



# Kanabec County Board of Commissioners

## Regular Meeting Agenda

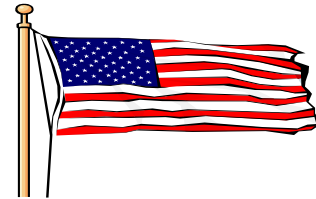
The Meeting of January 18, 2022

- 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 961 8699



### **Video Meeting link:**

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m464f4b5f5056d3a7b83007c2ccb00637>

Meeting number: 2485 961 8699

Password: kcPPbJJA775

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

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

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

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

9:05am Recess county board to a time immediately following the FSB.  
**Family Services Board**

- 9:35am Heidi Steinmetz, EDA Director-
- a. EDA Appointment Recommendations
  - b. EDA Bylaw Amendments
  - c. Minnesota Rural Broadband Coalition 2022 Membership

10:00am PUBLIC HEARING- Intent to Appoint the Office of County Recorder  
Telephone call-in number for public access: 1-408-418-9388  
Access Code: 2485 961 8699

10:30am Public Comment Telephone call-in number for public access: 1-408-418-9388

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

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

- 10:40am Deanna Pomije, District Manager Kanabec County Soil & Water- Snake River 1 Watershed 1 Plan Update, Committee/Board Information, and Discuss Potential Board Appointment
- 11:00am Ryan Carda, Environmental Services/GIS Technician- Comprehensive Plan Service Contract Extension Request
- 11:05am Teresa Wickeham, Environmental Services Supervisor-
- a. Technical Evaluation Panel (TEP) Information
  - b. Solid Waste Management Tax Information
- 11:15am Recess county board to a time immediately following the Drainage Authority Board.  
**Drainage Authority Board**
- 11:30am Robbie Anderson, Deputy Auditor, Property & Tax-
- a. Request for Purchase of Tax Forfeit Parcel #23.00730.10
  - b. Information on Township Authority Related to Tax Forfeit Land Sale Permissions
- 

Other business to be conducted as time is available:

1. Minutes
  - a. January 4, 2022 Organizational & Regular Meeting
  - b. December 3, 2021 Emergency Meeting
2. Paid Bills
3. Regular Bills
  - a. Revenue Fund
  - b. Road & Bridge
4. Committee Appointments (Continued from 1/4/22)
  - a. EDA Board
  - b. Snake River Water Management
  - c. Snake River 1 Watershed 1 Plan
  - d. Insurance Committee
5. Resolution to Adopt Collective Bargaining Unit Agreement with Law Enforcement Labor Services, Inc., Local 106 (2022)
6. 2022 Operating Guidelines
7. Commissioner Reports
8. CLOSED SESSION: Union Negotiation Strategy—(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
9. Future Agenda Items
10. Discuss any other matters that may come before the County Board

ADJOURN



## **Kanabec County 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 January 18, 2022 9:05 a.m.**

- 1. Agenda Approval** **Pg. 1**
- 2. Lakes & Pines Homelessness presentation – Chassidy Lobdell**
- 3. Health & Human Services Advisory Committee – Jack Doughty**
  - a. HHSAC Chair Recommendation**
    - See attached MN Statute 402.03 & Charlie’s fax **Pg. 2-4**
    - Action requested – See attached resolution **Pg. 5**
  - b. Presentation on “Forwarding Showcase” - Charlie Strickland, Jr.**
- 4. Director’s Report** **Pg. 6**
  - Staffing –Case Aide position filled
  - Ongoing Number of Children in Placement
- 5. Children’s Mental Health Screening Contract**
  - Action requested
  - See attached contract and resolution **Pg. 7-23**
- 6. Welfare Fund Report** **Pg. 24**
  - See attached report
- 7. Financial Report** **Pg. 25-26**
  - See attached report
- 8. Abstract Approval** **Pg. 27-30**
  - See attached abstract and board vendor paid list
- 9. Other Business**
- 10. Adjourn**

**402.03 ADVISORY COMMITTEE.**

Each human services board shall appoint an advisory committee, which shall actively participate in the formulation of the plan for the development, implementation, and operation of the programs and services by the board, and shall make a formal recommendation to the board at least annually concerning the annual budget of the board and the implementation of the plan during the ensuing year.

Membership on the advisory committee shall consist of no more than 25 persons serving two-year terms not to exceed three consecutive terms. Up to one-half of the terms of the initial advisory committee may be for one year; upon their expiration all terms shall be for two years. The chair shall be appointed by the human services board and may not be a member of a county board.

One-third of the members of the advisory committee shall be representatives of those persons receiving services provided by the human services board. Up to one-third may be providers or employees of providers of services and must include representatives of private providers if such providers exist in the county or counties party to the agreement. At least one member shall be a member of the corrections advisory board established pursuant to section 401.08, if any. The remaining members shall represent the citizens of the counties.

The advisory committee shall appoint permanent task forces to assist in planning for corrections, social, mental health and public health services.

Task force membership shall be constituted to fulfill state agency requirements for receiving categorical funds. Where appropriately constituted, these task forces may, at the option of the human services boards, replace those advisory bodies required by statute and rule to advise local social services agencies and other county and area boards. Individuals not members of the advisory committee may be appointed to the task forces; provided, however, that each task force shall be chaired by a member of the advisory committee.

The human services board shall provide staff assistance to the advisory committee.

**History:** 1973 c 716 s 3; 1974 c 234 s 2; 1976 c 149 s 62 subd 7; 1977 c 411 s 3; 1979 c 118 s 3; 1985 c 248 s 70; 1986 c 444; 1989 c 209 art 2 s 1; 1994 c 631 s 31; 2001 c 161 s 53

**FAX**

From: **CHARLIE S.Jr.** Case no **Fax# 320.272.0034**

To: KC Coordinator

Fax no. 320.679.6441

subj: H&HSAC Appointment

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**Question**, please provide for the Commissioners to see my letter for the January 18<sup>th</sup> Board meeting; if you are permitted to do so. I see that you placed Steve's Resignation letter in the 4<sup>th</sup> board meeting. ?fair is Fair, right....smile!

Sincerely,



Charlie Strickland, Jr.  
USMC Ret/Businessperson  
Secretary - H&HSAC



December 17, 2022

MEMORANDUM

To: Kanabec County Board of Commissioners/Human Services Board

Subj: 2022 Appointment to Chair, Kanabec County Health & Human Services  
Advisory Committee

Ref: (a) Minnesota Statute No. 402.03

In accordance with the above reference (a), the Kanabec County Health and Human Services Advisory Committee, conducted a search among its committee members; in order to forward a recommendation to the Board of Commissioners/County's Human Services Board to appoint one of its members, as Chairman for 2022.

The Kanabec County H&HS Advisory Committee Recommendation for Chair is the undersigned, a retired U.S. Marine, local businessman and current Secretary of the Advisory Committee:

Mr. Charlie Strickland, Jr.

Therefore, and if it is the wishes of the Kanabec County Board of Commissioners to grant this appointment to the undersigned; then the undersigned promises to serve with honor and perform his duties in accordance with Minnesota Statute No. 402.03, the Kanabec County Resolution FS 6, dated December 19, 2018, and the By-Laws of the Health and Human Services Advisory Committee, Passed By the County Commissioners/Human Services Board.

Sincerely/Semper Fi

  
CHARLIE STRICKLAND, JR.



**Resolution # FS 1/18/22**  
HHSAC Chair Recommendation resolution

**WHEREAS**, pursuant to Minnesota Statutes, 402.02, Human Services Advisory Committee, “the chair shall be appointed by the human services board and may not be a member of a county board” and

**WHEREAS**, the Kanabec County Health and Human Services Advisory committee requested submissions for the position of committee chair on November 15, via email, and received only one nomination and that was for Charlie Strickland, Jr.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services board approves the nomination of Charlie Strickland, Jr. as chairperson for the Kanabec County Health and Human Services Advisory committee for the year 2022.

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

January, 2022

### **Staffing**

Case Aide position interviews have started. This is the last position that will involve the Merit system.

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

Last month we had 18 children in our care in out of home placements. We have 19 children in care this month compared to 15 last year for the same month.



## Minnesota Department of Human Services County Grant Contract

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This Grant Contract, and all amendments and supplements to the contract ("CONTRACT"), is between the State of Minnesota, acting through its Department of Human Services, Behavioral Health Division ("STATE") and Kanabec County, an independent grantee, not an employee of the State of Minnesota, located at 905 Forest Avenue East, Suite 150, Mora, MN 55081-1316 ("COUNTY").

### RECITALS

STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6), has authority to enter into contracts for the following services: mental health screenings, assessments, and referrals for diagnostic assessment and/or treatment for children within the child welfare and juvenile justice populations (prioritizing funds for uninsured and underinsured children).

STATE, in accordance with Minnesota Statutes, section 13.46, is permitted to share information with COUNTY.

COUNTY represents that it is duly qualified and willing to perform the services set forth in this CONTRACT to the satisfaction of STATE.

THEREFORE, the parties agree as follows:

### CONTRACT

#### 1. CONTRACT TERM AND SURVIVAL OF TERMS.

**1.1. Effective date:** This CONTRACT is effective on **January 1, 2022**, or the date that STATE obtains all required signatures under Minnesota Statutes, section 16B.98, subdivision 5, whichever is later.

**1.2. Expiration date.** This CONTRACT is valid through **December 31, 2022**, or until all obligations set forth in this CONTRACT have been satisfactorily fulfilled, whichever occurs first.

**1.3. No performance before notification by STATE.** COUNTY may not begin work under this CONTRACT, nor will any payments or reimbursements be made, until all required signatures have been obtained per Minn. Stat. § 16B.98, subd. 7, and COUNTY is notified to begin work by STATE's Authorized Representative.

**1.4. Survival of terms.** COUNTY shall have a continuing obligation after the expiration of CONTRACT to comply with the following provisions of CONTRACT: 9. Liability; 10. Information Privacy and Security; 11. Intellectual Property Rights; 13.1. State audit; and 14. Jurisdiction and Venue.

**1.5. Time is of the essence.** COUNTY will perform its duties within the time limits established in CONTRACT unless it receives written approval from STATE. In performance of CONTRACT, time is of the essence.

## **2. COUNTY'S DUTIES.**

### **2.1 Duties.** COUNTY shall:

1. Provide mental health screenings to eligible children/youth in the child welfare and juvenile justice systems as described in Minnesota Statutes, § 245.4874, subd. 1(12); § 260B.157, subd. 1; § 260B.176, subd. 2(e); and § 260B.235, subd. 6.
2. Utilize mental health screening instruments which have been approved for use with the child welfare and juvenile justice populations by the Commissioner of Human Services.
3. Utilize eligible screeners (child welfare and juvenile justice professionals and/or mental health practitioners) and ensure all screeners are trained and demonstrate competency on the use of the DHS approved screening instruments.
4. For those children/youth who are subsequently identified through screening as at-risk of needing or who need mental health services, COUNTY must inform the child/youth and parents or primary caregivers of the implications of a positive screen, and assist families with making a referral to a mental health professional for any necessary follow up mental health assessment or treatment.
5. For those children/youth who are subsequently identified through a positive screening as at-risk of needing or who need mental health services, COUNTY may choose to utilize grant funds for short term clinical, ancillary or supportive services such as diagnostic assessment, psychotherapy, skills and support groups, and other necessary mental health services not reimbursable by MHCP or other insurance.
6. For child welfare data, enter data into SSIS by March 15, 2023. For juvenile justice data, send data in the approved format and deadline indicated by the designated Department of Corrections contact.

**2.2 Accessibility.** Any information systems, tools, content, and work products produced under this CONTRACT, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the [Minnesota IT \(MN.IT\) Accessibility Standards](#), as updated on June 14, 2018. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D.

Information technology deliverables and services offered must comply with the MN.IT Services Accessibility Standards and any documents, reports, communications, etc. contained in an electronic format that COUNTY delivers to or disseminates for the STATE must be accessible. (The relevant requirements are contained under the "Standards" tab at the link above.) Information technology

deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and STATE may withhold payment pursuant to clause 3.2(a) of CONTRACT.

### 3. CONSIDERATION AND TERMS OF PAYMENT.

**3.1 Consideration.** STATE will pay for all services satisfactorily provided by COUNTY under this CONTRACT.

- a. Compensation.** COUNTY will be paid in accordance with **Attachment 1**, Budget, which is attached and incorporated into this CONTRACT.
  - 1. STATE contemplates that the necessary use of services within the CMH Screening program cannot be forecasted precisely, and that actual expenditures may deviate from budgeted amounts for each BRASS code. Therefore, COUNTY is authorized to utilize funds for any of the BRASS code services identified in Attachment 1, Budget. An amendment will not be required as long as COUNTY first obtains written approval from STATE before changing any part of the budget, and total expenditures do not exceed the total obligation identified in Section 3.1(c). COUNTY will report all expenditures using the SEAGR/2895/BRASS-Base Grant Fiscal Report.
- b. Travel and subsistence expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of COUNTY's performance under this CONTRACT shall be no greater an amount than provided in the most current Commissioner's Plan (which is incorporated by reference), promulgated by the Commissioner of Minnesota Management and Budget as specified in the [Commissioner's Plan](#).<sup>1</sup> COUNTY shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from STATE. Minnesota shall be considered the home state for determining whether travel is out of state.
- c. Total obligation.** The total obligation of STATE for all compensation and reimbursements to COUNTY shall not exceed **seven thousand three hundred thirty-nine dollars (\$7,339.00)**. The breakdown of the total award amount is as follows: Child Welfare, seven thousand three hundred thirty-nine dollars (\$7,339) and Juvenile Justice, zero dollars (\$0).
- d. Withholding.** For compensation payable under this CONTRACT, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by STATE as required.

### 3.2. Terms of payment

- a. Invoices.** Payments shall be made by STATE promptly after COUNTY submits an invoice for services performed and the services have been determined acceptable by STATE's authorized agent pursuant to Clause 4.1. Invoices shall be submitted in a form prescribed by STATE, if applicable, and according to the following schedule:

**REPORTING PERIOD**

**INVOICE DUE**

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<sup>1</sup> <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>

January 1, 2022 – March 31, 2022  
April 1, 2022 – June 30, 2022  
July 1, 2022 – September 30, 2022  
October 1, 2022 – December 31, 2022

April 30, 2022  
July 30, 2022  
October 30, 2022  
January 30, 2023.

If STATE does not prescribe a form, COUNTY may submit invoices in a mutually agreed invoice format.

- b. Federal funds.** (Where applicable. If blank this section does not apply.) Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to COUNTY. In the event of such termination, COUNTY shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

#### **4. CONDITIONS OF PAYMENT.**

**4.1. Satisfaction of STATE.** All services provided by COUNTY pursuant to this CONTRACT shall be performed to the satisfaction of STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. COUNTY shall not receive payment for work found by STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

**4.2. Payments to subcontractors.** (If applicable) As required by Minn. Stat. § 16A.1245, COUNTY must pay all subcontractors, within ten (10) calendar days of COUNTY's receipt of payment from STATE for undisputed services provided by the subcontractor(s) and must pay interest at the rate of 1-1/2 percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

**4.3. Administrative costs and reimbursable expenses.** Pursuant to Minn. Stat. § 16B.98, subd. 1, COUNTY agrees to minimize administrative costs as a condition of this grant. COUNTY shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200.0 et seq., COUNTY shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If COUNTY receives funds from a source other than STATE in exchange for services, then COUNTY may not receive payment from STATE for those same services. COUNTY shall seek reimbursement from all sources before seeking reimbursement pursuant to CONTRACT.

#### **5. PAYMENT RECOUPMENT.**

COUNTY must reimburse STATE upon demand or STATE may deduct from future payments under this CONTRACT or future CONTRACTS the following:

- a.** Any amounts received by COUNTY from the STATE for contract services which have been inaccurately reported or are found to be unsubstantiated;
- b.** Any amounts paid by COUNTY to a subcontractor not authorized in writing by STATE;

- c. Any amount paid by STATE for services which either duplicate services covered by other specific grants or contracts, or amounts determined by STATE as non-allowable under the line item budget, clause 2.1(a);
- d. Any amounts paid by STATE for which COUNTY'S books, records and other documents are not sufficient to clearly substantiate that those amounts were used by COUNTY to perform contract services, in accordance with clause 1, COUNTY'S Duties; and/or
- e. Any amount identified as a financial audit exception.

## **6. CANCELLATION.**

**6.1. For cause or convenience.** In accord with Minn. Stat. § 16B.04, subd. 2, the Commissioner of Administration has independent authority to cancel this CONTRACT. CONTRACT may be canceled by STATE or COUNTY at any time, with or without cause, upon thirty (30) days written notice to the other party. The thirty (30) day notice may be waived, in writing, by the party receiving notice. In the event of such a cancellation, COUNTY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed. STATE has the right to suspend or terminate this CONTRACT immediately when STATE deems the health or welfare of the service recipients is endangered, when STATE has reasonable cause to believe that COUNTY has breached a material term of the CONTRACT, or when COUNTY's non-compliance with the terms of the CONTRACT may jeopardize federal financial participation.

**6.2. Insufficient funds.** STATE may immediately terminate this CONTRACT if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written notice to COUNTY. STATE is not obligated to pay for any services that are provided after the effective date of termination. COUNTY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. STATE will not be assessed any penalty if the CONTRACT is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. STATE must provide COUNTY notice of the lack of funding within a reasonable time of STATE'S receiving that notice.

**6.3. Breach.** Notwithstanding clause 6.1, upon STATE'S knowledge of a curable material breach of the CONTRACT by COUNTY, STATE shall provide COUNTY written notice of the breach and ten (10) days to cure the breach. If COUNTY does not cure the breach within the time allowed, COUNTY will be in default of this CONTRACT and STATE may cancel the CONTRACT immediately thereafter. If COUNTY has breached a material term of this CONTRACT and cure is not possible, STATE may immediately terminate this CONTRACT.

## **7. AUTHORIZED REPRESENTATIVES, RESPONSIBLE AUTHORITY, and PROJECT MANAGER.**

**7.1. State.** STATE's authorized representative for the purposes of administration of this CONTRACT is **Regina Acevedo** or successor. Phone and email: **651-431-4871, regina.acevedo@state.mn.us**. This

representative shall have final authority for acceptance of COUNTY's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 3.2.

**7.2. County.** COUNTY's Authorized Representative is **Chuck Hurd** or successor. Phone and email: **320-679-6350, chuck.hurd@co.kanabec.mn.us**. If COUNTY's Authorized Representative changes at any time during this CONTRACT, COUNTY must immediately notify STATE.

**7.3. Information Privacy and Security.** (If applicable) COUNTY's responsible authority for the purposes of complying with data privacy and security for this CONTRACT is **Chuck Hurd** or successor. Phone and email: **320-679-6350, chuck.hurd@co.kanabec.mn.us**.

## **8. INSURANCE REQUIREMENTS.**

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

## **9. LIABILITY.**

To the extent provided for in Minn. Stat. §§ 466.01-466.15, the COUNTY agrees to be responsible for any and all claims or causes of action arising from the performance of this grant contract by COUNTY or COUNTY'S agents or employees. This clause shall not be construed to bar any legal remedies COUNTY may have for the STATE'S failure to fulfill its obligations pursuant to this grant.

## **10. INFORMATION PRIVACY AND SECURITY.**

- a. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Data Practices Act") as "not public data" on individuals to COUNTY under this Contract. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law or temporary classification. Minn. Stat. § 13.02, subd. 8a.
- b. It is expressly agreed that COUNTY will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), 45 C.F.R. § 160.103, on behalf of STATE for a function or activity regulated by 45 C.F.R. 160 or 164. Accordingly, COUNTY is not a "business associate" of STATE, as defined in HIPAA, 45 C.F.R. § 160.103 as a result of, or in connection with, this CONTRACT. Therefore, COUNTY is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this CONTRACT. If COUNTY has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this CONTRACT, COUNTY will be responsible for its own compliance.



## **11. INTELLECTUAL PROPERTY RIGHTS.**

**11.1. Definitions.** Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by COUNTY, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the CONTRACT. Works includes “Documents.” Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by COUNTY, its employees, agents, or subcontractors, in the performance of this CONTRACT.

**11.2. Ownership.** STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this CONTRACT. The Works and Documents will be the exclusive property of STATE and all such Works and Documents must be immediately returned to STATE by COUNTY upon completion or cancellation of this CONTRACT. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” If using STATE data, COUNTY must cite the data, or make clear by referencing that STATE is the source.

### **11.3. Responsibilities.**

- a. Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by COUNTY, including its employees and subcontractors, and are created and paid for under this CONTRACT, COUNTY will immediately give STATE’s Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. COUNTY will assign all right, title, and interest it may have in the Works and the Documents to STATE.
- b. Filing and recording of ownership interests.** COUNTY must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE’s ownership interest in the Works and Documents created and paid for under this CONTRACT. COUNTY must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither COUNTY nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. Duty not to infringe on intellectual property rights of others.** COUNTY represents and warrants that the Works and Documents created and paid for under this CONTRACT do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, COUNTY will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at COUNTY’s expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. COUNTY will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages,

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

- d. Federal license granted.** If federal funds are used in the payment of this CONTRACT, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

**12. OWNERSHIP OF EQUIPMENT.** The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to STATE or to an eligible non-STATE party named by the STATE. If federal funds are granted by the STATE, then disposition of all equipment purchased under this grant contract shall be in accordance with OMB Uniform Grant Guidance, 2 C.F.R. § 200.313. For all equipment having a current per unit fair market value of \$5,000 or more, STATE shall have the right to require transfer of the equipment (including title) to the Federal Government. These rights will normally be exercised by STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

### **13. AUDIT REQUIREMENTS AND COUNTY DEBARMENT INFORMATION.**

#### **13.1. State audit.**

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the COUNTY or other party that are relevant to the CONTRACT are subject to examination by STATE and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the CONTRACT end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

**13.2. Independent audit.** If COUNTY conducts or undergoes an independent audit during the term of this CONTRACT, a copy of the audit must be submitted to STATE within thirty (30) days of the audit's completion.

**13.3. Federal audit requirements and COUNTY debarment information.** COUNTY certifies it will comply with 2 C.F.R § 200.501 et seq., as applicable. To the extent federal funds are used for this CONTRACT, COUNTY acknowledges that COUNTY and STATE shall comply with the requirements of 2 C.F.R. § 200.331. Non-Federal entities receiving \$750,000 or more of federal funding in a fiscal year must obtain a single or program-specific audit conducted for that year in accordance with 2 C.F.R. § 200.501. Failure to comply with these requirements could result in forfeiture of federal funds.

#### **13.4. Debarment by STATE, its departments, commissions, agencies or political subdivisions.**

COUNTY certifies that neither it nor its principles are presently debarred or suspended by the State of Minnesota, or any of its departments, commissions, agencies, or political subdivisions. COUNTY's certification is a material representation upon which the CONTRACT award was based. COUNTY shall provide immediate written notice to STATE's authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

#### **13.5. Certification regarding debarment, suspension, ineligibility, and voluntary exclusion – lower tier covered transactions.**

COUNTY's certification is a material representation upon which CONTRACT award was based. Federal money will be used or may potentially be used to pay for all or part of the work under CONTRACT, therefore COUNTY must certify the following, as required by 2 C.F.R. § 180, or its regulatory equivalent.

##### **a. Instructions for Certification**

1. By signing and submitting this CONTRACT, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this CONTRACT is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this CONTRACT is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this CONTRACT that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and

Voluntary Exclusion--Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**b. Lower Tier Covered Transactions.**

1. The prospective lower tier participant certifies, by submission of this CONTRACT, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this CONTRACT.

**14. JURISDICTION AND VENUE.**

This CONTRACT, and amendments and supplements, are governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this CONTRACT, or breach of the CONTRACT, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**15. CLERICAL ERRORS AND NON-WAIVER.**

**15.1. Clerical error.** Notwithstanding Clause 16.1, STATE reserves the right to unilaterally fix clerical errors contained in the CONTRACT without executing an amendment. COUNTY will be informed of errors that have been fixed pursuant to this paragraph.

**15.2. Non-waiver.** If STATE fails to enforce any provision of this CONTRACT, that failure does not waive the provision or STATE’s right to enforce it.

## **16. AMENDMENT, ASSIGNMENT, SEVERABILITY, ENTIRE AGREEMENT, AND DRAFTING PARTY.**

**16.1. Amendments.** Any amendments to this CONTRACT shall be in writing, and shall be executed by the same parties who executed the original CONTRACT, or their successors in office.

**16.2. Assignment.** COUNTY shall neither assign nor transfer any rights or obligations under this CONTRACT without the prior written consent of STATE.

### **16.3. Entire Agreement.**

- a. If any provision of this CONTRACT is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this CONTRACT shall not in any way be affected or impaired. The parties will attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute, and will incorporate the substitute provision in this CONTRACT according to clause 16.1.
- b. This CONTRACT contains all negotiations and agreements between STATE and COUNTY. No other understanding regarding this CONTRACT, whether written or oral may be used to bind either party.

**16.4. Drafting party.** The parties agree that each party individually has had an opportunity to review with a legal representative, negotiate and draft this CONTRACT, and that, in the event of a dispute, the CONTRACT shall not be construed against either party.

## **17. PROCURING GOODS AND CONTRACTED SERVICES.**

**17.1. Contracting and bidding requirements.** COUNTY certifies that it shall comply with Minn. Stat. § 471.345.

**17.2. Prevailing wage.** For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44; consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. Vendors should submit a prevailing wage form along with their bids.

**17.3 Debarred vendors.** In the provision of goods or services under this CONTRACT, COUNTY must not contract with vendors who are suspended or debarred in Minnesota or under federal law. Before entering into a subcontract, COUNTY must check if vendors are suspended or debarred by referencing the Minnesota Department of Administration's [Suspended/Debarred Vendor Report](#). A link to vendors debarred by Federal agencies is provided at the bottom of the web page.

## **18. SUBCONTRACTS.**

COUNTY, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to sub-recipients and subcontractors, in accordance with 45 C.F.R. §§ 75.351-75.352. COUNTY shall ensure that the material obligations, borne by the

COUNTY in this CONTRACT, apply as between COUNTY and subrecipients, in all subcontracts, to the same extent that the material obligations apply as between the STATE and COUNTY.

## **19. LEGAL COMPLIANCE.**

**19.1 General compliance.** All performance under this CONTRACT must be in compliance with state and federal law and regulations, and local ordinances. Allegations that STATE deems reasonable, in its sole discretion, of violations of state or federal law or regulations, or of local ordinances, may result in CONTRACT cancellation or termination and/or reporting to local authorities by STATE.

**19.2 Nondiscrimination.** COUNTY will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. COUNTY must refrain from such discrimination as a matter of its contract with STATE. "Person" includes, without limitation, a STATE employee, COUNTY's employee, a program participant, and a member of the public. "Discriminate" means, without limitation, to: fail or refuse to hire, discharge, or otherwise discriminate against any person with respect to the compensation, terms, conditions, or privileges of employment, or; exclude from participation in, deny the benefits of, or subject to discrimination under any COUNTY program or activity.

COUNTY will ensure that all of its employees and agents comply with Minnesota Management and Budget Policy [#1329](#) (Sexual Harassment Prohibited) and [#1436](#) (Harassment and Discrimination Prohibited).

**19.3 Grants management policies.** COUNTY must comply with required [Grants Management Policies and procedures](#) as specified in Minn. Stat. § 16B.97, subd. 4(a)(1). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by Office of Grants Management (OGM) [Policy 08-10](#).

**19.4 Conflict of interest.** COUNTY certifies that it does not have any conflicts of interest related to this CONTRACT, as defined by OGM [Policy 08-01](#). COUNTY shall immediately notify STATE if a conflict of interest arises.

## **20. OTHER PROVISIONS**

**20.1. No Religious Based Counseling.** COUNTY agrees that no religious based counseling shall take place under the auspices of this CONTRACT.

**20.2. Contingency Planning.** This section applies if COUNTY will be fulfilling Priority 1 or Priority 2 functions under this contract. A *Priority 1* function is a function that, for purposes of planning business continuity during an emergency or disaster, must continue 24 hours per day and 7 days per week, or be recovered within hours. A *Priority 2* function is a function that, for purposes of planning business continuity during an emergency or disaster, must be resumed within 25 hours to 5 days. Within 90 days of the execution of this CONTRACT, COUNTY and any subcontractor will have a contingency plan. The contingency plan shall:



- a. Ensure fulfillment of Priority 1 or Priority 2 obligations under this CONTRACT;
- b. Outline procedures for the activation of the contingency plan upon the occurrence of a governor or commissioner of the Minnesota Department of Health declared health emergency;
- c. Identify an individual as its Emergency Preparedness Response Coordinator (EPRC), the EPRC shall serve as the contact for STATE with regard to emergency preparedness and response issues, the EPRC shall provide updates to STATE as the health emergency unfolds;
- d. Outline roles, command structure, decision making processes, and emergency action procedures that will be implemented upon the occurrence of a health emergency;
- e. Provide alternative operating plans for Priority 1 or Priority 2 functions;
- f. Include a procedure for returning to normal operations; and
- g. Be available for inspection upon request.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

Signature Page Follows

By signing below, the parties agree to the terms and conditions contained in this CONTRACT.

**APPROVED:**

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05.*

By: \_\_\_\_\_

Date: \_\_\_\_\_

Contract No: \_\_\_\_\_

**Distribution: (fully executed contract to each)**

Contracting and Legal Compliance Division

County

State Authorized Representative

**2. COUNTY**

*Signatory certifies that Grantee's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the Grantee to the terms of this Agreement. Grantee and Signatory agree that the State Agency relies on the Signatory's certification herein.*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Continuation 2. **COUNTY**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

By (with delegated authority): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment 1 Budget				
BUDGET SUMMARY Year 1		BUDGET SUMMARY Year 2		PROJECT TOTAL
January 1, 2022 to June 30, 2022		July 1, 2022 to December 31, 2022		
BRASS Code	TOTAL BUDGET FY22	BRASS Code	TOTAL BUDGET FY23	
111- Mental Health Screening (up to 45%)	111- \$1,284.33	111- Mental Health Screening (up to 45%)	111- \$1,284.33	
197- Local Collaborative Undifferentiated Services	490- \$2,385.13	197- Local Collaborative Undifferentiated Services	490- \$2,385.21	
401 - Information and Referral		401 - Information and Referral		
402 - Community Education and Prevention		402 - Community Education and Prevention		
404 - Client Outreach		404 - Client Outreach		
405 - Child Outpatient Diagnostic Assessment/Psychological Testing		405 - Child Outpatient Diagnostic Assessment/Psychological Testing		
407 - Early Identification and Intervention		407 - Early Identification and Intervention		
416 - Transportation		416 - Transportation		
430 - Other Family Community Support Services		430 - Other Family Community Support Services		
451 - Emergency Response Services		451 - Emergency Response Services		
453 - Child Outpatient Psychotherapy		453 - Child Outpatient Psychotherapy		
455 - Child Outpatient Medication Management		455 - Child Outpatient Medication Management		
457 - Child/Family Psychoeducation		457 - Child/Family Psychoeducation		
462 - Family Based Services		462 - Family Based Services		
467 - Child Day Treatment		467 - Child Day Treatment		
489 - Child Respite Care		489 - Child Respite Care		
490 - Child Rule 79 Case Management		490 - Child Rule 79 Case Management		
TOTAL FUNDS State Fiscal Year 2022	\$3,669.46	TOTAL FUNDS State Fiscal Year 2023	\$3,669.54	\$7,339.00

BUDGET JUSTIFICATION FY22: January 1, 2022 to June 30, 2022		
BRASS Code-Category Breakdown	JUSTIFICATION NARRATIVE	State Fiscal Year 1
<b>111- Mental Health Screening (up to 45%)</b> <ul style="list-style-type: none"> <li>Costs of screening instruments, copies, and translations (up to 25%)</li> <li>Staff time in administering screenings (up to 45%)</li> <li>Entering screening data into SSIS/CSTS (up to 25%)</li> <li>Staff mental health trainings (up to 10%)</li> <li>Supervision for staff who complete screenings (up to 10%)</li> </ul>	<b>111- Mental Health Screening</b> Children's Mental Health Staff enter information regarding placements, screening data or consultations averaging 2 hours per week. FTE 1 x 40 x 26 x \$24.83 = \$25,823.20, FTE 1 x 40 x 26 x \$31.25 = \$32,500.00 Provides clinical supervision to pre-placement screening team averaging .5 hours per week. .4FTE x 40 x 26 x 22.93=\$9,538.88 The total of \$1,284.33 will be allocated by percentage of total. FTE 1 is 38% of total which equals \$488.05. FTE 1 is 48% of total which equals \$616.48. Clinical supervision is 14% of total which equals \$179.80.	111- \$1,284.33 490- \$2,385.13
<b>490 - Child Rule 79 Case Management</b> Activities that are coordinated with family community support services to help children (with a positive screen and subsequently diagnosed with a severe emotional disturbance) and their families obtain needed mental health services, social services, educational, health, recreational and related services.	<b>490- Child Rule 79 Case Management</b> Coordination of assessments/evaluations and other resources in order to qualify for case management services. Support, referrals and other case management services. Children's mental health targeted case management (CMH-TCM) services will be provided for a brief transition period of no more than 3 months while CMH-TCM case of a child is being opened for children with a positive screen and subsequently diagnosed with a severe emotional disturbance who are under insured or not eligible for Medical Assistance. Once the CMH-TCM case is opened, grant funding will no longer be used. FTE 1 x 40 x 26 x \$23.42= \$24,356.80 FTE 1 x 40 x 26 x \$31.25= \$32,500 Estimate of \$2,385.13 will be used towards the 2 FTEs	
TOTAL State Fiscal Year 1		\$3,669.46

BUDGET JUSTIFICATION FY23: July 1, 2022 to December 31, 2022		
BRASS Code-Category Breakdown	JUSTIFICATION NARRATIVE	State Fiscal Year 2
<b>111- Mental Health Screening (up to 45%)</b> <ul style="list-style-type: none"> <li>Costs of screening instruments, copies, and translations (up to 25%)</li> <li>Staff time in administering screenings (up to 45%)</li> <li>Entering screening data into SSIS/CSTS (up to 25%)</li> <li>Staff mental health trainings (up to 10%)</li> <li>Supervision for staff who complete screenings (up to 10%)</li> </ul> <b>490 – Child Rule 79 Case Management</b> Activities that are coordinated with family community support services to help children (with a positive screen and subsequently diagnosed with a severe emotional disturbance) and their families obtain needed mental health services, social services, educational, health, recreational and related services.	<b>111- Mental Health Screening</b> Children's Mental Health Staff enter information regarding placements, screening data or consultations averaging 2 hours per week. FTE 1 x 40 x 26 x \$24.83 = \$25,823.20, FTE 1 x 40 x 26 x \$31.25 = \$32,500.00 Provides clinical supervision to pre-placement screening team averaging .5 hours per week. .4FTE x 40 x 26 x 22.93=\$9,538.88 The total of \$1,284.33 will be allocated by percentage of total. FTE 1 is 38% of total which equals \$488.05. FTE 1 is 48% of total which equals \$616.48. Clinical supervision is 14% of total which equals \$179.80.  <b>490- Child Rule 79 Case Management</b> Coordination of assessments/evaluations and other resources in order to qualify for case management services. Support, referrals and other case management services. Children's mental health targeted case management (CMH-TCM) services will be provided for a brief transition period of no more than 3 months while CMH-TCM case of a child is being opened for children with a positive screen and subsequently diagnosed with a severe emotional disturbance who are under insured or not eligible for Medical Assistance. Once the CMH-TCM case is opened, grant funding will no longer be used. FTE 1 x 40 x 26 x \$23.42= \$24,356.80 FTE 1 x 40 x 26 x \$31.25= \$32,500 Estimate of \$2,385.21 will be used towards the 2 FTEs	111- \$1,284.33 490- \$2,385.21
<b>TOTAL State Fiscal Year 2</b>		<b>\$3,669.54</b>

**Resolution # FS 1/18/22**  
Children's Mental Health Grant Agreement resolution

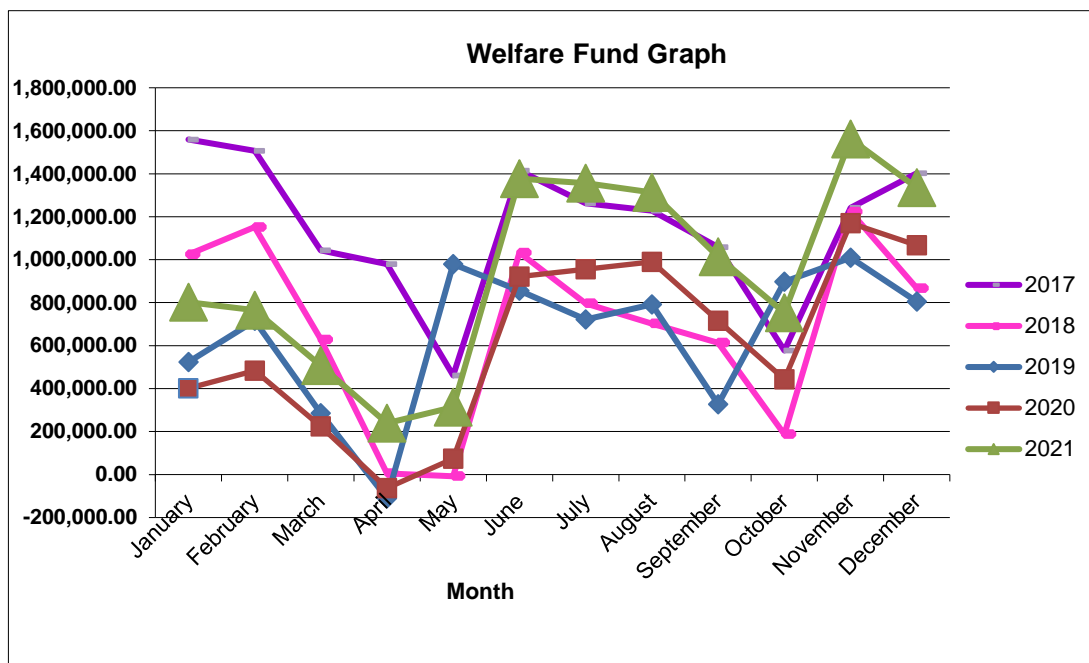
**WHEREAS**, the STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) is empowered to enter into contracts for the following services: mental health screenings, assessments, and referrals for diagnostic assessment and/or treatment for children within the child welfare and juvenile justice populations (prioritizing funds for uninsured and underinsured children) and,

**WHEREAS**, such a contract has been presented to Kanabec County Family Services for the term January 1, 2022 through December 31, 2022, and

**WHEREAS**, Kanabec County Family Services represents that it is duly qualified and willing to perform these services.

**THEREFORE BE IT RESOLVED** to approve an Agreement with the Minnesota Department of Human Services and Kanabec County, doing business as Kanabec County Family Services to provide Children's Mental Health services commencing January 1, 2022 through December 31, 2022.

