



# Kanabec County Board of Commissioners

## Regular Meeting Agenda

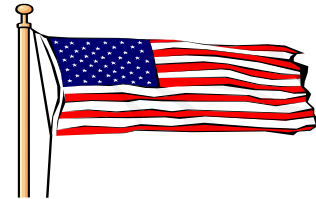
March 1, 2022 9:00AM

- 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: 2491 073 0538



### **Video Meeting link:**

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m4d582e703ac3540d6534bb0e1bd10eb0>

Meeting number: 2491 073 0538

Password: jjSguEWJ264

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

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

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

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

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

9:30am Heidi Steinmetz, EDA- Broadband Update/Request for Information

9:40am Lisa Holcomb, Recorder- Recorder's Office Update

9:50am Chad Gramentz, Public Works- Discuss Driver's License Office Status

10:00am Ryan Carda, Environmental Services/GIS Technician – Environmental Services Fee Schedule

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

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

10:10am Tina Von Eschen, Assessor- Upcoming Tax Court Case

**10:30am Public Comment**

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

Access Code: 2491 073 0538

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Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
  - a. Revenue Fund
  - b. Road & Bridge
4. ARPA Request #6
5. Local 106 Desire to Negotiate
6. Commissioner Reports
7. Future Agenda Items
8. CLOSED SESSION: Union Negotiation Strategy--(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
9. CLOSED SESSION: Attorney-Client Privilege- (This portion of the meeting may be closed pursuant to Minnesota Statute §13D.05 subd3.(b))
10. Discuss any other matters that may come before the County Board

ADJOURN

**Kanabec County Community Health Board**  
**AGENDA**  
**Tuesday, March 1, 2022**  
**9:05 a.m.**

1. Call meeting to order
2. Agenda Approval page 1
3. Presentation: Ashley Berg, Family Health Supervisor  
- Family Home Visiting – See attached information page 2-3
4. Director's Report page 4-5
  - Staffing –
  - Coronavirus Update/Response Activities
  - At Home Test Kits
  - A New Framework for Governmental Public Health in Minnesota
    - See attachment page 6-9
4. PHEP Concurrence Letter and Board approval page 10-11
  - Action requested
  - See attached letter and resolution
5. Memorandum of Agreement for Clinical Experience w/ MN State University Moorhead page 12
  - Action requested
  - See attached resolution
6. Financial Reports page 13-14
  - see attached page 15
  - Trial Balance
  - Jan 2022 Financial Report
7. Abstract Approval page 16-21
  - Action Requested
  - See attached Abstract and Vendor List
8. Other Business
9. Adjourn

## Family Health Home Visiting Overview

In family health, we offer three different types of home visits to families of our community: evidence-based home visiting (long-term), short term home visiting (TANF) and universal baby visits. Each of these different types of home visits offers a way to promote healthy development in children, secure attachments between caregivers and children, increased self-sufficiency and safety of families with infants and children, and improved pregnancy outcomes. Goals of home visiting programs include: connect or refer pregnant women to prenatal care in order to improve upon maternal and newborn health, support parents in their role as their child's first teacher, create a safe and healthy environment for their child to thrive in both mentally and physical, provide parenting education and support to decrease the risk of child abuse/neglect/maltreatment, and promote economic self-sufficiency of families.

### Evidence-Based Home Visiting (MECSH)

Maternal Early Childhood Sustained Home-Visiting (MECSH) is our evidence-based home visiting program. This long term program works with woman prenatally and/or birth up to 8 weeks post hospital discharge thru age 2, approximately 25-30 visits in total are provided. A registered nurse provides structured home visiting with a strong focus on parent-child relationship and child development, by focusing on a parent's strengths and enhancing their parenting skills. The overall purpose of this program is to support families in gaining the skills they need to adapt and self-manage to ensure optimal health outcomes for their child/ren. Our registered nurses do this by supporting parents to realize their capabilities as a parent and cultivating improved family functioning, guiding resilience and effective problem solving skills, and ensuring each visit has an underpinning purpose of focusing on the child to reduce adverse child events

### Short Term Home Visiting (TANF)

Our Federal Temporary Assistance for Needy Families (TANF) grant allows us to allocate resources to needy families for non-medical home visiting short term, generally 6 months or less. Generally, interventions are designed to foster healthy beginnings, improve pregnancy outcomes, promote school readiness, prevent child abuse and neglect, promote positive parenting and resiliency in children, and promote family health and economic self-sufficiency for children and

families. Services are targeted towards families with adolescent parents, a history of alcohol or other drug use, a history of child or domestic abuse or other violence, reduced cognitive functioning, lack of knowledge of child growth and development, low resiliency, insufficient financial resources, history of homelessness, employment barriers, a serious mental health disorder or other factors as determined by the public health nurse. This program is for families who do not qualify for evidence based home visiting programs (MECSH). In order to receive services families must be receiving federally funded MFIP or have an adjusted gross annual household income of 200% of federal poverty guidelines, be a US citizen and live in a household compromised of a minor child or pregnant woman.

### Universal Baby Visit (UBV)

Each baby born to a family living in Kanabec County is eligible to receive a Universal Baby Visit (UBV) from a Kanabec County Family Health Nurse. Our nurses offer an in-home visit or in office visit for mom/dad and baby. Baby's weight/length measurements will be assessed, feeding checks, and child growth and development will be discussed during the visit and resources provided if needed. Mom/Dad will be assessed in their postpartum journey and any concerns will be addressed. Support and information on care of a newborn is provided and any information or referrals needed are made to community resources. Generally visits occur when the baby is 4-6 weeks of age, however they can be offered sooner upon request.

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

## Community Health Report

### Staffing:

**HHA** – still trying to fill part-time intermittent positions

### Coronavirus information and response activities:

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

### At-Home Test Kits:

Kanabec County received an additional 360 at-home COVID Test kits to distribute to the community. We are again being asked to target residents with a financial need or functional access needs and disabilities.

### A New Framework for Governmental Public Health in Minnesota:

Please see the hand out with this title in your packet. As you will see, there are **foundational** public health **capabilities** that provide the knowledge, skills, and abilities needed to successfully implement the basic public health protections and ensure the community's health and achieve equitable health outcomes.

With the exception of preparedness and response, these **Foundational Capabilities** are not “programs” that are operated but the foundation for determining what the needs and strengths are within a community as well as the systems and structure to protect and promote the health of all residents in the community; so that everyone in the community has the same opportunity for health.

- As discussed in February's Director's report, we are starting our assessment process. This is a foundational capability. As part of this process, we will be sending out a randomized survey to 1,600 residents as well as gathering other data from a variety of resources. We work with the community to prioritize the health issues based on the available data and to create a community health improvement plan to address the top issues identified.

Building off of the **Foundational Capabilities** are the **Foundational Areas** or basic public health, topic-specific responsibilities aimed at improving the health of people and communities.

- Infections disease prevention and control
- Environmental health
- Prevention and population health improvement
- Access to health services

Together the **Foundational Capabilities and Foundational Areas** are the **Foundational public health responsibilities** that must be carried out by governmental public health (all within the box shown by the dotted line). How a governmental public health agency addresses the needs within these foundational responsibilities is dependent upon the needs of the community – the top level of the chart or **the protections and services unique to a community's needs**.

The following table shows the foundational areas and the protections and services unique to our community (this is not necessarily a complete listing):

<b>Foundational Areas</b>			
<i>Infectious disease prevention and control</i>	<i>Environmental health</i>	<i>Prevention and population health improvement</i>	<i>Access to health services</i>
<b>Examples of local protections and services</b>			
<ul style="list-style-type: none"> <li>• Vaccination programs</li> <li>• Tuberculosis case investigation and monitoring</li> <li>• COVID work</li> </ul>	<ul style="list-style-type: none"> <li>• Nuisance investigations</li> <li>• Radon education and test availability</li> <li>• Well water testing drop-off site</li> <li>• Climate change</li> </ul>	<ul style="list-style-type: none"> <li>• Statewide Health Improvement Partnership (SHIP)</li> <li>• Suicide prevention work</li> <li>• Mental health work</li> <li>• Substance abuse prevention work</li> <li>• Family Home Visiting</li> <li>• WIC</li> <li>• Child &amp; Teen Check-up</li> <li>• Care Navigation</li> <li>• Public Health Nurse Clinic</li> </ul>	<ul style="list-style-type: none"> <li>• Home Care</li> <li>• Case Management</li> <li>• Children's Dental Services</li> </ul>

As a public health agency, we need to be able to shift the focus of our work based on what is happening in the community. The ability to shift is very dependent upon funding. Our current funding portfolio is heavily grant funded and those grant funds are not flexible, they must be spent on specific grant activities/programs. A small percent of some of the grants can be utilized to support administration/infrastructure (foundational capabilities).

In 2020 the Minnesota Legislature did pass an increase in the Local Public Health Grant (LPHG). The LPHG is the only flexible funding other than local levy dollars, and are the funds used for the foundational capabilities. It still falls short of what is needed.

# A new framework for governmental public health in Minnesota

## Time to strengthen public health in Minnesota

Governmental public health has a unique responsibility for protecting and promoting the health of the public. While Minnesota's nationally recognized state-local public health partnership has served Minnesotans well since it was established in 1976, many state and local health officials have serious concerns about their ability to fulfill that responsibility. A number of challenges have left us all at risk—increasing demands on decreasing resources, the changing role of public health from providing direct services to broader population-based prevention activities, new health threats, disparities in health status, decreasing budgets, and hiring challenges—to name a few.

## A framework for governmental public health in Minnesota

A group of local and state public health leaders developed a framework for what Minnesotans should expect from their state and local public health partnership. This framework outlines a set of foundational public health responsibilities that are grounded by a core value: where you live should not determine your level of public health protection. The framework also recognizes that diseases and disasters do not distinguish geographic boundaries. The framework is intentionally forward-looking and focused on what should be instead of what is.

The framework represents the work governmental public health **must** do, and the important work governmental public health does, to meet the unique needs of communities across the state.

