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

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

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

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

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

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

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

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

### Questions?

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

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

An equal opportunity employer

## Business Record Details »

Minnesota Business Name

**The National Wild Turkey Federation, Inc.**

**Business Type**

Nonprofit Corporation (Foreign)

**MN Statute**

303

**File Number**

625012-2

**Home Jurisdiction**

Virginia

**Filing Date**

09/12/2003

**Status**

Active / In Good Standing

**Registered Office Address**

1010 Dale Street North  
St. Paul, MN 55117  
USA

**Registered Agent(s)**

REGISTERED AGENT SOLUTIONS, INC.

### 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"/>	09/12/2003	Original Filing - Nonprofit Corporation (Foreign) (Business Name: The National Wild Turkey Federation, Inc.)	
<input type="checkbox"/>	10/30/2018	Registered Office and/or Agent - Nonprofit Corporation (Foreign)	

# Agenda Item #5

February 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Resolution Establishing the Appointed Office of County Auditor	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, County Coordinator

**e. Board action requested:**

Adopt the following resolution:

### Resolution #\_\_ - 02/01/22

#### Resolution Establishing the Appointed Office of County Auditor

**WHEREAS**, Minn. Stat. §375A.1205 allows a County Board to appoint certain offices including the County Recorder; and

**WHEREAS**, the County Board of Commissioners recognizes the benefit to having an appointed person in the position of the County Recorder because it promotes efficiency and consistency of County business with an individual qualified to oversee a broad spectrum of complex issues within the Recorder's Office; and

**WHEREAS**, pursuant to Minn. Stat. §375A.1205, Subd. 1, the County Board may appoint a County Recorder under the following circumstances:

There is a signed contract with the County Board and incumbent Recorder that the incumbent officer will be appointed to the position and retain tenure, pay, and benefits equal to or greater than length of service; and

**WHEREAS** the elected Kanabec County Recorder has agreed to enter into an "Employment Agreement" which authorizes the Kanabec County Board of Commissioners (Board) to establish the position of appointed County Recorder, and

**WHEREAS** the January 18, 2022 Meeting of the County Board did provide an opportunity for public comment;

**NOW THEREFORE BE IT RESOLVED** that pursuant to Minn Stat. § 375A.1205, the Kanabec County Board of Commissioners shall render the office of Kanabec County Recorder appointive, effective January 3, 2023.

---

**f. Background:**

Supporting Documents: None: ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

There was no opposition expressed to appointing the County Recorder position during the public hearing on 1/18/22.



# Agenda Item #6

February 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> American Rescue Plan Funding Request #4	<b>b. Origination:</b> American Rescue Plan- Coronavirus Local Fiscal Recovery Fund
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

**Resolution #\_\_ - 2/1/22**

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

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

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

- COVID-19 testing and face-covering supplies for Public Health employees related to the CMS vaccine mandate (not funded by other grants);

**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:**

Supporting Documents: None ☒

Attached:

Date received in County Coordinators Office:

Coordinators Comments:

# Agenda Item #7

February 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Revised 2022 Budget Summary	<b>b. Origination:</b> Auditor/Treasurer's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

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

### Resolution #\_\_-2/1/22 Revised 2022 Budget Summary

**WHEREAS** the Kanabec County Board of Commissioners adopted the 2022 Budget, and

**WHEREAS** the Auditor/Treasurer Office has made recommendations for changes in fund allocations in the Revenue Fund and updates in the Community Health Fund with **no changes to the net levy amount**,

