



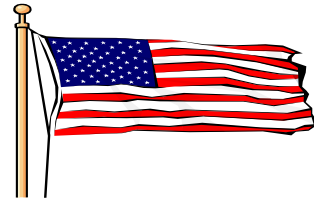
# Kanabec County Board of Commissioners

## Regular Meeting Agenda The Meeting of February 15, 2022

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

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

Telephone call-in number for public access: 1-408-418-9388  
Access Code: 2485 933 9178



### **Video Meeting link:**

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=mad2884f9b11e5e965bbbf137fc18d3aa>

Meeting number: 2485 933 9178

Password: ptRqjFzT582

**To be held at:**      **Kanabec County Courthouse  
Basement Meeting 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.**

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

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

- 9:00am    a. Pledge of Allegiance  
            b. Agenda approval
- 9:05am    Recess county board to a time immediately following the FSB.  
            **Family Services Board**
- 9:35am    Denise Snyder, Auditor Treasurer-  
            a. Timber Permit Extension Request  
            b. Resolution to Set Wages for Election Judges
- 9:45am    Chad Gramentz, Public Works Director- Architectural Agreement for Demolition  
            of Old Jail and Building of Vestibule
- 10:00am    Heidi Steinmetz, EDA Director and Ken Demlow, HR Green Fiber & Broadband-  
            a. Broadband Feasibility Study Presentation  
            b. Letter Supporting East Central Energy's pursuit of installing broadband  
            throughout its service territory

- c. Recommendation for Appointment of City of Mora Representative to EDA Board

**10:30am Public Comment**

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

Access Code: 2485 933 9178

10:45am Tina Von Eschen, Assessor- Request for Welia Property Tax Abatement

11:00am Susan Shaw, Mille Lacs Soil and Water Conservation District and Deanna Pomije, Kanabec County Soil & Water District Manager – Rum River 1 Watershed  
1 Plan Comprehensive Plan

11:15am Brian Smith, Sheriff – a. Request to Hire a Deputy above Step A  
b. Medical Examiner's 2021 Report

11:30am Kris McNally, Coordinator- ARPA Request #5

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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. SCORE Claims
5. Committee Appointments (Continued)
6. Resolution Request to Designate ARPA State and Local Fiscal Recovery Funds as Lost Revenue
7. Request for 2022 Help America Vote Act (HAVA) Grant Authorization
8. DNR Land Donation Acceptance
9. Kanabec County Comprehensive Plan Ordinance Status
10. Policy Update: Kanabec County Purchasing Policy A-119
11. Notice of Intent to File for Election – Auditor Treasurer
12. Notice of Intent Not to File for Election- Recorder
13. Commissioner Reports
14. CLOSED SESSION: Attorney Client Privilege—(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
15. Future Agenda Items
16. Discuss any other matters that may come before the County Board

ADJOURN

## **Kanabec County Family Services**

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

### **Kanabec County Family Services Board Agenda February 15, 2022 9:05 a.m.**

- 1. Agenda Approval** **Pg. 1**
  
- 2. K.C. H&HS Advisory Committee Chair, Charlie Strickland, Jr.**
  - Advisory Committee Chair's report**
    - a. Mission of New Advisory Committee
      - See attached Powers and Duties **Pg. 2**
    - b. De Facto Leadership "without lawful authority" Conversation
    - c. Advisory Committee Supporting Documents
      - See attached emails **Pg. 3-5**
    - d. Advisory Committee 2022 Membership
      - Action requested **Pg. 6-7**
      - see attached Membership List and resolution
  
- 3. Director's Report** **Pg. 8**
  - Staffing -- Ongoing**
  - Number of Children in Placement**
  
- 4. Family Services 4<sup>th</sup> Quarter 2021 report** **Pg. 9-21**
  - See attached report**
  
- 5. Welfare Fund Report** **Pg. 22**
  - See attached report**
  
- 6. Financial Report** **Pg. 23**
  - See attached report**
  
- 7. Abstract Approval** **Pg. 24-27**
  - See attached abstract and board vendor paid list**
  
- 8. Other Business**
  
- 9. Adjourn**



## Kanabec County Health & Human Services Advisory Committee

A.

### **POWERS AND DUTIES**

The Advisory Committee shall exercise all lawful powers necessary and incidental to the implementation of the purposes and powers set forth in Minnesota Statute 402.03, including, but not limited to the adoption of the by-laws to govern the functioning of the Committee, provided that no by-law or action of the committee shall be contrary to the resolution(s) issued by the Kanabec County Human Services Board/K.C. Board of Commissioners.

A.

Mr. Hurd:

As a member of the Executive Committee (H&HSAC), I met with you because you requested a action from the committee, after your appears before the Family Services Board on 21 December 2021. But, I came to the meeting to talk about a comfortable setting for "partnership" in the year "2022," between Family Services and the Advisory Committee. After stating what I believe was needed: "information about Human Services that should flow better," You went into informing me what you did not like about some issues, which was passed-in-motion by the Advisory Committee (under Robert's Rules of Order: Article 12.1 of the By-Laws). You should know me, after approximately three (3) years, I am a rules, laws and regulations guy. This country is build on laws....right?

Honestly, the County "Human Services Board", under M. S. 402.03, have not meet in public since I have been a committee member; you should be fully aware that the Advisory Committee operates under four documents: Minnesota Statute 402.03; County Commissioners' Resolutions; Robert's Rules of Order and the Advisory Committee By-Laws.

During our meeting you requested the committee change its meeting date. After returning to my office and researching your request I must inform you that it, the date, cannot be changed at this late date. The second issue you had was the terms of members, that too, is a none starter at this time for the AC.

We must pride ourselves in offering the best information and customized view points in health services for the people of this county. It appears that a change in tone and relationships have appeared, since the departure of our former County Chair, as if by error; someone or something, had injecting wokeness into health care relationships, that is not good...period!

For the past 6 weeks, I believe I had a good working relationship between all parties listed. But in two meetings at the end of this month, it appears that relationship is moving backward to the good old days of forced power of control. I pray you take a moment and see what is good in a advisory committee that is made up of lay people, (8) that belongs to the freedom of the community...no government or group, we are just taxpayers; taking the time in life to actively participate and make recommendations, if needed.

In closing, each of us have a duty to serve the interest of the people, in the county; some with government pay and some without pay, all without the fear of lost control of power. I could be appoint Chair of H&HSAC for 2022. If I am, my goal is to make it fun and respectability to be a member of the advisory committee, in accordance with the four documents. We must both understand our duties. I hope to work with you well in 2022.

I am Charlie Strickland, Jr. USMC Ret.,  
Secretary H&HSAC

Hi Charlie,

I am not sure what happened from the end of the meeting we had to this email. I thought it was a productive meeting in that we both wanted a fully prepared message from the Advisory Committee on the group membership and chair recommendation for the Board in January.

The Board of Commissioners require items that are to be brought to the Board to be placed on the Family Services Board Agenda with any related documentation/information to be provided to them the Thursday afternoon before the upcoming board meeting. What I had planned to submit as part of my board packet would include the language of MN Statute 402.03 which states "Up to one half of the terms of the initial advisory committee may be for one year: upon their expiration all terms shall be two years." A list of potential members recommended by the committee. The action requested of the Board is to appoint members to fulfill the Statute and to appoint a Chairperson. The presentation of this information to the Board can be done by a member of the Advisory Committee or me, whichever the Advisory Committee prefers but the information needs to be included in the Board Packet due to the Coordinators office the Thursday prior to the scheduled Board of Commissioners meeting.

Kris followed up with the outcome of the county advertising for interested people. You had said she had a list. I just wanted to make sure if there was a list of interested people they would have a chance to serve. We have talked over and over about what I would like from this advisory committee. I have gone to great length not to in anyway control the committee or force anything. Once again my desire is to hear about the needs in our community and issues with our services. The prescribed makeup of the advisory committee being recipients, providers and the community members hopefully will give more voices to assist us in the operation of our county services and programs. As always if you have any issue please let me know.

Chuck

Why immunity....

I have searched the 4 documents that the Advisory Committee follows, and can not find any that covers some of the issue found in the email from Chuck. This "thing" that keep this, a driveability mushroom raising its head, is Fear, control & power! So follow along with me for a moment, as we attack this issue head on.

Chuck, I had tried to show you, tell you, as an free outsider, that the Health & Human Services Advisory Committee is not your to command. You have no say in how the Commttee's interal affairs are conducted. You know the committee's work is within the rules of the 4 Documents. If you think they are not -- charge us before the commissioners and ask them to removed us!

But, you are fully aware that the issue of terms for members were discussed at our October meeting, it was voted on and passed. The ranking member voted! The ranking members of the committee did their job as members and you have no right to make it an issue now, That is my opinion. It is also part of the Advisory Committee By-Laws passed by the Commissioners. Our collaborations should be on the benefit needs of Kanabec County in health services. The Chair/Committee and the directors should be viewed as three parts working as one in discussions on health, in accordance with the Statute; that created this one of a kind COMMITTEE of ranking lay people. 8/4.

I believe the Advisory Committee should have the right to appear before the "Human Services Board" on its own merit, if the committee have something to discuss. Where is it in writing that the Committee is a second class unit to Family Services (Board)? Why can't the Committee be heard during the kathryn's (Board) monthly hearing? I heard someone say today, the committee must wait for the second Board..why? Look at the record, No Human Services Board meetings. Why? Who is it benefiting? The Statute say the Committee has a direct line to the Human Services Board. Why the fear, why and what is the fight for? Control? But, why?

I said the Coordinator could have a list of new members because of her ad in the paper. I learn today she do not. She tried, I had asked her for it and thank her for her efforts. As a backup, Jack and I found interesting people.

Chuck, you stated the following "I have gone to great length not to in anyway control the committee or force anything." Are you joking me? I been around you for three years, three years! Are you now trying to force something like "terms" on members. The word "Toxins" sometimes can be used when a person is fighting for something they believe in so hard. Sometimes, we all need to become immunity from the words of others. My goals for us: follow the four documents to perform our duties. I know I will.

I am, Charlie

Kanabec County Health & Human Services Advisory Committee  
The following individuals are recommended for Committee membership.

Term in yrs	Name	Organization
Recipients of Service (4)		
3	Jenny Danielson	Recipient of Service
3	Randy Hall	Recipient of Service
3	Carol Peterson	Recipient of Service
3	Charlie Strickland, Jr	Recipient of Service
Citizens of the County (4)		
2	Jack Doughty	Citizen
1	Dave Montray	Citizen
1	Taryn Nyblom	Citizen
	VACANT	Citizen
Providers of Service (up to 4)		
3	Bob Benes	Lakes and Pines CAC, Inc.
3	Desi Panek	7 County Senior Federation
3	Diane Bankers	Welia Health
1	Sadie Broekemeier	Recovering Hope
Kanabec County Human Service Board		
3	Les Nielsen	County Commissioner Rep. from Corrections Advisory Board
Ex Officio		
3	Chuck Hurd	Family Services Director
3	Kathy Burski	Community Health Director
3	Kathy Belsheim	Ogilvie Schools Superintendent
2	Dan Voce	Mora Schools Superintendent
	VACANT	Mora City Administrator
2	Gary Baker, City council member	Representative designated by City of Ogilvie

Respectfully submitted,

/s/ charlie strickland jr

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Charlie Strickland, Jr.  
2022 Chairman  
Kanabec County Health & Human Services Advisory Committee

**Resolution # FS 2/15/22**  
**KCH&HSAC 2022 Membership List resolution**

**WHEREAS**, the STATE of Minnesota, pursuant to Minnesota Statute, Section 402.03 requires Human Services Boards to appoint representatives to an advisory committee to participate in the formulation of the plan for the development, implementation, and operation of the programs and services by the board, and

**WHEREAS**, a list of willing participants has been prepared and submitted to this board for approval, and

**WHEREAS**, the KCH&HSAC Chairman is recommending approval of the KCH&HSAC membership list as submitted.

**THEREFORE BE IT RESOLVED** the Kanabec County Human Services Board approves the KCH&HSAC membership list as presented to serve per the Bylaws of the advisory committee.

## **Family Service Director's Report**

### **February, 2022**

#### **Staffing**

Office Support Specialist interviews are being held this week. There are numerous qualified applicants. This is the first position we will hire without the Merit System process.

#### **Ongoing Update on Number of Children in Placement**

Last month we had 19 children in our care in out of home placements. We have 23 children in care this month compared to 15 last year for the same month.

**Kanabec County Family Services**  
**4th Quarter 2021 Report**

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**FINANCIAL ASSISTANCE**

**Preparer:** Tim Dahlberg

**A. Major Highlights**

- The Case Aide and Front Desk staff have continued to do well in taking care of items that are time sensitive and need to be handled physically.

**B. Challenges/Concerns**

- We have had some movements as far as staffing is concerned. We have an Eligibility Worker opening in our adult programs area as Lisa Goranson has moved into the open Child Support and Collections Officer/Fraud Prevention position. This opening has been filled by Mistea Roeschlein, current Case Aide within the financial assistance unit. The internal filling of this position has us set to interview for the now open Case Aide position early 2022.
- We continue to monitor for PHE (public health emergency) program changes. Certain program waivers have been lifted, but others have been extended.

**C. Looking Ahead**

- We look forward to Mistea transitioning into her new role as Eligibility Worker. It is planned for her to attend her beginning DHS trainings in January 2022.

<b>Program Totals as of 12/31/21</b>		
<b>Program</b>	<b>Active Cases</b>	<b># of Persons Active</b>
MN Family Investment Program (MFIP)	76	196
Diversionary Work Program (DWP)	6	20
General Assistance	90	90
MN Supplemental Assistance	75	76
Housing Supports (Formerly GRH)	77	77
Food Support (SNAP)	778	1283
Medical Assistance and/or Medicare Savings Programs (MAXIS)	861	894
Medical Assistance (METS) *as of 01/05/2022	1843	3649
MinnesotaCare (County Serviced) * as of 01/05/2022	113	154

## **Kanabec County Family Services**

### **4th Quarter 2021 Report**

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#### **CHILD SUPPORT**

**Preparer:** Tammy Owens and Tim Dahlberg

**A. Major Highlights**

- The team continues to meet nearly every morning virtually. This has helped us stay connected as a team. We plan to continue doing this indefinitely.
- We attended the virtual MFSRC conference while in-office together.

**B. Challenges/Concerns**

- Stephanie, Child Support and Collections Officer/Fraud Prevention, moved into a position within the 10<sup>th</sup> Judicial District. This has left a specialized role within the agency to be filled.
- Suppressions of our enforcement remedies have begun to be lifted. This will allow us to take stronger action, if necessary, in ensuring payment of child support. We've already been able to find success in utilizing these to ensure payment.

**C. Looking Ahead**

- Lisa Goranson has moved into the Child Support and Collections Officer/Fraud Prevention opening. We look forward to her completing her trainings and getting caught up to speed in her new position.

\*We are gearing up to handle COLA (cost of living adjustment) actions that will start in January and be completed by the end of March.

#### **ACCOUNTING UNIT**

**Reporter:** Cheryl Jenkins

**A. Major Highlights**

- Stephanie Klemz resigned from her position as Fraud/Collections Officer.
- Lisa Goranson was promoted to the Fraud/Collections Officer position.
- All Fiscal staff are working to ensure that accounting changes due to COVID-19 across all systems are correct and updated timely.
- The Substance Use Disorder for Institution for Mental Disease (IMD) calculation total amount due was calculated and credited accurately.
- All annual and quarterly reports were completed by their due dates.
- The 2022 Family Services Budget was approved.

## Kanabec County Family Services

### 4th Quarter 2021 Report

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#### B. Challenges and Concerns

- We continue to track the IV-E Children's Residential Facility payments that are currently not reimbursed.
- We are still keeping an eye on our fund balance. It remains on the low side. We are also reviewing ways to enhance our revenues.
- Ensuring that all changes to all systems are accurate and up to date given the many changes that happen with COVID-19.

#### C. Looking Ahead

- Changes that will need to be made to the systems when the waiver modifications end.
- Starting work on the annual audit.

#### D. Fiscal Fraud/Collections

- Lisa will begin training both in-person and on-line.
- For calendar year 2021 the following amounts were collected:

Type	Amount	County Portion	Number of Cases
Fraud	\$995.00	\$348.25	5
Estate (MA)	\$193,372.37	\$48,343.09	23
Estate (GA)	\$35,340.04	\$8,835.01	4

### ADMINISTRATIVE STATISTICS

AREA	1/1/2021 to 3/31/2021	4/1/2021 to 6/30/2021	7/1/2021 to 9/30/2021	10/1/2021 to 12/31/2021	Year to Date Data	2021 Approved Budget
Revenues - Income Maintenance						
State Sources	52,128	54,257	90,132	83,254	279,771	195,332
Federal Sources	246,123	242,574	222,587	239,385	950,669	1,109,608
Other Sources	87,007	119,582	16,934	40,567	264,090	127,350
Fund Balance-Planned Use					-	
Total	385,258	416,413	329,653	363,206	1,494,530	1,432,290

Expenditures - Income Maintenance

## Kanabec County Family Services

### 4th Quarter 2021 Report

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Public Aid	137,061	129,109	165,657	117,303	549,130	490,100
Personal Services	305,239	308,908	357,617	343,495	1,315,259	1,307,169
Services & Charges	83,552	33,771	34,112	40,397	191,832	199,057
Direct Materials	454	604	1,320	1,041	3,419	4,650
Other Expenses					-	
Total	526,306	472,392	558,706	502,235	2,059,639	2,000,976

#### Revenues - Social Services

State Sources	96,780	210,413	500,993	93,109	901,295	883,353
Federal Sources	305,881	344,554	269,360	275,419	1,195,214	1,157,579
Fees for Services	53,295	60,416	121,545	67,512	302,768	118,000
Other Sources	66,810	119,008		119,275	305,093	369,650
Fund Balance-Planned Use					-	
Total	522,766	734,391	891,898	555,315	2,704,370	2,528,582

#### Expenditures - Social Services

Public Aid	402,819	391,777	440,577	387,455	1,622,628	1,686,130
Personal Services	515,491	525,114	607,924	597,563	2,246,092	2,281,033
Services & Charges	60,281	34,241	49,716	57,529	201,767	245,455
Direct Materials	710	1,115	1,431	1,762	5,018	6,100
Other Expenses					-	
Total	979,301	952,247	1,099,648	1,044,309	4,075,505	4,218,718

#### Revenues - IM & SS

State Sources	148,908	264,670	429,671	176,363	1,019,612	1,078,685
Federal Sources	552,004	587,128	269,360	514,804	1,923,296	2,267,187
Fees for Services	53,295	60,416	75,343	67,512	256,566	118,000

## Kanabec County Family Services 4th Quarter 2021 Report

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Other Sources	153,817	238,590	121,545	159,842	673,794	497,000
Fund Balance-Planned Use						
Total	908,024	1,150,804	895,919	918,521	3,873,268	3,960,872
Expenditures - IM & SS						
Public Aid	539,880	520,886	440,577	504,758	2,006,101	2,176,230
Personal Services	820,730	834,022	607,925	941,058	3,203,735	3,588,202
Services & Charges	143,833	68,012	49,553	97,926	359,324	444,512
Direct Materials	1,164	1,719	3,666	2,803	9,352	10,750
Other Expenses						
Total	1,505,607	1,424,639	1,101,721	1,546,544	5,578,511	6,219,694

### **CHILD PROTECTION**

#### **A. Major Highlights:**

- Children have been able to continue with in-person learning at the school.
- Staff continues to work from home and this has proven to be successful in providing children and families quality services even as cases have increased.
- Toys for Tots was a success and staff were able to help with the distribution along with assisting families in utilizing this program.

#### **B. Trainings:**

- Staff participated in the following trainings:
  - Permanency WebEx with DHS
  - MSSA Regional Meeting
  - Relative Search Webinar with DHS
  - Strategic Planning
  - Pandemic Support for Older Foster Kids
  - St. Louis County Health and Human Services Conference

#### **C. Challenges/Concerns:**

- Limited resources and waiting lists present a challenge to address the needs of clients.
- Chronic chemical use/abuse in the county and its exposure children.

## **Kanabec County Family Services**

### **4th Quarter 2021 Report**

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- Truancy and Educational Neglect concerns for families that may be using the pandemic as an excuse, which has put many children in danger of falling behind in their education.
- Changes to access of services due to COVID and clients' inability to adopt to be able to access services.
- Recent changes to court hearings and the new PICK schedules. Court hearings are virtual which has reduced the opportunity to meet directly with the clients and their attorneys along with the loss of their sense for urgency to importance of the court process and timelines. Because of this there have been many delays making the court process longer for families and children, especially those in placement.

#### **D. COVID-19 Pandemic**

- This continues to be a concern and has significantly changed the way we are able to interact with families safely. There are still limitations of services and restrictions because of COVID and recent concerns in the increase in cases in our community. We continue to do our best to social distance, mask when appropriate, screen home visits for symptoms and communicating with supervisors to stay up to date on changes to help reduce the risk of further spreading COVID.