	2017	2018	2019	2020	2021
January	1,559,203.05	1,024,705.97	523,556.70	401,131.39	802,602.99
February	1,507,019.98	1,151,821.98	715,738.74	483,781.08	764,375.81
March	1,044,116.93	629,190.77	285,341.21	225,078.17	507,711.89
April	979,174.37	5,607.36	-109,902.43	-63,141.11	239,129.82
May	461,452.14	-7,853.46	979,247.26	73,382.15	313,993.85
June	1,413,892.29	1,032,778.15	855,820.47	920,867.09	1,376,518.14
July	1,262,151.35	796,820.09	721,467.48	955,700.06	1,355,779.92
August	1,228,621.03	703,093.77	791,435.79	990,235.56	1,312,346.82
September	1,058,187.52	613,301.63	326,963.03	716,408.79	1,012,985.41
October	577,905.27	187,807.92	897,606.65	443,084.51	753,774.16
November	1,241,274.27	1,222,983.64	1,008,939.34	1,170,024.75	1,562,104.61
December	1,402,699.93	867,114.62	804,618.63	1,067,709.00	1,335,030.43
Totals	13,735,698.13	8,227,372.44	7,800,832.87	7,384,261.44	11,336,353.85
Averages	1,144,641.51	685,614.37	650,069.41	615,355.12	944,696.15
6 month Avg.	1,128,473.23	731,853.61	758,505.15	890,527.11	1,222,003.56
Rolling 12 month Avg	1,144,641.51	685,614.37	650,069.41	615,355.12	944,696.15





Kanabec County Family Services - Board Financial Report				Through December 2021											
	Total year to date/			8.33%	16.67%	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%	75.00%	83.33%	91.67%	100.00%
Department	Budget	% of budget	Total	January	February	March	April	May	June	July	August	September	October	November	December
Income Main. Service															
Exp	689,139.00	101.47%	699,240.23	51,854.59	63,387.07	80,380.32	51,877.25	54,027.63	51,235.29	72,153.99	51,381.65	51,681.54	51,288.36	50,871.52	69,101.02
Rev	385,501.00	80.42%	310,038.38	10,047.98	56,794.47	10,047.98	9,841.60	59,709.01	9,841.60	18,219.50	49,176.71	10,179.50	10,111.92	55,956.19	10,111.92
Tax	295,906.00	89.96%	266,208.71	4,747.06					149,146.42					97,396.18	14,919.05
State Shared Rev			30,149.36							12,718.29			2,356.39		15,074.68
Recoveries															
Exp	19,100.00	96.62%	18,454.49	3,262.28	0.00	1,917.78	1,505.83	1,945.70	0.00	3,177.13	1,980.20	1,826.93	739.23	1,526.49	572.92
Rev	19,100.00	118.84%	22,698.85	1,941.31	818.09	1,469.78	2,180.99	2,727.44	2,158.51	1,383.61	453.56	2,000.92	1,597.08	2,913.61	3,053.95
Tax	24,847.00	89.99%	22,360.72	405.92					12,523.74					8,178.31	1,252.75
State Shared Rev			2,531.62							1,067.95			197.86		1,265.81
Burials															
Exp	25,000.00	69.33%	17,331.26	0.00	863.01	1,800.00	5,400.00	0.00	832.00	1,896.25	0.00	0.00	2,940.00	1,800.00	1,800.00
Rev			0.00												
Tax			0.00												
Child Support															
Exp	359,777.00	97.47%	350,673.32	26,967.91	23,235.11	40,119.83	23,276.07	30,879.16	23,261.31	39,213.01	27,710.22	26,383.27	26,978.26	22,935.64	39,713.53
Rev	412,000.00	90.80%	374,112.30	29,456.92	55,770.28	15,789.49	25,068.67	45,964.81	15,245.00	32,792.76	39,238.06	16,255.37	16,131.44	64,133.92	18,265.58
Tax															
MA Services															
Exp	483,900.00	111.95%	541,719.70	37,587.78	21,091.85	70,538.34	48,621.27	52,283.14	27,984.09	31,741.07	108,155.63	26,342.54	60,063.41	25,221.51	32,089.07
Rev	418,000.00	135.00%	564,283.21	59,053.49	31,205.13	73,017.31	29,650.19	50,174.73	119,238.91	12,378.04	57,546.93	27,106.94	55,909.55	23,127.17	25,874.82
Tax	64,151.00	89.98%	57,720.65	1,037.36					32,334.03					21,114.90	3,234.36
State Shared Rev			6,536.20							2,757.25			510.85		3,268.10
Child Care															
Exp	230,950.00	84.43%	194,995.28	31,466.06	8,840.21	14,748.44	6,901.63	7,805.52	9,107.12	6,512.87	7,901.92	14,305.16	32,122.84	17,183.85	38,099.66
Rev	229,768.00	83.13%	190,996.26	858.00	745.00	77,369.00	585.00	74,117.26	739.00	768.00	5,117.00	652.00	619.00	28,846.00	581.00
Tax	1,129.00	90.06%	1,016.73	18.79					569.26					371.74	56.94
State Shared Rev			115.06							48.54			8.99		57.53
Fraud															
Exp	75,704.00	91.87%	69,545.53	5,930.22	5,953.80	5,865.82	6,436.80	5,865.81	5,942.53	8,342.25	5,874.81	5,901.89	5,865.82	3,247.96	4,317.82
Rev			0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax	73,863.00	89.96%	66,445.81	1,180.19					37,229.68					24,311.87	3,724.07
State Shared Rev			7,525.84							3,174.72			588.20		3,762.92
Adult Services															
Exp	3,500.00	68.00%	2,380.00	33.30	0.00	2,346.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rev	8,817.00	84.66%	7,464.67	16.67	0.00	33.34	16.67	16.67	16.67	7,281.30	33.34	16.67	16.67	16.67	0.00
Tax															
Dev. Disability															
Exp	91,389.00	69.26%	63,300.16	4,988.66	4,527.59	4,891.63	6,583.89	5,072.69	4,575.23	6,591.92	4,147.53	6,222.09	5,156.55	4,642.92	5,899.46
Rev	73,941.00	59.10%	43,698.00	0.00	10,606.00	0.00	0.00	10,193.00	0.00	0.00	11,220.00	0.00	0.00	11,679.00	0.00
Tax	16,941.00	90.51%	15,333.76	364.58					8,538.92					5,576.12	854.14
State Shared Rev			1,726.12							728.15			134.91		863.06

<b>Mental Health</b>															
Exp	1,216,129.00	105.13%	1,278,542.41	93,026.89	117,059.81	101,367.94	119,009.34	106,998.11	102,292.38	136,243.14	117,176.94	90,716.31	97,281.82	81,893.86	115,475.87
Rev	693,784.00	127.89%	887,257.84	15,137.98	49,929.36	60,463.85	80,836.27	86,654.55	160,406.48	74,512.27	109,663.65	50,424.40	71,238.43	68,877.96	59,112.64
Tax	509,364.00	90.08%	458,827.00	8,753.69					256,736.79					167,655.26	25,681.26
State Shared Rev			51,898.32							21,892.94			4,056.22		25,949.16
<b>Chemical Dependency</b>															
Exp	117,000.00	42.10%	49,258.92	1,620.00	0.00	2,000.00	3,221.06	9,049.12	1,950.00	15,008.56	0.00	7,444.19	2,000.00	3,830.94	3,135.05
Rev	51,000.00	74.48%	37,986.81	747.25	9,369.46	0.00	0.00	4,808.00	0.00	5,929.39	11,778.71	0.00	0.00	5,354.00	
Tax	64,376.00	88.36%	56,882.89	0.00					32,447.89					21,189.25	3,245.75
State Shared Rev			6,559.22							2,766.96			512.65		3,279.61
<b>Child Services</b>															
Exp	567,262.00	94.35%	535,215.61	34,279.23	31,007.16	70,623.34	33,885.81	36,506.28	57,560.39	50,175.79	37,884.79	63,915.27	34,773.05	31,981.17	52,623.33
Rev	341,681.00	95.54%	326,430.28	9,327.07	41,967.49	10,063.28	11,010.79	39,587.93	19,088.81	63,855.62	56,556.10	6,800.38	5,767.88	49,590.96	12,813.97
Tax	220,009.00	90.61%	199,349.76	4,950.02					110,892.08					72,415.18	11,092.48
State Shared Rev			22,416.40							9,456.20			1,752.00		11,208.20
<b>Social Services</b>															
Exp	1,278,208.00	99.02%	1,265,729.01	95,243.93	94,909.96	92,572.30	94,967.91	96,107.29	98,883.14	148,172.51	107,350.53	99,475.63	99,194.62	100,355.43	138,495.76
Rev	1,061,420.00	108.54%	1,152,048.54	50,849.88	115,773.01	54,655.76	48,133.99	133,888.52	46,115.99	300,751.25	123,859.82	53,832.48	52,602.34	133,652.18	37,933.32
Tax	211,426.00	89.90%	190,070.26	3,254.91					106,565.69					69,589.94	10,659.72
State Shared Rev			21,541.84							9,087.27			1,683.65		10,770.92
<b>Income Main. Admin</b>															
Exp	88,074.00	98.30%	86,574.32	6,530.06	6,527.64	6,439.62	6,676.63	7,348.64	6,394.63	9,783.55	6,705.25	6,870.03	7,054.82	6,705.51	9,537.94
Rev	52,372.00	86.52%	45,313.11	1,235.14	8,716.90	1,235.14	1,456.56	8,035.68	2,465.56	1,251.66	8,339.70	1,251.66	1,243.84	7,583.43	2,497.84
Tax	34,786.00	89.83%	31,247.89	511.19					17,533.24					11,449.62	1,753.84
State Shared Rev			3,544.26							1,495.12			277.01		1,772.13
<b>Social Services Admin.</b>															
Exp	301,984.00	86.90%	262,409.36	22,485.54	23,816.23	23,972.50	22,073.56	21,509.27	16,835.68	29,430.39	18,710.48	20,256.79	18,944.34	17,029.10	27,345.48
Rev	65,000.00	88.58%	57,574.00	0.00	14,854.00	0.00	0.00	13,296.00	0.00	0.00	12,933.00	0.00	0.00	16,491.00	0.00
Tax	231,078.00	90.01%	207,983.26	3,803.66					116,470.84					76,058.24	11,650.52
State Shared Rev			23,544.12							9,931.92			1,840.14		11,772.06
<b>FS Admin</b>															
Exp	672,578.00	105.11%	706,964.60	69,803.74	54,781.56	44,941.17	50,571.59	49,153.52	52,224.61	82,274.25	53,079.65	50,308.93	52,489.66	55,171.42	92,164.50
Rev	148,488.00	82.17%	122,011.46	3,716.88	21,224.63	3,716.88	3,645.84	30,242.31	3,645.84	3,768.84	18,709.92	3,768.84	4,455.69	21,023.38	4,092.41
Tax	510,946.00	90.03%	460,028.68	8,558.24					257,533.76					168,175.69	25,760.99
State Shared Rev			52,059.46							21,960.91			4,068.82		26,029.73
<b>Agency Totals</b>															
Exp	6,219,694.00	98.76%	6,142,334.20	485,080.19	456,001.00	564,525.73	481,008.64	484,551.88	459,078.40	640,716.68	548,059.60	471,650.57	496,892.78	424,397.32	630,371.41
Rev	3,960,872.00	104.57%	4,141,913.71	182,388.57	417,773.82	307,861.81	212,426.57	559,415.91	378,962.37	522,892.24	504,626.50	172,289.16	219,693.84	489,245.47	174,337.45
Tax	2,258,822.00	90.02%	2,033,476.12	37,585.61	0.00	0.00	0.00	0.00	1,138,522.34	0.00	0.00	0.00	0.00	743,482.30	113,885.87
State Shared Rev			230,147.82	0.00	0.00	0.00	0.00	0.00	0.00	97,086.22	0.00	0.00	17,987.69	0.00	115,073.91
<b>Total Revenue</b>	<b>6,219,694.00</b>	<b>102.99%</b>	<b>6,175,389.83</b>	<b>219,974.18</b>	<b>417,773.82</b>	<b>307,861.81</b>	<b>212,426.57</b>	<b>559,415.91</b>	<b>1,517,484.71</b>	<b>619,978.46</b>	<b>504,626.50</b>	<b>172,289.16</b>	<b>237,681.53</b>	<b>1,232,727.77</b>	<b>403,297.23</b>

# Board Approval Report

SSIS pymt. batch #: 108887829

Paid Cnty Vendor	Total Payments		Total Amount
Bliss/Jenny, 000010784	2		9,267.50
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Adult Outpatient Psychotherapy	452	2	9,267.50
Central Minnesota Jobs & Training, 000015800	2		35,932.78
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Statewide MFIP Employment Services	237	2	35,932.78
Central Mn Mental Health Center, 000011298	1		1,500.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Detoxification	371	1	1,500.00
DHS STATE OPERATED SERVICES, 000011816	8		15,237.20
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
State-Operated Inpatient	472	8	15,237.20
Family Pathways, 000012298	32		2,970.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Family-Based Counseling Services	162	32	2,970.00
Ignaszewski/Karissa, 000012959	2		12,285.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Adult Outpatient Psychotherapy	452	2	12,285.00
Nexus-Gerard Family Healing , LLC, 000012394	1		7,179.04
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Children's Residential Treatment	483	1	7,179.04
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		782.56
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Day Training and Habilitation	566	1	526.56
Transportation	516	1	256.00
Resource Training and Solutions, 000016106	2		440.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Guardianship/Conservatorship	695	2	440.00
Richardson MD/Paul T, 000016136	2		3,045.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Adult Outpatient Psychotherapy	452	2	3,045.00
RSI, 000016246	2		477.54
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Semi-Independent Living Services (SILS)	534	2	477.54
Village Ranch, Inc., 000017414	6		7,423.57
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Child Family Foster Care	181	6	7,423.57
Volunteers Of America, 000017460	4		3,314.52
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Semi-Independent Living Services (SILS)	534	4	3,314.52

# Board Approval Report

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Paid Cnty Vendor	Total Payments	Total Amount
Report Totals:	67	101,307.99

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
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Vendor Name	Amount
Akkerman Ingebrand Funeral Home (GA Burial)	\$ 1,800.00
Health Insurance Reimbursement	\$ 170.10
Jen Anderson	\$ 379.68
Health Insurance Reimbursement	\$ 802.94
Health Insurance Reimbursement	\$ 442.60
Health Insurance Reimbursement	\$ 94.24
Association of MN Counties (Annual Dues)	\$ 1,740.00
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 764.62
Health Insurance Reimbursement	\$ 170.10
Rhonda Bergstadt	\$ 305.76
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 555.02
Card Services (CSP Group)	\$ 88.38
Health Insurance Reimbursement	\$ 170.10
ChristiansonFroehling LLC (GA Burial)	\$ 1,800.00
Clay County IT Dept (EDMS hosting Contract)	\$ 4,000.00
Medical Mileage	\$ 503.82
Health Insurance Reimbursement	\$ 170.10
DHS	\$ 7,386.87
Health Insurance Reimbursement	\$ 400.72
Health Insurance Reimbursement	\$ 690.40
Health Insurance Reimbursement	\$ 170.10
Medical Mileage	\$ 119.24
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 346.00
Health Insurance Reimbursement	\$ 170.10
Katie Heacock	\$ 39.20
Health Insurance Reimbursement	\$ 231.46
Health Insurance Reimbursement	\$ 170.10
Leah Hjort	\$ 491.37
Health Insurance Reimbursement	\$ 710.00
Linda Hosley	\$ 55.44
Innovative Office Solutions	\$ 422.44
J.D Power & Associates	\$ 149.00
Health Insurance Reimbursement	\$ 168.30
Health Insurance Reimbursement	\$ 170.10
Kanabec County Attorney	\$ 5,875.20
Kanabec County Aud Treasurer	\$ 27,301.90
Kanabec County Comm Health	\$ 18,802.59
Kanabec Publications (Envelopes)	\$ 480.00
Medical Mileage	\$ 152.09
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 170.10
Health Insurance Reimbursement	\$ 410.52
Kari Lindstrom	\$ 276.64
Marco Technologies (Copier Maintenance & Contracts)	\$ 443.70
Alissa McDermeit	\$ 258.16

Metro Sales (Copier Maintenance Agreement)	\$	325.31	
Health Insurance Reimbursement	\$	170.10	
Minnesota Dept of Health (CS Paperwork)	\$	40.00	
Minnesota Dept of Health (MFAR background search)	\$	25.00	
Kelly Mitchell	\$	42.56	
MSSA (KCFS Membership Dues)	\$	1,068.00	
Health Insurance Reimbursement	\$	187.16	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	170.10	
Medical Mileage	\$	25.52	
Premier Biotech Labs	\$	270.00	
Procentive	\$	1,149.00	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	571.48	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	407.84	
Health Insurance Reimbursement	\$	1,377.69	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	135.92	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	97.60	
Swanson Funeral Chapel (GA Burial)	\$	1,800.00	
Health Insurance Reimbursement	\$	170.10	
Timber Trails	\$	15,887.20	
Health Insurance Reimbursement	\$	330.44	
Health Insurance Reimbursement	\$	170.10	
Pam Vojvodich	\$	98.56	
Health Insurance Reimbursement	\$	421.85	
Health Insurance Reimbursement	\$	170.10	
Health Insurance Reimbursement	\$	458.48	
Health Insurance Reimbursement	\$	319.94	
Health Insurance Reimbursement	\$	562.01	
Sharon Wright	\$	59.36	
<b>TOTAL IFS DOLLARS</b>	<b>\$</b>	<b>109,252.22</b>	88 Total IFS Vendors
<b>TOTAL SSIS DOLLARS</b>	<b>\$</b>	<b>101,307.99</b>	15 Total SSIS Vendors
<b>GRAND TOTAL</b>	<b>\$</b>	<b>210,560.21</b>	103 Total Vendors

# 9:35am Appointment

## January 18, 2022

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### REQUEST FOR BOARD ACTION

<b>a. Subjects:</b> <ul style="list-style-type: none"><li>• EDA Appointments</li><li>• EDA Bylaw Amendments</li><li>• Minnesota Rural Broadband Coalition 2022 Membership</li></ul>	<b>b. Origination:</b> EDA
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenter:</b> Heidi Steinmetz

#### e. Board actions requested:

EDA staff requests that the County Board complete the following actions:

- 1) Reappoint Ivan Black and Lisa Holcomb to serve on the EDA per the EDA's January 12, 2022 recommendation
- 2) Receive an update on the EDA's latest discussions regarding bylaw amendments
- 3) Virtually meet with the MN Rural Broadband Coalition's lobbyist to learn about the coalition in preparation of a future request from the EDA for the County Board to become a 2022 member of the coalition (if recommended by the County's ARPA committee)

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#### f. Background:

- 1) A city representative role and a township representative role are vacant on the EDA. The EDA made a recommendation during its January 12, 2022 meeting that Ivan Black and Lisa Holcomb be reappointed to the EDA both for six-year terms. Ivan would represent the City of Ogilvie and Lisa would represent all townships participating in the EDA.
- 2) The latest EDA's bylaws are attached for the County Board's reference.

The EDA amended Section 4.8 of its bylaws in November of 2021 to comply with obtaining liability insurance. This change is noted on page seven of the attached bylaws.

The EDA will be considering amending Section 6.1 of its bylaws at its February 9, 2022 meeting to clarify membership roles and representation due to inconsistent verbiage and lack of a clear appointment process. These proposed changes are noted on page eight of the attached bylaws. Staff will explain these proposed changes during the County Board meeting.

- 3) The EDA was a member of the Minnesota Rural Broadband Coalition from 2018 through 2021 and paid \$500 per year in membership dues to the coalition. In 2021, the coalition's membership dues increased to \$2,000 per year, which is a fee that can no longer be supported by the EDA's budget.

Attached is the coalition's 2021 fact sheet and the 2022 membership form.

The coalition's lobbyist, Nathan Zacharias, will be in attendance virtually at the January 18<sup>th</sup> County Board meeting via Webex to explain how the coalition works with State legislators to obtain broadband funds for rural Minnesota.

EDA staff will be asking the County's ARPA committee to support a 2022 coalition membership at a future ARPA committee meeting. If the committee supports a membership, EDA staff will then ask the County Board to utilize \$2,000 in ARPA funds to cover the cost of the coalition membership, which is an eligible use of ARPA funds.

Below is a list of the attached supporting documents:

- EDA Bylaws 9 pages
  - Coalition Fact Sheet 2021 1 page
  - Coalition 2022 Membership Form 1 page
- 11 pages

Supporting Documents: Yes Attached: ☒

Date Received in County Coordinator's Office:

Coordinators Comments:





# Minnesota Rural Broadband Coalition

## Fact Sheet 2021

**Goal:** The Minnesota Rural Broadband Coalition requests 92nd Legislature to fund the Border-to-Border Broadband Development Grant program with **\$120 million in ongoing funding in the 2022-2023 biennial budget to help achieve the state's 2026 broadband speed goal** of 100 megabits per second (Mbps) download and 20 Mbps upload. Consistent and stable funding of the grant program is important to allow economic development agencies, local governments and others to be creative and collaborative in their approach to providing broadband services to these areas.

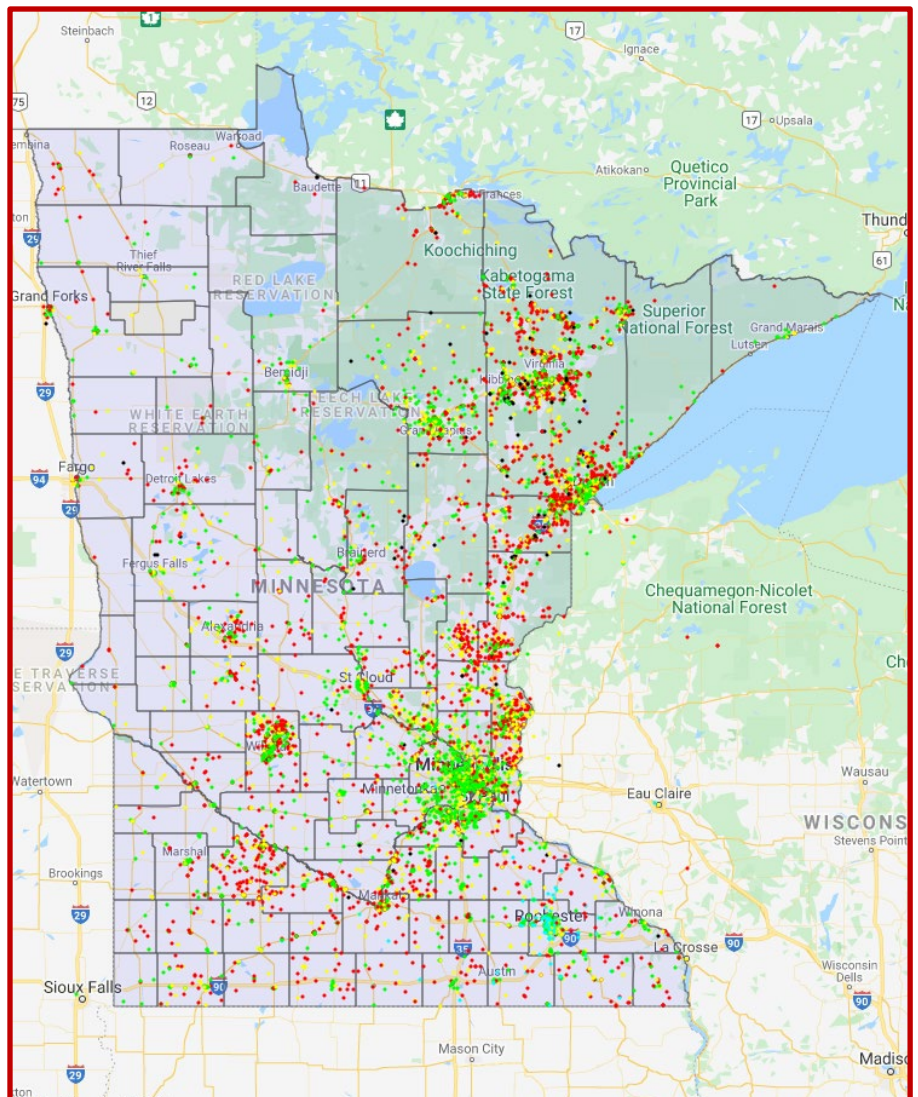
**Background:** The Legislature funded the Grant Program at \$40 million in the 2020-21 biennial budget, the largest multi-year investment in the state's history. However, 157,000 households across the state are still unserved. COVID-19 has only amplified the need for broadband.

The Governor's Task Force on Broadband 2020 Report recommends \$120 million per biennium in ongoing funding. This level of funding will provide minimum broadband internet speeds of 25 Mbps/3 Mbps to the households and businesses that currently lack such service—and will help Minnesota achieve its statutory broadband speed goal of connecting all Minnesotans with broadband internet speeds of 100 Mbps/20 Mbps by 2026.

Broadband and internet speeds are improving across Minnesota. What we've achieved is a patchwork of highly successful areas, leaving behind many rural areas that are underserved and will have difficult time reaching the goal without state assistance grants. Many states across the country look to Minnesota as a national leader on rural broadband development. Despite all the good work that we've done, there is still much more to be done to ensure everyone has access.

"Everyone in Minnesota will be able to use convenient, affordable world-class broadband networks that enable us to survive and thrive in our communities and across the globe."

-The Minnesota Rural Broadband Coalition's vision



# 2022 MRBC Membership Form & Invoice

January 1 – December 31, 2022

**\*Please return a copy of this form with payment.**



\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Organization Website

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

Please select your membership type from the list below:

## MRBC SUSTAINING MEMBERSHIP

☐ **Nonprofit/Corporate/Organization Rate**      **\$750**

### County, City, Township Rate (Based on population)

- ☐ 0 - 2,000      \$750  
☐ 2,001 - 5,000      \$1,000  
☐ 5,001 - 15,000      \$1,500  
☐ 15,000+      \$2,000

## AFFILIATE MEMBERSHIP

Note: Affiliate Members do not have voting privileges.

☐ **Annual Contributions of \$100 - \$749**

## COALITION SPONSORSHIP OPPORTUNITIES

In addition to memberships, MRBC relies on sponsors to support its efforts. Sponsors provide the necessary expanded financial support for ongoing coalition efforts as well as specific activities. Each sponsorship level includes one Sustaining Membership per organization.

- ☐ **Sustaining Partner**      \$10,000 or above  
☐ **Premier Partner**      \$5,000 to \$9,999  
☐ **Supporting Partner**      \$2,500 to \$4,999  
☐ **Partner**      \$1,000 to \$2,499

**Please enter your total due here: \$** \_\_\_\_\_

**Please make the check payable to our fiscal host:**

Southwest Regional Development Commission (SRDC)  
2401 Broadway Ave, Suite 1  
Slayton, MN 56172

**Questions regarding this financial transaction** should be directed to:

Brooke Swart, SW Regional Development Commission, 507-836-1634 or [brookes@swrdc.org](mailto:brookes@swrdc.org).

**Questions regarding the MN Rural Broadband Coalition** should be directed to:

Emily Murray, Coalition Staff, 651-789-4339 or [emurray@mncounties.org](mailto:emurray@mncounties.org).

**\*Please return a copy of this form/invoice with payment.**

[mnbroadbandcoalition.com](http://mnbroadbandcoalition.com)  
@broadband\_rural

**Bylaws  
of  
The Economic Development Authority  
For The County Of Kanabec  
State Of Minnesota**

**Preamble**

The Kanabec County Economic Development Authority (the “EDA” or “Authority”) was created by Resolution No. 8 – 09/09/15, adopted by the Kanabec County Board of Commissioners (the County Board”), on the 9<sup>th</sup> day of September, 2015 (the “Enabling Resolution”) and shall have all the economic development powers as authorized by Minnesota Statutes Sections 469.090 to 469.108, the powers of a housing and redevelopment authority under sections 469.001 to 469.047 and the powers of a city under 469.124 to 469.134 or other law or as may be amended from time to time, and all other applicable laws. The purpose of the Authority is to serve as an Economic Development Authority pursuant to Minnesota Statutes and its affairs shall include, but not be limited to, encouraging and promoting commercial and industrial growth and development, housing, and redevelopment in the County of Kanabec,

**ARTICLE 1.**

**Authority**

- 1.1 Name – The legal name of the Authority is “The Kanabec County Economic Development Authority.”
- 1.2 Office – The principal office of the Authority shall be the County Offices of the County of Kanabec (the “County”), located in the Kanabec County Courthouse, unless otherwise determined by resolution of the Authority.
- 1.3 Enabling Authority – The Authority shall exist and operate under the supervision of the County of Kanabec, Minnesota in accordance with Minnesota Statutes 469.090 to 469.108, 469.001 to 469.047, and 469.124 to 469.134 or other law or as may be amended from time to time, and all other applicable laws as amended and revised (the “Statute”) and the Enabling Resolution, as may be amended from time to time.
- 1.4 General Powers and Duties – The Authority shall be a public body corporate and politic and shall have all the powers necessary or convenient to carry out the purposes of an economic development authority under Minnesota Statutes Sections 469.090 to 469.108, the powers of a housing and redevelopment authority under sections 469.001 to 469.047 and the powers of a city under 469.124 to 469.134 or other law or as may be amended from time to time, and all other applicable laws including the powers granted by the Statute, as limited by the Resolution and as may be further limited or expanded by future resolutions adopted by the County Board.

- 1.5 Intent and Objectives – It is the intention of the County Board that the Kanabec County EDA complement the economic development activities of Cities and Townships within Kanabec County and work in a cooperative relationship with other units of local government. This intent is expressed in the enabling resolution which requires any project to be consistent with the comprehensive plan of the County, City(ies) or Township(s) in which a project is located. Furthermore, a project must be approved by a majority vote of any participating City or Township in which a project is located.

## ARTICLE 2.

### Meetings

- 2.1 Open to the Public – All meetings of the EDA shall be open to the Public and are governed by the Minnesota Open Meeting Law, Minnesota Statutes Chapter 13 D *et. seq.* For purposes of this Section, a “meeting” is defined as the gathering of a majority of voting Board Members during which EDA business is discussed.
- 2.2 Quorum – A majority of the voting EDA Board Members in office at any time shall constitute a quorum for all purposes. There shall be a quorum to conduct business at all meetings of the EDA. If a quorum is not present for the Annual Meeting those present shall adjourn the meeting and the Board Chair shall establish a date for a new annual meeting and cause notice to be given as provided in Section 2.5(b). of this Article. If a quorum is not present at any regular or special meeting of the Authority, those present shall adjourn the meeting to the next regular meeting, unless a special meeting is called before the next regular meeting.
- 2.3 Rules of Order – All meetings of the Authority shall be conducted in accordance with *Robert’s Rules of Order, (Modified)*.
- 2.4 Voting – In addition to a quorum being required for each meeting of the Authority in order to transact business, a majority of all voting Board Members present shall be required to approve any matter before the EDA Board.
- 2.5 Annual Meeting –
- a. Time and Place – The Annual Meeting of the Authority shall be held in the month of January, at a time as designated, at the principal office of the Authority, or at such other location designated in the Notice of Annual Meeting. Reports on behalf of the EDA shall be made to the County Board in August of each year or when determined it is necessary.
  - b. Notice – Notice of the Annual Meeting shall be published in the official newspaper of the EDA not less than ten (10) days in advance of such meeting and shall be delivered to each Board Member of the EDA and each Commissioner of the County Board. The EDA may use the official newspaper of the County as and for its official newspaper for all purposes.

- c. Order of Business – The suggested order of business at the Annual Meeting shall be the following:
- i. Roll call;
  - ii. Confirmation and recognition of voting EDA board members;
  - iii. Election of officers and establishment of their terms;
  - iv. Appointment of the Executive Director;
  - v. Designation of non-voting advisory members
  - vi. Designation of committee assignments to EDA board members;
  - vii. Determination of new committees and assignments of EDA board members;
  - viii. Consideration of staff, consultant and service provider agreements;
  - ix. Acceptance of the legally designated newspaper of Kanabec County as the official newspaper of the EDA;
  - x. Acceptance of the depository of Kanabec County as the official depository of the EDA;
  - xi. Reports by various officers and subcommittees;
  - xii. Designation of place of meeting during the remainder of calendar year;
  - xiii. Determination of dates of meeting during the remainder of calendar year;
  - xiv. Discussion of any modifications or amendments to the Statute or the Enabling Resolution; and
  - xv. Discussion of Bylaws and any suggested amendments.

2.6 Regular Meeting –

- a. Time and Place – Regular meetings shall be held by the EDA at such time and place as determined by the EDA at its Annual Meeting, unless the Authority by subsequent resolution establishes a different time and place for regular meetings.
- b. Notice – No separate notice need be given for regular meetings held at the time and place designated by Resolution of the EDA.

2.7 Special Meetings – Special meetings of the EDA shall be called by the Board Chair at any time, either in his or her discretion or upon written request of any Board Member. A special meeting may also be called by the Board Chair. Notice of Special Meetings shall be given to each Board Member and to each Commissioner of the County Board, and shall be posted at the EDA's principal office.

2.8 Participation – Board Members and County Board Commissioners may participate in any regular or special meeting by telephonic conference, inter-active television, internet based or other methods as approved in advance by the Board Chair and as consistent with Minnesota's open meeting law.

## ARTICLE 3.

### **Officers And Staff**

- 3.1 Officers – The officers of the EDA shall be voting members of the EDA and shall consist of a Board Chair, a Vice-Chair, a Treasurer, and a Secretary. The voting members of the Authority shall elect the Chair, Vice-Chair, Treasurer, and Secretary annually. The offices of Chair and Vice-Chair may not be held by the same Board member concurrently.
- a. Chair – The EDA Board Chair shall initially be appointed by the Kanabec County Board for the balance of the first calendar year. Thereafter, the Board Chair shall be selected by the majority vote of the voting Board Members from among the voting Board Members, and as approved by the majority vote of the County Board. The Board Chair shall preside at all meetings of the Board Members, and shall have general charge of and control over the affairs of the Authority subject to the approval of the voting Board Members. The Board Chair shall sign or countersign all certificates, contracts, and other instruments of the EDA as authorized by voting members of the Authority.
  - b. Vice-Chair – The Vice-Chair, who shall be selected by the majority vote of the voting Board Members from among the voting Board Members, shall preside at all meetings of the Board in the absence of the Board Chair and shall perform such duties as may be assigned to him by the Board Members. In case of death, retirement, resignation, or disability of the Board Chair, the Vice-Chair shall perform and be vested with all the duties and powers of the Board Chair.
  - c. Treasurer – The Treasurer, who shall be selected by the majority vote of the voting Board Members from among the voting Board Members, shall receive and is responsible for Authority monies. The Treasurer shall disburse Authority money and keep an account of the source of all receipts and the nature, purpose, and authority of all disbursements. The Treasurer shall prepare and file all required financial reports. The Treasurer shall provide a bond as required by law. The EDA Treasurer may utilize county staff to accomplish the day to day duties of the EDA Treasurer.
  - d. Secretary – The Secretary, who shall be selected by the majority vote of the voting Board Members from among the voting Board Members, shall receive and is responsible for taking and preparing minutes of each meeting of the Authority. Further, the Secretary shall be responsible for maintaining any appropriate files as deemed necessary by the Board Members, including but not limited to files of the minutes, publications of meeting notices, and meeting agenda. The Secretary shall also perform such functions as may be deemed necessary by the Board Chair. The EDA Secretary may utilize county staff to accomplish the day to day duties of the EDA Secretary.

- 3.2 Absentee – In the case of the absence or inability to act of any Officer of the Authority or of any person authorized by these Bylaws to act in place of the Officer, the EDA Board may from time to time delegate the powers or duties of such Officer to any other Officer or any voting Board Member of the EDA whom it may select.
- 3.3 Vacancies – Vacancies in office arising from any cause will be filled by the voting members of the Authority in the manner prescribed in the Enabling Resolution.
- 3.4 Staff – The voting members of the Authority may appoint an Executive Director and such other staff, consultants or service providers as it deems necessary to carry out the business of the Authority, and may determine their duties, qualifications, and compensation.
- a. The Executive Director shall have the duties and responsibilities as assigned by the EDA Board, as approved by the Kanabec County Board of Commissioners.
  - b. The Authority may delegate to its staff, employees, or agents such powers or duties as it may deem proper.
- 3.5 Consultants – The Authority may contract for the services of consultants but not limited to engineers, economic development advisors, and fiscal consultants as needed to perform its duties and exercise its powers.
- a. The fees, if any, of all contracted agents or consultants of the Authority shall be fixed by the voting members of the EDA Board.
  - b. The Authority may use the services of the County Attorney as its chief legal advisor.

## **ARTICLE 4.**

### **Finance, Insurance And Contracts**

- 4.1 Fiscal Year – The fiscal year of the Authority shall be the same as the fiscal year of the County(Calendar).
- 4.2 Budget – The following budgetary proceedings shall apply to the transaction of business by the Authority:
- a. A budget shall be prepared by the Treasurer in accordance with the Statute. The Treasurer shall present the budget to the Board Members of the Authority for consideration each year at such time as established by the Authority.
  - b. The budget shall include estimated revenues, the sources of all revenues, an estimate of the amount of money needed from the County, the costs of projects

for the ensuing year, the estimated costs for staff personnel, the purposes to which money on hand is to be applied, as well as the general administrative and overhead costs estimated for the ensuing year, and any proposed levy.

- c. After full consideration of the budget, the voting Board Members shall approve it, and the Chair of the Authority shall submit the budget to the Kanabec County Board of Commissioners.

4.3 Financial Statements – Financial statements of the Authority must be prepared, presented, approved, and filed in accordance with all relevant statutes as amended or revised. By April 1 of each year, the Treasurer shall file a detailed financial statement with the County Auditor on behalf of the Board of Commissioners covering the financial operations of the Authority during the twelve (12) month period ending on December 31 of the previous calendar year.

4.4 Auditor – The Authority may use the Kanabec County Auditor's and Treasurer's Offices for auditing all financial statements and for providing staff assistance to the Authority's Treasurer for accounting and reporting.

4.5 Contracts and Procurement –

- a. All construction work and work of demolition and clearing, contracts for services or for repairs, maintenance and replacements, and every purchase of equipment, supplies or materials and contracts therefore shall be in accordance with the Statute and procurement policies, if any, established by resolution of the Authority.
- b. Approval of Contract by Attorney – No contract shall be made by the Authority through any Officer or employee except in writing approved as to form by the attorney for the Authority.
- c. Execution of Contracts – All contracts shall be executed on behalf of the Authority by the Kanabec County Board of Commissioners.

4.6 Disbursements –

- a. Federal Funds – All funds received from the Government of the United States or any of its agencies shall be disbursed and accounted for in accordance with the regulations or requirements from time to time made by the Federal agencies furnishing said funds to the Authority.
- b. Official Depository – The Authority shall use the designated County financial institution for all financial deposits. All monies of the Authority shall be deposited in the name of the Authority in official County depositories in



accordance with Minnesota Statutes. Monies shall be disbursed by persons designated by the Authority.

- c. Checks – All checks drawn on bank accounts of the Authority shall indicate the fund and, in the case of a project, the project to be charged. All checks shall be authorized and signed by the Kanabec County Auditor or Treasurer.
- 4.7 Records – The books and records of the Authority shall be kept at the principal office of the Authority.
- 4.8 Insurance - The Authority, as a separate legal entity, shall purchase and maintain at all times a liability insurance policy in an amount sufficient, under all reasonable standards, to adequately insure and protect the Authority from all claims and liabilities arising from the execution of its appointed duties and responsibilities. The Policy will name the Authority as the primary insured and the County of Kanabec **as an additional covered party for specific purposes or circumstances.** ~~and its officers, agents and employees, as additional insureds~~. Proof of liability insurance must be presented to the Kanabec County Board of Commissioners as part of the Authority's annual financial statement.

## ARTICLE 5.

### Amendments

- 5.1 Amendments – These Bylaws may be amended at any meeting of the Authority provided that notice of such proposed amendments shall be given to each Board Member and each County Board Commissioner prior to such meeting. Amendment of the Bylaws shall be in accordance with the procedural and voting requirements established by these Bylaws or by resolution of the Authority.
- 5.2 Existing Projects – The Authority shall have neither control nor authority over any existing economic development or redevelopment project in the County unless specifically so provided by resolution of the Kanabec County Board of Commissioners. If the County Board adopts a resolution transferring control, authority and operation of any existing project to the Authority, the Authority shall accept control, authority, and operation of the project. When taking control of an existing project the Authority may exercise all of the powers that the governmental unit established in the project could exercise with respect to the project and shall covenant and pledge to perform the terms, conditions, and covenants of any bond indentures or other agreements executed with respect to the project.

## ARTICLE 6

### MEMBERSHIP

- 6.1 Roles/Representation – 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 or their designee selected from those townships choosing to participate in the EDA; two city ~~representatives~~ officials or their designees selected from those cities choosing to participate in the EDA ~~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 townships and cities within Kanabec County. Nominees for EDA membership shall be recommended by the existing EDA governing body to the Kanabec County Board of Commissioners. The Kanabec County Board of Commissioners has the final authority for appointment to the EDA governing body and shall make said appointment during the organizational meeting of the County Board or as vacancies require.
- 6.2. Member Terms – 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. A vacancy is created in the membership of the commission when a County Commissioner member of the EDA leaves his/her County Commissioner position, a city or township official leaves his/her position, and other members that resign their position. A vacancy for this or another reason must be filled for the balance of the unexpired term, in the manner in which the original appointment was made.
- 6.3. Non-voting Advisory Members – Non-voting members of the EDA may be appointed to serve on the EDA by the Kanabec County Board of Commissioners. Each commissioner may nominate one person. All nominees shall be approved by the Kanabec County Board of Commissioners. The purpose of the non-voting advisory membership will be to maintain a close working relationship with cities, townships, and business/economic development organizations in the county. All non-voting advisory members shall either be residents of or own or manage a commercial or industrial enterprise at least partially located in Kanabec County. All non-voting EDA Board Members shall be appointed annually for a one year commencing in January.
- 6.4. Advisory Committees – The Authority may create and maintain, in its discretion, volunteer advisory committees which will act in an advisory capacity to the Authority.
- a. All members of the advisory committees will be appointed by the Authority.
  - b. Membership of any advisory committee does not need to be comprised exclusively of members of the EDA Board.

- b. Membership of an advisory committee may not include any more than 2 voting members of the EDA.
- d. The responsibility of the advisory committee shall be to advise and assist the Authority and to work with the Board Chair of the Authority and any staff, consultants or service provider designated by the board on assignments as needed and requested by the EDA Board.

Adopted the 9th day of March, 2016. Amended this 13<sup>th</sup> day of February, 2019. Amended this 10<sup>th</sup> day of November, 2021.

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Lonnie Ness, 2021 Board Chair

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Lisa Holcomb, 2021 Vice-Chair

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Sara Treiber, 2021 Treasurer

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Gene Anderson, 2021 Secretary

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Heidi Steinmetz, 2021 Executive Director

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Approved as to form  
County Attorney

# 10:00am Public Hearing

January 18, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Public Hearing – Intent to Appoint the Office of County Recorder	<b>b. Origination:</b> Kanabec County Board of Commissioners
<b>c. Estimated time:</b> 30 minutes	<b>d. Presenter(s):</b>

### e. Board action requested:

Receive public input on the County's intention to appoint the office of County Recorder, Pursuant to Minnesota Statute §375A.1205.

### f. Background:

#### NOTICE OF PUBLIC HEARING AND INTENT TO APPOINT THE OFFICE OF RECORDER

Notice is hereby given that the Kanabec County Board of Commissioners will hold a Public Hearing at 10:00 a.m. on Tuesday, January 18, 2022, in Meeting Rooms 3 & 4 of the Kanabec County Courthouse, 18 North Vine Street, Mora, MN 55051, to obtain public comment on the County's intention to appoint the office of County Recorder, Pursuant to Minnesota Statute §375A.1205.

Questions regarding this matter may be referred to Kris McNally, County Coordinator, at 320-679-6440 or [coordinator@co.kanabec.mn.us](mailto:coordinator@co.kanabec.mn.us). Written testimony may also be sent to the County Coordinator's Office, 18 North Vine Street, Suite 181, Mora, MN 55051, and must be received no later than 11:30 a.m. on Friday, January 14, 2022.

By order of the Kanabec County Board of Commissioners this 7<sup>th</sup> day of December, 2021.

Kris McNally  
County Coordinator

#### Proposed Resolution for Appointment of the Office of 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 intends to appoint a County Recorder under the following circumstances:

1. 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.

NOW, THEREFORE, BE IT RESOLVED, that the Kanabec County Board of Commissioners hereby notifies the public of its intent to appoint the office of the County Recorder; and

BE IT FURTHER RESOLVED, that the Kanabec County Board of Commissioners will hold a Public Hearing at 10:00 a.m. on Tuesday, January 18, 2022 during its regular board meeting regarding appointment of the County Recorder with said appointment taking place by signed contract with the incumbent County Recorder and effective upon completion of the incumbent County Recorder's current term.

Supporting Documents: None      Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

**375A.1205 APPOINTING COUNTY OFFICERS.**

Subdivision 1. **Authority to appoint certain officers.** A county board may appoint the county auditor, county treasurer, or county recorder under section 375A.10, subdivision 2, or the auditor-treasurer under section 375A.10, subdivision 5, by following the process outlined in this section. Notwithstanding section 375A.12, a referendum is not required if the appointment is made pursuant to this section. A county board shall only use the authority to appoint under the following circumstances:

- (1) there is a vacancy in the office as provided in section 351.02;
- (2) the current office holder has notified the county board that the officer will not file for the office, as provided in subdivision 2; or
- (3) there is a signed contract with the county board and the incumbent auditor, treasurer, auditor-treasurer, or recorder that provides that the incumbent officer will be appointed to the position and retain tenure, pay, and benefits equal to or greater than length of service.

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.

Subd. 3. **Board controls; may change as long as duties done.** Upon adoption of a resolution by the county board of commissioners and subject to subdivisions 5 and 6, the duties of an elected official required by statute whose office is made appointive as authorized by this section must be discharged by the county board of commissioners acting through a department head appointed by the board for that purpose. Reorganization, reallocation, delegation, or other administrative change or transfer does not diminish, prohibit, or avoid the discharge of duties required by statute.

Subd. 4. **Discharge or demotion.** (a) A county auditor, county treasurer, county auditor-treasurer, or county recorder who was elected at the most recent election for that office prior to a county board resolution to make the office an appointed position, and the elected official is subsequently appointed by the county board to the office, may not be involuntarily demoted or discharged except for incompetency or misconduct.

(b) Prior to demoting or discharging an office holder under this subdivision, the board must notify the office holder in writing and state its grounds for the proposed demotion or discharge in reasonable detail. Within ten days after receipt of this notification, the office holder may make a written request for a hearing before an arbitrator and the request must be granted before final action is taken. Failure to request a hearing before an arbitrator during this period is considered acquiescence to the board's action. The board may suspend an office holder with pay pending the conclusion of the hearing and determination of the issues raised in the hearing after charges have been filed which constitute grounds for demotion or discharge. If an office holder has been charged with a felony and the underlying conduct that is the subject of the felony charge is grounds for a proposed discharge, the suspension pending the conclusion of the hearing and determination of the issues may be without pay. If a hearing under this subdivision is held, the board must reimburse the office holder for any salary or compensation withheld if the final decision of the arbitrator does not result in a penalty or discharge of the office holder.

