



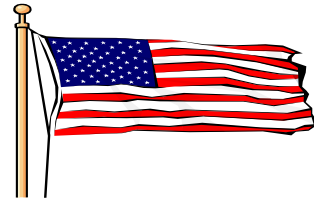
Kanabec County Board of Commissioners

Regular Meeting Agenda The Meeting of May 3, 2022

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

To be held via WebEx telephone call or video meeting:

Telephone call-in number for public access: 1-408-418-9388
Access Code: 2484 518 6970



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m8b327be6da4e6f6551ee4ef78f132ea0>

Meeting number: 2484 518 6970

Password: w2jKQBJwM25 (92557259 from video systems)

To be held at: **Kanabec County Courthouse
Board Meeting Room #164
18 North Vine Street
Mora, MN 55051**

Please use the Maple Ave Entrance. Main floor.

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

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

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

- 9:00am a. Pledge of Allegiance
 b. Agenda approval
- 9:05am Recess county board to a time immediately following the CHB.
 Community Health Board
- 9:30am Barbara McFadden, County Attorney
- a. Update P-110 Guide for Members of the Public and Data Subjects for
 Requesting Information
- b. Adopt Policy for Ensuring the Security of Not Public Data
- 9:40am Denise Snyder, Auditor/Treasurer- EC Riders Snowmobile Grant Resolution
- 9:50am SF4019 and Potential Zoning Implications
- 10:00am Tim Jacobs, Deputy Auditor- Property & Tax – Tax Forfeit Property Clean-Up
- 10:15am Tina Von Eschen, Assessor- Kamin (Shopko) Tax Court Settlement Proposal

10:30am Public Comment

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

Access Code: 2484 518 6970

10:45am Recess county board to a time immediately following the Drainage Authority Board.

Drainage Authority Board

11:00am Chad Gramentz, Public Works

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. Consent Agenda
 - a. SCORE Claims – March
 - b. Gambling Request - Kick Cancer to the Curb, Ogilvie Raceway
 - c. Gambling Request - Kick Cancer to the Curb, Ogilvie Community Center
 - d. Gambling Request - Kick Cancer to the Curb, Deanna Lilienthal Residence
5. Request to Distribute Bibles
6. Policy Update: P-102 Kanabec County Employment Policy
7. Participation in the One Watershed-One Plans (Snake, Rum, Kettle)
8. Future Agenda Items
9. Closed Session- Union Negotiation Strategy–(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
10. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday, May 3, 2022
9:05 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
 - Staffing –HHA, RN/PHN
 - Coronavirus Update/Response Activities
 - Looking Ahead
 - Transportation
4. Central MN Council on Aging grant
 - Action requested
 - See attached resolution page 3
5. Evidence-based Family Home Visiting grant
 - Action requested
 - See attached resolution page 4
6. Statewide Health Improvement Partnership (SHIP) grant
 - Action requested
 - See attached resolution page 5
7. Home Care and Nurse Clinic Sliding Fee Scales
 - Action requested
 - See attached sliding fee scales and resolution page 6-10
8. Timber Trails Public Transit Vehicle Replacement resolution
 - See attached resolution page 11
9. KCCH 1st Quarter 2022 report -see attached page 12-24
10. Financial Reports
 - see attached
 - Trial Balance page 25-26
 - March 2021 Financial Report page 27
11. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 28-35
12. Other Business
13. Adjourn

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

Community Health Report

Staffing:

HHA – One part-time intermittent HHA started in April. She has some time restrictions due to school but will soon be able to give us more hours. We are still hoping to hire one more part-time intermittent.

RN/PHN – We are working to fill the home care vacancy that was created due to a resignation discussed last month. We had one additional resignation of a Family Health Nurse who was on part-time status. I do not plan to fill that vacancy at this time.

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.

Looking ahead:

The next few months will be challenging with the number of grants that will be due. I will be working closely with the staff from each area with grants due to put together strong applications.

The Community Needs Assessment process is also in progress and will require much attention as will the Opioid Settlement process.

Transportation:

Helen will be working on the grant for 2023. More information will come to this Board in June.

The anticipated due date for the grant will be 7/1/2022 with awards expected to be announced on 9/1/2022.

Due to supply chain issues, there is a severe backlog on bus orders. Typically, there are around 1,500 buses to be delivered, that number is currently about 15,000. It will most likely be 2023 before Timber Trails receives the one that was ordered in 2021.

Timber Trails will be requesting permission to replace another bus. The order for the bus would be placed in 2022 but it is not anticipated that delivery will occur for a couple of years. The request will come to Board in June.

Resolution # KCCH – 5/3/22
Central Minnesota Council on Aging Grant Resolution

WHEREAS, Kanabec County Community Health has been a recipient of Title III grant funding from the Central Minnesota Council on Aging for the Public Health Nurse Clinic; and

WHEREAS, Kanabec County Community Health is in possession of the Request For Proposal for Central Minnesota Council on Aging for the continuation of the Title III grant, and

WHEREAS, the Community Health Director recommends applying for the continuation grant for seniors being served through these programs.

THEREFORE BE IT RESOLVED to approve the Kanabec County Community Health Director to apply for the continuation grant for the Title III funds from Central Minnesota Council on Aging and to accept the grant and sign the Agreement if it is awarded.

Kanabec County Community Health Board # – 5/3/2022
Evidence-Based Home Visiting RFP Resolution

WHEREAS, MN Department of Health has released an RFP for family health home visiting (FHV) programs utilizing both state and federal funding through a competitive process, and

WHEREAS, the RFP is for a five year period commencing 1/1/2023 through 12/31/2027; applicants will submit a budget proposal for the first 12-month budget period and funding for each subsequent year will require submission and approval of updated work plans, target caseloads and budgets, and there is no match required, and

WHEREAS, funding will be provided to sustain capacity and provide stability in local Family Home Visiting programs; and

WHEREAS, estimated funding to be requested is between \$250,000 and \$300,000.

THEREFORE the Kanabec County Community Health Director is requesting approval to apply for the Evidence Based Home Visiting RFP, and accept said funding if approved.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director to apply for the Evidence Based Family Home Visiting RFP and accept said funding if approved.

Kanabec County Community Health # 5/3/2022
Statewide Health Improvement Program (SHIP) grant Resolution

WHEREAS, the next round of the Statewide Health Improvement Plan (SHIP) grant applications (Nov. 1, 2023 – Oct. 31, 2026) will be released in June and will be due in August, and

WHEREAS, Kanabec County Community Health has been the acting fiscal agent for the grant with bordering counties of Isanti, Mille Lacs and Pine County and is willing and able to continue to manage in that role, and

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

THEREFORE, the Kanabec County Community Health Administrator requests approval to apply for the SHIP grant from the Minnesota Department of Health (MDH) and to accept funding and sign the contract with MDH once said grant is approved by the State of Minnesota and also to sign contracts with Isanti, Mille Lacs and Pine counties for the purpose of providing staffing to implement the chosen strategies and carrying out the work plans, assisting with evaluation of the strategies, data reporting, and other duties as needed.

NOW THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Kanabec County Community Health Administrator to apply for, accept if approved, and sign a contract with the Minnesota Department of Health for continuation of SHIP funding, and to sign agreements with Isanti, Mille Lacs and Pine counties to implement the chosen strategies and carry out the work plans, evaluation of strategies, data reporting and other duties as required by the SHIP grant.

HOME CARE PROGRAM
SLIDING FEE SCHEDULE FOR PROFESSIONAL VISITS (CHARGE PER VISIT) AND HOME HEALTH AIDE AND
HOMEMAKER HOURS (CHARGE PER HOUR)

1 person in household (Monthly Income + 1/2 Resources)						2 person in household (Monthly Income + 1/2 Resources)					
SW	PHN/RN	PT/OT	HHA	HM		SW	PHN/RN	PT/OT	HHA	HM	
<\$1133	\$50.00 (25%)	\$48.75 (25%)	\$48.75 (25%)	\$18.00 (25%)	\$12.75 (25%)	<\$1526	\$50.00 (25%)	\$48.75 (25%)	\$48.75 (25%)	\$18.00 (25%)	\$12.75 (25%)
\$1133- \$1333	\$55.00 (27.5%)	\$53.63 (27.5%)	\$53.63 (27.5%)	\$19.80 (27.5%)	\$14.03 (27.5%)	\$1526- \$1726	\$55.00 (27.5%)	\$53.63 (27.5%)	\$53.63 (27.5%)	\$19.80 (27.5%)	\$14.03 (27.5%)
\$1334- \$1533	\$60.00 (30%)	\$58.50 (30%)	\$58.50 (30%)	\$21.60 (30%)	\$15.30 (30%)	\$1727- \$1926	\$60.00 (30%)	\$58.50 (30%)	\$58.50 (30%)	\$21.60 (30%)	\$15.30 (30%)
\$1534- \$1733	\$70.00 (35%)	\$68.25 (35%)	\$68.25 (35%)	\$25.20 (35%)	\$17.85 (35%)	\$1927- \$2126	\$70.00 (35%)	\$68.25 (35%)	\$68.25 (35%)	\$25.20 (35%)	\$17.85 (35%)
\$1734- \$1933	\$80.00 (40%)	\$78.00 (40%)	\$78.00 (40%)	\$28.80 (40%)	\$20.40 (40%)	\$2127- \$2326	\$80.00 (40%)	\$78.00 (40%)	\$78.00 (40%)	\$28.80 (40%)	\$20.40 (40%)
\$1934- \$2133	\$90.00 (45%)	\$87.75 (45%)	\$87.75 (45%)	\$32.40 (45%)	\$22.95 (45%)	\$2327- \$2526	\$90.00 (45%)	\$87.75 (45%)	\$87.75 (45%)	\$32.40 (45%)	\$22.95 (45%)
\$2134- \$2333	\$100.00 (50%)	\$97.50 (50%)	\$97.50 (50%)	\$36.00 (50%)	\$25.50 (50%)	\$2527- \$2726	\$100.00 (50%)	\$97.50 (50%)	\$97.50 (50%)	\$36.00 (50%)	\$25.50 (50%)
\$2334- \$2533	\$110.00 (55%)	\$107.25 (55%)	\$107.25 (55%)	\$39.60 (55%)	\$28.05 (55%)	\$2727- \$2926	\$110.00 (55%)	\$107.25 (55%)	\$107.25 (55%)	\$39.60 (55%)	\$28.05 (55%)
\$2534- \$2733	\$120.00 (60%)	\$117.00 (60%)	\$117.00 (60%)	\$43.20 (60%)	\$30.60 (60%)	\$2927- \$3126	\$120.00 (60%)	\$117.00 (60%)	\$117.00 (60%)	\$43.20 (60%)	\$30.60 (60%)
\$2734- \$2933	\$130.00 (65%)	\$126.75 (65%)	\$126.75 (65%)	\$46.80 (65%)	\$33.15 (65%)	\$3127- \$3326	\$130.00 (65%)	\$126.75 (65%)	\$126.75 (65%)	\$46.80 (65%)	\$33.15 (65%)
\$2934- \$3133	\$140.00 (70%)	\$136.50 (70%)	\$136.50 (70%)	\$50.40 (70%)	\$35.70 (70%)	\$3327- \$3526	\$140.00 (70%)	\$136.50 (70%)	\$136.50 (70%)	\$50.40 (70%)	\$35.70 (70%)
\$3134- \$3333	\$150.00 (75%)	\$146.25 (75%)	\$146.25 (75%)	\$54.00 (75%)	\$35.25 (75%)	\$3527- \$3726	\$150.00 (75%)	\$146.25 (75%)	\$146.25 (75%)	\$54.00 (75%)	\$35.25 (75%)
\$3334- \$3533	\$160.00 (80%)	\$156.00 (80%)	\$156.00 (80%)	\$57.60 (80%)	\$40.80 (80%)	\$3727- \$3926	\$160.00 (80%)	\$156.00 (80%)	\$156.00 (80%)	\$57.60 (80%)	\$40.80 (80%)
\$3534- \$3733	\$170.00 (85%)	\$165.75 (85%)	\$165.75 (85%)	\$61.20 (85%)	\$43.35 (85%)	\$3927- \$4126	\$170.00 (85%)	\$165.75 (85%)	\$165.75 (85%)	\$61.20 (85%)	\$43.35 (85%)
\$3734- \$3933	\$180.00 (90%)	\$175.50 (90%)	\$175.50 (90%)	\$64.80 (90%)	\$45.90 (90%)	\$4127- \$4326	\$180.00 (90%)	\$175.50 (90%)	\$175.50 (90%)	\$64.80 (90%)	\$45.90 (90%)
\$3934- \$4133	\$190.00 (95%)	\$185.25 (95%)	\$185.25 (95%)	\$68.40 (95%)	\$48.45 (95%)	\$4327- \$4526	\$190.00 (95%)	\$185.25 (95%)	\$185.25 (95%)	\$68.40 (95%)	\$48.45 (95%)
\$4134- \$4333	\$200.00 (100%)	\$195.00 (100%)	\$195.00 (100%)	\$72.00 (100%)	\$51.00 (100%)	\$4527- \$4726	\$200.00 (100%)	\$195.00 (100%)	\$195.00 (100%)	\$72.00 (100%)	\$51.00 (100%)

PHN: Public Health Nurse
RN: Registered Nurse
HHA: Home Health Aide

PT: Physical Therapy
OT: Occupational Therapy
SW: Social Worker

As of: May-22



KANABEC COUNTY COMMUNITY HEALTH

905 Forest Ave E. Suite 127
Mora, MN 55051
320.679.6330/877.289.5495
Fax: 679.679.633

2022 Sliding Fee Scale Public Health Nurse Clinic Visits Full Cost of Clinic Visit = \$100

Family Size	120-140% MA base	140-160%	160-180%	180-200%
1	1,351 – 1,586 (16,308 – 19,026)	1,587 – 1,812 (19,027 – 21,744)	1,813 – 2,039 (21,745 – 24,462)	2,040 – 2,265 (24,463 – 27,180)
2	1,831 – 2,136 (21,972 – 25,634)	2,137 – 2,441 (25,635 – 29,296)	2,442 – 2,746 (29,297 – 32,958)	2,747 – 3,052 (32,959 – 36,620)
3	2,303 – 2,686 (27,636 – 32,242)	2,687 – 3,070 (32,243 – 36,848)	3,071 – 3,454 (36,849 – 41,454)	3,455 – 3,838 (41,455 – 46,060)
4	2,775 – 3,237 (33,300 – 38,850)	3,238 – 3,700 (38,851 – 44,400)	3,701 – 4,162 (44,401 – 49,950)	4,163 – 4,583 (49,951 – 55,000)
5	3,247 – 3,788 (38,964 – 45,458)	3,789 – 4,329 (45,459 – 51,952)	4,330 – 4,870 (51,953 – 58,446)	4,871 – 5,412 (58,447 – 64,940)
6	3,719 – 4,338 (44,628 – 52,066)	4,339 – 4,958 (52,067 – 59,504)	4,959 – 5,578 (59,505 – 66,942)	5,579 – 6,198 (66,943 – 74,380)
7	4,191 – 4,889 (50,292 – 58,674)	4,890 – 5,588 (58,675 – 67,056)	5,589 – 6,286 (67,057 – 75,438)	6,287 – 6,985 (75,439 – 83,820)
8	4,663 – 5,440 (55,956 – 65,282)	5,441 – 6,217 (65,283 – 74,608)	6,218 – 6,994 (74,609 – 83,934)	6,995 – 7,772 (83,935 – 93,260)
Fee for Office PHN Visit	\$10.00 (10%)	\$25.00 (25%)	\$50.00 (50%)	\$75.00 (75%)

Referral will be made to Medical Assistance for incomes under 138% of poverty.

Incomes over 200% of poverty base will be charged 100% of billable charges - \$100+ depending on components/procedures requested.

Kanabec County Community Health Board # - 5/3/2022

Sliding Fee Schedule Resolution

WHEREAS, fees for services need to be established for various Public Health services and their respective sliding fee schedules, and

WHEREAS, the Community Health Administrator recommends the following charges for the Home Care Program:

Social Worker Visit \$200.00
 Skilled Nurse Visit \$195.00
 Physical, Occupational and Speech Therapy visit \$195.00
 Home Health Aide \$72.00 per hour
 Homemaker \$51.00 per hour



and,

WHEREAS, the Kanabec County Community Health Director recommends a charge of \$200.00 as the base rate for the Public Health Nurse Home Visit and a charge of \$100.00 for the Public Health Nurse Clinic visit, and

WHEREAS, the Kanabec County Community Health Director has based the recommended changes to the schedules on the cost of providing Home Care and Public Health Nurse Clinic services as determined by cost audit.

THEREFORE BE IT RESOLVED to approve the recommended charges for Kanabec Community Community Health and adopt the sliding fee schedules as presented effective June 1, 2022.

HOME CARE PROGRAM SLIDING FEE SCHEDULE FOR PROFESSIONAL VISITS (CHARGE PER VISIT) AND HOME HEALTH AIDE AND HOMEMAKER HOURS (CHARGE PER HOUR)

1 person in household (Monthly Income + 1/2 Resources)						2 person in household (Monthly Income + 1/2 Resources)					
	SW	PHN/RN	PT/OT	HHA	HM		SW	PHN/RN	PT/OT	HHA	HM
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PHN: Public Health Nurse
RN: Registered Nurse
HHA: Home Health Aide

PT: Physical Therapy
OT: Occupational Therapy
SW: Social Worker

As of: May-22

2022 Sliding Fee Scale

Public Health Nurse Clinic Visits

Full Cost of Clinic Visit = \$100

Family Size	120-140% MA base	140-160%	160-180%	180-200%
1	1,351 – 1,586 (16,308 – 19,026)	1,587 – 1,812 (19,027 – 21,744)	1,813 – 2,039 (21,745 – 24,462)	2,040 – 2,265 (24,463 – 27,180)
2	1,831 – 2,136 (21,972 – 25,634)	2,137 – 2,441 (25,635 – 29,296)	2,442 – 2,746 (29,297 – 32,958)	2,747 – 3,052 (32,959 – 36,620)
3	2,303 – 2,686 (27,636 – 32,242)	2,687 – 3,070 (32,243 – 36,848)	3,071 – 3,454 (36,849 – 41,454)	3,455 – 3,838 (41,455 – 46,060)

4	2,775 – 3,237 (33,300 – 38,850)	3,238 – 3,700 (38,851 – 44,400)	3,701 – 4,162 (44,401 – 49,950)	4,163 – 4,583 (49,951 – 55,000)
5	3,247 – 3,788 (38,964 – 45,458)	3,789 – 4,329 (45,459 – 51,952)	4,330 – 4,870 (51,953 – 58,446)	4,871 – 5,412 (58,447 – 64,940)
6	3,719 – 4,338 (44,628 – 52,066)	4,339 – 4,958 (52,067 – 59,504)	4,959 – 5,578 (59,505 – 66,942)	5,579 – 6,198 (66,943 – 74,380)
7	4,191 – 4,889 (50,292 – 58,674)	4,890 – 5,588 (58,675 – 67,056)	5,589 – 6,286 (67,057 – 75,438)	6,287 – 6,985 (75,439 – 83,820)
8	4,663 – 5,440 (55,956 – 65,282)	5,441 – 6,217 (65,283 – 74,608)	6,218 – 6,994 (74,609 – 83,934)	6,995 – 7,772 (83,935 – 93,260)
Fee for Office PHN Visit	\$10.00 (10%)	\$25.00 (25%)	\$50.00 (50%)	\$75.00 (75%)

Referral will be made to Medical Assistance for incomes under 138% of poverty.

Incomes over 200% of poverty base will be charged 100% of billable charges - \$100+ depending on components/procedures requested.

Kanabec County Community Health # 5/3/2022
TTPT Van Replacement Request Resolution

WHEREAS, Timber Trails Public Transit has \$100,000 in assigned funds for vehicle replacement, and

WHEREAS, the 2009 Caravan which is used to provide Medical Assistance rides when TTPT staff provide these rides, currently has approximately 250,000 miles on it and is showing its age both physically, mechanically and becoming unreliable, and

WHEREAS, it has been determined that it is time to replace this vehicle, and the Operations Supervisor has communicated with numerous dealers and none are willing to quote or hold vehicles long enough for the agency to have a payment processed with inventory changing daily, and

WHEREAS, the Operations Supervisor has researched available used condition vehicles and found them to cost between \$25,000 and \$40,000, and

WHEREAS, Timber Trails needs the ability to quickly act on purchasing a vehicle when an appropriate one is located.

THEREFORE, Timber Trails Public Transit is requesting approval of a budget of between \$25,000 and \$40,000 to purchase a replacement vehicle for the 2009 Caravan.

NOW THEREFORE BE IT RESOLVED the Kanabec County Community Health board approves Timber Trails request for a budget of between \$25,000 and \$40,000 to purchase a replacement vehicle for their pool and for the Treasurer's Office to issue a check when needed.

Kanabec County Community Health (KCCH)
Report to County Board
January – March 2022

Major Highlight(s):

- Overall, KCCH is getting back to some regular programming. This has been a welcome change but it is taking time to ramp back up. Staff are working diligently to make connections with referral sources, enroll participants/partners and reconnect with community partners to accomplish the deliverables of the various grants.