#### **E. Looking Ahead:**

- Increase in Educational Neglect and Truancy cases in the coming year.
- Concern for increase in COVID cases in the community and the effects on families and services.
- MSSA training in Minneapolis

## **CHILDREN'S MENTAL HEALTH**

#### **A. Major Highlights:**

- One youth changed placement locations
- One youth discharged from treatment due to facility closing.
- One youth remains in voluntary placement for treatment and one for extended foster care.
- COVID 19 waivers for contact types were reinstated this quarter.
- Alissa started participating in Kanabec County Suicide Prevention Strategic Planning Cohort. This group meets monthly for 1 year.
- A Youth has been missing/runaway since June 2021.

#### **B. Trainings**

## Kanabec County Family Services

### 4th Quarter 2021 Report

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- Alissa and Linda training highlights include attending St. Louis County Health and Human Services Conference. Workers also participated in trainings about Sexually Exploited Youth (SEY), Families First Prevention Act, self-harm behaviors, and the impacts of COVID on children's mental health.

#### C. Challenges/Concerns:

- We are still struggling to get required assessment instruments (Child and Adolescent Service Intensity Instrument and Strengths and Difficulties Questionnaire) from therapists.
- Changes in contacts as COVID 19 continues to impact the delivery of case management services.
- There were 26 children's mental health intakes in 2021 and 26 in 2020.
- Caseloads have been increasing along with the intensity of client needs. One youth was in the hospital 10 plus times during this period.
- Youth needing higher levels of care are having difficulty accessing this due to available resources for youth with acute needs.

#### D. Looking Ahead:

- Family First Prevention Services Act will change many aspects of our out of home placements process. This took effect 9/30/2021 and we have not needed to use this process yet.

Trends of increased needs of clients will likely continue to impact our work over the next quarter.

<u>Children's Services Statistics</u>	January 2021 - March 2021	April 2021 - June 2021	July 2021 - September 2021	October 2021 - December 2021
<b>Child Protection (CP)/Child Welfare (CW)</b>				
CP/CW intakes				
o Opened for assessment	36	34	20	25
o Screened out (CP only)	55	36	49	84
• Assessments & investigations	43	28	36	47
• Case management	109	108	30	28
• Open CHIPS court files (per child)	21	28	26	25
• Open Adoption Cases	0	3	3	4
• Completed Adoptions	0	0	0	0
<b>Parent Support Outreach Program (PSOP)</b>				
• PSOP intakes	2	4	2	1
• Opened for case management	0	0	1	0
<b>Children's Mental Health (CMH)</b>				
CMH intakes				
o Opened for case management	11	3	4	6
o Screened out	0	0	0	0
• Case management (per child)	46	27	52	53
<b>❖ Out of Home Placements</b>				
• Children's services placements	26	27	29	23
• Trial home visits	1	0	0	1
• Pre-adoptive/Pre-kinship home	4	1	4	4
• Extended foster care (Age 18-21)	1	1	1	1
• Probation placements	1	2	2	0

## **Kanabec County Family Services**

### **4th Quarter 2021 Report**

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### **ADULT MENTAL HEALTH**

**Reporters:** Cassie Dahlberg, Kurt Seidel

**A. Major Highlights**

- The Mental Health Unit continued to support each other as one worker resigned and another was on FMLA for a significant portion of the quarter.

**B. Training Attended**

- None

**C. Challenges and Concerns**

- Housing support services have assisted many in our community but there is a significant provider wait list with new referrals seeking this service.

**D. Trends**

- The level of disruption in the community due to Covid-19 has continued to impact residents. Supports continue to be available mostly online which has helped those without reliable transportation but has hurt those who require in-person connections.
- Staff are meeting with people as situations allow and helping to arrange alternatives when barriers to coordinated services are presented.

**E. Looking Ahead**

- All indicators are that as COVID affects ease, we will see more clients who are suffering from increased Mental Health over the next couple of years. We will also be seeing decreased higher level of supports. This will result in more challenging work for our agency.

### **COMMUNITY SUPPORT PROGRAM**

**Reporter:** Rhonda Bergstadt

**A. Major Highlights**

- Holiday celebrations were held this year and it was wonderful to be able to offer this for my people. Many of these people live on very little and do not have family locally, we are able to fill that void for them.
- Due to pandemic, socialization has been lacking in our community. Weekly groups (following safety precautions) have been utilized to build a community.

**B. Training Attended**

## **Kanabec County Family Services**

### **4th Quarter 2021 Report**

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- I continue to complete research and training as needed to offer the best and most effective treatment to those I serve.
- Attended St. Louis Count Health & Human Services conference. Trainings attended including recovery and breaking addiction cycles, person centered planning to assure each person's needs are met, as well as brain health.

#### **C. Challenges and Concerns**

- Pandemic, chronic illness, aging, time, weather, heating season with high bills, inflation, housing shortage and high cost of rentals, local doctors leaving the area which requires new professionals, lack of PCA staff to meet needs of community.

#### **D. Looking Ahead**

- High inflation is making budgeting a major project for everyone in the future. Those on a fixed budget must learn to live within their means.

#### **E. Trends**

- Shortage of PCA staff. This is typically a low pay, high stress and physically demanding job. Other local jobs are offering comparable pay with better hours and less work.

### **DD CASE MANAGEMENT ADULT PROTECTION VULNERABLE ADULT**

**Reporter:** Kelly Mitchell, Chelsey Bottelson

#### **A. Major Highlights**

- Clients back to work at Day Programs
- Changes to the waiver system.
- All Clients eligible for the Covid Vaccine
- Clients able to get back to some in-person therapy services versus just telemedicine or phone.

#### **B. Training Attended**

- Staff attending online Convene trainings regarding various job related topics as well as completing professional reading and research.

#### **C. Challenges and Concerns**

- Vocational Rehab and employment services are having a hard time finding places to conduct employment training due to COVID-19.

## Kanabec County Family Services

### 4th Quarter 2021 Report

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- There continues to be a need for SILS and PCAs in the area. There has been a wait list for individuals waiting for those services.
- Day programs having trouble getting new client's started due to not being able to find staff to hire.
- Beginning case reviews in preparation for audits.
- Continued lack of transportation and volunteer drivers.

#### D. Looking Ahead

- The launch of MNChoices 2.0

#### E. Trends

- Families seem to be moving around more. There has been an increase in transfer cases both incoming and outgoing.
- Increase in referrals to autism specific programs.
- Need for respite.
- Low workforce in direct care services.

## LICENSING

**Reporters:** Tonya Burk, Danielle Linkert, Ashlee Lovaas

#### A. Major Highlights

	Family Child Care	Child Foster Care	Adult Foster Care
<b>Last Quarter's No. of Providers</b>			
New Licenses	1	2	
Relicensing	3	1	6
Off Year Visits	1		
Change of Premise			
Pending Applications			
Correction Orders	2		2
Negative Actions			
Extensions			
Investigations	1		
Closed Licenses			
Orientation provided for (number of persons)	1	0	0
Total Number of Providers in Kanabec County	27	14-child 1-child Corporate	8-Adult 13-Corporate

## **Kanabec County Family Services**

### **4th Quarter 2021 Report**

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#### **B. Training Attended**

- Monthly Child Care Licensor Call in Webex
- Monthly DHS child care software trainings
- Monthly DHS Foster Care Webinar

#### **C. Challenges and Concerns**

- New Background Study and process
- Child Care homes possibly closing
- No new applicants for Child Care
- Child Cares temporarily closing due to positive COVID cases

#### **D. Looking Ahead**

- We typically see an increase in applications in the spring

#### **E. Trends**

- Face to Face/In home licensing visits required by DHS

## **AGING SERVICES CARE COORDINATION**

**Reporter:** Aliina Olson and Krista Eye

#### **A. Major Highlights**

- Completing initial assessments and reassessments with clients in their homes.

#### **B. Training Attended**

- Work on MNCHOICE training through DHS Trainlink to become certified assessors for new system for assessments.

#### **C. Challenges and Concerns**

- Our clients needing more help in the home such as PCA services or HHA services and the lack of providers and employees to fill these hours and positions needed. Transportation is also becoming more of a barrier, as SCHS is unable to find transportation for many of our client's appointments.

#### **D. Trends**

- Growth of this case load and clients turning 65.

#### **E. Looking Ahead**

## Kanabec County Family Services 4th Quarter 2021 Report

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- Implementing the new MNCHOICE model for our assessment/reassessment and care plan piece with SCHA in 2022.

**Case Load Total-144**

**New- 13**

### **SOCIAL SERVICES STATISTICS**

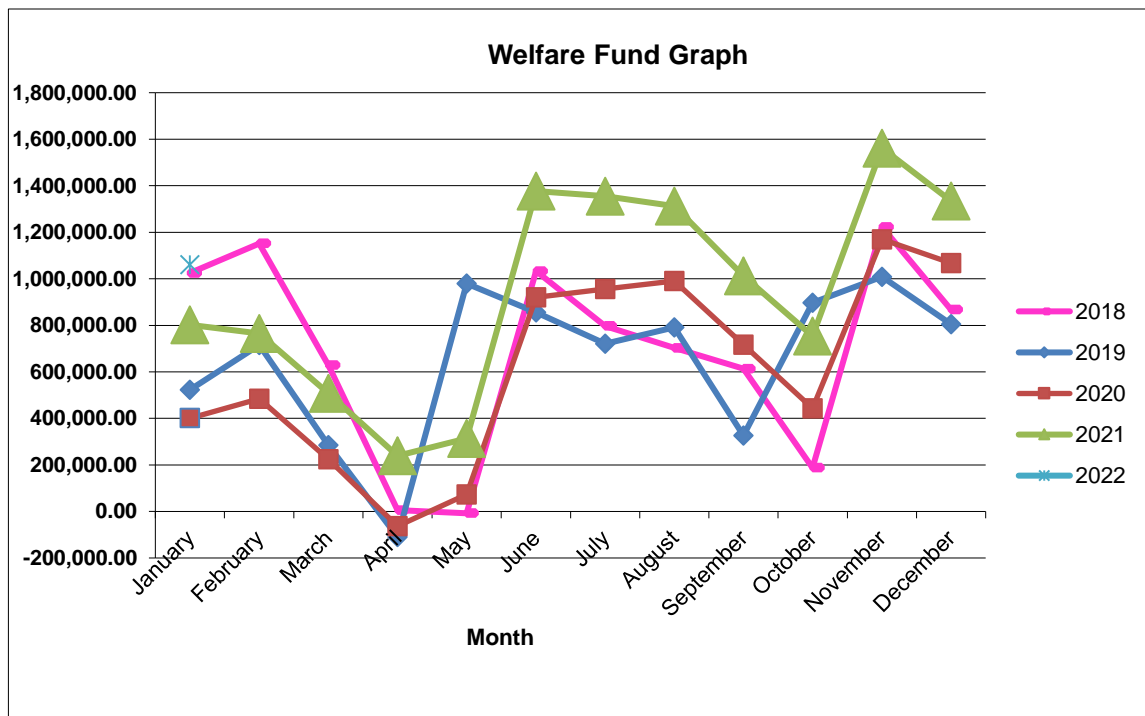
Program Area – Adult Services	01/01/2021 To 03/31/2021	04/01/2021 To 06/30/2021	07/01/2021 To 09/30/2021	10/01/2021 To 12/31/2021	Year To Date Data
<b>702 Social Services</b>					
MNChoices					
# New Assessments	5	14	11	9	39
# Reassessments	55	72	56	56	239
SCHA Community Well – New Enrollees					
# New Enrollees	8	14	13	13	48
Total Members Served	107	118	131	144	
CADI Waiver					
# clients on waiver	89	89	94	98	
# adults	70	70	70	74	
# children	19	19	24	24	
# clients in residential setting	26	23	29	30	
# receiving employment services	19	23	25	20	
Relocation Services					
# receiving RSC	0	0	0	1	1
<b>710 Licensing</b>					
Family Child Care					
# homes active	25	26	26	27	
# newly licensed	1	1	0	1	3
# relicensed	2	8	2	3	
Child Foster Care					
# homes active	14	15	13	15	
# newly licensed	1	3	0	2	6
# relicensed	2	2	1	1	
Adult Foster Care/Comm Resid Setting					
# homes active	19	21	21	21	

**Kanabec County Family Services**  
**4th Quarter 2021 Report**

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# newly licensed	1	2	0	0	3
# relicensed	2	0	3	6	
<b>730 Chemical Dependency</b>					
# Rule 25 assessments	0	3	0	3	6
# Detox paid	3	4	3	5	15

	2018	2019	2020	2021	2022
January	1,024,705.97	523,556.70	401,131.39	802,602.99	1,060,669.83
February	1,151,821.98	715,738.74	483,781.08	764,375.81	
March	629,190.77	285,341.21	225,078.17	507,711.89	
April	5,607.36	-109,902.43	-63,141.11	239,129.82	
May	-7,853.46	979,247.26	73,382.15	313,993.85	
June	1,032,778.15	855,820.47	920,867.09	1,376,518.14	
July	796,820.09	721,467.48	955,700.06	1,355,779.92	
August	703,093.77	791,435.79	990,235.56	1,312,346.82	
September	613,301.63	326,963.03	716,408.79	1,012,985.41	
October	187,807.92	897,606.65	443,084.51	753,774.16	
November	1,222,983.64	1,008,939.34	1,170,024.75	1,562,104.61	
December	867,114.62	804,618.63	1,067,709.00	1,335,030.43	
Totals	8,227,372.44	7,800,832.87	7,384,261.44	11,336,353.85	1,060,669.83
Averages	685,614.37	650,069.41	615,355.12	944,696.15	1,060,669.83
6 month Avg.	731,853.61	758,505.15	890,527.11	1,222,003.56	1,172,818.54
Rolling 12 month Avg	685,614.37	650,069.41	615,355.12	944,696.15	966,201.72



Kanabec County Family Services - Board Financial Report				Through January 2022			
Total year to date/				8.33%	16.67%	25.00%	
Department	Budget	% of budget	Total	January	February	March	
Income Main. Service							
Exp	717,387.00	7.23%	51,831.67	51,831.67			
Rev	364,991.00	2.13%	7,767.70	7,767.70			
Tax	345,232.48	1.40%	4,846.42	4,846.42			
State Shared Rev			0.00				
Recoveries							
Exp	19,100.00	7.16%	1,368.08	1,368.08			
Rev	21,100.00	40.18%	8,478.45	8,478.45			
Tax	22,426.52	1.81%	406.95	406.95			
State Shared Rev			0.00				
Burials							
Exp	25,000.00	21.60%	5,400.00	5,400.00			
Rev			0.00				
Tax			0.00				
Child Support							
Exp	367,603.00	7.67%	28,185.73	28,185.73			
Rev	410,000.00	0.43%	1,766.08	1,766.08			
Tax							
MA Services							
Exp	483,900.00	7.58%	36,658.39	36,658.39			
Rev	418,000.00	14.23%	59,484.31	59,484.31			
Tax	64,561.19	1.63%	1,050.67	1,050.67			
State Shared Rev			0.00				
Child Care							
Exp	230,950.00	15.60%	36,031.78	36,031.78			
Rev	224,025.00	0.17%	392.00	392.00			
Tax	6,795.92	0.27%	18.50	18.50			
State Shared Rev			0.00				
Fraud							
Exp	78,622.00	7.01%	5,508.04	5,508.04			
Rev			0.00				
Tax	77,020.37	1.57%	1,209.75	1,209.75			
State Shared Rev			0.00				
Adult Services							
Exp	4,000.00	11.00%	440.00	440.00			
Rev	8,581.00	0.21%	18.41	18.41			
Tax							
Dev. Disability							
Exp	94,389.00	4.85%	4,574.62	4,574.62			
Rev	69,865.00	0.00%	0.00				
Tax	24,012.23	1.16%	277.47	277.47			
State Shared Rev			0.00				
Mental Health							
Exp	1,211,095.00	8.22%	99,533.69	99,533.69			
Rev	740,269.00	10.18%	75,366.67	75,366.67			
Tax	461,216.10	1.81%	8,342.49	8,342.49			
State Shared Rev			0.00				
Chemical Dependency							
Exp	117,000.00	1.28%	1,500.00	1,500.00			
Rev	51,000.00	0.00%	0.00				
Tax	64,561.19	1.63%	1,054.37	1,054.37			
State Shared Rev			0.00				
Child Services							
Exp	586,512.00	5.54%	32,504.74	32,504.74			
Rev	377,005.00	1.77%	6,657.07	6,657.07			
Tax	205,236.63	1.76%	3,603.36	3,603.36			
State Shared Rev			0.00				
Social Services							
Exp	1,324,304.00	8.04%	106,484.12	106,484.12			
Rev	1,144,459.00	3.11%	35,569.68	35,569.68			
Tax	176,240.73	1.96%	3,462.78	3,462.78			
State Shared Rev			0.00				
Income Main. Admin							
Exp	92,014.00	7.86%	7,236.42	7,236.42			
Rev	44,300.00	2.05%	908.20	908.20			
Tax	46,665.28	1.22%	569.74	569.74			
State Shared Rev			0.00				
Social Services Admin.							
Exp	252,170.00	7.63%	19,236.45	19,236.45			
Rev	65,000.00	0.00%	0.00				
Tax	183,716.24	2.06%	3,784.64	3,784.64			
State Shared Rev			0.00				
FS Admin							
Exp	742,159.00	9.98%	74,095.17	74,095.17			
Rev	142,305.00	1.98%	2,824.10	2,824.10			
Tax	587,620.12	1.42%	8,368.39	8,368.39			
State Shared Rev			0.00				
Agency Totals							
Exp	6,346,205.00	8.05%	510,588.90	510,588.90	0.00	0.00	
Rev	4,080,900.00	4.88%	199,232.67	199,232.67	0.00	0.00	
Tax	2,265,305.00	1.63%	36,995.53	36,995.53	0.00	0.00	
State Shared Rev			0.00	0.00	0.00	0.00	
Total Revenue	6,346,205.00	3.72%	236,228.20	236,228.20	0.00	0.00	

# Board Approval Report

SSIS pymt. batch #: 109760813

Paid Cnty Vendor	Total Payments		Total Amount
1089 LLC, 000016930	1		500.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Housing Services	144	1	500.00
Aaron's Total Car Care, 000010042	1		610.30
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Family Assessment Response Services	164	1	610.30
Bartel/Phyllis, 000010615	4		280.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Child Respite Care	489	4	280.00
Bliss/Jenny, 000010784	2		8,313.75
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Adult Outpatient Psychotherapy	452	2	8,313.75
Community Living Options, 000011478	2		717.36
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Semi-Independent Living Services (SILS)	534	2	717.36
DHS STATE OPERATED SERVICES, 000011816	8		13,646.20
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
State-Operated Inpatient	472	8	13,646.20
East Central RJC, 000001639	2		4,760.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Correctional Facilities	185	2	4,760.00
Families in Transition Services Inc, 000012296	5		780.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Family-Based Counseling Services	162	5	780.00
Family Pathways, 000012298	23		1,860.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Family-Based Counseling Services	162	23	1,860.00
Holiday Station, 000012800	2		200.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Family Assessment Response Services	164	2	200.00
Ignaszewski/Karissa, 000012959	2		12,089.50
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Adult Outpatient Psychotherapy	452	2	12,089.50
Options Residential, 000015334	1		1,453.28
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Child Family Foster Care	181	1	1,453.28
PHASE, Inc., 000015579	2		1,173.84
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Day Training and Habilitation	566	1	789.84
Transportation	516	1	384.00
Resource Training and Solutions, 000016106	1		220.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Guardianship/Conservatorship	695	1	220.00
Richardson MD/Paul T, 000016136	2		4,045.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Adult Outpatient Psychotherapy	452	2	4,045.00

# Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
RSI, 000016246				2	460.49
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	2	460.49		
Village Ranch, Inc., 000017414				6	7,423.57
Svc Description	Svc Code	Payments	Amount		
Child Family Foster Care	181	6	7,423.57		
Volunteers Of America, 000017460				4	2,557.40
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	4	2,557.40		
Report Totals:				70	61,090.69

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

Signature

Title

Date

Vendor Name	Amount
Health Insurance Reimbursement	\$ 170.10
Jen Anderson	\$ 154.44
Health Insurance Reimbursement	\$ 749.14
Health Insurance Reimbursement	\$ 246.18
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 585.66
Health Insurance Reimbursement	\$ 170.10
Rhonda Bergstadt	\$ 265.01
Health Insurance Reimbursement	\$ 170.10
Medical Mileage	\$ 67.10
Health Insurance Reimbursement	\$ 590.02
Card Services (CSP Group)	\$ 49.58
Health Insurance Reimbursement	\$ 170.10
Chisago County Sheriff (Child Support Paperwork)	\$ 60.00
ChristainsonFroehling LLC (GA Burials)	\$ 4,400.00
Medical Mileage	\$ 597.12
Crescent Tide (GA Burial)	\$ 676.69
Health Insurance Reimbursement	\$ 170.10
Medical Mileage	\$ 7.43
DHS	\$ 15,898.98
Health Insurance Reimbursement	\$ 119.04
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 170.10
Medical Mileage	\$ 344.96
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 239.66
Health Insurance Reimbursement	\$ 186.00
Health Insurance Reimbursement	\$ 170.10
Katie Heacock	\$ 42.12
Health Insurance Reimbursement	\$ 231.46
Health Insurance Reimbursement	\$ 170.10
Linda Hosley	\$ 91.26
Innovative Office Solutions	\$ 354.15
Health Insurance Reimbursement	\$ 168.30
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 528.56
Kanabec County Attorney	\$ 6,055.20
Kanabec County Aud Treasurer	\$ 4,856.02
Kanabec County Comm Health	\$ 14,890.31
Kanabec County Sheriff (Child Support Paperwork)	\$ 141.76
Tamara Kelash	\$ 252.47
Medical Mileage	\$ 165.24
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 170.10
Medical Mileage	\$ 91.99
Health Insurance Reimbursement	\$ 410.52
Medical Mileage	\$ 27.72
Patty Kruse	\$ 16.24
Lake of the Woods County Sheriffs (Child Support Paperwo	\$ 86.77