### Moving forward: An invitation

Responding to concerns and strengthening public health in Minnesota is a top priority of the State Community Health Services Advisory Committee (SCHSAC). SCHSAC laid out three phases of work:

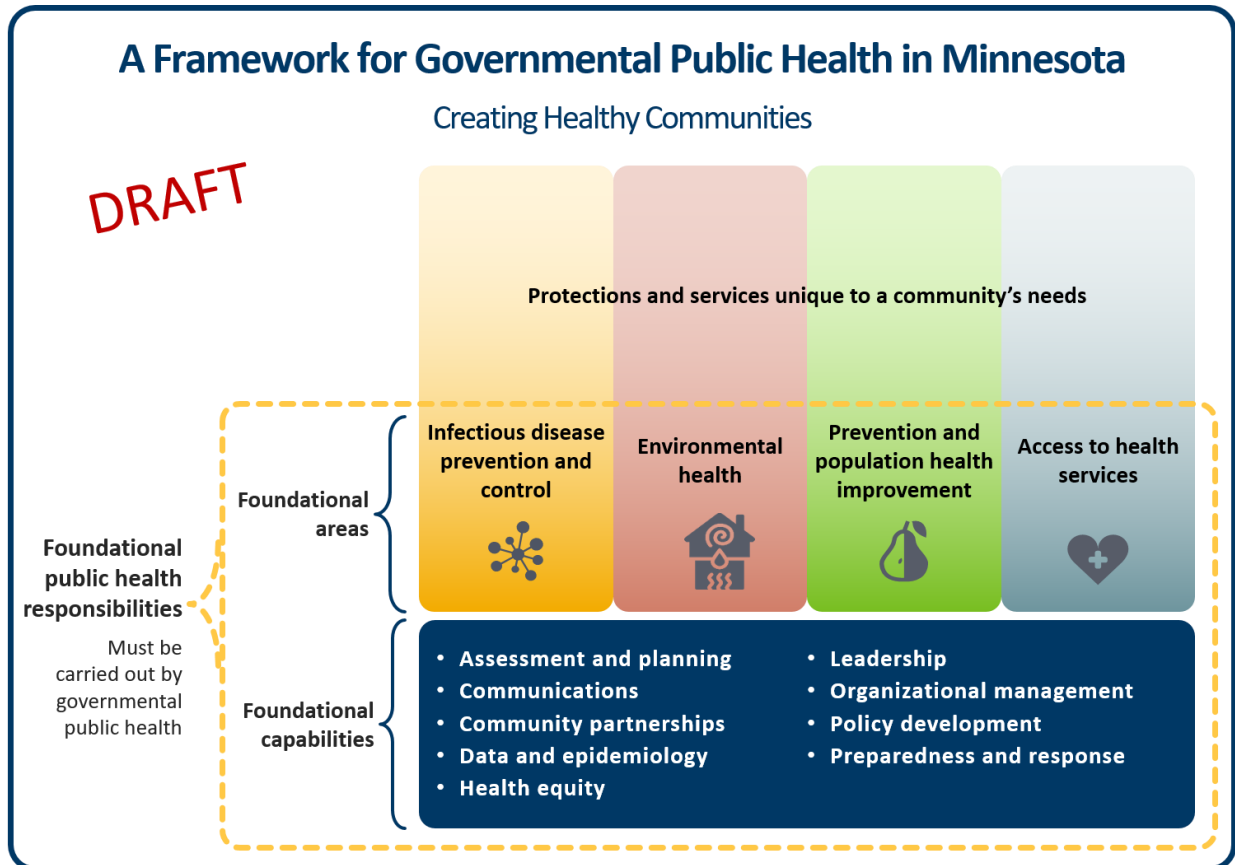
- Define foundational public health responsibilities
- Explore and test new models of delivery
- Adopt a plan for system transformation

With the completion of a framework that outlines the foundational public health responsibilities, we are ready to move into phase two. SCHSAC, along with MDH's Commissioner of Health, acknowledges that it is time to reimagine how we carry out the important work of public health in Minnesota moving forward.

Implementing this framework will not become reality without broad, statewide participation of public health leaders and decision-makers at the state and local level. Next steps include:

- Share the framework and foundational public health responsibilities
- Refine and clarify the foundational public health responsibilities, including roles and expectations
- Establish a leadership council to provide direction for strengthening the public health system
- Identify and test new ways of doing business
- Determine the gap between our current state and the foundational public health responsibilities

- **Foundational capabilities** represent the foundation: All houses need a strong foundation in order for the rest of the house to function properly.
- **Foundational areas** represent the rooms: We expect a house will have a kitchen, bathroom, bedrooms, etc.
- **Protections and services unique to a community's needs** represent the unique needs and decisions of each homeowner, like furniture, paint color, fixtures, etc. They are still very important, but are not the same in every house.



## Foundational public health responsibilities

Governmental public health must carry out the foundational public health responsibilities, and the foundational responsibilities must be present in every community across the state in order to efficiently and effectively promote and protect the health of all people in Minnesota.

## Foundational capabilities

Foundational capabilities are the knowledge, skills, and abilities needed to successfully implement the basic public health protections key to ensuring the community's health and achieving equitable health outcomes. The foundational capabilities include:

- **Assessment and planning:** The ability to examine the health of the community, identify priorities, and implement a plan to address those priorities
- **Communications:** The ability to reach the public effectively with timely, science-based information
- **Community partnerships:** The ability to connect and align community resources and partners to advance the health of all members of the community

- **Data and epidemiology:** The ability to track the health of a community through data, case-finding, and laboratory tests, with particular attention to those most at risk
- **Health equity:** The ability to identify and respond to health inequities to assure the highest level of health for all populations through policies, programs, and strategies that respond to cultural factors affecting health
- **Leadership:** The ability to lead internal and external stakeholders to consensus and action
- **Organizational management:** The ability to apply business practices that assure efficient use of resources, achieve desired outcomes, and foster a continuous learning environment
- **Policy development:** The ability to translate public health science into appropriate policy and regulation
- **Preparedness and response:** The capacity to respond to emergencies of all kinds—from natural disasters to bioterrorist attacks

## Foundational areas

Foundational areas are those basic public health, topic-specific responsibilities aimed at improving the health of people and communities. The foundational areas include:

- **Infectious disease prevention and control:** Preventing and controlling the spread of infectious disease, and assuring that everyone is protected from infectious disease threats
- **Environmental health:** Preventing and reducing exposure to environmental hazards, and supporting healthier built and natural environments
- **Prevention and population health improvement:** Preventing harm and improving health across the lifespan through policy, systems, and environmental change
- **Access to health services:** Working as an active partner with medical, oral, and behavioral health care to improve health care quality, reduce health care costs, and improve population health

## Protections and services unique to a community's needs

There are many protections and services beyond the foundational public health responsibilities that are crucial to achieving population health goals. These protections and services are critical to a specific community's health. This work is very important, but unique to a given community. These can be provided at the state and/or local level by governmental public health or other partners.

### Example: Foundational public health responsibilities, protections and services unique to a community's needs

Foundational public health responsibilities	Unique protections and services
Governmental public health promotes immunizations to prevent the spread of disease in all communities. This is a foundational public health service.	There are many resources within the community where citizens can receive immunizations. Therefore, governmental public health may not need to provide this service. In a community without ample providers, it may be important and valuable for public health to provide this unique protection or service.
Governmental public health is responsible for monitoring the rates and locations of radon in homes. Governmental public health is also responsible for providing accurate information to citizens about the dangers of radon and radon exposure.	Providing radon test kits to citizens is not a foundational public health responsibility. In areas where radon is prevalent, governmental public health may provide radon kits and testing as a unique protection or service.

Foundational public health responsibilities	Unique protections and services
Governmental public health must know data and emerging trends related to maternal and child health in the community—such as infant mortality rates, rates of disparity in birth outcomes, infant mortality and child health, and other indicators of the health of mothers and children.	Providing home visiting services to at-risk families is not a foundational public health responsibility. While vital and important to communities, there may be other providers in the community that are able to provide family home visiting services. In many communities, the only provider of this unique protection or service is governmental public health.
Governmental public health is responsible for knowing the demographics of people receiving WIC services, knowing where WIC services are available, and knowing if there are enough providers of WIC services to meet the community’s needs.	In communities where there are no agencies available to provide WIC services, it is important for public health to do so. In some communities there may be providers who are able to provide this cost-effective, evidence-based prevention service, and there may be no need for public health to serve as a WIC provider.
Governmental public health is responsible for knowing the youth smoking rates in communities and providing information to state and local policy makers about the impact of policies such as raising the tobacco age on youth smoking and the long-term health implications.	Compliance check of local tobacco retailers may be provided by governmental public health, but could be provided by local law enforcement. Local public health may provide the unique protection or service of providing smoking cessation classes, but there may be other providers of this service in the community.
Governmental public health is responsible for working with hospitals, clinics, and other health system partners to identify services that are needed in the community to meet the health care needs of the elderly, mentally ill, or disabled.	Other providers in the community (hospitals, home care agencies) can provide home care services to the elderly, mentally ill, or disabled. In places where other providers are not available, public health may provide this unique protection or service.
Governmental public health must conduct an assessment of the health of their communities and the state. The significant impact of opioid use on the overall health of the community is identified through the assessment process.	Governmental public health is not responsible for treating people with addiction. Opioid treatment services may be available in area hospitals or treatment programs. Governmental public health would work with local stakeholders to know about the availability of those services.
Governmental public health must know the rates of measles in their communities and in the state. Governmental public health is responsible for conducting disease investigations to find the source of the outbreak, and providing accurate information to the community on preventing further spread.	Providing medical treatment to a child with measles is not a governmental foundational public health responsibility.

Minnesota Department of Health Center for Public Health Practice  
 625 Robert Street N PO Box 64975 St. Paul, MN 55164-0975  
 651-201-3880 health.ophp@state.mn.us www.health.state.mn.us

June 2019. To obtain this information in a different format, call: 651-201-3880.

## Kanabec County Community Health

905 East Forest Avenue  
Mora, MN 55051  
Phone: 320-679-6330  
Fax: 320-679-6333

Tuesday  
March 1, 2022

To Whom It May Concern:

Minnesota Department of Health (MDH) priorities for Budget Period 4 (BP4), July 1, 2022 – June 30, 2023 of the five-year project period (2019-2024) are:

- 1) Continue COVID-19 response activities,
- 2) Prepare for and demobilize COVID-19 response activities,
- 3) Identify strengths, challenges, and areas for improvement based on COVID-19 response experiences, and
- 4) Develop strategies to move public health emergency preparedness work forward during Budget Periods 4 and 5.

Local health department duties for BP4 again will include recurring, base, and funding level-based elective duties. The recurring and base grant-related activities will be completed by all CHBs. CHBs at the X, Y, and Z funding levels will select from a list of elective duties to meet jurisdictional priorities and threats.

The duties were developed based upon a review of local and tribal health department hotwash reports submitted to MDH in September, input from MDH subject matter experts and public health preparedness consultants, and requirements from Centers for Disease Control and Prevention (CDC). The SCHSAC PHEP Oversight Work Group will review the duties before they are finalized.

The Recurring duties are the activities that occur every year, such as reports, work plans, integrated preparedness plan (IPP, formerly called the multi-year exercise and training plans (MYTEP), updating contact information, attending MDH-sponsored preparedness trainings, and HAN-related work.

The Base and Elective duties will largely focus on demobilizing, transitioning from response to regular work, and capturing lessons learned from the COVID-19 response. Duties may be adjusted based on increased demand for COVID-19 response activities.

I certify that my community health board concurs with the general approach to public health emergency preparedness as outlined by MDH.

Kathy Burski, Director  
Kanabec County Community Health

**Kanabec County Community Health Board # – 3/1/2022**  
**Public Health Emergency Preparedness Concurrence Resolution**

**WHEREAS**, the Minnesota Department of Health (MDH) Public Health Emergency Preparedness fourth budget period of the five year project period (2022-2023 Budget Period 4) will focus on continuing COVID-19 response activities, preparing for and demobilizing COVID 19 response activities, identifying strengths, challenges, and areas of improvement based on COVID-19 response experiences, and developing strategies to move public health emergency preparedness work forward during Budget Periods 4 and 5, and

**WHEREAS**, there will be a set of recurring and base grant-related activities that all CHBs will complete, and

**WHEREAS**, based on funding levels, CHBs will select from a list of elective duties to meet jurisdictional priorities and threats.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves Minnesota Department of Health's approach to Public Health Emergency Preparedness for the 2022-23 budget period.