Audits/site visits

- Medicare Cost Audit scheduled for April 19

Grants submitted/notification:

- First Citizens Bank Foundation – awarded KCCH \$5,500 to continue providing dental services.
- MDH Infrastructure Grant submitted – not funded
- Pokegama Lake Association Request – awarded \$4,800 (\$3,000 for dental, \$1,800 toward Coalition – Positivity in the Park activities)

Upcoming grants:

- Public Health Corps – designed to meet urgent public health needs and grow the workforce. Program would match a worker with the needs of our agency and place them with us for 11 months at 40 hours/week at no cost to the Agency. This program would be mutually beneficial. Kanabec County would get a person to assist with the Community Health Assessment process and the person assigned would gain experience and hopefully choose to continue to work in the public health field.
- Gift of Safety Car Seat Grant – applying to receive free car seats to give to families who need them. Our certified car seat technician would provide training to those receiving the seat to ensure proper installation and use.
- Evidence-Based Home Visiting Grant – competitive grant to sustain our current home visiting program.
 - The application will be due June 13, 2022.
 - Funding to begin 1/1/2023.
 - Grant contract would be for a 5 year period.
- Statewide Health Improvement Partnership (SHIP) – competitive grant to sustain the work to expand community-driven solutions to expand opportunities for active living, healthy eating and commercial tobacco-free living, helping all people in Minnesota prevent chronic diseases including cancer, heart disease, stroke and type 2 diabetes. Ninety percent of the nation's health care costs are for people with chronic conditions, and the majority of those costs are preventable.
 - Grant RFP to be released 6/1/2022 and will be due 8/31/2022.
 - Grant contract would be for the period of 11/1/2023 – 10/31/2026.
- The Central MN Council on Aging Grant – to continue our Public Health Nurse Clinic Services – provides health assessments, foot care/nail trimming and medication set up.
 - Grant RFP typically released early June and is typically due early August.
 - Grant is for period of 1/1/2023 – 12/31/2023.

Community Health Assessment / Community Health Improvement Plan:

Currently planning for community survey to be sent out in May. Creating a timeline/process for community engagement in the process.

Opioid Settlement Grant:

Planning for community engagement as required in process. Create timeline and process.

Meetings attended (not an all-inclusive list):

- Departmental Operations Committee meetings (COVID Response and Recovery)
- County APRA Funding meeting
- SCHA Directors
- Mental health cohort
- Family Health Community Advisory Group
- Health and Human Services Advisory Committee
- Neonatal Abstinence Syndrome – grant check in calls monthly
- Central Directors meetings
- Local Public Health Association Meetings
- Statewide Community Health Services Advisory Committee (SCHSAC)
- Family Home Visiting check in calls with the state – quarterly
- Anoka-Ramsey Nursing Advisory Committee
- MHealth Community Assessment Advisory Committee
- PHEP Oversight Committee
- Local Public Health calls with MN Department of Health (COVID Response and Recovery)
- Miscellaneous trainings regarding risk communication, COVID Recovery, Mental Health etc.

Trends:

- COVID is continuing to mutate. There are new variations of the Omicron Variant that are being monitored. It is unknown if emerging variants will be more/less severe.

Concerns and Challenges:

- Being able to spend an appropriate amount of time with the planning and assessment process.
- The unknowns around COVID – future variants, recovery needs.

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

Family Health

Reporter: *Ashley Berg, Family Health Supervisor*

Acronym definitions:

WIC = Women, Infant and Children supplemental nutrition program

TANF = Temporary Assistance for Needy Families Home Visiting Program

MCH – Maternal Child Health Programs

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

C&TC = Child & Teen Check-up

CQI – Continuous Quality Improvement

NFP = Nurse-Family Partnership (Evidence-Based)

HFA – Health Families America (Evidence-Based)

UBV – Universal Baby Visit

Major Highlights:

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

- WIC participation has remained consistent throughout quarter one with the average number of participants at 467 with a participant rate of 96%. This is a slight decrease from last quarter.
- WIC has extended the increased cash value benefit for fruits and vegetables through September 30th, 2022. This benefit has been in effect since October 2021. Families receive \$24 per child, \$43 for a pregnant woman, and \$41 for a postpartum woman each month.
- The state WIC program will allow for flexibility for delivering WIC services until mid-July. After this date, US Health and Human Services will provide further guidance on in-person vs telehealth.
- The state WIC program has transitioned from MA outreach by mail to text. Text messages will replace flyers and provide more efficient and effective outreach that decreases costs for print and postage.

Family Home Visiting Programs:

- 10 new families enrolled in MECOSH, up 5 from last quarter. Currently we are at 31 families enrolled which is 78% of our target case load of 40 clients.
- 4 new TANF families enrolled for short term services and 6 families graduated from TANF and/or no longer receive services. Over the course of the quarter, 10 families received services through the TANF program.
- This quarter, 5 universal baby visits were conducted with families.
- Infants and children continue to be seen for medical concerns such as asthma, genetic disorders, developmental delays, eating issues, etc. Even though these cases can be time intensive, we continue to make this population a priority due to access issues to appropriate services and complexity of healthcare coordination.

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

- We continue to be the safety net for children & adult vaccinations. Immunization appointments are available to the public.
- Child-find and outreach efforts continue with families to provide education and direct services for lead screens. Nurses continue to complete referral and follow-up for children indicated as having a high lead level per MDH algorithm.
- C&TC outreach efforts are a focus, locating and encouraging preventive care for children on MN Health Care Programs.

- Our CTC outreach display board provided information on mental health, dental, reading importance, and nutritional eating. This board presents a variety of information for families of Kanabec County.
- 0 C&TC well child screens were completed 1st quarter.

SCHA Community Connector (Kanabec):

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

Other Family Health Activities and Highlights:

- Kanabec County Family Health continues to have a presence on Facebook and Instagram in effort to outreach and raise awareness of services. In addition, we have updated our Family Health brochures and distributed them throughout the county to referring agencies.
- Kanabec County Family Health Staff remain key players in the collaboration with Welia for COVID vaccinations and contact tracing. Always trying to identify ways to the needs of the community.
- Minnesota Amish Health Program Group continues to offer health education to the Amish Community monthly; these have now returned to in-person learning. One Home Visitor has established a great relationship with the Amish. There is a group working on assisting to establish a health care home for the Amish population and public health participates in meetings to help support.
- In addition, KCCH home visitor Autumn, will complete UBVs and/or medical questions/requests.

Thinking Ahead:

- Our family home visiting staff are utilizing the child and teen checkup outreach board to present information to the public. Topics that will be presented in Quarter 2 will include Autism Awareness, caregiving for moms, and caregiving for dads.
- Continue to actively enroll more families in the Evidence Based Home Visiting Program (MESCH). The target is to enroll a total of at least 40 families.
- Continue outreach efforts with health care systems and other referral sources to identify and increase the ability/desire of families to access Family Home Visiting services. We are hoping to attend Welia's clinical provider monthly meetings once they return to in-person.
- Continue dialogue on how we ensure families are receiving appropriate services from providers and partners within the community; make effective and efficient use of all our community resources. Staff continue to assist both Ogilvie and Mora Public Schools in early childhood screenings that occur throughout the year.
- Continue conversations with Recovering Hope in effort to best collaborate to serve this at risk population; they have returned to in-person visits.

Concerns and Challenges:

- On February 17th, Abbott initiated a proactive, voluntary recall of infant powder formulas, including Similac, Alimentum and EleCare, manufactured in Sturgis, Michigan. This has presented a challenge to many of our WIC families and the local grocery store. MDH has provided a list of substitutions for formula that are WIC eligible. Families receiving Similac sensitive have had an even greater difficulty finding formula to meet their needs. Our local

grocery store has had its own difficulty with receiving formula and providing to the local community.

- COVID-19 continues to elicit challenges within the family health program. Both WIC and our family home visitors have had challenges with services and visits. One of the challenges is when completing a telehealth visit over phone or web, it can be difficult to keep the caregiver actively engaged the entire visit. This can be due to an inability to focus due to distractions or a lack of participation. It can be tough to keep conversations flowing as they don't necessarily flow as natural. In addition, when visits need to be canceled and/or rescheduled per caregiver request due to illness our home visitors find that caregivers don't respond as quickly to rescheduling and a visit may be missed. This can cause difficulty for the home visitor to maintain rapport with that family and the relationship is difficult to maintain.

Success Stories:

- One family stands out amongst our family home visiting team to be a true success. She has been in family home visiting several times (HFA, TANF, and now MECSH) and has had several failures due to her struggles with substance use. It was not until this most recent pregnancy, introduction to MECSH and staff support that she has been able to be successful and sober for almost a year. This woman has struggled with sobriety over the years and has had child protection involvement as well. In August/September, this woman found out she was pregnant in the presence of one of our family home visitors and it was at that point that she decided she wanted to remain sober for this child and that she truly wanted to have this child in her life. The family home visitor was able to guide and educate this woman through her struggles with remaining sober and connecting her with the resources to support her (MH support, outpatient treatment meetings, church involvement, pregnancy crisis center, and other resources that would guide her to success). In late March, this woman was able to deliver her child and has continued to remain sober. She is making life choices that will set her up for success and will ask for guidance/assistance when unsure of what to do next.

Numbers Served:

- Total families seen in Family Home Visiting programs during this quarter
 - MECSH:
 - Current quarter = 31 families visited with 108 nursing assessments (3 were telehealth)
 - Quarter 4 of 2021: 27 families and 84 assessments
 - Quarter 1 of 2021: 21 families and 90 assessments
 - TANF:
 - Current quarter = 7 families visited with 19 nursing assessments completed
 - MCH infants and children:
 - Current quarter = 0 family visited with 0 assessment completed
 - MCH prenatal AND postnatal:
 - Current quarter = 20 prenatal assessments 0 postnatal assessment
 - MCH Special Needs:
 - Current quarter = 5 visits completed with 3 families
- 7 families provided with car seat education and a car seat (down 2 from last quarter and same as 1 year ago)
- 0 lead screens completed (There has not been any lead screens completed in 2021 and/or 2022). This may be due to the pandemic.
- 5 UBV completed (down 5 from last quarter and down 20 from 2021's quarter 1)

- 0 Dental varnish completed (remained the same for 2021 Quarter 4 and 1)
- 0 pregnancy tests administered and education provided (down 2 from last quarter, same as 2021's quarter 1)
- 10 CTC outreach activities occurred (Immunization education was provided during these activities)

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

Program acronyms/definitions:

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

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

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

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

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

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

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

Care coordination (CC): A service for people enrolled in Minnesota Senior Health Options (MSHO) and/or Minnesota Senior Care Plus (MSC+). It provides assessment and coordination of the delivery of all health and long-term care services among different health and social service professionals and across settings of care. Care coordination also includes the waiver case management.

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

Omnibus Budget Reconciliation Act (OBRA) – part of the preadmission screening (PAS) process used to determine if a person has a diagnosis or suspected diagnosis of developmental disabilities/related conditions or

mental illness. It must happen before a person is admitted to a Medical Assistance (MA)-certified nursing facility (NF).

QAPI – Quality Assurance and Performance Improvement

Highlights:

Home Care

- 576 Home care visits were completed (Down 27 from last quarter)
 - 490 were visits made with a pay source of Medicaid, Veterans Affairs, Waivered Services, etc.
 - 86 were Medicare visits
- 1 South Country Health Alliance Medication Reconciliation
- Throughout the quarter we served an average of 72-82 clients in their homes. This is about the same as last quarter.
- There were a total of 33 referrals (up 3 from last quarter). Of the 33 referrals, we had 5 that did not open to home care for various reasons. We had 28 that opened to home care (up 2 from last quarter). We are currently at an 85% start of care rate. This is down 1.5% from last quarter, however, our goal of 85% was still achieved.
- There were 907 Home Health Aide hours. This is down 40 hours from last quarter.
- 265 hours were completed for homemaking. This is down 110 hours from last quarter. The VA has implemented and enforced new guidelines on homemaking hours for veterans. The new guidelines require the veteran to have hands on services (home health aide) prior to any home making services. Also, our agency has been short staffed for all of the quarter. When we are short staffed, we focus on the home health aide portion of the clients cares. We believe it is important for the client to have a clean home, but it is more important for the client to safely bathe.

Public Health Nurse Clinic

142 foot care visits, 31 cancellations (down 4 cancellations from last quarter) or no shows from the clients. Foot clinic visits were down by 11 this quarter.

There were 49 medication set up visits and 1 cancellation. The total amount of medication set up visits is up by 1.

Case Management

- Care coordination visits: 45 (Up 12.5 from last quarter)
- Nursing Home Care Coordination Hours: 23.5 hours (Up 7.5 hours from last quarter)
- Care Connector: 143 hours (Down 71.25 hours from last quarter)
- Case Aide: 176.75 hours spent on client specific billable hours (Down 27.5 hours from last quarter)
- MnChoices Assessments: 18.5 hours (Down 5.75 from last quarter)
- MnChoices Re-assessments: 19 hours (Up 3.25 from last quarter)
- MnChoices documentation, after assessment/re-assessment documentation and follow up time: 89 hours (Up 1.75 from last quarter)
- MnChoices service coordination, time invested prior to assessment: 29.25 (Down 6.75 hours)
- Care Coordination Indirect, coordination time in the office-billable: 727 hours (Up 118.25 hours from last quarter)
- Care Transition, visits and time required in office for coordination: 4.5 (Down 2.5 hours from last quarter)
- PAS completed: 16.5 (Up 6.5 from last quarter)
- Service Coordination, client specific and general: 151.25 hours (Up 39 hours from last quarter)

Charts/Numbers Served

Home Care:

We are currently serving an average of 72-82 home care clients per month. This is about the same as last quarter. The payers of the home care clients include: self-pay, medical assistance, Medicare, VA, Medicare Advantage Plans, and some private insurance companies. We currently have contracts with the following companies: Blue Cross Blue Shield, Health Partners, Humana, Medica, VA, Preferred One, SCHAs, and Ucare.

Public Health Nurse Clinic:

We are currently serving a total of 196 clients. This includes clients that we serve through medication set up and foot clinic. We have seen an increase in nurse clinic clients since last quarter.

Case Management:

Our case managers currently serve 259 clients, up 19 from previous quarter. This is a significant increase in case managed clients. This is likely due to a nursing home in a neighboring county that closed down.

- Ability Care: 19 – Down 3 from previous quarter
- Single care: 62 – Down 2 from previous quarter
- Nursing Home Clients: 34 – Up 10 from last quarter
- AC: 9 – Same as previous quarter
- CADI: 37 – Up 4 from previous quarter
- PCA only: 14 – Up 3 from previous quarter
- EW SCHAs: 65 – Up 1 from previous quarter
- EW Non SCHAs: 19 – Up 5 from previous quarter

Trends

Home care:

We have continued to have home health aide staffing issues. At the end of the quarter we were still short two home health aides, but will be interviewing the beginning of quarter two. Luckily, we had two people apply. Despite the home health aide shortage, our staff has been doing a great job at covering all of our clients. Along with the home health aide staffing shortage, we had a nurse put in their resignation. The position was posted at the very end of quarter one. Interviews for that position will take place at the beginning of quarter two.

Case Management:

Case management has not had any significant trends this quarter.

Public Health Nurse Clinic

Nurse clinic has not had any significant trends this quarter.

Success Stories

Home Care:

We recently had a home care client who developed some pretty significant wounds. The home care nurse, case manager, home health aides, Welia and their specialty provider worked hard to collaborate and heal the wounds very quickly. It was such a positive experience for all involved. There is still work to do, but the wound was caught before any significant issues could happen.

Case Management:

There was a recent case management referral that was made who the nurse felt like would benefit from services outside of our agency. The client was eligible for hospice so the hospice referral was made. Within 18 hours of the referral being made to hospice, the client was open to hospice services. The family and the client were very grateful.

Public Health Nurse Clinic:

We had a nurse clinic client who was in right after their infectious period from having COVID. The client was still very ill. The significant other of the client reported they were not eating or drinking. The nurse that day called an ambulance for the client. They ended up going to the hospital to be treated. The next time they came in, they were both very grateful for the nurse looking out for the client and ensuring he was taken care of.

Partners in Healthy Living (PIHL)/Statewide Health Improvement Partnership (SHIP)

Lori Swanson, Health Promotion Coordinator

PiHL is working with **50** partners in the four county region; Kanabec, Pine, Mille Lacs, and Isanti. **Ten** of these partners are working in more than one setting (workplace, school, healthcare, community). The Community Leadership Team met in January with **5** members in attendance.

Training/TA provided and number of participants

- SHIP staff in all four counties provided information to approximately **15** decision makers on the new Pregnant/Nursing Parent law. This new law was also presented by the Isanti County SHIP staff to **5** CLT members in January and **10** members with the East Central Breastfeeding Coalition.
- SHIP staff from Mille Lacs and Isanti County participated in bimonthly farmers market planning meetings to assist MDH with the development of an EBT/SNAP/Market Bucks Framework for the state. **Ten** people participate in this planning group but it is intended to reach statewide once completed.
- Pine County SHIP staff provided the Superintendent and Principals from East Central School District the structure of Pine County's Vaping Intervention Program. They were given an outline and resources they could utilize for the education component such as the programs INDEPTH and MyLife, MyQuit.
- **Eight** wellness committee staff at the Hinckley Finlayson School District received information from the Pine County SHIP staff on the vaping intervention program and social emotional health resources for their students. These resources included mental health providers for youth in the area, along with highlighting resources that are available to their school district through SCRED.

Major Activities

- The City of Pine City invited community members to a community action plan kick-off event for updating their Comprehensive Plan. **Sixty** community members attended this event. **Six** committees (creating community, community pride, economic prosperity, main street revitalization, quality of life, community connectivity) were developed among **50** community members that attended the kick-off event. Pine County and Kanabec County SHIP staff are participating in this 4-5 month process.
- We have had **five** partners apply for mini-grant funding for implementing a policy, system or environmental change this quarter.
- Farmers Markets are in the planning stage for this upcoming season. Isanti County will be implementing the EBT and SNAP voucher program for the first time this year.
- Kanabec County SHIP staff has been consulting with the Public Health Law Center on updating the current Kanabec County Tobacco Ordinance to be in compliance with new state laws.
- Pine County has implemented a program called New Directions that youth are being referred to for vaping violations.
- The East Central Community Health Survey will be going out to **1600** randomly selected adult residents in each of Kanabec, Pine, and Mille Lacs County in May. Isanti County has developed their survey along with Allina Health – Cambridge and their survey will go out to **4000** residents.
- The Kanabec County Wellness at Work provided blood pressure monitors for each county building for employees to utilize.

Success Story

- Our success story this quarter is the development of the East Central Baby Café in Isanti County. The Café will provide a free drop-in site that provides support to parents who are breastfeeding or preparing to breastfeed. Professional-level breastfeeding support and peer social connection will be provided at weekly meetings. Communities across the U.S. have implemented the Baby Café model in efforts to reduce health disparities nationwide and help mothers realize their breastfeeding goals. All Baby Café sites in the U.S. are licensed by Baby Café USA.

Regional ATOD Prevention Coordinator - Brian Miner

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

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

Highlights:

During this reporting period, Brian has worked with the state-wide RPC and DHS team to continue providing training and technical support to Positive Community Norms (PCN) Grantees. In Region 4, the Big Lake School District has been awarded the PCN Grant, and has begun work on their objectives at the start of the fiscal year. During this reporting period, Brian has worked directly with the Big Lake PCN Grant Coordinator and Coalition to complete specific grant deliverables including core principle development, establishing bylaws, mission and vision statements, Coalition naming and branding and planning community events. Brian and the RPC Team worked to develop and facilitate a two-day training for PCN Coordinators in February on Coalition building and community engagement. Brian Also worked with the Minnesota Prevention Alliance (MPA) Alcohol Subcommittee, as they explore the possibility of a state-wide Social Host Ordinance for Minnesota. In February, Brian delivered the Smart Approaches to Marijuana Minnesota (SAMMN), “Beyond Smoke and Mirrors: Science Based Marijuana Prevention” Presentation to the Better Together Coalition, of Kanabec County. Brian worked with a committee of RPC and PCN Grant Coordinators to develop a training presentation for the PhotoVoice Project, PCN Grant deliverable, which will be presented to the PCN Cohort in April.

During this report period, a new Region 7 Metro RPC was hired. Brian worked with the RPC and DHS team to assist in onboarding and training the new RPC. In the interim, Brian has been assisting with technical assistance to Coalitions in the Metro area including the PCN Grantees in Forest Lake and Inver Grove Heights as well as the Chemical Health Collaborative of Anoka County. Brian has transitioned his work with Metro area entities to the new RPC. However, he will continue to assist the New RPC in providing technical assistance to the Forest Lake Coalition, as their proximity to Region 4 has resulted in the recruitment of several coalition members from communities in Chisago County, a Region 4 County in which Brian would like to promote ATOD Prevention efforts.

Trends:

Coalitions in the region continue to have conversations around vaping and marijuana education and steps for reducing youth use. As new versions of CBD derived TCH become available, including Delta-8, Delta-10 and Delta-0, we are noticing these substances being sold in locations in the region. There are also reports from schools in the region that students are beginning to use nicotine dipped toothpicks in the schools. These are products that were intended to be used as a smoking cessation product.