MAFAS (Staff Development IM Admin Staff)	\$	45.00	
Medical Mileage	\$	96.36	
Abby Malecha	\$	150.93	
Alissa McDermeit	\$	221.13	
Metro Legal Services	\$	165.00	
Health Insurance Reimbursement	\$	170.10	
Kelly Mitchell	\$	92.43	
MNCCC (2022 IFS Support)	\$	7,572.50	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	327.44	
Health Insurance Reimbursement	\$	167.32	
Aliina Olson	\$	22.23	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	170.10	
Medical Mileage	\$	110.88	
Medical Mileage	\$	12.76	
Premier Biotech Inc	\$	350.92	
Premier Biotech Labs LLC	\$	395.40	
Procentive LLC	\$	295.00	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	571.48	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	565.44	
Medical Mileage	\$	30.09	
Health Insurance Reimbursement	\$	987.70	
Seven Co Process Servers LLC (Child Support Paperwork)	\$	65.00	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	135.92	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	100.60	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	330.44	
Timber Trails	\$	6,386.07	
Health Insurance Reimbursement	\$	170.10	
Medical Mileage	\$	29.61	
Pam Vojvodich	\$	16.97	
Health Insurance Reimbursement	\$	425.72	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	647.38	
Health Insurance Reimbursement	\$	327.44	
Health Insurance Reimbursement	\$	1,262.10	
Sharon Wright	\$	127.53	
Health Insurance Reimbursement	\$	458.48	
<b>TOTAL IFS DOLLARS</b>	<b>\$</b>	<b>81,073.27</b>	96 Total IFS Vendors
<b>TOTAL SSIS DOLLARS</b>	<b>\$</b>	<b>61,090.69</b>	18 Total SSIS Vendors
<b>GRAND TOTAL</b>	<b>0 Total Vendors</b>	<b>\$ 142,163.96</b>	

# 9:35am Appointment

## Item a.

**February 15, 2022**

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Timber Permit Extension Request	<b>b. Origination:</b> Auditor Treasurer's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> County Auditor Denise Snyder

**e. Board action requested:** Approve the following resolution:

#### **Resolution #\_\_ - 2/15/22**

Timberlane Forestry – Timber Permit Extension Request

**WHEREAS** Kanabec County approved Timber Permit 33.20.184 within the SW of NW of Section 2, Haybrook Township, for Timberlane Forestry on 12/15/2020 by Resolution #22, and

**WHEREAS** the timber harvest conditions have prompted Timberlane Forestry to request an extension of this permit to for one year from the current expiration date of March 31, 2022,

**THEREFORE BE IT RESOLVED** to approve Timberlane Forestry Timber Permit 33.20.184 and extension of one year to expire on March 31, 2023, and

**BE IT FURTHER RESOLVED** that all conditions for the current permit set forth by the DNR Forester be met.

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**f. Background:**

**Supporting Documents:** None ☒

**Attached:**

<b>Date received in County Coordinators Office:</b>	2/9/22
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**Coordinators Comments:**

# 9:35am Appointment

## Item b.

**February 15, 2022**

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Resolution to Set Wages for Election Judges	<b>b. Origination:</b> Auditor Treasurer's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> County Auditor Denise Snyder

**e. Board action requested:** Approve the following resolution:

#### **Resolution #\_\_ - 2/15/22**

##### **RESOLUTION SETTING WAGES FOR COUNTY ELECTION JUDGES**

**WHEREAS** the County Auditor-Treasurers is experiencing an excessive increase in absentee voting requests, and

**WHEREAS** the County Auditor-Treasurer will need to hire county election judges for the April 12, 2022 Special Primary and to assist office with testing and processing absentee voting requests and ballot processing during the 2022 election cycle, and

**BE IT RESOLVED** that the County Board authorizes the County Auditor-Treasurer to hire trained election judges for the April 12, 2022 County Commissioner District 2 Special Primary and no more than four(4) trained county election judges for assisting the office in election machine testing and absentee ballot processing for this 2022 election cycle;

**BE IT FURTHER RESOLVED** that the rate of pay will be set at \$18.00 per hour for election judges and \$20.00 per hour for head election judges.

**f. Background:**

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

**Date received in County Coordinators Office:** 2/9/22

**Coordinators Comments:**

# 9:45am Appointment

February 15, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Architectural Services Demolish Old Jail Building and Construct Vestibule	<b>b. Origination:</b> Public Works
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Chad Gramentz, Public Works Director

**e. Board action requested:**

### Resolution #\_\_ - 2/15/22

Architectural Services  
Demolish Old Jail Building

**WHEREAS** the Kanabec County Board wishes to demolish the old jail building and construct an entrance vestibule at the existing connection point on the courthouse, and

**WHEREAS** Mahler & Associates Architecture has provided a proposal for professional architectural services that totals \$7,500 to produce the documents necessary for obtaining a building permit and selecting a contractor, and

**WHEREAS** said proposal was presented before the Board, and

**THEREFORE BE IT RESOLVED** to accept the proposal by Mahler & Associates Architecture of \$7,500 for architectural services for demolition of the old jail building and construction of an entrance vestibule.

**BE IT FURTHER RESOLVED** to authorize the Public Works Director to sign the agreement.

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**f. Background:**

Supporting Documents: None    Attached: ☒

<b>Date received in County Coordinators Office:</b>	2/11/22
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**Coordinators Comments:**



5150 Marson Dr. Ste. #101  
Sauk Rapids, MN 56379  
gmahler@mahlerarchitecture.com  
Tel: 320-257-2724

## WORK ORDER

Date: 2/1/2022 Name: **Kanabec Jail Demo and New Vestibule**

Client Name:

Address:

Phone:

Cell:

Property Owner: \_\_\_\_\_

Property/Project Address: \_\_\_\_\_

The purpose of this work order is to provide you with the Professional Services Fee for the proposed Schematic, Design Development and Construction Documents for the approximate, 100 SF vestibule addition and demolition of 'old' jail building.

### **Phase I- Planning & Zoning Submittal Set-**

- ◊ Prepare functional space plans.
- ◊ Prepare basic documents to include: Site plan (requires CAD file from a licensed surveyor), floor plan, elevations (includes two sets of changes after receiving initial concept from Client).
- ◊ As documents develop, confer with and obtain preliminary review from regulatory agencies.
- ◊ Review the building design program and verify code compliance.
- ◊ Define occupancy for each area.
- ◊ Assist with submittal of documents to Authorities having jurisdiction.

### **Phase II-**

#### *Construction Documents-*

- ◊ Coordinate the work of all team members, including consultants.
- ◊ Review the program and verify compliance.
- ◊ Assemble final drawings and specifications for coordination.
- ◊ Assist Client in filing documents for final approvals and permits.
- ◊ Assist Client in preparation of bidding information.

The Builder's set of documents that we provide are considered a 'design-build' set where you the owner, work through the details of what you want with the bidder/builder. The drawings are NOT a 'hard-bid' set, where all construction items, and quality for each item are identified. If you request bids from other contractors, they will base it solely on what's in the drawings, and you may select a low bidder that has NOT included everything you need to complete the project (very typical for the bidding environment).

◊ Phase I-	Architectural Fees:	\$ 2,500
◊	Surveying for boundary, topo, utilities	By Owner
◊	Civil Engineering Site- Grading, storm sewer, Storm Water ponds,	
◊	Storm water calc.'s, SWPPP, Paving, details and spec.'s	By Owner
◊	Soils Report	By Owner
◊ Phase II-	Architectural and Structural Engineering Construction Documents (Permit Set):	\$5,000
<b>Total</b>		<b>\$7,500</b>

**Payment for services will be billed monthly, and paid within 60 days of the billing date. Services may be stopped at any time, and only the amount of that Phase will be billed, through that date (not the entire Phase).**

This Proposal does **NOT** include Civil, Surveying, Platting, Wetland Delineation and/or mitigation services, Mechanical/Plumbing, Electrical engineering, Fire-Sprinkler system, pool/sauna/whirlpool, interior design, identification or removal of hazardous materials or equipment layout design services. This Proposal does not include Project Manual, Spec. Book, Bidding, answering questions arising from the bidding and negotiations with subcontractors, or Site Observation/Contract Administration (minor clarifications during bidding and construction are included).

The standard billable rate of \$125/hour **shall apply to all changes after an approved initial concept has been agreed to**, additional project requirements, not contained herein, and all out of sequence changes, during the production of the documents.

**An emailed signature is deemed as an original signature.**

Please sign and return the original as authorization for work. Unless otherwise specified, work shall not commence until the signed original with required down payment is returned to Mahler & Associates Architecture, Inc. If signed authorization is not returned within thirty (30) days from the date of this proposal, this proposal shall be null and void.

Invoices for the performed work will be issued on a monthly basis and / or at the completion of the project. Unless other credit arrangements are herein specified, payment for all invoices shall be due no later than thirty (30) days from the date of billing. The rate of interest shall be 1.5% per month on the unpaid balance. Any costs incurred to collect our monies, including liens and attorney's fees will be included.

*Any person or company supplying labor or materials for your property may file a lien against your property if that person or company is not paid for their furnished services. It is the policy of Mahler & Associates Architecture, Inc. to*

ACCEPTED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Note: If invoice(s) and proposal are to be directed to another party, please specify.  
Billing Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_

***Mahler & Associates Architecture, Inc. - Rider to Proposals***

**LIABILITY**

To the maximum extent permitted by law, the Client agrees to limit the Design Professional's liability for the Clients damages to the sum of \$100,000, or the Design Professional's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

**PROJECT SAFETY**

Mahler & Associates Architecture and its subsidiaries are not responsible for coordination, review, or implementation of any job site safety program as this is the responsibility of the general contractor or construction management firm.

**HOURLY RATES** (See Notes 1 & 2)

Architect (Principal).....	\$125.00 per hour
Production Manager .....	\$95.00 per hour
Project Manager (Drafting) .....	\$75.00 per hour
Clerical .....	\$55.00 per hour

**PRODUCTS AND MISCELLANEOUS**

3D Rendering .....	\$2,500.00 per rendering
Colored Front Elevation .....	\$1,000.00 per elevation
Bond Prints .....	\$3.00 each
Legal Prints .....	\$0.49 each
Ledger Prints .....	\$1.42 each
Photo Copies .....	\$0.20 per sheet
Mileage .....	\$0.51 per mile

**MAILINGS**

Regular or Express Mail.....See Note 3

**NOTES**

1. Travel time and mileage for site visits, meeting, etc., are billable and will be charged at the rates above, unless specifically included in the proposal .
2. Overtime, when required on rush jobs, will be charged at 1.5 times the hourly rates above.
3. Regular mailing charges are included for any products (vellums, reports, etc.) specifically included in a proposal. Mailing charges for express mailing of such products will be invoiced at cost unless specifically included in the proposal. All mailing charges, regular or express, for subsequent issues not included in the original proposal will be invoiced at cost.
4. Payments are due 30 days from the date of the invoice. Late payments will result in service charges of 1.5 percent per month until the invoice is paid in full.
5. Mahler & Associates Architecture, Inc., reserves the right to revise or withdraw this proposal if authorization to proceed is not given within 60 days of the proposal date.

**End of Document**

# 10:00am Appointment

## February 15, 2022

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## REQUEST FOR BOARD ACTION

<b>Subjects:</b> <ul style="list-style-type: none"><li>1) Broadband Feasibility Study Presentation</li><li>2) Letter Supporting East Central Energy's pursuit of installing broadband throughout its service territory</li><li>3) EDA Appointment</li></ul>	<b>b. Origination:</b> EDA
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenters:</b> Ken Demlow of HR Green Fiber & Broadband and Heidi Steinmetz

### e. Board action requested:

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

- 1) Provide input regarding the broadband consultant's and EDA broadband committee's recommendations that are within the attached broadband feasibility study presentation
- 2) Approve the attached letter supporting East Central Energy's pursuit of installing broadband throughout its service territory
- 3) Reappoint Sara Treiber to serve on the EDA per the EDA's February 9, 2022 recommendation

---

### f. Background:

- 1) In July 2021, the County Board authorized a Request for Proposals (RFP) for a broadband feasibility study for Kanabec County. Five proposals were received. In September 2021, the County Board accepted a proposal from HR Green Fiber & Broadband and entered into a contract with HR Green in October 2021. The study is a prerequisite for Kanabec County and/or its future broadband provider partner(s) to apply for and potentially receive Federal and/or State broadband grants.

The feasibility study has been completed. Ken Demlow of HR Green Fiber & Broadband will be providing a summary presentation of the study results to the County Board during the February 15<sup>th</sup> County Board meeting. Attached is a copy of the presentation. The hard copy document of the study results will be provided to the County Board in early March. After the Commissioners have a chance to review the document, Mr. Demlow will return to a future County Board meeting to answer any questions Commissioners might have about the document.

- 2) The County Board approved a letter of support to East Central Energy in November 2021, which was provided to East Central Energy's Board of Directors. Attached is a similar letter of support that will be included with East Central Energy's grant funding applications. EDA staff is requesting that the Kanabec County Board authorize Chair Les Nielsen to sign the attached letter of support.
- 3) A city representative role is vacant on the EDA. Staff received the attached memo on February 1<sup>st</sup> from Mora city staff that the Mora City Council recommended on January 18<sup>th</sup> that Sara Treiber be reappointed to the County EDA. The EDA made a recommendation (six in favor and two dissenting) during its February 9<sup>th</sup> meeting that the County Board reappoint Sara Treiber to the EDA for a six-year term.

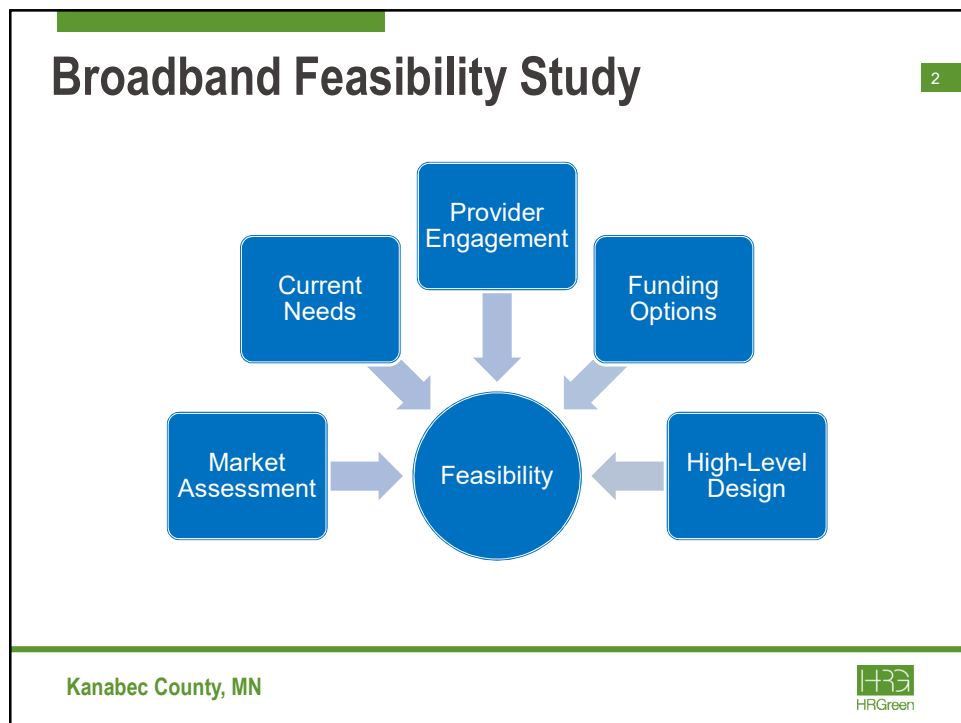
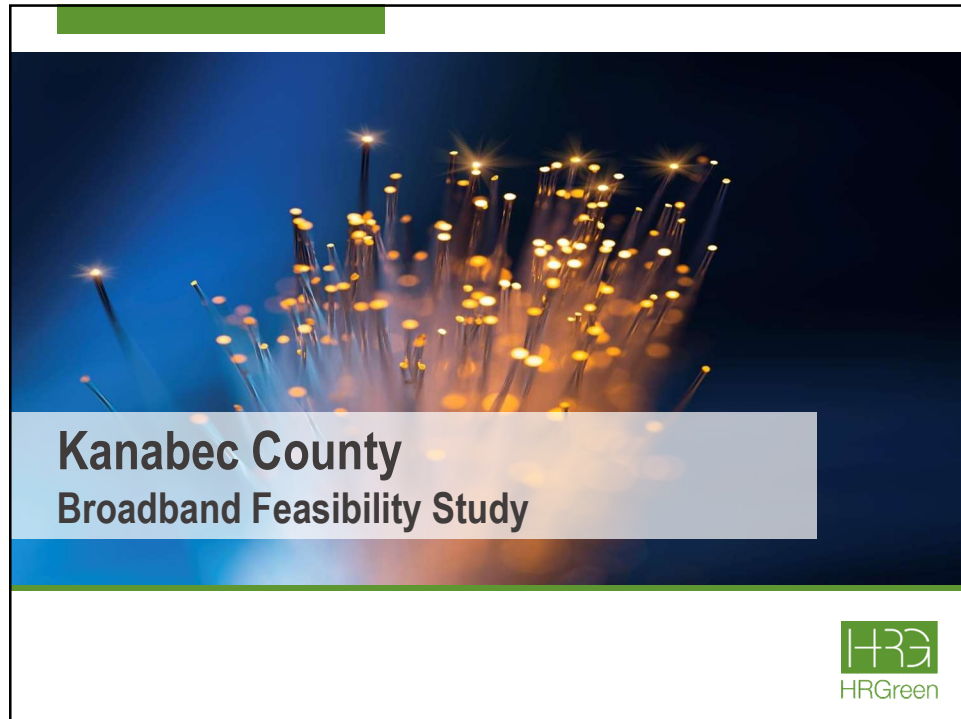
Below is a list of the attached supporting documents:

- Broadband Feasibility Study presentation 8 pages
  - East Central Energy letter of support 1 page
  - Memo from Mora city staff 1 page
- 10 pages

Supporting Documents: Yes Attached: ☒

<b>Date Received in County Coordinator's Office:</b>	2/10/22
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**Coordinators Comments:**



# Broadband Feasibility Study

3

1. Blandin Foundation – Accelerate!
- 2.

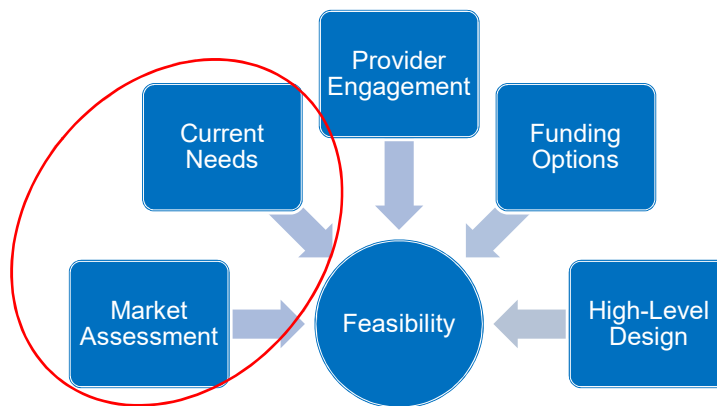
TASK		2021				2022	
		SEP	OCT	NOV	DEC	JAN	FEB
<b>VISION PHASE</b>							
0	Kickoff Meeting	•					
1	Current Assessment & Market Demand						
1.1	Review of Competitive Environment (Infrastructure Analysis)	•	•				
1.2	Implement a GIS Based Mapping Tool	•	•				
1.3	Market Assessment (Review County Accelerate Data)	•	•				
1.4	Public & Stakeholder Engagement (Review Survey & Meetings)	•	•	•			
2	Gap Analysis		•	•			
3	Develop the Vision						
<b>PLANNING PHASE</b>							
1	Create a Technology Plan		•	•	•		
2	Network Design and Cost Estimate			•	•	•	•
3	Engage With Potential Partners		•	•	•	•	•
4	Financing & Legal Considerations		•	•	•	•	•