**Kanabec County Community Health Board # – 3/1/2022**

Agreement for Clinical Laboratory Training – Moorhead State University resolution

**WHEREAS**, Minnesota State University Moorhead has a nursing program and is in need of Clinical Laboratory training sites, and

**WHEREAS**, Kanabec County Community Health has facilities for providing a suitable training experience that meets the educational needs of the students enrolled in those programs, and

**WHEREAS**, it is in the best interest of Kanabec County Community Health to provide a training site where University students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs.

**THEREFORE BE IT RESOLVED** to approve the Community Health Director to sign an Agreement with Minnesota State Colleges and Universities/ Moorhead for Clinical Laboratory Training commencing March 1, 2022 through January 31, 2027..



As of Date: 01/2022  
Report Basis: 2 1 - Cash  
                  2 - Modified Accrual  
                  3 - Full Accrual

Save Report: N

Comment:

FUND                   Range From 15           Thru 15

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



Sheila  
2/22/22 9:09AM

TRIAL BALANCE REPORT  
As of 01/2022

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	396,065.81	23,150.25 -	23,150.25 -	372,915.56
1003 Audit Adjustments To Cash	6,027.85	6,027.85 -	6,027.85 -	0.00
1110 Taxes Receivable - Prior & Delinquent	11,059.89	11,059.89 -	11,059.89 -	0.00
Total Assets	413,153.55	40,237.99 -	40,237.99 -	372,915.56
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2030 Salaries Payable	73,951.74 -	73,951.74	73,951.74	0.00
2100 Due To Other Governments	5,120.57 -	5,120.57	5,120.57	0.00
2230 Deferred Inflows	11,059.89 -	11,059.89	11,059.89	0.00
Total Liabilities	90,655.37 -	90,132.20	90,132.20	523.17 -
Fund Balance				
2881 Assigned Fund Balance	322,498.18 -	0.00	0.00	322,498.18 -
2910 Revenue Control	0.00	228,102.43 -	228,102.43 -	228,102.43 -
2925 Expenditure Control	0.00	178,208.22	178,208.22	178,208.22
Total Fund Balance	322,498.18 -	49,894.21 -	49,894.21 -	372,392.39 -
Total Liabilities and Balance	413,153.55 -	40,237.99	40,237.99	372,915.56 -
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
15 Community Health Fund	0.00	0.00	0.00	0.00

**Kanabec County Community Health - Board Financial Report**  
15-484

Through January 2022

Department	Budget	Total year to date/ % of budget	Total	8.33% January
Pilt-Housing Authority				
Rev	0		0.00	0.00
Exp	0		0.00	0.00
Cares Act COVID-19 Grant				
Rev	0		0.00	0.00
Exp	0		0.00	0.00
Local Public Health Infrastructure				
Rev	486,597.00	1.86%	9,036.31	9,036.31
Exp	378,817.00	12.29%	46,574.53	46,574.53
Prevent Infectious Disease				
Rev	28,087.00	0.41%	115.00	115.00
Exp	28,088.00	6.46%	1,815.11	1,815.11
Environmental Health				
Rev	25.00	36.00%	9.00	9.00
Exp	5,883.00	0.00%	0.00	0.00
Healthy Communities-Adult Health				
Rev	271,960.00	4.50%	12,237.80	12,237.80
Exp	275,208.00	6.15%	16,932.81	16,932.81
Healthy Communities-Health Improvement				
Rev	548,531.00	19.02%	104,307.34	104,307.34
Exp	528,486.00	5.57%	29,424.26	29,424.26
Healthy Communities-Family Health				
Rev	714,440.00	4.12%	29,428.62	29,428.62
Exp	596,634.00	5.91%	35,253.12	35,253.12
Emergency Preparedness				
Rev	131,761.00	13.90%	18,313.04	18,313.04
Exp	118,620.00	14.02%	16,629.66	16,629.66
Assure Access-Case Management				
Rev	357,900.00	7.09%	25,379.86	25,379.86
Exp	351,493.00	7.87%	27,679.69	27,679.69
Assure Access-Home Care				
Rev	528,000.00	6.69%	35,303.31	35,303.31
Exp	784,072.00	10.58%	82,971.35	82,971.35
Agency Totals				
Rev	3,067,301.00	7.63%	234,130.28	234,130.28
Exp	3,067,301.00	8.39%	257,280.53	257,280.53

**outstanding payments/payments not yet posted**

Workforce Dev.	
VSO	
CTC	
DFC	
FAP	
LCTS	
LPHG	20,577.84
MCH	
MIECHV	72,713.59
PHEP	
RPC	6,391.47
SHIP	
TANF	
WIC	20,230.00
Covid State	
CMCOA	
MN Choice	3,125.00
Admin asst	2,752.83
mental hlth	9,012.48
Suicide Prev	3,669.64
Covid Federa	61,355.01
Home care	46,528.13 estimate only see note below
	246,355.99
SCHA Connector - We get reimbursed twice a year. Not included above.	
Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by paysource. Also, VA may pay up to two years after the date of service.	

amount has changed

## Board Meeting 03/01/22

### Abstract Totals for Commissioner Vouchers

<b>Board Meeting 03/01/22</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	13,657.94	23	45
Abstract #2			
<b>Totals</b>	<b>13,657.94</b>	<b>23</b>	<b>45</b>

### Abstract Totals for Auditor Vouchers

<b>Board Meeting 03/01/22</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>			

Sheila  
2/24/22 10:39AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

Print List in Order By: 1  
1 - Fund (Page Break by Fund)  
2 - Department (Totals by Dept)  
3 - Vendor Number  
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D  
D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N

Sheila  
2/24/22 10:39AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
38	434	Ability Network Inc					
		15-484-487-8453-6211		Feb billing svc/eligibility		Services & Charges	N
37		15-484-493-8452-6211		Feb billing svc/eligibility		Services & Charges	N
36		15-484-496-8447-6211		Feb billing svc/eligibility		Services & Charges	N
	434	Ability Network Inc		3 Transactions			
			671.42				
14	104	Ace Hardware					
		15-484-450-0000-6411		command strips	304510	Supplies	N
	104	Ace Hardware		1 Transactions			
			12.99				
			12.99				
16	1293	Bayerle/Anna					
		15-484-496-8448-6331		Jan/Feb HM mileage		Mileage & Meals	N
15		15-484-496-8449-6331		Jan/Feb HHA mileage		Mileage & Meals	N
	1293	Bayerle/Anna		2 Transactions			
			138.06				
17	185	Bergstadt/Jennifer					
		15-484-496-8449-6331		Jan/Feb HHA mileage		Mileage & Meals	N
	185	Bergstadt/Jennifer		1 Transactions			
			253.31				
			253.31				
18	1396	Biever/Laurie					
		15-484-496-8449-6331		Jan/Feb HHA mileage		Mileage & Meals	N
	1396	Biever/Laurie		1 Transactions			
			298.94				
			298.94				
19	1275	Bromwich/Amanda					
		15-484-496-8449-6331		Jan/Feb HHA mileage		Mileage & Meals	N
	1275	Bromwich/Amanda		1 Transactions			
			178.43				
			178.43				
21	1312	Campbell/Mindy					
		15-484-496-8448-6331		January HM mileage		Mileage & Meals	N
20		15-484-496-8449-6331		Jan/Feb HHA mileage		Mileage & Meals	N
	1312	Campbell/Mindy		2 Transactions			
			0.59				
			200.07				
			200.66				
22	3501	Fratzke/Michelle					
		15-484-496-8447-6331		January home care mileage		Mileage & Meals	N
23		15-484-496-8447-6331		Jan/Feb home care mileage		Mileage & Meals	N
	3501	Fratzke/Michelle		2 Transactions			
			215.28				
			93.60				
			308.88				
1	324	Healthcare First					
		15-484-496-8447-6211		February HHCAHPS	5264687	Services & Charges	N
			104.74				

Sheila  
2/24/22 10:39AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
324	Healthcare First		104.74	1 Transactions			
2	653 Kanabec County Auditor						
	15-484-496-8449-6331		9.66	January co. vehicle use	72	Mileage & Meals	N
	653 Kanabec County Auditor		9.66	1 Transactions			
26	1308 Lejonvarn/Kirsten						
	15-484-469-8440-6331		1.17	January DPC mileage		Mileage & Meals	N
25	15-484-487-8453-6331		33.35	February MIECHV mileage		Mileage & Meals	N
27	15-484-490-8489-6331		25.74	Jan/Feb Covid mileage		Mileage & Meals	N
	1308 Lejonvarn/Kirsten		60.26	3 Transactions			
39	667 Lighthouse Child & Family Services LLC						
	15-484-487-8453-6211		26.32	1/12/22 session mileage	7115	Services & Charges	Y
40	15-484-487-8453-6211		300.00	1/12/22 MIECHV sessions	7115	Services & Charges	Y
	667 Lighthouse Child & Family Services LLC		326.32	2 Transactions			
4	1143 McKesson Medical-Surgical Govt Solution						
	15-484-490-8489-6411		6.60	Covid supplies	19013431	Progam Supplies	N
5	15-484-496-8447-6432	P	93.09-	2021 MMCAP Shareback	2143671	Medical Supplies	N
3	15-484-496-8447-6432		285.86	home care supplies	409,412,423,43	Medical Supplies	N
6	15-484-496-8447-6432		51.50	home care supplies	9706 9681	Medical Supplies	N
	1143 McKesson Medical-Surgical Govt Solution		250.87	4 Transactions			
7	198 Mille Lacs Co. Community & Veterans Ser						
	15-484-485-8468-6880		1,703.21	Jan hlthy eat/active living		Grant Admin- Pass thru	N
8	15-484-485-8468-6880		1,189.93	January tobacco strategy		Grant Admin- Pass thru	N
9	15-484-485-8468-6880		1,183.04	January well being strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		4,076.18	3 Transactions			
41	14640 Minnesota Counties Intergovernmental Tr						
	15-484-450-0000-6289		110.00	managing the human resource		Staff Development	N
	14640 Minnesota Counties Intergovernmental Tr		110.00	1 Transactions			
24	1311 Nelson/Erika						
	15-484-493-8452-6331	P	3.36	December CM mileage		Mileage & Meals	N
28	15-484-493-8452-6331		26.91	Jan/Feb CM mileage		Mileage & Meals	N
	1311 Nelson/Erika		30.27	2 Transactions			
52	Olson/Autum						