(c) If the office holder and the board are unable to mutually agree on an arbitrator, the board must request from the Bureau of Mediation Services a list of seven persons qualified to serve as an arbitrator. If the office holder and the board are unable to mutually agree on an arbitrator from the list provided, the parties shall

alternately strike names from the list until the name of one arbitrator remains. The person remaining after the striking procedure must be the arbitrator. If the parties are unable to agree on who shall strike the first name, the question must be decided by a flip of a coin. The office holder and the board must share equally the costs and fees of the arbitrator except as set forth in paragraph (g).

(d) The arbitrator shall determine, by a preponderance of the evidence, whether the grounds for discharge or demotion exist to support the proposed discharge or demotion. A lesser penalty than demotion or discharge may be imposed by the arbitrator only to the extent that either party proposes such lesser penalty in the proceeding. In making the determination, the arbitration proceeding is governed by sections 572B.15 to 572B.28.

(e) An arbitration hearing conducted under this subdivision is a meeting for preliminary consideration of allegations or charges within the meaning of section 13D.05, subdivision 3, paragraph (a), and must be closed, unless the office holder requests it to be open.

(f) The arbitrator's award is final and binding on the parties, subject to sections 572B.18 to 572B.28.

(g) In the event the arbitrator rules not to demote or discharge the office holder, the board shall pay all of the costs and fees of the arbitrator and the attorney fees of the office holder.

**Subd. 5. Incumbents to complete term.** The person elected at the last general election to an office made appointive under this section must serve in that capacity and perform the duties, functions, and responsibilities required by statute until the completion of the term of office to which the person was elected, or until a vacancy occurs in the office, whichever occurs earlier.

**Subd. 6. Publishing resolution; petition; referendum.** (a) Before the adoption of the resolution to provide for the appointment of an office as described in subdivision 1, the county board must publish a proposed resolution notifying the public of its intent to consider the issue once each week, for two consecutive weeks, in the official publication of the county. Following publication and prior to formally adopting the resolution, the county board shall provide an opportunity at its next regular meeting for public comment relating to the issue. After the public comment opportunity, at the same meeting or a subsequent meeting, the county board of commissioners may adopt a resolution that provides for the appointment of the office or offices as permitted in this section. The resolution must be approved by at least 80 percent of the members of the county board. The resolution may take effect 30 days after it is adopted, or at a later date stated in the resolution, unless a petition is filed as provided in paragraph (b).

(b) Except when an office is made appointive under subdivision 1, clause (3), within 30 days after the county board adopts the resolution, a petition requesting a referendum may be filed with the county auditor. The petition must be signed by at least ten percent of the registered voters of the county. The petition must meet the requirements of the secretary of state, as provided in section 204B.071, and any rules adopted to implement that section. If the petition is sufficient, the county board resolution is rescinded.

**Subd. 7. Reverting to elected offices.** (a) The county board may adopt a resolution to provide for the election of an office that was made an appointed position under this section, but not until at least three years after the office was made an appointed position. The county board must publish a proposed resolution notifying the public of its intent to consider the issue once each week, for two consecutive weeks, in the official publication of the county. Following publication and before formally adopting the resolution, the county board must provide an opportunity at its next regular meeting for public comment relating to the issue. After the public comment opportunity, at the same meeting or a subsequent meeting, the county board of commissioners may adopt the resolution. The resolution must be approved by at least 60 percent of the members of the county board and is effective August 1 following adoption of the resolution.



(b) The question of whether an office that was made an appointed position under this section must be made an elected office must be placed on the ballot at the next general election if: (1) the position has been an appointed position for at least three years; (2) a petition signed by at least ten percent of the registered voters of the county is filed with the office of the county auditor by August 1 of the year in which the general election is held; and (3) the petition meets the requirements of the secretary of state, as provided in section 204B.071, and any rules adopted to implement that section. If a majority of the voters of the county voting on the question vote in favor of making the office an elected position, the election for that office must be held at the next regular or special election.

**History:** *1Sp2019 c 10 art 2 s 20*

January 13, 2022

To the Board of Commissioners,

Background for making the Recorder appointed.

The county board approached me, approximately 3 years ago, about become appointed and I said I would think about it. With the change in the Minnesota Statutes, now is the time for the appointment to be considered.

I want you to know that I am in favor of making the position appointed.

The recorder's office is a critical department to the county and the economy of the area. If the department doesn't keep accurate records, the Treasurer wouldn't know who to tax, the Assessor wouldn't know who to assess and the banks wouldn't know what legal description to use for a mortgage.

It is extremely important that the Recorder have experience with legal descriptions and record management. The County Board having the option to hire/appoint a qualified candidate is crucial.

Thank you for considering this appointment.

If you have further questions, let me know.

Lisa Holcomb  
Kanabec County Recorder

# 10:40am Appointment

January 18, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Snake River 1 Watershed 1 Plan Update, Committee/Board Information, and Discuss Potential Board Appointment	<b>b. Origination:</b> Kanabec County Soil & Water
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Deanna Pomije

**e. Board action requested:**

Information Only

**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

## MEMORANDUM OF AGREEMENT – SNAKE RIVER WATERSHED

This agreement (Agreement) is made and entered into by and between:

The Counties of Aitkin, Kanabec, Mille Lacs and Pine by and through their respective County Board of Commissioners, and

The Aitkin, Kanabec, Mille Lacs and Pine Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District (SWCD) Board of Supervisors, and

The Snake River Watershed Management Board & Citizen Advisory Committee (SRWMB), by and through their respective Board Members,

Collectively referred to as the “Parties.”

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

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

**WHEREAS**, the Watershed Management Organizations of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out conservation of the natural resources of the state by land use controls, flood control, and other conservation projects for the protection of the public health and welfare and the provident use of the natural resources, pursuant to Minnesota Statutes Chapters 103B, 103D and as otherwise provided by law; and

**WHEREAS**, the parties to this Agreement have a common interest and statutory authority to prepare, adopt, and assure implementation of a comprehensive watershed management plan in the Snake River Watershed to conserve soil and water resources through the implementation of practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to preserve natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters; and

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

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

**NOW, THEREFORE,** the Parties hereto agree as follows:

1. **Purpose:** The Parties to this Agreement recognize the importance of partnerships to plan and implement protection and restoration efforts for the Snake River Watershed (Attachment A). The purpose of this Agreement is to collectively develop and adopt, as local government units, a coordinated watershed management plan for implementation per the provisions of the Plan. Parties signing this agreement will be collectively referred to as *the Snake River Watershed Partnership*.
2. **Term:** This Agreement is effective upon signature of all Parties according to the Board of Water and Soil Resources (BWSR) Operating Procedures for One Watershed One Plan (version 2, March 28, 2018); and will remain in effect until 1-year after the term of the BWSR One Watershed, One Plan Planning Grant Agreement, unless cancelled according to the provisions of this Agreement or earlier terminated by law.
3. **Adding Additional Parties:** A qualifying party desiring to become a member of this Agreement shall indicate its intent by adoption of a board resolution prior to a date that is six months from the BWSR One Watershed, One Plan Planning Grant Agreement execution. The party agrees to abide by the terms and conditions of the Agreement; including but not limited to the bylaws, policies and procedures adopted by the Policy Committee.
4. **Withdrawal of Parties:** A party desiring to leave the membership of this Agreement shall indicate its intent in writing to the Policy Committee in the form of an official board resolution. Notice must be made at least 30 days in advance of leaving the Agreement. BWSR has identified the following parties as required parties for this agreement: Aitkin SWCD, Aitkin County, Kanabec SWCD, Kanabec County, Mille Lacs SWCD, Mille Lacs County and Pine SWCD, Pine County. If one of the required Parties according to the BWSR Operating Procedures for One Watershed One Plan withdraws from this agreement, it does not make this MOA null and void. Should this occur, the remaining Parties will hold discussions with BWSR representatives regarding the reallocation or reassignment of duties, grant funds, and future projection of the project as a whole.
5. **General Provisions:**
  - a. **Compliance with Laws/Standards:** The Parties agree to abide by all federal, state, and local laws; statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Agreement is responsible.
  - b. **Indemnification:** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity.” It is the intent of the Parties that they shall be deemed a “single governmental unit” for the purpose of liability, as set forth in Minnesota Statutes § 471.59, subd. 1a(a). For purposes of Minnesota Statutes § 471.59, subd. 1a(a) it is the

intent of each party that this Agreement does not create any liability or exposure of one party for the acts or omissions of any other party.

- c. **Records Retention and Data Practices:** The Parties agree that records created pursuant to the terms of this Agreement will be retained in a manner that meets their respective entity's records retention schedules that have been reviewed and approved by the State in accordance with Minnesota Statutes § 138.17. The Parties further agree that records prepared or maintained in furtherance of the agreement shall be subject to the Minnesota Government Data Practices Act. At the time this agreement expires, all records will be turned over to Kanabec SWCD for continued retention. After termination of this Agreement, the parties of this agreement shall continue to have access to the records created pursuant to this Agreement.
- d. **Timeliness:** The Parties agree to perform obligations under this Agreement in a timely manner as agreed upon by all parties and keep each other informed about any delays that may occur.
- e. **Extension:** The Parties may extend the termination date of this Agreement upon agreement by all Parties.
- f. This is a collaborative effort by the Parties and as such, no employees shall be hired as part of this planning project.

## 6. Administration:

- a. **Establishment of Committees for Development of the Plan.** The Parties agree to designate one representative, who must be an elected or appointed member of the governing board, to a Policy Committee for development of the watershed-based plan and may appoint one or more technical representatives to an Advisory Committee for development of the plan in consideration of the BWSR Operating Procedures for One Watershed, One Plan.
  - i. The Policy Committee will meet as needed to decide on the content of the plan, serve as a liaison to their respective boards, and act on behalf of their Board. Each representative shall have one vote.
  - ii. Each governing board may choose one alternate to serve on the Policy Committee as needed in the absence of the designated member.
  - iii. The Policy Committee will establish bylaws within 6 months of execution of this document to describe the functions and operations of the committee(s).
  - iv. The Advisory Committee will meet monthly or as needed to assist and provide technical support and make recommendations to the Policy Committee on the development and content of the plan. Members of the Advisory Committee may not be a current board member of any of the Parties.
- b. **Submittal of the Plan.** The Policy Committee will recommend the plan to the Parties of this agreement. The Policy Committee will be responsible for initiating a formal review process for the

watershed-based plan conforming to Minnesota Statutes Chapters 103B and 103D, including public hearings. Upon completion of local review and comment, and approval of the plan for submittal by each party, the Policy Committee will submit the watershed-based plan jointly to BWSR for review and approval.

- c. **Adoption of the Plan.** The Parties agree to adopt and begin implementation of the plan within 120 days of receiving notice of state approval and provide notice of plan adoption pursuant to Minnesota Statutes Chapters 103B and 103D.

7. **Fiscal Agent:** Mille Lacs SWCD will act as the fiscal agent for the purposes of this Agreement and agrees to:

- a. Accept all responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan.
- b. Perform financial transactions as part of grant agreement and contract implementation.
- c. Annually provide a full and complete audit report.
- d. Provide the Policy Committee with the records necessary to describe the financial condition of the BWSR grant agreement.
- e. Retain fiscal records consistent with the agent's records retention schedule until termination of the agreement (at that time, records will be turned over to Kanabec SWCD).

8. **Grant Administration:** Mille Lacs SWCD will act as the grant administrator for the purposes of this Agreement and agrees to provide the following services:

- a. Accept all day-to-day responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan, including being the primary BWSR contact for the *One Watershed, One Plan* Grant Agreement and being responsible for BWSR reporting requirements associated with the grant agreement.
- b. Provide the Policy Committee with the records necessary to describe the planning condition of the BWSR grant agreement.

9. The following parties agree to provide the following services to the Snake River Watershed Partnership:

- a. Kanabec SWCD: Project Coordinator
- b. Mille Lacs SWCD: Fiscal Agent, Administration
- c. Mille Lacs SWCD: Outreach Coordinator
- d. Pine SWCD: Notifications Coordinator
- e. Kanabec SWCD: Note Taker

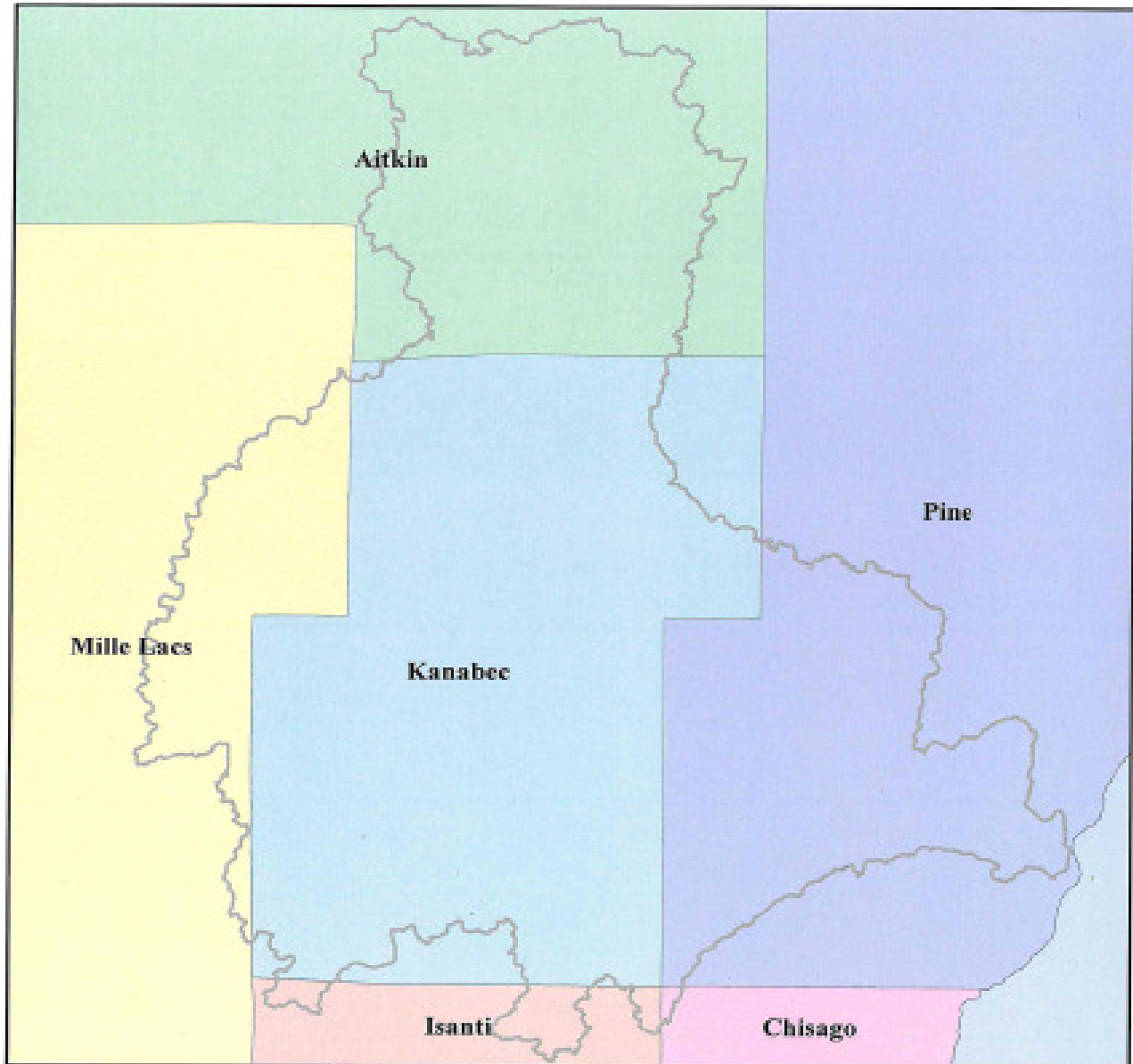
10. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:



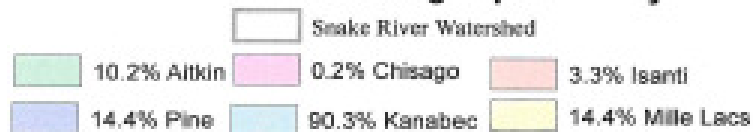
Kanabec SWCD  
Deanna Pomije or successor  
District Manager  
2008 Mahogany St Ste 3  
Mora MN 55051  
Telephone: 320-679-3982  
[info@KanabecSWCD.org](mailto:info@KanabecSWCD.org)

Attachment A

**Snake River Watershed**  
**One Watershed One Plan**



**Watershed Percentages per County**



*Maps are for graphical purposes only. They do not represent a legal survey.* Date: 11/20/2018

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

**AITKIN SWCD**

By   
Franklin Turnock → Roger Vogt  
Chair, Aitkin SWCD Board

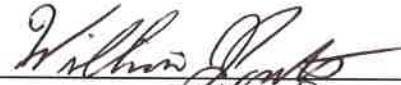
Date February 18, 2020

Attest

By   
Steve Hughes  
Aitkin SWCD District Manager

-----  
IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

**AITKIN COUNTY BOARD OF COMMISSIONERS**

By   
~~Anne Marcotte~~ William Pratt  
Chair, Aitkin County Board of Commissioners

Date 1/29/2020

Attest

By   
Jessica Seibert  
Aitkin County Administrator

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

**KANABEC COUNTY BOARD OF COMMISSIONERS**

By M. Callie Ellis Date 1/21/2020  
Chair, Kanabec County Board of Commissioners

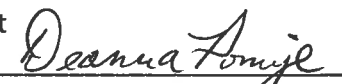
Attest  
By Kris McVally  
Kanabec County Administrator

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

**KANABEC SWCD**

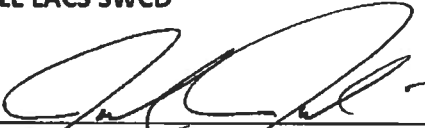
By   
Chair, Kanabec SWCD Board

Date 1-14-2020

Attest  
By   
Kanabec SWCD District Manager

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

MILLE LACS SWCD

By   
Chair, Mille Lacs SWCD Board


Date 2/12/20

Attest  
By   
Mille Lacs SWCD District Administrator

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

MILLE LACS COUNTY BOARD OF COMMISSIONERS

By  Date 1/21/2020  
Roger Tellinghuisen, Chair, Mille Lacs County Board of Commissioners

Attest  
By   
Pat Oman, Mille Lacs County Administrator

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

**PINE COUNTY BOARD OF COMMISSIONERS**

By Stephen Hall Date: Jan. 21, 2020  
Chair, Pine County Board of Commissioners

Attest D. D. M. H. Jan. 21, 2020  
Pine County Administrator



IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below.

**PINE SWCD**

By   
Skip Thomson  
Chair, Pine SWCD Board

Date 1/8/20

Attest  
By   
Jill Carlier  
Pine SWCD District Manager

# 11:00am Appointment

January 18, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Comprehensive Plan Service Contract Extension Request	<b>b. Origination:</b> Environmental Services
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Ryan Carda, Environmental Services/GIS Technician

**e. Board action requested:**

Approve the attached Memorandum of Agreement between the County of Kanabec and Hoisington Koegler Group, Inc. to allow a Comprehensive Plan Service Agreement Extension.

---

**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**



OFFICE OF THE  
**KANABEC COUNTY COORDINATOR**  
18 North Vine Street Suite 181  
Mora, MN 55051  
Telephone: (320) 679-6440  
Fax: (320) 679-6441

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**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement is between the County of Kanabec and Hoisington Koegler Group Inc.

**WHEREAS**, the Kanabec County Comprehensive Plan Update was scheduled for completion by January 6, 2022, and

**WHEREAS**, the Comprehensive Plan Update process is extensive and requires Planning Commission approval, and

**WHEREAS**, Kanabec County Planning Commission approval was not achieved by the deadline; and

**WHEREAS**, a contract extension until February 28, 2022 has been requested by the Hoisington Koegler Group, Inc., and

**WHEREAS**, said contract extension will allow the Hoisington Koegler Group, Inc. to finalize any remaining edits to the draft and participate in the adoption process;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves the extension of the contract with Hoisington Koegler Group, Inc. until February 28, 2022.

**KANABEC COUNTY**

**HOISINGTON KOEGLER GROUP, INC.**

\_\_\_\_\_  
Les Nielsen, Board Chair

\_\_\_\_\_  
Brad Scheib, AICP, Vice President

\_\_\_\_\_  
Kris McNally, Coordinator

\_\_\_\_\_  
Lance H. Bernard, Project Manager

# 11:05am Appointment

## Item a.

January 18, 2022

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Technical Evaluation Panel (TEP) Information	<b>b. Origination:</b> Environmental Services
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Teresa Wickeham

**e. Board action requested:**

Information Only

**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 11:05 Appointment

## Item b.

January 18, 2022

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request for Solid Waste Tax Management Tax Resolution	<b>b. Origination:</b> Environmental Services
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Teresa Wickeham, Environmental Services Supervisor

**e. Board action requested:**

Approve the following resolution:

**RESOLUTION # \_\_\_\_\_ -1/18/22**

WHEREAS, Minnesota Statutes require counties to manage MSW according to an established hierarchy; and

WHEREAS, Minnesota's counties have made investments in waste prevention and recycling systems; and

WHEREAS, counties with innovative ideas should be provided the requisite opportunity and flexibility to successfully implement those ideas so as to best serve their communities; and

WHEREAS, the revenues the State is collecting via the solid waste management taxes have continued to grow while amounts sent to the counties have not increased proportionally; and

WHEREAS, Minnesota counties face significant market trends that will require innovative approaches to manage materials separated from solid wastes in order to adequately meet the growing and changing needs of citizens and businesses; and

WHEREAS, Minnesota has an opportunity to improve its waste reduction and recycling system through funding the counties' investment infrastructure and expanded operations; now, therefore

BE IT RESOLVED, Kanabec County supports the state funding by increasing SCORE (Select Committee on Recycling and the Environment) grants, in amounts which fully utilize the solid waste management tax revenues for solid waste reduction, management activities, and improving our environment.

**f. Background:**

Supporting Documents: None Attached: ☒

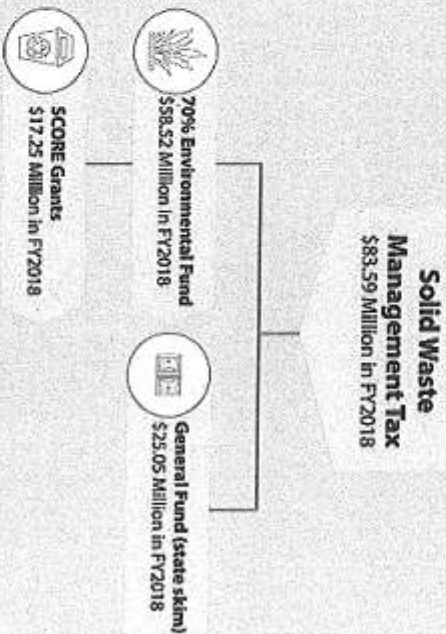
**Date received in County Coordinators Office:**

**Coordinators Comments:**

## SWAA 2022 Legislative Priorities

### SOLID WASTE MANAGEMENT TAX USAGE:

SWAA supports allocating 100 percent of the revenue generated by the Solid Waste Management Tax (SWMT) to state and county waste management activities, including increased funding for SCORE (Governor's Select Committee on Recycling and the Environment) grants to counties.





## KANABEC COUNTY PUBLIC WORKS DEPARTMENT

*Chad T. Gramentz, PE, Public Works Director*

903 Forest Avenue East, Mora, MN 55051

320-679-6300

### **Kanabec County Drainage Authority Board**

#### To Be Held At:

Kanabec County Courthouse

Meeting Rooms 3&4

18 N Vine St, Mora, MN 55051

#### Date and Time:

January 18, 2022, 11:15 AM

#### AGENDA:

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes from 9-21-21
4. CD 2 Repair Report
  - a. Accept Repair Report
  - b. Schedule Public Hearing
5. CD 5 Petition for Minor Repair
6. Public Comment
7. Adjourn

**January 18, 2022  
Drainage Authority  
Appointment Agenda of  
Chad T. Gramentz, PE  
Public Works Director**

- |  |                         |
|--|-------------------------|
| 1. Repair Report CD No. 2                      | Resolution #1 (1-18-22) |
| 2. Petition for Minor Repair by Property Owner | Resolution #2 (1-18-22) |

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**Resolution #1 (1-18-22)  
County Ditch No. 2  
Repair Report**

WHEREAS the Kanabec County Drainage Authority ordered a repair report for County Ditch No. 2 on September 21, 2021, and

WHEREAS said report has been completed and submitted to the Board and Kanabec County Auditor, and

WHEREAS said report is included herein by reference, and

THEREFORE BE IT RESOLVED to set a hearing on the repair report on **DATE TIME**

---

**Resolution #2 (1-18-22)  
County Ditch No. 5  
Repair By Property Owner**

WHEREAS a petition for repair by property owner in accordance with the 2010 Kanabec County Drainage System Management Policy has been received for a portion of County Ditch No. 5, and

WHEREAS said petition is included herein, and

WHEREAS the petitioners have met the submittal requirements and deposit, and

THEREFORE BE IT RESOLVED to order Engineer's Report to be completed by the County Engineer.



**The following minutes of the Drainage Authority Board are included the Regular Meeting Minutes of September 21, 2021:**

Action #18 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to recess the meeting at 10:50am to a time immediately following the Drainage Authority Board.

The Kanabec County Drainage Authority Board met at 10:50am on Tuesday, September 21, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen.

Action #19 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to call the meeting of the Kanabec County Drainage Authority Board to order at 10:50am.

Public Works Director Chad Gramentz presented the Drainage Authority Board Agenda.

Action #20 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the Drainage Authority Board Agenda as presented.

Action #21 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the August 17, 2021 Drainage Authority Board Minutes as presented.

Action #22 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolutions:

**Resolution #22a – 9/21/21**

Accept Inspection Report  
County Ditch No 10

**WHEREAS** an inspection report of County Ditch No. 10, prepared by Chris Otterness, PE of Houston Engineering, was presented and delivered to the Drainage Authority on August 17, 2021 and included herein by reference, and

**THEREFORE BE IT RESOLVED** to accept the August 17, 2021 inspection report of County Ditch No.10.

**Resolution #22b – 9/21/21**

Accept Inspection Report  
County Ditch No 2

**WHEREAS** an inspection report of County Ditch No. 2, prepared by Chris Otterness, PE of Houston Engineering, was presented and delivered to the Drainage Authority on August 17, 2021 and included herein by reference, and

**THEREFORE BE IT RESOLVED** to accept the August 17, 2021 inspection report of County Ditch No. 2.

Action #23 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

### **Resolution #23 – 9/21/21**

#### **Dismiss Petition County Ditch No 10**

**WHEREAS** a petition for repair of County Ditch No. 10 was submitted to the Drainage Authority on March 16, 2021, and

**WHEREAS** the Drainage Authority ordered an inspection report on said ditch on May 18, 2021, and

**WHEREAS** an inspection report for County Ditch No. 10 was presented at a public hearing on August 17, 2021, and accepted by the Drainage Authority on September 21, 2021, and

**WHEREAS** the Drainage Authority has determined from the evidence presented, and input from the affected landowners that the proposed repairs would not be in the best interests of the affected property owners, and

**THEREFORE BE IT RESOLVED** to dismiss the County Ditch No. 10 repair petition.

Action #24 – It was moved by Rick Mattson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

### **Resolution #24 – 9/21/21**

#### **Order Repair Report County Ditch No 2**

**WHEREAS** a petition for repair of County Ditch No. 2 was submitted to the Drainage Authority on March 16, 2021, and

**WHEREAS** the Drainage Authority ordered an inspection report County Ditch No. 2 on May 18, 2021, and

**WHEREAS** an inspection report for County Ditch No. 2 was presented at a public hearing on August 17, 2021, and accepted by the Drainage Authority on September 21, 2021, and

**WHEREAS** the Ditch Authority has determined County Ditch No. 2 is in need of repair, and

**WHEREAS** Houston Engineering has submitted a proposal for professional engineering services for preparation of a repair report for County Ditch No. 2 with an estimated fee of \$39,000, and

**WHEREAS** said proposal has been presented to the Drainage Authority and included herein by reference, and

**THEREFORE BE IT RESOLVED** the Kanabec County Ditch Authority hereby orders a repair report to be done on County Ditch No. 2, and

**BE IT FURTHER RESOLVED** to accept said proposal submitted by Houston Engineering, and

**BE IT FURTHER RESOLVED** to appoint Chris Otterness of Houston Engineering as the Engineer for the County Ditch No. 2 repair report.

**11:18am** – The Chairperson called for public comment. Those that responded included:

Chris Jahnke	Questions and comments regarding Ditch No. 10 and the water level in Pomroy Lake.
--------------	---

Action #25 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to adjourn the Drainage Authority Board at 11:29am.

# Technical Memorandum

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**To:** Chad Gramentz, P.E.  
Kanabec County

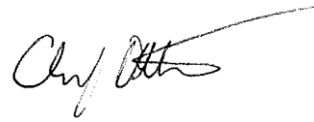
**From:** Chris Otterness, P.E.  
Houston Engineering, Inc.

**Subject:** Kanabec County Ditch 2 Repair Report

**Date:** January 12, 2022

**Project:** HEI 8872-0001

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am duly Licensed Professional Engineer under the laws of the State of Minnesota.



1/12/2022

Christopher Otterness  
Reg. No. 41961

Date

## INTRODUCTION AND EXECUTIVE SUMMARY

Kanabec County Ditch 2 (CD 2) is in disrepair and in need of maintenance work, as indicated in the CD 2 inspection report dated July 16, 2021. The ditch is draining poorly and holding water for extended periods of time, the open channel is partially filled with sediment, vegetation and beaver dams are restricting flow in some reaches, and some culverts are too high and/or in disrepair.

The Kanabec County Drainage Authority has contracted with Houston Engineering (HEI) to prepare a repair report for the CD 2 open channel. The purpose of this report is to provide a description and analysis of repair alternatives, including hydrologic and hydraulic analyses and a preliminary opinion of probable cost for the recommended repairs. It also includes a brief historical review of the CD 2 system to determine the repair profile.

To restore the function of County Ditch 2, we recommend the County complete a repair (via excavation) of the CD 2 open channel to the As-Constructed and Subsequently Improved Condition (ACSIC) grade and replace culverts at roadway and private crossings of CD 2 where those crossing are undersized or at an inappropriate elevation.

A total of 25 culvert crossings on CD 2 were identified during this study. We recommend that 12 of the culverts be replaced to allow the ditch to function as constructed.

We conclude the proposed repairs are necessary to restore the function of the drainage system and meet future stormwater management needs, and they are in the best interest of the benefitted property owners.

To assist the County, concept-level design and cost information are provided in this memorandum (see **Attachment A**). However, detailed construction plans, bid documents, and specifications will need to

be prepared subsequent to the County establishing and ordering a project. Although completing all the repairs under one contract is often the most cost-effective approach for completing the work, Kanabec County and Brunswick Township may consider delaying portions of the proposed work to align with anticipated roadway projects or water management efforts outside of the current public drainage system.

Kanabec County retains the authority to decide whether to accept, reject, or modify the Engineer's recommendation

## CURRENT SYSTEM

### Location of the Public Drainage System

Kanabec CD 2 is an open channel ditch located in southeast Kanabec County. CD 2 consists of a Main Trunk and two Branches. The Main Trunk generally runs north-south and is approximately 5.6 miles long.

The ditch has two outlets on both the north and south end. The north end outlets to the Groundhouse River in Section 12 of Brunswick Township (T38, R24W). The south end terminates at the Kanabec/Isanti County Line at the south edge of Section 35 in Brunswick Township (T38, R24W). South of the county line, CD 2 outlets into a branch of Isanti/Kanabec Judicial Ditch (JD) 1. This branch of JD 1 is approximately 2,500 feet in length, and in turn drains into Ties Creek (a public watercourse which is also the Main Trunk of JD 1) in Section 2 of Maple River Township (T37N, R24W).

Branch 1 of CD 2 is approximately 1.3 miles long, and outlets to the Main Trunk at approximately Main Trunk Station 211+70. Branch 1 extends west-southwest from that outlet. Branch 2 is approximately 1.2 miles long, and outlets to the Main Trunk at approximately Main Trunk Station 55+22. Branch 2 extends north from that outlet. See **Figure 1** for general alignment of the CD 2 system.

Note: The extent of CD 2 as shown in **Figure 1** differs from prior County mapping of the drainage system, in two locations:

- 1) Previous County mapping indicated the Main Trunk extending south approximately 1,000 feet past the Kanabec/Isanti County line. Historic documentation, including the petition, notice, map, and engineer's report, indicate the ending line of CD 2 at the Kanabec/Isanti border.
- 2) Previous County mapping indicated a "Lateral 1" connecting to Branch 1. Though an open ditch exists at this location, no historic documentation indicates the establishment of Lateral 1 as a component of CD 2, and it seems unlikely that the open ditch was established as part of the public system given that it serves only one land parcel.

### Current Condition of the System

HEI completed an Inspection Report for CD 2, dated 7-16-2021, using aerial drone footage. The Inspection Report found poor drainage throughout the system, with stagnant water present throughout both the Main Trunk and Branches 1 and 2. Pools of stagnant water were present upstream of several culvert crossings, and several blockages containing woody vegetation and animal dams were observed along the length of the ditch.

Overall, observations of the current condition of CD 2 indicate it is in poor condition and not providing drainage for the land it was designed to benefit.

## **ANALYSIS OF CURRENT FUNCTION IN HISTORICAL CONTEXT**

### Establishment of the Public Drainage System and Known System Modifications or Proceedings

The CD 2 public drainage system was petitioned on April 30, 1904, and the Engineer's Report for the project was filed on August 15, 1904. Public records for the ditch establishment are incomplete, but available information suggests CD 2 was constructed in 1905.

### As-Constructed and Subsequently Improved Grade and Geometry

A repair report requires the determination of the As-Constructed and Subsequently Improved Condition (ACSIC) to establish the condition to which the Ditch can be legally repaired, consistent with Minnesota Statute 103E.701. The ACSIC includes the original geometry of the ditch as constructed in 1905 and all subsequent repairs made legally.

Ideally, the originally as-built drawings would be available to determine the constructed alignment, grade, and geometry. However, the records for Kanabec CD 2 are incomplete, and neither an as-built nor as-designed plans were located during this study. Thus, the common engineering practice of using test pits and borings to determine the ACSIC of the ditch was applied for this study.

Field survey was obtained by HEI in October 2021. Soil borings were obtained at regular intervals, with depths estimated by observing where material transitions from accumulated sediment to the native mineral soil.

### *Main Trunk*

A total of 29 soil borings were collected along the length of the Main Trunk. The locations and elevations of the soil borings and the ACSIC grades are shown in **Attachment A**.

The 1904 Engineer's Report indicated the Main Trunk was to be constructed with 1:1 (H:V) side slopes from station 0+00 to 20+00 and 1:2 (H:V) side slopes for the remainder of the Main Trunk. The bottom width was to be 3-foot wide.

### *Branch 1*

A total of 7 soil borings were collected along the length of Branch 1. Locations and elevations of the soil borings and the ACSIC grades are shown in **Attachment A**.

The Engineer's Report indicated Branch 1 was to be constructed with 1:2 (H:V) side slopes and a 3-foot wide bottom.

### *Branch 2*

A total of 6 soil borings were collected for Branch 2. Locations and elevations of the soil borings and the ACSIC grades are shown in **Attachment A**.

The Engineer's Report indicated Branch 2 was to be constructed with 1:2 (H:V) side slopes and a 3-foot wide bottom.

## **PROPOSED REPAIR**

The purpose of the proposed repair is to restore the drainage system function to a level of service consistent with the as-constructed and subsequently improved condition of CD 2 within the project area. This repair includes restoration of the open channel of CD 2, and repair/replacement of culverts that are impeding the as-designed and established flow of the channel.

### *Open Channel Repairs*

For the open channel of CD 2, restoration can be accomplished by excavating accumulated sediment to the grades of the ACSIC profile and cross-section described in the *Analysis of Current Function in Historical Context* section above. Of the total of 42,650 linear feet of open channel, 36,150 feet require cleanout. Depth of accumulated sediment varies, but in all locations it is critical to the function of the system to remove standing vegetation and root mass to decrease friction losses in the system.

Note: The south end of the Main Trunk terminates at the Kanabec/Isanti County Line. South of the county line, waters flow through a branch of Isanti/Kanabec Judicial Ditch 1 approximately 2,500 feet in length, before outletting into Ties Creek (which is also the Main Trunk of JD 1). Survey completed October 13, 2021, indicate water depths in this location over 3 feet above the original outlet elevation of CD 2. It is unclear which portion of JD 1 is the cause of these elevated water levels, JD 1 was

inaccessible at the time of the survey due to the high water levels. Until the outlet condition changes, repairs on the Main Trunk between Station 0+00 and 50+00 will have limited value. The estimated costs below do not include open channel repairs from 0+00 to 50+00.

### Culverts

Existing culverts were assessed based on their current condition, relationship to the ACSIC elevation, and ability to convey design discharges. Culvert sizes under field crossings were sized based on the ability to convey the 2-year discharge (calculated with USGS Regression Equations) without overtopping the banks and their similarity with sizes of upstream and downstream culverts. Culverts at paved county road crossings were sized to convey the 50-year peak discharge without overtopping the roadway. Gravel county road and township road crossings were sized to convey the 10-year peak discharge without overtopping the roadway. Current culvert elevations were compared to the ACSIC grades; wherever the existing culvert grade was more than a foot greater than the ACSIC grade, the crossing was deemed necessary to lower (if the culvert is sufficiently sized and constructed of reinforced concrete) or replace (if the existing culvert is too small or composed of corrugated steel, which in most cases cannot be salvaged for reuse).

A total of 25 culverts are located along the CD 2 alignment. 12 of the crossings are recommended for replacement (6 road crossings and 6 private crossings), one is recommended for salvaging and reinstalling (a roadway crossing), and one crossing is recommended for adding an additional culvert at the ACSIC profile. **Table 1** lists the CD 2 culverts and the proposed replacement actions, culvert sizes, and materials.

**Table 1: Culvert Sizing**

Location	Crossing	Maintenance Responsibility	Existing	Recommendation	Notes
<b>Main Trunk</b>					
Station 15+77	103rd Ave/ County 4	Kanabec County	4' R X 16' S RCBC	Existing to Remain Install 36" RCP	36" culvert at the flowline will facilitate drainage for low flows
Station 46+71	Field Crossing	Private	72" CMP	No change	
Station 55+92	Field Crossing	Private	48" CMP	No change	
Station 62+16	110th Ave/ County 46	Kanabec County	48" CMP	Replace with 60" RCP	Existing culvert is too high



Location	Crossing	Maintenance Responsibility	Existing	Recommendation	Notes
Station 92+25	113th Ave	Brunswick Township	54" CMP	Replace with 54" CMP	Existing culvert is too high
Station 142+58	Field Crossing	Private	CMP Crushed	Replace with 24" CMP	Survey could not identify a size because the pipe was crushed
Station 186+56	127th Ave	Brunswick Township	18" CMP	Replace with 30" CMP	Existing culvert is too high
Station 194+66	Field Crossing	Private	42" CMP	No change	
Station 211+97	Field Crossing	Private	42" CMP	Replace with 42" CMP due to culvert condition	Survey noted the culvert was in disrepair
Station 222+57	Field Crossing	Private	42" CMP	Replace with 42" CMP	Existing culvert is too high
Station 230+65	King Road/ County 16	Kanabec County	42" RCP	No change	
Station 242+21	King Road/ County 16	Kanabec County	42" RCP	No change	
Station 255+86	MN 65	MNDOT	54" RCP	No change	
Station 266+52	Field Crossing	Private	36" RCP	Replace with 54" CMP	Existing culvert is too high
Station 283+93	Legend St/ County 46	Kanabec County	43" R x 67" S RCPA	Salvage and Reinstall on the ACSIC Profile	Culvert is appropriately sized but too high
Station 285+56	MN 70	MNDOT	54" CMP	No change	
Station 288+42	Field Crossing	Private	2-lines 42" CMP	No change	

Location	Crossing	Maintenance Responsibility	Existing	Recommendation	Notes
<b>Branch 1</b>					
Station 00+40	Field Crossing	Private	42" CMP	No change	
Station 15+60	King Road/ County 16	Kanabec County	46" R X 42" S RCPA	No change	
Station 33+98	130th Ave	Brunswick Township	24" CMP	Replace with 30" CMP	Survey noted the culvert was rusted and full of debris
Station 68+00	Field Crossing	Private	15" CMP	Replace with 24" CMP	Culvert is too high
<b>Branch 2</b>					
Station 00+45	Field Crossing	Private	48" CMP	Replace with 48" CMP	Existing culvert is 2.5' above the ACSIC grade
Station 3+74	Field Crossing	Private	36" CMP	No change	
Station 8+18	110th Ave/ County 46	Kanabec County	36" CMP	Replace with 48" RCP	Culvert is too high
Station 36+78	113th Ave/ County 46	Kanabec County	42" CMP	Replace with 48" RCP	Culvert is too high

### *Hydraulic Impacts/Benefit*

A hydrologic model was not simulated for existing conditions or proposed repairs for this system. However, based on analysis completed for similar repairs in other locations of the state, conclusions may be drawn as to the general impact of the recommended repairs on hydrology in adjacent lands. The proposed repairs will reduce peak water levels along the entire drainage system (with the exception of the last 5,000 feet of the south outlet – see note in *Open Channel Repairs* above) for smaller rain events (10-year frequency and less) and will decrease inundation of adjacent lands (including lands historically used for row crop, hay or pasture land) following these events. The repairs will also reduce standing water elevations between rainfalls in and adjacent to the drainage system. This change in standing water level is not likely to drain existing wetlands, but may decrease inundation depths. Greatest impact of the repairs will be experienced in lands adjacent to the middle and upper

portions of the system. The repairs are not expected to significantly impact peak water levels for the 100-year flood event.

All proposed culverts are comparable in size to upstream and downstream locations. Capacities of the recommended replacements are not larger than the ACSIC channel and thus they will not result in an increase in overall system capacity compared to the as-constructed condition.

### *Regulatory Considerations*

#### **Wetlands**

There are three regulatory programs that may be triggered by a drainage system repair project, including the Minnesota Department of Natural Resources (MnDNR) Public Waters Permitting Program, the federal Clean Water Act (CWA), as implemented by the US Army Corps of Engineers (USACE), and the state Wetland Conservation Act (WCA), as implemented by the Local Government Unit, which in this case is Kabanec County. The following is a review of the repair project relative to these three regulatory programs.

As seen in **Figure 2**, CD 2 does not intersect any state-listed Public Water Wetlands or Basins, but the CD 2 channel is listed as a Public Watercourse (Public Ditch / Altered Natural Watercourse). Repair work on a watercourse identified as “Public Ditch / Altered Natural Watercourse” does not require a Public Waters permit or permission from the MnDNR. However, notification should be given to the MnDNR prior to repair activities.

The CD 2 public drainage system intersects many wetlands identified in the MnDNR National Wetland Inventory (NWI) as shown in **Figure 2**. Under the two wetland regulatory programs (Minnesota WCA and Federal CWA), activities related to repair of a public drainage system are generally exempt from permitting and mitigation requirements. These activities related to public drainage system maintenance and repair, and include:

- Excavation in wetlands when limited to removal of accumulated sediment or debris such as trees, logs, stumps, beaver dams, blockage of crossings, and trash, provided the removal does not result in alteration of the original cross-section of the wetland or watercourse;
- Removing those materials placed by beaver;
- Removing or moving materials blocking installed roadway crossings and related drainage structures; and
- Temporary or seasonal water level management activities done for the purpose of performing maintenance.