Thinking Ahead:

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

Concerns/Challenges:

Coalitions have begun scheduling in-person meetings and activities for upcoming months and into the summer. During COVID-19 precautions, most prevention entities opted for virtual meeting and activities. This increased Brian's capacity to participate in multiple meetings and activities in a day. Brian's capacity to attend the quantity of meetings and activities across the region will likely decrease when accounting for expected travel time. Brian will have to access and prioritize community and regional needs.

Trainings attended:

- Strength Finders Workshop - January 18th
- Amazeworks, Understanding Barriers to Equity and Belonging – January 24th
- CADCA's National Coalition Academy Bootcamp – February 22nd through 25th
- Amazeworks, Responding to Microaggressions - February 23rd

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

- January Monthly Report 2021

Patti Miller, Health Promotions Coordinator

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

Major Activities:**Minnesota Department of Health - Mental Health Suicide Prevention Cohort**

- Meets monthly, 3-hour trainings
- Active partners: Mora Schools, Kanabec County Family Services, Kanabec County Veterans Services, Kanabec County Community Health, Recovering Hope Treatment Center, Welia Health
- Overview: This is a yearlong process for members of the cohort and is designed to educate those in the cohort (members of our Better Together Coalition) what our community needs and wants to focus on based on engagement, data (qualitative and quantitative), and the capacity of members to take action.

Northern Minnesota Suicide Prevention and Crisis Text Line Outreach & Planning

- Outreach to school/districts in the 7E area has increased. Time has been spent delivering information about no-cost trainings available, Crisis Text Line promotional material, and networking with others who may be interested in hosting trainings and or sharing resources.
- Annual late-spring conference planning.
- Discussing budgeting plans for year five of the grant. I.e. trainings, marketing materials, changes to 988 messaging and additional work plan recommendations by Minnesota Department of Health.

Better Together Outreach Planning:

- While not many outreach events are held in January, February, or March, planning for our spring Mental Health Event began as well as planning for our annual Mora Rocks the Park campaign.
- Plan currently is to have Mora Rock the Park take place at Library Park, as in years past. However, the coalition is working with Mora Schools youth prevention group to do an environmental scan to see what suggestions they have for increasing the positivity factors at Kids Kingdom park. Once the environmental scan is complete, it has been suggested that the coalition work with the local Lion's Club to identify any type of mutual support they would be interested in.

Trends:

In October of 2021, Pediatricians, Child and Adolescent Psychiatrists and Children's Hospitals declared a National Emergency in Children's Mental Health. These organizations have called on all policymakers at all levels of government to act swiftly to address the mental health crisis. ¹

Challenges:

- Funding for continued work with the Coalition and special projects promoting prevention.

- Support – increasing membership and increasing the understanding of the community about the importance of primary prevention. Engaging youth where they are and through partnerships with other youth serving organizations such as the schools, youth groups, etc.

Collaboration:

- Currently the most engaged partners in the coalitions work would be Recovering Hope Treatment Center, Welia Health, Kanabec County Sheriff's Office, Kanabec County Veterans Services and Mora Schools. These partners have been dedicated to the coalition's mission and vision.

Mission Statement: "Promote community health through positive choices"

Vision Statement: "Building positive community partnerships and improving community health through awareness, education and substance use prevention."

- Recovering Hope Treatment Center has invited us to be part of their "Learning over Lunch" sessions by offering trainings to the community.
- Mora Schools has invited us to be part of their Support Squad – Mental Health Awareness group – each month.
- Kanabec County Sheriff's Office will continue with compliance checks for alcohol and tobacco in 2022.

Trainings provided:

- Community Mental Health First Aid training in February was done at Recovering Hope Treatment Center.
- Mental Health/Wellness and Suicide Prevention Training was provide to:
 - Mora Elementary students, Grade 6 in February.
 - Chisago Lakes Middle School 8th grade Health
- QPR Training (Question. Persuade. Refer.) was co-hosted in Pine County with Veterans Service Officer Bliss.
- **People/groups you've provided technical assistance too:**
 - The Pine, Isanti, Chisago, Kanabec and Mille Lacs (PICK'M) Suicide Prevention Coalition has reached out for resources, information and training opportunities during the past three months.
 - Mora Schools – Work has been done to help the Mora High School Counselors develop and form the Support Squad – Mental Health group. While still not meeting regularly, the group has dedicated students that want to create change, increase awareness and bring educational resources to and for their peers.
 - COVID-19 Public Information Co-Officer. Working with the department committee to determine appropriate messages and great graphics for our social media, mailings, and in-person handouts.

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

Major Activities:

- New guidance available for Isolation and Quarantine across most settings based upon vaccination status (fully – primary series vs. up to date – including boosters)
 - CDC initiated changes, causing MDH to update guidance to be consistent, as well as effecting efforts at the local level
 - Re-education of KCCH staff, community partners, and general public outreach
- Distribute KN-95 masks to community partners and residents: 1,000 masks
 - MDH supplied masks free to Local Public Health departments
 - Masks were distributed to those identified as vulnerable to severe COVID impacts and financially disadvantaged to obtain materials independently
- Distribute COVID-19 at home test kits to community partners and residents
 - MDH supplied test kits free to Local Public Health
 - Round 1: 450 Quick Vue test kits
 - Round 2: 360 iHealth test kits
 - Test kits were intended for those with barriers and challenges

Trends:

- Witnessed a major decline in COVID cases
- Omicron is declining but giving rise to the BA.2
- Case Investigation and Contact Tracing (CICT) continues to provide support to positive cases identified in a hospital or clinic setting that are reported to MDH; with prioritization for those under 18 that have the greatest potential to effect the school system
 - at home tests do not receive this outreach (an increase in at home testing has reduced the number of cases seeking testing at healthcare facilities and resulted in a reduction of known lab confirmed cases)

Activities:

- Beginning of January: Demobilization of active Emergency Operations Center meetings – previously held monthly since 03.04.21 have been replaced by a monthly situation report email
- Beginning of January: Partial demobilization of Departmental Operations Center meetings – frequency reduced to one meeting per week for staff coordination and response / recovery planning
- Middle of January: Demobilization of biweekly standing meeting regarding vaccination planning with Welia Health
- End of January: Demobilization of support staff at Mora school for testing – school has sufficient at home test kits and reduction in demand that these operations can be absorbed into school staff
- Middle of February: Partial demobilization of weekly standing meeting with School partners to first and third Thursday only
- End of March: Demobilization of standing vaccination clinics – demand for appointments has declined to a point that they can be absorbed into normal Welia clinic operations or fit into our Immunization Nurse's schedule

Looking Forward

- Short term:
 - Continue demobilization and developing tactics to absorb COVID activities within normal operations
 - Evaluate impact of the COVID response on staff mental health and employee retention
- Long term:
 - Writing an After Action Report, Demobilization Plan, and identify Improvement Plan items
 - Review emergency preparedness plans activated during the pandemic; mass dispensing, respiratory protection program, continuity of operation plan (COOP), and all hazards

Nuisance

Reporter: Elsa Ring, RN, PHN

Nuisance call: no calls this quarter

Respectfully Submitted

Kathy Burski, Director/CHS Administrator

Sheila
4/25/22 9:06AM

**** Kanabec County ****



Page 1

As of Date: 03/2022

TRIAL BALANCE REPORT

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

**** Kanabec County ****



Sheila
4/25/22 9:06AM
15 Community Health Fund

TRIAL BALANCE REPORT
As of 03/2022

Report Basis: Modified Accrual

Page 2

<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	20,307.15 -	73,831.24	469,897.05
1003 Audit Adjustments To Cash	6,027.85	0.00	6,027.85 -	0.00
1110 Taxes Receivable - Prior & Delinquent	11,059.89	0.00	11,059.89 -	0.00
1261 Due From Other Funds (Acc)	18,802.59	0.00	18,802.59 -	0.00
Total Assets	431,956.14	20,307.15 -	37,940.91	469,897.05
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2030 Salaries Payable	73,951.74 -	0.00	73,951.74	0.00
2091 Due To Other Funds (Acc)	1,735.08 -	0.00	1,735.08	0.00
2100 Due To Other Governments	5,120.57 -	0.00	5,120.57	0.00
2230 Deferred Inflows	11,059.89 -	0.00	11,059.89	0.00
Total Liabilities	92,390.45 -	0.00	91,867.28	523.17 -
Fund Balance				
2881 Assigned Fund Balance	339,565.69 -	0.00	0.00	339,565.69 -
2910 Revenue Control	0.00	186,065.08 -	754,991.85 -	754,991.85 -
2925 Expenditure Control	0.00	206,372.23	625,183.66	625,183.66
Total Fund Balance	339,565.69 -	20,307.15	129,808.19 -	469,373.88 -
Total Liabilities and Balance	431,956.14 -	20,307.15	37,940.91 -	469,897.05 -
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

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March
Pilt-Housing Authority						
Rev	0		0.00	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00
Cares Act COVID-19 Grant						
Rev	0		0.00	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00
Local Public Health Infrastructure						
Rev	486,597.00	10.55%	51,349.27	9,036.31	119.00	42,193.96
Exp	378,817.00	29.15%	110,419.30	46,574.53	43,376.18	20,468.59
Prevent Infectious Disease						
Rev	28,087.00	5.03%	1,414.09	115.00	1,229.24	69.85
Exp	28,088.00	17.38%	4,880.40	1,815.11	1,698.51	1,366.78
Environmental Health						
Rev	25.00	168.00%	42.00	9.00	33.00	0.00
Exp	5,883.00	0.00%	0.00	0.00	0.00	0.00
Healthy Communities-Adult Health						
Rev	271,960.00	29.52%	80,269.62	12,237.80	57,328.99	10,702.83
Exp	275,208.00	18.25%	50,216.52	16,932.81	16,416.14	16,867.57
Healthy Communities-Health Improvement						
Rev	548,531.00	32.91%	180,511.27	104,307.34	34,621.23	41,582.70
Exp	528,486.00	17.96%	94,930.79	29,424.26	33,759.78	31,746.75
Healthy Communities-Family Health						
Rev	714,440.00	21.49%	153,547.64	29,428.62	106,229.38	17,889.64
Exp	596,634.00	18.38%	109,646.63	35,253.12	36,664.38	37,729.13
Emergency Preparedness						
Rev	131,761.00	60.65%	79,906.55	18,313.04	61,593.51	0.00
Exp	118,620.00	35.03%	41,558.37	16,629.66	14,637.00	10,291.71
Assure Access-Case Management						
Rev	357,900.00	28.43%	101,748.80	25,379.86	47,946.64	28,422.30
Exp	351,493.00	25.08%	88,145.06	27,679.69	30,469.31	29,996.06
Assure Access-Home Care						
Rev	528,000.00	24.10%	127,271.76	35,303.31	46,764.65	45,203.80
Exp	784,072.00	24.87%	194,959.69	82,971.35	61,555.70	50,432.64
Agency Totals						
Rev	3,067,301.00	25.30%	776,061.00	234,130.28	355,865.64	186,065.08
Exp	3,067,301.00	22.65%	694,756.76	257,280.53	238,577.00	198,899.23

outstanding payments/payments not yet posted

Workforce Dev.	
CTC	
DFC	
FAP	457.62
LCTS	
LPHG	15,171.64
MCH	
MIECHV	145,811.97
PHEP	
RPC	-3,180.40
SHIP	44,393.48
TANF	489.97
WIC	9,185.00
Covid State	
CMCOA	
MN Choice	
Admin asst	
mental hlth	
Suicide Prev	7,152.34
Covid Federa	33,062.28
Home care	<u>36,940.96</u> estimate only see note below
	289,484.86

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 05/03/22

Abstract Totals for Commissioner Vouchers

Board Meeting 05/03/22	Amount	Vendors	Transactions
Abstract #1	56,933.04	33	70
Abstract #2			
Totals	56,933.04	33	70

Abstract Totals for Auditor Vouchers

Board Meeting 05/03/22	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
4/28/22 10:17AM

**** 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
4/28/22 10:17AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3	434 Ability Network Inc		224.82	April billing svc/eligibility	22M-0056816	Services & Charges N
2	15-484-487-8453-6211		190.75	April billing svc/eligibility	22M-0056816	Services & Charges N
1	15-484-493-8452-6211		265.70	April billing svc/eligibility	22M-0056816	Services & Charges N
	434 Ability Network Inc		681.27	3 Transactions		
70	538 Berg/Ashley		22.23	April admin mileage		Mileage & Meals N
	15-484-450-0000-6331		22.23	1 Transactions		
	538 Berg/Ashley					
41	185 Bergstadt/Jennifer		276.71	Mar/Apr HHA mileage		Mileage & Meals N
	15-484-496-8449-6331		276.71	1 Transactions		
	185 Bergstadt/Jennifer					
42	1396 Biever/Laurie		275.54	Mar/Apr HHA mileage		Mileage & Meals N
	15-484-496-8449-6331		275.54	1 Transactions		
	1396 Biever/Laurie					
4	4000 Big Sky Resort		873.52	4 nights Montana Summer Inst	10U9G4	Mileage & Meals N
	15-484-485-8480-6331		873.52	1 Transactions		
	4000 Big Sky Resort					
5	877 BlueStar Graphics		48.00	4 24x36 color posters	2126	Progam Supplies N
6	15-484-490-8489-6411		24.00	2 24x36 color posters	2126	Progam Supplies N
	877 BlueStar Graphics		72.00	2 Transactions		
43	1275 Bromwich/Amanda		274.37	Mar/Apr HHA mileage		Mileage & Meals N
	15-484-496-8449-6331		274.37	1 Transactions		
	1275 Bromwich/Amanda					
44	3094 Burski/Kathy		196.56	April admin mileage		Mileage & Meals N
	15-484-450-0000-6331		196.56	1 Transactions		
	3094 Burski/Kathy					
45	1312 Campbell/Mindy		53.82	Mar/Apr HHA mileage		Mileage & Meals N
	15-484-496-8449-6331		53.82	1 Transactions		
	1312 Campbell/Mindy					
	3646 Felland/Becky					

Sheila
4/28/22 10:17AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
62		15-484-496-8447-6331		207.09	Mar/Apr home care mileage		Mileage & Meals	N
	3646	Felland/Becky		207.09	1 Transactions			
51	3501	Fratzke/Michelle						
		15-484-493-8452-6331		104.13	Mar/Apr CM mileage		Mileage & Meals	N
	3501	Fratzke/Michelle		104.13	1 Transactions			
8	4184	Health Dimension Rehabilitation Inc						
		15-484-496-8447-6211		10,977.06	March PT services		Services & Charges	N
9		15-484-496-8447-6211		106.01 -	attempted visit credit		Services & Charges	N
	4184	Health Dimension Rehabilitation Inc		10,871.05	2 Transactions			
7	324	Healthcare First						
		15-484-496-8447-6211		104.74	April HHCAHPS	5278384	Services & Charges	N
	324	Healthcare First		104.74	1 Transactions			
10	4151	Innovative Office Solutions, LLC						
		15-484-450-0000-6412		426.90	copy paper, scissors	SO-3716214	Office Supplies	N
	4151	Innovative Office Solutions, LLC		426.90	1 Transactions			
11	3095	Isanti County Public Health						
		15-484-485-8468-6880		3,389.81	March hlthy eat/active living		Grant Admin- Pass thru	N
12		15-484-485-8468-6880		1,275.87	March tobacco strategy		Grant Admin- Pass thru	N
13		15-484-485-8468-6880		645.22	February hlthy eat/active live		Grant Admin- Pass thru	N
14		15-484-485-8468-6880		45.02	February tobacco strategy		Grant Admin- Pass thru	N
15		15-484-485-8468-6880		1,410.46	February well-being		Grant Admin- Pass thru	N
	3095	Isanti County Public Health		6,766.38	5 Transactions			
16	322	Kanabec County						
		15-484-450-0000-6205		77.91	1st qtr 2022 admin postage	PH037	Postage	N
19		15-484-481-8481-6205		84.21	1st qtr 2022 PHNC postage	PH037	Postage	N
22		15-484-481-8482-6205		12.66	1st qtr 2022 Care Nag postage	PH037	Postage	N
20		15-484-487-8451-6205		46.04	1st qtr 2022 HP postage	PH037	Postage	N
24		15-484-487-8453-6205		5.34	1st qtr 2022 MIECHV postage	PH037	Postage	N
17		15-484-487-8456-6205		143.72	1st qtr 2022 WIC postage	PH037	Postage	N
18		15-484-487-8457-6205		159.14	1st qtr MCH/FAP postage	PH037	Postage	N
21		15-484-487-8461-6205		653.16	1st qtr 2022 CTC postage	PH037	Postage	N
40		15-484-490-0000-6205		1.59	1st qtr EM postage	PH037	Postage	N
23		15-484-493-8452-6205		253.94	1st qtr 2022 CM postage	PH037	Postage	N

Sheila
4/28/22 10:17AM
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	
	322	Kanabec County		1,437.71	10 Transactions			
	2162	Kanabec County Information Systems						
26		15-484-450-0000-6380		3,750.00	1st qtr 2022 IS services	6246	Interdepartmental Charges	N
27		15-484-450-0000-6380		3,750.00	2nd qtr 2022 IS services	6247	Interdepartmental Charges	N
25		15-484-450-0000-6203		607.32	1st qtr 2022 phone service	6250	Telephone	N
	2162	Kanabec County Information Systems		8,107.32	3 Transactions			
	1308	Lejonvarn/Kirsten						
46		15-484-487-8450-6331		3.51	April TANF mileage		Mileage & Meals	N
47		15-484-487-8451-6331		10.53	April HP mileage		Mileage & Meals	N
48		15-484-487-8453-6331		50.90	Mar/Apr MIECHV mileage		Mileage & Meals	N
49		15-484-487-8457-6331		7.02	April MCH mileage		Mileage & Meals	N
50		15-484-490-8489-6331		4.68	April COVID mileage		Mileage & Meals	N
	1308	Lejonvarn/Kirsten		76.64	5 Transactions			
	667	Lighthouse Child & Family Services LLC						
28		15-484-487-8453-6211		26.32	3/15/22 MIECHV session travel	7131	Services & Charges	Y
29		15-484-487-8453-6211		300.00	3/15/22 MIECHV sessions	7131	Services & Charges	Y
65		15-484-487-8453-6211		35.10	2/15/22 MIECHV session mileage	7135	Services & Charges	Y
66		15-484-487-8453-6211		300.00	2/15/22 MIECHV sessions	7135	Services & Charges	Y
	667	Lighthouse Child & Family Services LLC		661.42	4 Transactions			
	377	Marco Inc						
30		15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt	313	Rental & Service Contracts Copier	N
	377	Marco Inc		787.11	1 Transactions			
	1143	McKesson Medical-Surgical Govt Solution						
68		15-484-481-8481-6432		120.21	PHNC supplies	1909855	Medical Supplies	Y
67		15-484-496-8447-6432		143.64	home care supplies	9855,9555,9835	Medical Supplies	N
	1143	McKesson Medical-Surgical Govt Solution		263.85	2 Transactions			
	198	Mille Lacs Co. Community & Veterans Ser						
32		15-484-485-8468-6880		2,814.87	March hlthy eat/active living		Grant Admin- Pass thru	N
33		15-484-485-8468-6880		750.66	March tobacco strategy		Grant Admin- Pass thru	N
34		15-484-485-8468-6880		1,563.91	March well being strategy		Grant Admin- Pass thru	N
	198	Mille Lacs Co. Community & Veterans Ser		5,129.44	3 Transactions			
	736	Naccho						
31		15-484-450-0000-6245		260.00	annual membership fee	301443	Registration & Membership Dues	N

Sheila
4/28/22 10:17AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
	736 Naccho		260.00	07/01/2022 06/30/2023 1 Transactions			
69	1319 National Council for Mental Wellbeing 15-484-485-8444-6411		1,600.00	Teen mental hlth manuals	15523	Supplies	N
	1319 National Council for Mental Wellbeing		1,600.00	1 Transactions			
52	1311 Nelson/Erika 15-484-493-8452-6331		32.78	Feb/Mar CM mileage		Mileage & Meals	N
61	15-484-493-8452-6331		46.80	April CM mileage		Mileage & Meals	N
	1311 Nelson/Erika		79.58	2 Transactions			
53	52 Olson/Autumn 15-484-487-8450-6331		4.68	April TANF mileage		Mileage & Meals	N
54	15-484-487-8451-6331		35.69	Mar/Apr HP mileage		Mileage & Meals	N
55	15-484-487-8453-6331		38.02	April MIECHV mileage		Mileage & Meals	N
56	15-484-487-8457-6331		53.82	April MCH mileage		Mileage & Meals	N
	52 Olson/Autumn		132.21	4 Transactions			
35	632 Pine County Health & Human Services 15-484-485-8468-6880		2,020.33	March hlthy eat/active living		Grant Admin- Pass thru	N
36	15-484-485-8468-6880		1,300.75	March tobacc strategy		Grant Admin- Pass thru	N
37	15-484-485-8468-6880		2,595.97	March well-being		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		5,917.05	3 Transactions			
57	1030 Ringler/Jennie 15-484-496-8449-6331		222.31	Mar/Apr HHA mileage		Mileage & Meals	N
	1030 Ringler/Jennie		222.31	1 Transactions			
63	3174 Rosburg/Diane 15-484-496-8447-6331		217.04	Mar/Apr home care mileage		Mileage & Meals	N
	3174 Rosburg/Diane		217.04	1 Transactions			
58	16326 Sarkisyan/Amber 15-484-496-8449-6331		126.95	Mar/Apr HHA mileage		Mileage & Meals	N
	16326 Sarkisyan/Amber		126.95	1 Transactions			
38	1303 Survey Systems Data Collection Specialis 15-484-485-8468-6211		9,252.20	East Central Reg Survey Projec	22-13395	Services & Charges	N
39	15-484-490-8489-6411		661.00	outgoing postage ups delivery	22-13395	Progam Supplies	N

Sheila
 4/28/22 10:17AM
 15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 6

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1303	Survey Systems Data Collection Specialis		9,913.20	2 Transactions			
64	17014 The Inn on Lake Superior						
	15-484-490-8489-6331		411.72	2 nights Under One Roof conf	R94C84 Mestnik	Mileage & Meals	N
	17014 The Inn on Lake Superior		411.72	1 Transactions			
60	1268 Tomczak/Kristi						
	15-484-496-8448-6331		12.83	April HM mileage		Mileage & Meals	N
59	15-484-496-8449-6331		370.35	Mar/Apr HHA mileage		Mileage & Meals	N
	1268 Tomczak/Kristi		383.18	2 Transactions			
15 Fund Total:			56,933.04	Community Health Fund	33 Vendors	70 Transactions	
Final Total:			56,933.04	33 Vendors	70 Transactions		

Sheila
4/28/22 10:17AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	56,933.04	Community Health Fund	
	All Funds	56,933.04	Total	Approved by,
			
			

9:30am Appointment

Item a.