Sheila  
2/24/22 10:39AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
42	15-484-487-8450-6331		6.43	February TANF mileage		Mileage & Meals	N
43	15-484-487-8451-6331		32.18	February HP mileage		Mileage & Meals	N
44	15-484-487-8453-6331		32.76	Jan/Feb MIECHV mileage		Mileage & Meals	N
45	15-484-487-8457-6331		19.89	Jan/Feb MCH mileage		Mileage & Meals	N
52	Olson/Autumn		91.26	4 Transactions			
632	Pine County Health & Human Services						
10	15-484-485-8468-6880		2,073.33	Jan hlthy eat/active living		Grant Admin- Pass thru	N
11	15-484-485-8468-6880		1,859.05	January tobacco strategy		Grant Admin- Pass thru	N
12	15-484-485-8468-6880		1,859.08	January well being strategy		Grant Admin- Pass thru	N
632	Pine County Health & Human Services		5,791.46	3 Transactions			
479	Ring/Elsa						
35	15-484-487-8450-6331	P	154.00	Jun-Aug TANF mileage		Mileage & Meals	N
34	15-484-487-8451-6331	P	12.88	Aug-Sep HP mileage		Mileage & Meals	N
29	15-484-487-8453-6331		3.51	Jan/Feb MIECHV mileage		Mileage & Meals	N
33	15-484-487-8453-6331	P	54.32	Jun-Dec MIECHV mileage		Mileage & Meals	N
479	Ring/Elsa		224.71	4 Transactions			
16326	Sarkisyan/Amber						
30	15-484-496-8449-6331		119.93	Jan/Feb HHA mileage		Mileage & Meals	N
16326	Sarkisyan/Amber		119.93	1 Transactions			
1083	Swanson/Lori						
31	15-484-485-8468-6331		7.02	Jan/Feb SHIP mileage		Mileage & Meals	N
1083	Swanson/Lori		7.02	1 Transactions			
1268	Tomczak/Kristi						
32	15-484-496-8449-6331		272.61	Jan/Feb HHA mileage		Mileage & Meals	N
1268	Tomczak/Kristi		272.61	1 Transactions			
518	Welia Health						
13	15-484-469-8440-6432		119.96	2 high dose flu shots	2479	Medical Supplies	N
518	Welia Health		119.96	1 Transactions			
15 Fund Total:			13,657.94	Community Health Fund	23 Vendors	45 Transactions	
Final Total:			13,657.94	23 Vendors	45 Transactions		

Sheila  
2/24/22 10:39AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE\$

Page 5

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	13,657.94	Community Health Fund	
	All Funds	13,657.94	Total	Approved by, .....
				.....
				.....

# 9:30am Appointment

March 1, 2022

## REQUEST FOR BOARD ACTION

<b>Subject:</b> Authorize Release of Broadband Request for Information (RFI) Document	<b>b. Origination:</b> EDA
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenters:</b> Heidi Steinmetz

### e. Board action requested:

EDA staff requests that the County Board of Commissioners authorize the release of the attached Request for Information (RFI) document.

### f. Background:

At the February 15<sup>th</sup> County Board meeting, the County Board approved that a Request for Information (RFI) be distributed by the County to Internet service providers (broadband providers). If the attached RFI document is approved by the County Board, it will be advertised in the Kanabec County Times on March 3<sup>rd</sup>.

Supporting Document: Yes    Attached: ☒

<b>Date Received in County Coordinator's Office:</b>	2/25/22
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**Coordinators Comments:**



## **BROADBAND NETWORK DEPLOYMENT REQUEST FOR INFORMATION**

Issue Date: March 3, 2022

Response Due Date: March 18, 2022

Issued by: Kanabec County, MN

Website: [www.kanabec-eda.org](http://www.kanabec-eda.org)

**Prepared By:**



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This RFI seeks ISPs to present information on their interest in partnering with the County to improve connectivity in the County. The RFI is asking companies to provide four general categories of information: (1) specific projects of interest within the County; (2) the amount of County funds requested for each project; (3) State or Federal grant funding that would be pursued for each project (what support the respondent requests from the County for each project); (4) the form of potential partnership preferred for each project.



Border Broadband Development Grant Program, or the future allocations stemming from the Broadband Equity, Access & Deployment Program of the Infrastructure Investment and Jobs Act.

The requested information in this RFI includes the above four categories:

1. Descriptions of potential broadband projects of interest to the company. These projects should be scoped to provide last-mile broadband service to unserved and underserved communities within a municipality, rural region, or service area within Kanabec County. It is strongly encouraged that projects focus on the worst-served areas of the county; for reference, Figure 2 below demonstrates the speed test survey results to guide a better understanding of service needs. Please note:
  - a. if you already provide service nearby (including if you have middle-mile access for the project or if that is part of the project costs)
  - b. details of the infrastructure (technology) you are proposing
  - c. the service options that would be offered as the result of the project
  - d. operational details such as who will operate and maintain the network
  - e. availability of pricing plans for eligible low-income households
2. If County funds are being requested, how much and how are those funds calculated as needed in the project. The County has not decided if it can contribute funds or how much. It is hoped this RFI will help the County make those decisions
3. If the respondent is pursuing State or Federal grants, the County would like to know what financial or other support from the County the respondent would request for those grants
4. If the respondent is seeking County funds, does the respondent anticipate the County having any ownership or use in the infrastructure deployed?

In addition, please provide any other information that would be relevant to partnering with the County on a broadband improvement effort for its residents and businesses. The County welcomes any other creative ideas for supporting broadband service availability, affordability, and adoption.

The timeline of this RFI is shortened. The sole reason for that is to be prepared if the State Border to Border grant is opened in March.

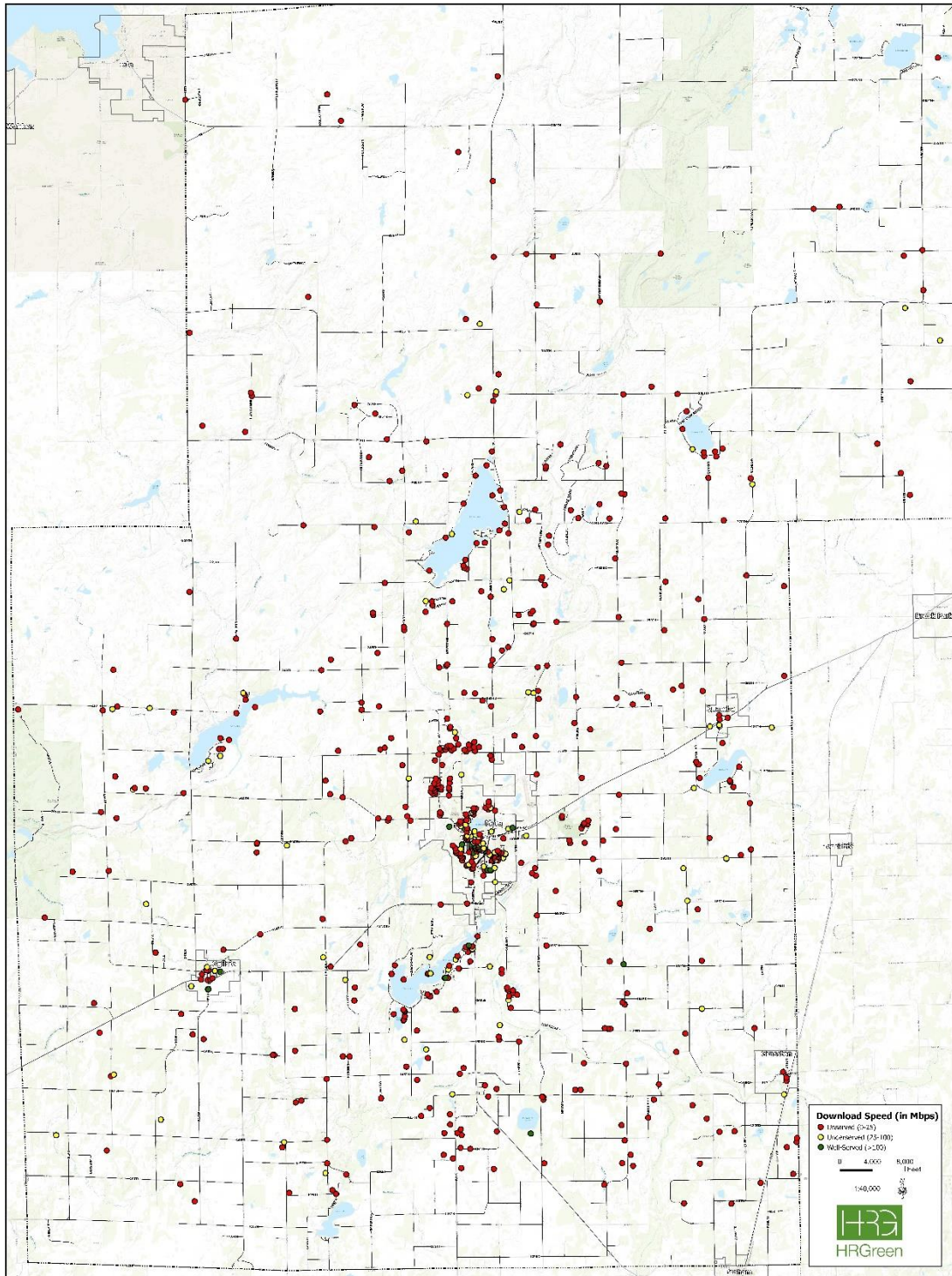


Figure 2: Broadband Speeds Survey Results in Kanabec County

## 2. Contract Information

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### Questions

For any questions, please contact at Irena Stevens at [istevens@hrgreen.com](mailto:istevens@hrgreen.com) by the due date for submitting questions indicated in this RFI.

### Response Submission

Submit one (1) electronic copy titled “Broadband RFI Submittal” to [istevens@hrgreen.com](mailto:istevens@hrgreen.com) by the response due date.

## 3. Response Timeline

---

- Release Information to News Media      March 3, 2022
- Last Day to Submit Questions              March 11, 2022 at 4:00 p.m. Central Time
- **Response Due Date:**                      **March 18, 2022 at 4:00 p.m. Central Time**
- Interviews (if necessary)                      Late March, 2022

## 4. RFI Submission Requirements

---

In addition to the details outlined in other parts of this RFI, please provide the following information in your response document:

1. **Cover Letter**
2. **Section for responding to the four categories of information solicited in the RFI.**
3. **Respondent qualifications, such as previous experience with similar projects and staff qualifications. Identify other networks your organization has designed, built, maintained, or operated; include the levels of broadband speed, availability, and adoption among different categories of end-users and unique capabilities or attributes. Discuss other partnerships with other service providers, government, or non-profit entities you have undertaken. Explain how your firm is a suitable partner for this project. Experience with communities like Kanabec County is not a requirement but will be viewed positively.**
4. **Discuss your intent to pursue grant funding in coordination with the County. The County desires to pursue with providers grant funding from Minnesota’s Border-to-Border program and any subsequent funding opportunities that may become available. The partner(s) identified through this RFI and any subsequent solicitations should be willing to be a direct participant of the grant seeking process in partnership with the County. To this end, please describe your previous experience/successes with middle-mile and last-mile projects funded from federal and state grant sources.**
5. **Any additional information the Respondent deems necessary to inform the County**

## 5. Response Evaluation

---

The response will be evaluated on completeness and compliance with the requirements. Kanabec County may eliminate any responses that (a) are non-conforming, (b) do not meet the minimum requirements, (c) are not economically competitive with other responses, or (d) are submitted by respondents that lack appropriate qualifications. The County desires to work with providers to improve broadband in Kanabec County, so please provide all of the information and suggestions you can to facilitate that dialogue.