Under the federal CWA, drainage system maintenance or repair is wholly exempt from regulation. Under the state WCA, activities related to maintenance or repair of a public drainage system are exempt from replacement, including:

- Maintenance or repair of a public drainage system which drains Type 1, 2, 6, 7, or 8 wetlands; and
- Maintenance or repair of a public drainage system which drains Type 3, 4, or 5 wetlands that have existed for 25 years or less.

We completed a review of the NWI data and a series of years of aerial photography to confirm wetland types. The wetlands identified within proximity to CD 2 are Type 1, 2, 3, 5, 6 and 8 wetlands (**Figure 2**). Based on a preliminary review of aerial photography signatures in relation to the NWI, it appears there may be some mistyping within the NWI, and one or more of the areas identified as Type 3 and 5 areas may fit a different classification that is exempt from replacement due to drainage system repair. As Type 3 and 5 wetlands may be subject to permitting and mitigation requirements, further investigation should occur, utilizing additional review of aerial photography and potentially a site visit, to confirm wetland types.

Any wetlands confirmed to be Type 3 or 5 should be assessed for wetland impacts in consideration of the repair plans. If the proposed repairs are likely to result in non-exempt impacts, the repair may be adjusted to avoid impacts while maintaining a similar level of drainage, or the Drainage Authority may submit a wetland replacement plan, initiated through the WCA application process (the cost of wetland replacement will need to be evaluated to confirm whether it exceeds the value of benefit provided).

Activities considered to be “no-loss” or exempt from replacement do not require wetland replacement plans under the WCA. Though not required, in these cases it may be prudent for the drainage authority to apply to the local government unit (LGU) for a no-loss or exemption decision prior to proceeding with the maintenance activity.

### ***Threatened and Endangered Species***

Public drainage systems may encounter situations where Minnesota’s Endangered Species Statute (MS 84.0895) and the associated Rules apply. The endangered species program regulates activities that take, import, transport, or sell any portion of an endangered or threatened species where these acts may be allowed by permit issued by the DNR. The statutes exempt the accidental, unknowing destruction of designated plants. However, it is the responsibility of the Engineer when preparing a final report to complete due diligence to avoid impacts to threatened and endangered species.

Based on the MnDNR’s Natural Heritage Information System (NHIS) data (Houston Engineering License Agreement LA-1049), there are no state-listed threatened or endangered species within a 1-mile radius of the CD 2 system.

## PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COST

A Preliminary Opinion of Probable Construction Cost (POPCC) was developed for the recommended repairs to the open channel portion of CD 2. The POPCC is included as **Attachment B**. The estimated cost is shown in **Table 2**.

**Table 2: Preliminary Opinion of Probable Construction Cost Summary**

Category	Drainage System	Kanabec County Hwy	Brunswick Township	Total Project Cost
Construction Costs*	544,135	203,280	36,575	\$ 783,990
Engineering**	90,690	33,880	6,095	\$ 130,665
Legal and Administrative	15,000	--	--	\$ 15,000
<b>Total Repair Project Cost***</b>	<b>649,825</b>	<b>237,160</b>	<b>42,670</b>	<b>\$ 929,655</b>

\*A contingency of 20% has been added to the construction costs.

\*\*Engineering is estimated at 20% of the total construction cost. A portion of this cost has already been completed via the development of the Repair Report.

\*\*\* Costs do not include mitigation of wetland impacts via purchase of banked credits. It is unclear at this time whether the proposed repairs will impact wetlands requiring mitigation.

## CONCLUSIONS / RECOMMENDATIONS

We recommend the County complete a repair of the CD 2 open channel system to the ACSIC as depicted in **Attachment A** to restore the function of the CD 2 public drainage system to the condition as it was originally constructed. We conclude the proposed repairs are necessary to meet current and future stormwater management needs, and that the repairs are in the best interest of the property owners. The recommended repairs are believed to balance the need to provide serviceable drainage and stormwater management with the desire to minimize environmental impacts while implementing the best value alternative.

We recommend that Brunswick Township and Kanabec County Highway Department representatives be consulted prior to ordering the repair and finalizing construction plan, to identify preferences for the completion of road culvert repairs. The preferences include:

- Whether culvert replacements are completed by the Drainage Authority under the ditch repair contract and assessed back to the Road Authority, or independently completed by the Road Authority;
- The timing of the culvert replacements; and
- Design preferences, including pipe material, embankment slopes, sizing, and end treatments.

To assist the Drainage Authority, concept-level design and cost information for the open channel repair of CD 2 are included in this memorandum. However, detailed construction plans, bid documents, and specifications will need to be prepared subsequent to the Drainage Authority establishing and ordering a project. The Drainage Authority retains the decision whether to accept, reject, or modify the Engineer's recommendation.

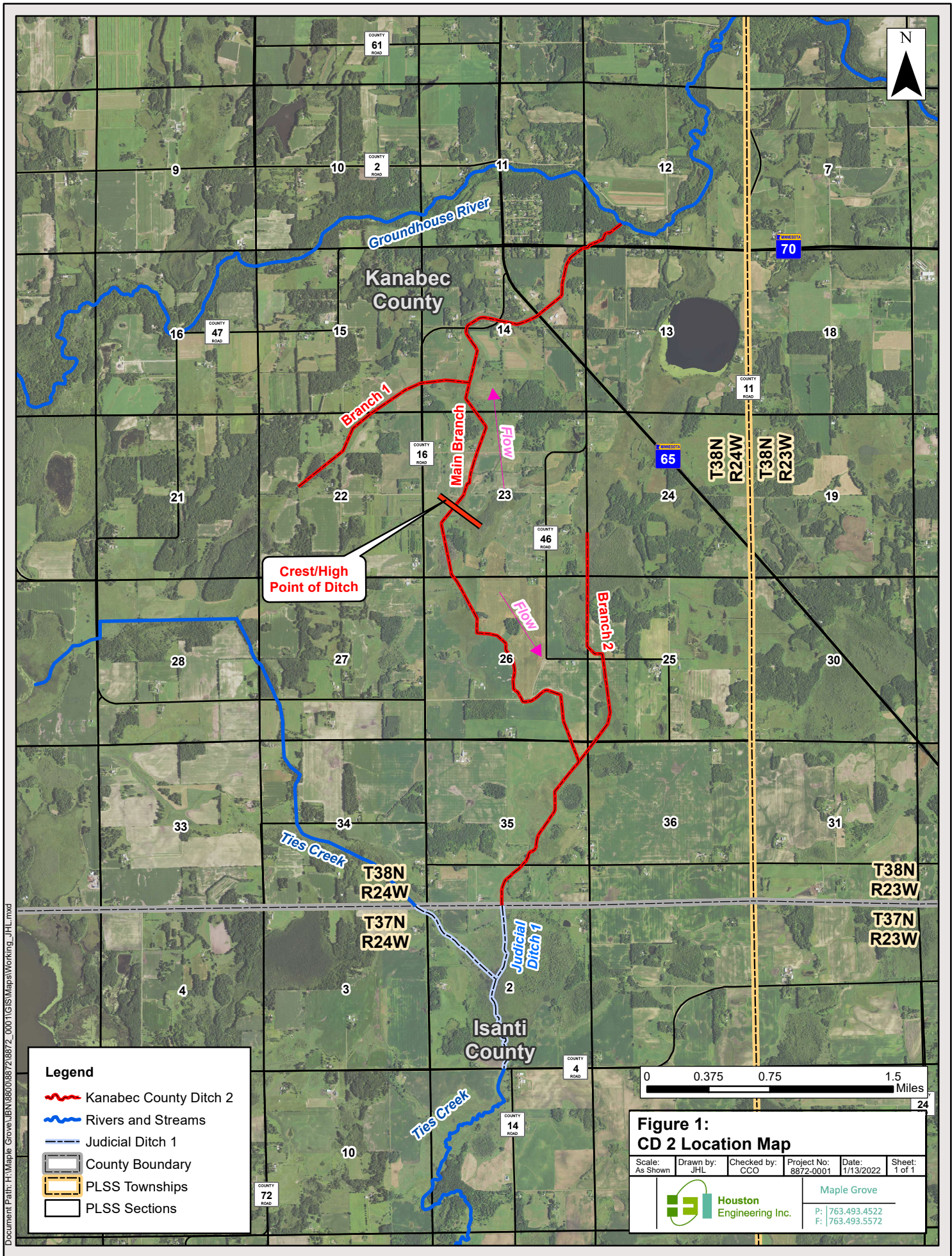
Further coordination with the Isanti/Kanabec JD 1 Joint Drainage Board is recommended to address the condition of CD 2's outlet. We recommend the repairs from 0+00 to 50+00 be delayed until the outlet is addressed.

## **LIST OF ATTACHMENTS**

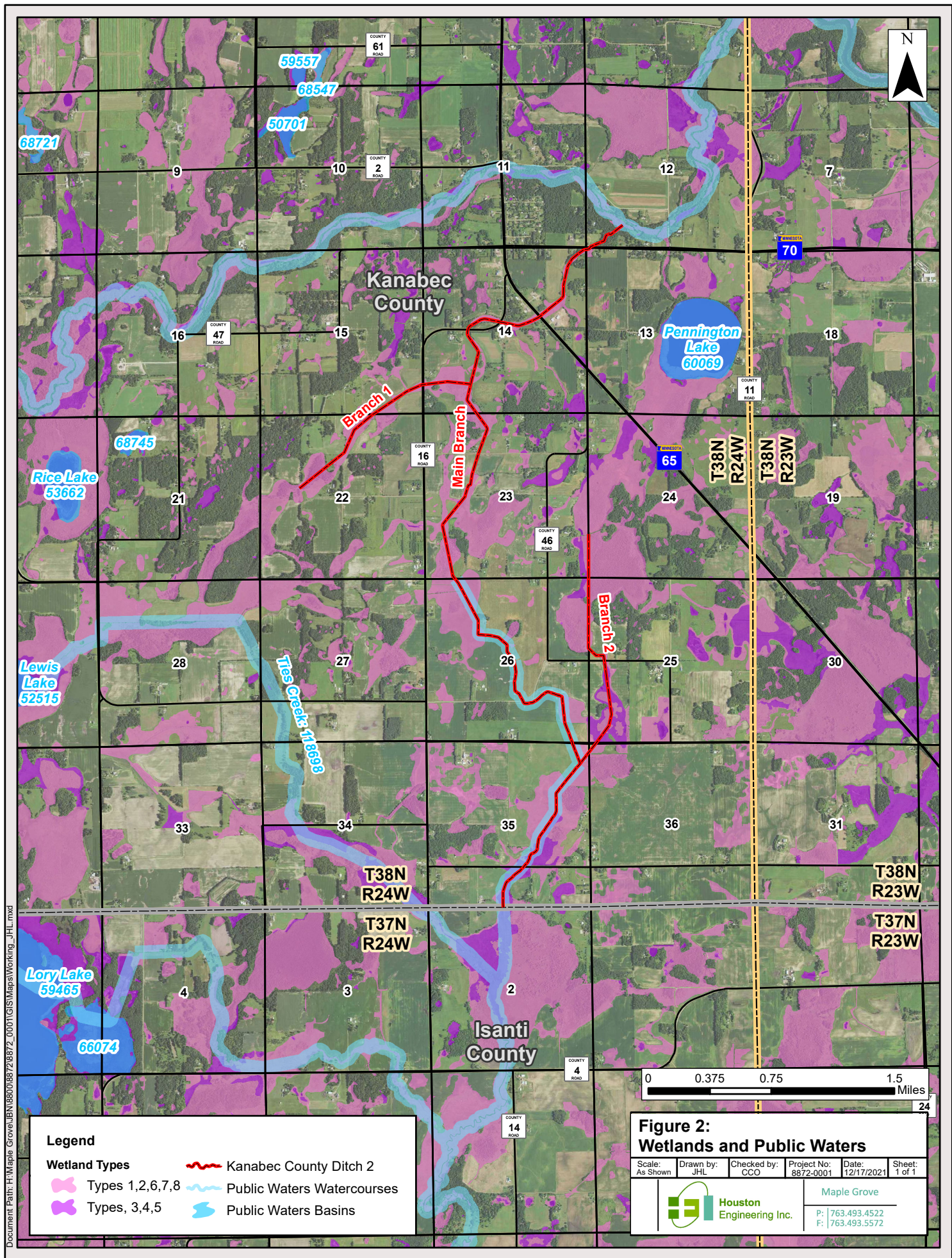
Attachment A: Preliminary Repair Plans

Attachment B: Preliminary Opinion of Probable Construction Cost











# KANABEC COUNTY

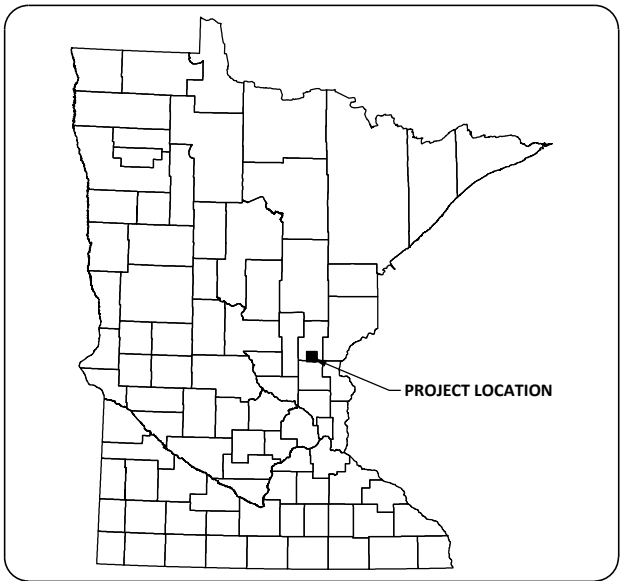
## KANABEC COUNTY DITCH 2

### BRUNSWICK TOWNSHIP

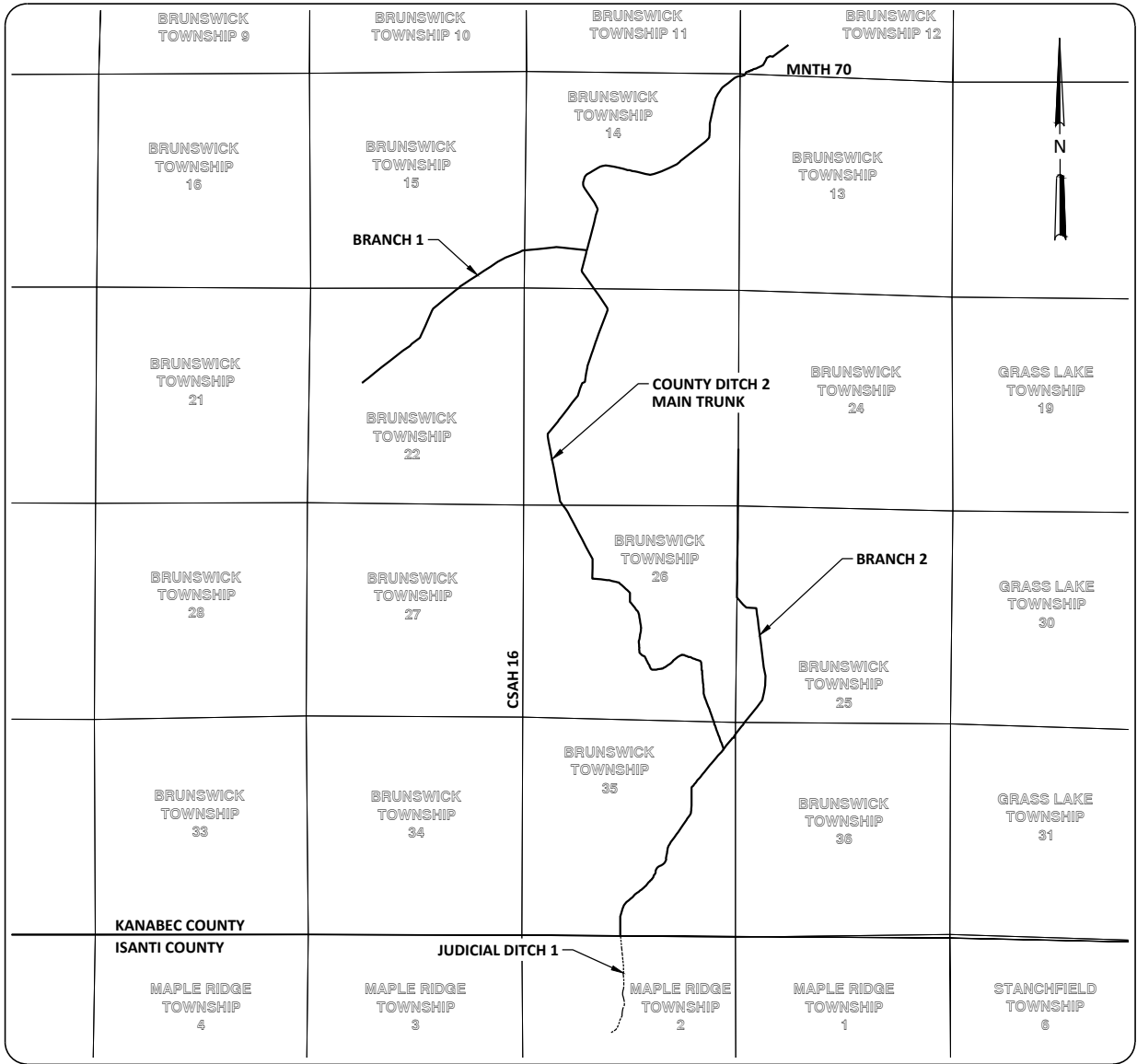
### JANUARY 2022

**HOUSTON**  
engineering, inc.

7550 MERIDIAN CIR N  
SUITE 120  
MAPLE GROVE, MN 55369  
P: 763.493.4522  
T: 1.866.319.2040  
www.houstoneng.com



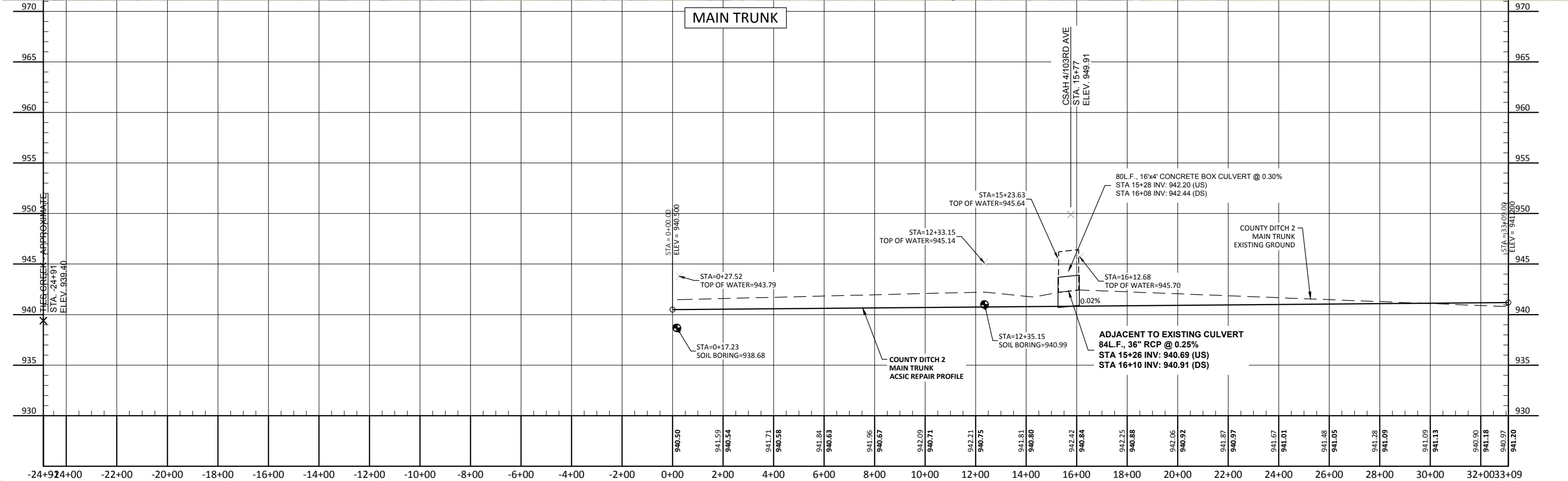
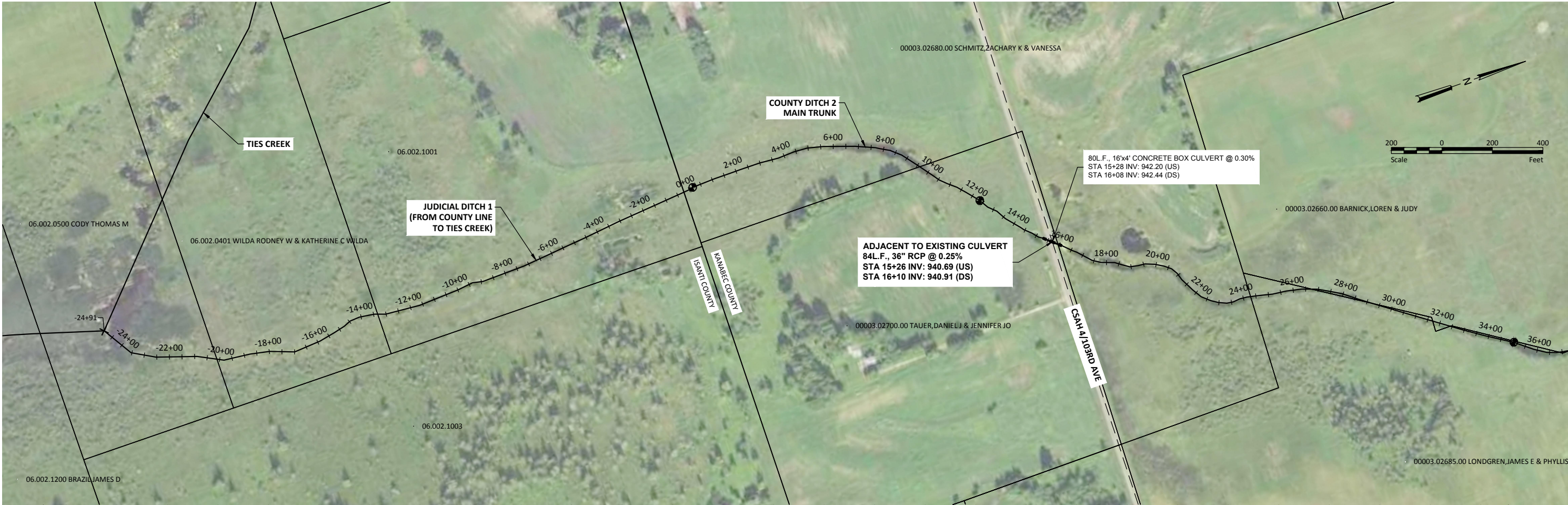
**VICINITY MAP**



**LOCATION MAP**

TABLE OF CONTENTS	
SHEET #	SHEET TITLE
1	TITLE SHEET
2	MT STA -24 - 33
3	MT STA 33 - 91
4	MT STA 91 - 149
5	MT STA 149 - 207
6	MT STA 207 - 265
7	MT STA 265 - 300
8	BR 1 STA 00 - 58
9	BR 1 STA 58 - 70
10	BR 2 STA 00 - 58
11	BR 2 STA 58 - 82

**PRELIMINARY**  
NOT FOR CONSTRUCTION



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KANABEC COUNTY  
BRUNSWICK TOWNSHIP

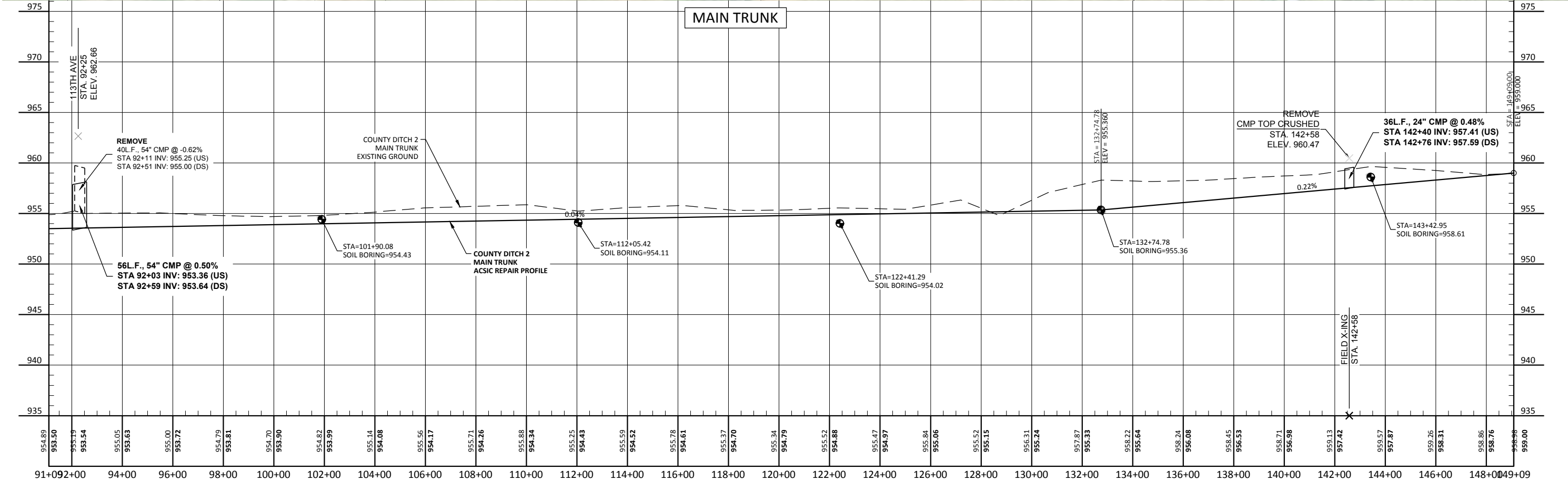
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KANABEC COUNTY DITCH 2

KANABEC COUNTY

BRUNSWICK TOWNSHIP

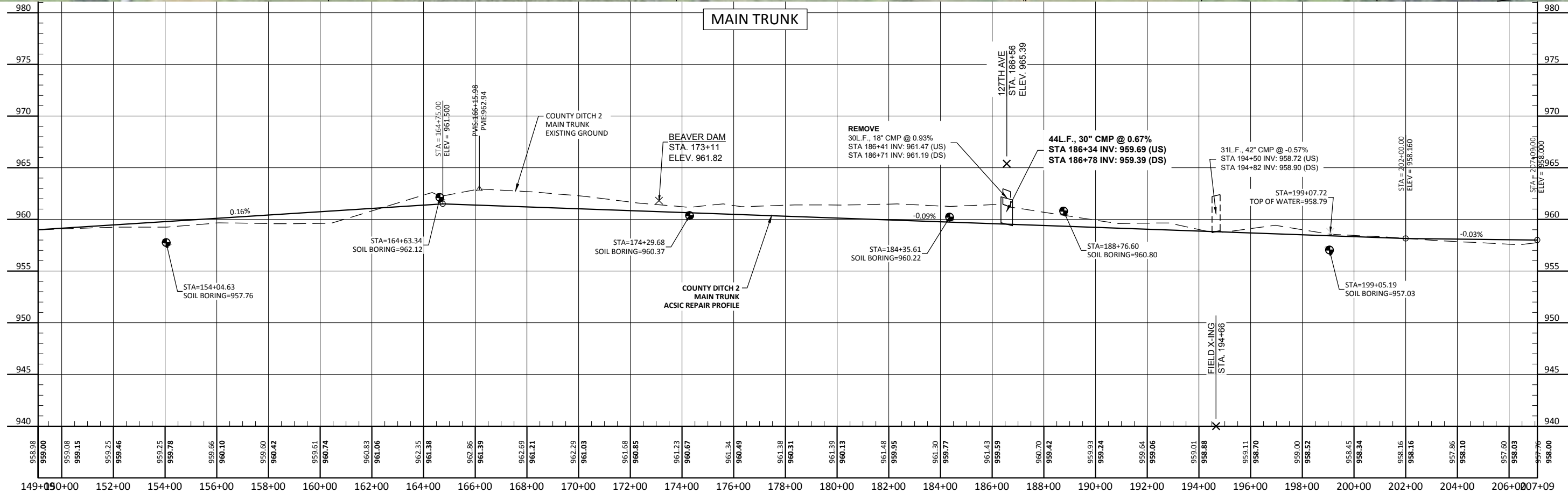
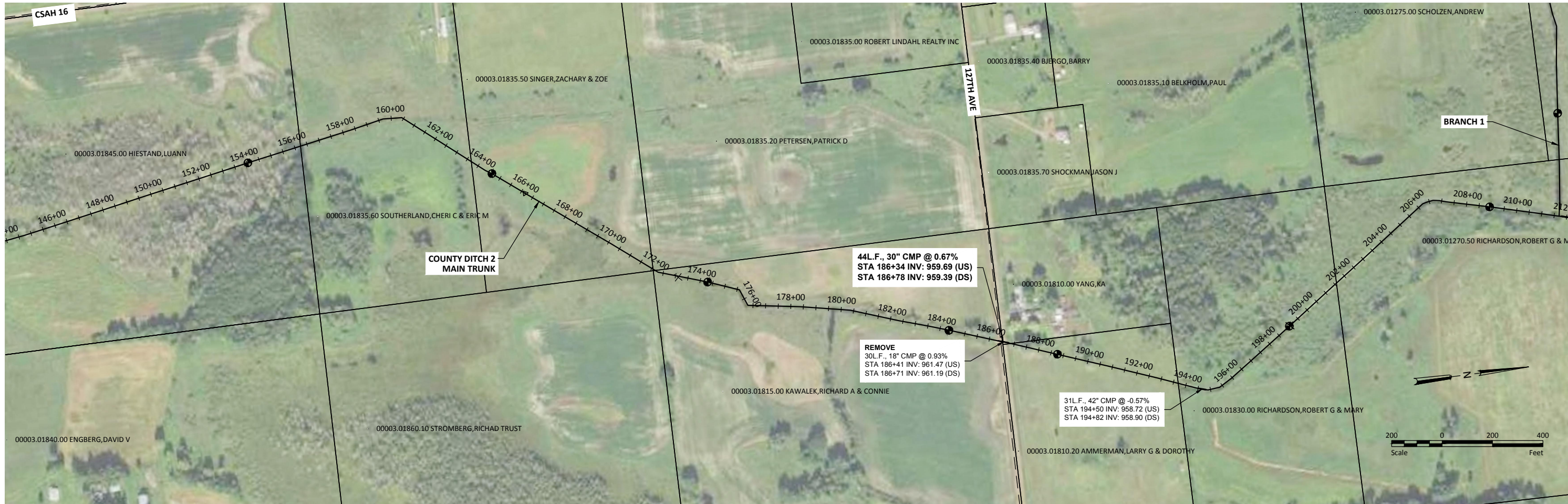
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KANABEC COUNTY DITCH 2  
KANABEC COUNTY  
BRUNSWICK TOWNSHIP

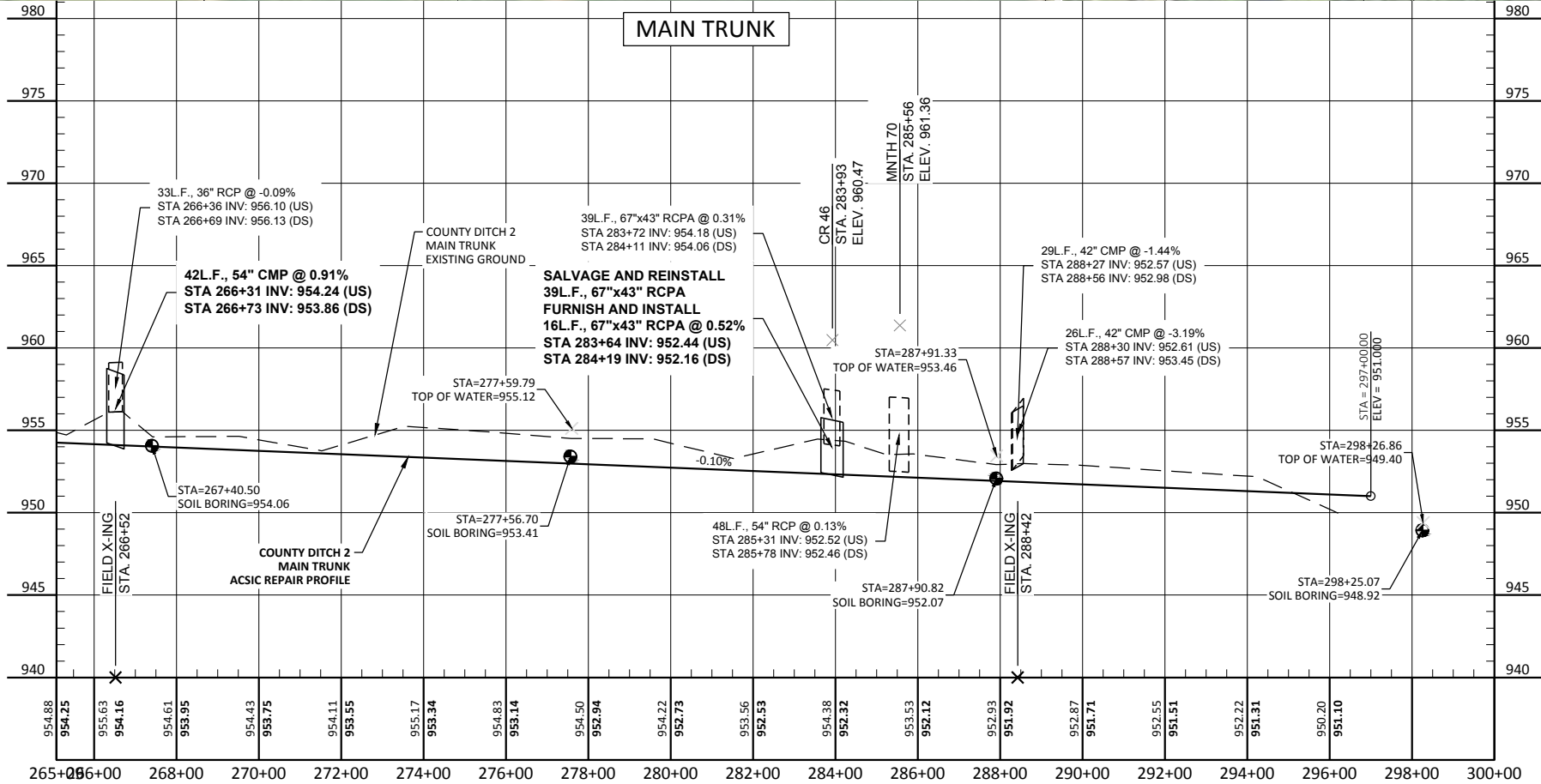
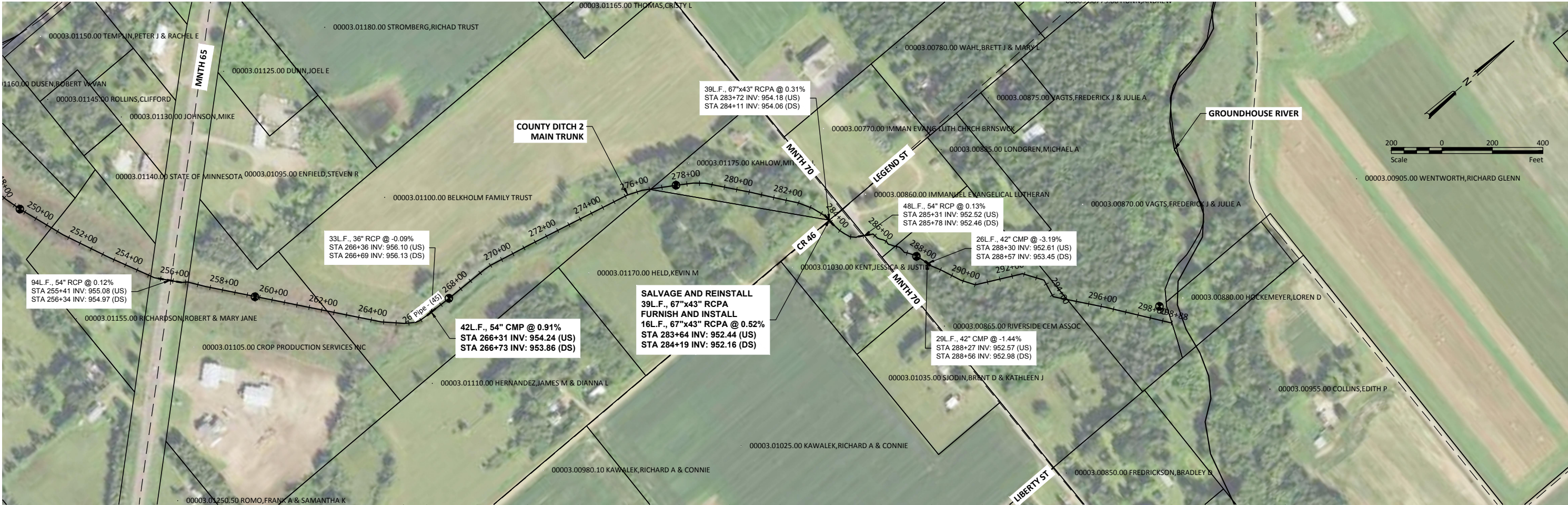
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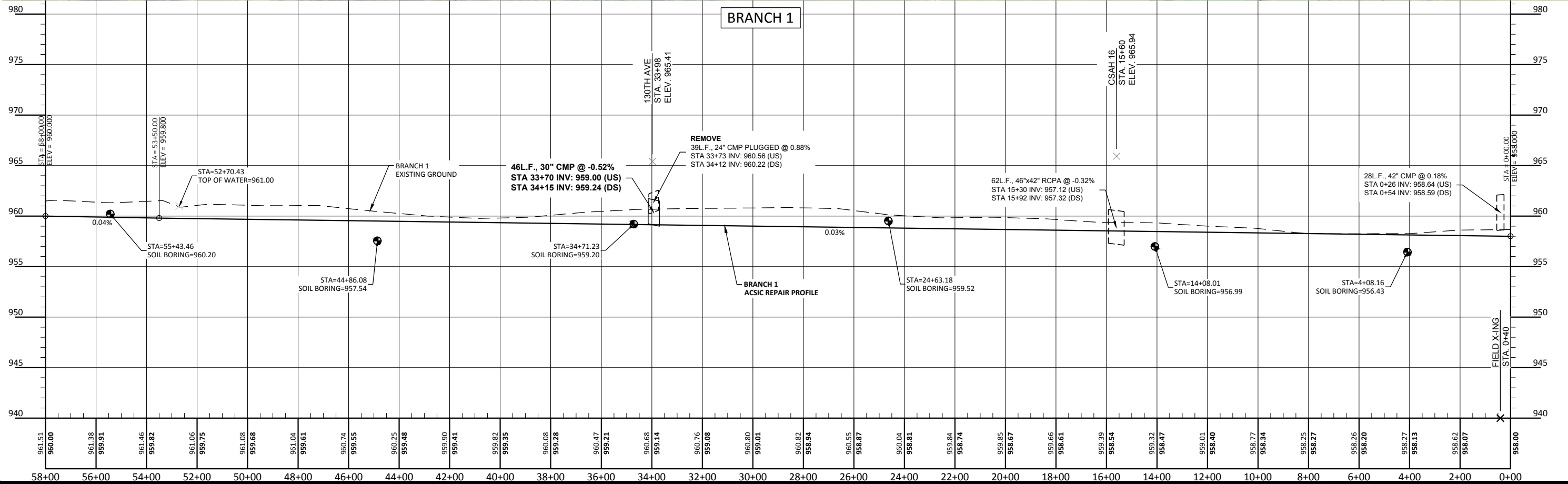
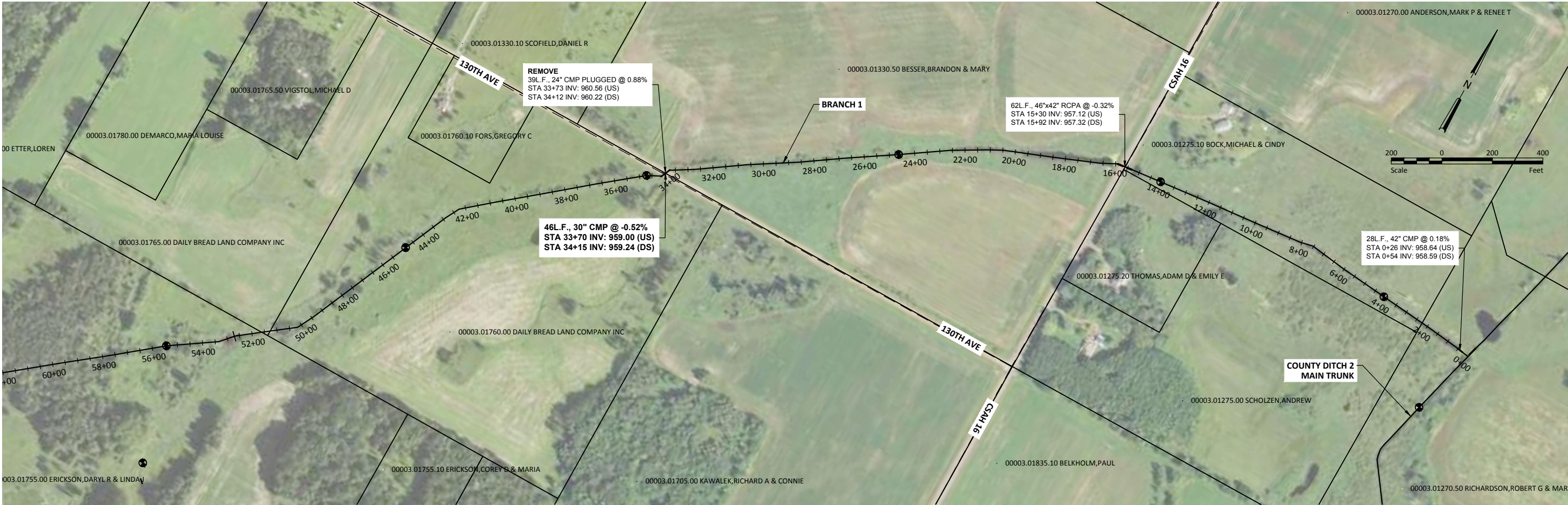
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KANABEC COUNTY  
BRUNSWICK TOWNSHIP