May 3, 2022

REQUEST FOR BOARD ACTION

a. Subject: Update P-110 Guide for Members of the Public and Data Subjects for Requesting Information	b. Origination: County Attorney's Office
c. Estimated time: 10 minutes	d. Presenter(s): County Attorney Barbara McFadden

e. Board action requested:

Resolution # ____ - 5/3/22

Policy P-110 Updates

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

WHEREAS Policy P-110 requires an annual update, and

WHEREAS, the County Attorney recommends the proposed updates in Policy P-110;

THEREFORE BE IT RESOLVED that the recommended updates to existing Policy P-110 are approved and effective immediately.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

**Guide for Members of the Public
And Data Subjects for
Requesting Information**

Kanabec County

(Updated 10/20/20)



A BRIEF OVERVIEW OF THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

A. The Minnesota Government Data Practices Act (MGDPA) is in Chapter 13 of Minnesota Statutes. It controls how government data is collected, created, stored, maintained, used and disseminated.

B.

The MGDPA regulates the management of all government data that are created, collected, received, or released by a government entity no matter what form the data is in or how or where it is stored or used.

The Act regulates:

- what data can be collected;
- who may see or get copies of the data;
- the classification of specific types of data;
- the duties of personnel in administering the Act;
- procedures for access to the data;
- procedures for classifying data as not public;
- civil and criminal penalties for violation of the Act; and
- the charging of fees for copies of data.

Government data is either *data on individuals* or *data not on individuals*. Data on individuals is classified as either public, private, or confidential. Data not on individuals is classified as public, nonpublic, or protected nonpublic. This classification system determines how data is handled.

CLASSIFICATION OF DATA

Data on Individuals	Meaning of Classification	Data <i>Not</i> on Individuals
Public	Available to anyone for any reason	Public
Private	Available only to the data subject and to anyone authorized in writing by the data subject or by court order or law to see it	Nonpublic

Confidential	Not available to the public or the data subject	Protected Nonpublic

REQUESTS FOR GOVERNMENT DATA

I. DATA REQUESTS BY MEMBERS OF THE PUBLIC

Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

The Data Practices Act also provides that Kanabec County must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that Kanabec County keeps, make a written request. Make your written request for data to the appropriate individual listed on the Data Practices Contacts page provided in this guide. You may make your written request for data by mail, fax, or email, using the data request form found in this guide.

If you choose not to use the data request form, your written request should include:

- that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

Kanabec County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your written request, we will work to process it. If we do not have the data, we will notify you in writing as soon as reasonably possible.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time. In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Kanabec County will prepare summary data if you make your request in writing and pay for the cost of creating the data. Upon receiving your written request – you may use the data request form included in this guide and we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

II. DATA REQUESTS BY DATA SUBJECTS

Data about You

The Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

Classification of Data about You

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

Public data: We must give public data to anyone who asks; it does not matter who is asking for the data or why.

Private data: We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with Kanabec County staff who need the data to do their work, and as permitted by law or court order.

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with Kanabec County staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

Your Rights under the Data Practices Act

Kanabec County must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering

and managing programs that are permitted by law. As a data subject, you have the following rights. **Your Access to Your Data:** You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies. Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian. Minors have the right to ask Kanabec County not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. Note: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution. **We Collect Data from You:** When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice. We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide.

Protecting your Data: The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

When your Data are Inaccurate and/or Incomplete: You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

To look at data, or request copies of data that Kanabec County keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts section of this guide. You may make your written request by mail, fax, e-mail, or by hand-delivering the request, using the data request form included in this guide.

If you choose not use to use the data request form, your written request should include:

- that you are making a request, under the Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you;
- whether you would like to inspect the data, have copies of the data, or both;
- a clear description of the data you would like to inspect or have copied; and

- identifying information that proves you are the data subject, or data subject's parent/guardian. Kanabec County requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity document included in this guide.

How We Respond to a Data Request

Once you make your written request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you in writing within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies, such as email or CD-ROM, upon request if we keep the data in electronic format.

Information about copy charges is included in this guide.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time. In addition, we are not required under the Data Practices Act to respond to questions that are not requests for data.

III. DATA REQUESTS BY OTHER GOVERNMENT AGENCIES

A responsible authority shall allow another government entity access to data classified as private, confidential, nonpublic, or protected nonpublic only when the access is authorized or required by state or federal statute.

An agency that supplies government data under this section may require the requesting agency to pay the actual cost of supplying the data when the requested data is not provided in the normal course of business and not required by state or federal statute. In most circumstances Kanabec County will not charge a fee to another government entity. Consideration should be given to transmission of the data by electronic means to save Kanabec County copying costs.

In many cases data will have the same classification in the hands of the agency receiving it as it had in the agency providing it unless the classification is required to change to meet judicial, administrative, or statutory requirements such as change in classification by statutory definition. When reasonably practical the agency providing the requested data information shall indicate the classification of the data when the data is classified as other than public.

When reasonably practical and reasonably necessary if it is not clear the requesting agency is authorized to access the data it shall be directed to obtain the informed consent from the data subject(s) for data classified as private or confidential. If the agency is unable to obtain such written consent the Kanabec County Responsible Authority should be consulted for a determination of access prior to release of the data.

IV. CONTRACTUAL LICENSING AND FUNDING RELATIONSHIP WITH GOVERNMENT ENTITIES

Pursuant to Minn. Stat. § 13.05, subd. 6, if a person receives not public data on individuals from a government entity because that person has a contract with that entity the person must administer the data in a manner consistent with the MGDPA.

Pursuant to Minn. Stat. § 13.05, subd. 11, if a private person collects, receives, stores, uses, maintains or disseminates data because the person has a contract with a government entity to perform any of the entity's functions the data are subject to the requirements of the MGDPA and the contractor must comply with the MGDPA requirements. The contract should clearly inform the contractor of these responsibilities.

Pursuant to Minn. Stat. § 13.02, subd. 11, if the data is collected by a nonprofit social services entity that performs services under contract to a government entity and the data is collected and used because of that contract access to the data is regulated by the MGDPA.

If a third party is licensed by a government entity and the licensure is conditioned upon compliance with the MGDPA or if the party has another type of contract with a government entity the party is subject to the MGDPA to the extent specified in the contract or the licensing agreement.

V. INFORMATION DISCLOSURE REQUEST FORM

The Information Disclosure Request provides a record of the requestor identification information and the government data requested as well as the action taken by the responsible authority or the designee and any financial transaction that occurs.

The Information Disclosure Report should be completed for all requests by the public for government data classified as private, confidential, nonpublic, and protected nonpublic and for all requests by other government agencies for which the not public data is not routinely shared or provided in the normal course of business.

VI. OTHER PROCEDURES FOR COMPLYING WITH DATA REQUESTS

The responsible authority shall ensure each department establishes procedures to comply with requests for government data in an appropriate and prompt manner.

1. Upon request to the responsible authority an individual shall be informed whether they are the subject of stored data on individuals and whether it is classified as public, private, or confidential.
 - a. The responsible authority shall provide access to the private or public data upon request by the individual subject of the data.
 - b. An individual may contest the accuracy or completeness of public or private data. If the individual notifies the responsible authority in writing as to the nature of the disagreement with the data, the responsible authority shall within 30 days either correct the data and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual, or notify the individual the responsible authority believes the data to be correct. Subsequently data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
2. The responsible authority shall prepare a public document setting forth in writing the rights of the data subject and specific procedures in effect in the county for access by the data subject to public or private data on individuals.
 - a. When a request is denied the responsible authority must inform the requestor orally at the time of the request and if requested in writing as soon thereafter as reasonably possible and shall cite the statute, temporary classification or federal law on which the determination is based.
 - b. The responsible authority shall require the requestor to pay the actual costs of making and certifying copies of the data requested except those exempted in Section V., subd. A. The requestor may not be charged for separating private or confidential data from public data.

- c. The responsible authority shall reasonably inform the requestor of the data's meaning if asked to do so.

VII. RIGHT TO APPEAL

If Kanabec County determines that challenged data are accurate and/or complete and the data subject disagrees with that determination the subject has the right to appeal the determination to the commissioner of administration

The subject has the right to take this step after both the subject and the county have properly completed all the steps in the data challenge process. The subject may appeal only the county's determination about the accuracy and/or completeness of data. The requirements for filing an appeal are in Minnesota Rules Section 1205.1600.

An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days, either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

The determination of the responsible authority may be appealed pursuant to the Administrative Procedure Act, Minn. Stat. §14.57 to 14.62 and Minn. R. 1205.1600, relating to contested cases. Upon receipt of an appeal by an individual the Commissioner of Administration shall before issuing the order and notice of a contested case hearing required by Chapter 14 try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent the Commissioner may refer the matter to mediation. Following these efforts the Commissioner shall dismiss the appeal if resolved or issue the order and notice of hearing.

Data on individuals successfully challenged by an individual must be completed, corrected, or destroyed without regard to the requirements of Minn. Stat. § 138.17. After completing, correcting, or destroying successfully challenged data the county will retain a copy of the Commissioner of Administration's order issued under Chapter 14 or if no order was issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VIII. ROLE OF THE COMMISSIONER OF ADMINISTRATION

Pursuant to Minn. Stat. §13.06, subd. 4, the Commissioner of Administration is given the authority to approve new uses and disseminations of private and confidential data on individuals.

Minn. Stat. §13.06 gives the Commissioner certain powers with regard to approving temporary classifications of data.

Minn. Stat. §13.072 gives the Commissioner authority to issue advisory opinions concerning the rights-of-data-subjects and the classification of government data. Commissioner's opinions are found at <https://mn.gov/admin/data-practices/opinions/>

IX. CONSEQUENCES FOR NOT COMPLYING WITH THE MGDPA

Pursuant to Minn. Stat. §13.08, a government entity and employees may be sued for violating the Act. Minn. Stat. §13.085 provides an administrative process to compel compliance with the Act. Minn. Stat. §13.09 provides criminal penalties and disciplinary action as extreme as dismissal from public employment for anyone who willfully (knowingly) violates the Act.

WHERE MORE INFORMATION CAN BE FOUND

Responsible Authority Barbara McFadden, Kanabec County Attorney, (320) 679-6425.

Minnesota Statutes Chapter 13 is found on the website of the Revisor of Statutes at: <https://www.revisor.mn.gov/statutes/cite/13> .

Minnesota Rules, Chapter 1205, is found on the website of the Revisor of Statutes at: <https://www.revisor.mn.gov/rules/1205/> .

Kanabec County Data Practices Contacts Responsible Authority (RA)

Minnesota Rules 1205.0200, Subp. 14. Responsible authority in political subdivisions. In political subdivisions, the responsible authority shall be as follows, unless otherwise provided by state law:

For counties, each elected official of the county shall be the responsible authority for the official's office. An individual who is an employee of the county shall be appointed by the county board to be the responsible authority for any data administered outside the offices of elected officials.

RA for County Attorney:

Barbara McFadden, County Attorney
18 North Vine Street, Suite 202
Mora, MN 55051
Phone: (320) 679-6425
Fax: (320) 679-6426
Email: barbara.mcfadden@co.kanabec.mn.us

RA for elected County Sheriff:

County Sheriff Brian Smith
18 North Vine Street, Suite 143
Mora, MN 55051
Phone: (320) 679-8400
Fax: (320) 679-8422
Email: brian.smith@co.kanabec.mn.us

RA for elected Commissioner District I:

Commissioner Dennis McNally
18 North Vine Street, Suite 181
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: [None](#)

RA for elected Commissioner District II:**Vacant**

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

RA for elected Commissioner District III:

Commissioner Les Nielsen
18 North Vine Street, Suite 181
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: les.nielsen@co.kanabec.mn.us

RA for elected Commissioner District IV:**Commissioner Rick Mattson**

18 North Vine Street, Suite 181
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: rick.mattson@co.kanabec.mn.us

RA for elected Commissioner District V:

Commissioner Craig Smith
18 North Vine Street, Suite 181
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: craig.smith@co.kanabec.mn.us

RA for elected County Recorder:

Lisa Holcomb, County Recorder
18 North Vine Street, Suite 261B
Mora, MN 55051
Phone: (320) 679-6466
Fax: (320) 679-6431
Email: lisa.holcomb@co.kanabec.mn.us

RA for elected County Auditor/Treasurer:

Denise Snyder, County Auditor/Treasurer
18 North Vine Street, Suite 261A
Mora, MN 55051
Phone: (320) 679-6430
Fax: (320) 679-6431
Email: denise.snyder@co.kanabec.mn.us

RA for Public Health and Welfare Data:**RA for Community Health Services:**

Kathryn Burski, Community Health Services Administrator
905 Forest Ave E, Suite 127
Mora, MN 55051
Phone: (320) 679-6438
Fax: (320) 679-6333
Email: kathryn.burski@co.kanabec.mn.us

Minnesota Statute 13.46, Welfare Data: Subd. 10. Responsible authority.

Notwithstanding any other provision of this chapter to the contrary, the responsible authority for each component of the welfare system listed in subdivision 1, clause (c), shall be as follows: the responsible authority of a county welfare agency is the director of the county welfare agency.

RA for County Welfare Agency:

Chuck Hurd, Family Services Director
905 Forest Ave E, Suite 150
Mora, MN 55051
Phone: (320) 679-6357
Fax: (320) 679-6333
Email: chuck.hurd@co.kanabec.mn.us

Data Practices Designees

The responsible authority may assign in writing one or more designees. The designee is the person in charge of individual files or systems containing government data and who receives and complies with the requests for government data. The designee shall implement the provisions of the Act, the rules, and these guidelines and procedures as directed by the responsible authority. All duties outlined as duties of the responsible authority may be delegated to the designee.

Designee for elected County Commissioner Offices:

Kristine McNally, County Coordinator
18 North Vine Street, Suite 181
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: kris.mcnally@co.kanabec.mn.us

Designee for County Assessor's Department:

Tina VonEschen, County Assessor
18 North Vine Street, Suite 271
Mora, MN 55051
Phone: (320) 679-6420
Fax: (320) 679-6441
Email: tina.voneschen@co.kanabec.mn.us

Designee for County Public Works Department:

Chad Gramentz, Public Works Director/County Engineer
903 Forest Ave E
Mora, MN 55051
Phone: (320) 679-6300
Fax: (320) 679-6304
Email: chad.gramentz@co.kanabec.mn.us

Designee for Information Systems Department:

Lisa Blowers, County IS Director
18 North Vine Street, Suite 181
Mora, MN 55051
Phone: (320) 679-6498
Fax: (320) 679-6441
Email: lisa.blowers@co.kanabec.mn.us

Designee for Maintenance Department:

Dave Mulvaney, Head Maintenance Engineer/Custodian
18 North Vine Street, Suite 181
Mora, MN 55051
Phone: (320) 679-6446
Fax: (320) 679-6441
Email: dave.mulvaney@co.kanabec.mn.us

Designee for Probation/Court Services Department:

Lucas Athey, County Court Services Director

18 North Vine Street, Suite 233
Mora, MN 56379
Phone: (320) 679-6450
Fax: (320) 679-6455
Email: lucas.athey@co.kanabec.mn.us

Designee for Public Works Department - Environmental Services:

Teresa Wickeham, Environmental Services Supervisor
903 Forest Ave E
Mora, MN 55051
Phone: (320) 679-6211
Fax: (320) 679-6304
Email: teresa.wickeham@co.kanabec.mn.us

Designee for County Veterans Service:

Erica Bliss, County VSO
18 North Vine Street, Suite 261B
Mora, MN 55051
Phone: (320) 679-6380
Fax: (320) 679-6480
Email: erica.bliss@co.kanabec.mn.us

Designee for County Emergency Management:

Kelly Schmitt, Emergency Management Director

100 South Vine Street
Mora, MN 55051
Phone: (320) 679-8421
Fax: (320) 679-8422
Email: kelly.schmitt@co.kanabec.mn.us

Data Practices Compliance Official

Barbara McFadden, County Attorney
18 N. Vine Street, Suite 202
Mora, MN 55051
Phone: (320) 679-6425
Fax: (320) 679-6426

DUTIES OF THE RESPONSIBLE AUTHORITY OR DESIGNEE**Data Practices Annual Report**

The responsible authority shall prepare a public document on data categories. The public document will contain the responsible authority's name, title, address, and description of each category of record, file, or process relating to private or confidential data on individuals maintained by the county.

The public document shall be updated annually.

The responsible authority shall supply the document to the Minnesota Commissioner of Administration, if requested by the Commissioner.

The county will maintain the report on its web site.

Procedures For Dissemination Of Data

The responsible authority shall ensure each department establishes procedures to manage the dissemination of data. Collection, storage, use, and dissemination of private and confidential data shall be limited to what is necessary for the administration and management of programs authorized or mandated by law.

Public data cannot be collected, stored, used, or disseminated for any purpose other than the purpose stated to the individual when the data was originally collected unless:

- The data was collected prior to 1975 in which case the data can be used for the original purpose for which it was collected or for an additional purpose approved by the Commissioner of Administration.
- There is specific authorization for the use in state, local, or federal law.
- The additional use has been approved by the Commissioner of Administration as necessary to carry out a function designated by law.
- The individual data subject has given an informed consent for the additional use of the data.

Data Protection

The responsible authority shall establish procedures to assure all data on individuals is accurate, complete, and current for the purpose for which it was collected and establish appropriate security safeguards for all data. An annual security assessment is included in this duty.

Kanabec County as required by Minn. Stat. §13.055 has implemented a protocol in the event of a breach of security of not public data. That protocol is incorporated in this manual as Appendix E.

COPY COSTS

Members of the Public

Kanabec County charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

The following provides information about the allowable charge when the data requester *is not the subject of the data*. The copy charges discussed are based on the requirements of Minnesota Statutes, section 13.03, subdivision 3(c). The chart below includes links to Minnesota Rules, Chapter 1205 and Commissioner of Administration Advisory Opinions that help interpret the requirements in the statute.

Note: In situations where specific charges are set by statute or rule, Kanabec County will follow the applicable statutory language, rather than the requirements described in this document.

100 or Fewer Paper Copies – 25¢ Per Page

The charge for copies is 25¢ for each page copied, or 50¢ for a two-sided copy, if the request is for 100 or fewer pages of black and white, letter or legal sized paper copies. This charge is a flat rate.

Most Other Copies – Actual Cost

For copies of other data (more than 100 paper copies, photographs, data on a CD or DVD, data stored electronically, etc.), when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email). In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your

request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies. Minnesota Rules 1205.0300, subpart 4.

Data Subjects

Kanabec County charges data subjects for copies of government data. These charges are authorized under section 13.04, subdivision 3.

You must pay for the copies before we will give them to you.

Actual Cost of Making the Copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies. The cost of employee time to make copies is based upon the employee's actual hourly wage.

May be included in actual cost	Rules & Opinion(s)	May not be included in actual cost	Rules & Opinion(s)
Employee time* to search for and retrieve data for copying	05-016	Employee time* to separate public from not public data	04-072
Employee time* to make copies	04-056	Operating expenses of copier (electricity, wear and tear, purchase, rental, etc.)	04-040, 04-072, 01-066
Cost of media (paper, CD ROMs, DVDs, etc.)	1205.0300, 04-040	Costs not related to copying (prepare fax cover sheet, invoice, etc.)	04-055
Mailing costs	1205.0300, 97-013	Obtaining and returning data to off-site storage	95-044
Employee time* to prepare copies (sort, label data, remove staples, paper clips, take data to copier)	1205.0300, 04-003	Sort or review data if not necessary for copying	04-072
Costs of reproduction that cannot be done by the entity (e.g., photographs)	95-044, 97-012	Sales tax	94-059, 99-024
		Verify accuracy of data	04-072
		Perform accounting functions	04-003
		Costs related to inspection	04-038

*The cost for employee time must be calculated based on the wages/salary (may include benefits) of the lowest-paid entity employee who could complete the task ([04-056](#)).