Kanabec County, MN



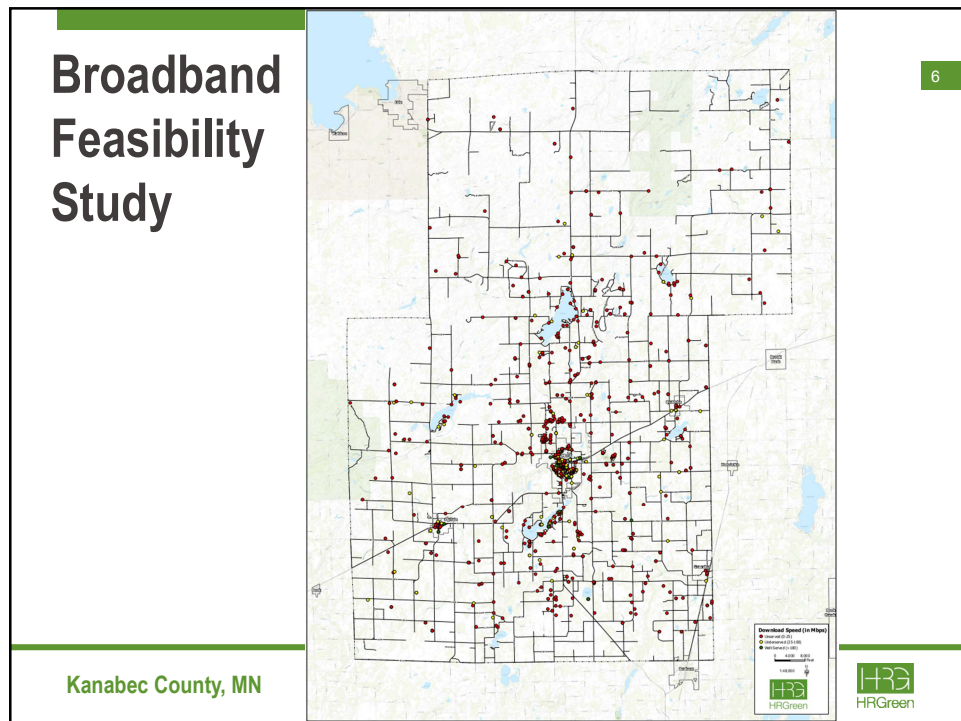
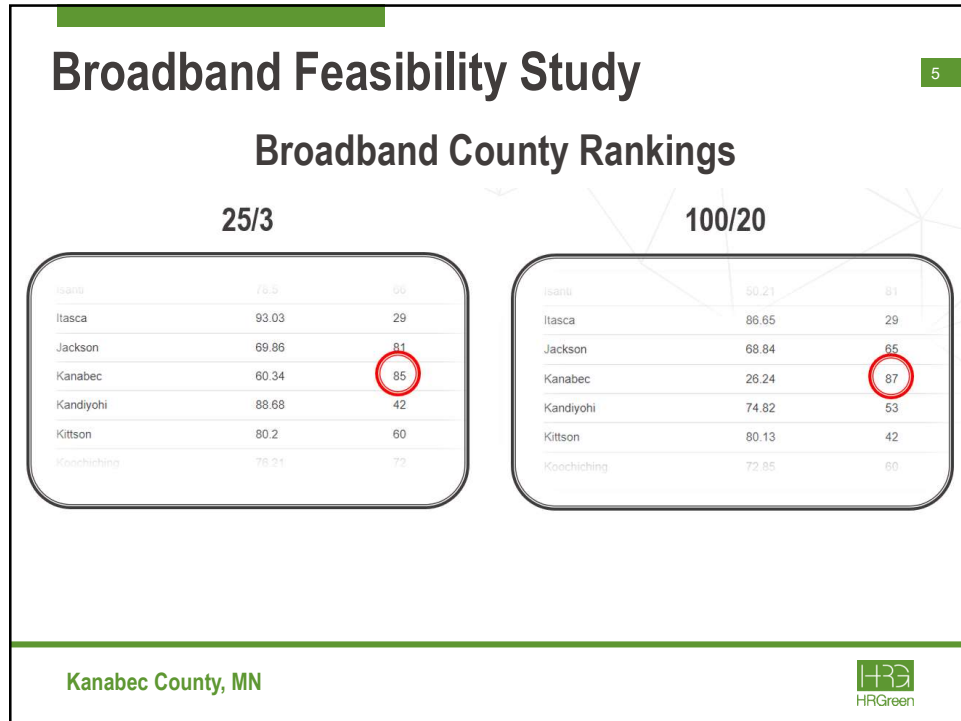
# Broadband Feasibility Study

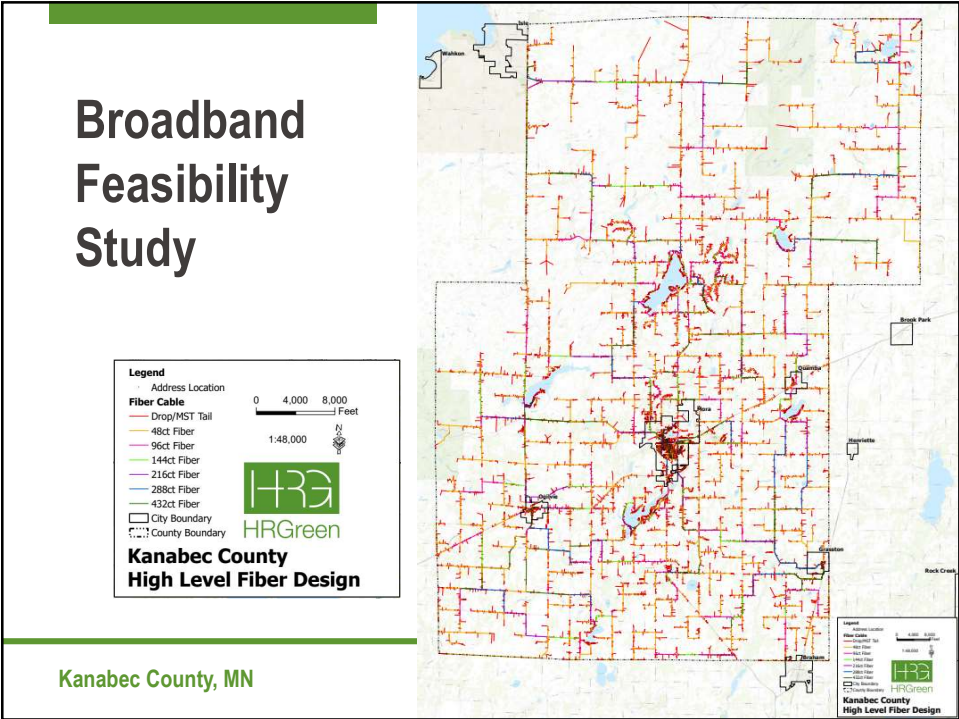
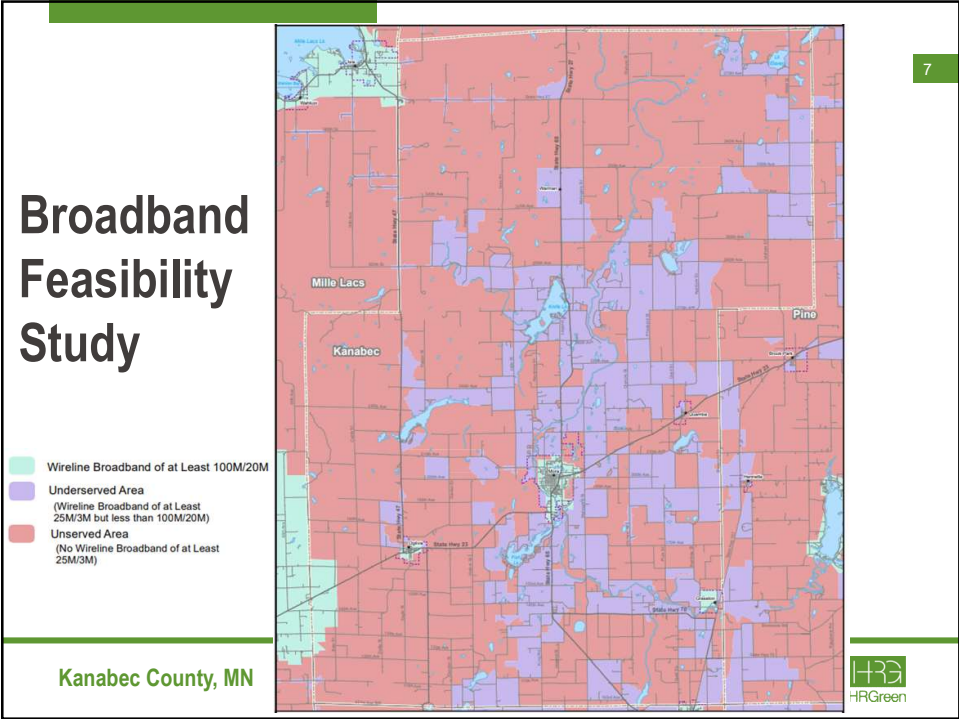
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Kanabec County, MN



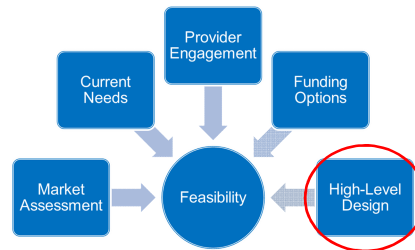




## Broadband Feasibility Study

9

Hard Costs (Materials and Labor)	\$ 121M
Network Equipment (Budget)	\$ 500K
Contingency (15%)	\$ 18M
Estimated Total Build Cost	\$ 139.5M
At 40% Take Rate	\$ 124M



Kanabec County, MN

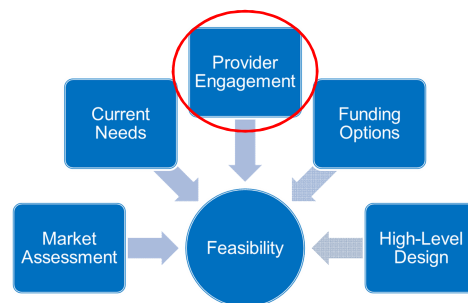


## Broadband Feasibility Study

10

Provider Meeting: January 19, 2022  
 Invitations Sent to:

Advantenon, Inc.
AT&T Mobility
Benton Communications
CenturyLink
East Central Energy
Frontier Communications
Genesis Wireless
Midco
SCI Broadband
LTD
Arvig



Kanabec County, MN



## Broadband Feasibility Study

11

Providers have responded:

- ECE
- Arvig
- SCI
- MidCo
- LTD

Kanabec County, MN



## Broadband Feasibility Study

12

Providers have responded:

**ECE:**

**Build total County (all areas of their service territory)**

**Financing that does not require County funds**

**They will find out in September**

**Construction would start roughly a year later**

Kanabec County, MN



## Broadband Feasibility Study

13

Providers have responded:

- Arvig – they are providing a specific project with a specific ask from the County
- SCI – interested in building in the northern part of the County, will request funds
- MidCo – they are looking at their options
- LTD – have the RDOF grants, looking at what they will do next

Kanabec County, MN

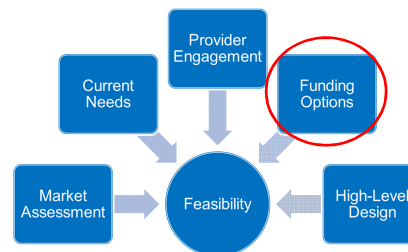


## Broadband Feasibility Study

14

As part of the project, we are building out a funding matrix. The current key funding components are:

- ARPA
- MN Border to Border (the expectation is they will open a grant window for \$35M in early March and another in the fall, also for \$35M)
- Infrastructure Bill
- Other possible sources



Kanabec County, MN



## Broadband Feasibility Study

15

Provider partner factors to consider:

- If ECE's plan works, they will not request County money. If not, they might need other funding, which could include other grant sources and/or ARPA funds
- ECE won't find out until the Fall. It is possible that the County could miss both Border to Border grants
- Other provider partners want to seek Border to Border grants. They would also likely request County funding (ARPA)



Kanabec County, MN



## Broadband Feasibility Study

16

Recommendations:

- ECE's plan for FTTH for the entire County with no County funds is a focus of the Broadband Committee
- Within the next week, request RFI's from providers to see what projects they are considering to submit to the Border to Border grant program
- Be prepared to write letters of support in March for Border to Border grants
- Reserve \$1M of ARPA money for grant matching, projects or working with ECE if they need other sources of financing (this money may not be spent if the appropriate projects are not initiated)

Kanabec County, MN





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

OFFICE OF THE  
**KANABEC COUNTY BOARD OF  
COMMISSIONERS**

18 North Vine Street, Suite 181  
Mora, MN 55051  
Telephone: (320) 679-6440  
Fax: (320) 679-6441

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February 15, 2022

East Central Energy  
Board of Directors  
412 Main Avenue N.  
Braham, MN 55006

Dear East Central Energy Board of Directors,

Please accept this letter as a show of support from the Kanabec County Board of Commissioners for East Central Energy's pursuit of installing broadband throughout its service territory.

This project will provide access to high-speed internet for all our community members that currently do not have adequate internet access, or no internet access at all.

Respectfully,

Les Nielsen  
Kanabec County Board Chair



# MEMORANDUM

Date February 1, 2022  
To Heidi Steinmetz  
From Angela Grafstrom, Community Development Director  
RE County EDA Appointment Recommendation

## SUMMARY

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The Mora City Council minutes from January 18, 2022 have not yet been transcribed, so the information provided is from staff who attended the meeting.

## BACKGROUND INFORMATION

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Council reviewed the memorandum from the Community Development Director stating the county had 2 parties interested in serving for the City of Mora; Sara Treiber who has been serving on the board, and Lowell Sedlacek.

## RECOMMENDATIONS

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The Mora City Council recommends the County EDA Board appoint **Sara Treiber** to the County EDA Board to represent the City of Mora.

# 10:45am Appointment

February 15, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request for Tax Abatement- Welia Health System	<b>b. Origination:</b> Assessor's Office
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Tina Von Eschen, Assessor

**e. Board action requested:**

Approve the following resolution:

**RESOLUTION #\_\_\_\_-2/15/22**  
**Welia Health System Tax Abatement**

WHEREAS, property tax classifications, exemptions and valuations for non-profit and for-profit health care entities are based on statutes, Department of Revenue guidelines, and interpretations of prior tax court decisions; and

WHEREAS, Welia Health System's classification, exemptions and valuations were determined based on said statutes, guidelines, and interpretations; and

WHEREAS, a recent Supreme Court decision in the case of Perham Hospital District v. County of Otter Tail, has set a precedent for changes to the exemption of clinic property within health care facilities; and

WHEREAS said changes have prompted the need for an abatement for Welia Health System; and

WHEREAS, Kanabec County's Abatement Policy A-114 requires all abatement requests exceeding \$2,000 to be considered and approved or denied by the Board of Commissioners; and

WHEREAS, the Kanabec County Assessor and the Kanabec County Auditor Treasurer recommend an abatement for Welia Health System to exempt the clinic property within parcel 22.08700.00 as all services offered at Welia Health System are integrated components of health care delivery; and

WHEREAS, the taxable value of clinic property for parcel 22.08700.00 was \$7,459,000 that will now be exempt as public hospital;

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners hereby supports the Kanabec County Assessor's interpretation and decision for exemption and therefore approves the abatement as presented for Welia Health System for the payable 2022 tax year;

BE IT FURTHER RESOLVED that the residential building on parcel 22.08700.00 will remain subject to property tax.

---

**f. Background:**

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

<b>Date received in County Coordinators Office:</b>	2/11/22
---	---------

**Coordinators Comments:**

**County of Kanabec  
Clerical Correction  
Initiated by Auditor/Assessor**

For Taxes Levied in: 2021  
Payable in: 2022

PRCL \_\_\_\_\_  
MAINT \_\_\_\_\_  
TCC \_\_\_\_\_  
TXC \_\_\_\_\_  
POST \_\_\_\_\_  
PREP \_\_\_\_\_  
PRINT \_\_\_\_\_

Name: Welia Health		Property Mailing Address: 301 Hwy 65 S – Mora, MN 55051
Legal Description of Property: Lots 1, 11 & 12 Block 1 Aud Subd #4		Property I.D. or Parcel Number: 22.08700.00
Street Address: Same as mailing	City or Township: City of Mora	School District No.: 332

**STATEMENT OF FACTS:** In light of recent tax court and Supreme Court appeal decisions areas deemed 'taxable clinic' of Welia Health facility should have been deemed exempt.

By: TVE      Date: 2/11/22      Assessor discussion/email on: NA      (or documentation attached)      Letter sent: NA

**The following accurately reflects both existing and proposed amounts.**

	Market Value			Class	Tax Capacity	Tax Before		Total Payable
	Land	Improvements	Total			Other Credits	Other Credits	
<b>Original</b>								
Record 1	375,000	29,659,300	30,034,300	920 Hospital	0			0
Record 2	125,000	7,334,000	7,459,000	233 Comm	148,430			332,098
Record 3	28,000	50,800	78,800	201 Res NH	788			1,532
<b>Proposed</b>								
Record 1	500,000	36,993,300	37,493,300	920 Hospital	0			0
Record 2	28,000	50,800	78,800	201 Res NH	788			1,532
<b>Reduction</b>					148,430			332,098

Tax is/is Not Paid      Date: 2/11/22      Local Tax Rate: 179.826

**CERTIFICATIONS OF APPROVAL**

Note: For this abatement to be approved, the county auditor and the assessor must all favorably recommend the adoption.

**COUNTY AUDITOR'S RECOMMENDATION**

Approved

Denied

*Annem Snyder*  
Auditor's Signature

*2-11-2022*  
Date

**COUNTY ASSESSOR'S Recommendation**

Approved

Denied

*Lina Van Eschen*  
Assessor's Signature

*2-11-22*  
Date

**COUNTY BOARD OF COMMISSIONER'S ACTION (To be completed by County Board Clerk)**

Approved

Denied

I certify that at a meeting held \_\_\_\_\_, 20\_\_\_\_ the County board, took the above official action on this abatement. This action was duly adopted and entered upon the minutes of its proceedings as a public record, showing the name(s) of taxpayer(s), other concerned persons and the amounts involved.

**CERTIFICATION OF FINAL APPROVAL (Complete only for approved abatements)**

I further certify that the approval of this abatement has resulted in the following changes:

Reduction Of Tax	\$ _____
Reduction Of Penalty	\$ _____
Reduction Of Interest	\$ _____
Total Reduction/Refund	\$ _____
<b>Total Payable</b>	<b>\$ _____</b>

\_\_\_\_\_  
**Signature of County Auditor**

\_\_\_\_\_  
**Date**

# 11:00am Appointment

February 15, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Rum River 1 Watershed Proposed 1 Plan Comprehensive Plan	<b>b. Origination:</b> Rum River 1 Watershed 1 Plan
<b>c. Estimated time:</b> 10-15 minutes	<b>d. Presenter(s):</b> Susan Shaw, Mille Lacs Soil and Water Conservation District and Deanna Pomije, Kanabec County Soil & Water District Manager

**e. Board action requested:**

Consider the proposed Rum River 1 Watershed 1 Plan Comprehensive Plan

**f. Background:**

On the Rum 1W1P web page is: <https://www.millelacsswcd.org/rum-river-one-watershed-one-plan/>

- The [draft plan](#) itself
- “[Story map](#)” of the plan and plan development process – tells the story of why and how the plan was developed
- And [responses to public hearing comments](#)

**Story Map:** <https://storymaps.arcgis.com/stories/e5e48a736a8f4c469e109d492b998bc6>

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 11:15am Appointment

## Item a.

**February 15, 2022**

### REQUEST FOR BOARD ACTION

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

**e. Board action requested:**

**RESOLUTION #\_\_-2/15/22**

**WHEREAS,** Kanabec County has a full-time Deputy position vacant; and

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

**WHEREAS,** said candidate has 14 years of military and over 4 years of law enforcement experience in addition to POST licensure and a bachelor's degree; and

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

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

**WHEREAS,** the Kanabec County Sheriff is recommending hiring this candidate at Grade 14, Step C (\$31.03/hour);

**THEREFORE BE IT RESOLVED,** the Kanabec County Board of Commissioners hereby authorizes the Sheriff and Coordinator's Office to hire said candidate at Grade 14, Step C.

**f. Background:**

**Supporting Documents:** None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 11:15am Appointment

## Item b.

**February 15, 2022**

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Sheriff's Report- 2021 Medical Examiner	<b>b. Origination:</b> Sheriff's Office
<b>c. Estimated time:</b> 15-20 minutes	<b>d. Presenter(s):</b> Sheriff Brian Smith

**e. Board action requested:**

Informational.

---

**f. Background:**

Supporting Documents: None      Attached: ☒

<b>Date received in County Coordinators Office:</b>
---

<b>Coordinators Comments:</b>
-------------------------------

Dates: 1/1/2021 to 12/31/2021

Sheriff Brian Smith  
18 North Vine St  
Mora, MN 55051  
[brian.smith@co.kanabec.mn.us](mailto:brian.smith@co.kanabec.mn.us)  
[kevin.braiedy@co.kanabec.mn.us](mailto:kevin.braiedy@co.kanabec.mn.us)

Re: Medical Examiner statistics for 2021.

Dear Sheriff Smith,

This letter will provide a summary of the medical examiner statistics for the above period.

A total of 61 deaths were reported. Of this number, 28 were accepted as medical examiner cases with the remaining 33 released with the private physician responsible for signing the death certificate. Examinations performed on the accepted medical examiner cases were as follows:

Complete autopsy with toxicology	15
External examination with toxicology	4
Death certificate signed without examination	9
Total cases accepted	28

A breakdown of all reported cases by manner included:

Natural	45
Accident	13
Suicide	3
Homicide	0
Undetermined	0
Pending	0

As of 2/4/2022, there were a total of 132 cremation approvals and 55 terminal registrations from the County.