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KANABEC COUNTY DITCH 2

KANABEC COUNTY

BRUNSWICK TOWNSHIP

BR 1 STA 00 - 58

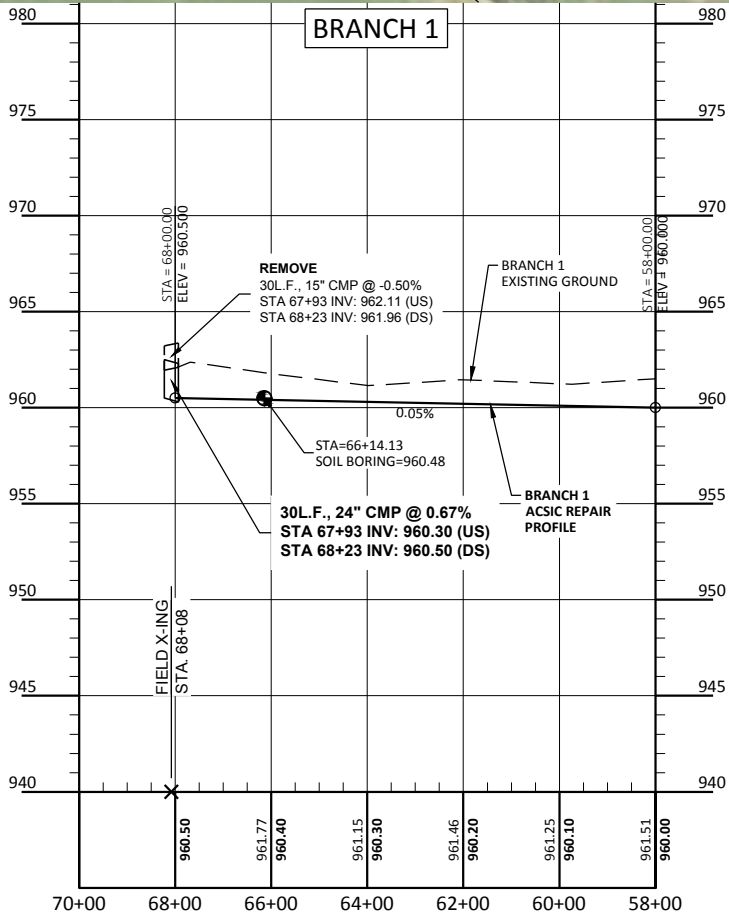
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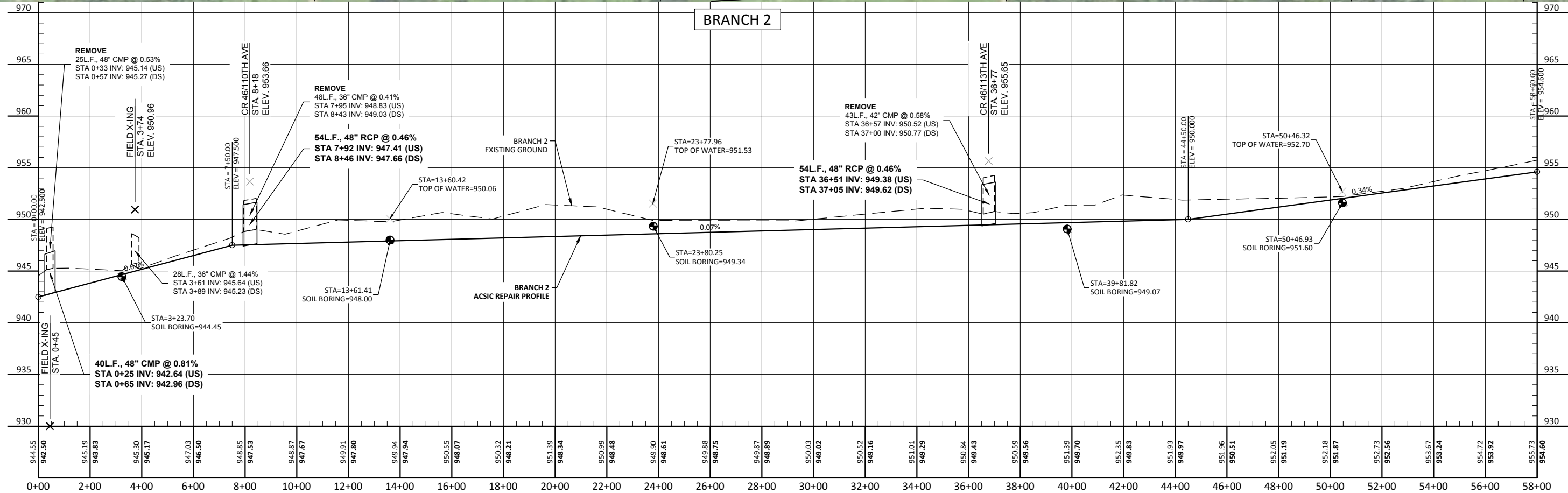
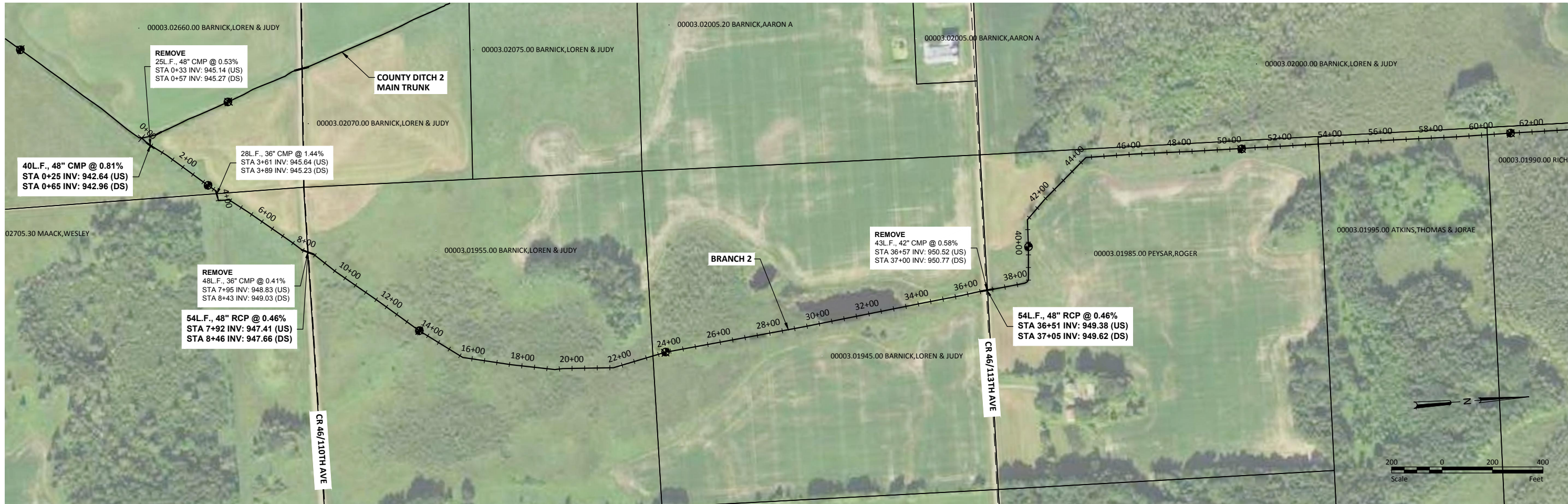
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KANABEC COUNTY DITCH 2  
KANABEC COUNTY  
BRUNSWICK TOWNSHIP

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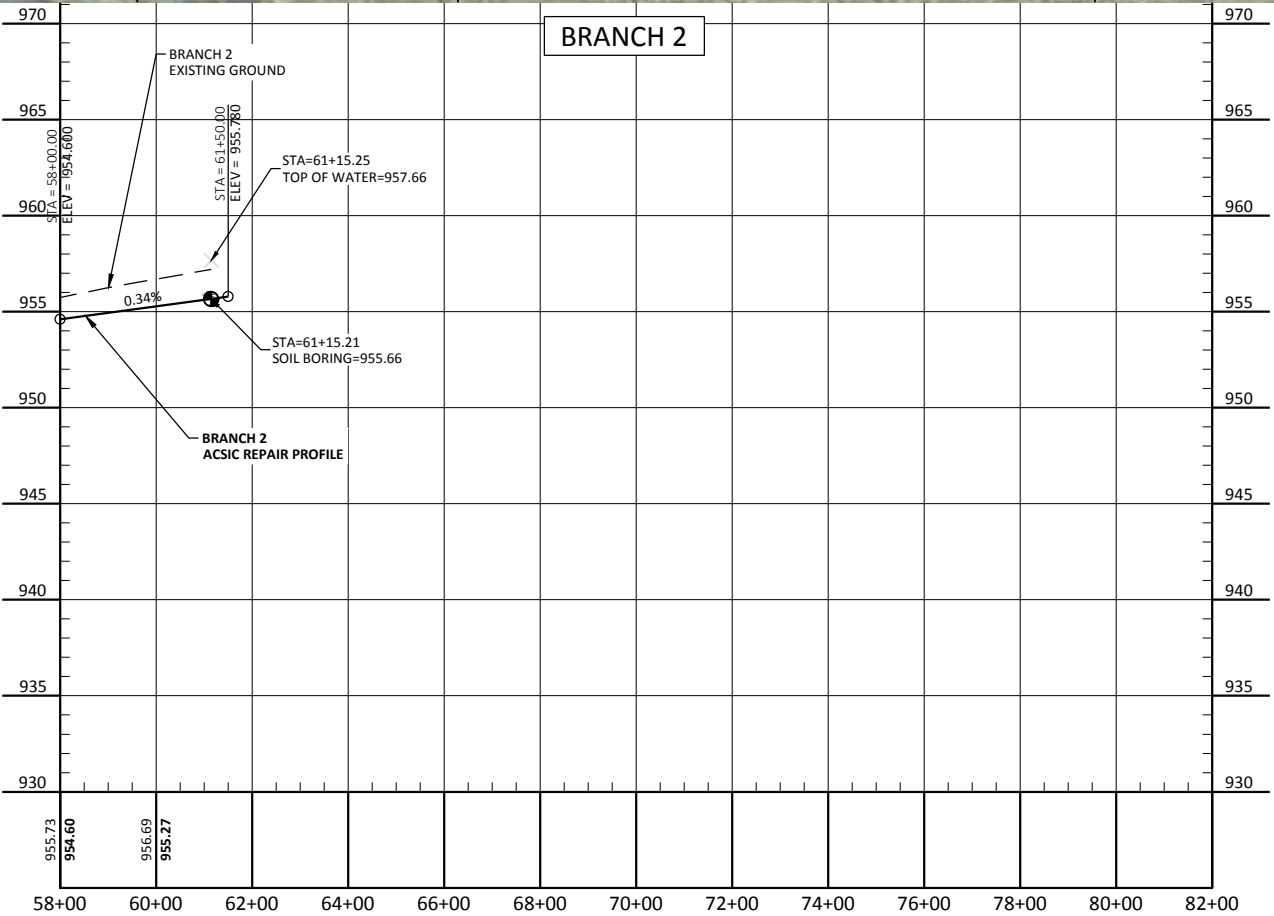
KANABEC COUNTY DITCH 2  
KANABEC COUNTY  
BRUNSWICK TOWNSHIP

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KANABEC COUNTY DITCH 2  
KANABEC COUNTY  
BRUNSWICK TOWNSHIP

BR 2 STA 58 - 82  
PROJECT NO. 8872-0001

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## Attachment B

### Preliminary Opinion of Probable Construction Cost Kanabec County Ditch 2 (CD 2) January 7, 2022

No.	Item	Unit	Quantity	Unit Price	Total Price
<b>Public Drainage System Infrastructure</b>					
1	Mobilization	LS	1	\$ 20,000.00	\$ 20,000.00
2	Traffic Control	LS	1	\$ 20,000.00	\$ 20,000.00
3	Temporary and Permanent Removals	LS	1	\$ 2,000.00	\$ 2,000.00
4	Remove & Dispose of Inplace Culvert	Ln Ft	425	\$ 20.00	\$ 8,500.00
5	Excavation of Open Channel (P)	Ln Ft	36,150	\$ 5.00	\$ 180,750.00
6	Spoil Management (P)	Ln Ft	36,150	\$ 1.50	\$ 54,225.00
7	Tree Clearing	Acre	6.7	\$ 7,500.00	\$ 50,250.00
8	24" CM Pipe Culvert	Ln Ft	66	\$ 100.00	\$ 6,600.00
9	42" CM Pipe Culvert	Ln Ft	78	\$ 190.00	\$ 14,820.00
10	48" CM Pipe Culvert	Ln Ft	40	\$ 210.00	\$ 8,400.00
11	52" CM Pipe Culvert	Ln Ft	40	\$ 230.00	\$ 9,200.00
12	Gravel Roadway Patch	Each	1	\$ 2,000.00	\$ 2,000.00
13	Seeding and Mulch (P)	Acre	21	\$ 3,500.00	\$ 73,500.00
14	Sediment Control Log	Ln Ft	100	\$ 7.00	\$ 700.00
15	SWPPP Documentation & Reporting	LS	1	\$ 2,500.00	\$ 2,500.00
<b>Subtotal</b>					<b>\$ 453,445.00</b>
<b>Construction with Contingency</b>					<b>\$ 544,134.00</b>
<b>Engineering</b>					<b>\$ 90,689.00</b>
<b>Legal/Admin</b>					<b>\$ 15,000.00</b>
<b>Total Drainage System Responsibility</b>					<b>\$ 649,823.00</b>

<b>County Road Crossings</b>					
16	36" RC Pipe Culvert	Ln Ft	84	\$ 325.00	\$ 27,300.00
17	36" RC Apron	Each	2	\$ 3,750.00	\$ 7,500.00
18	48" RC Pipe Culvert	Ln Ft	108	\$ 350.00	\$ 37,800.00
19	48" RC Apron	Each	4	\$ 4,000.00	\$ 16,000.00
20	60" RC Pipe Culvert	Ln Ft	58	\$ 475.00	\$ 27,550.00
21	60" RC Apron	Each	2	\$ 5,000.00	\$ 10,000.00
22	46"R x 67"S RC Pipe - Salvage and Reinstall	Ln Ft	39	\$ 350.00	\$ 13,650.00
23	46"R x 67"S RC Pipe Culvert	Ln Ft	16	\$ 650.00	\$ 10,400.00
24	Bituminous Roadway Patch	Each	1	\$ 10,000.00	\$ 10,000.00
25	Gravel Roadway Patch	Each	4	\$ 2,000.00	\$ 8,000.00
26	Seeding (P)	Acre	0.1	\$ 2,000.00	\$ 200.00
27	Erosion Control Blanket Cat. 3	Sq Yd	250	\$ 4.00	\$ 1,000.00
<b>Subtotal</b>					<b>\$ 169,400.00</b>
<b>Construction with Contingency</b>					<b>\$ 203,280.00</b>
<b>Engineering</b>					<b>\$ 33,880.00</b>
<b>Total County Road Authority Responsibility</b>					<b>\$ 237,160.00</b>

<b>Brunswick Township Crossings</b>					
28	30" CM Pipe Culvert	Ln Ft	90	\$ 120.00	\$ 10,800.00
29	54" CM Pipe Culvert	Ln Ft	56	\$ 230.00	\$ 12,880.00
30	Gravel Roadway Patch	Each	3	\$ 2,000.00	\$ 6,000.00
31	Seeding (P)	Acre	0.1	\$ 2,000.00	\$ 200.00
32	Erosion Control Blanket Cat. 3	Sq Yd	150	\$ 4.00	\$ 600.00
<b>Brunswick Township Subtotal</b>					<b>\$ 30,480.00</b>
<b>Brunswick Township Crossings Engineering</b>					<b>\$ 36,576.00</b>
<b>Engineering</b>					<b>\$ 6,096.00</b>
<b>Total Brunswick Township Responsibility</b>					<b>\$ 42,672.00</b>

TNB Farms LLC

2321 115<sup>th</sup> Ave, Braham MN

12-3-21

To whom it may concern,

TNB Farms would like to propose cleaning/digging out county ditch five in section 29- township 038-Range 023. The project would start north of 110<sup>th</sup> Avenue and east of county road seven on Ron Johnson's property and end at 115<sup>th</sup> Ave west of county road seven on Marty Nelson's property as highlighted on the map. We hope to dig the ditch to its original depth and width and place spoils on existing spoil piles or where county officials specify. The length of the ditch we will be digging is approximately 2,950 linear feet. The depths we will be digging are between zero and four feet with a median of two feet, or determined by the county after it's surveyed, which will result in approximately 1000 yards of material will be removed from the ditch. Our estimated time for this job will be thirty working hours and at \$100 per hour to run our excavator which results in \$3 a yard of material moved. Our estimated cost for this project will be around \$3,000 in which we will absorb the costs ourselves. Thank you for taking the time to review our repair request.

Respectfully,

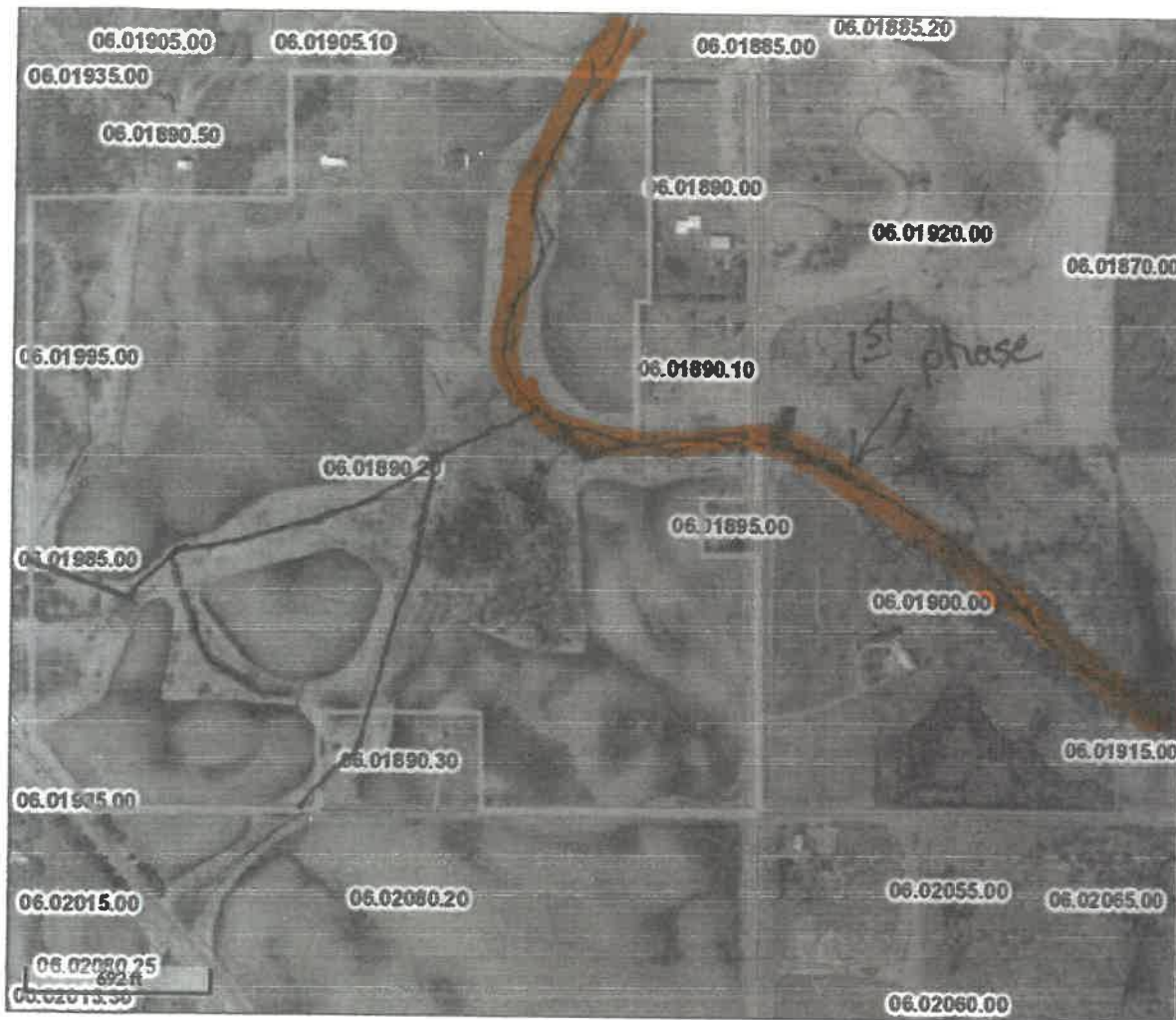
TNB Farms

Marty Nelson

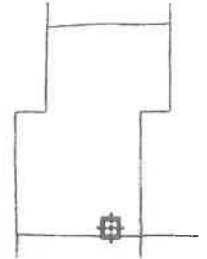


Craig Wick - call #

# Beacon™ Kanabec County, MN



Overview



Legend

- ☐ Parcels
- ☒ Townships

Parcel ID	06.01890.20	Alternate ID	n/a	Owner Address	NELSON, MARTY H
Sec/Twp/Rng	29-038-023	Class	101 - AGRICULTURAL		2321 115 TH AVE
Property Address	2321 115 AVE	Acreage	130.96		BRAHAM, MN 55006
	BRAHAM				

District GRASS LAKE SCH 0314

Brief Tax Description Sect-29 Twp-038 Range-023 130.96 AC SW1/4 EX BEG AT PT 12 RDS S OF NE COR OF SE1/4 OF SW1/4 THEN W PAR TO N LINE OF SAID FORTY 12.5 RDS THEN S PAR TO E LINE OF SAID FORTY 12.5 RDS THEN E PAR TO N LINE 12.5 RDS TO E LINE OF SAID FORTY THEN N ON E LINE 12.5 RDS TO POB; EX PT NE1/4 OF SW1/4 DESC AS COM AT NE COR THEREOF THEN W ALONG N LINE 400' THEN S & PAR WITH E LINE OF SAID NE1/4 OF SW1/4 828' THEN E & PAR WITH N LINE 400' TO E LINE OF SAID NE1/4 OF SW1/4 THEN N ALONG E LINE 828' M/L TO POB; EX PT NE1/4 OF SW1/4 DESC AS COM AT NE COR THEN S ALONG E LINE 828' TO ACT POB THEN W & PAR WITH N LINE OF NE1/4 OF SW1/4 455' THEN S & PAR WITH SAID E LINE TO S LINE THEREOF THEN E ALONG S LINE TO SE COR THEREOF THEN N ALONG E LINE OF SAID NE1/4 OF SW1/4 TO POB; EX W 945' OF N 460' OF SW1/4; EX E 590' OF W 1603' OF S 360' OF S1/2 OF SW1/4; & EX .62 AC HWY R/W, SUBJ TO 2 AC HWY EASEMENT  
(Note: Not to be used on legal documents)

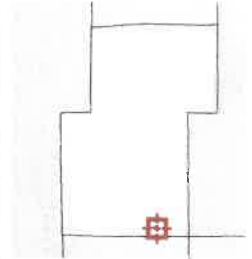
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Developed by  Schneider  
GEOSPATIAL



**Overview**



**Legend**

- Parcels
- Townships

<b>Parcel ID</b>	06.01890.10	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	THORHAUER,CHRISTOPHER L
<b>Sec/Twp/Rng</b>	29-038-023	<b>Class</b>	201 - RESIDENTIAL		1137 NIGHTINGALE ST
<b>Property Address</b>	1137 NIGHTENGALE ST	<b>Acreage</b>	5		BRAHAM, MN 55006
	BRAHAM				
<b>District</b>	GRASS LAKE SCH 0314				
<b>Brief Tax Description</b>	Sect-29 Twp-038 Range-023 5.00 AC PT NE1/4 OF SW1/4 BEG AT PT 828' S OF NE COR, W 445' S TO S LINE, E ALONG S LINE TO SE COR, N TO POB FEE:CHRISTOPHER L & BRITTANY THORHAUER.				
	(Note: Not to be used on legal documents)				

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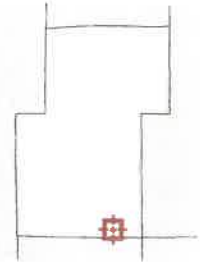
Developed by  **Schneider**  
GEOSPATIAL

I would like county ditch 5  
cleaned out  
9/23/2021 *Billy Olsen*





Overview



Legend

-  Parcels
-  Townships

Parcel ID	06.01915.00	Alternate ID	n/a	Owner Address	VANBEEK, RUSSELL & JACQUELYN
Sec/Twp/Rng	29-038-023	Class	101 - AGRICULTURAL		2392 110 AVE
Property Address	2392 110 AVE	Acreage	40		BRAHAM, MN 55006
	BRAHAM				

District GRASS LAKE SCH 0314  
 Brief Tax Description Sect-29 Twp-038 Range-023 40.00 AC SE1/4 OF SE1/4  
 (Note: Not to be used on legal documents)

Date created: 9/28/2020  
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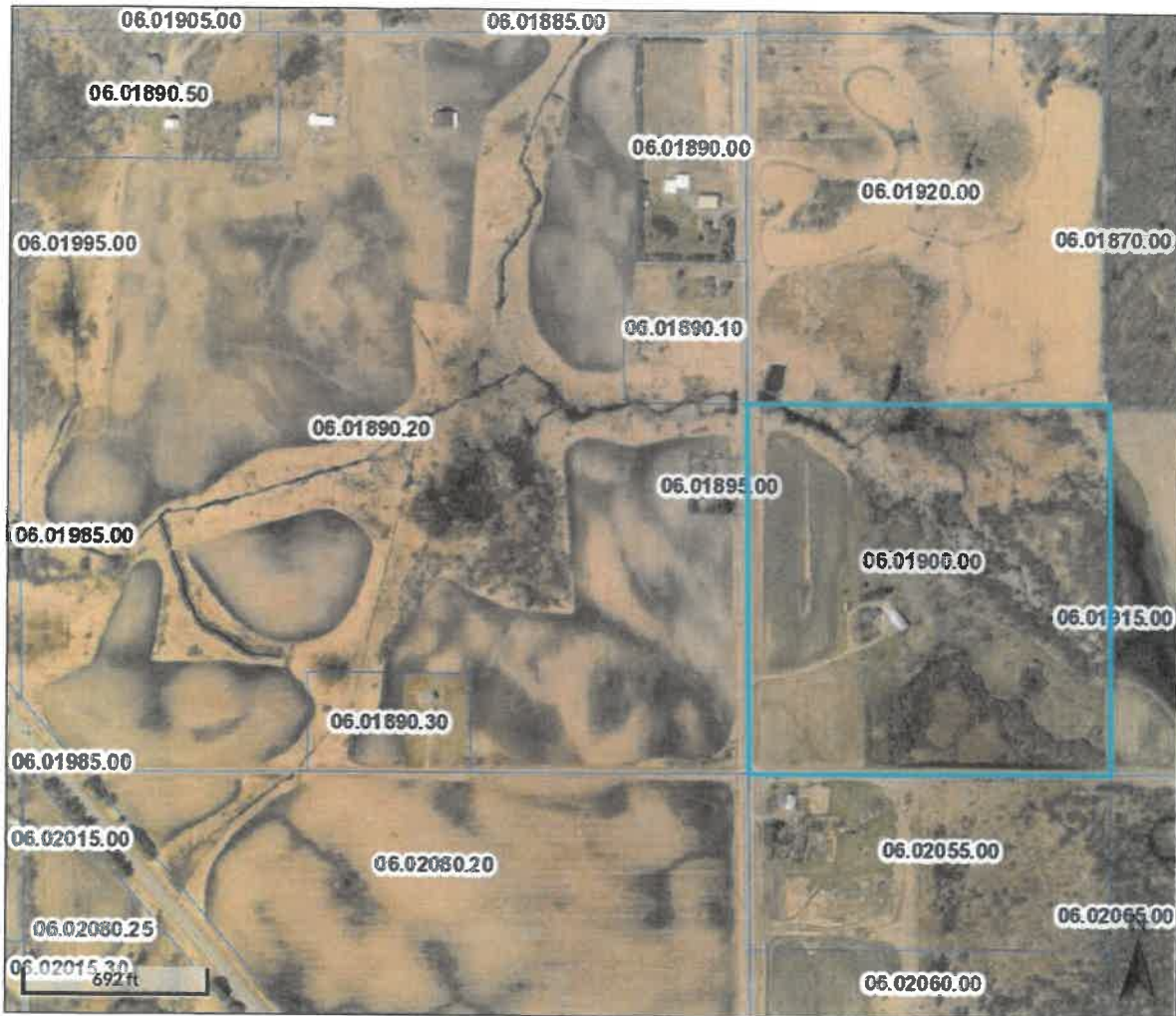
Developed by  Schneider  
 GEOSPATIAL

I would like county ditch 5  
 cleaned out

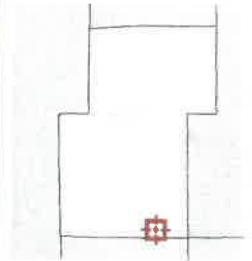
9-22-21

*Russell VanBee*





Overview



Legend

- Parcels
- Townships

Parcel ID	06.01900.00	Alternate ID	n/a	Owner Address	JOHNSON, RONALD R & JULIE R
Sec/Twp/Rng	29-038-023	Class	101 - AGRICULTURAL		1106 NIGHTENGALE ST
Property Address	1106 NIGHTENGALE ST	Acreage	40		BRAHAM, MN 55006
	BRAHAM				
District	GRASS LAKE SCH 0314				
Brief Tax Description	Sect-29 Twp-038 Range-023 40.00 AC SW1/4 OF SE1/4, SUBJ TO 1.52 AC HWY EASEMENT				
	(Note: Not to be used on legal documents)				

Date created: 9/28/2020

Last Data Uploaded: 9/28/2020 4:27:06 AM

Developed by  **Schneider**  
GEOSPATIAL

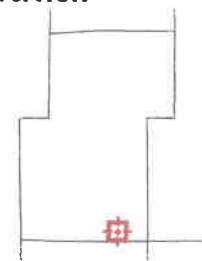
*I would like county ditch  
#5 cleared out*

*Ron Johnson*

*Ron P*



#### Overview



#### Legend

- Parcels
- Townships
- Roads**
  - MN Highway
  - County Highway/Road
  - Township Road
  - Municipal Road
  - State Forest Road
  - Roads
  - Other

<b>Parcel ID</b>	06.01920.00	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	EKLUND, MICHAEL
<b>Sec/Twp/Rng</b>	29-038-023	<b>Class</b>	101 - AGRICULTURAL		29790 JACKSON ST NE
<b>Property Address</b>		<b>Acreage</b>	40		ISANTI, MN 55040
<b>District</b>	GRASS LAKE SCH 0314				
<b>Brief Tax Description</b>	n/a				

(Note: Not to be used on legal documents)

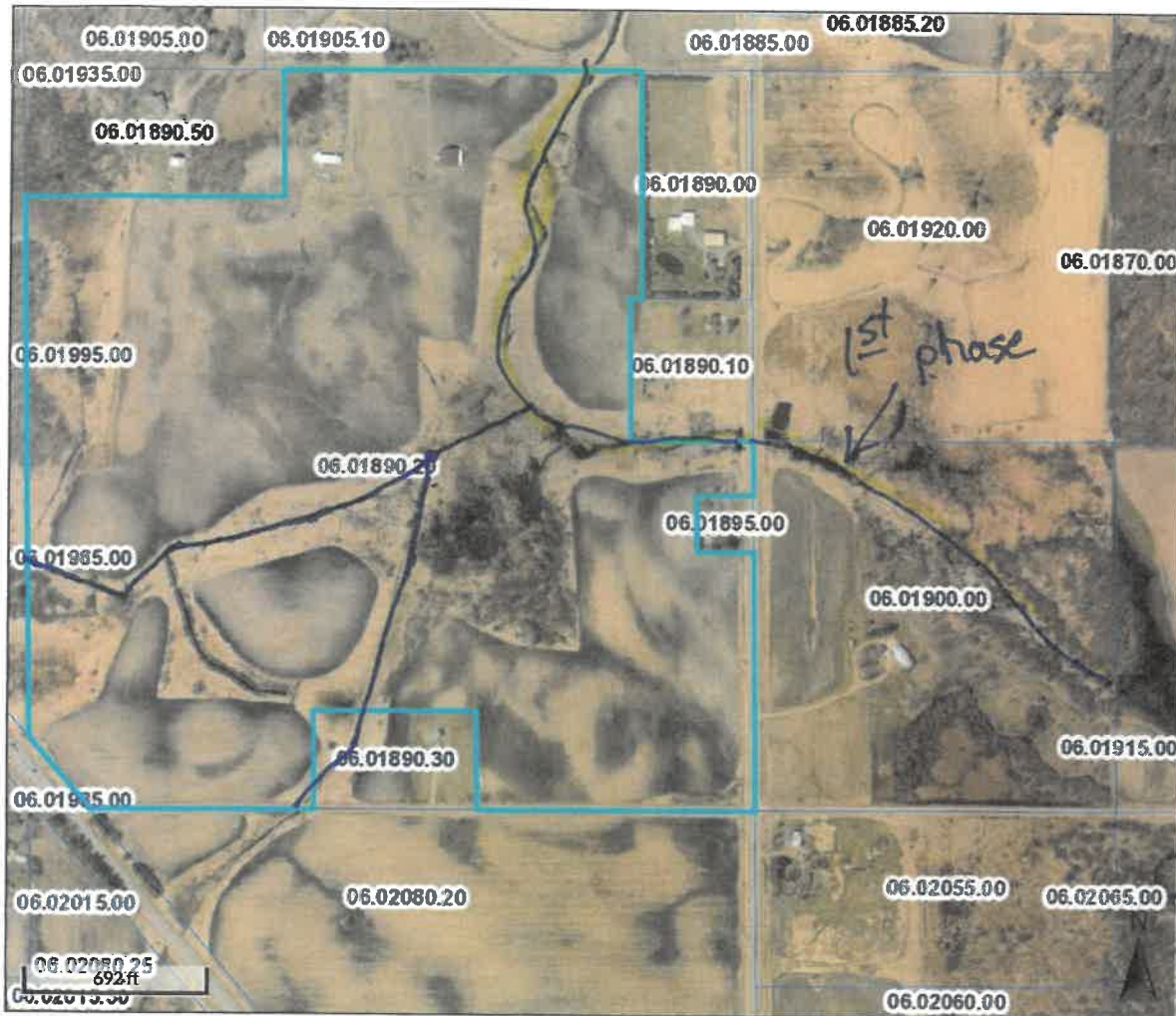
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Developed by **Schneider**  
GEOSPATIAL

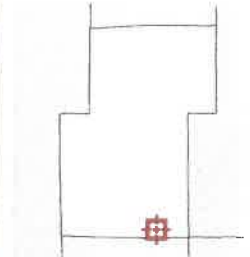
I have no problem with the clean out of  
County ditch # 5  
Michael Eklund 9/23/21



# Beacon™ Kanabec County, MN



## Overview



## Legend

- Parcels
- Townships

Parcel ID	06.01890.20	Alternate ID	n/a	Owner Address	NELSON, MARTY H
Sec/Twp/Rng	29-038-023	Class	101 - AGRICULTURAL		2321 115 TH AVE
Property Address	2321 115 AVE	Acreage	130.96		BRAHAM, MN 55006
	BRAHAM				

District GRASS LAKE SCH 0314

**Brief Tax Description** Sect-29 Twp-038 Range-023 130.96 AC SW1/4 EX BEG AT PT 12 RDS S OF NE COR OF SE1/4 OF SW1/4 THEN W PAR TO N LINE OF SAID FORTY 12.5 RDS THEN S PAR TO E LINE OF SAID FORTY 12.5 RDS THEN E PAR TO N LINE 12.5 RDS TO E LINE OF SAID FORTY THEN N ON E LINE 12.5 RDS TO POB; EX PT NE1/4 OF SW1/4 DESC AS COM AT NE COR THEREOF THEN W ALONG N LINE 400' THEN S & PAR WITH E LINE OF SAID NE1/4 OF SW1/4 828' THEN E & PAR WITH N LINE 400' TO E LINE OF SAID NE1/4 OF SW1/4 THEN N ALONG E LINE 828' M/L TO POB; EX PT NE1/4 OF SW1/4 DESC AS COM AT NE COR THEN S ALONG E LINE 828' TO ACT POB THEN W & PAR WITH N LINE OF NE1/4 OF SW1/4 455' THEN S & PAR WITH SAID E LINE TO S LINE THEREOF THEN E ALONG S LINE TO SE COR THEREOF THEN N ALONG E LINE OF SAID NE1/4 OF SW1/4 TO POB; EX W 945' OF N 460' OF SW1/4; EX E 590' OF W 1603' OF S 360' OF S1/2 OF SW1/4; & EX .62 AC HWY R/W, SUBJ TO 2 AC HWY EASEMENT

(Note: Not to be used on legal documents)

Date created: 9/28/2020

Last Data Uploaded: 9/28/2020 4:27:06 AM

Developed by  Schneider  
GEOSPATIAL

# 11:30am Appointment

January 18, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request to purchase TF parcel # 23.00730.10	<b>b. Origination:</b> County Auditor's Office
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Roberta Anderson

**e. Board action requested:**

Approval to request and current price determination for purchase of tax forfeit parcel 23.00730.10 by adjoining property owner originally offered via sealed bid.

---

**f. Background:**

Subject property 23.00730.10 (located in the City of Ogilvie) was originally offered to adjoining property owners via sealed bids in May of 2021, at that time the board set the minimum bid for this parcel at \$1500.00.

The adjoining property owner chose not to purchase at that time, however they are now potentially interested in purchasing the property and would like to know if the original minimum price offering of \$1500.00 is still valid for purchase over the counter.

Supporting Documents: None      Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**





RCB310M1 RECAP Collection System

Inquiry - General Summary (A)

R 23.00730.10

2021 Mod? 1 Calc thru: 1/10/2022 MP#:

Taxpayer 12 Total: EMV TMV Deeded acres

STATE OF MINNESOTA 3,000

Dist: 2301 TIF Dist:

Plat: 23004 STATE SUBD.

Sect Twnshp Range Lot Block

26 039 025 023

Alternate

Subd:

Escrow

EXEMPT - Tax Forfeit

Prop Address

Forfeited Parcel

T Original Adj/Chg Payments Unpaid Bal

☐ Net Tax

☐ Special Asmt

Tot before P&I

☐ Penalty

☐ Interest

☐ Fees

\* \*Totals

F2=Tier F14=Legal F16=Notes F17=APINs F19=OtherNames F24=MoreKeys

A=GS B=ASM C=DQ E=TR F=SP H=THST I=PRASC J=COJ P=PA R=ADJ U=CAMA Y=CMP

## Land Restricted or Withheld from Sale

Certain types of tax-forfeited land must be withheld from sale or conveyance or may be sold or conveyed only under specified restrictions.

The Department of Natural Resources (DNR) requires all counties to certify that the parcels on the lists of tax-forfeited land submitted to the DNR for approval are not the types of tax-forfeited land that are withheld from sale or conveyance.

Some of the major types of tax-forfeited land that are withheld from sale or conveyance or sold or conveyed only with specified restrictions are outlined below along with the principles and rules for withholding or restricting them.

### Conservation Land Managed by the County Board

Tax-forfeited land that is held by the state in trust for the taxing districts and is classified by the county board as conservation land may be handled by the county board in any one of the following ways (Minnesota Statute 282.01):

1. It may be conveyed to a governmental subdivision of the state.
2. It may be declared suitable for timber production and sold to a private party for timber production (Minnesota Statute 282.011).
3. It may be conveyed privately to the DNR for conservation purposes.
4. It may be leased or the timber or hay may be sold.
5. It may be reclassified as nonconservation land and sold or conveyed as authorized under Minnesota Statutes, Chapter 282.

### Conservation Land Managed by the DNR

The county board may resolve that certain parcels of tax-forfeited land held by the state in trust for the taxing districts and are classified as conservation land must be devoted to conservation purposes. The county board forwards the resolution to the DNR (Minnesota Statute 282.01).

If the county board decides that the parcels can be managed and developed for conservation purposes, the DNR must issue a certificate describing and accepting the parcels in the name of the state. The certificate must be sent to the county auditor who records the transfer of the parcels in the county property tax lists and files it with the county recorder's office.

The title to the parcels of conservation land accepted by the DNR are held in the name of the state free from any interest for the taxing districts. In other words, the property is withheld from sale and will not be returned to the property tax rolls of the county in which it is located.

The parcels of conservation land are managed and developed by the DNR for any public conservation or recreational purpose including the following (Minnesota Statute 282.01):

1. Forestry;
2. Water conservation;
3. Flood control;
4. Parks;
5. Game refuges;
6. Controlled game management areas; and
7. Public shooting grounds.

The DNR may convey any parcel of these conservation lands to the governmental subdivision whose boundaries surround or are adjacent to the parcel for an authorized public purpose. The DNR issues a deed to the governmental subdivision upon receipt of an application and a resolution.

The governmental subdivision's resolution must be passed by a majority vote of all the members of the governing body. The resolution must contain a description of the authorized public purpose. The governing body may retain title to the parcel as long as it continues to use the parcel for the authorized public purpose.

#### **Minerals Reserved by the State**

All minerals and mineral rights are reserved in the name of the state when a parcel of tax-forfeited land is sold or conveyed (Minnesota Statutes 282.12, 282.20 and 282.225).

This restriction applies to the following tax-forfeited land situations:

1. All sales or conveyances of tax-forfeited land classified as non-conservation and conservation land;
2. All sales or conveyances of tax-forfeited land to private individuals or organizations, and
3. All sales or conveyances of tax-forfeited land to governmental subdivisions or state agencies.

This restriction does not apply to the repurchase of tax-forfeited land. The state deed issued to a repurchase does not contain a clause reserving the minerals and mineral rights in the name of the state.

Sand and gravel ordinarily used for road construction and concrete work in the building industry are not defined as minerals or mineral rights for purposes of this restriction on tax-forfeited land.



1. The recording of the mortgagee's lien interest in the county recorder's office, and
2. The mailing and/or serving of the auditor's certificate of expiration of redemption to the mortgagee.

If the auditor's certificate of expiration of redemption has been mailed and/or served to a mortgagee who has recorded its interest in the county recorder's office, the mortgage lien would be forfeited along with the property owner's title when the period of redemption expires. In this case, the county auditor would be authorized to cancel the mortgage lien.

If the auditor's certificate of expiration of redemption has not been mailed and/or served to a mortgagee who has recorded its interest in the county recorder's office, it is unclear whether or not a buyer after forfeiture would have to assume a title subject to the mortgage lien.

To be safe, county auditors in Minnesota should consider advising all buyers that property purchased at a tax-forfeited land sale may not be free and clear of mortgage-like liens and encumbrances.

#### **Attorney Liens**

An attorney lien against real property should be handled in the same manner as a mortgage lien (Minnesota Statute 481.13).

#### **Easement Right-of-Ways**

The county auditor does not have the authority to cancel an easement right-of-way that was granted on a parcel of land before tax forfeiture.

An easement right-of-way is a permanent legal interest attached to the land. The party who was granted the easement retains the right-of-way over the land regardless of who holds title to the land. Therefore, the forfeiture of the land to the state does not affect the easement right-of-way. When the tax-forfeited land is sold or conveyed by the county auditor, the state deed given to the purchaser continues to be subject to the easement right-of-way.

#### **Environmental Liens**

An environmental lien is one of the methods that the Pollution Control Agency (PCA) or the Department of Agriculture (DOA) may use to recover the costs of response actions taken on tax-forfeited land.

#### **Covenants**

When a condominium apartment forfeits for non-payment of property taxes, the covenants that go with the apartment also forfeit. However, the county is not bound by them. For example, the county can sell the apartment to the highest bidder without the pre-approval of the association of apartment owners.