Kanabec County will evaluate responses based on merit and the criteria listed below.

1. Completeness of response
2. Willingness to provide last-mile service in identified regions and unserved areas of the County
3. Approach and philosophy concerning broadband deployment
4. Qualifications, experience, and references
5. Comparative financial and partnership arrangements requested
6. Overall professional organization and quality of the RFI.

### Responder Selection

Kanabec County reserves the right to reject any or all responses or portions thereof, to issue RFI updates at any time, and to make any (or no) partnership arrangements based on County policies and needs. Kanabec County reserves the right to make an award without further discussion of the responses submitted; there may be no best and final offer procedure. Interviews and negotiations may be conducted with one or more of the respondents. Each initial offer should contain the respondent's best terms from a cost or price, service, timing, and technical standpoint.

Kanabec County may consult references familiar with the respondent regarding its prior operations and projects, financial resources, reputation, performance, or other matters. Submission of a response shall constitute permission for Kanabec County to make inquiries and authorization to third parties to respond to them.

Kanabec County may elect to initiate contract negotiations with one or more respondents including negotiation of costs/price(s) and any other issues or terms and conditions, including modifying any requirement in the RFI. The option of whether to initiate contract negotiations rests solely with Kanabec County. No respondent shall have any rights against Kanabec County arising from such negotiations.

As a result of selection of a respondent to supply products and/or services to Kanabec County, Kanabec County is neither endorsing nor suggesting that the respondent's product or service is the best or only solution. The respondent agrees to make no reference to Kanabec County in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of Kanabec County.

This RFI does not create any obligation on Kanabec County to make any contract award.

## **6. Compliance with Federal, State, and Local Laws**

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Respondent warrants in submitting a response and in the performance of an award as a result of the response, that respondent has complied with, or will comply with, all applicable federal, state, and local laws, ordinances and all lawful orders, rules, and regulations hereunder.

## **7. Additional Information**

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If not explicitly asked in this request, respondents are encouraged to provide additional information that may be helpful to the County.

### **Limitation of Liability**

Kanabec County makes no representations, warranties, or guarantees that the information contained herein is accurate, complete, timely, or that such information accurately represents the conditions that would be encountered in pursuing the work now or in the future. The furnishing of such information by Kanabec County shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each respondent, by submitting its response, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold Kanabec County liable or responsible therefore in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of Kanabec County, its directors, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the respondent required by this RFI and that it shall not hold Kanabec County liable or responsible therefore in any manner whatsoever.

### **Confidentiality**

Any portions of the response containing confidential or proprietary information should be clearly marked “Proprietary and Confidential”. Kanabec County reserves the right to release any such information to its agents or contractors for the purpose of evaluating the respondent’s response. Under no circumstances will Kanabec County be held liable for any damages resulting from any disclosure of respondents claimed confidential information during or after the RFI process.

### **Kanabec County Confidential Information**

Specifications, drawings, sketches, models, samples, tools, computers or other apparatus programs, trade secrets, confidential research, development or commercial information, intellectual property, patents, and /or other technical or business data are hereinafter designated as “Confidential Information.” Confidential Information shall not include information that (a) is generally available to the public prior to the date of this Agreement; (b) enters the public domain during the term of this Agreement through no fault of the respondent; (c) the respondent can establish, through its own contemporaneous records, was in its possession prior to disclosure of the Confidential Information to the respondent; or (d) is independently developed by the respondent without reference to or use of the Confidential Information.

The respondent shall: (a) hold and maintain all Confidential Information received in strict confidence; (b) restrict disclosure of Confidential Information only to those employees of the respondent or its wholly owned subsidiaries who have been informed of the confidential nature of the information and have agreed to be bound by the restrictions of this Agreement governing disclosure of Confidential Information, and who need to know the Confidential Information for responses to Kanabec County for furnishing material, software, documentation, or services hereunder; and (c) not duplicate, reproduce, distribute, store in any electronic information retrieval system, or disseminate Confidential Information in any other manner. All Confidential Information, whether written, oral, or other, furnished to the respondent hereunder, or in contemplation hereof, shall remain the property of Kanabec County. All copies of such Information in written, graphic, or other tangible form shall be returned to Kanabec County or permanently destroyed at Kanabec County's request.

Respondent obligations with respect to the Confidential Information shall survive termination of this Agreement and remain in full force and effect for a period of five years from the date of receiving of this Agreement.

## **Due Diligence**

Prior to submitting a response, respondents should carefully examine all the supplied materials, including plans, specifications, and designs related to this project.

# 9:40am Appointment

March 1, 2022

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## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Recorder's Office Update	<b>b. Origination:</b> Recorder's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Lisa Holcomb, County Recorder

**e. Board action requested:**

Informational update on the Recorder's Office

---

**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

The Board of Commissioners has requested periodic updates on department operations, projects, and general information from each department head/official.

# 9:50am Appointment

March 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Driver's License Office Status	<b>b. Origination:</b> Public Works
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Chad Gramentz, Public Works Director

**e. Board action requested:**

Discuss the driver's license office status and define short and longer term plans.

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**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 10:00am Appointment

March 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Update Environmental Services Fee Schedule	<b>b. Origination:</b> Environmental Services
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Ryan Carda

**e. Board action requested:**

Add a license fee to the Environmental Services Fee Schedule for Tire Uses

### **Resolution #\_\_ - 3/1/22** **Environmental Services Fee Schedule**

**WHEREAS** the Environmental Services office recommends an update to its fee schedule, and

**WHEREAS** “Environmental Services Fee Schedule” has been updated with recommended changes and presented before the Board, and

**WHEREAS** said fee schedule is included herein, and

**THEREFORE BE IT RESOLVED** that we do adopt “Environmental Services Fee Schedule” as presented.

---

**f. Background:**

The Environmental Services fee schedule was updated in February 18, 2020 to coincide with the adoption of the County’s Shoreland Ordinance (Ordinance #5). At this time we are requesting an update to the fee schedule to coincide with the newly adopted Tire Ordinance #11 (schedule provided with highlighted proposed fees).

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

<b>Date received in County Coordinators Office:</b>	2/25/22
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**Coordinators Comments**

## **KANABEC COUNTY ENVIRONMENTAL SERVICES FEE SCHEDULE**

*Adopted on February 18<sup>th</sup>, 2020; updated 01/05/2021*

<b>TYPE OF PERMIT</b>	<b>FEE</b>
Accessory Buildings <239 sq. ft. and/or Sign (no pre-onsite) .....	50.00
Accessory Buildings and/or WATER ORIENTED 240 sq. ft. – 1000 sq. ft. ....	100.00
Accessory Buildings 1001 sq. ft. and larger .....	200.00
Commercial Buildings/Additions (footprint of structure)	
- <500 sq.ft. ....	300.00
- 501 – 2500 sq.ft. ....	400.00
- >2501 sq.ft. ....	600.00
Residence, new construction/guest cottage (footprint - including attached garage, deck, and/or porch)	
Residence Additions (decks and patios are separate permit fees)	
- <500 sq. ft. ....	100.00
- 501 – 2000 sq.ft. ....	200.00
- >2001 sq. ft. ....	300.00
Stairways, Lifts and Landings .....	100.00
Deck/Patio <199 sq.ft. ....	100.00
Deck/Patio 200 sq.ft and larger .....	150.00
(Patios are those within the required building setback to the lake)	
Land Alterations .....	200.00
- Vegetation Alterations (ordinance requirements) .....	NO FEE
Planning Call/Site Review .....	100.00
Conditional Use Permit (does not include permit fees) .....	670.00
- Amendment to existing CUP .....	670.00
Variance (does not include permit fee) .....	670.00
Interim Use Permit .....	670.00
- Renewal of Interim Use Permit .....	670.00
Appeal to BOA .....	670.00
Republication of Variance or CUP .....	50.00
Rezoning .....	670.00
Ordinance Amendment .....	2,000.00
Preliminary Plats and PUDs (1-5 lots/units) .....	670.00
(6 or more lots/units an additional \$50.00/lot/unit)	
Final Plats and PUD'S .....	670.00
(6 or more lots/units an additional \$50.00/lot/unit)	
Administrative Subdivisions and Exemptions	
- With survey .....	100.00
- Without survey .....	200.00
Surveyor Review Fee (for plats and residential PUDs 1-5 lots) ...	150.00
(6 or more lots/units an additional \$20.00 per lot/unit)	
Engineers Review Fee (for plats and residential PUDs .....	150.00
911 Addressing (includes sign and post) .....	30.00
<b>Tire Use Permit Application</b>	
- Used Tire Permit .....	500.00
- Waste Tire Facility Permit .....	500.00
- Tire Shreds for Fill and/or Driveway and Roads .....	500.00
<b>Tire Use Permit Renewal .....</b>	<b>200.00</b>

After-the-fact fee for non-permitted work – 2X permit fee and still pay permit fee

**\*\*A septic system must be installed when there is running water to or within a structure.\*\***

**SEE REVERSE SIDE FOR WETLAND AND SEWER FEES**

### **RESIDENTIAL SEWERS**

\*\*The type of septic system to be installed will be determined by the type of soil on the property. A licensed ISTS professional can do soil borings to determine the type of soil and system the property can support.\*\*

Drainfield/Tank Replacement .....	150.00
Trench, Pressurebed, Holding Tank.....	150.00
Mound Systems, At-grade .....	200.00
Mid-size Systems, Type IV & V .....	300.00
Sewer Permit Renewal (one year extension) .....	200.00

### **COMMERCIAL and CLUSTER SEWERS**

GALLONS/DAY	
1-500 .....	500.00
501-1,000 .....	600.00
1,001-2,500 .....	1,000.00
2,501-10,000 .....	1,200.00
plus any additional costs for design review & inspections (5)	

### **WETLAND CONSERVATION ACT**

Wetland Banking Application.....	300.00
Wetland Replacement Plan .....	100.00
Wetland Exemption Application.....	100.00
Wetland Certificate of No Loss.....	100.00
Wetland Boundary/Type Determination .....	100.00
Appeal of LGU Decision to Board of Adjustments .....	670.00

### **OTHER CHARGES**

Adult Use Business License.....	670.00
(+\$125.00 per person listed on license)	
Adult Use Manager's License.....	150.00/yr
(\$125.00 of the fee may be waived for the first year if the person paid a \$125.00 per person fee for the Business License)	
Hauler's License .....	50.00/yr
Recycling Facility License .....	50.00/yr
Vacation Rental License.....	200.00/yr
Ordinances (excluding Shoreland and General Zoning) .....	10.00
- Shoreland and General Zoning Ordinances.....	25.00
Comprehensive Land Use Plan .....	25.00
Administrative Fee (per hour plus mileage, minimum charge of 1/2 hour) .....	50.00
Copies .....	0.25/pg
Color Copies .....	0.50/pg
Copies of Meeting Recordings .....	25.00

# 10:10am Appointment

March 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Tax Court/Office update	<b>b. Origination:</b> Assessor's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Tina Von Eschen, County Assessor

**e. Board action requested:**

Inform the board of upcoming timelines for active tax court petitions and approval to outsource appraisal services.