**BE IT RESOLVED** that the Kanabec County Board of Commissioners adopts the Revised 2022 Budget Summary.

---

**f. Background:**

Supporting Documents: None      Attached: ☒

Date received in County Coordinators Office:
--

Coordinators Comments:
------------------------

2022 BUDGET SUMMARY	2021 Net Budgets	2022 Expend	2022 Receipts	2022 from Fund Balance	2022 Net Budget
Assessor	\$ 489,836	\$ 582,554	\$ 99,750		\$ 482,804
Attorney	\$ 578,518	\$ 839,141	\$ 171,900	\$ -	\$ 667,241
Auditor/Treasurer					
Office	\$ 561,411	\$ 666,327	\$ 45,600		\$ 620,727
Elections	\$ 71,640	\$ 96,950	\$ 600		\$ 96,350
Mainframe Expenses	\$ 85,342	\$ 155,409	\$ 22,231	\$ 40,875	\$ 92,303
Auditor/Treasurer Total	\$ 718,393				\$ 809,380
Commissioners	\$ 183,509	\$ 184,705	\$ -		\$ 184,705
Coordinator	\$ 455,121	\$ 719,591	\$ 71,025	\$ 150,325	\$ 498,241
Court Administration	\$ 37,500	\$ 37,000	\$ -	\$ -	\$ 37,000
Law Library	\$ (3,000)	\$ 9,000	\$ 12,000	\$ -	\$ (3,000)
Culture & Recreation	\$ 8,750	\$ 11,000	\$ -	\$ -	\$ 11,000
E Central Reg Library	\$ 161,681	\$ 169,209	\$ -		\$ 169,209
Extension	\$ 85,161	\$ 88,369	\$ -		\$ 88,369
Information Systems	\$ 409,916	\$ 616,495	\$ 43,592		\$ 572,903
Probation					
Office	\$ 369,395	\$ 507,731	\$ 162,217		\$ 345,514
Probation Fees	\$ -	\$ 10,000	\$ 10,000		\$ -
Probation Total					
Public Works					
Building Maintenance	\$ 603,556	\$ 901,929	\$ 57,038	\$ 230,000	\$ 614,891
Environmental Services					
Office	\$ 105,623	\$ 229,775	\$ 107,218		\$ 122,557
Water Plan	\$ -	\$ 15,071	\$ 15,071		\$ -
Wetlands	\$ -	\$ 25,103	\$ 25,103		\$ -
Shorelands	\$ -	\$ 4,090	\$ 4,090		\$ -
ISTS	\$ -	\$ 18,600	\$ 18,600		\$ -
Env. Services Total	\$ 105,623				\$ 122,557
Sanitation	\$ -	\$ 127,423	\$ 87,115	\$ 40,308	\$ -
Surveyor	\$ 7,500	\$ 5,500	\$ -	\$ 3,000	\$ 2,500
Public Works Total					
Recorder	\$ 39,533	\$ 243,650	\$ 170,100	\$ -	\$ 73,550
Sheriff					
Law Enforcement	\$ 1,621,095	\$ 2,935,177	\$ 1,009,233	\$ 100,000	\$ 1,825,944
Boat & Water	\$ -	\$ 3,895	\$ 3,895	\$ -	\$ -
Snowmobile	\$ -	\$ 4,410	\$ 4,410	\$ -	\$ -
ATV	\$ -	\$ 3,154	\$ 3,154	\$ -	\$ -
Reserves	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ -
Coroner	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ 40,000
Emergency Mmgmt	\$ 17,056	\$ 34,202	\$ 17,056	\$ -	\$ 17,146
Jail/Dispatch.	\$ 3,052,663	\$ 3,335,766	\$ 146,056	\$ -	\$ 3,189,710
E-911 System	\$ -	\$ 180,000	\$ 180,000	\$ -	\$ -
Sheriff's Total	\$ 4,730,814				\$ 5,072,800
Transit	\$ (0)	\$ 1,064,493	\$ 1,064,493	\$ -	\$ -
Unallocated	\$ (2,026,160)	\$ 1,177,142	\$ 2,860,016	\$ 450,000	\$ (2,132,874)
Veteran's Services	\$ 107,790	\$ 143,008	\$ 13,000	\$ 3,000	\$ 127,008
Revenue Fund Totals	\$ 7,063,436	\$ 15,193,869	\$ 6,432,563	\$ 1,017,508	\$ 7,743,798
Road & Bridge Fund	\$ 1,933,361	\$ 7,372,189	\$ 4,955,612	\$ 618,075	\$ 1,798,502
Family Services Fund	\$ 2,258,822	\$ 6,346,205	\$ 4,080,900	\$ -	\$ 2,265,305
Community Health Fun	\$ 393,091	\$ 3,067,301	\$ 2,655,277	\$ 200,000	\$ 212,024
EDA Fund	\$ 150,000	\$ 168,200	\$ 8,200	\$ 10,000	\$ 150,000
Railroad Authority	\$ 917	\$ 1,025	\$ 100	\$ -	\$ 925
Bond Fund	\$ 1,034,024	\$ 1,040,314	\$ -	\$ -	\$ 1,040,314
Net Levy 2021:	\$ 12,833,651	\$ 33,189,103	\$ 18,132,652	\$ 1,845,583	\$ 13,210,868
			NET LEVY 2022=		13,210,868
2020 CPA= \$1,194,206				REVISION DATE:	1-20-2022- D.S.
2021 CPA= \$1,191,242					
2022 CPA= \$ 1,183,396					
		Current % =	2.94%		