## **Classification of Tax-Forfeited Land**

The county board must classify a parcel of tax-forfeited land as "conservation" or "nonconservation" before any other steps may be taken. The classification should take place within a reasonable time after the forfeiture (Minnesota Statute 282.01).

## Criteria for Classification

The county board must use the following criteria in deciding whether to classify a parcel of tax-forfeited land as "conservation" or "nonconservation":

1. The present use of all parcels of property adjacent to the land;
2. The potential productivity of the land's soil;
3. Forests or vegetation growth on the land;
4. The current or potential accessibility of the land to established roads, schools, and other public services;
5. The suitability or desirability of the land for particular uses; and
6. The suitability of the forest resources for multiple uses and sustained yield management.

## Goals of Classification

The classification of a parcel of tax-forfeited land is intended to achieve the following goals ([Minnesota Statute 282.01](#)):

1. Encourage the most economical and efficient use of the property;
2. Reduce local and state government expenses;
3. Conserve and develop the state's natural resources; and
4. Encourage economic development.

## \* Classification Procedure Options

The counties may elect one of two classification procedures: (1) classification notice and meeting or (2) [municipal approval required](#) ([Minnesota Statute 282.01](#)). If the board decides on the municipal approval required procedures, the procedures must remain in place for at least five years ([Minnesota Statute 282.01](#)).

### Classification Notice and Meeting

The county board may hold a meeting for the purpose of classifying tax-forfeited land not sold or released from the trust ([Minnesota Statute 282.01](#)).

The county board must give notice of the meeting and its intent. The notice must be given 60 to 90 days before the date of the meeting. If the meeting is rescheduled, notice

### NOTE

If a county board does not specifically elect the county board information gathering procedures for classifying tax-forfeited land, the county defaults to the notice and meeting procedures.

of the date, time, and location must be given at least fourteen days before the date of the rescheduled meeting. Receipt of actual notice satisfies the notice requirement.

All three of the following notification methods must be utilized (Minnesota Statute 282.01):

1. **Notice by Electronic Publication.** Notice must be posted on a web site.
2. **Notice by mail.** The notice must be mailed or delivered at least 60 days prior to the meeting date to each person who filed a request for notice of special meetings with the public body. It does not matter whether the classification meeting is considered a regular or a special meeting.

The county board must also e-mail a notice by to each person requesting notice of meetings relating to tax-forfeited land and agrees to accept notice mailed by electronic means.

3. **Notice by publication.** The public body must publish the notice once at least 30 days before the meeting in a local newspaper.

At the meeting, the county board must allow any person or agency to make or submit comments and recommendations about the pending classification or reclassification of the tax-forfeited land. Representatives of government entities must be allowed to describe plans, ideas, or projects involving the property. The county board must solicit and consider any current comprehensive land plans that involve the area where the land is located. After allowing testimony, the board may classify, reclassify, or delay taking action on any parcel (Minnesota Statute 282.01).

If a state agency or governmental subdivision wants to preserve its right to request a purchase or acquisition of the property, it may file a written request to withhold the parcel from sale or lease to others at any time following forfeiture (Minnesota Statute 282.01).

#### **Classification Requiring Municipal Approval**

When classifying land, the county board is authorized to use any information to aid in the classification decision (Minnesota Statute 282.01).

If the land is located within the boundaries of an organized town or incorporated municipality, a classification or reclassification and sale must first be approved by the town board or city council of the municipality in which the land is located. Approval is required for both lands proposed to be sold at public auction and lands proposed to be sold at a private auction to adjacent landowners.



#### **NOTE**

The county board is not required to obtain the approval of the city or township for the basic sale price of the parcel. Op. Atty. Gen., 412a-8, July 11, 1966.

The city council or town board has 60 days from receipt of the county's written request for approval to respond in one of the following ways:

1. Approve the public sale;

2. Approve the private sale to adjacent landowners;
3. Disapprove of any conveyance or sale to anyone; or
4. Request the property be conveyed to the city or town itself.

If no response is received within the 60 day period, the request is considered approved.

If the town board disapproves of the classification or reclassification and sale, the county board must follow the [Classification Notice and Meeting procedures](#).

#### **Authority for Reclassification**

The county board may reclassify any parcel of tax-forfeited land at any time to enhance the sale of the parcel. However, tax-forfeited land classified as "conservation" may not be reclassified ([Minnesota Statute 282.01](#)). The Department of Natural Resources approval processes are to be followed when reclassifying lands.

#### **Splitting Parcels**

When classifying, reclassifying, appraising, and selling tax-forfeited lands, the county board may designate the tracts as assessed and acquired. Alternatively, the board may by resolution allow the tracts to be subdivided or grouped if such actions are advantageous for conservation or sale purposes ([Minnesota Statute 282.01](#)).



#### **NOTE**

The county board is not authorized to subdivide a parcel or tract of tax-forfeited land withheld from sale under [Minnesota Statute 282.018](#).

#### **Consolidated Conservation Areas**

There are three consolidated conservation areas in the state:

1. The Red Lake Game Preserve established in Lake of the Woods, Beltrami, and Koochiching Counties ([Minnesota Statutes 84A.01 to 84A.11](#));
2. The conservation areas established in Aitkin, Roseau, and Mahnommen Counties ([Minnesota Statutes 84A.20 to 84A.30](#));
3. The conservation areas designated in Marshall County ([Minnesota Statutes 84A.31 to 84A.42](#)).

Title to forfeited lands in these areas passes to the state in trust for the taxing districts ([Minnesota Statute 84A.57](#)). The county auditor is to handle the lands in the same way as other lands located outside of the three areas (i.e., classify them as conservation or nonconservation, appraise them, and appropriately dispense them according to [Minnesota Statutes, Chapter 282](#)).

## **DNR Approval of Classification and Sale**

#### **Department of Natural Resources (DNR) Approval of Tax-Forfeited Lands**

The Department of Natural Resources (DNR) is directed by state law to review and approve the sale of certain tax-forfeited lands. The county where the parcel is located makes a determination of whether or not the parcel will require DNR review.

(h) If the lands are located within the boundaries of an organized town or incorporated municipality, a classification or reclassification and sale must first be approved by the town board of the town or the governing body of the municipality in which the lands are located. The town board of the town or the governing body of the municipality is considered to have approved the classification or reclassification and sale if the county board is not notified of the disapproval of the classification or reclassification and sale within 60 days of the date the request for approval was transmitted to the town board of the town or governing body of the municipality. If the town board or governing body disapproves of the classification or reclassification and sale, the county board must follow the procedures in paragraphs (c) and (d), with regard to the parcel, and must additionally cause to be published in a newspaper a notice of the date, time, location, and purpose of the required meeting.

(i) If a town board or a governing body of a municipality or a park and recreation board in a city of the first class desires to acquire any parcel lying in the town or municipality by procedures authorized in this section, it may file a written request under subdivision 1a, paragraph (a).

§

**Subd. 1a. Conveyance to public entities.**

(a) Upon written request from a state agency or a governmental subdivision of the state, a parcel of unsold tax-forfeited land must be withheld from sale or lease to others for a maximum of six months. The request must be submitted to the county auditor. Upon receipt, the county auditor must withhold the parcel from sale or lease to any other party for six months, and must confirm the starting date of the six-month withholding period to the requesting agency or subdivision. If the request is from a governmental subdivision of the state, the governmental subdivision must pay the maintenance costs incurred by the county during the period the parcel is withheld. The county board may approve a sale or conveyance to the requesting party during the withholding period. A conveyance of the Previous property Next to the requesting party terminates the withholding period.

A governmental subdivision of the state must not make, and a county auditor must not act upon, a second request to withhold a parcel from sale or lease within 18 months of a previous request for that parcel. A county may reject a request made under this paragraph if the request is made more than 30 days after the county has given notice to the requesting state agency or governmental subdivision of the state that the county intends to sell or otherwise dispose of the Previous property.

# Agenda Item #1a

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**January 4, 2021**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, January 4, 2021 pursuant to adjournment with the following Board Members present: Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden, and Recording Secretary Kelsey Schiferli.

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 meeting was called to order by the Board Clerk.

The Board Clerk led the assembly in the Pledge of Allegiance.

Nominations for Board Chairperson for 2022 were called for.

Action #1 – Rick Mattson nominated Les Nielsen for Chairperson. The nomination was seconded by Dennis McNally.

The Board Clerk called for nominations for Chairperson three times with no further nominations.

Upon a vote being held on the nomination for Les Nielsen to be elected Chairperson, the following voted:

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

**OPPOSED:** None

**ABSTAIN:** Les Nielsen

Commissioner Nielsen was declared Board Chairperson for 2022. The gavel was handed over to Chairperson Nielsen.

Nominations for Board Vice-Chairperson for 2022 were called for.

Action #2 – Dennis McNally nominated Craig Smith for Vice-Chairperson. The nomination was seconded by Rick Mattson.

The Chairperson called for nominations for Vice-Chairperson three times with no further nominations.

Upon a vote being held on the nomination for Craig Smith to be elected Vice-Chairperson, the following voted:

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

**OPPOSED:** None

**ABSTAIN:** Craig Smith

Commissioner Smith was declared Vice-Chairperson for 2022.

Action #3 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the agenda as presented.

Action #4 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following resolution:

## **Resolution #4 – 1/4/22**

### **Regular Meeting Dates**

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 4, 2022, regular meetings of the Kanabec County Board of Commissioners shall be held in the County Courthouse in the City of Mora, Minnesota on the first and third Tuesday of each month, and

**BE IT FURTHER RESOLVED** that all meetings shall commence at 9:00am, and

**BE IT FURTHER RESOLVED** that the Board of Equalization and Truth in Taxation Hearings shall be scheduled separately from the regular County Board Meetings, and

**BE IT FURTHER RESOLVED**, that if any such regularly scheduled meeting of the County Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

**BE IT FURTHER RESOLVED**, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

**BE IT FURTHER RESOLVED**, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

Action #5 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

**Resolution #5 - 1/4/22**  
**Board of Appeals & Equalization**

**BE IT RESOLVED** to set the date for the County Board of Appeals and Equalization Meeting to be Thursday June 16, 2022 with a start time of 6:30PM.

**BE IT FURTHER RESOLVED** to offer appointments until 7:00pm to meet statutory requirements pursuant to Minnesota Statutes Section 274.14.

Action #6 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

**Resolution #6 - 1/4/22**  
**Truth-in-Taxation Meeting**

**BE IT RESOLVED** to set the date for the Truth-in-Taxation Meeting to be Thursday December 8, 2022 at 6:00PM.

Action #7 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve a consent agenda including all of the following actions:

**Resolution #7a - 1/4/22**  
**Family Service Board Meetings**

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 4, 2022, regular meetings of the Kanabec County Family Service Board shall be held in the County Courthouse in the City of Mora, Minnesota on the third Tuesday of each month.

**BE IT FURTHER RESOLVED** that the meetings shall be held commencing at approximately 9:05am, and

**BE IT FURTHER RESOLVED**, that if any such regularly scheduled meeting of the Family Service Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

**BE IT FURTHER RESOLVED**, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

**BE IT FURTHER RESOLVED**, Emergency Meetings may be called when



circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

## **Resolution #7b - 1/4/22**

### **Community Health Board Meetings**

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 4, 2022, regular meetings of the Kanabec County Community Health Board shall be held in the County Courthouse in the City of Mora, Minnesota on the first Tuesday of each month.

**BE IT FURTHER RESOLVED** that the meetings shall be held commencing at approximately 9:05am, and

**BE IT FURTHER RESOLVED**, that if any such regularly scheduled meeting of the Community Health Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

**BE IT FURTHER RESOLVED**, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

**BE IT FURTHER RESOLVED**, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

This assumes that the Community Health Board will be held on the First meeting of the month and that the board will meet on the dates described in Organizational Meeting Agenda Item #7. 2022 Board Meeting Dates.

Action #8 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following resolution:

## **Resolution #8 - 1/4/22**

**BE IT RESOLVED** to re-appoint Ronald Peterson as an alternate to the Board of Adjustment for a three year term commencing immediately and expiring January 7, 2025.

Action #9 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

## **Resolution #9 - 1/4/22**

**BE IT RESOLVED** to re-appoint Chuck Hurd to the Emergency Food and Shelter Program Board (formally the FEMA Board) for a three year term commencing immediately and expiring January 7, 2025.

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

### **Resolution #10 - 1/4/22**

**BE IT RESOLVED** to re-appoint Michael Currie to the Insurance Committee for a three year term commencing immediately and expiring January 7, 2025.

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

### **Resolution #11 - 1/4/22**

**BE IT RESOLVED** to appoint Luke Athey to the Juvenile Detention Center Advisory Board for a three year term commencing immediately and expiring January 7, 2025.

**BE IT FURTHER RESOLVED** to appoint Luke Athey to the Juvenile Detention Center Operation Sub-Committee for a three year term commencing immediately and expiring January 7, 2025.

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

### **Resolution #12 - 1/4/22**

**BE IT RESOLVED** to re-appoint Linda Holida to the Personnel Board of Appeals for a three year term commencing immediately and expiring January 7, 2025.

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

### **Resolution #13 - 1/4/22**

**BE IT RESOLVED** to re-appoint Earl Bracewell to the Planning Commission for a three year term commencing immediately and expiring January 7, 2025.

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

## **Resolution #14 - 1/4/22**

**BE IT RESOLVED** to re-appoint Lanny Stegeman to the Railroad Authority Advisory Committee for a three year term commencing immediately and expiring January 7, 2025.

**BE IT FURTHER RESOLVED** to appoint Teri Huro to the Railroad Authority Advisory Committee for a three year term commencing immediately and expiring January 7, 2025.

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

## **Resolution #15 - 1/4/22**

**BE IT RESOLVED** to re-appoint Dave Mulvaney to the Safety Committee for a three year term commencing immediately and expiring January 7, 2025.

Action #16 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

## **Resolution #16 - 1/4/22**

**BE IT RESOLVED** to appoint Rick Mattson to the Central Minnesota Council on Aging for an interim term commencing immediately and expiring upon special election of a County Commissioner to represent district 2.

Action #17 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following resolution:

## **Resolution #17- 1/4/22**

**BE IT RESOLVED** to re-appoint Craig Smith to the E-911 Committee for a three year term commencing immediately and expiring January 7, 2025.

Action #18 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

## **Resolution #18 - 1/4/22**

**BE IT RESOLVED** to appoint Rick Mattson to the East Central Regional Development Commission for an interim term commencing immediately and expiring upon special election of a County Commissioner to represent district 2.

Action #19 – It was moved by Dennis McNally, seconded by Craig Smith and carried

unanimously to approve the following resolution:

### **Resolution #19 - 1/4/22**

**BE IT RESOLVED** to appoint Rick Mattson to the East Central Regional Library Board for a three year term commencing immediately and expiring January 7, 2025.

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

### **Resolution #20 - 1/4/22**

**BE IT RESOLVED** to re-appoint Dennis McNally to the East Central Solid Waste Commission for a three year term commencing immediately and expiring January 7, 2025.

**BE IT FURTHER RESOLVED** to re-appoint Les Nielsen as an alternate to the East Central Solid Waste Commission for a three year term commencing immediately and expiring January 7, 2025.

Action #21 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

### **Resolution #21 - 1/4/22**

**BE IT RESOLVED** to appoint Dennis McNally to the Economic Development Advisory for an interim term commencing immediately and expiring upon special election of a County Commissioner to represent district 2.

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

### **Resolution #22 - 1/4/22**

**BE IT RESOLVED** to appoint Chairperson Les Nielsen to the Extension Committee for a one year term commencing immediately and expiring January 2, 2023.

Action #23 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #23 - 1/4/22**

**BE IT RESOLVED** to re-appoint Les Nielsen to the Hospital Board for a three year term commencing immediately and expiring January 7, 2025.

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

### **Resolution #24 - 1/4/22**

**BE IT RESOLVED** to appoint Rick Mattson to the Housing Redevelopment Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint Dennis McNally to the Housing Redevelopment Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint Craig Smith to the Housing Redevelopment Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint Les Nielsen to the Housing Redevelopment Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint the District 2 Representative to the Housing Redevelopment Authority Board for a one year term commencing upon special election of a County Commissioner to represent district 2 and expiring January 2, 2023.

Action #25 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following resolution:

### **Resolution #25 - 1/4/22**

**BE IT RESOLVED** to re-appoint Craig Smith to the Insurance Committee for a three year term commencing immediately and expiring January 7, 2025.

Action #26 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #26 - 1/4/22**

**BE IT RESOLVED** to appoint Rick Mattson to the Lakes & Pines Community Action Council Board for an interim term commencing immediately and expiring upon special election of a County Commissioner to represent district 2.

Action #27 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following resolution:

### **Resolution #27 - 1/4/22**

**BE IT RESOLVED** to appoint Craig Smith to the Law Library Board for an interim term commencing immediately and expiring upon special election of a County Commissioner to represent district 2.

Action #28 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

### **Resolution #28 - 1/4/22**

**BE IT RESOLVED** to appoint Dennis McNally to the North TH 65 Corridor Coalition for an interim term commencing immediately and expiring upon special election of a County Commissioner to represent district 2.

Action #29 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #29 - 1/4/22**

**BE IT RESOLVED** to re-appoint Rick Mattson to the Outlook Health Services Board for a three year term commencing immediately and expiring January 7, 2025.

Action #30 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #30 - 1/4/22**

**BE IT RESOLVED** to appoint Rick Mattson to the Railroad Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint Dennis McNally to the Railroad Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint Craig Smith to the Railroad Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint Les Nielsen to the Railroad Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint the District 2 Representative to the Housing Redevelopment Authority Board for a one year term commencing upon special election of a County Commissioner to represent district 2 and expiring January 2, 2023.

Action #31 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

## **Resolution #31 - 1/4/22**

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

Action #32 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

## **Resolution #32 - 1/4/22**

**BE IT RESOLVED** to re-appoint Les Nielsen to the Substance Abuse Coalition for a three year term commencing immediately and expiring January 7, 2025.

Action #33 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

## **Resolution #33 - 1/4/22**

**BE IT RESOLVED** to re-appoint Craig Smith to the Timber Trails Advisory Board for a three year term commencing immediately and expiring January 7, 2025.

**BE IT FURTHER RESOLVED** to re-appoint Rick Mattson as an alternate to the Timber Trails Advisory Board for a three year term commencing immediately and expiring January 7, 2025.

Action #34 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

## **Resolution #34 - 1/4/22**

**BE IT RESOLVED** to appoint Rick Mattson to the Water Plan Committee for an interim term commencing immediately and expiring upon special election of a County Commissioner to represent district 2.

Action #35 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following resolution:

## **Resolution #35 - 1/4/22**

Official Newspaper

**BE IT RESOLVED** by the Kanabec County Board of Commissioners that the offer submitted by the Kanabec County Times for all legal publications during the year 2022 is hereby accepted, and



**BE IT FURTHER RESOLVED** that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices and that the Kanabec County Times is hereby designated as the official newspaper for the publication of the 2021 Financial Statement, and

**BE IT FURTHER RESOLVED** that the Kanabec County Times is hereby designated as the official newspaper for the newspaper in which the notice and list of Real Estate Taxes remaining delinquent on the first Monday in January, 2022, shall be published.

**BE IT FURTHER RESOLVED** that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd 5 and that the notice must remain on the Web site during the notice's full publication period.

Action #36 – 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 #36a - 1/4/22**

**WHEREAS** Minnesota Statutes require counties to establish the minimum salaries that will be paid to certain elected officials within the county, and

**WHEREAS** said minimum salaries must be set at the January meeting in the year that individuals may file for elected offices within the county;

**BE IT RESOLVED** by the Kanabec County Board of Commissioners, that the minimum annual salary in 2022 for the following elected positions shall be set as follows:

County Attorney	\$111,134	M.S. 388.18
County Auditor/Treasurer	\$ 95,264	M.S. 384.151
County Recorder	\$ 70,012	M.S. 386.015
County Sheriff	\$102,897	M.S. 387.20

### **Resolution #36b - 1/4/22**

**WHEREAS** the Kanabec County Board of Commissioners has considered the matter of the wage for year 2022 for the County Auditor/Treasurer, and

**WHEREAS** the board has reviewed the experience, qualifications and performance of the County Auditor/Treasurer;

**BE IT RESOLVED** to set the Y2022 annual wage of County Auditor/Treasurer Denise Snyder at \$116,688.00, which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2022 = \$56.10 per hour.

### **Resolution #36c - 1/4/22**

**WHEREAS** the Kanabec County Board of Commissioners has considered the matter of the wage for year 2022 for the County Sheriff, and

**WHEREAS** the board has reviewed the experience, qualifications and performance of the County Sheriff;

**BE IT RESOLVED** to set the Y2022 annual wage of County Sheriff Brian Smith at \$126,027.20, which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2022 = \$60.59 per hour.

### **Resolution #36d - 1/4/22**

**WHEREAS** the Kanabec County Board of Commissioners has considered the matter of the wage for year 2022 for the County Recorder, and

**WHEREAS** the board has reviewed the experience, qualifications and performance of the County Recorder;

**BE IT RESOLVED** to set the Y2022 annual wage of County Recorder Lisa Holcomb at \$85,779.20 which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2022 = \$41.24 per hour.

### **Resolution #36e - 1/4/22**

**WHEREAS** the Kanabec County Board of Commissioners has considered the matter of the wage for year 2022 for the County Attorney, and

**WHEREAS** the board has reviewed the experience, qualifications and performance of the County Attorney;

**BE IT RESOLVED** to set the Y2022 annual wage of County Attorney Barb McFadden at \$136,115.20 which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2022 = \$65.44 per hour.

Action #37 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

### **Resolution #37 – 1/4/22**

**WHEREAS**, Minnesota Statute 375.055 requires that the County Commissioners' compensation be set by resolution in the year preceding the action;

**WHEREAS**, the Kanabec County Board of Commissioners approved Y2022 compensation for the County Commissioners by Resolution #22 – 12/21/21;

**BE IT HEREBY RESOLVED** to confirm the annual wage for the year 2022 for Kanabec County Commissioners at \$23,678.20.

Action #38 - It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

### **Resolution #38 – 1/4/22**

**BE IT RESOLVED** to appoint the following AMC Committee Delegates for 2022:

Environment & Natural Resources Policy Committee	Teresa Wickeham
General Government Policy Committee	Kris McNally
Health & Human Services Policy Committee	Kathy Burski
Public Safety Policy Committee	Brian Smith
Transportation & Infrastructure Policy Committee	Chad Gramentz

**BE IT FURTHER RESOLOVED** to appoint the following AMC Voting Delegates for 2022:

1. Les Nielsen
2. Craig Smith
3. Dennis McNally
4. Rick Mattson
5. District 2 Representative (TBD)
6. Kris McNally
7. Barb McFadden
8. Kathy Burski

Action #39 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #39 – 1/4/22** **Mileage Reimbursement**

**BE IT RESOLVED** that the federal mileage reimbursement rate of \$0.585 per mile is the official rate for Kanabec County mileage reimbursements.

Action #40 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following resolution:

### **Resolution #40 – 1/4/22**

**BE IT RESOLVED** that appointees by the Board of Commissioners that attend meetings of paid county committees and boards shall receive a per diem of \$75.00 per meeting.

**BE IT FUTHER RESOLVED** that County Commissioners may personally accept per diems for all committee and board meetings, both internal and external and including virtual meetings, effective January 5, 2021.

Action #41 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve a consent agenda including all of the following actions:

## **Resolution #HRA41a - 1/4/22**

### Housing and Redevelopment Authority Meetings

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 31, 2022, regular meetings of the Kanabec Housing and Redevelopment Board shall be held in the County Courthouse in the City of Mora, Minnesota, and

**BE IT FURTHER RESOLVED** meetings shall be held as necessary with proper notice commencing at a time the Board of Commissioners of the Authority determines. Future monthly meetings may also be scheduled when deemed necessary, and

**BE IT FURTHER RESOLVED**, Special Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

## **Resolution #HRA41b – 1/4/22**

### Appointment of HRA Officers

#### RESOLUTION APPOINTING OFFICERS OF THE HOUSING AND REDEVELOPMENT OF KANABEC COUNTY, MINNESOTA

**BE IT RESOLVED** by the Kanabec County Housing and Redevelopment Authority (the “Authority”) of Kanabec County, Minnesota, as follows:

**APPOINTMENT OF OFFICERS:** The following are appointed to hold the HRA offices set forth opposite their respective names:

Chair: Les Nielsen

Vice-Chair: Craig Smith

Secretary\* Kris McNally, County Coordinator

\*The Auditor-Treasurer will be appointed by the Secretary to disburse funds and to assist the Secretary.

## **Resolution #HRA41c – 1/4/22**

### Official Newspaper

**BE IT RESOLVED** that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices of the Kanabec

County Housing and Redevelopment Authority, and

**BE IT FURTHER RESOLVED** that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd. 5 and that the notice must remain on the Web site during the notice's full publication period.

### **Resolution #HRA41d – 1/4/22**

#### **Official Depository Bank**

**BE IT RESOLVED** that First Citizens Bank is hereby designated as the official depository bank of the Kanabec County Housing and Redevelopment Authority.

### **Resolution #HRA41e – 1/4/22**

#### **Mileage Reimbursement**

**BE IT RESOLVED** that the federal mileage reimbursement rate of \$0.585 per mile is the official rate for the Housing and Redevelopment Authority's mileage reimbursements.

Action #42 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #42a - 1/4/22**

#### **Railroad Authority Board Meetings**

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 31, 2022, regular meetings of the Kanabec Railroad Authority Board shall be held in the County Courthouse in the City of Mora, Minnesota, and

**BE IT FURTHER RESOLVED** meetings shall be held as necessary with proper notice commencing at a time the Board of Commissioners of the Authority determines. Future monthly meetings may also be scheduled when deemed necessary, and

**BE IT FURTHER RESOLVED**, Special Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

### **Resolution #42b – 1/4/22**

#### **Appointment of Railroad Authority Board Officers**

#### **RESOLUTION APPOINTING OFFICERS OF THE RAILROAD AUTHORITY BOARD OF KANABEC COUNTY, MINNESOTA**

**BE IT RESOLVED** by the Kanabec County Railroad Authority Board of Kanabec County, Minnesota, as follows:



**APPOINTMENT OF OFFICERS:** The following are appointed to hold the Railroad Authority Board offices set forth opposite their respective names:

Chair: Les Nielsen

Vice-Chair: Craig Smith

Secretary\* Kris McNally, County Coordinator

\*The Auditor-Treasurer will be appointed by the Secretary to disburse funds and to assist the Secretary.

### **Resolution #42c – 1/4/22**

Official Newspaper

**BE IT RESOLVED** that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices of the Kanabec County Railroad Authority Board, and

**BE IT FURTHER RESOLVED** that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd. 5 and that the notice must remain on the Web site during the notice's full publication period.

### **Resolution #42d – 1/4/22**

Official Depository Bank

**BE IT RESOLVED** that First Citizens Bank is hereby designated as the official depository bank of the Kanabec County Railroad Authority Board.

### **Resolution #42e – 1/4/22**

Mileage Reimbursement

**BE IT RESOLVED** that the federal mileage reimbursement rate of \$0.585 per mile is the official rate for the Railroad Authority Board's mileage reimbursements.

Action #43 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

### **Resolution #43 - 1/4/22**

Drainage Authority Board Meetings

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that

from and after January 31, 2022, regular meetings of the Kanabec Drainage Authority Board shall be held in the County Courthouse in the City of Mora, Minnesota, and

**BE IT FURTHER RESOLVED** meetings shall be held as necessary with proper notice commencing at a time the Board of Commissioners of the Authority determines. Future monthly meetings may also be scheduled when deemed necessary, and

**BE IT FURTHER RESOLVED**, Special Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

Action #44 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #44 – 1/4/22**

County Coroner

**WHEREAS** the term of office for County Coroner expired December 31, 2021, and

**WHEREAS** Minnesota Statute §390.005 requires that the county board appoint a Coroner, and

**WHEREAS** the County Sheriff recommends appointment of Dr. Kelly Mills;

**BE IT RESOLVED** to appoint Dr. Kelly Mills as Kanabec County Coroner effective January 4, 2022 for a term ending December 31, 2022.

Action #45 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to recess the board meeting at 9:53am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:53am on Tuesday, January 4, 2022 pursuant to adjournment with the following Board Members present: Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Administrative Assistant Renee Petersen presented the Community Health Board Agenda.

Action #CH46 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the Community Health Board Agenda as presented.

Renee Petersen gave the Director's Report. Information only, no action was taken.

Action #CH47 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #CH47 – 1/4/22**

Statewide Health Improvement Program (SHIP) contracts Resolution

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

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

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

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

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

Action #CH48 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to the following resolution:

### **Resolution #CH48 – 1/4/22**

Grant Application for Pokegama Lake Association

**WHEREAS**, a representative of the Pokegama Lake Association reached out to the Kanabec County Coordinator regarding availability of grant funds; and

**WHEREAS**, the Kanabec County Coordinator passed on the information and concurred that an application could be sent with information provided to the board in January; and

**WHEREAS**, the Community Health applied for funds to support the Children's Dental Health Services Contract and support for family in the park activities and outreach during the summer;

**THEREFORE BE IT RESOLVED** the Community Health Board approves the Kanabec County Community Health Director to accept grant funds if approved, to continue having Children's Dental Services provide dental services for children and pregnant women up to age 27 in Kanabec County and outreach and family activities in the park in the summer.

Action #CH49 – It was moved by Dennis McNally, seconded by Craig Smith and carried

unanimously to approve the November 2021 Financial Reports as presented.

Action #CH50 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the payment of 61 claims totaling \$45,534.47 on Community Health Funds.

Action #CH51 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to adjourn Community Health Board at 10:00am.

The Board of Commissioners reconvened.

Action #52 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the revised minutes of December 21, 2021 as presented.

Action #53 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
CW Technology	1,488.00
Chamberlain Oil	1,018.56
JCF Properties LLC	2,100.00
Kanabec County Auditor HRA	47,186.30
CW Technology	150.00
MNPEIP	11,250.43
Quality Disposal	394.21
Verizon Wireless	1,285.35
Mora Municipal Utilities	1,205.79
City of Quamba	3,312.82
Kanabec County Auditor-Treas	100.00
Dearborn National Life Insurance Co	802.01
Health Partners	6,466.68
Life Insurance Company of North America	877.41
MNPEIP	149,295.83
The Hartford	2,203.33
VSP Insurance Co	564.04
<b>17 Claims Totaling:</b>	<b><u><u>\$229,700.76</u></u></b>

Action #54 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following claims on the funds indicated:

#### **Revenue Fund**

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	500.00

Accurate Controls, Inc.	12,277.95
Ace Hardware	30.72
American Solutions for Business	3,044.46
Anne M. Carlson Law Office, PLLC	918.00
Anne M. Carlson Law Office, PLLC	1,037.00
Anne M. Carlson Law Office, PLLC	578.00
Anne M. Carlson Law Office, PLLC	425.00
Anne M. Carlson Law Office, PLLC	1,105.00
Anne M. Carlson Law Office, PLLC	586.50
Anne M. Carlson Law Office, PLLC	722.50
Aspen Mills	699.96
Association of Minnesota Counties	275.00
Association of Minnesota Counties	9,655.00
Central MN Council on Aging	1,520.00
Clifton Larson Allen LLP	1,837.50
CW Technology	7,000.00
Dahlberg, America	72.00
DS Solutions	500.00
East Central Exterminating	270.00
Eustice, Todd	40.32
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Further	644.65
Grainger	268.31
Granite City Jobbing Co	798.18
Granite City Jobbing Co	265.02
Granite Electronics	373.50
Highway 23 Coalition	1,500.00
Horizon Towing	209.38
Information Systems Corporation	795.00
Information Systems Corporation	6,672.14
Information Systems Corporation	989.16
Information Systems Corporation	2,375.09
Information Systems Corporation	422.36
Information Systems Corporation	2,565.25
Ingebrand Funeral Home	430.00
Initiative Foundation	1,550.00
IT Savvy LLC	1,052.44
IT Savvy LLC	890.49
Jamar Company	7,145.00
Johnsons Hardware	17.48
Kanabec County Auditor-Treasurer	400.00
Kanabec County Highway Department	527.95



Kanabec County Highway Department	70.38
Kanabec County Information Systems	7,000.00
Kanabec Soil & Water Cons.	12,760.73
League of MN Cities	149.50
MACA	771.00
Manthie, Wendy	917.24
Marco	91.00
Marco	352.70
Mattson Electric	588.58
McKinnis & Doom PA	93.50
Methven Funeral and Cremation Services	250.00
MRA	236.25
Northern Technology Initiative	1,000.00
Northland Chemical Corp	191.64
Office Depot	83.46
Office Depot	188.66
Office Depot	50.29
Office Depot	55.43
OnSolve LLC	7,987.50
Quadient Leasing USA, Inc.	2,086.20
Ramsey County	1,445.00
Ratwik, Roszak & Maloney, PA	340.00
River Valley Forensic Services, P.A.	2,000.00
Rolstad, Roxanne	40.32
SHI	3,114.28
Stellar Services	203.17
Stellar Services	219.43
Summit Companies	210.00
Summit Food Service Management	7,497.66
Van Alst, Lillian	627.28

### **Road & Bridge**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
A & E Cleaning	950.00
Beaudry Oil & Propane	18,172.45
Caswell Cycle	59.91
Frisch, Nick	39.98
Frontier Precision	846.00
Granite Ledge Electrical	210.14
Kanabec County Highway Dept	48.55
MCEA	210.00

MN Department of Transportation	193.53
M-R Sign	2,864.65
Office Depot	367.98
Trueman Welters	171.01

**12 Claims Totaling: 24,134.20**

Action #55 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #55 – 1/4/22**

**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 Ann Lake Watershed Alliance for a raffle event to be held on the ice near Firepit Bar & Grill, 1434 Ann Lake Rd, Ogilvie, MN 56358 on January 29, 2022.

Craig Smith led a discussion regarding Road and Bridge Equipment and the use of funds from the tax forfeit land sale or the Welia asset-transfer funds instead of levy money to purchase new equipment. The discussion was tabled until the next meeting when Public Works Director Chad Gramentz will be available to attend via WebEx.

County Coordinator Kris McNally led a discussion regarding the potential reinstatement of the Kanabec County Public Health Department's Mandatory COVID-19 Vaccination Policy.

Action #56 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

### **Resolution #56 - 1/4/22**

**BE IT RESOLVED** that if the Supreme Court reinstates the CMS vaccine mandate, the Kanabec County Public Health Department's Mandatory COVID-19 Vaccination Policy (revised) shall be reinstated.

**BE IT FURTHER RESOLVED** that the reinstatement date shall be the date of the Supreme Court's ruling.

Action #57 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #57a – 1/4/22**

**WHEREAS** the negotiating committee has presented the Board with a proposed 2022-2024 bargaining unit agreement between Kanabec County and the Law Enforcement Labor Services, Inc., Local 107, and

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

**BE IT RESOLVED** to approve a 2022-2024 bargaining unit agreement between Kanabec County and the Law Enforcement Labor Services, Inc., Local 107.

### **Resolution #57b – 1/4/22**

**WHEREAS** the negotiating committee has presented the Board with a proposed 2022-2024 bargaining unit agreement between Kanabec County and the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No 320, and

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

**BE IT RESOLVED** to approve a 2022-2024 bargaining unit agreement between Kanabec County and the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No 320.

County Coordinator Kris McNally led a discussion regarding the 2022 Board Operating Guidelines.

**10:25am** – The Board took a five minute break.

**10:33am** – The Board reconvened.

**10:33am** – The Chairperson called for public comment three times. None responded.

**10:34am** – The Chairperson closed public comment.

County Attorney Barbara McFadden led a discussion regarding the proposed Vaccination, Testing and Face Covering Policy.

Action #58 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the following resolution:

## Resolution #58 – 1/4/22

**WHEREAS**, Federal OSHA issued the [COVID-19 Vaccination and Testing Emergency Temporary Standard \(ETS\)](#) requiring employers with 100 or more employees to implement and enforce a mandatory COVID-19 vaccination policy; and

**WHEREAS**, the United States Supreme Court is scheduled to hear challenges to said ETS on January 7, 2022; and

**WHEREAS**, MNOSHA plans to adopt the ETS as soon as January 3, 2022; and

**WHEREAS**, Kanabec County is required to comply with MNOSHA standards; and

**WHEREAS**, the Kanabec County Attorney has developed a policy to comply with the ETS;

**BE IT THEREFORE RESOLVED** that the Kanabec County Board of Commissioners hereby recommends adoption of this policy IF the Supreme Court allow these mandates to proceed; and

**BE IT RESOLVED** that IF the Supreme Court allows these mandates to proceed, the effective date of the policy shall be the date of the Supreme Court ruling; and

**BE IT FURTHER RESOLVED** that the Board grants the Coordinator authority to begin implementation and enforcement the required Vaccination, Testing and Face Covering Policy on the effective date.

Dennis McNally led a continued discussion regarding the 2022 Board Operating Guidelines and requested several changes. County Coordinator Kris McNally will make changes to the document, get clarification on certain areas and bring it back to the board for approval.

Environmental Services Supervisor Teresa Wickeham met with the Board to discuss matters concerning her department.

Action #59 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

## Resolution #59 - 1/4/22

**WHEREAS** Kanabec County wishes to continue to retain legal services for specialized land and environmental issues, and

**WHEREAS** Scott Anderson, of Rupp, Anderson, Squires and Waldspurger, P.A. has previously provided these services in a cost effective manner, and

**WHEREAS** a retainer fee of \$5,000, is proposed for 2022, and

**THEREFORE BE IT RESOLVED** to approve renewing a retainer with Scott Anderson of Rupp, Anderson , Squires and Waldspurger, P.A. for calendar year 2022 at a cost of \$5,000

paid from wetland funds and authorize the chairperson and Public Works Director to sign the agreement.

Probation Director Todd Eustice met with the Board to announce his retirement and introduce his replacement, Luke Athey. Information only, no action was taken.

Future agenda items: 2022 Board Operating Guidelines, Chad Gramentz and/or Jay Munson to discuss the purchase of Road & Bridge Equipment, finish committee appointments, meet with Deanna Pomije to discuss a County Commissioner being appointed to the SWCD Board, County Ditch 2, closed session for union negotiation strategy.

Action #60 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn the meeting at 11:20am and to meet again in regular session on Tuesday, January 18, 2022 at 9:00am.

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

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



## Agenda Item #1b

### PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**December 3, 2021**

The Kanabec County Board of Commissioners held an Emergency Meeting in person and via telephone/video conference call at 9:00am on Friday, December 3, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Absent: None. Staff present on-site: County Coordinator Kris McNally, Public Health Director Kathy Burski and Recording Secretary Kelsey Schiferli.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to accept the agenda as presented.

County Coordinator Kris McNally led a discussion regarding an injunction issued by the UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA MONROE DIVISION on November 30, 2021 restraining entities from implementing the CMS vaccine mandate. A resolution to suspend Kanabec County Public Health Department's Mandatory COVID-19 Vaccination Policy Due to Federal Court Injunction was presented to the Board for approval.

Action #2 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

### **Resolution #2 - 12/3/21**

**WHEREAS** on November 23, 2021 the Kanabec County Board of Commissioners adopted the Kanabec County Public Health Department's Mandatory COVID-19 Vaccination Policy (revised) in response to CMS vaccine mandate; and

**WHEREAS** on November 30, 2021 the UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA MONROE DIVISION issued an injunction restraining

entities from implementing the CMS vaccine mandate;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby suspends the Kanabec County Public Health Department's Mandatory COVID-19 Vaccination Policy effective immediately;

**BE IT FURTHER RESOLVED** that if the Federal Courts reinstate the CMS vaccine mandate, the Kanabec County Public Health Department's Mandatory COVID-19 Vaccination Policy (revised) may be reinstated.

Action #3 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to adjourn the meeting at 9:04am and to meet again in regular session on Tuesday, December 7, 2021 at 9:00am.