Chapter 13 does not allow an entity to charge a minimum fee for copies ([05-016](#)).

Data Request Form – Members of the Public Kanabec County

Date of request: _____

I am requesting access to data in the following way:

Note: inspection is free but Kanabec County will charge for copies as outlined in this guide.

☐ Inspection ☐ Copies ☐ Both inspection and copies

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information:

Name: _____

Address: _____

Phone number: _____ Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

Kanabec County will respond to your request as soon as reasonably possible.

Data Request Form – Data Subjects Kanabec County

Date of request: _____

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID or passport, as proof of identity.

I am requesting access to data in the following way:

Note: inspection is free but Kanabec County will charge for copies as outlined in this guide.

☐ Inspection ☐ Copies ☐ Both inspection and copies

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Data subject name_____

Parent/Guardian name (if applicable)_____

Address_____

Phone number_____ Email address_____

Signature of Data Subject or Parent/Guardian_____

Staff Verification

Identification provided_____

**Kanabec County will respond to your request within 10 business days
and will advise you when data will be ready if it is not reasonably possible
to have it ready in 10 business days.**

Standards for Verifying Identity Kanabec County

The following constitute proof of identity.

- ☐ An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID
- ☐ A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID
- ☐ The **parent or guardian of a minor** must provide a valid photo ID *and either*
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as:
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- ☐ The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as:
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

DATA SECURITY BREACH PROTOCOL

Part 1. Purpose.

This protocol is intended to assist Kanabec County in implementing the requirements of Minn. Stat. §13.055 that is intended to provide timely and appropriate notice to individuals who are affected by a breach of the security of their private or confidential data. All employees must immediately report known or potential breaches of security to the responsible authority and their supervisor. The County Attorney's Office in consultation with the affected department or office or Information Technology personnel as appropriate shall determine whether notice of the potential breach is required and if so how the notice will be provided. This protocol shall be integrated with Department of Information Technology Policy 3005, a copy of which is included and incorporated in the event a potential data breach or data breach involves electronic related data, resources or components.

Part 2. Definitions. Minn. Stat. §13.055, subd. 1 (in part)

Subpart A. Potential Data Security Breach. A situation or incident that provides a reasonable basis to believe not public data may have been compromised or accessed for a purpose not authorized by law or by a person or entity not authorized by law to have access to such data.

Subpart B. Breach of the security of the data. Breach of the security of the data means the unauthorized acquisition of data maintained by the county in any medium that compromises the security and classification of the data, but not including the good faith acquisition by an employee, contractor or agent of the county if not provided to an unauthorized person.

Subpart C. Contact Information. Contact information means either name and mailing address or name and e-mail address for each individual who is the subject of data maintained by the county.

Subpart D. Unauthorized acquisition. Unauthorized acquisition means a person has obtained government data without the informed consent of the individuals who are the subjects of the data or lacks statutory or other legal authority and with the intent to use the data for non-governmental purposes.

Subpart E. Unauthorized person. Unauthorized person means any person who accesses government data without permission or without a work assignment that reasonably requires the person to have access to the data.

Part 3. Guidelines

Subpart A. Reporting a Potential Breach. Any employee who knows of or reasonably believes breach of the security of private or confidential data may have occurred must immediately report to his or her supervisor and the county's responsible authority (RA).

The report should include the date and time of the report, when the breach occurred (if known); the type of data involved; the approximate number of affected individuals, if known, and other pertinent data. The attached form should be used for that purpose whenever reasonably possible.

Employees who in good faith report a potential or actual breach under these guidelines will not be subject to retaliation for making such a report.

Subpart B. Breach Affected Division Response Process. After a potential breach of security has been reported the responsible authority will work with the affected department or office to take necessary steps to contain and control the integrity of the data handling systems impacted by the potential or reported breach and conduct a preliminary internal assessment of the scope of the potential breach. Applicable Information Systems (IS) staff and security procedures or other guidelines may be consulted as set forth in this policy.

If the potential breach is on a county computing system that contains or has network access to private or confidential data, the RA shall consult with IS personnel and consider control measures that may include but are not necessarily limited to removing the computing system from the network.

- (a) **Determining Breach.** The RA shall consult with the affected staff supervisor to determine whether a breach of security of data has occurred.
- (b) **Incidents.** Examples of the types of incidents that may result in a notice-triggering breach include, but are not limited to:
 - i. Evidence of unauthorized access into a computer system containing private/confidential data;
 - ii. Missing documents or papers or stolen or missing laptop, desktop, storage device or other types of information technology resource containing files with private/confidential data;
 - iii. Documents containing private/confidential data sent in any form to a wrong recipient;
 - iv. IS Systems containing private/confidential data that has been compromised; or
 - v. Employee misuse of authorized access to or disclose of private or confidential data.
- (c) **Acquisitions.** Minn. Stat. §13.055, subd. 2 requires government entities to notify individuals if their private or confidential data has been or is reasonably believed to have been acquired by an unauthorized person. In making that determination the following factors among others may be considered:
 - i. Indications the data is in the physical possession and control of an unauthorized person such as a lost or stolen computer or other device or documents containing unprotected private or confidential data.
 - ii. Indications the data has been downloaded or otherwise acquired.
 - iii. Indications the data was used by an unauthorized person such as a fraudulent account opened or an instance of identity theft reported;
 - iv. The encryption protection of the data, if any;
 - v. Duration of exposure;
 - vi. The extent to which the compromise of electronic data indicates a directed attack such as a pattern showing the device itself was specifically targeted; or
 - vii. Indications the attack was intended to seek and collect private or confidential data.

1. **Timing of Notification.** If a breach has been determined in most instances the affected department or office has primary responsibility to notify affected individuals and may be assisted by the RA. Notice is to occur without unreasonable delay. Notice may be delayed due to a) the legitimate needs of a law enforcement agency; or b) any measures necessary to determine the scope of the breach and restore the reasonable security of the data.

Immediate notification may be appropriate in the event of a breach that could have immediate deleterious impact on individuals whose data may have been acquired by an unauthorized person.

2. **Contacting Law Enforcement.** The RA or designee(s) shall contact law enforcement agencies if the breach of security is believed to involve illegal activities. Data may be shared with law enforcement consistent with applicable data practice laws. If law enforcement is contacted it should be informed of the County's practice to provide notice to affected individuals. If law enforcement advises such notice would impede an active criminal investigation notice may be delayed. Delayed notice should be sent out as soon as law enforcement advises it would no longer impede the criminal investigation.
3. **Whom to Notify.** The RA in consultation with other appropriate county personnel, including but not limited to the affected department or office, shall determine the scope of the notice. Notice of a breach must be provided to any individual whose private or confidential data has been or is reasonably believed to have been acquired by an unauthorized person. If specific individuals cannot be identified notice should be sent to groups of individuals likely to have been affected such as all whose data is stored in the database of files involved in the breach. Measures should be taken to prevent notice lists from being over-inclusive. If questions arise regarding the scope of the notice required the County Attorneys' Office may be contacted for guidance.

Subpart C. Notice.

1. **Content.** The RA or designee shall consult with the affected department or office on the wording of a notice. IS personnel may also be consulted where appropriate. Notices shall generally be sent separate from other documents. The notice should use clear and plain language.

The following should generally be included in the notice:

- (a) A general description of what happened and when to the extent known.
- (b) The nature of the individual's private or confidential data that was involved, but not listing the specific private/confidential data.
- (c) Information about what the county has done to protect the individual's private/confidential data from further disclosure.

- (d) Institution assistance such as website information or telephone number for further information about the incident.
- (e) Information such as Web sites about what individuals can do to protect themselves against identity theft including contact information for nationwide credit reporting agencies.

2. **Method of Notification.** The RA in consultation with the affected division shall determine the appropriate method of notice as follows.

- (a) **Written notice** by first class mail to each affected individual; or
- (b) **Electronic notice** to each affected individual if communication normally occurs in that medium and the procedure is otherwise consistent with the provisions regarding electronic records and signatures contained in 15 U.S.C. 7001.
- (c) **Substitute notice** may be provided if the cost of providing the written notice required to each affected individual would exceed \$250,000 or the affected class of individuals to be notified exceeds 500,000 or the county does not have sufficient contact information to notify affected individuals. Substitute notice consists of all the following:
 - (i) **E-mail notice** if the county has an e-mail address for the affected individuals;
 - (ii) **Conspicuous posting** of the notice on the county website for a minimum of 45 days and
 - (iii) **Notification to major media** outlets that reach the general public.

Subpart D. Coordination with Credit Reporting Agencies. Credit reporting agencies assist individuals in responding to a notice of a security breach. Such agencies should be notified in advance of sending notice of security breach incidents that may significantly increase calls to agencies for assistance.

If notice is required to be given to 1,000 or more individuals at one time the county shall notify without unreasonable delay all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis as defined in 15 U.S.C. 1681a, of the timing, distribution and content of the notice to be sent. Such contacts shall include but not be limited to the following:

- Equifax:
U.S. Consumer Services
Equifax Information Services, LLC.
Phone: 1-800-525-6285
- Experian:
Experian Security Assistance
P.O. Box 72
Allen, TX 75013
1-888-397-3742
- TransUnion:
Phone: 1-800-680-7289

Subpart E. Documentation. The RA or designee must complete a Breach of Security Incident Response Summary for each reported breach regardless of whether notice is given. The form should be completed beginning at the time of the initial report or as soon thereafter as reasonably practical.

Where appropriate all documentation related to the breach and investigation shall be labeled and maintained as not public pursuant to the applicable data privacy classification including but not limited to, “security information” as defined by Minn. Stat. 13.37, Subd. 1(a). The form shall be retained by the responsible authority in accordance with the applicable records retention policy.

Potential Not Public Data Breach Report

Name of Reporting Person(s): _____

Department or Office: _____

Email: _____

Telephone Number: _____

Date of Report: _____ Time of Report: _____

Date and Time of Discovery of Potential Breach: _____

To Extent Known Date and Time of Potential Breach: _____

Type of Data Involved: _____

Method of Breach to Extent Known or Suspected: _____

Number of Affected Persons: _____

Additional Comments: _____

Signature of Reporting Person

This report must be promptly completed and forwarded to Kanabec County Attorney Barbara McFadden.

For any assistance or questions, contact Kanabec County Attorney Barbara McFadden.

INFORMED CONSENT FOR THE RELEASE OF DATA

I, _____
(Name of individual authorizing release)
authorize _____
(Name of individual, entity, or person holding record)
to disclose
to _____
(Name of individual, entity, or person to receive the data)

the following information:

for the purpose of:

I understand this data may be protected under state and/or federal privacy laws and may not be disclosed without my written consent unless otherwise provided for by state or federal law. I understand once this data is released it may be subject to further disclosure without my written consent. I also understand I may revoke this consent at any time except to the extent that action has been taken in reliance on it and in any event this consent expires or as described below, whichever is earlier.

On specification of the date or condition upon which this consent expires:

Executed this _____ day of _____, 20 _____.

(Signature of individual authorizing release)

(Printed name)

(Signature of parent, guardian, or authorized representative, when required)

(Printed name)

9:30am Appointment

Item b

May 3, 2022

REQUEST FOR BOARD ACTION

a. Subject: Adopt Policy for Ensuring the Security of Not Public Data	b. Origination: County Attorney's Office
c. Estimated time: 10 min	d. Presenter(s): Barbara McFadden, County Attorney

e. Board action requested:

Adopt the attached policy, assign a policy number, and set effective date.

Resolution #___ - 5/3/22

Adoption of Policy for Ensuring the Security of Not Public Data

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

WHEREAS, the County Attorney recommends the adoption of the Policy for Ensuring the Security of Not Public Data for continued compliance with applicable law and regulations and effective delivery of public services;

THEREFORE, BE IT RESOLVED, Kanabec County hereby adopts the Policy for Ensuring the Security of Not Public Data effective May 3, 2022.

f. Background:

Supporting Documents: None Attached: ☒

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

Coordinators Comments:

Staff recommends this policy be assigned policy number P-125 and be indexed with other established policies.

POLICY FOR ENSURING THE SECURITY OF NOT PUBLIC DATA

Legal Requirement

The adoption of this policy by the County of Kanabec satisfies the requirement in Minn. Stat. §13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in the County's Data Inventory (required by Minnesota Statutes, section 13.025, subd. 1), the County's policy limits access to not public data to employees whose work assignment reasonably requires access.

Please direct all questions regarding this policy to the County of Kanabec's Data Practices Compliance Official (DPCO)/Responsible Authority (RA):

Barbara McFadden
Kanabec County Attorney
18 North Vine Street, Suite 202
Mora, MN 55051
Phone: (320) 679-6425
Fax: (320) 679-6426

Procedures Implementing This Policy

Data Inventory

Under the requirement of Minn. Stat. §13.025, subd. 1, the County of Kanabec has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by the County. To comply with the requirements, in §13.05, subd. 5, the County has also modified its Data Inventory to represent the employees who have access to not public data.

In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in the County's Data Inventory, the Data Practices Compliance Official (DPCO), the County Attorney and Information Systems Department employees may have access to *all* not public data maintained by the County if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Data Sharing with Authorized Entities or Individuals

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (*see* Minn. Stat. §13.04) or the County will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that Not Public Data Are Not Accessed Without a Work Assignment

Within the County, departments may assign tasks by employee or by job classification. If a department maintains not public data that all employees within its department do not have a work assignment allowing access to the data, the department will ensure that the not public data are secure. This policy also applies to departments that share workspaces with other departments within the County where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data
- Password protecting employee computers and locking computers before leaving workstations
- Securing not public data within locked work spaces and in locked file cabinets
- Shredding not public documents before disposing of them

Penalties for Unlawfully Accessing Not Public Data

The County will utilize the penalties for unlawful access to not public data as provided for in Minn. Stat. §13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

9:40am Appointment

May 3, 2022

REQUEST FOR BOARD ACTION

a. Subject: DNR Snowmobile Grant for EC Riders	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 5 minutes	d. Presenter(s): Denise Snyder

e. Board action requested:

Resolution #__ - 5/3/22

WHEREAS the Minnesota Snowmobile Trails Assistance Program provides grants to local units of government for the maintenance of recreational trails pursuant to Minnesota Statutes Chapter 84.83, and

WHEREAS the county is the sponsor for such grant funds and the work performed by the trail club, and

BE IT RESOLVED to approve a "Minnesota Snowmobile Trails Assistance Program Snowmobile FY 2023 Maintenance and grooming Grant Agreement."

f. Background:

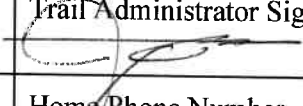
Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

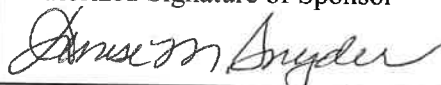
Coordinators Comments:

MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM

MAINTENANCE AND GROOMING APPLICATION

Trail/Area Name /Type of Trail (PRINT or TYPE) Snake River Trails		Date 5/1/2022	
Trail Administrator (PRINT or TYPE) Joshua Wachsmuth		Trail Administrator Signature 	
Address (No. & Street, RFD, Box No., City, State, Zip Code) 410 South Walnut Mora, MN 55051		Home Phone Number 763-438-0867	Work Phone Number 763-438-0867
GPS Verified Miles of Trail: 100.1			Date of Meeting Attended: 4-11-2022
Department Use Only			
Verified Miles:	Mileage Rate:	Amount:	Recommended: \$ _____

SPONSOR APPROVAL

Unit of Government Kanabec County		Telephone Number (Include Area Code): 320.679.6430	
Authorized Signature of Sponsor 	Title Kanabec County Auditor-Treasurer	Date 5/3/2022	

CERTIFICATION BY DEPARTMENT OF NATURAL RESOURCES

Authorized Signature For DNR	Area Trails Supervisor	Date
Authorized Signature For DNR	Regional Parks and Trails Manager	Date

Checklist/Mandatory Attachments:

- | | |
|--|---|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Certification of Trail Closure/4th Benchmark <input checked="" type="checkbox"/> Grooming Logs from the Previous Year <input type="checkbox"/> Sponsor Resolution <input checked="" type="checkbox"/> Update of Current Trail Alignments <input checked="" type="checkbox"/> Backup Grooming Plan | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Proof of Club Non-Profit Status <input checked="" type="checkbox"/> Trail Contact Information <input checked="" type="checkbox"/> Sign Order (if applicable Form) |
|--|---|

SNOWMOBILE TRAILS ASSISTANCE PROGRAM MAINTENANCE AND GROOMING

Certification of Trail Closure/Application Submission

Trail Name: Snake River Trails ^{4th Benchmark – Due By May 15th}

Club/Organization Name: E. C. Riders

Trail Administrator Signature: [Signature] Date: 4-27-2022

By signing this form, the Sponsor certifies that the above snowmobile trail has been satisfactorily closed as defined within the Minnesota Snowmobile Trails Assistance Program Manual, an application for the coming grant round is completed and on file by May 15th and that a backup grooming plan is in place and is on file in the event the groomer or the operator are not able to maintain the trails.

Is there any reason why the Department of Natural Resources should withhold any part of this payment?
YES _____ NO X

If YES, please elaborate: _____

Sponsor Name (Local Unit of Government): Kanabec County

Signature: [Signature] Date: 5/3/2022

Title: Kanabec County Auditor-Treasurer

Amount requested \$ 1,734.21 (Up to 5% of the original contract.)

DEPARTMENT USE ONLY

THIS INVOICE APPROVED FOR PAYMENT BY:

Parks and Trails Area Supervisor – OK TO PAY	Date	FY	Amount \$
SWIFT PO:	RECEIPT #		
VENDOR #:	LINE #		
SERVICE BEGIN DATE: <u>April 1, 20</u>	SERVICE END DATE:		
INVOICE #: BM4	Vendor Name and Address:		



MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM

OPERATOR'S GROOMING LOG SHEET

Trail Name	Date (Month/Day)	Operator Signature	Type of Groomer		Total Grooming Hours	Total Miles Groomed	Sponsor	Year	Remarks: name of trail or section of trail groomed; additional comments
			Start	Ending					
12-5-21		Greg M. Tiller	9:00	11:00	7	28			called Hwy 65 road 19 a put up fence
1-13-22		Nick Atkinson	9:00	5:30	6.5	100.7			will receive 17 North St. Survey to Highway South
1-2-22		Nick Atkinson	9:00	11:15	5 1/4	100.7			South / North
1-6-22		Brent / Greg	6:30	1:00	6 1/2	101.8			N to CR 3
1-7-22		Nick Atkinson	4:00 pm	2:30 pm	10.5	101.84			11/3/2022 up to 26
1-14-22		Greg Jacob	8:00 pm	2:00 am	6	102.8			65 N CR 3
		Brent Jacob		3:30		103.42			
1-16-22		Greg M. Tiller	8:30	3:30	7	103.79			Hwy 47 N to CR 3 to 65 to Chick House
1-23-22		Nick Atkinson	10:30	10:00	2.5	103.99			Chick House
1-23-22		Nick Atkinson	4:30	9:30	5	103.96			11 to Graham
1-24-22		Greg M. Tiller	6:00 am	4:30 pm	10.5	104.34			N out CR 3 East to CR 3 west Ann Lake
1-29-22		Greg M. Tiller	6:00 pm		6.5	105.1			South Trail to Ann Lake
2-15-22		Rob Tiller	10:15 am	4:15 pm	6	105.89			North CR 3 East
2-16-22		Brent Jacob	8:30 am	7:30	11	106.49			S. To Ogish - in B's
2-17-22		Rob Tiller	7:30	4:00	8 1/2	107.00			N. to Ann Lake to CR 3 west
2-23-22		Brent	7:45	6:00	14	107.61			Ogish - McDones
2-24-22		Rob	6:30	3:30	9	108.05			N CR 3 to Ketchikan Rd
			TOTALS						



OPERATOR'S GROOMING LOG SHEET

Revised 11/27/2007



OPERATOR'S GROOMING LOG SHEET

Revised 11/27/2007

Legend

- Trail Change
- GIA
- State
- Club
- FY23 Validation Layer
- Minnesota State Trails (MS 85.015)
- Minnesota State Trails (MS 84.029)
- MNUSA CorridorData Shared
- MNUSA CorridorData E/W
- MNUSA CorridorData N/S
- PLS Section Lines

FY23 Snowmobile Trail Review for

Trail Number: 150

Snowmobile Trail: Snake River Trails

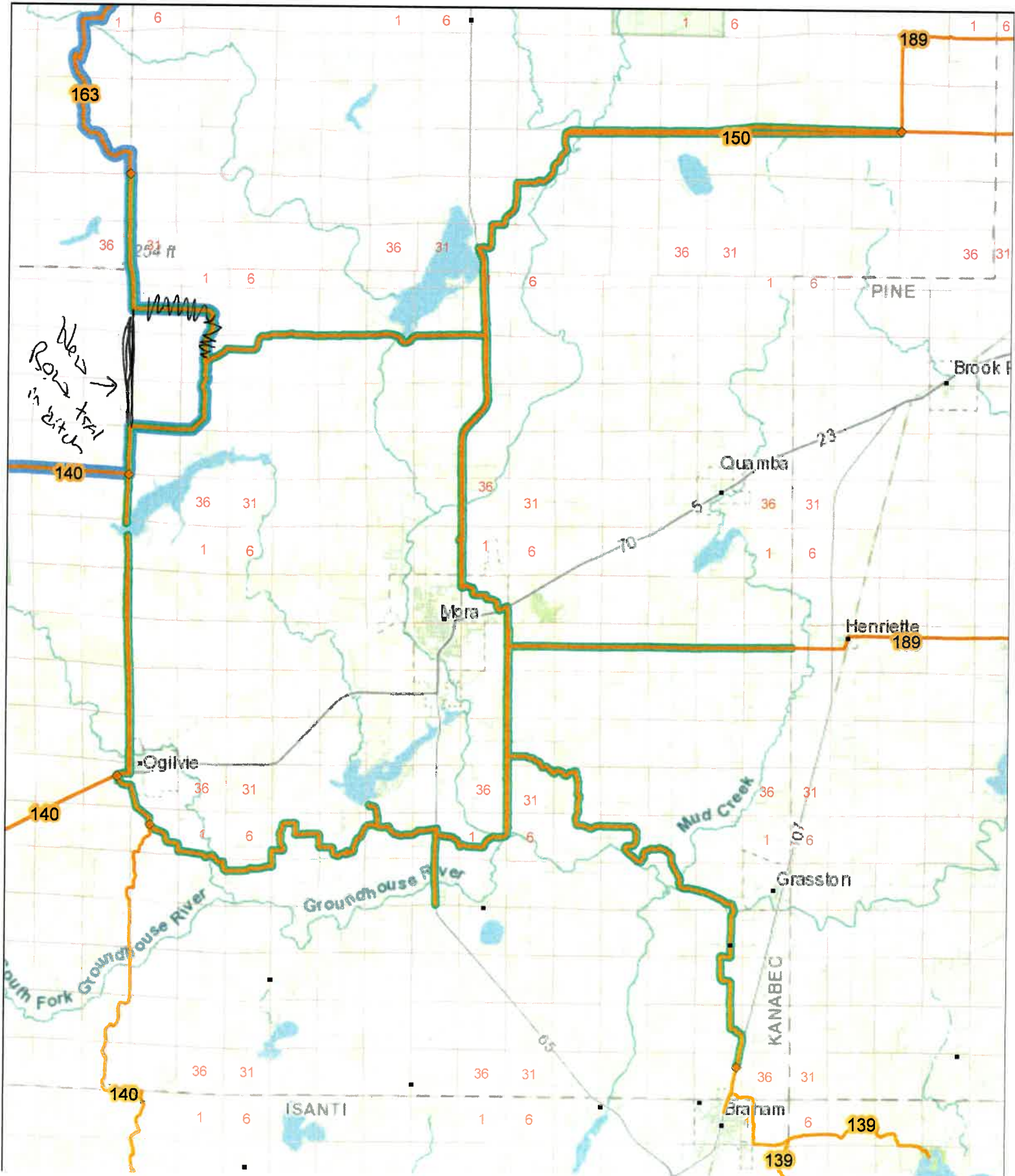
mn DEPARTMENT OF
NATURAL RESOURCES

Stud Restrictions: NONE

Scale: use the pink 'PLS Section' lines,
each square is roughly 1 mile by 1 mile.