The number of accidental overdoses increased through the pandemic. Methamphetamine and/or fentanyl are the common drugs. Methamphetamine caused 1 death in 2018, 1 in 2019, 2 in 2020, and 3 in 2021. Fentanyl caused 0 deaths in 2018, 1 in 2019, 1 in 2020, and 1 in 2021.



I am also writing to let you know that in 2023 the price for laboratory fees will increase. The two most common drug tests we run will cost \$149 (was \$142) and \$226 (was \$215).

If you should have any questions, please don't hesitate to contact me.

Sincerely,

Kelly Mills, M.D.  
Medical Examiner

# 11:30am Appointment

February 15, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> American Rescue Plan Funding Request #5	<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 #\_\_ - 2/15/22

**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; and

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

- Up to \$10,000 for 6 new rifles with accessories and additional accessories to update existing rifles for the Sheriff's Office; and
- Up to \$72,000 for an upgraded data recovery system including the start-up expenses and the subscription fees through 12/31/2024; and
- Up to \$350,000 for replacement of ARMER Radios and related software (specific encryption software required by BCA) for Sheriff's Office; and
- Up to \$7,000 for a ticketing system for I.S. including the start-up expenses and subscription fees through 12/31/24; and
- Up to \$3,000 for an inventory system subscription for I.S. through 12/31/24; and
- Up to \$10,000 for multi-factor authentication subscriptions through 12/31/24 for users who access the VPN and other positions needing increased security; and
- Up to \$2,500 for replacement of a computer and a monitor in the tele-court room located in the jail; and
- Up to \$1,000 for a replacement of an outdated laptop for EDA; and
- Up to \$10,000 for ongoing broadband support via extended agreement with HR Fiber and Green; and

- Up to \$3,000 for an employee handbook legal review and update by the labor attorney; and
- Up to \$90,000 (\$30,000 per year for 2022, 2023, 2024) for contracting with an organization to provide peer support services to help address substance abuse within the County; and
- Up to \$20,000 for replacement of outdated office chairs in multiple departments;

**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:**

The first tranch of funding in the amount of \$1,586,635.50 was received in June 2021. As of the date of this meeting the current balance is approximately \$890,000 including committed but not yet expended funds.

The second tranch of funds is scheduled to be deposited in summer of 2022.

The total of the above request is \$578,500.

The committee is also recommending temporarily reserving a substantial portion of the second tranch of funds pending additional information on the funding needs for broadband projects in the county, potential costs associated with the acquisition of the Knife Lake Park, courthouse HVAC system, and other longer-term capital projects and equipment.



## KANABEC COUNTY SHERIFF DEPT

02/03/2022

The design, technical, pricing, and other information ("Information") furnished with this submission is confidential proprietary information of Motorola Solutions, Inc. or the Motorola Solutions entity providing this quote ("Motorola") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola. MOTOROLA, MOTO, MOTOROLA SOLUTIONS, and the Stylized M Logo are trademarks or registered trademarks of Motorola Trademark Holdings, LLC and are used under license. All other trademarks are the property of their respective owners. © 2020 Motorola Solutions, Inc. All rights reserved.

02/03/2022

KANABEC COUNTY SHERIFF DEPT  
18 N VINE ST STE 143  
MORA, MN 55051

Dear Brian Smith,

Motorola Solutions is pleased to present KANABEC COUNTY SHERIFF DEPT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide KANABEC COUNTY SHERIFF DEPT with the best products and services available in the communications industry. Please direct any questions to Michael Kahl at [mikek@graniteelectronics.com](mailto:mikek@graniteelectronics.com).

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Michael Kahl

Motorola Solutions Manufacturer's Representative



DRAFT

QUOTE-1662317

Billing Address:  
KANABEC COUNTY SHERIFF  
DEPT  
18 N VINE ST STE 143  
MORA, MN 55051  
US

Quote Date:02/03/2022  
Expiration Date:04/02/2022  
Quote Created By:  
Michael Kahl  
mikek@graniteelectronics.com

End Customer:  
KANABEC COUNTY SHERIFF DEPT  
Brian Smith  
brian.smith@co.kanabec.mn.us  
+1.320.679.6440

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6000 Series	APX6000				
1	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE	40	\$7,175.00	\$4,319.75	\$172,790.00
1a	H869BZ	ENH: MULTIKEY	40			
1b	Q361AR	ADD: P25 9600 BAUD TRUNKING	40			
1c	H38BT	ADD: SMARTZONE OPERATION	40			
1d	Q58AL	ADD: 3Y ESSENTIAL SERVICE	40			
1e	Q15AK	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP	40			
1f	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	40			
2	LSV00Q00202A	DEVICE PROGRAMMING	40	\$76.00	\$76.00	\$3,040.00
	APX™ 6500 / Enh Series	ENHANCEDAPX6500				
3	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE	30	\$8,124.00	\$4,895.25	\$146,857.50
3a	G51AU	ENH: SMARTZONE OPERATION APX6500	30			
3b	G67DT	ADD: REMOTE MOUNT E5 APXM	30			



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.  
Motorola Solutions, Inc., 520 West Monroe, United States - 60661 - # 38-1115920



Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
3c	G78AT	ENH: 3 YEAR ESSENTIAL SVC	30			
3d	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	30			
3e	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	30			
3f	G444AH	ADD: APX CONTROL HEAD SOFTWARE	30			
3g	G806BL	ENH: ASTRO DIGITAL CAI OP APX	30			
3h	GA01670AA	ADD: APX E5 CONTROL HEAD	30			
3i	W22BA	ADD: STD PALM MICROPHONE APX	30			
3j	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870	30			
3k	G361AH	ENH: P25 TRUNKING SOFTWARE APX	30			
3l	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYPT APX AND ADP	30			
3m	W969BG	ADD: MULTIKEY OPERATION	30			
4	LSV00Q00202A	DEVICE PROGRAMMING	30	\$76.00	\$76.00	\$2,280.00
5	NNTN8863A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 100-240VAC, US/NA PLUG	40	\$169.56	\$127.17	\$5,086.80
6	PMMN4069AL	MICROPHONE,IMPRES RSM, 3.5MM JACK, IP55	40	\$143.64	\$107.73	\$4,309.20
	APX™ Consolette					
7	L37TSS9PW1AN	ALL BAND CONSOLETTTE	4	\$12,444.00	\$9,167.00	\$36,668.00
7a	L998AB	ADD: LIMITED FRONT PANEL W/CLOCK/VU	4			
7b	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYPT APX AND ADP	4			
7c	CA01598AB	ADD: AC LINE CORD US	4			



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc., 500 West Monroe, United States - 60661 - ☎ 36-1115830

**MOTOROLA SOLUTIONS****DRAFT**

QUOTE-1662317

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
7d	G51AT	ENH:SMARTZONE	4			
7e	GA05508AA	DEL: DELETE VHF BAND	4			
7f	G76AR	ADD: 3Y ESSENTIAL SERVICE	4			
7g	GA05509AA	DEL: DELETE UHF BAND	4			
7h	G806BL	ENH: ASTRO DIGITAL CAI OP APX	4			
7i	W969BG	ADD: MULTIKEY OPERATION	4			
7j	G361AH	ENH: P25 TRUNKING SOFTWARE APX	4			
8	LSV00Q00202A	DEVICE PROGRAMMING	4	\$76.00	\$76.00	\$304.00
9	Incentive	Discount to Match State Contract Expiration Date: 04/01/2022	1	-\$25,680.00	-\$25,680.00	-\$25,680.00
<b>Grand Total</b>				<b>\$345,655.50(USD)</b>		

**Notes:**

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement"); that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.; 500 West Monroe, United States - 60561 - #: 38-1115800

Purchase Order Checklist
Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)
PO Number/ Contract Number
PO Date
Vendor = Motorola Solutions, Inc.
Payment (Billing) Terms/ State Contract Number
Bill-To Name on PO must be equal to the Legal Bill-To Name
Bill-To Address
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO )
PO Amount must be equal to or greater than Order Total
Non-Editable Format (Word/ Excel templates cannot be accepted)
Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept
Ship To Contact Name & Phone #
Tax Exemption Status
Signatures (As required)



**HR GREEN FIBER AND BROADBAND, LLC  
PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 1**

THIS AMENDMENT, made this 15th day of February, 2022 by and between, Kanabec County, Minnesota, the CLIENT, and HR GREEN FIBER AND BROADBAND, LLC (hereafter "COMPANY"), for professional services concerning:

On call broadband consulting / COMPANY Project Number: 211036

hereby amends the original Professional Services Agreement dated October 5, 2021 as follows:

The CLIENT and COMPANY agree to amend the Scope of Services of the original Professional Services Agreement and previous amendments as follows:

**On Call Engineering TASK 1 – Telecommunications Consulting Services as needed**

This Amendment authorizes the creation of On Call Engineering Task 1, which will enable the COMPANY to provide consulting for broadband issues that arise that are in addition to the CLIENT Broadband Study.

- a. As the CLIENT has broadband needs and questions, COMPANY will confirm with CLIENT that responses will be considered as time under this Amendment to provide the consulting assistance.
- a. Only hours CLIENT authorizes (verbally or via email) will be billed from this Amendment.
- b. If all of the hours are used in this Amendment, COMPANY will request from CLIENT an additional Amendment.

Total projected cost for this Amendment will not exceed \$10,000.

In consideration for these services, the CLIENT AGREES to authorize the payment for services performed by COMPANY on the following basis:

- ☒ Per COMPANY standard hourly rates, billed monthly for hours expended for on call engineering not to exceed \$10,000 for labor costs incurred, plus any reasonable travel or other expenses which may be incurred in the performance of that work

The total authorized compensation after this Amendment, including the original Professional Services Agreement for the original Broadband Study increase the total compensation amount from the original agreement of fifty thousand, forty dollars (\$50,040) to a not to exceed amount of sixty thousand, forty dollars (60,040).

THIS AMENDMENT is subject to all provisions of the original Professional Services Agreement.

THIS AMENDMENT, together with the original Professional Services Agreement and all previous amendments represents the entire and integrated AGREEMENT between the CLIENT and COMPANY.

THIS AMENDMENT executed the day and year written above.



Kanabec County, MN

HR GREEN FIBER AND BROADBAND, LLC

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By: Kanabec County Board Chair

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By Edward K. Barrett  
Practice Leader



**HR GREEN**  
Billing Rate Schedule  
Effective January 1, 2022

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<b>Professional Services</b>	<b>Billing Rate Range</b>
Principal	\$215- \$310
Senior Professional	\$195- \$300
Professional	\$125- \$200
Junior Professional	\$85- \$145
Senior Technician	\$120- \$160
Technician	\$75- \$130
Senior Field Personnel	\$140- \$205
Field Personnel	\$90- \$170
Junior Field Personnel	\$75- \$100
Administrative Coordinator	\$70- \$115
Administrative	\$65- \$100
Corporate Admin	\$80- \$150
Operators/Interns	\$50- \$120

**Reimbursable Expenses**

1. All materials and supplies used in the performance of work on this project will be billed at cost plus 10%.
2. Auto mileage will be charged per the standard mileage reimbursement rate established by the Internal Revenue Service. Survey and construction vehicle mileage will be charged on the basis of \$0.85 per mile or \$65.00 per day.
3. Charges for sub-consultants will be billed at their invoice cost plus 15%.
4. A rate of \$6.00 will be charged per HR Green labor hour for a technology and communication fee.
5. All other direct expenses will be invoiced at cost plus 10%.

The Kanabec County Sheriff's Office is in need of additional patrol rifles for several deputies that currently do not have one issued to them.

We would like to purchase 6 new Smith and Wesson patrol rifles. We also would purchase additional equipment for each gun to include: flashlights, flashlight mounts, rifle slings, additional ammo magazines, vertical forearm grips, and strikefire optics.

The estimated costs of 6 new rifles with the previously mentioned standard law enforcement equipment is approximately \$7200.

The Sheriff's Office currently has 17 Smith and Wesson rifles issues to other licensed peace officers within the office. 9 of these rifles need to have the optics replaced as well as a rear sight added. The current optics attached to these existing rifles have been used for over 20 years. The illumination feature no longer is sufficient to provide shooting accuracy and they need full replacement.

The estimated cost of this project as it relates to the 9 rifles that need to be upgraded is \$1980.

TOTAL COST OF ENTIRE PROJECT IS APPROXIMATELY \$9180. THIS INCLUDES EVERYTHING MENTIONED ABOVE.

**Kris McNally**

---

**From:** Ann R. Goering <arg@ratwiklaw.com>  
**Sent:** Thursday, July 15, 2021 10:12 AM  
**To:** Kris McNally  
**Subject:** RE: handbook review 2022

Kris-

If we do it, the cost is usually around \$2500.

*Ann R. Goering*

Ratwik, Roszak & Maloney, P.A.  
730 Second Ave. South, Suite 300  
Minneapolis, MN 55402



Ratwik, Roszak & Maloney, P.A.

Cell: 612-201-1865 | Direct: 612-225-6844

The information contained in this electronic message is attorney-client privileged and/or confidential information and is intended only for the use of the individual(s) to whom it is addressed. If you have received this message in error you should immediately notify me and delete it from your system.

Kanabec County Community Health would like to have a Peer Recovery Support Program established in the area. The plan would be to put out a Request for Proposal (RFP) for an entity to set-up, train peers, and implement a Peer Recovery Support Program. The entity awarded through the RFP process will enter into a contract for an amount not to exceed \$90,000 for the period of time starting upon full execution of a contract (estimating 3<sup>rd</sup> quarter 2022) and ending on 12/31/ 2024. Funding for 1/1/2024 – 12/31/2024 would be contingent upon completion of work plan for the previous time periods and demonstration of goals and positive outcomes for the project.

The awarded entity would be expected to create a sustainability plan outlining how the work would continue beyond the life of this grant.

At a minimum, respondents to the RFP will be asked to provide:

- A summary of the program to be implemented
- A description of their organization and any related experience
  - Fiscal information
  - Capacity information
- A description of the service design of program
- A work plan with deliverables, expected outcomes, timeline
- An evaluation Plan
- A budget
- Proof of insurance
- Agreement to contract terms – yet to be determined

**Why:** Overdose deaths have been increasing in rural MN over the last couple of years. Family Services, Public Health, Welia Health, and the Sheriff's office continue to see the devastating effect of drug/alcohol abuse on families and children. The Peer Recovery Support Program would be another tool to have available to help support people thinking about/entering recovery/sustaining recovery.

**What:** Peer support workers are people who have been successful in the recovery process who help others experiencing similar situations. Through shared understanding, respect, and mutual empowerment, peer support workers help people become and stay engaged in the recovery process and reduce the likelihood of relapse. Peer support services effectively extend the reach of treatment beyond the clinical setting into the everyday environment of those seeking a successful, sustained recovery process.

To become a Certified Peer Recovery Specialists, a person must complete at least 46 hours of training through an accredited trainer or organization and pass a state examination. A person needs to have at least one year or more of continuous recovery experience prior to being trained and work under a strict code of ethics.

Studies that have evaluated the effectiveness of peer recovery support for individuals with substance use disorder found improved relationships with providers and social supports, reduced rates of relapse, increased satisfaction with overall treatment, and increased treatment retention.

**RFP/Funding Detail:** not to exceed \$90,000 to begin work once

## HON Wave Mesh High-Back Task Chair, with Height-Adjustable Arms, in Black

Visit the HON Store

★★★★☆ · 155 ratings

\$239<sup>98</sup>

& FREE Returns

Get \$50 off instantly: Pay \$189.98 upon approval for the Amazon Rewards Visa Card.

Available at a lower price from other sellers that may not offer free Prime shipping.

Style:

High-Back Task Chair

### Enhance your purchase

#### Products that go with this

End tables, lamps, coffee tables and more

Click image to open expanded view



**Product** 26.5"D x 26.5"W x 40.5"H

**Dimensions**

**Recommended** Office

**Uses For Product**

**Furniture base movement** Swivel

**Room Type** Office

**Color** Black

#### About this item

- Fabric
- MESH BACK CHAIR: This task chair's breathable mesh back conforms to your upper body for added support to keep you cool and comfortable while you work.
- ERGONOMIC ADJUSTMENTS: Let this comfortable computer chair take care of your body while you work with customizable and adjustable rate and ease of recline plus height adjustable arms for

$$80 \times \$240 = \$19,200$$

Kanabec County IS Department is requesting these items for support of the County systems, data and delivery of services.

\*\*Due to age of our current backup and recovery solution, it is in need of replacement. This includes on and off site backup for recovery and business continuity. The request for \$72,000 for the system which includes the start-up expenses and subscriptions fees through 12/31/2024.

\*\*The IS department has a need to better track our department tasks, user needs and solutions. This software will also offer remote support connections to users, from our office. This has become a necessity with the remote workers and to be more efficient for our users. The request for \$7,000 for startup expenses and subscription fees through 12/31/24.

\*\* The IS department has a need to streamline our software deployments, system updates and network security. This software will help us track what updates each device needs and deploy them. This has become a more difficult task with user devices that are no longer reporting to the office each day. The request for \$3,000 for subscription fees through 12/31/24.

\*\* Multifactor authentication will strengthen our access security for verifying users to access our systems. This is an additional login feature that protects our applications, by using a second source of validation to verify user identity before granting access to our systems. The request is for \$10,000 to add additional users to the multifactor authentication subscriptions through 12/31/24.

\*\* Due to age of the current Jail display and computer that is used for tele-court, it is in need of replacement. The current system is repeatedly having sound issues. The request for \$2,500 for a new display and computer.

\*\*Due to age of the current EDA laptop, it is in need of replacement. The current laptop is slow and needs to be more efficient for work purposes. The request is for \$1,000 for a new laptop.

## Agenda Item #1

### PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**February 2, 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, February 1, 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 Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the agenda with the following changes: Add Committee Appointments under other business.

Action #2 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the January 18, 2022 minutes with the following corrections: Page 10 change “Heidi Steinmetz me” to “Heidi Steinmetz met”. Page 15 change “Barnik” to “Barnick”.

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

<u>Vendor</u>	<u>Amount</u>
Consolidated Communications	1,115.46
Kanabec County Auditor HRA	6,000.00
Kanabec County Auditor-Treas	8,117.13
Marco Business Products	7,157.61
Marco Inc	159.00

Minnesota Energy Resources Corp	18,381.40
East Central Energy	1,201.00
Minnesota Energy Resources Corp	2,227.79
CW Technology	1,514.00
Kanabec County Auditor HRA	212.00
Midcontinent Communications	218.16
Sukhram, Ramkumarie	425.00

**12 Claims Totaling: \$46,728.55**

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><u>Vendor</u></b>	<b><u>Amount</u></b>
Accurate Controls, Inc.	4,684.48
Akkerman Ingebrand Funeral Home	430.00
Anne M. Carlson Law Office, PLLC	892.50
Anoka County Corrections	560.00
Aspen Mills	440.99
Aspen Mills	2,969.46
Association of MN Counties	1,497.00
BCA/Business Shared Services	150.00
Bracewell, Earl	86.70
Clifton Larson Allen LLP	7,455.00
Creative Forms & Concepts Inc.	97.42
Curtis, Michael	647.48
CW Technology	2,807.99
CW Technology	2,807.98
CW Technology	2,807.98
DVS Renewal	173.25
DVS Renewal	38.50
East Central Exterminating	250.00
East Central Regional Library	86,351.62
Further	612.80
Gertken, Adam	129.44
Government Forms and Supplies	483.23
Granite Electronics	383.35

Hamilton Funeral Homes	830.00
Hanson, Nancy	25.00
Hanson, Nancy	25.00
Hoefert, Robert	282.04
IT Savvy	1,869.48
IT Savvy	1,869.48
J.F. Ahern Co	4,261.00
J.F. Ahern Co	1,325.00
K-WAY Express Inc.	800.00
LeadsOnline	2,463.00
M&H Appliance	53.70
Manthie, Wendy	1,020.83
Marco	91.00
Marco Technologies, LLC	239.40
Marco Technologies, LLC	754.00
McNally, Dennis	84.36
McNally, Kris	72.54
McNally, Kris	427.50
MEI Total Elevator Solutions	1,115.44
MN Commissioner of Revenue	1,225.00
MN Public Transit Association	726.00
Mora Bakery	51.20
MRA	135.00
NACVSO	50.00
North TH 65 Corridor Coalition	500.00
Northstar Computer Forms, Inc.	153.62
O'Brien, Pat	91.38
Olson, Rhonda	84.36
Performance Kennels, Inc.	16,795.00
Premium Waters, Inc.	34.44
Quill	69.96
Ramsey County	1,445.00
Ramsey County	500.00
RS Eden	20.40
Rupp, Anderson, Squires & Waldspurger, PA	39.00
Sabinash, Douglas	84.36
SHI	783.00
SHI	783.00

SHI	783.00
SIRCHIE	74.08
Spire Credit Union	399.59
Spire Credit Union	1,099.00
Spire Credit Union	92.97
Stellar Services	179.79
Stellar Services	255.64
Stenstrom Collision & Detail	200.00
Summit Food Service Management	7,561.66
Summit Food Service Management	3,699.06
SWIFT	76.94
Van Alst, Lillian	137.48
Zaudtke, Wayne	78.51

**74 Claims Totaling: \$ 172,574.38**

#### **Road & Bridge Fund**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Boyer Trucks	84.22
Central McGowan	80.50
Cornelius, Jake	139.99
Gopher State One-Call	50.00
Kanabec County Highway Dept	60.90
Mille Lacs County Public Works	1,209.45
MN Department of Transportation	280.56
Mora Motor Vehicle	673.75
Northern States Supply	130.75
Northpost	1,897.61

**10 Claims Totaling: \$ 4,607.73**

Action #5 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to recess the meeting at 9:08am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:08am on Tuesday, February 1, 2022 pursuant to adjournment with the following Board Members Present: Rick Mattson,

Dennis McNally, Craig Smith and Les Nielsen. Community Health Director Kathy Burksi presented the Community Health Board Agenda.