**Resolution #\_\_\_\_\_ – 2/1/22**

**Resolution to Update the Maximum Levy and Final Budget for 2022**

**BE IT RESOLVED** that the Kanabec County Board of Commissioners adopts the Revised 2022 Budget Summary:

<b>FUND</b>	<b>2022 FINAL BUDGET</b>	<b>2022 MAXIMUM LEVY</b>
<i>a.</i> Revenue Fund	15,193,869	7,743,798
<i>b.</i> Family Services (Welfare) Fund	6,346,205	2,265,305
<i>c.</i> Community Health	3,067,301	212,024
<i>d.</i> Road & Bridge Fund	7,372,189	1,798,502
<i>e.</i> Railroad Authority Fund	1,025	925
<i>f.</i> Debt Service – Tax Capacity based ( <i>not including market value levy</i> ) “ <i>Building Fund</i> ”	1,040,314	861,574
<i>g.</i> SUB-TOTALS ( <i>total of a. through f.</i> )	33,020,903	12,882,128
<i>i.</i> + Debt Service For Market Based Referendum Levy		\$178,740
<i>ii.</i> + EDA Levy		\$150,000
<i>j.</i> TOTAL PRELIMINARY PAYABLE Y2022 LEVY (total= <i>f</i> + <i>i</i> + <i>ii</i> )		<b>\$13,210,868</b>

**BE IT FURTHER RESOLVED** that \$861,574 of the debt service tax capacity based and all of the market value based of \$178,740 are dedicated to debt service.

**BE IT FURTHER RESOLVED** that the budget reflects revenue of **\$1,183,396** in County Program Aid.

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Les Nielsen, Board Chair

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Kris McNally, Board Clerk

# Agenda Item #8

February 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> MOU with 107	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kris McNally, County Coordinator

**e. Board action requested:**

**RESOLUTION #\_\_\_\_-2/1/22**

WHEREAS the Local 107 has presented a Memorandum of Understanding (MOU) for the County's new PTO purchase-back program; and

WHEREAS this MOU provides for consistency with other bargaining units' and non-union employees' benefits;

THEREFORE BE IT RESOLVED to approve this MOU and to authorize the Board Chair to sign.

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**f. Background:**

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

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

### Memorandum of Understanding

The Memorandum of Understanding (MOU) is between Kanabec County (County) and Law Enforcement Labor Services, Inc., Local 107 (Union).

WHEREAS, the County and Union are parties to a 2022-2024 Collective Bargaining Agreement (CBA); and

WHEREAS, both the County and the Union have a vested interest in the well-being of employees while also understanding and appreciating the value of accrual and maximum retention of Paid Time Off (PTO), as listed in Article 19 of the CBA.

WHEREAS, both the County and the Union are aware that other County employees have the ability to sell back accrued PTO to the County .

NOW THEREFORE, the County and Union agree to the following:

1. Employees who have used at least 50% of their total annual PTO accrual may sell back a maximum of forty (40) hours of their remaining PTO balance to the County once each year.
2. The request must be submitted on or before November 30<sup>th</sup> of each year to be paid out in a December payroll.

This MOU represents the complete agreement of the parties.

For the County:

\_\_\_\_\_

Dated: \_\_\_\_\_

For the Union:

\_\_\_\_\_

Joel Stevens, Union President

Dated \_\_\_\_\_



Rick Mathwig, Business Agent

Dated 1-27-22