Brief overview of current office activities.

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**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**February 15, 2022**

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, February 15, 2022 pursuant to adjournment with the following Board Members present on-site: Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Staff present via WebEx: County Attorney Barbara McFadden.

The meeting was held in meeting rooms 3 & 4 in the basement of the courthouse to allow for social distancing due to COVID-19. The meeting was also held via WebEx for anyone wishing to attend virtually.

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the February 1, 2022 minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
Kanabec County Auditor HRA	6,212.00
Minnesota Department of Finance	5,832.50
MNPEIP	11,182.18
Mora Municipal Utilities	13,235.05
Quadient Finance USA Inc.	4,300.00
East Central Energy	238.27

Dearborn National Life Insurance	856.18
Health Partners	6,801.70
Life Insurance Company of North America	788.52
MNPEIP	148,944.86
The Hartford Priority Accounts	6,278.53
VSP Insurance Co	576.24
Kanabec County Auditor - Treas	280.00
Ann Lake Twp	10,212.56
Arthur Twp	32,003.21
Brunswick Twp	32,012.57
Comfort Twp	23,670.45
Ford Twp	8,192.78
Grass Lake Twp	25,462.43
Haybrook Twp	11,779.24
Kanabec Twp	17,077.40
Knife Lake Twp	25,188.15
Kroschel Twp	10,504.43
Peace Twp	26,755.49
Pomroy Twp	12,166.14
Southfork Twp	21,022.41
Whited Twp	16,254.88
Ann Lake Twp	1,076.90
Arthur Twp	4,678.18
Brunswick Twp	10,046.49
Comfort Twp	859.16
Grass Lake Twp	1,659.56
Haybrook Twp	4,415.84
Hillman Twp	73.60
Kanabec Twp	4,041.31
Knife Lake Twp	7,704.64
Kroschel Twp	401.22
Peace Twp	22,542.47
Southfork Twp	14,116.76
Kwik Trip Inc	10,759.72
Midcontinent Communications	224.45
Office of MN.IT Services	1,338.65
Spire Credit Union	7,858.74
Verizon Wireless	1,285.35

East Central Energy	279.13
The Public Group	21,764.38
Card Services (Coborn's)	47.74
<b>47 Claims Totaling:</b>	<b><u>\$593,002.46</u></b>

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

The Kanabec County Family Services Board met at 9:03am on Tuesday, February 15, 2022 pursuant to adjournment with the following Board Members Present: Rick Mattson, Dennis McNally, Craig Smith and Les Nielsen. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS5 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the Family Services Board Agenda as presented.

Kanabec County Health & Human Services Advisory Committee Chairperson, Charlie Strickland, Jr. met with the County Board to present a Health and Human Services Advisory Committee Chairperson's report.

Action #FS6 – Rick Mattson introduced the following resolution and moved its adoption:

### **Resolution #FS6 - 2/15/22**

#### **KCH&HSAC 2022 Membership List resolution**

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

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

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

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

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

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

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

**OPPOSED:** None

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

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

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

Action #FS7 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the payment of 114 claims totaling \$142,163.96 on Welfare Funds.

Action #FS8 – It was mod by Dennis McNally, seconded by Rick Mattson and carried unanimously to adjourn Family Services Board at 9:47am and to meet again on Tuesday, March 15, 2022 at 9:05am.

The Board of Commissioners reconvened.

County Auditor Denise Snyder met with the County Board to discuss matters concerning her department.

Action #9 – Craig Smith introduced the following resolution and moved its adoption:

## **Resolution #9 - 2/15/22**

Timberlane Forestry – Timber Permit Extension Request

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

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

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

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

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

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

**OPPOSED:** Dennis McNally

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

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

### **Resolution #10 - 2/15/22**

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

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

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

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

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

Public Works Director Chad Gramentz met with the County Board to present an agreement for architectural services for demolition of the old jail building and construction of a vestibule.

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

## **Resolution #11 - 2/15/22**

### **Architectural Services Demolish Old Jail Building**

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

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

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

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

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

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

### **Revenue Fund**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
A and E Cleaning Services	525.00
Ace Hardware	63.95
Advanced Correctional Healthcare	18,732.24
American DataBank	113.85
Anoka County Sheriff's Office	80.00
Aspen Mills	396.00

Aspen Mills	99.00
AT&T Mobility	928.90
AT&T Mobility	44.60
Auto Value Mora	219.91
Breezy Point Resort	1,209.84
Curtis, Michael	471.51
CW Tecchnology	1,152.00
Derby Industries	3,076.20
DVS Renewal	19.25
East Central Exterminating	125.00
East Central Exterminating	125.00
East Central Regional Juvenile Center	94,920.00
East Central Solid Waste Commission	216.04
ECM Publishers	544.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Galls	366.60
Glen's Tire	80.61
Glen's Tire	734.00
Granite City Jobbing	370.07
Granite City Jobbing	897.37
Handyman's Inc	311.28
Handyman's Inc	655.54
Hennepin Healthcare	1,250.00
Henry Shein	522.58
Hoefert, Robert	230.49
HR Green Fivber and Broadband, Inc.	6,335.01
Industrial Health Services Network Inc	45.90
IT Savvy LLC	890.49
Jamar Company	990.00
Johnsons Hardware	32.96
Kanabec Publications	42.57
Kanabec Publications	318.20
Kanabec Publications	859.00
Kanabec Publications	170.00
Kanabec Publications	1,187.49
Kanabec Publications	83.19
Lindblom, Jay	20.01

Manthie, Wendy	801.45
Marco	159.00
Marco	3,216.80
Marco	134.68
Marco	124.45
Midcontinent Communications	253.38
MNCCC Lockbox	28,940.00
MNCCC Lockbox	175.00
Oak Gallery	14.69
Office Depot	120.90
Office Depot	78.98
O'Reilly Auto Parts	166.24
PD's Embroidery	29.00
Peterson Company LTD	2,000.00
Premier Biotech Labs, LLC	250.00
Quality Disposal Systems	416.61
Quality Disposal Systems	26.34
Quality Disposal Systems	216.56
Quill	55.97
Ramsey County	667.00
RELX Inc. DBA LexisNexis	189.08
RELX Inc. DBA LexisNexis	225.00
Rupp, Anderson, Squires & Waldspurger, PA	39.00
RWB Emergency Lighting	8,055.60
Sea Change Print Innovations	586.12
SHI International Corp	117.00
Southwest Regional Development Commission	2,000.00
Stellar Services	228.23
Summit Food Service Management	3,910.53
Summit Food Service Management	3,847.31
Tinker & Larson Inc	1,108.09
Tinker & Larson Inc	188.25
Van Alst, Lillian	491.40

**77 Claims Totaling: \$ 205,283.35**

### **Road & Bridge**

**Vendor**

**Amount**

A & E Cleaning	1,000.00
Ace Hardware	148.54
Aramark	574.08
Auto Value	3,191.33
Avenu	6,410.80
Central Pension Fund	203.55
Cragun's Resort	674.00
DeJong, George	100.00
Federated Co-op	119.99
Force America	85.01
FS Solutions	793.90
Glens Tire	300.50
Gopher State One-Call	2.70
Granite City	113.95
Handyman's Hardware	82.68
Herzog Construction	6,222.50
Houston Engineering	15,578.36
Hydrocad	300.00
Johnson Hardware	309.88
Kanabec County Highway Dept	88.80
Kwik Trip	9.00
Lake Superior College	500.00
Marco	312.38
MEI Total Elevator	560.71
North Central International	9,634.47
Northern States Supply	887.84
Northpost	4,751.46
Novus Glass	500.00
Nuss Truck	16.10
Power Plan (RDO)	13,168.50
Quality Disposal	172.10
Wiacom	675.30
Widseth Smith Nolting	12,519.75
<b>33 Claims Totaling:</b>	<b><u><u>\$80,008.18</u></u></b>

EDA Director Heidi Steinmetz met with the County Board for a presentation of the results of the Broadband Feasibility Study, a letter supporting East Central Energy's pursuit of installing broadband throughout its service territory, and a recommendation from the EDA for reappointment of an EDA Member.

Ken Demlow of HR Green Fiber & Broadband met with the County Board via WebEx to present the Broadband Feasibility Study.

**10:32am** – The Chairperson called for public comment. Those that responded included:

Kevin Belkholm	Questions regarding MN Rule 8420.200 and the Wetland Conservation Appeals Process.
Micah Rogers	Thank you to County Commissioners.

**10:37am** – The Chairperson closed public comment.

Ken Demlow of HR Green Fiber & Broadband continued the Broadband Feasibility Study presentation and discussion.

Action #13 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following recommendations from the County EDA staff: Support East Central Energy as the primary broadband provider, submit Requests For Information (RFI) from providers to see what projects they are considering to submit to Border to Border grant program, and reserve up to \$1M of ARPA money for broadband related grant matching, projects, or requests for provider funding for implementation of county-wide broadband infrastructure.

Action #14 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve a countywide letter of support for East Central Energy's pursuit of installing broadband throughout its service territory.

Heidi Steinmetz presented a recommendation from the Mora City Council and County EDA to reappoint Sara Treiber to the County EDA. The County Board will take this recommendation under advisement.

County Assessor Tina Von Eschen and Welia Health CEO Randy Ulseth met with the County Board to present a request for tax abatement for portions of Welia Health System.

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

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

### **Welia Health System Tax Abatement**

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

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

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

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

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

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

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

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

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

Mille Lacs Soil and Water Conservation District Administrator, Susan Shaw met with the County Board via WebEx to present the Rum River One Watershed One Plan Comprehensive Plan.

The Board held a discussion regarding the Rum River One Watershed One Plan Comprehensive Plan.

Action #16 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to support the proposed Rum River One Watershed One Plan Proposed Comprehensive Plan as presented.

Action #17 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to grant Commissioner Dennis McNally voting rights on the Rum River One Watershed One Plan Committee.

**11:47am** – The Board took a 5 minute break.

**11:54am** – The Board reconvened.

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

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

**Resolution #18 - 2/15/22**

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

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

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

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

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

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

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

County Sheriff Brian Smith presented the 2021 Medical Examiner's report. Information only, no action was taken.

County Coordinator Kris McNally presented American Rescue Plan Funding Request #5.