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

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

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

### **Resolution #CH7 – 2/1/22**

#### **MDH Public Health Infrastructure Grant**

**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.

Action #CH8 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the payment of 78 claims totaling \$53,928.70 on Community Health Funds.

Action #CH9 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn Community Health Board at 9:30am and to meet again on Tuesday, March 1, 2022 at 9:05am.

The Board of Commissioners reconvened.

Family Services Director Chuck Hurd met with the Board to present information on the DHS Managed Care Procurement County Evaluator process and plan. Information only, no action was taken.

Les Nielsen led a discussion regarding recent updates related to South County Health Alliance. Information only, no action was taken.

Action #10 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #10a – 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

### **Resolution #10b – 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.

## **Resolution #10c– 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.

Action #11 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

## **Resolution #11 – 2/1/22**

### **Resolution Establishing the Appointed Office of County Recorder**

**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.

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

### **Resolution #12 - 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.

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

## **Resolution #13 - 2/1/22**

**BE IT RESOLVED** to appoint Steve Berndt to the Safety Committee to represent the Highway Building for a three year term commencing immediately and expiring January 7, 2025.

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

## **Resolution #14 - 2/1/22**

**BE IT RESOLVED** to re-appoint Craig Smith to the Snake River One Watershed, One Plan for a three year term commencing immediately and expiring January 7, 2025.

**BE IT FURTHER RESOLVED** to re-appoint Rick Mattson as the alternate to the Snake River One Watershed, One Plan for a three year term commencing immediately and expiring January 7, 2025.

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

## **Resolution #15 - 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.

Kevin Belkholm met with the County Board to present MN Rule 8420.200 and the Wetland Conservation Appeals process. Information only, no action was taken.

**9:59am** – The Board took a five minute break.

**10:04am** – The Board reconvened.

County Assessor Tina Von Eschen met with the County Board to discuss fees that are

charged to the various jurisdictions within the county for assessment services. Von Eschen will determine the time and cost of sending annual letters, billing statements, and bi-annual contracts to all jurisdictions for assessment services and present it to the Board at a future meeting.

Vern Bossen met with the County Board to discuss jurisdiction fees. He also brought two more topics to the attention of the Board: a discussion regarding the reclamation of gravel pits that took place at a recent Planning Commission meeting, as well as concerns regarding a lack of road visibility from the South driveway at McBee's Bar and Grill on Highway 47. Information only, no action was taken.

County Attorney Barbara McFadden gave an update regarding the Knife Lake Rest Area. The Board expressed consensus for Barb McFadden to move forward with the County's acquisition of the Knife Lake Rest Area in memory of Commissioner Gene Anderson.

County Attorney Barbara McFadden gave an update regarding a 360 acre tax forfeit parcel in Peace Township that the County obtained as part of a DNR Land Exchange. Information only, no action was taken.

**10:37am** - The Chairperson called for public comment. Those that responded included:

Charlie Strickland Jr.	Comments regarding clarification of COVID-19 information on a publication distributed by Kanabec County Community Health.
Rhonda Olson	Comments expressing support of the Knife Lake Rest Area project and concerns regarding the speed limit on Hwy 65 at the entrance to the rest area.

**10:41am** – The Chairperson closed public comment.

Environmental Services/GIS Technician Ryan Carda and HKGi Associate Planner Lance Bernard met with the County Board to present the updated draft of the Kanabec County Comprehensive Plan.

Craig Smith stated “for the record” that he would not be in favor of approving the Comprehensive Plan as presented unless all portions regarding countywide zoning are removed.

Action #16 – Dennis McNally introduced the following resolution and moved its adoption:

## **Resolution #16 – 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.

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

**IN FAVOR THEREOF:** Les Nielsen, Rick Mattson, Dennis McNally

**OPPOSED:** Craig Smith

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

Environmental Services/GIS Technician Ryan Carda and Property Owner Sam Strom met with the County Board to present the proposed final plat of “Strom Acres” for approval.

Action #17 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the final plat of the “Strom Acres” Subdivision as presented.

Action #18 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution;

### **Resolution # 18 – 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.

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

Vasaloppet President Jon Larson met with the County Board to request the use of County equipment and volunteer time for the 2022 Vasaloppet ski event.

Action #19 – Rick Mattson introduced a motion to continue to support the Vasaloppet by providing volunteer labor and County equipment to remove snow from the roads after the 2022 Vasaloppet ski race.

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

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

**IN FAVOR THEREOF:** Les Nielsen, Rick Mattson, Dennis McNally, Craig Smith  
**OPPOSED:** None

**ABSTAIN:** None

whereupon the motion was declared passed.

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

Public Works Director Chad Gramentz presented a request for final payment to Bjorklund Companies LLC for KCP 20-09 Aggregate Surfacing.

Public Works Director Chad Gramentz and Maintenance Superintendent Nathan Westling presented three resolutions for equipment purchases.

Action #21 – Craig Smith introduced a motion to approve a consent agenda including all of the following actions and to take the budget shortfall of \$174,000 from the 2021 Welia Clinic Transfer of Asset Revenue and/or the 2021 Tax Forfeit Land Sale Revenue:

**Resolution #21a – 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
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**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 #21b – 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
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**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 #21c – 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.

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

**IN FAVOR THEREOF:** Rick Mattson, Craig Smith

**OPPOSED:** Les Nielsen, Dennis McNally

**ABSTAIN:** None

whereupon the motion failed.

Chad Gramentz led a discussion regarding the sale of surplus equipment.

Action #22 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #22 – 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.

Action #23 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve a consent agenda including all of the following actions and to take the budget shortfall of up to \$174,000 from the American Rescue Plan (ARPA) Funds:

### **Resolution #23a – 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
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**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 #23b – 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 #23c – 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.

Public Works Director Chad Gramentz presented the Kanabec County 5-Year Plan for 2022-2026 Road Projects.

Action #24 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

**Resolution #24 – 2/1/22**  
**Advertise for Bids**  
**2022 Construction Projects**

**WHEREAS** the Kanabec County Board of Commissioners wish to proceed with the following projects:

Road	Type	Length	From	To
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.

Action #25 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to close the meeting at 12:17pm pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to labor negotiations strategy. Those present during the closed portion of the meeting include Commissioners Les Nielsen, Rick Mattson, Dennis McNally, and Craig Smith; as well as County Coordinator & Personnel Director Kris McNally.

Action #26 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to return to open session at 12:23pm.

Future Agenda Items: Closed session for Attorney-Client privileged discussion

Action #27– It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to adjourn the meeting at 12:28pm and to meet again in regular session on Tuesday, February 15, 2022 at 9:00am.

*Signed* \_\_\_\_\_  
Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

*Attest:* \_\_\_\_\_  
Board Clerk

## Agenda Item #2

### Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Kanabec County Auditor HRA	6,212.00	Retirement Pmt, HRA Contribution	Various
Minnesota Department of Finance	5,832.50	State Fees and Surcharges	Recorder
MNPEIP	11,182.18	Health Reserves	HR
Mora Municipal Utilities	13,235.05	Utilities	Various
Quadient Finance USA Inc.	4,300.00	Postage - Courthouse & PSB	Unallocated
East Central Energy	238.27	Intersection Lighting	Highway
Dearborn National Life Insurance	856.18	Short Term Disability Premiums	Employee Benefits
Health Partners	6,801.70	Dental Premiums	Employee Benefits
Life Insurance Company of North America	788.52	Accident, Group Hospital, Critical Illness Insurance Premium	Employee Benefits
MNPEIP	148,944.86	Health Insurance Premiums	Employee Benefits
The Hartford Priority Accounts	6,278.53	Life Insurance and Long Term Disability Premiums	Employee Benefits
VSP Insurance Co	576.24	Vision Insurance Premiums	Employee Benefits
Kanabec County Auditor - Treas	280.00	COJ Pmt 12.02990.00	Prepaid Tax Fund
Ann Lake Twp	10,212.56	2022 Twp Road Allotment	Town & Cities Fund
Arthur Twp	32,003.21	2022 Twp Road Allotment	Town & Cities Fund
Brunswick Twp	32,012.57	2022 Twp Road Allotment	Town & Cities Fund
Comfort Twp	23,670.45	2022 Twp Road Allotment	Town & Cities Fund
Ford Twp	8,192.78	2022 Twp Road Allotment	Town & Cities Fund
Grass Lake Twp	25,462.43	2022 Twp Road Allotment	Town & Cities Fund
Haybrook Twp	11,779.24	2022 Twp Road Allotment	Town & Cities Fund
Kanabec Twp	17,077.40	2022 Twp Road Allotment	Town & Cities Fund
Knife Lake Twp	25,188.15	2022 Twp Road Allotment	Town & Cities Fund
Kroschel Twp	10,504.43	2022 Twp Road Allotment	Town & Cities Fund
Peace Twp	26,755.49	2022 Twp Road Allotment	Town & Cities Fund
Pomroy Twp	12,166.14	2022 Twp Road Allotment	Town & Cities Fund

Southfork Twp	21,022.41	2022 Twp Road Allotment	Town & Cities Fund
Whited Twp	16,254.88	2022 Twp Road Allotment	Town & Cities Fund
Ann Lake Twp	1,076.90	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Arthur Twp	4,678.18	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Brunswick Twp	10,046.49	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Comfort Twp	859.16	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Grass Lake Twp	1,659.56	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Haybrook Twp	4,415.84	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Hillman Twp	73.60	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Kanabec Twp	4,041.31	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Knife Lake Twp	7,704.64	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Kroschel Twp	401.22	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Peace Twp	22,542.47	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Southfork Twp	14,116.76	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Kwik Trip Inc	10,759.72	Gas Credit Cards	Various
Midcontinent Communications	224.45	Monthly Service	Various
Office of MN.IT Services	1,338.65	Monthly Service	IS
Spire Credit Union	7,858.74	See Below	
Verizon Wireless	1,285.35	Monthly Service	Various
East Central Energy	279.13	Intersection Lighting	Highway
The Public Group	21,764.38	TFLS Buyer Fees	Forfeited Tax Sale
Card Services (Coborn's)	47.74	Wellness Supplies	Employee Wellness
<b>47 Claims Totaling: <u>\$593,002.46</u></b>			

Spire Credit Union	379.94	Amazon - Monitors	Auditor
	37.99	Amazon - Monitor Mount Stand	Auditor
	19.98	Amazon - DP to HDMI Cable	Auditor
	9.25	Amazon - Legal Pads	IS
	17.11	Amazon - SanDisk & USB Cable	IS
	16.45	Amazon - Post It Notes	IS
	1,099.00	K9 Unit - Dog Crate	APRA Supplies & Tech
	92.97	K9 Unit - Bed, Collars, etc.	ARPA Supplies & Tech
	399.59	K9 Unit - Training Supplies etc.	ARPA Supplies & Tech
	370.24	Amazon - ARPA Monitor & Cables	ARPA Supplies & Tech

19.99	Amazon - ARPA Rolling Stand	ARPA Supplies & Tech
37.99	Amazon - ARPA Monitor Mount Stand	ARPA Supplies & Tech
420.38	Amazon - Monitors	Recorder
37.99	Amazon - Monitor Mount Stand	Recorder
19.98	Amazon - DP to HDMI Cable	Recorder
149.99	Amazon - Dymo Label Printer	Veteran Services
56.31	Amazon - Hook Switch Adapter	Veteran Services
217.96	Amazon - Headset, Mount Stand	Veteran Services
149.99	B&H Photo Brother Printer	Veteran Services
422.10	Amazon - Monitors	Veteran Services
144.69	Amazon - Office Supplies	Veteran Services
21.24	Amazon - Office Supplies	Veteran Services
194.28	Amazon - Sound Barrier	Veteran Services
91.62	Days Inn - Room Charge	Veteran Services
12.99	Amazon Prime Membership	Sheriff
43.37	Amazon - Office Supplies	Sheriff
76.98	Amazon - Brother Toner	Sheriff
34.19	Ear Muffs - Vangorden	Sheriff
5.95	Amazon - Phone Screen Protector	Sheriff
16.99	Amazon - Phone Case	Sheriff
12.48	Amazon - USB-C Car Charger	Sheriff
23.89	Amazon - Speakers	Jail
42.51	Wall Clock	Jail
22.44	Dry Erase Wall Calendar	Jail
15.56	Dry Erase Wall Calendar	Jail
142.59	Amazon - Mop Heads, Handcuffs	Jail
55.48	Amazon - Brother Toner	Jail
(28.67)	Credit	Jail
85.32	Amazon - Handcuffs	Jail
17.54	Amazon - USB Extension Cable	911 Emergency
365.00	ProQa Cert - Sorenson	911 Emergency
730.00	ProQa Cert - Gagnon x 2	911 Emergency
30.00	ProQa Reccert - Wilder	911 Emergency
365.00	ProQa Cert - Warner	911 Emergency

110.96	Amazon - Brother Toner	Extension
130.49	Amazon - Brother TOner	Extension
0.99	Apple - Storage	Highway
34.99	Amazon - Wireless Keyboard	Welfare
216.65	Amazon - Office Supplies	Community Health
60.59	Xmind - Software Subscription RPC	Community Health
17.60	Availity Subscription Fee	Community Health
540.00	Acuity Scheduling Subscr/vacc	Community Health
16.99	Amazon - Phone Case	Community Health
15.40	Availity Subscription Fee	Community Health
22.00	Availity Subscription Fee	Community Health
25.90	Amazon - Office Supplies	Community Health
169.54	Walmart - Wellness Supplies	Employee Wellness
<b>57 Claims Totaling:</b>	<b><u>\$7,858.74</u></b>	

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 2/15/22

Department Name	Vendor	Amount	Purpose
ASSESSOR	DVS Renewal	19.25	2008 Chevy Impala Tabs
ASSESSOR	IT Savvy LLC	890.49	Laptop
ASSESSOR	Marco	159.00	Standard Payment
		<b>1,068.74</b>	
AUDITOR	Oak Gallery	14.69	Shipping to send PTF tapes back to CPS
AUDITOR	Office Depot	120.90	Office Supplies
		<b>135.59</b>	
BUILDINGS MAINTENANCE	Ace Hardware	63.95	Batteries (3), Knobs (2)
BUILDINGS MAINTENANCE	East Central Exterminating	125.00	Service for January
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	January 2022 Cleaning
BUILDINGS MAINTENANCE	Granite City Jobbing	370.07	Toilet Paper
BUILDINGS MAINTENANCE	Handyman's Inc	311.28	Filters
BUILDINGS MAINTENANCE	Jamar Company	990.00	Courthouse Roof Leak Repair
BUILDINGS MAINTENANCE	Johnsons Hardware	32.96	Hammers (2), Keys (2)
BUILDINGS MAINTENANCE	Quality Disposal Systems	416.61	January Service - Courthouse & PSB
		<b>8,720.11</b>	
COMPUTER EXPENSES	MNCCC Lockbox	28,940.00	1st Quarter Support and Annual Dues
COMPUTER EXPENSES	MNCCC Lockbox	175.00	IFS Update
		<b>29,115.00</b>	
COUNTY ATTORNEY	Anoka County Sheriff's Office	80.00	Civil Service (CHIPS)
COUNTY ATTORNEY	Premier Biotech Labs, LLC	250.00	In-Person Testimony - CHIPS CT
COUNTY ATTORNEY	RELX Inc. DBA LexisNexis	189.08	LexisNexis January 2022 Charges
		<b>519.08</b>	

COUNTY CORONER	Ramsey County	<u>667.00</u>	Post Mortem Exam/Toxicology
		<b>667.00</b>	
ECONOMIC DEVELOPMENT	HR Green Fivber and Broadband, Inc.	6,335.01	Broadband Feasibility Study
ECONOMIC DEVELOPMENT	SHI International Corp	<u>117.00</u>	WebEx Subscription 1/8/22-6/30/22
		<b>6,452.01</b>	
ELECTIONS	Breezy Point Resort	1,209.84	Election Conference 4/19-4/22 - Snyder, Birkaker, Jacobs
ELECTIONS	Sea Change Print Innovations	<u>586.12</u>	T2022 Ballots
		<b>1,795.96</b>	
ENVIRONMENTAL SERVICES	Kanabec Publications	42.57	PH Notice, Board of Adjustment
ENVIRONMENTAL SERVICES	Quill	<u>55.97</u>	Envelopes and Sharpie Markers
		<b>98.54</b>	
HUMAN RESOURCES	American DataBank	113.85	Background Studies for New Employees (2)
HUMAN RESOURCES	ECM Publishers	544.00	Probation Agent, Office Support Specialist
HUMAN RESOURCES	Kanabec Publications	318.20	Network Specialist, Office Support Specialist
HUMAN RESOURCES	PD's Embroidery	<u>29.00</u>	Jacket for Susan Coon Recognition
		<b>1,005.05</b>	
INFORMATION SYSTEMS	CW Tecchnology	1,152.00	Service Warranty
INFORMATION SYSTEMS	Marco	<u>3,216.80</u>	Phone Lease
		<b>4,368.80</b>	
LAW LIBRARY	RELX Inc. DBA LexisNexis	<u>225.00</u>	Law Library Invoice
		<b>225.00</b>	
PROBATION & JUVENILE PLACEMENT	East Central Regional Juvenile Center	94,920.00	339 Unused Beds for 2021 @ \$280/bed
PROBATION & JUVENILE PLACEMENT	Office Depot	<u>78.98</u>	Office Supplies
		<b>94,998.98</b>	
PUBLIC TRANSPORTATION	A and E Cleaning Services	525.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	Auto Value Mora	219.91	Bus & Van Parts
PUBLIC TRANSPORTATION	Curtis, Michael	471.51	Volunteer Driver

PUBLIC TRANSPORTATION	East Central Exterminating	125.00	Service for January
PUBLIC TRANSPORTATION	Glen's Tire	80.61	Bus Repair, Tire Repair, Oil Change
PUBLIC TRANSPORTATION	Hoefert, Robert	230.49	Volunteer Driver
PUBLIC TRANSPORTATION	Industrial Health Services Network Inc	45.90	Drug Screen
PUBLIC TRANSPORTATION	Kanabec Publications	859.00	Advertising
PUBLIC TRANSPORTATION	Manthie, Wendy	801.45	Volunteer Driver
PUBLIC TRANSPORTATION	Marco	134.68	Printer Contracts
PUBLIC TRANSPORTATION	Marco	124.45	Printer Contracts
PUBLIC TRANSPORTATION	Midcontinent Communications	253.38	Utilities
PUBLIC TRANSPORTATION	Quality Disposal Systems	26.34	January Service
PUBLIC TRANSPORTATION	Van Alst, Lillian	491.40	Volunteer Driver
		<b>4,389.12</b>	
SANITATION	East Central Solid Waste Commission	216.04	Highway Dept. Mixed Solid Waste
		<b>216.04</b>	
SHERIFF	Aspen Mills	396.00	Shoulder Patches (200)
SHERIFF	Aspen Mills	99.00	Uniform Boots
SHERIFF	AT&T Mobility	928.90	Monthly Service
SHERIFF	Galls	366.60	Pouches, Shirt Carrier
SHERIFF	Hennepin Healthcare	1,250.00	Medical Services - ICR 19001419
SHERIFF	O'Reilly Auto Parts	166.24	County Squads - Wipers (2 sets), Capsule, Power Cord
SHERIFF	Tinker & Larson Inc	1,108.09	Blinker Bulb
		<b>4,314.83</b>	
SHERIFF - CITY OF MORA	AT&T Mobility	44.60	Monthly Service
SHERIFF - CITY OF MORA	Glen's Tire	734.00	City Squad - Tires, Mounting, Disposal
SHERIFF - CITY OF MORA	Tinker & Larson Inc	188.25	City Squads - Oil Changes (2), Air Filter
		<b>966.85</b>	
SHERIFF - DISPATCH	Kanabec Publications	170.00	Warrant Envelopes
		<b>170.00</b>	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	18,732.24	Oct & Nov 21 Pool Cap Reconciliation, Mar 22 OnSite Medical/MH