Map Prepared by: Minnesota State Parks and Trails Division - daionett
Date: 3/30/2022
Project: Snowmobile2023valmaps.mxd
Date Saved: 3/30/2022 8:50:43 AM



4-6-2022

DNR Backup Grooming Plan

Snake River Trails

EC Riders Snowmobile Club

2177 Hwy 65

PO Box 481

Mora, MN 55051

877-208-5105

Main Groomer is our Tucker Sno-Cat 2000 pulling an Arrow Head Drag.

Backup Groomer is our 2007 New Holland tracked tractor equipped with a Sno-Plane Drag.

Business Record Details »

Minnesota Business Name
E.C. Riders, Inc.

Business Type Nonprofit Corporation (Domestic)	MN Statute 317A
File Number X-855	Home Jurisdiction Minnesota
Filing Date 08/24/1984	Status Active / In Good Standing
Renewal Due Date 12/31/2023	Registered Office Address 2177 Highway 65 PO Box 481 Mora, MN 55051 USA
Number of Shares NONE	Registered Agent(s) (Optional) Currently No Agent
President NICK STAFFORD 2177 HIGHWAY 65 PO BOX 481 MORA, MN 55051-0481 USA	

Filing History

Filing History

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

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	08/24/1984	Original Filing - Nonprofit Corporation (Domestic)	


<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	08/24/1984	Nonprofit Corporation (Domestic) Business Name (Business Name: E.C. Riders, Inc.)	
<input type="checkbox"/>	05/14/1990	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	01/17/2001	Amendment - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	01/23/2008	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	05/13/2008	Annual Reinstatement - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	11/28/2020	Registered Office - Nonprofit Corporation (Domestic)	



MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM
MAINTENANCE AND GROOMING GRANTS

TRAIL CONTACT INFORMATION FORM

The following form must be completed for each grant-in-aid grant. The information provided will be used for the snowmobile trail quad maps and on the official DNR Web site.

1. Trail Name: Snake River Trails	2. Club Name: EC Riders
2. Trail Map Number (from Quad Map): 150	3. Unit of Government Sponsor: Kanabec County
4. Public Trail Contact Name (please print): Joshua Wachsmuth	5. Public Trail Contact Phone Number: 877-208-5105
6. I approve the use of my name and phone number by the Minnesota Department of Natural Resources as it relates to snowmobile trail information for the above referenced snowmobile trail. I certify that I am the public contact person for this trail system. Trail contact information will be included on the snowmobile trail quad maps and on the official DNR Web site.	
Public Trail Contact Signature: 	Date of Signature: 4-27-2022

DEPARTMENT USE ONLY		
DNR Approval		
Authorized Signature:	Area Trails Unit Supervisor	Date of Signature:

9:50am Appointment

May 3, 2022

REQUEST FOR BOARD ACTION

a. Subject: SF4019 and Zoning Implications	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Commissioner Rick Mattson

e. Board action requested:

Review the proposed legislation in SF4019, discuss potential zoning implications, and approve sending the attached letter of opposition on behalf of the Kanabec County Board of Commissioners.

f. Background:

49.22

ARTICLE 6

49.23

HOUSING POLICY

49.24

Section 1. [12.47] LIMITATION OF POWERS; EVICTION PROCEEDINGS.

49.25

49.26

49.27

49.28

49.29

49.30

49.31

49.32

Notwithstanding any law to the contrary, an order issued under this chapter prohibiting or delaying eviction proceedings under chapter 504B or 327C is valid for a period not to exceed 30 days. The governor must not extend the order beyond 30 days unless the extension is approved by a majority vote of each house of the legislature. The governor shall not allow the order to expire and issue a new order delaying or prohibiting eviction proceedings under chapter 504B or 327C in an effort to avoid obtaining legislative approval for an extension of the order as provided in this section. An order issued to avoid obtaining legislative approval as required under this section is null and void.

50.2 Sec. 2. **[462.3575] LIMITING REGULATIONS ON RESIDENTIAL**
50.3 **DEVELOPMENT.**

50.4 Subdivision 1. **Application.** This section applies to official controls adopted under
50.5 sections 462.357, 462.358, and 462.3595.

50.6 Subd. 2. **Planned unit development.** (a) A municipality shall not require a planned unit
50.7 development agreement in lieu of a proposed residential development if the proposed
50.8 residential development complies with the existing city zoning ordinances, subdivision
50.9 regulation, or qualifies as a conditional use.

50.10 (b) A planned unit development agreement must be made available to the public by
50.11 posting the agreement on the website of the municipality at least seven days before the
50.12 governing body's review of the agreement. If the municipality does not have a website, a
50.13 copy of the planned unit development agreement must be available for review at the city
50.14 hall building of the municipality. If the agreement is approved by the governing body, the
50.15 agreement cannot be modified unless all parties to the agreement concur.

50.16 Subd. 3. **Limitation on aesthetic mandates.** A municipality shall not condition approval
50.17 of a building permit, subdivision development, or planned unit development on the use of
50.18 specific materials, design, or other aesthetic conditions that are not required by the State
50.19 Building Code under chapter 326B. This subdivision shall not apply within a historic district
50.20 as determined under section 138.72 that was in existence as of January 1, 2022.

50.21 Subd. 4. **Exception.** This section shall not apply to a proposed residential development
50.22 that is to be developed by the municipality itself or to multifamily rental, commercial, or
50.23 industrial properties.

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



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

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

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

May 3, 2022

To: Honorable Senator <LAST NAME>

Re: Opposition to Planned Unit Development (PUD) provisions in SF4019

Dear Senator <LAST NAME>:

On behalf of the Kanabec County Board of Commissioners, I write asking you to oppose the PUD provisions (Article 6, Secs. 1 and 2) contained in **SF4019**, The Housing Omnibus Bill.

Article 6, Secs. 1 and 2 of **SF4019** would place limitations on one of the PUD tools developers use to create mutually beneficial solutions to facilitate new housing starts. Any limitation placed on PUD's could serve to constrain housing starts, abridges the public hearing processes, and place unnecessary preemption on local authority and decision making. In short, the proposed change would replace local decision making with a *one-size-fits* all mandate across the cities and townships in Minnesota.

Developers often request the use of PUDs over straight zoning. Why? There are many practical challenges that require creative solutions (topography, wetlands, in-fill lot irregularities, neighborhood opposition) that can be overcome through a PUD process. These are local challenges that are best addressed by local officials and aesthetics are a critical element in our PUD toolbox. Aesthetics enable creation of a look, feel, and character to a neighborhood not possible through straight zoning. The constraining PUD language of **SF4019** would replace a tool used today with a new barrier in serving our constituents.

Special interest groups claim that the PUD provisions of **SF4019** would enhance new home affordability. Given the market realities of supply and demand, it is a *false narrative*! If it were true, objective data would exist to show that the market forces could be thwarted and that the proposed changes would lower the sales price of a new home. As the data does not exist, the PUD provisions of **SF4019** are asking us, legislators, and taxpayers to trade-off a reduction of local decision making in exchange for an unrealized *hope or possibility* of enhancing affordability.

The County Board is committed to growth and affordable development and appreciates the relationship we have with our builders. We ask that you confront the false narrative of the special interest groups, that rather, you take special interest in opposing the PUD preemptions in **SF4019**. Your opposition to these provisions will be a voice for supporting the development flexibility in place today as well as one of supporting your local government's authority over planning and zoning decisions. I would welcome the opportunity of speaking directly with you on the importance of opposing the PUD language in this bill.

Sincerely,

Les Nielsen, Chair
Kanabec County Board of Commissioners

Cc: Senate Majority Leader, Jeremy Miller

10:00am Appointment

May 3, 2022

REQUEST FOR BOARD ACTION

a. Subject: Tax Forfeit Property Clean-Up	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 10 minutes	d. Presenter(s): Tim Jacobs, Deputy Auditor-Property & Tax

e. Board action requested:

Discuss an idea to facilitate more efficient and cost-effective clean-up of tax forfeited properties.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:15am Appointment

May 3, 2022

REQUEST FOR BOARD ACTION

a. Subject: Kamin (Shopko) Tax Court Settlement Proposal	b. Origination: Assessor's Office
c. Estimated time: 5 minutes	d. Presenter(s): Tina Von Eschen, Assessor

e. Board action requested: I am requesting board approval of the following agreed settlement offer:

Kamin Realty (Mora) – Settlement Proposal			
Tax Year	Original EMV	Proposed EMV	County Proposal
Pay 2020	\$1,098,300	\$925,000	\$1,040,000
Pay 2021	\$1,107,700	\$925,000	\$990,000
Pay 2022	\$1,144,900	\$925,000	\$940,000

Discussions with petitioners attorney resulted in the above values being accepted by the petitioner. Reviewing the petitioners sales comparables in addition to my research of additional comparables I feel the County Proposal values listed above accurately reflect the true market value of the property.

The valuation reduction for payable 2020 tax year to \$1,040,000 from \$1,098,300 will result in a \$2,394 refund before interest is applied.

The valuation reduction for payable 2021 tax year to \$990,000 from \$1,107,700 will result in a \$5,364 refund before interest is applied.

The valuation reduction for payable 2022 tax year to \$940,000 from \$1,144,900 will result in taxes owed being reduced by \$9,350. With approval today there will not be any interest owed. Please note, the petitioner was required to file a pay 2022 petition as part of the agreement to add pay 2022, which was done.

In total this will result in a refund of \$7,758 plus interest.

f. Background:

Daniel G Kamin Mora, LLC – owner of parcel 22.01205.00 located at 340 Hwy 65 S in Mora – filed tax court petitions for the payable 2020, 2021 in addition to the 2022 tax year. The board directed me to negotiate the best possible settlement for the county in lieu of an appraisal.

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:



KANABEC COUNTY PUBLIC WORKS DEPARTMENT

Chad T. Gramentz, PE, Public Works Director

903 Forest Avenue East, Mora, MN 55051

320-679-6300

Kanabec County Drainage Authority Board

To Be Held At:

Kanabec County Courthouse

Board Room

18 N Vine St, Mora, MN 55051

Date and Time:

May 3, 2022, 10:45 AM

AGENDA:

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes from 2-8-22
4. CD 2 Repair – discuss project scope/construction documents
5. Discuss non-petitioned maintenance of county ditches
6. Public Comment
7. Adjourn

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

February 8, 2022

The Kanabec County Drainage Authority Board met at 6:30pm on Tuesday, February 8, 2022 pursuant to adjournment with the following Board Members present: Rick Mattson, Dennis McNally and Craig Smith. Absent: Les Nielsen Others Present: Public Works Director/Ditch Inspector Chad Gramentz, Engineer Chris Otterness from Houston Engineering, Environmental Services GIS Technician Ryan Carda and Recording Secretary Kelsey Schiferli.

The meeting was held in the Kanabec County Jail Training Room in order to allow enough space to accommodate all attendees. Approximately fifteen people attended.

6:30pm - The Vice Chairperson called the meeting to order.

Action #1 - It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the agenda with the following changes: Change Agenda Item #3 from “Approval of Minutes from 2-1-22” to “Approval of Minutes from 1-18-22”

Action #2 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the minutes of the Drainage Authority Board from the January 18, 2022 Regular County Board Meeting.

Public Works Director/County Ditch Inspector Chad Gramentz read the following meeting notice aloud:

MEETING NOTICE KANABEC COUNTY DRAINAGE AUTHORITY

NOTICE IS HEREBY GIVEN that the Kanabec County Drainage Authority will hold a ditch repair hearing on repair report for County Ditch No. 2 on February 8th at 6:30 pm located at the Kanabec County Jail Training Room – 100 S. Vine St., Mora, MN 55051. All interested parties may appear and be heard.

For further information, contact the office of the Kanabec County Coordinator at 679-6440 or coordinator@co.kanabec.mn.us

Engineer Chris Otterness presented the Kanabec County Ditch 2 Repair Report. The location and current condition of the system were reviewed.

Dennis McNally led a discussion regarding allocation of cost to repair County Ditch 2. Information only, no action was taken.

Craig Smith led a discussion regarding the effects of rainfall on paved vs gravel roadways. Information only, no action was taken.

Rick Mattson led a discussion regarding the inspection of the Highway 70 culvert. Information only, no action was taken.

7:22pm – The Vice Chairperson called for public comment. Those that responded included:

Zach Schmitz	Questions regarding water flow on the Isanti County line, cost allocation of possible future repairs to the ditch, and whether the current assessments are final.
Rick Kawalek	Question regarding cost to Brunswick Township and if the township can choose do its own repairs.
Kevin Belkholm	Questions regarding petitioning Isanti County for the stretch of ditch on the county line, standards for finished look of the ditch including what will be done with trees, etc. as well as questions regarding the next steps.
Loren Barnick	Questions regarding whether or not the culverts on Highway 65 and Highway 70 meet criteria and the process for future repairs.
Daryl Erickson	Questions regarding the removal of trees.
Deanna Pomije	Questions regarding possible alternative practices such as creating a wetland daylighting outlet.

County Ditch Inspector Chad Gramentz met with Isanti County to discuss outlet records. Pending information regarding outlet records will be taken into consideration along with comments from the public. Upon receiving all information, another meeting of the Kanabec County Drainage Authority will be scheduled to determine the next steps.

7:50pm – The Vice Chairperson adjourned the meeting. The Drainage Authority will meet again on a date yet to be determined.

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

Attest: _____
Board Clerk

May 3, 2022
11:00am Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

1. Final Payment

Resolution #1 (05-03-22)

2. Department Updates

Resolution #1 (5-3-22)
Final Payment
SAP 033-600-005, SAP 033-600-006
Pomroy Township SPRA Projects

WHEREAS the projects, SAP 033-600-005 and SAP 033-600-006 has in all things been completed and in accordance with the contract and the County Board being fully advised in the premises, and

THEREFORE BE IT RESOLVED that we do hereby accept said project for and on behalf of the County of Kanabec and authorize final payment to Helmin Construction in the amount of \$22,667.48.

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

April 19, 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, April 19, 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 the County Board Room and via WebEx for anyone wishing to attend virtually.

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to recess the meeting at 9:02am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:02am on Tuesday, April 19, 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 #FS3 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the Family Services Board Agenda as presented.

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

Action #FS4 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the payment of 109 claims totaling \$250,069.58 on Welfare Funds.

Action #FS5 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to adjourn Family Services Board at 9:10am.

The Board of Commissioners reconvened.

Action #6 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the April 5, 2022 minutes as presented.

Action #7 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Consolidated Communications	1,134.49
CW Technology	1,523.40
East Central Energy	174.88
Kanabec County A/T ACH_VISA	10,898.30
Kanabec County Auditor HRA	3,068.91
Kwik Trip Inc.	15,653.24
Marco	3,216.80
Midcontinent Communications	224.13
Midcontinent Communications	242.64
Minnesota Department of Finance	2,313.00
Minnesota Department of Finance	6,037.00
Minnesota Department of Finance	54.00
Minnesota Department of Health	807.50
Minnesota Unemployment Insurance	17,460.65
Quadient Finance USA, Inc.	2,000.00
Quality Disposal	26.34
Verizon Wireless Aircards	1,285.35
Verizon Wireless Cell Phones	3,801.96
18 Claims Totaling:	<u><u>\$69,922.59</u></u>

Action #8 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	575.00
Accurate Controls Inc	217.50
Advanced Correctional Healthcare	18,464.14
American DataBank	143.80
AT&T Mobility	928.90
AT&T Mobility	44.60
Auto Value	16.99
Auto Value	14.99
Bob Barker	34.00
Bureau of Criminal Apprehension	120.00
Christenson, Kim	69.03
Coborn's Inc.	1,529.75
Coborn's Inc.	40.37
Cundy, Steve	85.76
Curtis, Michael	462.39
East Central Regional Juvenile Center	4,335.00
ECM Publishers	121.50
Election Systems & Software Inc.	6,935.00
Election Systems & Software Inc.	988.09
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Further	620.30
G & N Enterprises	106.50
G & N Enterprises	1,423.30
Glen's Tire	56.00
Granite City Jobbing Co	855.16
Granite City Jobbing Co	761.65
Granite Electronics	680.40
Hoefert, Robert	583.48
Information Systems Corporation	1,125.00
Johnsons Hardware	50.95
Kanabec Publications	1,037.04
Kanabec Publications	61.80
Kanabec Publications	701.00
Kanabec Publications	497.72
Kanbec County Auditor-Treasurer	792.96

Lakeland Printers Inc	177.00
Mahler & Associates Architecture, Inc.	160.35
Manthie, Wendy	1,032.53
Marco	159.00
Marco	134.68
Mark's	23.80
MCIS	10,934.00
Minnesota Monitoring, Inc.	248.00
MNCCC Lockbox	13,277.50
MNCCC Lockbox	19,448.34
Northland Trust Services Inc.	62,887.50
Office Depot, Inc	117.51
Office Depot, Inc	113.43
Office Depot, Inc	166.02
Office Depot, Inc	8.99
Office Depot, Inc	7.58
O'Reilly Auto Parts	71.80
O'Reilly Auto Parts	7.31
PDQ.com	900.00
PD's Embroidery	217.96
Premium Waters, Inc.	64.23
Quality Disposal Systems	416.61
Quality Disposal Systems	216.56
R.M. Cotton Company	4,676.00
Ramsey County	3,464.50
Relx Inc DBA LexisNexis	189.08
Schmitt, Kelly	5.33
State of Minnesota - BCA	270.00
State of Minnesota - BCA	660.00
Stellar Services	73.67
Stellar Services	127.36
Summit Food Service Management	4,053.59
Summit Food Service Management	4,007.61
Sunshine Printing	130.50
Tinker & Larson Inc	155.85
Van Alst, Lillian	271.44
Zauhar, Debora	8,129.61
73 Claims Totaling:	<u><u>\$ 188,480.35</u></u>

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning	1,150.00
Aramark	610.73
Boyer Trucks	470.34
Capitalone Trade Credit	563.86
Central McGowan	78.38
Central Pension Fund	290.10
Dickson Forestry	200.00
Dultmeier Sales	385.04
Fluegge's Ag	84.00
Force America	190.25
Glens Tire	261.00
Gopher State One-Call	4.05
Houston Engineering	248.00
Johnson Hardware	773.70
Kanabec County Highway Dept	75.40
Kanabec Publications	458.79
Kwik Trip	109.67
Marco	312.38
MN Energy	1,124.91
Morton Salt	5,417.90
Northpost	757.20
Owens Auto Parts	637.75
Power Plan (RDO)	196,791.81
Premier Outdoor Services	5,285.00
Quality Disposal	172.10
Safety-Kleen	20.00
Sharrow Lifting Products	337.00
Speedtech Lights	750.69
USIC Locating Services	30.00
Wiacom	675.30

30 Claims Totaling: \$ 218,265.35

Probation Director Luke Athey met with the County Board to give a department update. Information only, no action was taken.