Action #19 – It was moved by Craig Smith seconded by Rick Mattson, and carried unanimously to approve the following resolution:

## **Resolution #19 - 2/15/22**

**WHEREAS**, Kanabec County received the first tranche of the American Rescue Plan- Coronavirus Local Fiscal Recovery Fund on 6/1/21; and

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

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

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

- Up to \$10,000 for 6 new rifles with accessories and additional accessories to update existing rifles for the Sheriff's Office; and
- Up to \$72,000 for an upgraded data recovery system including the start-up expenses and the subscription fees through 12/31/2024; and
- Up to \$350,000 for replacement of ARMER Radios and related software (specific encryption software required by BCA) for Sheriff's Office; and
- Up to \$7,000 for a ticketing system for I.S. including the start-up expenses and subscription fees through 12/31/24; and
- Up to \$3,000 for an inventory system subscription for I.S. through 12/31/24; and
- Up to \$10,000 for multi-factor authentication subscriptions through 12/31/24 for users who access the VPN and other positions needing increased security; and

- Up to \$2,500 for replacement of a computer and a monitor in the tele-court room located in the jail; and
- Up to \$1,000 for a replacement of an outdated laptop for EDA; and
- Up to \$10,000 for ongoing broadband support via extended agreement with HR Fiber and Green; and
- Up to \$3,000 for an employee handbook legal review and update by the labor attorney; and
- Up to \$90,000 (\$30,000 per year for 2022, 2023, 2024) for contracting with an organization to provide peer support services to help address substance abuse within the County; and
- Up to \$20,000 for replacement of outdated office chairs in multiple departments;

**BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves the expenditures as stated using American Rescue Plan-Coronavirus Local Fiscal Recovery Funds.

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

## **Resolution #20 – 2/15/22**

### **SCORE CLAIMS**

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

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

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

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

Waste Management	-
Quality Disposal	\$3,959.40

Arthur Township	\$500.00
Total	\$4,459.40

A resolution to reappoint Sara Treiber to the EDA was presented to the Board for approval. The resolution failed for lack of a motion. Staff was directed to inquire from the City of Mora about other recommendations to fill the vacancy.

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

### **Resolution #21 - 2/15/22**

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

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

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

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

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

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

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

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

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

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

Action #23 – Rick Mattson introduced the following resolution and moved its adoption:

## **Resolution #23 -2/15/22**

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

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

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

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

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

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

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

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

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

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

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

**OPPOSED:** Dennis McNally

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

County Coordinator Kris McNally presented a letter from the Minnesota Department of Natural Resources stating that they will be accepting a donation from a landowner in Kanabec County. Information only, no action was taken.

The discussion regarding consideration of rescinding the ordinance status of the Kanabec County Comprehensive Plan was tabled until the next meeting.

County Coordinator Kris McNally presented updates to A-119 Purchasing Policy.

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

## **Resolution #24 - 2/15/22**

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

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

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

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

County Coordinator Kris McNally presented a notice of intent to file for candidacy from County Auditor Treasurer Denise Snyder. Information only, no action was taken.

County Coordinator Kris McNally presented a notice of intent not to file for candidacy from County Recorder Lisa Holcomb.

Commissioner Reports were tabled until the next meeting.

Action #25 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to close the meeting at 12:45pm pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to attorney client privilege. Those present during the closed portion of the meeting include Commissioners Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen; as well as County Coordinator & Personnel Director Kris McNally.

Action #26 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to return to open session at 1:05pm.

Action #27 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn the meeting at 1:06pm and to meet again in regular session on Tuesday, March 1, 2022 at 9:00am.

*Signed* \_\_\_\_\_

Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

*Attest:* \_\_\_\_\_

Board Clerk

## Agenda Item #2

### Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Consolidated Communications	1,115.46	Monthly Service	Various
East Central Energy	1,256.95	Intersection Lighting	Highway
Minnesota Energy Resources Corp	2,133.60	Natural Gas	Highway
Brunswick Twp	32,012.57	2022 Twp Road Allotment	Town & Cities Fund
Comfort Twp	23,670.45	2022 Twp Road Allotment	Town & Cities Fund
Grass Lake Twp	25,462.43	2022 Twp Road Allotment	Town & Cities Fund
Haybrook Twp	6,131.86	2022 Twp Road Allotment	Town & Cities Fund
Kanabec Twp	17,027.40	2022 Twp Road Allotment	Town & Cities Fund
Kanabec Twp	50.00	2021 Twp Beer License Dist	Town & Cities Fund
Peace Twp	26,755.49	2022 Twp Road Allotment	Town & Cities Fund
Ann Lake Twp	383.47	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Arthur Twp	10,731.44	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Brunswick Twp	3,971.67	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Comfort Twp	607.30	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Grass Lake Twp	160.07	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Haybrook Twp	1,075.99	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Hillman Twp	650.17	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Kanabec Twp	3,436.87	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Knife Lake Twp	3,368.62	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Kroschel Twp	1,233.49	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Peace Twp	4,543.35	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Southfork Twp	13,402.39	2021 Gravel Tax Allotment	Taxes & Penalties Fund
Kanabec County Auditor-Treas	8,117.13	Leased Vehicles	Various
Minnesota Energy Resources Corp	9,967.84	Gas Utilities	Various
Verizon Wireless	3,837.07	Monthly Service	Various
<b>25 Claims Totaling:</b>	<b><u><u>\$201,103.08</u></u></b>		

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 3/1/22

Department Name	Vendor	Amount	Purpose
ASSESSOR	Ace Hardware	<u>16.99</u>	Cat Litter
		<b>16.99</b>	
AUDITOR	Creative Forms & Concepts Inc.	1,242.11	New AP Check Stock for New FC Chg Acct
AUDITOR	Kanabec County Aud/Treas	4,423.56	Paycom Fees 1/14, 1/28, 2/11
AUDITOR	MACATFO	25.00	DPS Alcohol Licensing
AUDITOR	Streamworks LLC	<u>3,800.00</u>	2022 Tax Statement/2023 Valuation Notices Postage
		<b>9,490.67</b>	
BUILDINGS MAINTENANCE	Mid-American Research Chemical	<u>195.36</u>	Metered Deodorizer
		<b>195.36</b>	
COMPUTER EXPENSES	Information Systems Corp	2,500.00	Conversion of Parcel Docs to AppXtender
COMPUTER EXPENSES	M&I Lockbox:MCCC	1,375.00	MCCC Corrections User Group Annual Dues
COMPUTER EXPENSES	M&I Lockbox:MCCC	<u>1,375.00</u>	MCCC County Attorney User Group Annual Dues
		<b>5,250.00</b>	
COUNTY ATTORNEY	Kanabec County Recorder's Office	20.00	Recording Fees for Notary
COUNTY ATTORNEY	M&I Lockbox:MCCC	9,690.00	County Attorney Annual Maintenance & Beta Testing Fund
COUNTY ATTORNEY	Minnesota Secretary of State Notary	120.00	Notary Application
COUNTY ATTORNEY	RandiAnn C. Harvey, RDR, CRR, CRC	<u>63.75</u>	Transcript of Plea Hearing
		<b>9,893.75</b>	

COUNTY COORDINATOR	Marco	<u>477.00</u>	Printer Lease
		<b>477.00</b>	
COUNTY CORONER	Hamilton Funeral Homes	430.00	Removal
COUNTY CORONER	Ramsey County	1,455.00	Post Mortem Exam/Toxicology
COUNTY CORONER	Ramsey County	<u>1,542.00</u>	Post Mortem Exam/Toxicology
		<b>3,427.00</b>	
COUNTY EXTENSION	McFadden, Barbara	<u>89.04</u>	Extension Committee 2/15, Per Diem & Mileage
		<b>89.04</b>	
COUNTY RECORDER	Bohnsack Law Office	95.75	Reimburse Landshark Money, Requested Refund & Closed Acct
COUNTY RECORDER	Holcomb, Lisa	<u>86.58</u>	Mileage Reimbursement for MACO Conference - Minneapolis
		<b>182.33</b>	
ENVIRONMENTAL SERVICES	Carda, Eugene	105.48	Board of Adjustment Hearing & Mileage
ENVIRONMENTAL SERVICES	Hoisington Koegler Group Inc.	930.00	Project Management, Update Plan and Approval
ENVIRONMENTAL SERVICES	O'Brien, Pat	91.38	Board of Adjustment Hearing & Mileage
ENVIRONMENTAL SERVICES	Sawatzky, Fred	<u>102.55</u>	Board of Adjustment Hearing & Mileage
		<b>1,229.41</b>	
HUMAN RESOURCES	Further	624.40	Administrative Fees for February
HUMAN RESOURCES	Kanabec County Aud/Treas	4,423.55	Paycom Fees 1/14, 1/28, 2/11
HUMAN RESOURCES	League of MN Cities	<u>184.00</u>	Online Job Advertising, CADD Technician
		<b>5,231.95</b>	
PROBATION & JUVENILE PLACEMENT	East Central Regional Juvenile Center	4,335.00	January Invoice for Contracted Beds at East Central Regional
PROBATION & JUVENILE PLACEMENT	Kanabec Publications, Inc.	430.00	5000 No. 10 Envelopes
PROBATION & JUVENILE PLACEMENT	M&I Lockbox:MCCC	1,918.97	Corrections User Group CSTS Program
PROBATION & JUVENILE PLACEMENT	RS EDEN	<u>1,319.82</u>	Rapid Test Supplies & Drug Tests (4)
		<b>8,003.79</b>	

PUBLIC TRANSPORTATION	Curtis, Michael	342.81	Volunteer Mileage
PUBLIC TRANSPORTATION	Fairview Health Services	115.00	Drug Screens
PUBLIC TRANSPORTATION	Hoefert, Robert	471.51	Volunteer Driver
PUBLIC TRANSPORTATION	Manthie, Wendy	835.95	Volunteer Driver
PUBLIC TRANSPORTATION	Milaca Chiropractic Center	80.00	DOT Physical
PUBLIC TRANSPORTATION	Northland Fire Protection	388.40	Service for Re-certification of Fire Extinguishers
PUBLIC TRANSPORTATION	Premium Waters, Inc.	36.54	Bottled Water Supplies
PUBLIC TRANSPORTATION	Van Alst, Lillian	197.15	Volunteer Driver
		<b>2,467.36</b>	

SHERIFF	Aspen Mills	123.15	Uniform Shirt with Alterations
SHERIFF	Aspen Mills	1,543.51	Initial Issue Uniform, Mock Neck, Duty Jacket
SHERIFF	Coborn's Inc.	2,041.65	BADGES Gift Cards & Fees (5)
SHERIFF	Galls	46.99	Taser Buckle
SHERIFF	Griffin, Zach	38.95	Reimbursement for Meals at Training
SHERIFF	Horizon Towing	214.75	Towing Services
SHERIFF	IT SAVVY LLC	504.24	Thermal Printer
SHERIFF	Office Depot	50.34	Batteries & White Out
SHERIFF	Streicher's	753.00	Ammunition
SHERIFF	Streicher's	118.50	Badge with Name
SHERIFF	Streicher's	1,118.88	Deputy Sheriff Badges (3), Ammunition
		<b>6,553.96</b>	

SHERIFF - JAIL/DISPATCH	Bob Barker	1,018.97	173 Pairs of Jail Shoes, Various Sizes
SHERIFF - JAIL/DISPATCH	East Central Exterminating	250.00	February Services
SHERIFF - JAIL/DISPATCH	Marco	91.00	Standard Payment, Copier
SHERIFF - JAIL/DISPATCH	Stellar Services	197.02	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	251.14	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,014.02	Inmate Meals 2/5-2/11
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,027.93	Inmate Meals 2/12-2/18
SHERIFF - JAIL/DISPATCH	Vertiv Corporation	4,175.00	Battery Backup for Jail
		<b>14,025.08</b>	