SHERIFF - JAIL/DISPATCH	Derby Industries	3,076.20	Derby Blue Mattress w/ Pillow (25)
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	January 2022 Cleaning
SHERIFF - JAIL/DISPATCH	Granite City Jobbing	897.37	Paper Towels, Garbage Bags, Copy Paper (20)
SHERIFF - JAIL/DISPATCH	Handyman's Inc	655.54	Filters
SHERIFF - JAIL/DISPATCH	Lindblom, Jay	20.01	Reimbursement - Gas for Transport Vehicle
SHERIFF - JAIL/DISPATCH	Motorola Solutions	10,000.00	VESTA 911 Contract
SHERIFF - JAIL/DISPATCH	Quality Disposal Systems	216.56	January Service
SHERIFF - JAIL/DISPATCH	Stellar Services	228.23	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,910.53	Inmate Meals 1/29-2/4
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,847.31	Inmate Meals 1/22-1/28
		<b>42,168.79</b>	
SNAKE RIVER WATER MGMT BOARD	Peterson Company LTD	2,000.00	Snake River Audit 2019 - Audit Completed
		<b>2,000.00</b>	
STATE FISCAL RECOVERY ARP	RWB Emergency Lighting	8,055.60	K-9 Vehicle Set Up
STATE FISCAL RECOVERY ARP	Schein, Henry	522.58	Quick Vue At-Home OTC SARS 25 tests/box x 2 @ \$257.99
STATE FISCAL RECOVERY ARP	Southwest Regional Development Commission	2,000.00	Invoice for 2022 Membership to MN Rural Broadband Coalition
		<b>10,578.18</b>	
UNALLOCATED	Kanabec Publications	1,187.49	Updated Tire Ordinance, PH Notice Intent to Appoint Recorder, TNT Minutes, County Board Minutes 12/7 & 12/21, Committee Vacancy Ad (4), Work Session Notice 1/25, PH Notice Drainage Authority
UNALLOCATED	Kanabec Publications	83.19	Publish 2022 Budget Summary
UNALLOCATED	Rupp, Anderson, Squires & Waldspurger, PA	39.00	Legal Services
		<b>1,309.68</b>	
78 Claims Totaling:		<b><u>\$ 215,283.35</u></b>	

# Agenda Item #3b

## Regular Bills - Road & Bridge

### Bills to be approved: 2/15/22

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
A & E Cleaning	1,000.00	Office cleaning
Ace Hardware	148.54	Shop supplies
Aramark	574.08	Coveralls and janitorial supplies
Auto Value	3,191.33	Repair parts
Avenu	6,410.80	Accounting Software
Central Pension Fund	203.55	Training center use fee
Cragun's Resort	674.00	Engineering Conference
DeJong, George	100.00	Reimbursement for class
Federated Co-op	119.99	Shop supplies
Force America	85.01	Repair parts
FS Solutions	793.90	DOT drug tests
Glens Tire	300.50	Tire Repair
Gopher State One-Call	2.70	Locates
Granite City	113.95	Paper products
Handyman's Hardware	82.68	Building maintenance supplies
Herzog Construction	6,222.50	Service crane certification
Houston Engineering	15,578.36	County ditch 2 repair
Hydrocad	300.00	Engineering software
Johnson Hardware	309.88	Shop supplies
Kanabec County Highway Dept	88.80	Petty Cash, Postage
Kwik Trip	9.00	Carwash
Lake Superior College	500.00	Training
Marco	312.38	Printer fee
MEI Total Elevator	560.71	Elevator inspection
North Central International	9,634.47	Repair parts
Northern States Supply	887.84	Shop supplies
Northpost	4,751.46	Mail box posts
Novus Glass	500.00	Glass repair
Nuss Truck	16.10	Repair parts
Power Plan (RDO)	13,168.50	Repair parts and blade rental
Quality Disposal	172.10	Garbage pickup
Wiacom	675.30	GPS
Widseth Smith Nolting	12,519.75	Engineering
<b>33 Claims Totaling:</b>	<b><u><u>\$80,008.18</u></u></b>	

# Agenda Item #4

February 15, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> SCORE Claims - December	<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 #\_\_ – 2/15/22

#### SCORE CLAIMS

**WHEREAS** the board has been presented with claims for recycling efforts to be paid from SCORE Funds, and

**WHEREAS** these claims have been reviewed, tabulated and approved by the Kanabec County Solid Waste Officer, and

**WHEREAS** SCORE Funds appear adequate for the purpose;

**BE IT RESOLVED** to approve payment of the following claims on SCORE Funds:

Waste Management	-
Quality Disposal	\$3,959.40
Arthur Township	\$500.00
Total	\$4,459.40

**g. Background:**

Provider	Billed	Paid Amount
QUALITY DISPOSAL (December)	\$3,459.40	\$3,459.40
WASTE MANAGEMENT (December)	-	-
Sub-Total	\$3,459.40	\$3,459.40
Recycling Center Incentive Payments:		
Quality Disposal (December)	\$500.00	\$500.00
Arthur Township (December)	\$500.00	\$500.00
TOTAL PAYMENTS =		\$4,459.40

**Date received in County Coordinators Office:** Various dates in January

**January 1, 2021 SCORE Fund balance = \$113,199.89**

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

**Expenditure: 01-391-392-0000-6211 = \$63,554.45**

**Current SCORE Funds balance is = \$49,645.44**

# Agenda Item #5

February 15, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Committee Appointments (continued)	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 2 minutes	<b>d. Presenter(s):</b> Kris McNally

**e. Board action requested:** Approve the following resolutions:

### Resolution #\_\_ - 2/15/22

**BE IT RESOLVED** to re-appoint Sara Treiber to the Economic Development Authority for a six year term commencing immediately and expiring January 4, 2028.

### Resolution #\_\_ - 2/15/22

**BE IT RESOLVED** to appoint Todd Groninga to the Emergency Medical Services Advisory Committee for a three year term commencing immediately and expiring January 7, 2025.

### f. Background:

#### ECONOMIC DEVELOPMENT ADVISORY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Role</u>	<u>Term</u>
Kathi Ellis	01/19/21	01/02/27	At-large Representative	1 <sup>st</sup>
Lonnie Ness	01/07/20	01/03/23	At-large Representative	1 <sup>st</sup>
Jerry Tvedt	01/07/20	01/03/23	Electric Utility Representative	3 <sup>rd</sup>
Lisa Holcomb	01/18/22	01/04/28	Township Elected Official	2 <sup>nd</sup>
Sara Treiber	02/13/19	01/03/22	City Representative	2 <sup>nd</sup>
Wayne Davis	02/18/20	01/03/23	At-large Representative	1 <sup>st</sup>
Ivan Black	01/18/22	01/04/28	City Representative	2 <sup>nd</sup>
Dennis McNally	01/04/22	upon election of District 2 Commissioner	County Commissioner	interim
Craig Smith	01/05/21	01/02/24	County Commissioner/County HRA	1 <sup>st</sup>

Description: The EDA shall consist of a governing body of nine members. A maximum of two of the members shall be members of the Kanabec County Board of Commissioners, one of which will represent the HRA. In addition, there shall be one township elected official selected from those townships choosing to participate in the EDA; two city representatives including one from the City of Mora and one selected from the other participating city's; one electric utility representative; and three At-large representatives with preference being given to participating cities within Kanabec County.

Of those initially appointed, two each shall be appointed for terms of one, two, or three years respectively and one each for terms of four, five, or six years, respectively. Therefore all members shall be appointed for six-year terms.

## **EMERGENCY MEDICAL SERVICE BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>		<u>Term</u>
Craig Smith	01/05/21	01/02/24		2 <sup>nd</sup>
Les Nielsen	01/05/21	01/02/24	Alternate	2 <sup>nd</sup>

2 year terms. Limited to 3 terms.

### **Advisory Committee**

Vacant	01/08/19	01/03/22
alternate - Vacant	01/10/07	01/04/10

Advisory Committee meets 6 times per year.

Supporting Documents: None    Attached: ☒

Date received in County Coordinators Office: 2/10/22

Coordinators Comments:

**Kelsey Schiferli**

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**From:** todd groninga <jeanandtodd6@hotmail.com>  
**Sent:** Thursday, February 10, 2022 10:01 AM  
**To:** Kelsey Schiferli  
**Subject:** EMS advisory board

Hello

This is Todd Groninga and I am interested in the position of EMS advisory board. I have been and EMT for 30 plus years. I am also a officer with Kanabec County first responders team.

Thank for the consideration.

Todd Groninga

# Agenda Item #6

February 15, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> ARPA State & Local Fiscal Recovery Funds- Lost Revenue	<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:**

Approve the following resolution:

**Resolution #\_\_\_\_\_ - 2/15/22**

### **ARPA State & Local Fiscal Recovery Funds- Designated Lost Revenue**

**WHEREAS**, prior to January 6, 2022, state and local entities who received ARPA State and Local Fiscal Recovery funds had been operating on the U.S. Treasury's Interim Final Rule guidelines, and

**WHEREAS**, on January 6, 2022, the United States Treasury Department issued its Final Rule; and

**WHEREAS**, the Final Rule allows state and local entities who received ARPA State and Local Fiscal Recovery funds to designate a standard amount of lost revenue up to \$10,000,000; and

**WHEREAS**, Kanabec County was allocated \$3,173,271 and is therefore allowed to designate the entire amount as lost revenue; and

**WHEREAS**, designating the funds as lost revenue allows broader flexibility and less administrative burden in administration of the funds;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby designates the full allocation of the ARPA State & Local Fiscal Recovery Funds as lost revenue.

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**f. Background:**

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

<b>Date received in County Coordinators Office:</b>
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<b>Coordinators Comments:</b>
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## REPLACING LOST REVENUE

Counties may use “lost revenue” for **general government services up to the *revenue loss amount***, whether that be the standard allowance amount (\$10 million) or the amount calculated using Treasury’s formula:

- **Government services generally include any service traditionally provided by a government**, unless Treasury has stated otherwise
- **Common examples** include, but are not limited to:
  - Construction of schools and hospital
  - Road building and maintenance, and other infrastructure
  - Health services
  - General government administration, staff and administrative facilities
  - Environmental remediation
  - Police, first responders and other public safety services (including purchase of fire trucks and police vehicles)

RECOVERY FUNDS USED TO REPLACE  
“REVENUE LOSS” ARE MORE FLEXIBLE AND  
MAY BE USED FOR A BROAD RANGE OF  
GOVERNMENT SERVICES, PROGRAMS AND  
PROJECTS OUTSIDE OF TYPICAL ELIGIBLE  
USES OF RECOVERY FUNDS UNDER THE  
FINAL RULE. HOWEVER, REVENUE  
RECOUPMENT CANNOT BE USED FOR RAINY  
DAY FUNDS, DEBT SERVICES, AND  
EXTRAORDINARY PENSION CONTRIBUTIONS

# Agenda Item #7

February 15, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> 2022 Help America Vote Act (HAVA) Grants Program	<b>b. Origination:</b> Secretary of State's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

**RESOLUTION #\_\_-2/15/22**

WHEREAS, During its 2021 1<sup>st</sup> Special Session, the Minnesota Legislature, via [Chapter 11, Article 1, Sec. 41](#), authorized the distribution of \$3 million from federal Help America Vote Act (HAVA) appropriations as grants to political subdivisions; and

WHEREAS, per statute, these funds must be used to “improve accessibility,” “implement security improvements for elections systems,” and/or for “funding other activities to improve the security of elections;” and

WHEREAS, Kanabec County is eligible to receive up to \$20,000 flat-rate per county + \$.287 per Voting Age Population as captured by the 2020 U.S. Census; and

WHEREAS, no matching funds are required, but approximately 6 hours of work are required to complete the grant application materials;

WHEREAS, undistributed funds (funds not requested by counties, or fund allocated to counties for which prerequisites are not completed), as well as unspent and returned funds from counties will be subject to follow-on redistribution per a to-be-determined “2<sup>nd</sup> round” formula;

WHEREAS, the I.S. Director and the Auditor Treasurer would like to apply for this grant to make improvements or enhancements to accessibility or security of elections under the allowable parameters of said grant;

BE IT THEREFORE RESOLVED the Kanabec County Board of Commissioners hereby approves the I.S. Director and Auditor Treasurer to apply for and accept 2022 Help America Vote Act (HAVA) grant funds if approved;

BE IT FURTHER RESOLVED that the I.S. Director is authorized to execute the grant agreement and return it to the Secretary of State's Office without further approval by this Board;

BE IT FURTHER RESOLVED that the I.S. Director and Auditor Treasurer work together to determine the best use of the grant funds, present their recommendations to the Board, and submit all required grant reports to the Secretary of State's Office as required.

**f. Background:**

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

# Agenda Item #8

February 15, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> DNR Land Donation Acceptance	<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:**

Informational

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**f. Background:**

See attached letter from the DNR

Supporting Documents: None    Attached: ☒

<b>Date received in County Coordinators Office:</b>	2/4/22
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**Coordinators Comments:**



RECEIVED FEB 04 2022

Wildlife Section - 800 Oak Savanna Lane SW Cambridge, MN 55008  
Phone: 763-284-7231 Fax: 763-689-7120

February 1, 2022

Kristine McNally  
County Coordinator  
18 N Vine St, Ste 181  
Mora, MN 55051

Ms. McNally,

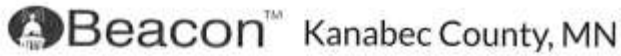
The Minnesota Department of Natural Resources will be accepting a donation from a private landowner in Kanabec County. We wanted to bring this to the attention of the Kanabec County Board. The Parcel #06.02290.00 is .5 acres in size and is bordered on 2 sides by County Rd 4 to the south and Pheasant Rd to the west and the other 2 sides by the Rice Creek Wildlife Management Area (WMA) in Grass Lake Township. This Tax Forfeit parcel was put up for auction by Kanabec County in May 2021. There were no bidders on the parcel. A private landowner and farmer in the area purchased the parcel in the summer of 2021 and is planning on donating it to Minnesota Department of Natural Resources as an addition to the Rice Creek WMA.

Feel free to contact me if you have any further questions.

Thank you and have a great day!

Timothy J. Marion  
Area Wildlife Manager | Fish & Wildlife  
Email: [Tim.Marion@state.mn.us](mailto:Tim.Marion@state.mn.us)

*Equal Opportunity Employer*



### Summary

**Parcel ID** 06.02290.00  
**Property Address**  
**Sec/Twp/Rng** 34-038-023  
**Brief Tax Description** Sect-34 Twp-038 Range-023 .50 AC PT SW1/4 OF SW1/4 W 5 RDS OF 5 16 RDS  
(Note: Not to be used on legal documents)  
**Deeded Acres** 0.50  
**Class** 114 - (NON-HSTD) RV FARM ENTITY TIER1  
**District** (601) GRASS LAKE SCH 0314  
**School District** 0314

### Owner

**Primary Taxpayer**  
 MN Production Ag LLC  
 1896 397 Ave  
 Stanchfield, MN 55080

### Valuation

	2021 Assessment	2020 Assessment	2019 Assessment	2018 Assessment	2017 Assessment	2016 Assessment
+ Estimated Building Value	\$0	\$0	\$0	\$0	\$0	\$0
+ Estimated Land Value	\$900	\$900	\$900	\$900	\$1,000	\$1,500
+ Estimated Machinery Value	\$0	\$0	\$0	\$0	\$0	\$0
= Estimated Market Value	\$900	\$900	\$900	\$900	\$1,000	\$1,500

### Taxation

	2021 Payable	2020 Payable	2019 Payable	2018 Payable	2017 Payable
Estimated Market Value	\$900	\$900	\$900	\$1,000	\$1,500
- Excluded Value	\$0	\$0	\$0	\$0	\$0
- Homestead Exclusion	\$0	\$0	\$0	\$0	\$0
= Taxable Market Value	\$900	\$900	\$900	\$1,000	\$1,500
Net Taxes Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
+ Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
= Total Taxes Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Unpaid Taxes

No taxes are due at this time.

### Tax Payments

No data available for the following modules: Buildings, Extra Features, Sales, Property Valuation Notice, Mobile Home Valuation Notices, Taxes Paid, Tax Statement, Photos, Soil-Boring Documents, Septic Documents, CUP-IUP Documents, Violation Documents.

[User Privacy Policy](#)  
[GDPR Privacy Notice](#)

Last Data Upload: 2/8/2022, 3:27:50 AM





<b>Parcel ID</b>	06.02290.00	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	MN PRODUCTION AG LLC
<b>Sec/Twp/Rng</b>	34-038-023	<b>Class</b>	114 - RV FARM ENTITY TIER1		1896 397 AVE
<b>Property Address</b>		<b>Acreage</b>	0.5		STANCHFIELD, MN 55080
<b>District</b>	GRASS LAKE SCH 0314				
<b>Brief Tax Description</b>	Sect-34 Twp-038 Range-023 .50 AC PT SW1/4 OF SW1/4 W 5 RDS OF S 16 RDS				
	(Note: Not to be used on legal documents)				

Date created: 2/8/2022  
Last Data Uploaded: 2/8/2022 4:27:50 AM

Developed by  **Schneider**  
GEOSPATIAL

# Agenda Item #9

February 15, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Comprehensive Plan/Ordinance #22	<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:**

Consider rescinding the ordinance status of the Kanabec County Comprehensive Plan.

### RESOLUTION # \_\_\_\_\_ -2/15/22

**WHEREAS** the Kanabec County Comprehensive Plan (the Comprehensive Plan) was updated and adopted on February 1, 2022; and

**WHEREAS** legal precedent in MN indicates that Comprehensive Plans are intended to serve as advisory and not regulatory documents (R.A. Putnam v. City of Mendota Heights, 510 N.W. 2d 264 (Minn. App. 1994)); and

**WHEREAS** Kanabec County has been advised to revoke the Kanabec County Comprehensive Plan's status as an ordinance;

**THEREFORE BE IT RESOLVED** that the Kanabec County Comprehensive Plan's status as Ordinance #22 is hereby revoked;

**BE IT FUTHER RESOLVED** that the Kanabec County Comprehensive Plan remains a guide for current actions and policy to influence the future of Kanabec County, as well as a tool for planning, growth management and economic development

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**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# Agenda Item #10

February 15, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Updates to A-119 Purchasing Policy	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

**Resolution # \_\_\_\_\_ - 2/15/22**

**WHEREAS**, the Kanabec County Board of Commissioners has authority to establish and revise county administration policies; and

**WHEREAS**, the proposed updates in Policy A-119 have been reviewed in consultation with the County Auditor Treasurer and County Engineer; and

**WHEREAS**, the staff recommends adoption of the updated policy in compliance with MN Statute 471.345;

**THEREFORE BE IT FURTHER RESOLVED** that the recommended updates to existing Policy A-119 are approved and effective immediately.

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**f. Background:**

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

**Date received in County Coordinators Office:**

**Coordinator's Comments:**

Policy: A-119  
Approved: ~~May 26, 2010~~  
**February 15, 2022**  
Effective: **February 15, 2022**  
Supersedes (eff): ~~n/a (NEW)~~  
May 26, 2010

## Kanabec County Purchasing Policy

### **I. POLICY STATEMENT**

The intent of this policy is to provide a framework that allows elected and appointed officials to operate as efficiently and economically as possible, within Minnesota Statutes, including Chapters 375 and 471, while providing for additional approval on Kanabec County's larger purchases. This document delineates the protocols and authority related to the purchasing of goods and services for Kanabec County. It shall be followed by all Kanabec County employees and officials. It is Kanabec County's policy to purchase goods and services in the most professional, ethical, legal, and efficient manner possible and in accordance with all Kanabec County Policies and Guidelines, to ensure the highest quality, considering standardization, reasonable terms, and best value to the taxpayers of Kanabec County.

### **II. POLICY GUIDELINES**

- 119.1 Expenditures ranging from \$0 - \$25,000. Purchases may be made on the open market as provided in Minn. Stat. §471.345, Subd. 5.
- 119.2 Expenditures estimated to range from \$25,001 - \$100,000 **175,000**. Purchases may be by either sealed bids, direct negotiations, or by obtaining two (2) or more quotations for the purchase when possible, as provided in Minn. Stat. §471.345, Subd. 4. All written documentation shall be kept on file in the respective department for reference.
- 119.3 Expenditures estimated to be in excess of \$100,001 **175,001**. Purchases require Board approval for public advertisement for the receipt of sealed bids, as provided in Minn. Stat. §471.345, Subd. 3. All documentation shall be kept on file in the Coordinator's Office for reference.

The following steps should be considered for sealed bids:

- a. Specification shall be drawn by the **Kanabec County Coordinator**, elected or appointed officials or designee.
- b. Authorization shall be requested from the Kanabec County Board to advertise for bids by the **County Coordinator**, elected and appointed officials or designee.
- c. **The bid solicitation shall be published in the official Kanabec County newspaper.** In addition, proposals and specifications may be sent to the names

**Commented [KM1]:** Shouldn't this be the requesting department head?

**Commented [KM2]:** department head?

**Commented [KM3]:** Who is the responsible party?

listed on any prospective vendor's list maintained by the department. A deadline date and time for submission, as well as a brief description of the work, shall be included in the publication. For the purchase of property and for work and labor, a two-week notice shall be given. For construction and repair of roads, bridges or buildings, a notice must be published for three weeks. Bids for construction and repair of roads, bridges or buildings require 10 days following the 3<sup>rd</sup> bid notice before bids may be opened.

- d. Bids shall be properly dated and stamped.
- e. Bids shall be opened, reviewed, and awarded at a specific time and date as prescribed by the Kanabec County Board.