Matt Anderson met with the County Board to request permission to dig on the courthouse lawn in search of historical items related to the 1894 Courthouse fire. Board consensus was not in favor of allowing a dig on county property.

County Sheriff Brian Smith met with the County Board to request hiring an experienced Correctional Officer-Dispatcher above Step A.

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

Resolution #9 - 4/19/22

WHEREAS, Kanabec County has a full-time Correctional Officer/Dispatcher position vacant; and

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

WHEREAS, said candidate has 4 years of correctional officer experience in addition to 10+ years National Guard service; 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 10, Step C (\$23.67/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 10, Step C.

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

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

Resolution #10 – 4/19/22

Equipment Rental and Service Bids

WHEREAS quotes were received and opened on April 4, 2022 for equipment rental rates and services, and

WHEREAS long term equipment rental quotes were received and presented before the board, and

WHEREAS Kanabec County may require various equipment and services throughout the year;

THEREFORE BE IT RESOLVED to accept all quotes as submitted, and

BE IT FURTHER RESOLVED that the Public Works Director is directed to utilize the quotes as necessary based on the availability of the lowest responsible price.

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

Resolution #11 – 4/19/22

Aggregate Surfacing Bids

WHEREAS the following bids were received on April 18, 2022:

Aggregate Surfacing:

Wm. D. Scepaniak, Inc.	\$477,527.04
Bjorklund Companies	\$495,579.32
DLL Excavating, Inc.	\$597,613.92

WHEREAS the lowest responsible bid was \$477,527.04 submitted by Wm. D. Scepaniak, Inc., and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the bid of \$477,527.04 submitted by Wm. D. Scepaniak, Inc. for aggregate surfacing, and

BE IT FURTHER RESOLVED that the Chairperson and County Coordinator are authorized to sign contracts for this project.

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

Resolution #12 – 4/19/22
KCP 22-07 Traffic Markings

WHEREAS the following bids were received on April 18, 2022:

Traffic Markings:

Sir Lines-A-Lot	\$175,696.00
Traffic Marking Service Inc.	\$177,485.00

WHEREAS the lowest responsible bid was \$175,696.00 submitted by Sir Lines-A-Lot, and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the bid of \$175,696.00 submitted by Sir Lines-A-Lot for traffic markings, and

BE IT FURTHER RESOLVED that the Chairperson and County Coordinator are authorized to sign contracts for this project.

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

Resolution #13 – 4/19/22
Custodial Services

WHEREAS Kanabec County currently has been receiving custodial services from FBG Service Corporation (FBG) since 2013, and

WHEREAS said custodial service has been provided under the original contract terms, and

WHEREAS FBG has formally requested a fee adjustment, from \$6,995/mo to \$8,044/mo, for the remainder of 2022 (April – December), and

WHEREAS FBG’s letter is included herein and presented before the Board, and,

THEREFORE BE IT RESOLVED to accept the proposed fee of \$8,044 per month for custodial services for the months of April through December, 2022, based on the December, 2013 contract terms.

The Board expressed consensus to schedule a meeting of the Kanabec County Drainage Authority to be held in conjunction with the Regular County Board Meeting on May 3, 2022.

Public Works Director Chad Gramentz gave an update regarding Driver’s License. The Public Works Department will continue to work with the City of Mora to set up a new location for the Driver’s License office to operate. Information only, no action was taken.

Public Works Director Chad Gramentz gave an update regarding the demolition of the old jail building. Due to a variance in the ground level between the Courthouse and old jail building, a vestibule will not be constructed as originally planned. The new plan is to add a window where the current entrance to the old jail is located.

Commissioner McNally led a discussion regarding the possibility of Court Administration (State of Minnesota) funding the demolition of the old jail building and the construction of a parking lot in its place. The parking lot would be used for Court business in an effort to relieve congestion in the north parking lot caused by court activity. Public Works Director Chad Gramentz will reach out to Court Administrator Heather Mickelson to discuss.

Commissioner Les Nielsen led a discussion regarding getting gravel quotes from privately owned gravel pits in the County. Public Works Director Chad Gramentz will notify owners of all gravel pits in the County when obtaining gravel quotes.

Commissioner McNally provided an update on the proposed Veterans’ Memorial Park near the Post Office in Mora. Information only, no action was taken.

10:34am – The Chairperson called for public comment. Those that responded included:

Byron Robyn	Comments regarding the location of the proposed Veterans’ Memorial Park.
-------------	--

10:36am – The Chairperson closed public comment.

The Commissioner gave reports regarding the boards and committees in which they participate. Information only, no action was taken.

EDA Director Heidi Steinmetz and Ken Demlow of HR Green (via WebEx) met with the County Board to present the final Broadband Feasibility Study Report and a resolution of support for East Central Energy (ECE) as the County's sole broadband partner for the State of Minnesota's Border to Border Spring 2022 broadband grant program.

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

Resolution #14 - 4/19/22

WHEREAS, the County of Kanabec is seeking innovative ways to ensure high-speed broadband is available to every resident, including un-served and under-served rural areas. To this end, Kanabec County is pleased to support East Central Energy's (ECE's) application for the Minnesota Border-To-Border grant program. ECE has identified a project area that is in alignment with Kanabec County's goal of connecting every resident, and

WHEREAS, as technology has advanced, reliance on broadband connectivity has increased. Area residents rely on the internet to work, learn, and access telemedicine support. It is imperative that every person has access to affordable and reliable broadband internet service, and

WHEREAS given the geography and population of Kanabec County, such high-speed internet services are unavailable due to the low financial return of broadband expansion (without funding assistance). Kanabec County has heard from many residents about their need and is committed to improving equitable access to broadband.

THEREFORE BE IT RESOLVED, Kanabec County wholeheartedly supports ECE's application and, should the grant be awarded, commits to working with ECE to deploy broadband access to the project area.

BE IT FURTHER RESOLVED, Kanabec County will:

- Work and coordinate closely with ECE on the project, to ensure that ECE successfully deploys its broadband network to every unserved address within the project area and offers its high-speed broadband internet access services to the addresses within the project area;
- Address and process permit requirements, along with attending to other administrative, supportive, and post-award requirements, in a coordinated and

expedited fashion, such that ECE's commencement and deployment of the project is not delayed, and such requirements do not hinder ECE's ability to complete the project;

- Ensure compliance with the Border-to-Border Broadband Grant Program's grant requirements during the build-out of the project and tracking build-out progress as well as ensuring post- grant-related requirements are met; and
- Provide \$23,830 of Kanabec County's ARPA funds towards the required matching portion of the grant to ECE, if awarded.

BE IT FURTHER RESOLVED, Kanabec County would like to reiterate its eagerness to partner with East Central Energy should the grant be awarded. By leveraging state support, Kanabec County firmly believes the availability of such high-speed broadband services will significantly benefit the residences and businesses within the project area, which in turn will spur economic growth and development within Kanabec County.

Regional Extension Director Susanne Hinrichs, 4-H Program Coordinator Laura Krist and SNAP Ed Educator Kam Schroeder met with the County Board to give an Extension update to request permission to post the County Extension Summer Assistant position.

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

Resolution #15 – 4/19/22

WHEREAS the county has employed a 4-H Summer Assistant in past years, and

WHEREAS the board did budget for this position in 2022, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes the County Personnel Director to hire a 4-H Summer Assistant to refill the vacant position at \$15.00 per hour, or \$15.30 per hour if the person has prior experience as a Kanabec County 4-H Summer Assistant, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

Future agenda items: South Country Health Alliance, tax forfeit land sales, education regarding valuation process and property taxes.

Action #16 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to adjourn the meeting at 11:26am and to meet again in regular session on Tuesday, May 3, 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>
Dearborn National Life Insurance Co	846.01	5.22 Short Term Disability Insurance Premiums	Employee Benefits
E C Riders	8,671.07	2022 BM#3 Snake River Trail	Unallocated
East Central Energy	222.16	Intersection Lighting	Highway
Health Partners	6,574.04	5.22 Dental Insurance Premiums	Employee Benefits
Intersection Lighting	1,208.58	Intersection Lighting	Highway
Kanabec County Auditor - Treas	7,623.11	Leased Vehicles	Various
Kanabec County Auditor HRA	7,200.00	VEBA Deposit 1/4 R. Anderson	HR
Kanabec County Auditor HRA	636.00	HRA, C Fourness, T Sunsvold, D Cichon 5.6.22	Various
Life Insurance Company of North America	788.52	5.22 Accident, Group Hospital, Critical Illness Ins Premiums	Employee Benefits
Minnesota Energy Resources Corp	12,378.54	Gas Utilities	Various
MNPEIP	10,665.73	5.22 Health Reserves	HR
MNPEIP	149,809.57	5.22 Health Insurance Premiums	Employee Benefits
Office of MN.IT Services	1,338.65	WAN	IS
The Hartford Priority Accounts	6,203.99	5.22 Life Insurance & Long Term Disability Ins Premiums	Employee Benefits
VSP Insurance Co	507.56	5.22 Vision Ins Premiums	Employee Benefits
15 Claims Totaling:	<u><u>\$214,673.53</u></u>		

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 5/3/22

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	Granite Electronics	407.84	Volume Switch Shop Supplies & Labor, Volume Switch/Channel Selector Supplies & Labor
		407.84	
ASSESSOR	MAAP	25.00	MAAP Spring Meeting, KK
		25.00	
AUDITOR	KCAT ACH VISA	21.00	Late Fee FS CC
		21.00	
BUILDINGS MAINTENANCE	Ace Hardware	176.29	Washers, pipe thread, valves, pipe flex, teflon tape, nipple rollers, rails
BUILDINGS MAINTENANCE	Auto Value	92.92	Bearings (2), Belts (6)
BUILDINGS MAINTENANCE	Mahler & Associates Architecture	3,202.65	Professional Services for Old Jail Demo/New Vestibule Project
		3,471.86	
COUNTY ATTORNEY	Terhaar, Cheryl	84.68	Mileage to MN County Attorney Association Training
		84.68	
COUNTY COORDINATOR	McNally, Kris	63.18	Mileage to/from St. Cloud for MCIT HR Conference
COUNTY COORDINATOR	MN Counties Intergovernmental Trust	220.00	HR Conference "Managing the Human Resource", KM & KC
COUNTY COORDINATOR	Office Depot	54.63	Address Labels, Report Covers
COUNTY COORDINATOR	Office Depot	59.13	Kleenex, Post-its, Dividers
		396.94	
COUNTY EXTENSION	Ernest, Jennifer	75.00	Extension Committee Per Diem, 4/19/22
COUNTY EXTENSION	Mattson, Jean	93.72	Extension Committee Per Diem & Mileage, 4/19/22

COUNTY EXTENSION	McFadden, Barbara	89.04	Extension Committee Per Diem & Mileage, 4/19/22
COUNTY EXTENSION	Salmela, Terry	86.70	Extension Committee Per Diem & Mileage, 4/19/22
COUNTY EXTENSION	Schiferli, Kelsey	75.00	Extension Committee Per Diem, 4/19/22
COUNTY EXTENSION	Schmidt, Jane	75.00	Extension Committee Per Diem, 4/19/22
		494.46	
COUNTY RECORDER	Apex Software	2,975.00	Apex Sketch 7 Pro Assessor Single License - Qty 5
		2,975.00	
ELECTIONS	Jacobs, Tim	93.60	Mileage to Election Conference at Breezy Point Resort
ELECTIONS	MCCC Lockbox	4,550.00	DS 200 Firmware Lic Renewal 20, DS200 Hardware Maint 20
ELECTIONS	Snyder, Denise	101.79	Mileage to Elections Conference at Breezy Point Resort
ELECTIONS	SWIFT	117.13	PVC Mailing, March 2022
		4,862.52	
ENVIRONMENTAL SERVICES	MACAI Shortcourse	250.00	MN Assoc.County Ag Insp Conf/Training, TW
		250.00	
HUMAN RESOURCES	PD's Embroidery	45.00	Recognition Jacket/Stromberg
HUMAN RESOURCES	Ratwik, Roszak & Maloney, PA	55.50	Professional Fees for March
		100.50	
LAW LIBRARY	RELX Inc DBA LexisNexis	225.00	Law Library Invoice
		225.00	
PROBATION & JUVENILE PLACEMENT	BCA/Business Shared Services	150.00	CJDN Access Fee (BCA)
		150.00	
PUBLIC TRANSPORTATION	Auto Value	559.85	Bus Parts, Inventory Parts, Bus Cleaning Supplies
PUBLIC TRANSPORTATION	Curtis, Michael	462.15	Volunteer Driver
PUBLIC TRANSPORTATION	Hoefert, Robert	676.26	Volunteer Driver
PUBLIC TRANSPORTATION	Kanabec County Agricultural Society	200.00	County Fair Booth 2022 (2)
PUBLIC TRANSPORTATION	Manthie, Wendy	590.85	Volunteer Driver
PUBLIC TRANSPORTATION	Mora Municipal Utilities	219.86	Utilities for 300 Industrial Park Rd, Mora

PUBLIC TRANSPORTATION	Van Alst, Lillian	<u>475.61</u>	Volunteer Driver
		3,184.58	
SANITATION	East Central Solid Waste Commission	<u>73.06</u>	Kanabec County Highway Dept. - Mixed Solid Waste
		73.06	
SHERIFF	Aspen Mills	119.90	Braiedy - Cargo Pants (2)
SHERIFF	Axon Enterprise Inc.	3,610.00	UCP Standard Yr 5 Pmt, Taser Assurance Plan CEW Annual Pmt, X26P
SHERIFF	East Central Solid Waste Commission	220.00	Tipping Fees
SHERIFF	Office Depot	151.27	Whiteout, Sticky Notes, Memo Books, Address Labels
SHERIFF	Streicher's	<u>405.00</u>	Freez+P Irritant Spray x 30
		4,506.17	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	303.94	March 2022 Pharmacy for Epi Pen
SHERIFF - JAIL/DISPATCH	Aspen Mills	739.12	Initial Issue Caswell - Cargo Pants (3), Shirts (3), Belt
SHERIFF - JAIL/DISPATCH	G & N Enterprises	603.50	Lightbulbs
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc.	600.00	\$10 Phone Cards (20), \$20 Phone Cards (20)
SHERIFF - JAIL/DISPATCH	Stellar Services	182.81	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>3,954.15</u>	Inmate Meals 4/9/22-4/15/22
		6,383.52	
STATE FISCAL RECOVERY ARP	Henry Schein	522.58	Quick Vue At-Home OTC SARS 25 tests/box x2 @ \$257.99
STATE FISCAL RECOVERY ARP	SiteCal, Inc.	<u>450.00</u>	Refrigerator Calibration & Travel
		972.58	
UNALLOCATED	Office Depot	<u>16.46</u>	Interoffice Envelopes
		16.46	
49 Claims Totaling:		<u><u>\$ 28,601.17</u></u>	

Agenda Item #3b **Regular Bills - Road & Bridge** **Bills to be approved: 5/3/22**

Vendor	Amount	Purpose
Brockwhite	372.35	Maintenance supplies
Capitalone Trade Credit	432.56	Repair parts
Dultmeier Sales	322.20	Shop supplies
Federated Co-ops	29,807.38	Diesel fuel and repair parts
Force America	816.45	Repair parts
It Savvy LLC	111.25	Car mount for laptop
Kanabec County Coordinator	181.53	Postage
Kanabec County Highway Dept	56.12	Petty Cash, Postage
MN Dept. of Public Safety	25.00	Hazardous material fee
MPCA	728.26	Hazardous waste fees
Mora Utilities	1,184.73	Water and electric
M-R Sign	1,345.35	Post puller
Mustang Signs & Graphics	760.00	Decals
Office Depot	176.71	Office supplies
Premier Outdoor Services	2,265.00	Snow removal
Rinke Noonan	290.00	County ditch 2 repair
Sharrow Lifting Products	133.52	Shop supplies
Terpstra, Trent	61.43	Mileage reimbursement
Uline	619.00	Shop supplies
Walk-N-Roll	526.09	Repair parts
20 Claims Totaling:		<u>\$40,214.93</u>

Agenda Item #4a

May 3, 2022

REQUEST FOR BOARD ACTION

a. Subject: SCORE Claims - March	b. Originating Department: County Coordinator
c. Estimated time: 2 minutes	d. Presenter(s): None

f. Board action requested:

Resolution #__ – 5/3/22

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	\$3,597.60
Arthur Township	\$500.00
Total	\$4,097.60

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (March)	\$3,097.60	\$3,097.60
WASTE MANAGEMENT (March)	-	-
Sub-Total	\$3,097.60	\$3,097.60
Recycling Center Incentive Payments:		
Quality Disposal (March)	\$500.00	\$500.00
Arthur Township (March)	\$500.00	\$500.00
TOTAL PAYMENTS =		\$4,097.60

Date received in County Coordinators Office: Various dates in April

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

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

Expenditure: 01-391-392-0000-6211 = \$12,226.76

Current SCORE Funds balance is = \$108,123.55

Agenda Item #4b

May 3, 2022

REQUEST FOR BOARD ACTION

a. Subject: Gambling Request	b. Originating Department/Organization/Person: TLC of Kanabec County DBA Kick Cancer to the Curb
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolutions:

Resolution #__ – 5/3/22

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for the TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at Ogilvie Raceway 1539 MN-23, Ogilvie, MN 56358 on July 9, 2022.

f. Background:

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

Date received in County Coordinators Office: 4/29/22

Coordinators Comments:

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: TLC DBA Kick Cancer to the Curb Previous Gambling Permit Number: X-94003-21-008

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 1425 130th Ave

City: Ogilvie State: MN Zip: 56358 County: Kanabec

Name of Chief Executive Officer (CEO): Ronnie Troup

CEO Daytime Phone: _____ CEO Email: _____ (permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): vandersericsen@yahoo.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Ogilvie Raceway

Physical Address (do not use P.O. box): 1539 MN-23

Check one: ☒ City: Ogilvie Zip: 56358 County: Kanabec

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): July 9, 2022

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
<p>The city or county must sign before submitting application to the Gambling Control Board.</p>	
<p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p>	
Print Township Name: _____	
Signature of Township Officer: _____	
Title: _____ Date: _____	

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature] Date: 4-29-22
 (Signature must be CEO's signature; designee may not sign)

Print Name: Don Troupe

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
<p>Complete a separate application for:</p> <ul style="list-style-type: none"> all gambling conducted on two or more consecutive days; or all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <ul style="list-style-type: none"> a copy of your proof of nonprofit status; and application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota. <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>

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

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

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

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

An equal opportunity employer

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Copy

Date: OCT 29 2014

TLC OF KANABEC COUNTY DBA KICK
CANCER TO THE CURB
1847 SUNDET ROAD
MORA, MN 55051-7012

Employer Identification Number:
46-1002788
DLN:
26053679001404
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
501(c)(3)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 31, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

Agenda Item #4c

May 3, 2022

REQUEST FOR BOARD ACTION

a. Subject: Gambling Request	b. Originating Department/Organization/Person: TLC of Kanabec County DBA Kick Cancer to the Curb
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolutions:

Resolution #__ – 5/3/22

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for the TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at Ogilvie Community Center 203 Noric Ave, Ogilvie, MN 56358 on August 6, 2022.

f. Background:

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

Date received in County Coordinators Office: 4/29/22

Coordinators Comments:

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: TLC of Kanabec Co dba Kick Cancer to the Cure Previous Gambling Permit Number: X-94003-21-008
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: 1425 130th Ave
 City: Ogilvie State: MN Zip: 56358 County: Kanabec
 Name of Chief Executive Officer (CEO): Romie Troupe
 CEO Daytime Phone: 320 980-2563 CEO Email: _____
 Email permit to (if other than the CEO): vandersericsen@yahoo.com (permit will be emailed to this email address unless otherwise indicated below)

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Ogilvie Community Center

Physical Address (do not use P.O. box): 203 Noric Ave

Check one:
☒ City: Ogilvie Zip: 56358 County: Kanabec
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): August 6, 2022

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Dan Troupe* Date: 4-29-22
(Signature must be CEO's signature; designee may not sign)

Print Name: Dan Troupe

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

An equal opportunity employer

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Copy

Date: OCT 29 2014

TLC OF KANABEC COUNTY DBA KICK
CANCER TO THE CURB
1847 SUNDET ROAD
MORA, MN 55051-7012

Employer Identification Number:
46-1002788
DLN:
26053679001404
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
501(c)(3)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 31, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

Agenda Item #4d

May 3, 2022

REQUEST FOR BOARD ACTION

a. Subject: Gambling Request	b. Originating Department/Organization/Person: TLC of Kanabec County DBA Kick Cancer to the Curb
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolutions:

Resolution #__ – 5/3/22

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for the TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at the Deanna Lilienthal Residence 2867 Rainbow St, Brook Park, MN 55007 on August 6, 2022.

f. Background:

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

Date received in County Coordinators Office: 4/29/22

Coordinators Comments:

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: TLC DBA Kick Cancer to the Curb Previous Gambling Permit Number: X-94003-21-008
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: 1425 130th Ave
 City: Ogilvie State: MN Zip: 56358 County: Kanabec
 Name of Chief Executive Officer (CEO): Romie Troupe
 CEO Daytime Phone: 320 920-2563 CEO Email: _____
 Email permit to (if other than the CEO): vandersericsen@yahoo.com
 (permit will be emailed to this email address unless otherwise indicated below)

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Deanna Lilienthal Residence
 Physical Address (do not use P.O. box): 2867 Rainbow St
 Check one:
☒ City: Brook Park Zip: 55007 County: Kanabec
☐ Township: _____ Zip: _____ County: _____
 Date(s) of activity (for raffles, indicate the date of the drawing): August 6, 2022

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

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Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature] Date: 4-29-22
(Signature must be CEO's signature; designee may not sign)

Print Name: Dan Trowpe

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

An equal opportunity employer

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Copy

Date: OCT 29 2014

TLC OF KANABEC COUNTY DBA KICK
CANCER TO THE CURB
1847 SUNDET ROAD
MORA, MN 55051-7012

Employer Identification Number:
46-1002788
DLN:
26053679001404
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
501(c)(3)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 31, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

Agenda Item #5

May 3, 2022

REQUEST FOR BOARD ACTION

a. Subject: Request to Distribute Bibles	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Mr. and Mrs. Dennis Morley have requested to use space on county grounds to distribute Bibles at no cost to recipients. Mr. Morley indicated that distribution would occur once or twice a month for two to three hours each time. They would set up a small table outside or in the lobby if allowed. Mr. Morley said there is no selling or promotion of a specific church/denomination, and different versions of the Bible are available (KJV, children's, etc.).

f. Background:

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Verified this is allowed in Isanti County on the Government Center grounds.