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

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

## Agenda Item #2

### Paid Bills - 1/18/22

<b><u>Vendor</u></b>	<b><u>Amount</u></b>	<b><u>Purpose</u></b>	<b><u>Dept</u></b>
Ann Lake Twp	427.38	Final 2021 Settlement	Taxes & Penalties
Arthur Twp	2,210.61	Final 2021 Settlement	Taxes & Penalties
Braham Public Schools	6,443.40	Final 2021 Settlement	Taxes & Penalties
Brunswick Twp	2,421.49	Final 2021 Settlement	Taxes & Penalties
City of Grasston	123.10	Final 2021 Settlement	Taxes & Penalties
City of Mora	52,403.72	Final 2021 Settlement	Taxes & Penalties
City of Ogilvie - Clerk	1,806.63	Final 2021 Settlement	Taxes & Penalties
City of Quamba	10,664.41	Final 2021 Settlement	Taxes & Penalties
Comfort Twp	4,255.99	Final 2021 Settlement	Taxes & Penalties
East Cent. Reg Dev Commission	484.80	Final 2021 Settlement	Taxes & Penalties
East Central School District	3,567.08	Final 2021 Settlement	Taxes & Penalties
Ford Twp	1,807.43	Final 2021 Settlement	Taxes & Penalties
Grass Lake Twp	2,407.97	Final 2021 Settlement	Taxes & Penalties
Haybrook Twp	1,228.92	Final 2021 Settlement	Taxes & Penalties
Hillman Twp	1,200.43	Final 2021 Settlement	Taxes & Penalties
Hinckley - Finlayson Schools	3,244.00	Final 2021 Settlement	Taxes & Penalties
Isle Public Schools	2,104.00	Final 2021 Settlement	Taxes & Penalties
Kanabec County	2,837.73	Final 2021 Settlement	Taxes & Penalties
Knife Lake Improvement District	362.55	Final 2021 Settlement	Taxes & Penalties
Knife Lake Township	2,318.01	Final 2021 Settlement	Taxes & Penalties
Kroschel Twp	1,104.69	Final 2021 Settlement	Taxes & Penalties
Milaca Public Schools	181.38	Final 2021 Settlement	Taxes & Penalties
Mora Public Schools	105,148.82	Final 2021 Settlement	Taxes & Penalties
Ogilvie Public Schiils	20,183.48	Final 2021 Settlement	Taxes & Penalties
Peace Township	3,423.15	Final 2021 Settlement	Taxes & Penalties
Pine City Public Schools	4.65	Final 2021 Settlement	Taxes & Penalties
Pomroy Twp	2,634.68	Final 2021 Settlement	Taxes & Penalties

Southfork Twp	1,410.59	Final 2021 Settlement	Taxes & Penalties
Whited Twp	946.28	Final 2021 Settlement	Taxes & Penalties
Coborns	500.00	Gift Cards for VFW Donation	Veteran Services
Kwik Trip	10,279.52	Gas Credit Cards	Various
Minnesota Department of Finance	7,526.50	12.21 State Fees & Surcharges	Recorder
Minnesota Department of Finance	1,658.00	4Q21 Forfeiture State Fees	Sheriff
Office of MN.IT Services	1,338.65	WAN	IS
VISA	1,188.47	See Below	
Chamberlain Oil	187.85	Shop Supplies	Highway
East Central Energy	192.60	Intersection Lighting	Highway
Minnesota Department of Finance	17,918.90	4Q21 Torrens Real Est Assuranc & State Assurance Fees	State Revenue Fund
Minnesota Department of Health	1,657.50	4Q21 Well Cert Fees	State Revenue Fund
Card Services (Coborns)	101.05	Wellness Supplies	Employee Wellness Progra
The Hartford Priority Accounts	4,067.25	Jan 22 Life Ins Premiums	Employee Benefits Fund
CW Technology	1,576.40	Monthly Mail Filter Agreement	IS
E C Riders	15,607.93	2022 BM#1 Snake River Trail	Unallocated
Kanabec County Auditor HRA	6,000.00	W Thompson 6/9	HR
Mora Municipal Utilities	11,541.39	Electric & Water Utilities	Various
Spire Credit Union	7,897.27	See Below	
Verizon Wireless	3,615.31	Monthly Service	Various
East Central Energy	1,460.11	Intersection Lighting	Highway
Quality Disposal	164.25	Garbage Pickup	Highway
Kanabec County Auditor-Treas	634.61	COJ Pmt 2021 06.02295.00	Prepaid Tax Fund
<b>50 Claims Totaling:</b>	<b><u>\$332,470.93</u></b>		

VISA	-219.38	Adjustment to 12/16 bill	Building Maintenance
	54.54	Late Fees & Interest	Building Maintenance
	89.62	Amazon/Flood Light	Building Maintenance
	475.69	SupplyHouse/Copper Coupling et	Building Maintenance
	60.15	Uline/Wall Clock	Building Maintenance
	359.98	Amazon/Stand Up Desks	Building Maintenance
	129.76	Alliance California Laundry	Jail
	217.11	SupplyHours/Inducer Fan & Moto	Highway
	21.00	Late Fees & Interest	Welfare

**9 Claims Totaling: \$1,188.47**

Spire Credit Union

169.99	Amazon/Viewsonic Monitor	ARPA Funds
316.08	Hilton/Conf Stay (BM)	Attorney
29.78	Amazon/Flash Drive	Attorney
1,109.00	B&H Photo/HP Laptop	Attorney
150.00	Realtor Assoc/MLS Fees	Assessor
255.00	Realtor Assoc/2022 Dues	Assessor
53.75	MN Dept of Rev/License (SR)	Assessor
52.50	MAAO/Dues	Assessor
225.00	IAAO/Dues	Assessor
120.86	IM Hotel/Conf Stay (TV)	Assessor
105.00	MAAO/Membership Renewal	Assessor
122.56	Amazon/Office Supplies	Assessor
29.98	Amazon/Office Supplies	Assessor
44.60	Amazon/Office Supplies	Assessor
38.66	Market on Main/GWOT Gifts	Veteran Services
19.24	Amazon/Brother Toner	Transit
57.74	Amazon/Brother Toner	Transit
12.99	Amazon/Prime Membership	Sheriff
1,250.00	BCA Trng/DARE Officer	Sheriff
32.17	Amazon/File Folders	Sheriff
22.33	Amazon/Office Supplies	Sheriff
17.79	Amazon/Zip Ties	Sheriff
16.99	Amazon/Phone Case	Sheriff
28.93	BADGES Supplies	Sheriff
37.53	Amazon/BADGES Supplies	Sheriff
32.36	Amazon/Hand Sanitizer	Jail
27.97	Amazon/Ibuprofen	Jail
59.56	Amazon/Thermometer Covers	Jail
55.00	Priority Disp/Recert Fee (DW)	E911
29.99	Amazon/KVM Switch 4 port	E911
18.99	Amazon/Speakers	E911
212.40	Checsforless/Deposit Slips	Highway



0.99	APPPLE/Storage	Highway
7.12	Amazon/USB A to B Cable	Welfare
72.93	Amazon/Viewsonic Monitor	Welfare
14.82	Amazon/Monitor Mount	Welfare
5.74	Amazon/APC Surge Protector	Welfare
114.06	Amazon/Viewsonic Monitor	Welfare
23.17	Amazon/Monitor Mount	Welfare
8.99	Amazon/APC Surge Protector	Welfare
29.99	Amazon/Wireless Keyboard	Welfare
17.60	Availity Subscrip Fee	Community Health
124.50	MN State Colleges BLS Cert	Community Health
49.20	Suplies for Child Imm Clinic	Community Health
15.40	Availity Subscrip Fee	Community Health
22.00	Availity Subscrip Fee	Community Health
2,450.54	MN Home Care Assn Membership	Community Health
124.50	MN State Colleges BLS Renewal	Community Health
60.98	Amazon/Wellness Comm Incent	Employee Wellness
<b>49 Claims Totaling:</b>	<b><u>\$7,897.27</u></b>	

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 1/18/22

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	MacTek Systems Inc.	7,706.00	Annual Preventative Maintenance
911 EMERGENCY TELEPHONE SYSTEM	Marco	1,396.40	Contract Fees, Dispatch
911 EMERGENCY TELEPHONE SYSTEM	State of Minnesota - BCA	270.00	CJDN Access Fees
		<b>9,372.40</b>	
ASSESSOR	Auto Value Mora	23.98	Wipers for Impala
ASSESSOR	Marco	159.00	Standard Payment
		<b>182.98</b>	
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	December 2021 Cleaning
BUILDINGS MAINTENANCE	Grainger	51.21	Chair Mat
BUILDINGS MAINTENANCE	Granite City Jobbing Co	772.15	Cleaning & Paper Supplies
BUILDINGS MAINTENANCE	J.F. Ahern Co	845.00	Replace Air Maintenance Device, Courts
BUILDINGS MAINTENANCE	Mid-American Research Chemical	412.41	Urinal Screens
BUILDINGS MAINTENANCE	Quality Disposal Systems	394.21	Solid Waste Fees - Courthouse & PSB
		<b>8,885.22</b>	
COMPUTER EXPENSES	Marco Technologies LLC	337.28	Contract for Printer Service
COMPUTER EXPENSES	MCIS	10,934.00	MCIS Property Tax Quarterly Support
		<b>11,271.28</b>	
COUNTY ATTORNEY	Bureau of Criminal Apprehension	120.00	BCA CJDN 10/1/21-12/31/21 Access Fee
COUNTY ATTORNEY	Cundy, Steve	260.00	Minnesota Lawyer Potal - Steve Cundy Reimbursement
COUNTY ATTORNEY	CW Technology	660.32	ZIX Licenses (8)
COUNTY ATTORNEY	Marco Technologies LLC	1,596.50	Copier Contract Charges
COUNTY ATTORNEY	Office Depot	60.41	Office Supplies
COUNTY ATTORNEY	RELX Inc, BCA LexisNexis	189.08	LexisNexis December 2021 Charges

		<b>2,886.31</b>	
COUNTY COORDINATOR	Marco	2,646.10	Annual Printer Contract
		<b>2,646.10</b>	
COUNTY CORONER	Ingebrand Funeral Home	430.00	Removal & Transport
COUNTY CORONER	Methven Funeral and Cremation Services	400.00	Removal & Transport
COUNTY CORONER	Ramsey County	1,615.00	Post Mortem Exam/Toxicology
		<b>2,445.00</b>	
COUNTY RECORDER	Access	438.00	Storage Charges - 2021
COUNTY RECORDER	Marco	581.14	Printer Contract
COUNTY RECORDER	Schneider Geospatial, LLC	11,400.00	Beacon Hosting - Assessors Department
		<b>12,419.14</b>	
COURT ADMINISTRATOR	CORE Professional Services P.A.	800.00	Doctor Fees for Psychological Evaluation
		<b>800.00</b>	
ECONOMIC DEVELOPMENT	EDAM	295.00	EDAM 2022 Membership Dues
ECONOMIC DEVELOPMENT	Kanabec Publications	25.46	EDA Annual Meeting Notice
		<b>320.46</b>	
ELECTIONS	Kanabec Publications	29.23	Publish Filing Spec Comm 2
		<b>29.23</b>	
ENVIRONMENTAL SERVICES	Bracewell, Earl	86.20	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Hallin, Ronald	88.44	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Hoisington Koegler Group Inc.	3,202.80	Comprehensive Plan Project Management
ENVIRONMENTAL SERVICES	Kanabec County Highway Department	63.69	Fuel - Nov 2021
ENVIRONMENTAL SERVICES	Kanabec Publications	81.69	BOA & P.C. Yearly Notices, P.C. Comp Plan Mtg
ENVIRONMENTAL SERVICES	MACAI	100.00	2022 MN Assoc. County Ag Inspectors
ENVIRONMENTAL SERVICES	O'Brien, Pat	90.68	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Olson, Rhonda	83.96	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Sabinash, Douglas	83.96	Planning Commission Per Diem & Mileage

ENVIRONMENTAL SERVICES	Schneider Geospatial, LLC	7,800.00	Software Maintenance & Support Package
ENVIRONMENTAL SERVICES	SWAA/AMC	200.00	2022 MN Solid Waste Adm. Assoc.
ENVIRONMENTAL SERVICES	Zaudtke, Wayne	78.36	Planning Commission Per Diem & Mileage
		<b>11,959.78</b>	
HUMAN RESOURCES	American DataBank	138.55	Background Studies for New Employees (2)
HUMAN RESOURCES	Association of MN Counties	4,900.00	HR Technical Assistance
			Job Ads - Court Services Director & Certified Appraiser/Appraiser Trainee
HUMAN RESOURCES	ECM Publishers	330.00	Job Ads - HEO, CADD Tech, RN/Cert. PHN, Building Mtn Tech, Case Aid, Cert. Appraiser/Appraiser Trainee
HUMAN RESOURCES	Kanabec Publications	441.80	2022 WC Renewal
HUMAN RESOURCES	MN Counties Insurance Trust	69,739.00	2022 WC FS Renewal
HUMAN RESOURCES	MN Counties Insurance Trust	4,257.00	
		<b>79,806.35</b>	
INFORMATION SYSTEMS	CW Technology	9,847.75	Meraki System and License
INFORMATION SYSTEMS	E911 IES	129.24	IES Yearly Service
INFORMATION SYSTEMS	KnowBe4 Inc.	2,018.25	Subscription 6 Months
INFORMATION SYSTEMS	Marco	3,216.80	Phone Lease
		<b>15,212.04</b>	
LAW LIBRARY	RELX Inc. DBA LexisNexis	225.00	Law Library Invoice
		<b>225.00</b>	
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	488.00	REAM GRANT Dec 2021
		<b>488.00</b>	
PUBLIC TRANSPORTATION	A and E Cleaning Services	500.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	Auto Value Mora	518.05	Bus Parts
PUBLIC TRANSPORTATION	Curtis, Michael	521.92	Volunteer Driver, 12/13-12/31
PUBLIC TRANSPORTATION	Curtis, Michael	179.60	Volunteer Driver, 1/1-1/9
PUBLIC TRANSPORTATION	East Central Exterminating	125.00	Service for December
PUBLIC TRANSPORTATION	Fairview Health Services	90.00	Drug Screens
PUBLIC TRANSPORTATION	Glen's Tire	28.00	Bus Tire Repair

PUBLIC TRANSPORTATION	Granite City Jobbing Co	275.74	Office Supplies
PUBLIC TRANSPORTATION	Granite Electronics	2,750.00	2022 Airtime Fees
PUBLIC TRANSPORTATION	Hoefert, Robert	187.27	Volunteer Driver 1/1-1/9
PUBLIC TRANSPORTATION	Industrial Health Services Network Inc	45.90	Drug Screen
PUBLIC TRANSPORTATION	Innovative Office Solutions, LLC	46.95	Office Supplies
PUBLIC TRANSPORTATION	Kanabec County Highway Department	463.10	Bus Repairs, Oil changes, Fuel, Van Repairs
PUBLIC TRANSPORTATION	Kanabec Publications	597.00	Advertising
PUBLIC TRANSPORTATION	Manthie, Wendy	238.00	Volunteer Driver, 12/28-12/31
PUBLIC TRANSPORTATION	Manthie, Wendy	555.75	Volunteer Driver, 1/1-1/9
PUBLIC TRANSPORTATION	Marco	134.68	Printer Contracts
PUBLIC TRANSPORTATION	Marco Technologies LLC	76.73	Mora Printer Yearly Fees
PUBLIC TRANSPORTATION	Midcontinent Communications	246.68	Utilities Mora
PUBLIC TRANSPORTATION	MN Counties Insurance Trust	6,223.00	2022 PC Renewal
PUBLIC TRANSPORTATION	MN Counties Insurance Trust	7,465.00	2022 WC Renewal
PUBLIC TRANSPORTATION	Quality Disposal Systems	26.34	December Service
PUBLIC TRANSPORTATION	Van Alst, Lillian	181.94	Volunteer Mileage 1/1-1/9
PUBLIC TRANSPORTATION	Van Alst, Lillian	235.20	Volunteer Mileage 12/28-12/31
		<b>21,711.85</b>	
SANITATION	East Central Solid Waste Commission	131.06	Kanabec Co Hwy Dept, Mixed Solid Waste
SANITATION	Veolia Environmetnal Services	9,113.68	2021 HHW Colelction
		<b>9,244.74</b>	
SHERIFF	AT&T Mobility	929.40	Monthly Service
SHERIFF	Axon Enterprise Inc.	1,746.00	Taser Assurance Plan, CEW Annual Payment
SHERIFF	Braham Motor Service Inc	186.19	Squad Injector/Connector & Labor
SHERIFF	Children's Hospitals and Clinics of MN	895.00	S.A. Exam
SHERIFF	Coborn's Inc	1,123.80	BADGES Gift Cards
SHERIFF	Frisch, Justin	195.00	Reimbursement for EMR 16 Hour Course
SHERIFF	Galls	10.02	Belt Keepers
SHERIFF	Glen's Tire	994.30	Flat Repair, Install/Balance Snow Tires (2 squads), Tires (1 squad)
SHERIFF	Isanti County Sheriff's Office	70.00	Service of Forfeiture Paperwork
SHERIFF	League of Minnesota Cities	1,980.00	PATROL Subscription
SHERIFF	Minnesota Sheriffs' Association	5,747.99	ICLD Project, MSA Dues, Lexipol Project Dues

SHERIFF	Morrison County Sheriff's Office	50.00	Service of Forfeiture Paperwork
SHERIFF	O'Reilly Auto Parts	9.92	Wheel Nut
SHERIFF	SHI	64.00	Price Difference, Panasonic Toughbook Upgrade
SHERIFF	State of Minnesota - BCA	530.00	Permit to Carry
SHERIFF	Streicher's	419.08	Practice Ammunition
SHERIFF	Streicher's	1,874.25	Ammunition & Practice Ammunition
SHERIFF	Tinker & Larson Inc	289.75	Squad Oil Change & Front Brake Pads
		<b>17,114.70</b>	
SHERIFF - CITY OF MORA	AT&T Mobility	44.67	Monthly Service
SHERIFF - CITY OF MORA	O'Reilly Auto Parts	19.45	Wiper Blade
		<b>64.12</b>	
SHERIFF - JAIL/DISPATCH	Ace Hardware	151.45	Paint & Painting Supplies for Jail
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	18,970.14	Jan /Feb On site Medical & Mental Health Contracts
SHERIFF - JAIL/DISPATCH	Coborn's Pharmacy	96.18	Inmate Prescriptions
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	December 2021 Cleaning
SHERIFF - JAIL/DISPATCH	Johnson Hardware & Rental	29.45	Pine Sol, Dish Soap, Disinfectant Wipes
SHERIFF - JAIL/DISPATCH	Marco	523.46	Contract Fees, Booking & Jail Admin
SHERIFF - JAIL/DISPATCH	Noble Medical Inc	114.14	Noble Split Specimen Cups
SHERIFF - JAIL/DISPATCH	Quality Disposal Systems	199.35	December Services
SHERIFF - JAIL/DISPATCH	Stellar Services	445.28	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	123.76	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,742.75	Inmate Meals 12/25-12/31
		<b>24,980.76</b>	
SHERIFF - RESERVES	Kastenbauer, Paul	387.35	Reimbursement for Granite Electronics & Oslin Lumber, Closet Pole
		<b>387.35</b>	
SNAKE RIVER WATER MANAGEMENT I	Heitke, Bart	13,639.50	Heitke Project
SNAKE RIVER WATER MANAGEMENT I	Kanabec County Environmental Services	25,000.00	Env Services/Kanabec Co 2021 Contract
SNAKE RIVER WATER MANAGEMENT I	Kanabec Publications	15.93	Public Notice, Snake River Watershed
SNAKE RIVER WATER MANAGEMENT I	MN Counties Intergovernmental Trust	1,284.00	Insurance & Workers Comp
SNAKE RIVER WATER MANAGEMENT I	Peterson Company LTD	2,000.00	Snake River Audit 2020 - Audit Completed



		<u>41,939.43</u>	
TAX & PENALTY	Larson, Roger	602.00	2021 Abatement Refunds, 05.00885.50, 05.00890.00
TAX & PENALTY	Stewart, William	320.00	2021 Abatement Refund 01.01625.00
TAX & PENALTY	Zaudtke, Debra	<u>471.28</u>	Refund Quamba SA, Refund 2020 & 2021 SA Q13Sewer
		<b>1,393.28</b>	
UNALLOCATED	Kanabec Publications	857.12	TNT Notice, Committee Vacancy Ads, County Board Minutes
UNALLOCATED	MN Counties Insurance Trust	146,793.00	2022 PC Renewal
UNALLOCATED	MN Counties Insurance Trust	11,008.00	2022 PC FS Renewal
UNALLOCATED	Northland Securities Inc	<u>1,250.00</u>	2020 Annual Disclosure Report
		<b>159,908.12</b>	
VETERAN SERVICES	CW Technology	165.08	ZIX Licenses (2)
VETERAN SERVICES	Kanabec County Community Health	<u>3,008.46</u>	Media Engagement Work Jun 2021-Dec 2021
		<b>3,173.54</b>	
PUBLIC HEALTH	CW Technology	<u>495.24</u>	ZIX Licenses (6)
		<b>495.24</b>	
WELFARE	CW Technology	<u>3,879.38</u>	ZIX Licenses (47)
		<b>3,879.38</b>	
<b>128 Claims Totaling:</b>		<u><u><b>\$ 443,241.80</b></u></u>	

# Agenda Item #3b

## Regular Bills - Road & Bridge

### Bills to be approved: 1/18/22

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
A1 Rescue Towing	750.00	Tow
A & E Cleaning	1,000.00	Office cleaning
Ace Hardware	42.83	Shop supplies
Aramark	333.13	Coveralls and janitorial supplies
Auto Value	3,519.33	Repair parts
Central McGowan	177.84	Welding supplies
Central Pension Fund	221.60	Training center use fee
City of Mora	930.80	Antenna Lease
EATI	252.88	Equipment Lights
FS Solutions	56.38	DOT drug tests
Glens Tire	100.00	Tire Repair
Gopher State One-Call	4.05	Locates
Kanabec County Highway Dept	46.20	Petty Cash, Postage
Kroschel Land Surveyors	600.00	Surveying
Kwik Trip	23.85	Carwash and fuel
Lake Superior College	250.00	Training
Marco	3,529.18	Printer fee and phones
MN Dept. of Transportation	200.00	Training
Mora Chevrolet	301.42	Repair parts
Morton Salt	14,180.25	Salt
Northern Lines Contracting	20,282.50	SAP 033-610-019 CSAH 10
Northern Safety Co	265.32	Safety and cleaning supplies
Northpost	2,640.24	Railing install
Nuss Truck	1,683.16	Repair parts
Office Depot	52.12	Office Supplies
Owens Auto Parts	212.58	Repair parts
Power Plan (RDO)	10,677.30	Repair labor and parts
Premier Outdoor Services	10,570.00	Snow removal
Scientific Sales	94.00	Glasses
Summit Companies	578.00	Fire alarm inspection
Towmaster	1,064.34	Repair parts
Tri-State Bobcat	145.50	Repair parts
Trueman Welters	3,981.76	Repair parts
USIC Locating	30.00	Locates
Wiacom	675.30	GPS
Widseth Smith Nolting	8,211.25	Engineering
<b>36 Claims Totaling:</b>	<b><u>\$87,683.11</u></b>	

# Agenda Item #4

January 18, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Committee Appointments (Continued from 1/4/22)	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally

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

### Resolution #\_\_ - 1/18/22

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

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

### Resolution #\_\_ - 1/18/22

**BE IT RESOLVED** to re-appoint Craig Smith to the Snake River Watershed Management Board Advisory Board for a three year term commencing immediately and expiring January 3, 2023.

### Resolution #\_\_ - 1/18/22

**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.

### Resolution #\_\_ - 1/18/22

**BE IT RESOLVED** to appoint Kevin Schiferli as an alternate to the Insurance Committee to represent the Local 49 for a three year term commencing immediately and expiring January 7, 2025.

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#### **f. Background:**

Terms that have expired are highlighted in yellow. Letters have been sent to committee members asking if they would like to serve another term.

Terms highlighted in blue have agreed to another term.

Terms highlighted in red have declined reappointment.

Letters of interest have been received for the following boards (see attached):

**Insurance Committee – Alternate to represent the Local 49 (need 1):** Kevin Schiferli

Emails were sent to the Union Stewards for the Local 49, Local 106, and Local 107, as well as all non-union employees on 12/30/21 seeking letters of interest to fill the four vacancies for alternates on the Insurance Committee. One letter of interest was received from the Local 49.

An email was sent to the Public Works Director on 12/30/21 seeking a recommendation or letters of interest to fill the vacancy on the Safety Committee for a representative from the Highway Building. No recommendations or letters of interest have been received.

A letter was sent to the Whited Township Clerk on 1/12/22 seeking a recommendation to fill the vacancy on the Railroad Authority Advisory Committee for a Whited Township Representative.

The following vacancies are being re-advertised for 2 weeks in both the Times and Advertiser. The deadline for submitting letters of interest is January 27th.

**City/County Airport Zoning Board** – one opening

**Emergency Medical Services Board Advisory Committee** – one primary and one alternate

**Health and Human Services Advisory Committee** – three citizen openings

**Planning Commission** – one at large member from an unincorporated area

**Railroad Authority Advisory Committee** – one Whited Township representative

**Advisory Board to Snake River Water Management Board** - one at-large or lake association representative

**Water Plan Board** – one citizen appointee

Supporting Documents: None    Attached: ☒

<b>Date received in County Coordinators Office:</b>	n/a – originating department
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**Coordinators Comments:**

# 2022 - COMMITTEE MEMBERSHIP

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## **AQUATIC INVASIVE SPECIES COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	09/09/15		1 <sup>st</sup>

## **ASSOCIATION OF MN COUNTIES**

### **VOTING DELEGATES (Annual appointment)**

All Five (5) Commissioners, plus;

1. Kristine McNally
2. Barbara McFadden
3. Kathy Burski

Description: At the Annual AMC Conference, each county is allowed eight delegates; usually the five commissioners and three staff people.

### **POLICY COMMITTEE MEMBERS**

Environment & Natural Resources:	Teresa Wickeham
General Government:	Kris McNally
Health & Human Services:	Kathy Burski
Public Safety:	Brian Smith
Transportation & Infrastructure:	Chad Gramentz

Description: Counties must appoint one commissioner or county official to each of the five AMC policy committees. Individuals may not serve as a voting member on more than one policy committee.

## **BOARD OF ADJUSTMENT**

### **Regular Members:**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Pat O'Brien	01/05/21	01/02/24	3 <sup>rd</sup>
Position A, Planning Commission Member			
Fred Sawatzky	10/06/20	01/03/23	1 <sup>st</sup> partial
Position B, Unincorporated Area			
Gene Carda	01/05/21	01/02/24	3 <sup>rd</sup>
Position C, Regular Member			

### **Alternate Member:**

Ronald Peterson	01/04/22	01/07/25	2 <sup>nd</sup>
Position D, Alternate			

Description: Collects information and conducts public hearings on variance requests pertaining to shoreline regulations as defined by the Kanabec County Shoreline Ordinance. One must be from the Planning Commission. One must be from an unincorporated area of the county (not in a city). The implication in Statute is that the others be county residents, but it doesn't explicitly state this.

## **CAFETERIA (SECTION 125) PLAN COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Board Chairperson	05/28/97	n/a	
County Auditor	05/28/97	n/a	
Personnel Director	05/28/97	n/a	

Description: Considers exceptions and hardship cases under the county pre-tax spending plan for out of pocket medical expenses, insurance premiums and childcare.

## **CENTRAL MINNESOTA COUNCIL ON AGING**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rick Mattson	01/04/22	upon election of District 2 Commissioner	interim
Rick Mattson (alternate)	01/05/21	01/03/23	1 <sup>st</sup> partial

## **CENTRAL MINNESOTA JOBS & TRAINING**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/05/21	01/02/24	7 <sup>th</sup>

## **CITY/COUNTY AIRPORT ZONING BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Vacant			
Greg Yankowiak	01/05/21	01/02/24	2 <sup>nd</sup>

Description: This board is designated under state statute and consists of members appointed by the City of Mora and the county. The board meets to make, revise and approve airport zoning. This is a Joint Airport Zoning Board pursuant to §360.063, Subd. 3.

## **COUNTY ASSESSOR**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Tina Diedrich-Von Eschen	01/01/21	12/31/24	n/a

4 year appointments. 90 day notice to not reappoint. Must have Senior Accreditation from the State Board of Assessors or be able to obtain accreditation within 2 years. Appointment must be approved by the State Commissioner of Revenue.

## **COUNTY CORONER**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dr. Kelly Mills, M.D.	01/04/21	12/31/22	n/a

Must have successfully completed academic courses in pharmacology, surgery, pathology, toxicology, and physiology. Must appoint 30 days prior to expiration. Appointment must be made no later than 30 days before expiration.

## **COUNTY ENGINEER**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chad Gramentz	05/31/19	05/30/23	n/a

Appointed per §163.07

## **COUNTY SURVEYOR**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Tyler Kroschel	01/08/19	01/09/23	n/a

Must be licensed in Minnesota as a Land Surveyor. (30 day notice to not reappoint)



### **DITCH INSPECTOR**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chad Gramentz	01/07/20	01/03/23	n/a

### **DRAINAGE AUTHORITY BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/05/21	01/03/22	N/A
District 2 Commissioner			N/A
Les Nielsen	01/05/21	01/03/22	N/A
Rick Mattson	01/05/21	01/03/22	N/A
Craig Smith	01/05/21	01/03/22	N/A

### **E-911 COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	01/04/22	01/07/25	2 <sup>nd</sup>
Dennis McNally ( <i>alternate</i> )	01/05/21	01/02/24	3 <sup>rd</sup>

Description: Works with the County Sheriff on issues regarding implementing Enhanced 911 emergency phone service in Kanabec County.

### **EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rick Mattson	01/04/22	upon election of District 2 Commissioner	interim

### **EAST CENTRAL REGIONAL LIBRARY**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rick Mattson	01/04/22	01/07/25	1 <sup>st</sup>
Rhonda Olson	01/07/20	01/03/23	1 <sup>st</sup>
Karen Rasmusson	01/05/21	01/02/24	2 <sup>nd</sup>

Description: These three people represent Kanabec County on the six county East Central Regional Library Board. This library system serves Aitkin, Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties. Must be a resident of Kanabec County. Not more than one commissioner.

### **EAST CENTRAL SOLID WASTE COMMISSION**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/04/22	01/07/25	3 <sup>rd</sup>
<u>Alternate</u>			
Les Nielsen	01/04/22	01/07/25	3 <sup>rd</sup>

### **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	02/13/19	01/03/22	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	02/13/19	01/03/22	City Representative	2 <sup>nd</sup>
Dennis McNally	01/04/22	upon election of District 2 Commissioner	County Commissioner	interim

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 FOOD AND SHELTER PROGRAM (EFSP) BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chuck Hurd	01/04/22	01/07/25	2 <sup>nd</sup>

Description: The Federal Government gives counties money for emergency use. FEMA meets once a year to decide how the money should be spent. Applications are obtained by agencies and groups that need assistance (ie: food shelves). This money is intended to alleviate housing and food shortages.

### **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	2 <sup>nd</sup>

2 year terms. Limited to 3 terms.

### **Advisory Committee**

Vacant	01/08/19	01/03/22	2 <sup>nd</sup>
alternate - Vacant	01/10/07	01/04/10	

Advisory Committee meets 6 times per year.

### **EXTENSION COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>District</u>	<u>Term</u>
Terry Salmela	01/05/21	01/02/24	5	3 <sup>rd</sup>
Jennifer Ernest	01/07/20	01/03/23	2	2 <sup>nd</sup>
Jean Mattson	01/05/21	01/02/24	5	4 <sup>th</sup>
Kelsey Schiferli	01/07/20	01/03/23	4	2 <sup>nd</sup>
Barbara McFadden	01/05/21	01/02/24	1	2 <sup>nd</sup>
Jane Schmidt	01/05/21	01/02/24	At large	1 <sup>st</sup>
Rick Mattson	01/05/21	01/02/24	Commissioner	1 <sup>st</sup>
Les Nielsen	2022 Chairperson of the County Board (Statutory)			
Lisa Holcomb	Auditor/Treasurer Designee (Statutory)			

Description: The Minnesota State Legislature established County Extension Committees in 1923. The statute mandates a committee of nine:

1. The chair of the County Board of Commissioners,
2. One other commissioner
3. The County Auditor (or their designee) as Secretary
4. Six county residents selected by the County Board.

Committee responsibilities include: attending Extension Committee meetings, Performance evaluation of the educators, program development, assist in marketing Extension programs, and evaluation and budget development.

## **HEALTH AND HUMAN SERVICES ADVISORY COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Jenny Danielson	8/18/20	01/03/23	Recipient of Service	1 <sup>st</sup>
Randy Hall	8/18/20	01/03/23	Recipient of Service	1 <sup>st</sup>
Carol Peterson	8/18/20	01/03/23	Recipient of Service	1 <sup>st</sup>
Charlie Strickland, Jr.	8/18/20	01/03/23	Recipient of Service	1 <sup>st</sup>
Vacant			Citizen of the County	1 <sup>st</sup>
Vacant			Citizen of the County	
Jack Doughty			Citizen of the County	
Vacant			Citizen of the County	
Bob Benes	8/18/20	01/03/23	Lakes and Pines CAC, Inc.	1 <sup>st</sup>
Desi Panek	8/18/20	01/03/23	7 County Senior Federation	1 <sup>st</sup>
Diane Bankers	8/18/20	01/03/23	Welia Health	1 <sup>st</sup>
Les Nielsen	8/18/20	01/03/23	County Commissioner/Corrections Advisory Board	1 <sup>st</sup>
Chuck Hurd	8/18/20	01/03/23	Human Services Director	1 <sup>st</sup>
Kathy Burski	8/18/20	01/03/23	Community Health Director	1 <sup>st</sup>
Kathy Belsheim	8/18/20	01/03/23	Ogilvie Schools Superintendent	1 <sup>st</sup>
Dan Voce	8/18/20	01/03/23	Mora Schools, Superintendent	1 <sup>st</sup>
Vacant			Mora City Administrator	1 <sup>st</sup>

Description: 2 Year terms. Pursuant to MN Statute 402.03 this advisory committee shall actively participate in the formulation of the plan for the development, implementation and operation of the programs and services by the board, and shall make a formal recommendation to the board at least annually concerning the annual budget and implementation of the plan in the ensuing year.

## **HIGHWAY 23 COALITION**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Primary</u>			
Dennis McNally	01/07/20	01/03/23	1 <sup>st</sup>
<u>Alternate</u>			
Les Nielsen	01/07/20	01/03/23	1 <sup>st</sup>

## **HOSPITAL BOARD:**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/04/22	01/07/25	2 <sup>nd</sup>

Description: This is the governing board of the Kanabec Hospital. Must be a resident of Hospital Service area. Limit 3 3-year terms- excluding commissioners.

## **HOUSING REDEVELOPMENT AUTHORITY BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
District 2 Commissioner			N/A
Rick Mattson	01/05/21	01/03/22	N/A
Dennis McNally (Vice-Chair)	01/05/21	01/03/22	N/A
Craig Smith	01/05/21	01/03/22	N/A
Les Nielsen	01/05/21	01/03/22	N/A

Kristine McNally, Board Secretary Appointed 01/05/21 non-voting

Description: Yearly terms. Chair and Vice-chair will match the chair and vice chair of the County

## INSURANCE COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
<b>Members:</b>				
Craig Smith	01/04/22	01/07/25	[Commissioners]	2 <sup>nd</sup>
Roberta Anderson	01/05/21	01/02/24	[Local 320]	2 <sup>nd</sup>
Michael Currie	01/04/22	01/07/25	[Local 49]	1 <sup>st</sup>
Susan Coon	01/07/20	01/03/23	[Local 107]	2 <sup>nd</sup>
Tammy Owens	01/07/20	01/03/23	[Local 363]	2 <sup>nd</sup>
Chad Gramentz	01/05/21	01/02/24	[Dept Heads]	1 <sup>st</sup>
Kate Mestnik	01/05/21	01/02/24	[Non-union]	3 <sup>rd</sup>
Justin Frisch	01/07/20	01/03/23	Local 106	2 <sup>nd</sup>
Kim Christenson	[Secretary] indeterminate term			
Kristine McNally	n/a - ex officio			

### **Insurance Committee Alternates:**

Rick Mattson	01/05/21	01/02/24	[Commissioners]	1 <sup>st</sup>
Marie Sward	01/07/20	01/03/23	[Local 320]	1 <sup>st</sup>
Vacant	10/11/19	01/03/22	[Local 49]	1 <sup>st</sup>
Vacant			[Local 106]	
Vacant			[Local 107]	
Jennifer Anderson	01/07/20	01/03/23	[Local 363]	1 <sup>st</sup>
Vacant	01/07/20	01/03/23	[Non-union]	
Lisa Blowers	01/07/20	01/03/23	[Dept Heads]	2 <sup>nd</sup>

## JUVENILE DETENTION CENTER ADVISORY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Advisory Board</u>			
Les Nielsen	01/07/20	01/03/23	7 <sup>th</sup>
Luke Athey	01/04/22	01/07/25	1 <sup>st</sup>

### Operations Sub-Committee

Luke Athey	01/04/22	01/07/25	1 <sup>st</sup>
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Description: Part of the East Central Regional Juvenile Detention Center Joint Powers Board to set policy and make financial decisions for the Juvenile Detention Center in Lino Lakes.

## LAKES & PINES COMMUNITY ACTION COUNCIL BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rick Mattson	01/04/22	upon election of District 2 Commissioner	interim

## LAW LIBRARY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	01/04/22	upon election of District 2 Commissioner	interim

## MAGIC FUND DESIGNEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Denise Snyder	02/25/98	Indefinite	n/a

Description: This is the person designated by the board to manage funds in the Association of

## **MINNESOTA COUNTIES COMPUTER COOPERATIVE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Delegate</u>			
Karen McClellan	04/12/95	no term limit	
<u>Alternates:</u>			
Denise Snyder	01/04/98	no term limit	
Marie Sward	03/15/19	no term limit	

Description: MCCC is a joint power organization providing services, software and other cost-effective measures, to substantially reduce the cost of data processing for Minnesota Counties. MCCC cooperatively provides for establishment, operation and maintenance of data processing facilities and management information systems. MCCC uses regionally elected representatives on various committees to conduct day-to-day operations. Several user groups are organized around the use of common business needs, software products and systems. The Board of Directors is made up of one delegate from each member county and meets annually to set policies and the budget. The user group committees are elected regionally and hold monthly or as needed meetings.

## **MINNESOTA COUNTIES INFORMATION SYSTEMS (MCIS)**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Director</u>			
Tina Von Eschen	08/18/20	no term limit	
<u>Alternates:</u>			
Karen McClellan	08/18/20	no term limit	
Katie Koenings	08/18/20	no term limit	

Description: MCIS is a joint powers organization dedicated to providing quality, integrated information solutions through customized computer applications and responsive support. MCIS is a governmental organization, established in 1975 as a joint powers under MN Statutes §471.59. There are eleven (11) "Full" members and four (4) "Associate" members. A "Full Member" is a governmental unit who participates fully in the joint powers agreement, and has a vote on the MCIS Board. An "Associate Member" is a governmental unit purchasing services from MCIS through an executed service agreement, but are not signatories to joint powers agreement and has no voting rights on the MCIS Board. The MCIS Board meets quarterly in July, October, January and April at such time and place as designated by the Board.

## **NORTH TH 65 CORRIDOR COALITION**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Delegate</u>			
Dennis McNally	01/04/22	upon election of District 2 Commissioner	interim
<u>Alternates:</u>			
Dennis McNally	01/07/20	01/03/23	1 <sup>st</sup>

VISION STATEMENT: The general purpose of this agreement is to create an organization through which the members that are parties to this Agreement may jointly and cooperatively plan for and maximize the opportunities for sub-regional transportation and transit development, quality growth and diversification along TH 65 through a system of collaboration, pursuant to Minnesota Statutes, 2004, Section 471.59.

## **OUTLOOK HEALTH SERVICES BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rick Mattson	01/04/22	01/07/25	1 <sup>st</sup>

## **PERSONNEL BOARD OF APPEALS**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Linda Holida	01/04/22	01/074/25	2 <sup>nd</sup>
Liane Heupel	01/05/21	01/02/24	2 <sup>nd</sup>
Leona Dressel	01/05/21	01/02/24	3 <sup>rd</sup>

Description: Three county residents who are not county employees or elected officials. The Board of Appeals meets upon call to hear the filing of an appeal by an applicant for county job or a county employee concerning discrimination practices, alleged arbitrary capricious action on the part of the County Board with respect to rules included in the Act, or other matters or grievances under the authority of this Act (M.S. §375.65 & 375.66).

## **PERSONNEL COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Primary</u>			
Les Nielsen	2022 Chairperson of the County Board		
<u>Alternate</u>			
Craig Smith	2022 Vice Chairperson of the County Board		
Kristine McNally	County Coordinator - ex officio		

## **PLANNING COMMISSION**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rhonda Olson	01/21/20	01/03/23	1 <sup>st</sup>
Earl Bracewell	01/04/22	01/07/25	2 <sup>nd</sup>
Dennis McNally	01/05/21	01/02/24	3 <sup>rd</sup>
Vacant	01/08/19	01/03/22	2 <sup>nd</sup>
Douglas Sabinash	01/05/21	01/02/24	1 <sup>st</sup>
Wayne Zaudtke	09/01/20	01/03/23	1 <sup>st</sup>
Chad Gramentz (non-voting)	01/05/21	01/02/24	3 <sup>rd</sup>
Pat O'Brien (Board of Adjustment member)			

Must be a resident of Kanabec County. At least two must be from unincorporated areas of the county (not in a city). No more than one shall be an employee or elected official of the County. One must be from the Board of Adjustment. No voting member shall have received, during the 2 years prior to appointment, any substantial portion of income from business operations involving the development of land within the county for urban and urban related purposes.

Description: Reviews proposed plats and makes recommendations to the County Board concerning implementation of the Kanabec County Subdivision and Platting Ordinance. Periodically, the Planning Commission reviews existing County Ordinances and makes recommendations to the County Board regarding changes.

## **PUBLIC WORKS COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally (interim)			
Craig Smith			

## **RAILROAD AUTHORITY BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/07/20	01/03/23	N/A



District 2 Commissioner			N/A
Les Nielsen	01/07/20	01/03/23	N/A
Rick Mattson	01/05/21	01/06/25	N/A
Craig Smith	01/07/20	01/03/23	N/A

Kristine McNally, Board Clerk Appointed 01/08/19 non-voting

### **RAILROAD AUTHORITY ADVISORY COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Represents</u>	<u>Term</u>
Les Nielsen - Chairperson	ex officio (voting)			
Jody Anderson	01/05/21	01/02/24	City of Mora	2 <sup>nd</sup>
Vacant			Whited Township	
Bruce Anderson	01/05/21	01/02/24	Comfort Township	6 <sup>th</sup>
Mike Papenhausen	01/05/21	01/02/24	At Large	6 <sup>th</sup>
Lanny Stegeman	01/04/22	01/07/25	At Large	6 <sup>th</sup>
Teri Huro	01/04/22	01/07/25	City of Quamba	1 <sup>st</sup>

Kristine McNally, Advisory Committee Clerk Appointed 01/08/19 non-voting

### **REGIONAL RADIO BOARD** *(Commissioner needs to be the primary representative)*

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/05/21	01/02/24	3 <sup>rd</sup>
Brian Smith (Alternate)	01/05/21	01/02/24	3 <sup>rd</sup>

### **RUM RIVER ONE WATERSHED, ONE PLAN**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/04/22	01/07/25	2 <sup>nd</sup>

### **SAFETY COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Chad Gramentz	11/09/11	n/a, Ex-Officio (Safety Officer)		
Chris Bergwick	01/07/20	01/03/23	Sheriff's Office	2 <sup>nd</sup>
Robin Etter	01/05/21	01/02/24	Sheriff's Office	6 <sup>th</sup>
Dave Mulvaney	01/04/22	01/07/25	Courthouse	3 <sup>rd</sup>
Lisa Holcomb	01/21/20	01/03/23	Courthouse	1 <sup>st</sup>
Kathy Burski	01/05/21	01/02/24	Public Service Bldg	4 <sup>th</sup>
Patricia Kruse	01/05/21	01/02/24	Public Service Bldg	1 <sup>st</sup>
Nate Westling	01/07/20	01/03/23	Highway Building	1 <sup>st</sup>
Vacant	01/23/19	01/03/22	Highway Building	1 <sup>st</sup>

### **SNAKE RIVER WATERSHED CITIZEN ADVISORY COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Eric Renstrom	01/05/21	01/02/24	1 <sup>st</sup>
Vacant			

3 year terms.

### **SNAKE RIVER WATERSHED MANAGEMENT BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	01/08/19	01/03/22	1 <sup>st</sup>

1 year terms.

**SNAKE RIVER ONE WATERSHED, ONE PLAN**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	10/23/19	01/03/22	1 <sup>st</sup>
Rick Mattson (Alternate)	01/05/21	01/03/22	1 <sup>st</sup> partial
Teresa Wickeham (Staff)	10/23/19	no term limit	

**SOUTHERN MINNESOTA COUNTY BASED PURCHASING (SOUTH COUNTRY HEALTH ALLIANCE)**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/05/21	01/02/24	1 <sup>st</sup>
Dennis McNally (alternate)	01/05/21	01/02/24	3 <sup>rd</sup>

**STATE COMMUNITY HEALTH SERVICES ADVISORY COMMITTEE (SCHSAC)**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Primary			
Rick Mattson	02/02/21	01/02/24	1 <sup>st</sup>
Alternate			
Kathy Burski			

[Description:](#) SCHSAC voting members represent Minnesota's community health boards. Each community health board selects one member and one alternate to represent its board within SCHSAC.