119.4 The following criteria must be followed for purchases in categories 119.2 and 119.3, above:

- a. Specifications should be drafted by the Kanabec County Coordinator, elected or appointed officials or designee.
- b. Specifications should be provided to at least two (2) vendors.
- c. Upon request of the quote, an award should be made by the Kanabec County Coordinator, elected or appointed official, or designee.
- d. Kanabec County Board approval is required.

Commented [KM4]: department head

119.5 Bid quotations must be completed and submitted to the Kanabec County Board for the following equipment for which sealed bids have not been received:

- a. Unbudgeted Capital equipment costing \$500 or more. Capital purchases which are less than \$2,500 and budgeted for do not need to come to the Board. All Capital purchases in excess of \$2,500 will need Board approval.
- b. Computer equipment and peripherals
- c. Time-sensitive purchases can be brought to the Board Chair for approval outside of a Board meeting when necessary. The Chair has the authority to approve the purchase or to bring to the Board in his or her discretion.
- d. A minimum of two (2) quotations shall be submitted.
- e. A copy of the purchase order and quotations will be kept on file in the department making the requests office.

119.6 Purchases of supplies, materials, or equipment may be made without regard to the competitive bidding requirement provided the purchase is through a state municipal association's purchasing alliance or cooperative having fulfilled the competitive bidding requirements.

119.7 Components of an integrated project may not be split in order to fall into a lower level purchasing guideline.

119.8 No elected or appointed official, employee, or immediate family member of an elected or appointed official or employee should have a financial interest, directly or indirectly, in any contract or purchase order for goods or services used by Kanabec County. Elected or appointed officials and employees should not accept or receive, directly or indirectly, from a vendor any promise, obligation, or contract for future reward or compensation. Any violation of this section may be a gross misdemeanor.

### **III. PURCHASING PROTOCOL**

Budgeted funds must be available before a purchase commitment is made. If sufficient funds are not available, a reallocation or additional appropriation request must be submitted for Kanabec County Board approval by the Kanabec County Auditor.

**State Contract Purchasing Venture.** Purchases of supplies, materials, or equipment may be made without regard to the competitive bidding requirement provided the purchase is through the Minnesota Cooperative Purchasing Venture or a municipal purchasing alliance or cooperative having fulfilled the competitive bidding requirements. Minnesota law requires municipalities to consider the Cooperative Purchasing Venture for contracts in excess of \$25,000. Minn. Stat. §471.345, Subd. 15.

**Contracts.** All written contracts for goods or services that have not been previously approved as to form and content, regardless of amount, require review by the Kanabec County Attorney prior to Kanabec County Board approval. Written contracts for less than \$10,000 for goods and/or services, and already included in the departmental budget, may be treated as consent agenda items. All other written contracts shall be scheduled as regular agenda items.

**Performance and Payment Bonds.** All contracts in excess of \$75,000 shall be secured by a performance bond and payment bond provided by the contractor, in accordance with Minn. Stat. §§574.26 to 574.32.

**Best Value Procurement Alternative.** Kanabec County is authorized to use a “best value” procurement process for construction, building, alteration, improvement or repair/maintenance work, in accordance with Minn. Stat. §§375.21, Subd. 2 and 471.345, Subds. 3a, 4a and 5. Price and performance criteria may include, but are not limited to, the criteria outlined in Minn. Stat. §16C.02, Subd. 4a.

**471.345 UNIFORM MUNICIPAL CONTRACTING LAW.**

Subdivision 1. **Municipality defined.** For purposes of this section, "municipality" means a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts.

Subd. 2. **Contract defined.** A "contract" means an agreement entered into by a municipality for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property.

Subd. 3. **Contracts over \$175,000.** If the amount of the contract is estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof. With regard to repairs and maintenance of ditches, the provisions of section 103E.705, subdivisions 5, 6, and 7, apply.

Subd. 3a. **Contracts over \$175,000; best value alternative.** As an alternative to the procurement method described in subdivision 3, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Subd. 4. **Contracts exceeding \$25,000 but not \$175,000.** If the amount of the contract is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.

Subd. 4a. **Contracts exceeding \$25,000 but not \$175,000; best value alternative.** As an alternative to the procurement method described in subdivision 4, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Subd. 5. **Contracts \$25,000 or less.** If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Subd. 5a. **County or town rental contracts.** If the amount of a county or town contract for the rental of equipment is estimated to be \$60,000 or less, the contract may, in the discretion of the county or town board, be made by direct negotiation by obtaining two or more quotations for the rental when possible and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations shall be kept on file for a period of at least one year after their receipt.

Subd. 5b. **Water tank service contracts.** (a) A municipality may, by direct negotiation or through the solicitation of requests for proposals, enter into a multiyear professional service contract for the engineering, repair, and maintenance of a water storage tank and appurtenant facilities owned, controlled, or operated by the municipality, if the contract contains:

(1) a provision that the municipality is not required to make total payments in a single year that exceed the water utility charges received by the municipality for that year;

(2) a provision requiring that the work performed be done under the review of a professional engineer licensed in the state of Minnesota attesting that the work will be performed in compliance with all applicable codes and engineering standards; and

(3) a provision that if, at the commencement of the contract, the water tank or appurtenant facilities require engineering, repair, or service in order to bring the water tank or facilities into compliance with federal, state, or local requirements, the party contracting with the municipality is responsible for providing the engineering, repair, or service. The costs to bring the water tank or facilities into compliance must be itemized separately and charged to the municipality in payments spread over a period of not less than three years from the commencement of the contract.

(b) If the cost of a contract for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property entered into under this subdivision is estimated to meet the costs specified under subdivisions 3 and 3a, paragraph (a) applies but the municipality must use the procurement methods specified in subdivision 3 or 3a to contract for that portion of the work.

**Subd. 6. Applicability of other laws.** The purpose of this section is to establish for all municipalities, uniform dollar limitations upon contracts which shall or may be entered into on the basis of competitive bids, quotations or purchase or sale in the open market. To the extent inconsistent with this purpose, all laws governing contracts by a particular municipality or class thereof are superseded. In all other respects such laws shall continue applicable.

**Subd. 7. Minimum labor standards.** Nothing in this section shall be construed to prohibit any municipality from adopting rules, regulations, or ordinances which establish the prevailing wage rate as defined in section 177.42, as a minimum standard for wages and which establish the hours and working conditions prevailing for the largest number of workers engaged in the same class of labor within the area as a minimum standard for a contractor's employees which must be agreed to by any contractor before the contractor may be awarded any contract for the furnishing of any labor, material, supplies, or service.

**Subd. 8. Procurement from economically disadvantaged persons.** For purposes of this subdivision, the following terms shall have the meanings herein ascribed to them:

(a) "Small targeted group business" means businesses designated under section 16C.16.

(b) "Business entity" means an entity organized for profit, including an individual, partnership, corporation, joint venture, association, or cooperative.

Nothing in this section shall be construed to prohibit any municipality from adopting a resolution, rule, regulation, or ordinance which on an annual basis designates and sets aside for awarding to small targeted group businesses a percentage of the value of its anticipated total procurement of goods and services, including construction, and which uses either a negotiated price or bid contract procedure in the awarding of a procurement contract under a set-aside program as allowed in this subdivision, provided that any award based on a negotiated price shall not exceed by more than five percent the municipality's estimated price for the goods and services if they were purchased on the open market and not under the set-aside program.

**Subd. 9.** [Repealed, 1990 c 549 s 3]

**Subd. 10. Shared hospital or ambulance service purchasing.** Supplies, materials, or equipment to be used in the operation of a hospital licensed under sections 144.50 to 144.56 or an ambulance service licensed under chapter 144E that are purchased or leased under a shared service purchasing arrangement whereby more than one hospital or ambulance service purchases supplies, materials, or equipment with one or more

other hospitals or ambulance services either through one of the hospitals or ambulance services or through another entity, may be purchased without regard to the competitive bidding requirements of this section, if the following conditions are met:

- (1) the hospital's or ambulance service's governing authority authorizes the arrangement;
- (2) the shared services purchasing program purchases items available from more than one source on the basis of competitive bids or competitive quotations of prices; and
- (3) the arrangement authorizes the hospital's or ambulance service's governing authority or its representatives to review the purchasing procedures to determine compliance with these requirements.

The shared services purchasing program may award contracts to more than one bidder if doing so does not decrease the service level or diminish the effects of competition.

Subd. 11. **Fuel contracts for generation of municipal power.** Notwithstanding the amount of the contract, any contract entered into by a municipality for the purchase of fuel required for the generation of power from municipal power plants shall be governed by subdivision 4.

Subd. 12. **Procurement from rehabilitation facilities.** Nothing in this section prohibits a municipality from adopting a resolution, rule, regulation, or ordinance that on an annual basis designates and sets aside for awarding to rehabilitation facilities as described in section 268A.06 a percentage of the value of its anticipated total procurement of goods and services, including construction, and which uses either a negotiated price or bid contract procedure in the awarding of a procurement contract under a set-aside program as allowed in this subdivision, provided that any award based on a negotiated price shall not exceed by more than five percent the municipality's estimated price for the goods and services if they were purchased on the open market and not under the set-aside program.

Subd. 13. **Energy efficiency projects.** The following definitions apply to this subdivision.

(a) "Energy conservation measure" means a training program or facility alteration designed to reduce energy consumption or operating costs and includes:

- (1) insulation of the building structure and systems within the building;
- (2) storm windows and doors, caulking or weatherstripping, multiglazed windows and doors, heat absorbing or heat reflective glazed and coated window and door systems, additional glazing, reductions in glass area, and other window and door system modifications that reduce energy consumption;
- (3) automatic energy control systems;
- (4) heating, ventilating, or air conditioning system modifications or replacements;
- (5) replacement or modifications of lighting fixtures to increase the energy efficiency of the lighting system without increasing the overall illumination of a facility, unless an increase in illumination is necessary to conform to the applicable state or local building code for the lighting system after the proposed modifications are made;
- (6) energy recovery systems;
- (7) cogeneration systems that produce steam or forms of energy such as heat, as well as electricity, for use primarily within a building or complex of buildings;
- (8) energy conservation measures that provide long-term operating cost reductions; and

(9) water metering devices that increase efficiency or accuracy of water measurement and reduce energy use.

(b) "Guaranteed energy-savings contract" means a contract for the evaluation and recommendations of energy conservation measures, and for one or more energy conservation measures. The contract must provide that all payments, except obligations on termination of the contract before its expiration, are to be made over time, but not to exceed 20 years from the date of final installation, and the savings are guaranteed to the extent necessary to make payments for the systems.

(c) "Qualified provider" means a person or business experienced in the design, implementation, and installation of energy conservation measures. A qualified provider to whom the contract is awarded shall give a sufficient bond to the municipality for its faithful performance.

Notwithstanding any law to the contrary, a municipality may enter into a guaranteed energy-savings contract with a qualified provider to significantly reduce energy or operating costs.

Before entering into a contract under this subdivision, the municipality shall provide published notice of the meeting in which it proposes to award the contract, the names of the parties to the proposed contract, and the contract's purpose.

Before installation of equipment, modification, or remodeling, the qualified provider shall first issue a report, summarizing estimates of all costs of installations, modifications, or remodeling, including costs of design, engineering, installation, maintenance, repairs, or debt service, and estimates of the amounts by which energy or operating costs will be reduced.

A guaranteed energy-savings contract that includes a written guarantee that savings will meet or exceed the cost of energy conservation measures is not subject to competitive bidding requirements of section 471.345 or other law or city charter. The contract is not subject to section 123B.52.

A municipality may enter into a guaranteed energy-savings contract with a qualified provider if, after review of the report, it finds that the amount it would spend on the energy conservation measures recommended in the report is not likely to exceed the amount to be saved in energy and operation costs over 20 years from the date of final installation if the recommendations in the report were followed, and the qualified provider provides a written guarantee that the energy or operating cost savings will meet or exceed the costs of the system. The guaranteed energy-savings contract may provide for payments over a period of time, not to exceed 20 years.

A municipality may enter into an installment payment contract for the purchase and installation of energy conservation measures. The contract must provide for payments of not less than 1/20 of the price to be paid within two years from the date of the first operation, and the remaining costs to be paid monthly, not to exceed a 20-year term from the date of final acceptance.

A municipality entering into a guaranteed energy-savings contract shall provide a copy of the contract and the report from the qualified provider to the commissioner of commerce within 30 days of the effective date of the contract.

Guaranteed energy-savings contracts may extend beyond the fiscal year in which they become effective. The municipality shall include in its annual appropriations measure for each later fiscal year any amounts payable under guaranteed energy-savings contracts during the year. Failure of a municipality to make such an appropriation does not affect the validity of the guaranteed energy-savings contract or the municipality's obligations under the contracts.

Subd. 14. **Damage awards.** (a) In any action brought challenging the validity of a municipal contract under this section, the court shall not award, as any part of its judgment, damages or attorney fees, but may award an unsuccessful bidder the costs of preparing an unsuccessful bid.

(b) Paragraph (a) applies to any action arising under or based upon the alleged violation by a municipality of any law, regulation, ordinance, or equitable doctrine governing or regarding public procurement requirements, public procurement procedures, or the award of any public contract by a municipality, regardless of whether the agreement constitutes a contract under subdivision 2.

Subd. 15. **Cooperative purchasing.** (a) Municipalities may contract for the purchase of supplies, materials, or equipment by utilizing contracts that are available through the state's cooperative purchasing venture authorized by section 16C.11. For a contract estimated to exceed \$25,000, a municipality must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source.

(b) If a municipality does not utilize the state's cooperative purchasing venture, a municipality may contract for the purchase of supplies, materials, or equipment without regard to the competitive bidding requirements of this section if the purchase is through a national municipal association's purchasing alliance or cooperative created by a joint powers agreement that purchases items from more than one source on the basis of competitive bids or competitive quotations.

Subd. 16. **Reverse auction.** Notwithstanding any other procedural requirements of this section, a municipality may contract to purchase supplies, materials, and equipment using an electronic purchasing process in which vendors compete to provide the supplies, materials, or equipment at the lowest selling price in an open and interactive environment. A municipality may not use this process to contract for services, as defined by section 16C.02, subdivision 17, or a service contract, as defined by section 16C.02, subdivision 7a. Nothing in this subdivision must be construed to prohibit a municipality from adopting a resolution, rule, regulation, or ordinance relating to minimum labor standards under subdivision 7, or procurement from economically disadvantaged persons under subdivision 8.

Subd. 17. **Electronic sale of surplus supplies, materials, and equipment.** Notwithstanding any other procedural requirements of this section, a municipality may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused using an electronic selling process in which purchasers compete to purchase the surplus supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

Subd. 18. **Electronic bidding.** Notwithstanding any other procedural requirements of this section, vendors may submit bids, quotations, and proposals electronically in a form and manner required by the municipality. A municipality may allow bid, performance, or payment bonds, or other security, to be furnished electronically.

Subd. 19. **Town road construction and maintenance.** Notwithstanding any other procedural requirements of this section, a town may contract for the construction or maintenance of a town road by agreeing to the terms of an existing contract between a vendor and a county for road construction or maintenance on an adjoining road if the existing county contract was made in conformance with all applicable procedural requirements.

Subd. 20. **Solicitations to small business enterprises or veteran-owned small businesses.** A contract, as defined in subdivision 2, estimated not to exceed \$250,000 may be made pursuant to the provisions of subdivision 4 provided that a business that is directly solicited is: (1) certified as a small business enterprise by a county designated small business certification program; or (2) certified by the commissioner of

administration as a small business that is majority-owned and operated by a veteran or a service-disabled veteran. This subdivision applies only to county boards.

**Subd. 21. Original jurisdiction; timing for filing.** (a) Original jurisdiction is granted to the district court over any action seeking legal, equitable, or declaratory relief arising under or based upon the alleged violation of any law or ordinance governing public procurement requirements, public procurement procedures, or the award of any public contract.

(b) The grant of original jurisdiction under paragraph (a) applies regardless of whether a public entity involved or implicated in the action is alleged to have acted, or may be held to have acted, in a judicial or quasi-judicial capacity.

(c) The grant of original jurisdiction under paragraph (a) does not: (1) alter the standard of review to be applied by a district court; (2) alter the standard of review applied by an appellate court; (3) affect subdivision 14; (4) affect the available remedies, including, but not limited to, the availability or nonavailability of attorney fees awards and bid preparation costs; or (5) affect the procedural or administrative steps, if any, set out by statute, rule, or procurement procedure, that a party must comply with prior to initiating any such action.

(d) A procurement process participant must file an action prior to the date when the procurement contract at issue is fully executed unless:

(1) the party demonstrates that it acted diligently in seeking access to information the party reasonably deemed necessary to review prior to bringing an action; and

(2) the procurement process participant has not been afforded (i) reasonable access to information necessary to prepare the action for filing, or (ii) a reasonable opportunity to bring the action and seek appropriate relief from the court before the public procurement contract is fully executed. Reasonable access to necessary information and a reasonable opportunity to seek relief includes receipt of data described under section 13.591, subdivision 3 or 4, at least 15 days prior to full execution of the procurement contract.

(e) Paragraph (d) does not apply to matters alleging: (1) fraud or misrepresentation, or (2) acts following contract execution that would have been improper or illegal prior to contract execution.

**History:** 1969 c 934 s 1; 1973 c 123 art 5 s 7; 1973 c 226 s 1,2; 1974 c 510 s 1; 1977 c 182 s 1-3; 1980 c 462 s 4; 1983 c 42 s 1-3; 1983 c 301 s 211; 1984 c 413 s 1; 1985 c 172 s 129; 1Sp1985 c 13 s 347; 1986 c 350 s 1,2; 1986 c 444; 1988 c 409 s 1; 1988 c 689 art 2 s 268; 1989 c 9 s 3; 1989 c 352 s 19,25; 1990 c 391 art 8 s 51; 1990 c 541 s 26,29; 1990 c 549 s 1; 1992 c 380 s 4-6; 1998 c 386 art 2 s 93; 1998 c 397 art 11 s 3; 1999 c 13 s 1; 2000 c 328 s 2-4; 2002 c 358 s 1; 1Sp2003 c 10 s 1; 2004 c 278 s 10-14; 2005 c 63 s 1; 2006 c 274 s 2; 2007 c 136 art 3 s 4; 2007 c 148 art 3 s 31-33; 2008 c 207 s 4-8; 2008 c 356 s 11; 2009 c 101 art 2 s 92; 2014 c 196 art 3 s 4; 2015 c 22 s 1; 2018 c 107 s 1,2; 2018 c 124 s 1; 2018 c 146 s 1; 2019 c 21 s 2,3

# Agenda Item #11

February 15, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Notice of Intent to File for Candidacy- Auditor Treasurer	<b>b. Origination:</b> Auditor Treasurer's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kris McNally, County Coordinator

**e. Board action requested:**

Informational

The incumbent Auditor Treasurer, Denise Snyder, has provided written notice of her intent to file for candidacy for the Auditor Treasurer position.

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**f. Background:**

Minnesota Statute 375A.1205

Subd. 2. **Responsibility of county officer.**

At least 104 days before the filing date for office under section [204B.09](#), an elected county officer must notify the county board in writing whether the officer will be filing for another term. If the officer indicates in writing that the officer will not file for the office and the county board has passed a resolution under subdivision 6, affidavits of candidacy will not be accepted for that office, and the office will not be placed on the ballot.

Supporting Documents: None      Attached: ☒

<b>Date received in County Coordinators Office:</b>	2/7/22
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**Coordinators Comments:**



**Office of Kanabec County  
Auditor-Treasurer**

*Denise M. Snyder*  
18 North Vine St Suite 261A  
Mora, Minnesota 55051  
Phone (320) 679-6430  
Fax (320) 679-6431  
[denise.snyder@co.kanabec.mn.us](mailto:denise.snyder@co.kanabec.mn.us)

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February 9, 2022

To The Honorable County Commissioners of Kanabec County:

Per Minnesota Statute 375A.1205 Subd. 2, I am hereby providing written notice to the county board that I intend to file for another term in office as County Auditor-Treasurer.

Respectfully,

Denise M. Snyder

# Agenda Item #12

February 15, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Notice of Intent Not to File for Candidacy- Recorder	<b>b. Origination:</b> Recorder's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kris McNally, County Coordinator

**e. Board action requested:**

Informational

The incumbent Recorder, Lisa Holcomb, has provided written notice of her intent not to file for candidacy for the Recorder position.

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**f. Background:**

Minnesota Statute 375A.1205

Subd. 2. **Responsibility of county officer.**

At least 104 days before the filing date for office under section [204B.09](#), an elected county officer must notify the county board in writing whether the officer will be filing for another term. If the officer indicates in writing that the officer will not file for the office and the county board has passed a resolution under subdivision 6, affidavits of candidacy will not be accepted for that office, and the office will not be placed on the ballot.

Supporting Documents: None      Attached: ☒

<b>Date received in County Coordinators Office:</b>	2/11/22
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**Coordinators Comments:**

February 11, 2022

To the Kanabec County Board of Commissioners,

This is notification that I will not be running for the position of County Recorder in the election that takes place November 8, 2022.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Holcomb". The signature is written in a cursive, flowing style.

Lisa Holcomb