Agenda Item #6

May 3, 2022

REQUEST FOR BOARD ACTION

a. Subject: Policy Update- P-102 Kanabec County Employment Policy	b. Origination: County Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution # ____ - 5/3/22 Policy P-102 Updates

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

WHEREAS the Kanabec County Employment Policy (P-102) requires a content update; and

WHEREAS Policy P-102 was recommended for updates during the Merit System exit process; and

WHEREAS, the HR Specialist and County Coordinator/Personnel Director recommend the proposed updates in Policy P-102; and

WHEREAS, the recommended updates will bring the policy into compliance with Federal Merit System standards;

THEREFORE BE IT RESOLVED that the recommended updates to existing Policy P-102 are approved and effective immediately.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Policy #P-102

Approved: _____

Effective: _____

Supersedes (Eff): 5-13-98

11-10-10

Kanabec County Employment Policy

I. POLICY STATEMENT

Employment of competent and qualified people in compliance with all pertinent laws and government regulations is essential to the County's success as an effective enterprise.

This policy is intended to comply with Federal Merit Principles as Contained in CFR, Title 5, Part 900.

II. HIRING APPROVALS

A. Budgeted position vacancies created by employment termination other than planned reduction of staff or layoff may be filled at the discretion of the Department Head. The hiring process shall conform to Article III of this policy.

~~1. Approval to recruit: Before any recruiting is begun, the department head must either:~~

~~a. Obtain approval to refill the vacancy in the form of a resolution from the County Board of Commissioners (Welfare Board for Family Service employees), or~~

~~b. Obtain verbal approval from the County Board Chairperson (Welfare Board Chairperson for Family Service employees). In this case, no interviews or job offers may be made until confirmed in the form of a resolution from the County Board of Commissioners.~~

~~2. Hiring: The hiring process shall conform to Article III of this policy.~~

B. New positions must have approval of the County Board of Commissioners prior to any recruitment or hiring, and must be in compliance with County pay plans, including P-117.

III. POLICY GUIDELINES

- A. The Personnel Director will have primary responsibility for recruitment, pre-screening, and referral to Department Heads of all candidates deemed potentially qualified for position openings **based on their relative ability, knowledge, and skills** provided the County Board has authorized the recruitment.
- B. Employees other than those in the Personnel Department can substantially assist the employment process by referring potentially qualified candidates to the Personnel ~~Director~~ **Department**.
- C. All regular position openings that occur whether replacement or newly created, will be posted on the County Bulletin Board for no less than five (5) calendar days, specifying the job duties, knowledge, skills, basic requirements, pay rate or range, and location for making application.
- D. Additional means of obtaining candidates will be used as determined by the Personnel Director on a case-by-case basis.
- E. All individuals applying for employment with the County will be treated in a **fair and courteous manner without regard to political affiliation, race, color, national origin, sex, religious creed, age, or handicap and with proper regard for their privacy and constitutional rights as citizens.** No person will be denied the right to apply for any posted position.
 - 1. Only the **official** employment application **forms** approved by the Personnel Director shall be used.
 - 2. All applications for employment will be in writing and **on a County application form and** be for a specific, **posted** job. Applicants with disabilities may receive assistance from county employees in completing the application form.
 - 3. No one shall be considered an applicant unless they have **accurately and honestly** completed **an official** county employment application **form (or Merit System form for Family Services positions),** have applied for posted positions, and the **employment** application **form** is received by the County Personnel **Director Department**.
- F. Applicants will be treated equally and evaluated on previous work history, training, oral and skills tests, or other acceptable selection **techniques criteria.**

- G. Professional references for applicants/finalists may be checked subsequent to receipt of written authorization and release of liability.
- H. All candidates for employment who complete the employment application Form will be entered into the Applicant Register Log, with employment application records forms retained for a minimum of one (1) year.
- I. Final selection of prospective employees will be made by the Department Head from candidates who have been evaluated by the Personnel Department.
 - 1. The Department Head's choice shall comply with all local, state, and federal law, all applicable bargaining unit agreements.
 - 2. No candidate shall be considered for employment unless they meet the minimum qualifications of education and experience used to determine the position's pay range; however, where other considerations allow, education and experience may be exchanged so long as their combined compensable points at least equal the combined education and experience points which were used in setting the position's pay range. Such an exchange will be permitted with the concurrence of the department heads of the prospective employee and the Personnel Director.
- J. All commitments for employment shall be made by the Personnel Director in concurrence with the Department Head.
- K. After a conditional employment offer is made, a background investigation will be conducted in a legal manner and will include, at a minimum, investigation of previous employers, educational records, and work history ~~will be done~~.
- L. The prospective employee shall be notified in writing by the Personnel Department of his/her selection, employment date, pay classification title, salary and benefits in compliance with the MN Wage Theft Law.
- M. All other applicants for a specific job opening will be notified in writing by the Personnel Department that the position has been filled.
- N. The Kanabec County Board of Commissioners shall be notified ~~at its next regular meeting~~ monthly of any appointments made pursuant to this article.

IV. EQUAL EMPLOYMENT OPPORTUNITY

- A. The County will comply with all federal and state laws regarding the subject of Equal Employment Opportunity. This policy relates to all personnel activities, practices and administration.
- B. The County will provide Equal Employment Opportunity to all individuals based solely on their qualifications without regard to race, color, creed, religion, national origin, ~~sex~~ gender, sexual orientation, age, disabilities, veteran status, marital status, familial status, or status with regard to public assistance.
- C. This policy fully embraces quality of opportunity for all present employees with respect to all employment matters including training, promotion, benefits, transfers, policies, disciplinary action, compensation and other related areas.

V. CHANGE OF STATUS

- A. No change of status--including but not limited to the following: new hire, transfer, pay change, promotion or resignation--shall occur without a completed and approved Change of Status Form as provided by the County Personnel Director.
- B. Exceptions and retroactive changes require a special resolution by the County Board of Commissioners.

Agenda Item #7

May 3, 2022

REQUEST FOR BOARD ACTION

a. Subject: Participation in the One Watershed-One Plans (Snake, Rum, Kettle)	b. Origination: Commissioner McNally
c. Estimated time: 10 minutes	d. Presenter(s):

e. Board action requested:

Discuss participation in the One Watershed One Plans

f. Background:

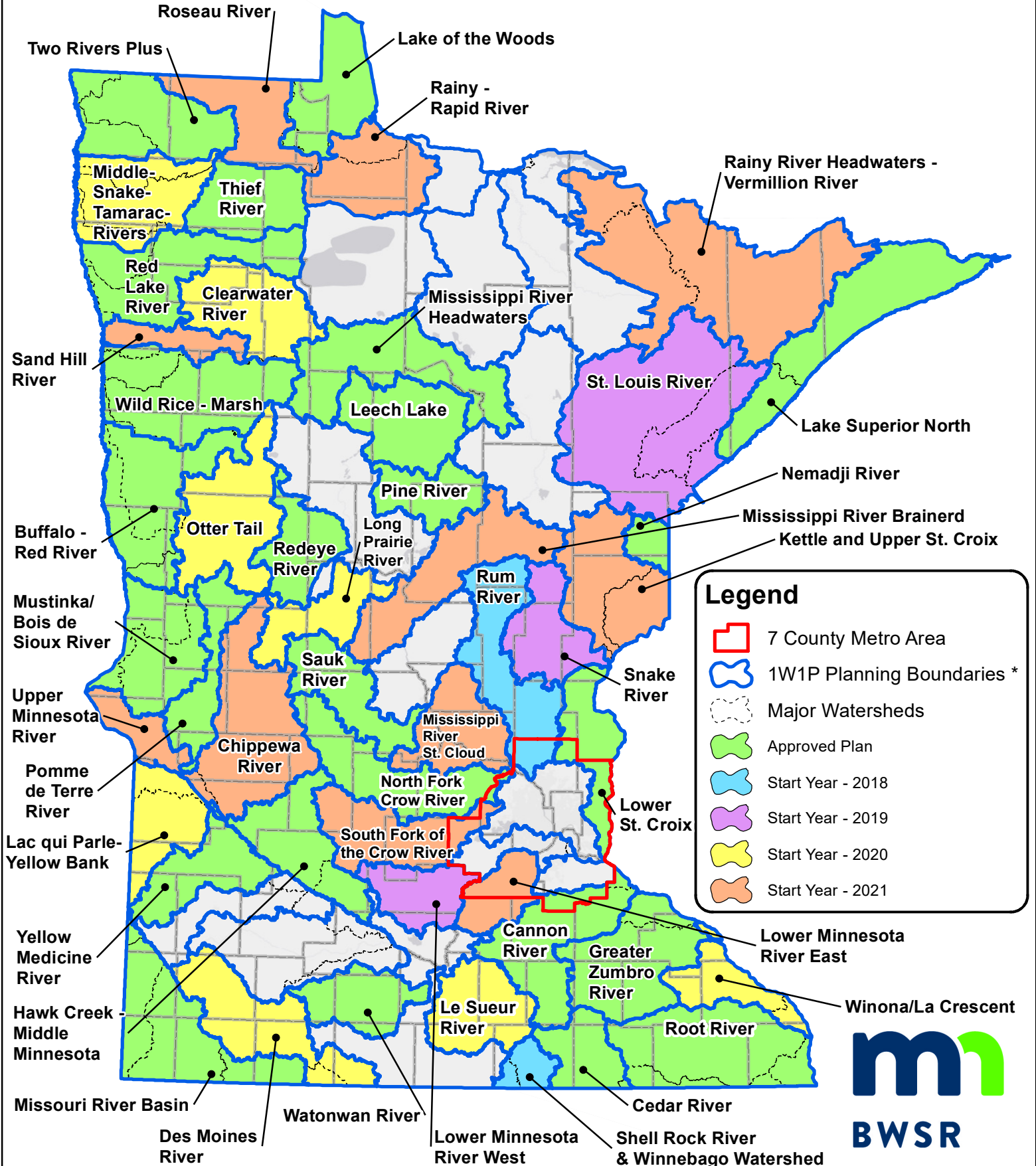
Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

One Watershed, One Plan

Participating Watersheds



*Not legal boundaries; intended for planning purposes through One Watershed, One Plan only.



What is One Watershed, One Plan?

One Watershed, One Plan (1W1P) is a program through the Board of Water and Soil Resources (BWSR) that supports partnerships of local governments in developing prioritized, targeted, and measurable implementation plans. Key principles are planning at the major watershed scale and aligning local plans with state strategies. Plans created through the 1W1P program are called *comprehensive watershed management plans* and are described in [§103B.801](#).

- The program is designed to foster collaboration between upstream and downstream neighbors to work where it's most important in the watershed, not limited to county or other jurisdictional boundaries.
- Plans identify and prioritize resources and issues and set measurable goals. A targeted implementation schedule describes planned actions. Plans also describe programs and the future partnership that will implement the plan.
- Plans are comprehensive: they address water quality and quantity, groundwater, drinking water, habitat, recreation, and other issues.
- Collaboration between local partners and state agencies creates opportunities for dialogue about water management goals and activities, and fosters the use of state data and strategies in local planning.

Minnesota has a long history of water management by local government. One Watershed, One Plan (1W1P) is the next step in the evolution of water planning. The program is built on three components:

- 1. State legislation: [§103B.101](#) and [§103B.801](#)**
- 2. Recommendations from the Local Government Roundtable** (Association of Minnesota Counties, Minnesota Association of Soil and Water Conservation Districts, and Minnesota Association of Watershed Districts)
- 3. BWSR policy: [Guiding Principles](#), [Plan Content Requirements](#), and [Operating Procedures](#)**

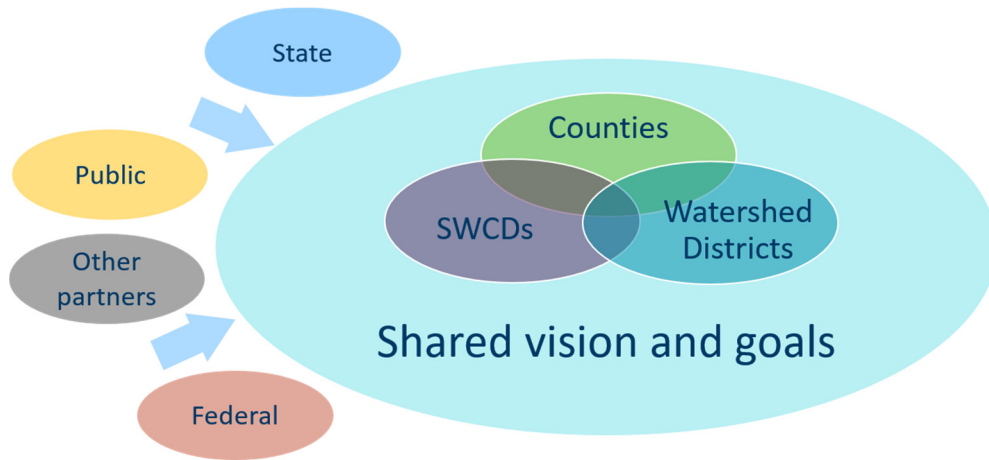
Who is involved?

Soil and water conservation districts (SWCDs), counties, and watershed districts are required participants. Participation is optional for local governments in the seven-county metropolitan area.

Developing a plan involves an advisory committee (which includes state agencies and other interested or affected parties, who make recommendations to the policy committee) and a policy committee (which makes the final decisions on the plan). A steering team may facilitate the process, and groups may wish to hire consultants to help with technical analyses and plan writing. Local governments work together to leverage each other's strengths to develop watershed-based plans. Planning partnerships establish:

- Agreement on the expectations, benefits, and outcomes for implementing the plan

- Implementation activities that address the largest threats to water resources and that provide the greatest environmental benefit
- An understanding of the procedures for substituting or replacing all or portions of existing water plans
- An understanding of next steps for coordinated funding and implementation



What goes into the plans?

Comprehensive watershed management plans contain:

- A narrative describing the watershed's land and water resources
- A summary of the priority issues and resource concerns
- Measurable goals for addressing each priority issue
- A targeted implementation schedule outlining actions
- A description of the program(s) that will be used to implement the actions in the schedule
- A description of the ongoing partnership that will work together to implement the plan

Ultimately, the One Watershed, One Plan program encourages planners to look beyond individual water management projects – plans include programs that address education, recreation, soil health, monitoring, and more. The program also encourages local governments to move beyond jurisdictional boundaries to build regional partnerships and to seek out diverse funding sources.

Where can I find more information?

Program information is available at <http://www.bwsr.state.mn.us/planning/1W1P/index.html>. Key documents:

- *One Watershed, One Plan Operating Procedures* (process, structure, roles)
- *One Watershed, One Plan Plan Content Requirements* (required plan elements)
- *One Watershed, One Plan Guidebook* (additional information, advice, and examples)

103B.801 COMPREHENSIVE WATERSHED MANAGEMENT PLANNING PROGRAM.

Subdivision 1. **Definitions.** The definitions under section 103B.3363, subdivisions 2 to 4, apply to this section.

Subd. 2. **Program purposes.** The purposes of the comprehensive watershed management plan program under section 103B.101, subdivision 14, paragraph (a), are to:

(1) align local water planning purposes and procedures under this chapter and chapters 103C and 103D on watershed boundaries to create a systematic, watershed-wide, science-based approach to watershed management;

(2) acknowledge and build off existing local government structure, water plan services, and local capacity;

(3) incorporate and make use of data and information, including watershed restoration and protection strategies under section 114D.26, which may serve to fulfill all or some of the requirements under chapter 114D;

(4) solicit input and engage experts from agencies, citizens, and stakeholder groups;

(5) focus on implementation of prioritized and targeted actions capable of achieving measurable progress; and

(6) serve as a substitute for a comprehensive plan, local water management plan, or watershed management plan developed or amended, approved, and adopted, according to this chapter or chapter 103C or 103D.

Subd. 3. **Coordination.** The board shall develop policies for coordination and development of comprehensive watershed management plans. To ensure effectiveness and accountability in meeting the purposes of subdivision 2, these policies must address, at a minimum:

(1) a boundary framework consistent with section 103B.101, subdivision 14, paragraph (a), and procedures, requirements, and criteria for establishing or modifying the framework consistent with the goals of section 103A.212. The metropolitan area, as defined under section 473.121, subdivision 2, may be considered for inclusion in the boundary framework. If included, the metropolitan area is not excluded from the water management programs under sections 103B.201 to 103B.255;

(2) requirements for coordination, participation, and commitment between local government units in the development, approval, adoption, and implementation of comprehensive watershed management plans within planning boundaries identified according to this subdivision;

(3) requirements for consistency with state agency-adopted water and natural resources-related plans and documents required by this chapter and chapters 103A, 103C, 103D, 103E, 103F, 103G, and 114D; and

(4) procedures for plan development, review, and approval consistent with the intent of sections 103B.201, 103B.255, 103B.311, 103B.321, 103D.401, and 103D.405. If the procedures in these sections are contradictory as applied to a specific proceeding, the board must establish a forum where the public interest conflicts involved can be presented and, by consideration of the whole body of water law, the controlling policy can be determined and apparent inconsistencies resolved.

Subd. 4. **Plan content.** The board shall develop policies for required comprehensive watershed management plan content consistent with comprehensive local water management planning. To ensure

effectiveness and accountability in meeting the purposes of subdivision 2, plan content must include, at a minimum:

- (1) an analysis and prioritization of issues and resource concerns;
- (2) measurable goals to address the issues and concerns, including but not limited to:
 - (i) restoration, protection, and preservation of drinking water sources and natural surface water and groundwater storage and retention systems;
 - (ii) minimization of public capital expenditures needed to correct flooding and water quality problems;
 - (iii) restoration, protection, and improvement of surface water and groundwater quality;
 - (iv) establishment of more uniform local policies and official controls for surface water and groundwater management;
 - (v) identification of priority areas for wetland enhancement, restoration, and establishment;
 - (vi) identification of priority areas for riparian zone management and buffers;
 - (vii) prevention of erosion and soil transport into surface water systems;
 - (viii) promotion of groundwater recharge;
 - (ix) protection and enhancement of fish and wildlife habitat and water recreational facilities; and
 - (x) securing other benefits associated with the proper management of surface water and groundwater;
- (3) a targeted implementation schedule describing at a minimum the actions, locations, timeline, estimated costs, method of measurement, and identification of roles and responsible government units;
- (4) a description of implementation programs, including how the implementation schedule will be achieved and how the plan will be administered and coordinated between local water management responsibilities; and
- (5) a land and water resource inventory.

Subd. 5. **Timelines; administration.** (a) The board shall develop and adopt, by June 30, 2016, a transition plan for development, approval, adoption, and coordination of plans consistent with section 103A.212. The transition plan must include a goal of completing statewide transition to comprehensive watershed management plans by 2025. The metropolitan area may be considered for inclusion in the transition plan. The board may amend the transition plan no more than once every two years.

(b) The board may use the authority under section 103B.3369, subdivision 9, to support development or implementation of a comprehensive watershed management plan under this section.

Subd. 6. **Authority.** Notwithstanding any laws to the contrary, the authorities granted to local government through this chapter and chapters 103C and 103D are retained when a comprehensive watershed management plan is adopted as a substitute for a watershed management plan required under section 103B.231, a county groundwater plan authorized under section 103B.255, a county water plan authorized under section 103B.311, a comprehensive plan authorized under section 103C.331, or a watershed management plan required under section 103D.401 or 103D.405.

History: *1Sp2015 c 2 art 2 s 12; 1Sp2019 c 4 art 5 s 3-5*