STATE FISCAL RECOVERY ARP	Ace Hardware	37.57	3 Timers for COVID Testing
STATE FISCAL RECOVERY ARP	IT SAVVY LLC	816.01	Computer
STATE FISCAL RECOVERY ARP	IT SAVVY LLC	<u>976.15</u>	Laptop and Hardware
		<b>1,829.73</b>	
UNALLOCATED	Ratwik, Roszak & Maloney, PA	203.50	Professional Fees for January
UNALLOCATED	Rupp, Anderson, Squires & Waldspurger, F	<u>386.30</u>	Legal Service, December 2021
		<b>589.80</b>	
<b>60 Claims Totaling:</b>		<u><u><b>\$ 68,953.22</b></u></u>	

# **Agenda Item #3b** **Regular Bills - Road & Bridge** **Bills to be approved: 3/1/22**

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
Beaudry Oil & Propane	20,764.40	Diesel Fuel
Boyer Trucks	97.37	Repair Parts
Capital One Trade Credit (Northern Tool)	119.90	Repair Parts
Central McGowan	146.88	Welding Supplies
Forestry Suppliers	679.66	Shop Supplies
Frontier Precision, Inc.	27.00	Engineering Supplies
Granite Electronics	3,884.46	Mobile Radios
Kanabec County Highway Dept	66.15	Petty Cash, Postage
Little Falls Machine	497.69	Shop Supplies
Mora Chevrolet Buick	597.23	Repair Parts
North Central International	1,027.34	Repair Parts
Northern States Supply	3.77	Nuts, Bolts, Washers
NorthPost, Inc.	294.10	Shop Supplies
Premier Outdoor Services, LLC	3,775.00	Snow Removal
Ziegler Inc.	274.92	Repair Parts
<b>15 Claims Totaling:</b>	<b><u>\$32,255.87</u></b>	

# Agenda Item #4

March 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> American Rescue Plan Funding Request #6	<b>b. Origination:</b> American Rescue Plan- Coronavirus Local Fiscal Recovery Fund
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

**Resolution #\_\_ - 3/1/22**

**WHEREAS**, Kanabec County received the first tranche of the American Rescue Plan- Coronavirus Local Fiscal Recovery Fund on 6/1/21; and

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

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

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

- Up to \$96,000 for new election equipment; and
- Up to \$110,000 for upgraded technology for the jail training room/emergency operations center; and

**BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves the expenditures as stated using American Rescue Plan-Coronavirus Local Fiscal Recovery Funds.

**f. Background:**

**Supporting Documents:** None

**Attached:** ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# Election Equipment



**SEACHANGE**  
Election Services

3601 18th St S Ste 101 St. Cloud, MN 56301  
14505 27th Ave N Plymouth, MN 55447-4802  
P: (763) 586-3749  
e: shelly.angen@seachangenm.com

## OmniBallot Tablet Order Form

Shipping Address

Kanabec County  
Denise Snyder  
18 North Vine St Ste 261A  
Mora MN 55051  
(320) 679-6430

Billing Address (if different than Shipping)

Kanabec County  
Denise Snyder  
18 North Vine St Ste 261A  
Mora MN 55051  
(320) 679-6430

PO #:

Deliver by:

Description	QTY	Standard Unit Price	MnCCC Unit Price	Total Discounted Fees
OMNI BALLOT Tablet with Ballot-on-Demand and Print-on-ballot integrated System (Equipment) Dolt Tablet (hardened) with OmniBallot version 3.3 software (installed), hard case for tablet, ballot printer with soft-sided transport case, Accessible multi-button ADA Input device, Accessible 3-button input device, headphones, and training at one of two SeaChange locations.	21	\$4,230.00	\$3,845.00	\$80,745.00
QR bar code scanner for ballot activation (optional)	14	\$110.00	\$90.00	\$1,260.00
Hard-sided, stackable printer transport case (optional)	21	\$275.00	\$225.00	\$4,725.00
Printer toner (small capacity toner is included)	21	\$76.00	\$76.00	\$1,596.00
16GB Thumb Drive for Election configuration (one is included per unit purchased)		\$19.95	\$19.95	\$0.00
Removal and recycling of existing AutoMark equipment (optional)	0	\$50.00	\$50.00	\$0.00
Training days at Customer Site - \$1,650 per day (optional)	0	\$1,850.00	\$1,650.00	\$0.00
Shipping and handling	21	\$105.00	\$105.00	\$2,205.00
Software License Fee (right to use) - annual fee per unit	21	\$250.00	\$225.00	\$4,725.00
Hardware replacement services (after initial warranty period - optional)	0	\$125.00	\$100.00	\$0.00
		<b>Total:</b>	<b>\$95,250.00</b>	

Signature

Denise M Snyder  
Kanabec County

Signature

Lisa Meredith  
MnCCC Executive Director

Date

Date

Jail Training Room / E.O.C.



Kanabec County, MN  
Kanabec County - EOC/Training Room  
29872

#### Proposal Summary

*Please Check the Quotes Intended for Purchase Order*

<u>A - EOC Upgrades</u>		
State Contract Total:	\$	90,687.86
Non Contract Total:	\$	-
<b>Proposal Total:</b>	<b>\$</b>	<b>90,687.86</b> <input checked="" type="checkbox"/>
<u>B - Mobile Display</u>		
State Contract Total:	\$	12,609.72
Non Contract Total:	\$	-
<b>Proposal Total:</b>	<b>\$</b>	<b>12,609.72</b> <input checked="" type="checkbox"/>
<b>Project Total:</b>	<b>\$</b>	<b>103,297.58</b>

#### Bluum Technology Intellectual Property Notice

All information in this proposal, including but not limited to Equipment Lists, Drawings, Scopes of Work, is considered confidential, and the intellectual property of Bluum Technology Inc.

Bluum Technology authorizes the Client notated on this quote to use the information provided for internal use only. This information is not authorized to be shared outside of the Client's organization without written consent from Bluum Technology. The information is considered confidential, and only to be used within the Client's organization.

If the Client would like to share this information outside of their organization, or for the purposes of soliciting additional bids on the work, Bluum Technology reserves the right to refuse that request, and/or charge for the time and materials it has taken to complete the work before authorizing the release of the information.

\* Scheduled for price  
increase March 1st due  
to procurement issues per  
VENDOR

# Agenda Item #5

March 1, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Local 106 Desire to Negotiate	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, County Coordinator

**e. Board action requested:**

Informational

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**f. Background:**

The Local 106 signed a 1 year collective bargaining agreement for 2022.

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

**Kris McNally**

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**From:** Tim Gannon <tgannon@lcls.org>  
**Sent:** Thursday, February 24, 2022 9:29 AM  
**To:** Kris McNally  
**Cc:** Justin Frisch; Alex Gerhardson  
**Subject:** FW: Notice of Desire to Negotiate

Kris,

Attached is the notice of intent to negotiate the 2023, SO licensed deputy group. If you could send some dates that work for you, I will accommodate and update my calendar.

Thank you and I look forward to working with you soon.

Tim Gannon  
Business Agent

Law Enforcement Labor Services  
2700 Freeway Blvd Suite 700  
Brooklyn Center, MN 55430

Phone: 651.425.1135  
tgannon@lcls.org

24-Hour Legal Defense Fund Hotline: 1-855-533-6466

—Original Message—

**From:** BMS.PETITIONS@STATE.MN.US <BMS.PETITIONS@STATE.MN.US> On Behalf Of MN BMS PETITIONS  
**Sent:** Tuesday, February 8, 2022 9:46 AM  
**To:** Tim Gannon <tgannon@lcls.org>  
**Subject:** Notice of Desire to Negotiate

The Notice has been successfully submitted. Forward this e-mail to the other party(s). Do not reply to this e-mail. If you have questions, please contact the Bureau at 651-649-5421.

REMINDERS:

1) THE NOTICE HAS BEEN SUBMITTED ONLINE, DO NOT MAIL, FAX OR E-MAIL THE ORIGINAL.

2) PURSUANT TO MINNESOTA STATUTES 179.06 OR 179A.14, YOU ARE HEREBY NOTIFIED OF THE UNDERSIGNED'S DESIRE TO MEET AND NEGOTIATE AN INITIAL OR SUBSEQUENT AGREEMENT ESTABLISHING TERMS AND CONDITIONS OF EMPLOYMENT.

3) WHEN PROPERLY EXECUTED AND SERVED UPON THE COMMISSIONER AND THE OTHER PARTY, THIS NOTICE SATISFIES THE REQUIREMENTS OF MINN. STAT. 179.06 OR 179A.14. FAILURE TO PROVIDE TIMELY NOTICE MAY RESULT IN FINANCIAL PENALTY.

The following is a copy of the data submitted for your records:

IS THE EMPLOYER A PUBLIC OR PRIVATE ORGANIZATION? Public

NAME OF EMPLOYER: Kanabec County  
EMPLOYER ADDRESS: 18 North Vine St  
CITY: Mora STATE: MN ZIP: 55051

NAME OF CHIEF NEGOTIATOR/CONTACT: Kris McNally

Check if the following information is the same as above: Yes

CHF NEG/CONTACT ADDRESS: 18 North Vine St  
CITY: Mora STATE: MN ZIP: 55051  
DAYTIME PHONE: 320-679-6440 EXT.:  
CELL PHONE:  
E-MAIL ADDRESS: Kris.McNally@co.kanabec.mn.us

NAME OF EXCLUSIVE REP: Law Enforcement Labor Services EXCLUSIVE REP ADDRESS: 2700 Freeway Blvd. Suite 700  
CITY: Brooklyn Center STATE: MN ZIP: 55430

NAME OF CHIEF NEGOTIATOR/CONTACT: Tim Gannon

Check if the following information is the same as above: Yes

CHF NEG/CONTACT ADDRESS: 2700 Feeway Blvd #700  
CITY: Brooklyn Center STATE: MN ZIP: 55430  
DAYTIME PHONE: 651-293-4424 EXT.:  
CELL PHONE: 651-425-1135  
E-MAIL ADDRESS: tgannon@lels.org

TYPE OF EMPLOYER: County

TYPE OF BARGAINING UNIT: Law Enforcement - Essential

STATUS OF EMPLOYEES INVOLVED: ESSENTIAL? Yes

NUMBER OF EMPLOYEES IN UNIT: 19

EXPIRATION DATE OF CURRENT CONTRACT: 12/31/2022

FIRST CONTRACT? No

NOTICE INITIATED BY: Exclusive Representative

DATE OF NOTICE: 02/08/2022

DATE NOTICE COPY SENT TO OTHER PARTY ABOVE: 02/08/2022

NAME OF PERSON FILING THIS NOTICE: Tim Gannon TITLE OF PERSON FILING THIS NOTICE: Business  
agent E-MAIL ADDRESS OF PERSON FILING THIS NOTICE: tgannon@lels.org