**SUBSTANCE ABUSE COALITION**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/04/22	01/07/25	6 <sup>th</sup>

**TIMBER TRAILS ADVISORY BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Primary			
Craig Smith	01/04/22	01/07/25	2 <sup>nd</sup>
Alternate			
Rick Mattson	01/05/21	01/07/25	1 <sup>st</sup>

**UNION NEGOTIATION COMMITTEES: 2022**

County Coordinator plus;  
 LEELS Local 107 (Jailers/Dispatchers): Craig Smith, Rick Mattson (interim)  
 LEELS Local 106 (Deputies): Rick Mattson, Craig Smith (interim)  
 Teamsters Local 320 (Courthouse): Dennis McNally, Craig Smith  
 Oper. Engineers Local 49 (Highway): Les Nielsen, Dennis McNally  
 Laborers Local 363 (Welfare): Rick Mattson, Les Nielsen

**VETERAN SERVICE OFFICER**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Erica Bliss	01/05/21	01/02/24	n/a

(90 day notice to not reappoint)

**WATER PLAN**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Represents</u>	<u>Term</u>
---------------	------------------	----------------	-------------------	-------------

Chad Gramentz	01/05/21	01/02/24		4 <sup>th</sup>
Teresa Wickeham	ex-officio		Water Plan Coordinator	
Ellen White			Public Health	
Deanna Pomije			Kanabec Soil & Water	
Vacant	02/13/19	01/03/22	Citizen Appointee	2 <sup>nd</sup>
Jon Sanford	01/21/20	01/03/23	Citizen Appointee	1 <sup>st</sup>
Rick Mattson	01/04/22	upon election of District 2 Commissioner	County Board	interim

Description: Recommendations regarding the Kanabec County Comprehensive Local Water Plan occurs through the Kanabec County Water Plan Task Force Committee. This committee meets upon the request of the County Board and makes recommendations on the coordination and implementation of the plan. There is technical advice assigned to the Soil & Water Conservation District, Natural Resources Conservation Service, County Extension, County Public Health, County Zoning, County Wetland Administrator, DNR, etc. as requested by the Task Force.

\*\* UPDATED: 01/06/22

S:\Public\Word>Listings\Committe Listing.doc

## County Commissioner Appointments, as of 01/04/22

Appointment	Dennis McNally	District 2 Commissioner	Les Nielsen	Rick Mattson	Craig Smith
Association of Minnesota Counties	X	X	X	X	X
Aquatic Invasive Species Committee	X				
Central Minnesota Council on Aging		X		I	
<i>Central Minnesota Council on Aging Alternate</i>				X	
Central Minnesota Jobs & Training			X		
Drainage Authority Board	X	X	X	X	X
E-911 Committee					X
<i>E-911 Alternate</i>	X				
East Central Regional Development		X		I	
East Central Regional Library				X	
East Central Solid Waste Commission	X				
<i>ECSWC Alternate</i>			X		
Economic Development Advisory	I	X			X
Emergency Medical Service Board					X
<i>Emergency Medical Alternate</i>			X		
Extension Committee			X	X	
Health & Human Services Advisory Committee			X		
Highway 23 Coalition	X				
<i>Highway 23 Coalition Alternate</i>			X		
Hospital Board			X		
Housing and Redevelopment Authority	X	X	X	X	X
Insurance Committee					X
<i>Insurance Comm. Alternate</i>				X	
Juvenile Detention Center Advisory Board			X		
Lakes & Pines Board		X		I	
Law Library		X			I
North Highway 65 Corridor Coalition	I	X			
<i>North Highway 65 Corridor Coalition Alternate</i>	X				
Outlook Health Services Board				X	
Personnel Committee			X		X
Planning Commission	X				
Public Works Committee	I	X			X
Railroad Authority Board	X	X	X	X	X
Railroad Authority Advisory Committee			X		
Regional Radio Board	X				
Rum River One Watershed, One Plan	X				
Snake River One Watershed, One Plan					X
<i>Snake River One Watershed, One Plan Alternate</i>				X	
Snake River Watershed Management Board					X
State Community Health Services Advisory Cmte (SCHSAC)				X	
Southern MN County Based Purchasing			X		
<i>Southern MN County Based Purchasing Alternate</i>	X				
Substance Abuse Coalition			X		
Timber Trails Advisory Board					X
<i>Timber Trails Alternate</i>				X	
Negotiating Team: Local 107 (Jail/Dispatcher)		X		I	X
Negotiating Team: Local 320 (Courthouse)	X				X
Negotiating Team: Local 106 (Deputies)		X		X	I
Negotiating Team: Local 49 (Highway)	X		X		
Negotiating Team: Local 363 (Welfare)			X	X	
Water Plan		X		I	
<b>TOTAL APPOINTMENTS</b>	<b>19 (3 interim)</b>	<b>15</b>	<b>18</b>	<b>19 (5 interim)</b>	<b>17 (2 interim)</b>

**Kelsey Schiferli**

---

**From:** Kevin Schiferli  
**Sent:** Wednesday, January 5, 2022 5:39 AM  
**To:** Kelsey Schiferli  
**Subject:** Insurance committee

I would like to express my interest as being the new alternate on the insurance committee.

Kevin Schiferli  
HEO1  
763-226-6771

BY-LAWS  
SNAKE RIVER WATERSHED MANAGEMENT BOARD  
FINE, KANABEC, MILLE LACS AND AITKIN COUNTIES

JUNE 1994  
REVISED MAY 20, 2002  
REVISED JULY 28, 2014  
REVISED OCTOBER 28, 2019

**ARTICLE I – PURPOSE**

1. The purpose of the Snake River Watershed Management Board is to coordinate the comprehensive county water plans as pertaining to that area within the Snake River Watershed, and actions relating thereto as existing in the water plans of the four counties: Fine, Kanabec, Mille Lacs and Aitkin, that are signatories to the Joint Powers Agreement and to provide for the implementation of the actions as set forth in said plans.
2. To provide for the joint and cooperative management of county water plans and other actions necessary to protect and enhance the water and land resources within the Snake River Watershed.
3. To identify existing and potential problems and opportunities for the protection, management and development of water and related land resources within the Snake River Watershed.
4. The organization is a joint powers board, pursuant to Minnesota Statutes 471.59. Member counties are Fine, Kanabec, Mille Lacs and Aitkin.

**ARTICLE II – MEMBERSHIP**

1. The membership of the Snake River Watershed Management Board (SRWMB) shall be composed of one (1) county commissioner, designated by each respective board, from each member county.
2. Members of the SRWMB shall be appointed for a **one (1) year term** to run concurrently with each board member's term on his/her respective county board. Members may be reappointed by the county board of commissioners of that county.

**ARTICLE III – OFFICERS**

1. The officers of the SRWMB shall consist of a chairperson, vice chairperson, and a secretary and shall be elected at the annual meeting in January.
2. The chairperson shall be elected by the members of the SRWMB.
3. The vice chairperson shall be elected by the members of the SRWMB and shall act as chairperson in his or her absence.



# Agenda Item #5

January 18, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Resolution to Approve Collective Bargaining Agreement	<b>b. Origination:</b> Negotiation Committees
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Approve the following resolutions:

### Resolution #\_\_\_\_ - 1/18/22

**WHEREAS** the negotiating committee has presented the Board with a proposed 2022-2024 bargaining unit agreement between Kanabec County and the Law Enforcement Labor Services, Inc., Local 106, and

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

**BE IT RESOLVED** to approve a 2022-2024 bargaining unit agreement between Kanabec County and the Law Enforcement Labor Services, Inc., Local 106.

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**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# Agenda Item #6

January 18, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> 2022 Board Operating Guidelines	<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:**

Review requested revisions and adopt the revised 2022 Board Operating Guidelines.

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**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# Kanabec County Board of Commissioners



## Operating Guidelines 2022

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## **I. Overview**

### **A. Purpose**

The Kanabec County Board of Commissioners is the body charged by law with the management of the affairs of Kanabec County. The County Board operates as a deliberate and legislative assembly, meeting to discuss and determine the direction and policies of the County within the confines of State and Federal law.

The County Board functions within the statutory framework of Minnesota Law. General duties, powers and responsibilities are found in Minnesota Statutes, especially, but not exclusively Chapters 13D, 138, 370, 373, and 375. Minnesota Statutes supersede all bylaws, rules and policies established by the Board.

The Operating Guidelines established by the Kanabec County Board of Commissioners are intended to facilitate the transaction of business by the County Board, County staff and the established committees. The following principals shall guide the County Board in its interpretation and application of the guidelines.

### **B. Statement of Principles**

The Operating Guidelines are designed to produce a procedural balance that considers all principles and articulates a specific process by which those principles interact and work. The rules are representative of the Kanabec County's Mission Statement:

To provide quality services to the citizens of Kanabec County in a cost-effective, courteous and efficient manner.

### **C. Effective Date**

These guidelines were passed and became effective upon passage by the County Board on 1/5/2021.

## **II. Amendments to the Operating Guidelines**

Any member of the Kanabec County Board of Commissioners may initiate action to amend the Operating Guidelines. Amendments to the Operating Guidelines may also be initiated by the County Coordinator or County Attorney.

During the organizational meeting (statutorily required), the County Board may amend or suspend the Operating Guidelines by an affirmative vote of the members. Changes to the Operating Guidelines shall be effective immediately upon passage unless otherwise specified.

The statute references included in the text are current as of the adoption of the Operating Guidelines. Any changes in statute or law affecting the guidelines are effective immediately and will be reflected in the next draft of the guidelines.

## **III. County Board Organization**



**A. Membership**

The County Board of Commissioners consists of five (5) members elected from single-member districts apportioned on the basis of population as provided by law.

**B. Commissioner Districts**

The boundaries of commissioner districts, including the procedures to follow in the event that redistricting is needed, are established pursuant to Minnesota Statute 375.025.

**C. Terms of Office**

The term of each Board member is four years, except as otherwise established pursuant to Minnesota Statute 375.03.

**D. Vacancy**

A vacancy in the office of County Board is filled ~~in one of two ways,~~ pursuant to Minnesota Statute §375.101. ~~A vacancy may be filled at a special election to be held not fewer than 30 nor more than 90 days after the vacancy occurs. The special primary or special election may be held on the same day as a regular primary or regular election but the special election shall be held not fewer than 14 days after the special primary. The person elected at the special election shall take office immediately after receipt of the certificate of election and upon filing the bond and taking the oath of office and shall serve the remainder of the unexpired term.~~

~~If the vacancy occurs fewer than 60 days before the general election preceding the end of the term, the vacancy shall be filled by the person elected at the general election for the ensuing term. That person shall take office immediately after receiving the certificate of election, filing the bond and taking the oath of office.~~

~~A vacancy may be filled by Board appointment at a regular or special meeting. The appointment shall be evidenced by a resolution entered into the minutes and shall continue until an election is held. All elections to fill vacancies shall be for the unexpired term. If the vacancy occurs before the first day to file affidavits of candidacy for the next county general election and more than two years remain in the unexpired term, a special election shall be held in conjunction with the county general election. The appointed person shall serve until the qualification of the successor elected to fill the unexpired part of the term at that special election. If the vacancy occurs on or after the first day to file affidavits of candidacy for the county general election, or when less than two years remain in the unexpired term, there shall be no special election to fill the vacancy and the appointed person shall serve the remainder of the unexpired term and until a successor is elected and qualifies at the county general election.~~

**E. Officers**

The County Board, at its organizational meeting (first Tuesday after the first Monday of each year), elects from its members a Chair and a Vice-Chair. The Chair presides at the County Board meetings, decides on questions of order, and signs all documents requiring signature on the Board's behalf. The Chair's signature, attested to by the County Coordinator, is binding as the signature of the County Board.

The County Board elects from its membership a Vice Chair at the same time and place and in the same manner as provided for the election of the Chair. The Vice Chair performs the duties of the Chair when the Chair is unable to perform those duties.

If the Chair and Vice-Chair are absent from any meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of the County Board shall be signed by a majority of it and attested to by the Board Clerk (County Coordinator) (Minnesota Statute §375.13).

#### **F. Compensation**

Kanabec County administers County Board compensation in accordance with Minn. Stat. §375.055. County Board members receive as compensation for services an annual salary as set by resolution of the County Board. The salary must be established prior to the end of the preceding year, and is effective January 1 of the new year. The resolution shall contain a statement of the new salary as defined on an annual basis and must be published in the official County newspaper and one other publication within the County

#### **G. Indemnification**

Kanabec County Board members are protected by the defense and indemnification provisions through Kanabec County's membership in the Minnesota Counties Insurance Trust.

### **IV. County Board Meetings**

#### **A. Regular Meetings**

At the annual organizational meeting of the Board, the County Board shall adopt a schedule of regular Board meetings for the upcoming year. The schedule will include the location, date and time of the meetings. During the year the schedule may be amended by vote of the County Board.

Unless otherwise stated, all regular meetings of the County Board will be convened in the Board Room of the Kanabec County Courthouse in Mora, Minnesota. All regular meetings of the County Board are open to the public.

#### **B. Organizational Meeting (sometimes referred to as the Statutory Meeting)**

The County Board meets at the Board Room of the Courthouse for the transaction of business on the first Tuesday after the first Monday in January. The County Board transacts organizational business during this meeting, including:

1. Administration of the Oath of Office (if required)
2. Election of officers
3. Appointments of committee, commission and board positions
4. Appointment of voting delegates to AMC
5. Appointments to serve on inter-agency boards
6. Awarding of Official County Newspaper

#### **C. Open Meeting Law**

All meetings of the Kanabec County Board of Commissioners and Board Committees are subject to the Open Meeting Law (Minnesota Statute §13D.01, 13D.02, and 13D.021). See below for exception.

#### **D. Closed Meetings**

The County Board may hold closed meetings as authorized by MN Stat. §13D.05. Business which may be considered in closed session is in accordance with the attorney/client privilege, to consider strategy for labor negotiations, to review the performance of the department heads, or as otherwise required or permitted by the Minnesota Open Meeting Law.

Before closing a meeting, the Board will state on record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

#### **E. Special/Emergency Meetings/Work Sessions and Other Meetings**

The Kanabec County Board may meet hold a special or emergency meeting if called by the Board Chair or three members of the existing Board.

Special meetings shall be preceded by three days' notice, including a posting of the meeting notice on the Kanabec County website and either (1) a delivered notice to persons who have requested such notice, or (2) publication of the notice in the official newspaper (Minnesota Statute §13D.04). Procedures to schedule a special meeting shall be in accordance with Minnesota Statutes. Special Meetings of the Board must be limited to the specific item or items set forth in the notice.

Adjourned or reconvened meetings may be held at any specific time, date and place the Board may adopt without additional notice. However, the time, date and place must be publicly specified by the Board prior to adjourning the meeting in which the time, date and place are established.

The County Board may schedule work sessions, workshops, retreats, forums, or additional meetings at such times and concerning such subjects as may be established by action of the Board. A schedule of such meetings shall be maintained in the County Coordinator's office. Work sessions and other informal meetings of the Board, not regularly held, are subject to the same notice requirements of the Open Meeting Law. While Board workshops are subject to the Open Meeting Law (Minnesota Statutes §13D.01), no formal action is taken; and minutes are not kept.

A joint meeting with the Kanabec County Board and any other political subdivision may be held within the boundaries of either subdivision and will be specified in the meeting notice.

#### **F. Public Hearings**

From time to time, the County Board conducts formal public hearings. In addition to those required by law, the County Board may hold public hearings on matters of business when it decides that such hearings are in the best interest of the general public or issues under consideration. The order of business for public hearings generally follows this procedure.

1. Presiding officer opens the hearing, ~~and~~ states the purpose, and maintains order.
2. Brief description of issue by County staff or other appropriate persons.
3. Presentation, if applicable, by affected or interested persons.
4. Statements members of the general public.
5. Public hearing closed by Chair.

At any time during the process, the County Board may address any questions as deemed appropriate.

The County Board may alter the public hearing procedure as needed to assure that the hearings are conducted in an orderly, fair and expeditious manner, including establishing reasonable time limits for speakers individually or on each side of the issue before the Board.

Rules adopted for public hearing procedures are intended to promote an orderly discussion, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising the right to free speech- including name calling.

All comments by members of the public shall be made at the designated area (i.e. podium) and individuals making comments shall first give their name. This is required for an official record of the public hearing. Members of the public interested in addressing the County Board are requested to sign in and make it known at the appropriate time that they wish to speak.

### **G. Audience/Citizen Requests**

The County Board prefers all business matters initiated by citizens coming before them to first be reviewed by staff and scheduled for discussion on the County Board agenda.

If an individual seeks to appear before the County Board, s/he should notify the County Coordinator of his/her intention and the issue to be presented. Staff will confer with the individual, address the issue and, if necessary, schedule the issue accordingly on the County Board agenda.

For an individual who appears at a County Board meeting unaware of Board operating procedure, a Recognition of interested citizens is included on the meeting agenda under the Public Comment section. The maximum length of time for an item to be presented in this section is five minutes. In general, before taking action, the County Board will direct the item to the appropriate staff for further review and recommendation.

When a citizen requests that a letter become part of the official record of a Board meeting, the Commissioner to whom the letter was addressed or the Chair of the Board (if the letter was addressed to all members of the Board) will note receipt of the letter –including the writer’s name, the topic of the letter, and the request that it be made a part of the official record – during the Board meeting. Following the meeting, the letter will be added to the Board agenda packet posted on the Kanabec County website.

### **H. Board Committees**

For the purpose of assisting the Board in carrying on its business, committees shall be formed and shall be composed of members as determined by resolution of the Board. Minutes of the committee meetings may be kept and shall become official upon approval of the committee. All actions of the committees are considered recommendations to the County Board or appropriate committee.

### **I. Quorum**

A quorum is necessary for the transaction of business. A majority of the members of the Board constitutes a quorum and no business shall be transacted unless approved by a majority (three votes) of

the whole County Board (Minnesota Statute §375.07). Less than a majority of members may convene a meeting, but no business may be transacted. Less than a majority may adjourn the meeting.

Any County Board member who, for any reason, anticipates or plans an absence at any regular or special meeting is encouraged to contact the County Board Chair or the County Coordinator to indicate his or her planned absence.

#### **J. Role of Presiding Officer**

The presiding officer of the meeting is the Chair. In the absence of the Chair, the presiding officer will be the Vice Chair. The duties and powers of the presiding officer include the following:

1. Preside at all meetings of the County Board.
2. Preserve order and decide questions raised by members subject to appeal to the Board.
3. Vote all questions regularly moved and announce the result.
4. Carry out a roll call vote if requested.
5. Serve as representative of the Board in execution of contracts, orders, determinations and minutes of the Board.
6. If the chair temporarily vacates the position, she/he may make or second a motion and has the same voting rights and responsibilities as other members.

#### **K. Addressing the Chair**

Formal protocol is used when speaking to the County Board. The County Board Chair is addressed as "Mr./Madam Chair." Members of the public may speak on any matter before the County Board when recognized by the Chair and within established procedures as outlined in the rules.

#### **L. Missing a Board Meeting**

A member of the board who anticipates being absent for a Board Meeting must notify the Board Chair or Coordinator.

#### **M. Coordinator's Role at Board Meetings**

The County Coordinator or designee shall attend all meetings of the County Board and is the Clerk of the Board. The County Coordinator also represents the staff at the meetings. The County Coordinator may participate in the discussion or recommend a resolution or action to the County Board. A member of the Board may call on the County Coordinator to participate in the discussion or request a verbal recommendation on any subject pending before the Board.

The County Coordinator or designee shall prepare a written agenda for all regular and special meetings of the County Board. The County Coordinator or designee shall also:

1. Makes regular entries of all Board resolutions and decisions upon all questions.
2. Records the vote of each member on any question submitted to the Board.
3. Preserves and files all business acted upon by the Board.
4. Certifies, under seal of the County, copies of any and all resolutions or decisions of the Board.

5. Performs such further duties as designated by the Board.

## **V. Rules of Procedure**

### **A. Statement of Purpose of the Board**

The Kanabec County Board of Commissioners is the body charged by law with the ultimate management and control of all of the affairs of Kanabec County. As such, it operates as a deliberative and legislative assembly, meeting to discuss and determine the direction and policies of the County within the framework of state and federal law and ordinances the County Board may adopt. The various elected and appointed officials charged by law or the County Board with the operation of substantive areas of service delivery must conduct the management of their respective departments within the limits established by law and the County Board.

### **B. Statement of Principles of the Rules**

The foundation for Rules of Procedure lies in the basic and enduring principles of rights. Specifically enunciated, these rights include the right of the majority to rule, the right of the minority to be heard, and the right of the individual to participate in the decision-making process. Along with these rights are important canons of efficiency; namely, attend to one matter at a time, and the balancing of the affirmative and negative factions to a pending matter.

Finally, the Rules foster courtesy and decorum, holding firm to the maxim that one must debate motions, not members.

### **C. Statement of Purpose of the Rules**

The Rules intend to strike a procedural balance that considers all principles and enunciates a specific process by which those principles interact and work. The Rules are representative of the principles, both to give specific guidance on method and to provide a reasonable compromise in the event of conflict.

### **D. Making a Motion**

1. Obtain the floor (when no other question is pending).
2. State the motion.
3. Another member seconds the motion.
4. Chairperson states the question on the motion to the group.

\* Motion is now pending before the membership and open to debate.

Notes: Discussion of a subject is permitted only with reference to the pending motion and after the seconding of the motion.

### **E. Consideration of a Motion**

1. Debate (unless no member claims the floor for that purpose).
2. Chairperson puts the question to a vote.
3. Chairperson announces the result of the vote.

Notes: Maker of motion receives first opportunity at debate.

\* Individual member's vote may be changed up until announcement of vote by Chairperson.



\* General or unanimous consent. The Chair specifies an action and announces that if there is no objection, the action will be considered adopted. If no member objects, then the matter is adopted. If a member does object, the matter may not proceed by consensus but must be considered through the motion process to a formal vote.

#### **F. When Motions are Out of Order**

1. If the motion conflicts with governmental laws, requirements of a parent organization, bylaws, rules of order, or standing rules.
2. If the motion presents substantially the same question as a motion previously decided at the same session or if it conflicts with a motion that has been adopted at any previous time and still in force.
3. If the motion conflicts with or presents substantially the same question as one still within the control of the Board.
4. If the motion contains language not allowed in debate, except as may be necessary to quote in a motion of disciplinary nature.
5. If the motion is patently frivolous, dilatory, or absurd. A motion is out of order if it is so insignificant it is apparently introduced only for comic purposes, or it obstructs the known will of the Board or if it does not make sense.

#### **G. When to Proceed by Consensus, Motion, Resolution, or Ordinance**

- 1) Consensus: -Vote not needed  
-No controversy  
-Generally used to direct staff
- 2) Motion: -Most frequently used; vote by majority  
-Generally not sufficiently formalized to satisfy most statutory requirements specifying action and voting of the Board  
-Does not require members to be polled or individual vote recorded
- 3) Resolution: -Most frequently required by statute to formalize an act of the Board  
-Some statutes require super-majority vote (greater than 3-2) of Resolutions  
-Independent record kept generally by year, in chronological order,  
-Sometimes used to commemorate persons, events
- 4) Ordinances: -Used only to enact local law  
-Formal publication requirements of hearing and ordinance  
-Independent record kept in compliance of Kanabec County Ordinances

#### **VI. Types of Board Action**

## **A. Resolution**

The County Board takes formal actions by resolution (MN Stat. § 373.02), ordinance (MN Stat. §375.51), or a motion, second and majority support by members of the Board for a Request for Board Action (RBA). A motion may be introduced by any member of the County Board.

The main motion in the form of a resolution is the means by which a member may present a substantive proposal to the County Board for consideration and action. Since it is the basic motion for the transaction of business, only one subject may be considered at a time and the main motion may be postponed only when no other motions are before the County Board. (See Section IV).

## **B. Ordinance**

The County Board may take formal action by ordinance (MN Stat. §375.51). An ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the affairs of the County Board. Action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.

## **C. Request for Board Action (motion)**

Any member of the County Board may move a Request for Board Action (RBA). When supported by another member of the Board and majority vote in favor, the action is approved.

## **D. General Consensus**

The County Board provides informal direction by consensus. Informal direction is most often used to provide staff with preliminary Board perspective on a matter which will require future formal action. Informal direction is also used to provide additional insight into formal actions previously taken. Informal direction standing alone does not establish Board policy.

## **E. Policy Development**

Authority for the development of policies in Kanabec County is granted to the County Board through MN Stat. Chapter 373 (Counties, Powers, Duties and Privileges) and in other statutes. With the powers granted within these statutes, the County Board may delegate certain authority, as appropriate. These delegations on authority may be rescinded at any time by the Board.

The County Board may at any time refer an item or resolution to the appropriate Committee for further review and deliberation.

# **VII. County Board Agenda**

## **A. Preparation and Distribution**

The County Coordinator shall cause preparation of the Agenda and supporting material for each regular and special meeting. Members of the Board may request an item to be placed on the Agenda by informing the County Coordinator.

Copies of the Agenda and supporting material are made available to County staff, public and media as appropriate. A distribution list is maintained in the County Coordinator's office. Members of the public who are interested in following issues considered by the Board may register their name and address with County Coordinator's Office to be placed on the Agenda distribution list.

The Agenda and Minutes are available on the Kanabec County website at <https://www.kanabecounty.org/departments/minutes.php>

## **B. Order of Business**

The order of business for each regular meeting of the County Board shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Agenda approval
4. Community Health or Family Services Board
5. Scheduled Appointments
6. Public Comment
7. Approval of Minutes
8. Approval of Bills
9. Regular Agenda
10. Committee Reports/Commissioner Updates
11. Future Agenda Items
12. Other Business
11. Adjournment

The Order of Business may be changed as needed to accomplish objectives and priorities of the meeting. The Order of Business may be changed at the recommendation of the Chair, any members of the Board or the County Coordinator subject to County Board consensus.

## **C. Consent Agenda**

The Consent Agenda consists of routine agenda items which are not likely to require additional debate and discussion. Examples of Consent Agenda items include, but are not limited to, personnel actions; miscellaneous contract renewals; and approval of the Record of Disbursements (payment of bills).

The Consent Agenda is considered routine business and is acted upon as one item of business unless a Board member requests removal of an item for separate action. The Board may approve all items on the Consent Agenda by adopting one action. In the minutes of the meetings, the items passed in the Consent Agenda shall be recorded individually.

## **D. Regular Agenda**

The Regular Agenda consists of items which are likely to require additional discussion and review. Items of business within the Regular Agenda are considered individually and in the order of business noted on the Agenda.

## **E. Committee Reports/Commissioner Updates**

Commissioners will report on various meetings they have attended.

## **F. Official Records**

The County Coordinator or designee shall cause preparation of the official minutes of each meeting. Board meeting minutes shall be kept in accordance with all provisions of statute in order to provide an accurate record of County Board Actions. The record is not intended to be a verbatim transcript of all discussion and debate; the record is primarily a compilation of official actions.

The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (MN Stat. §375.12). The official Board proceedings are distributed to staff and interested parties, and are also available on the Kanabec County website.

The official public record of County Board meetings is available in the County Coordinator's office.

The Resolutions are numbered consecutively by respective sequential number of board action followed by the calendar date.

## **VIII. County Board Committees**

### **A. Special Committees:**

The Board may establish a special committee as deemed necessary. A special committee shall advise the Board as directed and may report recommendations to the Board for appropriate action. Unless expressly stated in the creation of the special committee, it shall automatically dissolve when its work is accepted by the Board.

## **IX. Advisory Committees**

### **A. Policy**

The County Board appoints individuals to various boards, committees or commissions, (hereinafter referred to as committees) which have been established by the County Board or pursuant to Minnesota Statute. Authority for establishment of the committees is prescribed in Minnesota Statutes or by County Board Resolution. The County Coordinator will maintain a complete list of committees and their underlying source of creation.

The current list of committees is available in the Office of the County Coordinator.

### **B. Role and Purpose of Committees**

Each committee serves a statutory, policy, or operational purpose to further the interests of Kanabec County. Each committee has specific staff assigned and designated to support its function. The function and reporting relationship to the Board varies from committee to committee.

Committees are established to serve a variety of functions. The fundamental purposes for utilizing committees in support of County government are:

1. To involve members of the public in the decision making process.

2. To meet requirements of State law.
3. To ask residents to help define community standards and norms.
4. To provide technical expertise in certain areas.
5. To serve as advocates for the County.
6. To provide an independent sounding board for issues, ideas, and policy matters.

### **C. Appointment Qualifications and Procedures**

1. All persons making application to the County Board for a citizen position on a board or committee shall be a resident of Kanabec County, except where enabling authority or bylaws state otherwise.

2. Persons interested in being considered for an appointment to a county board or committee will complete a letter of interest or an application dependent upon the requirements of each committee or board.

If applicable, applications will be available in the office of the County Coordinator.

3. When an individual's regular employment or financial relationship may potentially cause a conflict of interest with the normal items of business of the committee or board, the person shall divulge the possible conflict in writing prior to the consideration for appointment. Prior to making an appointment, the County Board shall determine whether or not the potential conflict of interest precludes appointment of the applicant.

4. As a general guideline, the appointees to each board or committee should be comprised of members representing a diversity of communities within the county, civil groups, and interests.

### **D. Recruitment and Selection**

1. A vacancy notice for all committees/boards for which the County Board makes appointments shall be posted on the County's website, [www.kanabeccounty.org](http://www.kanabeccounty.org) and published in the official newspaper. The notice shall indicate the function of the committee, number of members, length of term, meeting schedule, number of probable vacancies in the coming year, and any specific requirements of a particular membership.

2. The vacancy notice shall indicate that all persons interested in service on these committees/boards shall contact the Kanabec County Coordinator's Office to obtain information about how to apply or for specific information about a committee or board.

3. All submitted letters of interest and/or applications will be retained on file in the Office of the Coordinator. Only those letters of interest and applications received in the previous twelve (12) months will be considered by the County Board unless a previous applicant has notified the County Coordinator's Office in writing of their continued interest. A letter of interest or application may be requested from an incumbent in a position who is qualified to serve another term. Incumbents interested in serving another term should so notify the Office of the Coordinator in writing.

4. Each Commissioner reserves the right to determine the means of selection of an appropriate individual based on judgment, training, experience, interest and ability to function effectively on the committee/board.

5. Nominations and appointments shall be made by the County Board.

#### **E. Per Diems and Mileage**

Commissioners may personally accept per diems, if any, at the rate determined by the hosting entity, for all committee and board meetings, both internal and external and including virtual meetings, effective January 5, 2021.

An annual resolution establishing the per diem rate for participation in Kanabec County committees and boards is adopted by the County Board at the annual organizational meeting.

Mileage reimbursement may be claimed when attending committee or board meetings. The Coordinator's Administrative Assistant will assist with processing mileage claims upon request.

#### **F. Ex-Officio Members**

Ex-Officio members on any committees are non-voting members.

#### **G. Appointment of Chairs**

Chairs of various committees are selected according to committee bylaws or State statutes.

#### **H. Attendance**

1. Should a board/committee member be unable to attend a meeting, it shall be their responsibility to contact the chair of the board/committee no less than twenty-four (24) hours in advance of the scheduled meeting date. Failure to do so shall count as an unexcused absence.

2. Attendance at meetings of these advisory boards/committees is essential to their effectiveness. Therefore, one unexcused absence, three consecutive excused absences or absence at more than 25% of the meetings in a six (6) month period will cause the board/committee chair to review the nature of the absences with the member and, pending the outcome of the review, it may be necessary for the chair to forward a recommendation to the County Board that the member be removed for poor attendance.

#### **I. Resignations**

All written and verbal resignations of committee members are acknowledged by the Board and authorization is given to begin the open appointments process to fill the vacancy.

#### **J. Terms of Office**

The terms of the appointees to the various committees vary per committee, pursuant to Minnesota Statutes or at the discretion of the County Board. The County Coordinator's Office maintains a complete list of all committees, including information on member terms and applicable term limits.



## **K. Recordkeeping**

1. It is the responsibility of the chair of each committee/ board to cause a written record of meeting occurrence. The agency responsible for the meeting shall keep the written records on file. This record will contain the date, time and location of meeting, attendance (including those members who were absent, excused or unexcused), and minutes documenting content and action of the meeting. Such recordkeeping will be the resource to review attendance patterns of appointees and can be used in an audit of requests for per diem and mileage reimbursement.
2. The office of the County Coordinator shall keep a current and complete listing of all members on boards/committees. This information will include the member's name, address, phone, county district, date of appointment, expiration of term date and other relevant information as requested on the form "Application for Citizen Advisory Committee/Board Appointment." Members shall notify the office of the County Administrator of changes in personal information. At minimum, the office of the County Coordinator will request an update of this information when an appointment or reappointment is made.
3. Retention of records practices shall be according to the records retention policy established by statute or by the County Board.

## **X. CODE OF ETHICS**

Effective county government is premised upon public respect and confidence in the integrity and principles of the elected Board members. Attachment A is the Kanabec County Code of Ethics which was adopted from the Association of Minnesota Counties (AMC) Model Ethics Policy. It is the belief of the County Board that the trust bestowed upon them as elected officials is of utmost importance in the relationship between themselves and the public.

With this belief, the following statements serve to augment the Code of Ethics and further emphasize the priority and commitment the County Board has placed on ethical standards. In the execution of their official duties, all County Board members shall strive to:

- Observe the highest moral and ethical standards.
- Maintain and respect confidentiality or private and confidential information.
- Avoid discrimination against any person on the basis of race, color, religion, sex, age, veteran/military status, genetic information, creed, national origin, sexual orientation, disability, marital status, place of residence, status with regard to public assistance, familial status, or any other characteristic protected by law.
- Comply with the ethical obligations imposed by law, including Minnesota Statutes 10A.07, 10A.071, 382.18, 471.87-895, including, where appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.
- Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
- Allow citizens, staff, or colleagues sufficient opportunity to present their views. Be tolerant, respectful, attentive and professional at all times. Avoid comments, body language, or distracting activity that conveys a message of disrespect for the presentations from citizens, staff, or colleagues.

## **XI. Citizens and Outreach**

### **A. Public Communication**

Individual Citizen Outreach: The County Board believes members of the public have the right to be informed of the Board's process and decisions and should have the opportunity to present their views to the Board. Meetings are open to the public. Board/committee agendas are available on the County website, by email subscription or mailed to interested parties at their request. The County Board encourages the residents of Kanabec County to participate in all aspects of the Board's business, including citizen committees, commissions, and advisory groups.

Information/News Media Outreach: Kanabec County information is distributed through announcements to local news media and in articles provided by staff to local news publications. Information is also available on the Kanabec County website.

County Board Meeting Outreach: Meeting agendas and minutes are available for viewing on the County's website at [www.kanabecounty.org/departments/minutes.php](http://www.kanabecounty.org/departments/minutes.php)

Public Hearings Outreach: The County Board is interested in securing optimal public input on matters of business. In addition to hearings required by law, public hearings and open forums may be conducted at the discretion of the Board. Public Hearing notices will be published in the Kanabec County Times legal notice section, posted on the official bulletin board at the Courthouse, and posted on the County's website.

### **B. Open Meeting Law**

All regular and committee meetings of the County Board and notice of such meetings are subject to MN Stat. §13D.01: Open Meeting Law.

The County Board may hold closed meetings as authorized by MN Stat. §13D.01. Before closing a meeting, the Board will state on record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

### **C. Audience Participation at Board Meetings**

It is the intention of these guidelines to support the interest of the general public in following Board Business during their meetings.

Audience/Citizen's comments: Included within every regular County Board meeting agenda is a Public Comment portion where the Board has designated an opportunity for citizens to appear and speak on any issue or topic related to County Board business. The duration of public comment may be limited by the Board Chair.

To the extent possible, interested citizens shall notify the County Coordinator or the Coordinator's Assistant of their intent to speak at the meeting and the issue to be discussed. The County **Administrator Coordinator** will notify the Chair. In an effort to encourage efficiency and early resolution of issues, the County Board recommends that citizens first contact their commissioner or staff to try to resolve matters before coming formally to the County Board meeting.

Distribution of Agenda: Members of the public who are interested in following issues considered by the County Board may register their name and address with the County Coordinator to the County Board to

be placed on the agenda distribution list. The agenda and supportive material are also available on the Kanabec County website. Copies of the agenda and supportive materials are made available to the public at the County Board meeting.

#### **D. Responding to Correspondence/Inquiries/Complaints from Citizens**

County Board members and staff are committed to customer service and will endeavor to provide timely and efficient response and communication to the citizens of Kanabec County.

Written: Upon receipt of a written inquiry, request for information, or complaint about Kanabec County business which has been sent to a Board member, upon notification and directions from the County Coordinator or designee, staff will confer with the member to determine the appropriate course of action. The inquiry will be handled as directed with the County Coordinator or designee advising the Board member(s) upon completion.

Telephone. Incoming telephone calls requesting a specific Board member are forwarded to the Board member per his/her instructions. Administration staff will periodically review with Board members the preferred methods of handling telephone inquiries. Every effort will be made to maintain open lines of communication between Board members and their constituents.

Telephone calls requesting information about specific areas of County business are forwarded to the appropriate department. Customer service is of primary importance to the County Board and staff and an appropriate method of tracking the information requests and responses will be utilized.

### **XII. Staff**

#### **A. Elected Positions**

The County Attorney, County Sheriff, County Auditor-Treasurer and County Recorder are elected positions and their respective duties are defined by statute.

#### **B. County Coordinator**

The position of County Coordinator is established pursuant to MN Stat. §375A.49 and includes:

- Managing the affairs of the county which the Board has authority over;
- Making recommendations about county affairs to the Board
- Serving as clerk of the Board
- Ensuring Board actions are executed
- Initiating and presenting a proposed annual budget to the Board for its consideration

The County Coordinator is a peer with the department heads in the Kanabec County, and is additionally responsible for the administration of personnel policies the county.

The HR Specialist is part of the Coordinator's Office and is the person to contact for questions regarding pay, benefits, etc.

The Administrative Assistant in the Coordinator's Office is available to assist with questions, forms, mileage reimbursement, gathering information, scheduling, etc. This position is available to assist Commissioners with administrative functions as needed.

### **C. Role of the County Board with Staff**

The County Board annually reviews the performance of non-elected department heads, considers requests to fill vacancies, and considers requests for departmental expenditures and budgets. See the organization chart (Appendix B).

## **APPENDIX A**

### **ATTACHMENT A. CODE OF ETHICS**

#### Code of Ethics for Public Officers in Kanabec County

SECTION 1. DECLARATION OF POLICY The proper operation of democratic government requires that public officers be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all Public Officers of Kanabec County.

The purpose of this Code is to establish ethical standards of conduct for all such officers by setting forth those acts or actions that are incompatible with the best interests of the county, and by directing disclosure by such officers of private financial or other interests in matters affecting the county.

The provisions and purpose of this Code and such rules and regulations as may be established are hereby declared to be in the best interests of Kanabec County.

#### SECTION 2. DEFINITIONS OF TERMS

PUBLIC OFFICER: Per Minnesota Statute 609.415 a "Public Officer" means:

- (a) An executive or administrative office of the state of a county, municipality or other subdivision or agency of the state;
- (b) A member of the legislature or of a governing board of a county, municipality, or other subdivision or the state, or other governmental instrumentality within the state;
- (c) A judicial officer;
- (d) A hearing officer;
- (e) A law enforcement officer; or
- (f) Any other person exercising the functions of a public officer.

ANYTHING OF VALUE: Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. It does not mean reasonable compensation or expenses paid to a public officer by the government of Kanabec County for work performed.

COMPENSATION: A payment of "anything of value" to an individual in return for that individual's services of any kind.

ASSOCIATION: A business entity of any kind, a labor union, a club or any other group of two or more persons other than the immediate family.

IMMEDIATE FAMILY: A reporting individual, spouse, minor children, minor stepchildren, or other person residing in the same household.

GIFT: The payment or receipt of “anything of value” unless consideration of greater or equal value is provided in return.

SECTION 3. ETHICAL CONSIDERATIONS Public officers are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Kanabec County government hinges on the proper discharge of duties in the public interest. Public officers must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved. Specific ethical considerations are enumerated below for the guidance of public officers, but these do not necessarily encompass all the possible ethical considerations that might arise.

- A. Other Offices or Employment. An elected public officer shall not hold another incompatible office as that term has been interpreted from time to time by statute, the courts, and by the Attorney General. Employed public officer shall not hold such incompatible office nor shall they engage in any regular outside employment without notice to and approval by the County Board. Elected and appointed public officers shall not hold other office or employment which compromises the performance of their elected or appointed duties without disclosure of said office or employment and self-disqualification from any particular action which might be compromised by such office or employment.
- B. Use of Confidential Information. No public officer shall use information gained as a public officer which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value.
- C. Solicitation of or Receipt of Anything of Value. A public officer shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the public officer’s duties.
- D. Holding Investments. No public officer shall hold any investment which might compromise the performance of the public officer’s duties without disclosure of said investment and self-disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statutes 471.88.
- E. Representation of Others. A public officer shall not represent persons or associations in dealings with the county in consideration of anything of value.
- F. Financial Interest. Where a public officer or a member of the public officer’s immediate family has a financial interest in any matter being considered by the public officer, such interest, if known to the public officer, shall be disclosed by the public officer. If the public officer has such a financial interest or if the minor child of a public officer has such a financial interest, the public officer shall be disqualified from further participation in the matter.



- G. County Property. No public officer shall use county owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific county policy in the conduct of officer county business.
- H. Special Consideration. No public officer shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- I. Authority. No public officer shall exceed his or her authority or breach the law, or ask others to do so. Giving Anything of Value. No elected public officer shall give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.
- J. Public Funds, etc. No public officer shall use public funds, personnel, facilities, or equipment for private gain or political campaign activities.
- K. Expenses. Public officers shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with County policy.
- L. Donations. No public officer shall take an officer action which will benefit any person or entity because of a donation of anything of value to the County by such person or entity.
- M. Officer Action. No public officer shall take an officer action which will benefit any person or entity where such public officer would not have otherwise have taken such action but for the public officer's family relationship, friendship, or business relationship with such person or entity.
- N. Compliance with Law. Public officers shall comply with all local ordinances and State and Federal Statutes including, but not limited to, the Criminal code, Fair Campaign Practices Act, and laws governing the functioning of counties and municipalities, their elected and appointed officers, and employees.

SECTION 4. SPECIAL CONSIDERATIONS Situations can arise where a member of a Commission, a Board, or a Committee abstains from voting because of a conflict of interest, but his or her abstention becomes a vote either for or against the matter because a majority are required to pass or reject that matter. This can happen where four-fifths vote is needed to pass an issue, or the vote has to be a clear majority and a split vote does not pass or reject. When this happens, the County Attorney must be consulted and the final vote should carry a public notice explaining what took place, and how it was resolved.



## APPENDIX B

County Administration			CITIZENS OF KANABEC COUNTY						
			COUNTY BOARD						
County Sheriff (2600) R21			Public Works Director (2000) R21			Family Service Director R19			
- Brian Smith			- Chad Gramentz			- Chuck Hurd			
County Attorney (1100) R22			County Assessor (1000) R19			Public Health Director R19			
- Barbara McFadden			- Tina Diedrich Von-Eschen			- Kathy Burski			
County Auditor/Treasurer (1200) R20			Information Systems Dir (2100) R20			County Coordinator (1400) R21			
- Denise Synder			- Lisa Blowers			- Kris McNally			
County Recorder (2500) R16			EDA Director (1404) R18			Probation Director (2400) R19			
- Lisa Holcomb			- Heidi Steinmetz			- Lucas Athey			
			VSO (1400) R12						
			- Erica Bliss						
Elected Positions									
			Extension Leader						
Non-Elected Positions			- Suzanne Hinnichs						
Non-County Employees			Court Operations Supervisor						
			Heather Mickelson						